

The Board of Directors of the Emergency Communications District (ECD) of Nashville and Davidson County met in regular session at the Metro Emergency Communications Center, 2060 15th Avenue South. Chair Cleo Duckworth called the meeting to order at 2:30 PM and presided over the meeting with the following board members present: Ruby Baker, Grady McNeal, Michelle Jernigan, William Johnson, Susan Mattson, David Gleason, and Buford Tune. Board member Eliud Trevino was not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin); Bruce Sanschargin, Angie Milliken, Tim Watkins, Tim Nielsen, and Michele Donegan (ECC Dept), Jon Sain and Lenny Manning (Fire Dept), Pat Nolan (DVL Public Relations), Senator Joe Haynes (Legal Counsel), Jim Barnes, Eddie Burchell, and Amber McDonald (TECB).

Minutes

Mr. Johnson made a motion to accept the minutes from the June 16, 2016 ECD board meeting. Mr. Gleason seconded the motion and it carried unanimously by voice vote.

NG911 Update

Mr. Eddie Burchell from the TECB updated board members on the progress that is being made to modernize the State's 911 infrastructure. The project, known as Next Generation 911 ("NG911"), is replacing the old analog copper telephone lines with an internet protocol ("IP") based computer network that will serve as the foundation for NG911. Mr. Burchell reported that 75% of the network is complete to the PSAP's in Tennessee. Most of those PSAP's are taking their wireless calls from the network and many are taking their land line calls as they are being migrated on to the network.

ECC staff reported that Metro is currently connected to the NG911 network and that all equipment is NG911 compliant, but they convert calls back to analog mode at the present time.

After the presentation Ms. Jernigan expressed concern about things that she heard during the report which gave her doubt about the readiness of the NG911 network. Both Tim Nielson and Tim Watkins from the ECC Technology Division reassured her that from their perspective things are working well. They stressed that they do their homework to make sure that everything is working properly before they activate any new component of the NG911 network.

Financial Report

Mr. Lynam went over the July 2016 financial report with board members. He reported that the only income received in July was \$2,071 from interest paid on our checking and LGIP accounts. Expenses for July were \$260,385. This left us with a net loss of \$258,314 for the month.

Our checking account balance at the end of July was \$487,674 and our LGIP account balance was \$6,931,282. This leaves us with \$7,418,956 cash available for operations.

Training Requests

Bruce Sanschargin presented the following items for approval:

Misc. Training

4301 – EMD / EFD card set protective sleeves	1,200.00
4418.12 – APCO / CALEA AM Course	<u>499.00</u>
Total	\$1,699.00

Mr. Gleason made a motion for the Board to approve the training requests. Mr. Tune seconded the motion and it carried unanimously by voice vote.

Public Awareness Update

Mr. Nolan provided a report showing the number of Rescue Rex shows that have been scheduled for the current school year. He also provided the school appearance schedule for September 2016. He noted that there has been an increase of about 70 followers on the Facebook page.

Mr. Nolan went over the call analysis report for July 2016. He noted that there was a 3.91% decrease in calls when compared to the same month last year.

Mr. Nolan's firm is in the process of putting together some new creative work. He provided layouts of both the English and Spanish boards. The same concept "When a Life Can Be Measured in Seconds" will be used again this year. There will be four boards....one depicting a gun, another showing a fire, and two illustrating medical emergencies. There is a deadline for getting the Spanish boards up by the middle of September.

The radio spots are currently in the studio being prepared. Some of the ads will use actual 911 calls that the ECC Dept has received. One ad will address "pocket" or "butt" calls. Another will focus on children playing with phones.

TENA Election Ballot for 2016

Members of the ECC Department recommended that the ECD Board cast their vote for David Alexander (2nd Vice President), Cassie Lowery (Secretary), and Joey King (Middle Region Representative).

Mr. Tune made a motion for the Board to vote for the candidates that were recommended. Mr. Gleason seconded the motion and it carried unanimously by voice vote.

Members of the ECC Dept recommended the ECD Board vote "no" on all of the Bylaw Amendments.

Mr. Gleason made a motion for the Board to vote down the Bylaw Amendments. Ms. Baker seconded the motion and it carried unanimously by voice vote.

Diversity Training

Mr. Lynam pointed out that all board members must complete Metro's Diversity Training class. He noted that there were two board members who had not yet taken the class (Ms. Jernigan and Mr. Trevino). He informed the board that Metro's HR Department was willing to perform the training on-site if there was enough interest. The training would be open to all ECD board members and ECC employees. It was decided that we should ask Metro's HR Dept to conduct the training at 1:30PM on October 20th (one hour prior to our regular scheduled meeting)

ECC Directors Report

A number of ECC employees attended the APCO Conference and had positive things to say about it.

The ECC Department participated in Nashville Night Out. They used this event to promote Smart911 and recruitment.

The ECC Dept has streamlined its process for recruiting employees. They ended up hiring eleven (11) applicants from the most recent group. This brings the total number of vacancies down to sixteen (16).

The ECC Technology group is almost finished with the changeover of all PC's in the department.

The supervisor office renovation is complete. It turned out well and provides a much better working environment for the supervisors.

The ECC Dept is moving to a new payroll system. They will be doing away with the "Timeforce" software package and moving to Metro's enterprise wide payroll system called "Kronos". This will put an end to all of the paper overtime vouchers.

Bruce Sanschargin and Lisa Fulton have swapped roles. Bruce will now oversee HR and Lisa will manage CALEA.

Patrice Herring will now be in charge of the department's monthly newsletter.

Annual ECD Audit

Mr. Lynam reported that the annual ECD financial audit is currently taking place. He noted that everyone should have received a pre-audit communication letter from KraftCPA's regarding the audit. He pointed out that the auditors are on-site this week conducting their field work. He emphasized that if there is anything that anyone wanted to discuss with them, now would be the time to do it.

Miscellaneous

Ms. Duckworth noted that several board members had an opportunity to view a workstation treadmill at the APCO Conference. She recommended that the ECC Dept take a closer look at these devices to see if they might work in our call center. They might alleviate some of the problems that come with sitting for long periods of time.

Some board members attended a professional development class at the APCO Conference that was led by Jody Clinard, Metro's radio system manager. He discussed how Metro governed radio system users and how they recover costs. Ms. Duckworth suggested that we ask Mr. Clinard to give his presentation at one of our upcoming meetings.

Mr. Barnes reported that the TECB authorized an increase in base funding. Davidson County will see an annual increase of \$332,057.

Next ECD Board meeting will be held on September 15th at 2:30 PM.

Adjournment

Upon proper motion (Mr. Gleason) and second (Mr. Tune) the meeting adjourned at 3:50 P.M.

Minutes submitted by Mark Lynam