

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, Lorinda Hale, William Johnson, Charlane Oliver, Michelle Jernigan, and Eliud Trevino. Board members Susan Mattson and David Gleason were not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin); Michele Donegan, Angie Milliken, Bruce Sanschargin, Denise Walsh, and Hal Weese (Metro DEC), Pat Nolan (DVL Seigenthaler), and Russell Freeman (Legal Counsel).

Moment of Silence

Ms. Duckworth asked for a moment of silence at the beginning of the meeting in remembrance of Senator Joe Haynes who passed away on January 26, 2018.

Minutes

Ms. Hale made a motion to accept the minutes from the November 16, 2017 ECD board meeting. Ms. Baker seconded the motion and it carried unanimously by voice vote.

Financial Report

Mr. Lynam went over the January 2018 financial report with board members. He reported that income for January was \$11,896 while expenses were \$199,406. This left us with a net loss of \$187,510 for the month.

Our checking account balance at the end of January was \$266,071 and our LGIP account balance was \$10,680,073. This leaves us with \$10,946,144 cash available for operations.

Training Requests

Mr. Sanschargin presented the following items for approval:

Training Materials

4418.03 - EFD Training Books (\$195 each x 5)	975.00
- EMD Training Books (\$195 each x 5)	975.00
- Call Taking Manuals (\$15 each x 5)	75.00
- Procedure Manuals (\$15 each x 5)	<u>75.00</u>
	2,100.00

Misc. Request

4418.06 Internal Investigation Training (2 day, 1 attendee)	350.00
APCO Envision (1 day, 3 attendees)	547.00
NENA Webinar Wednesday Subscription	<u>250.00</u>
	1,147.00

Conference / Travel

TIES Conference, Pigeon Forge, TN, March 19-21, 2018 (2 attendees)	
4418.06 - Registration (\$40 each)	80.00
4418.07 - Transportation Mileage	454.76
4418.07 - Lodging (\$97 per night)	388.00
4418.07 - Per Diem (\$51 per day)	<u>306.00</u>
	\$1,228.76

Grand Total \$4,475.76

Mr. Johnson made a motion for the board to approve the training requests. Ms. Baker requested that the dates of the training and the names of the employees who will receive the training be included with future training requests. Mr. Sanschargin acknowledged that he would do that. With that noted Ms. Hale seconded the motion and it carried unanimously by voice vote.

Public Awareness Update

Mr. Nolan went over the call volume report for January 2018. The 911 call numbers were down by 6.69% for the month. This decrease marks nineteen consecutive months that 911 calls were down. Emergency calls for January were down by 2,123 calls compared to the same period in 2017. For all of calendar year 2017, 911 calls were down by 40,734 compared to the same period in 2016.

Mr. Nolan pointed out that we will need to bring our Public Awareness Committee together during March so that we can plan our budget for FY 2019.

Mr. Nolan provided a report showing the number of delivered digital impressions and click through rate for our online ads. He made note that our target number of 100,000 digital impressions was reached on all of the websites used. He also pointed out that there is a link to DEC's website on all of the advertising sites.

Mr. Nolan went over the language interpretation report. He pointed out that Spanish and Arabic continue to be the most requested languages needing interpretation services.

Mr. Nolan went over the Rescue Rex booking reports showing schools, shows, and children reached. He also provided the school appearance schedules for February and March. He noted that some shows were cancelled during the month of January because of the snow days but those shows have been rebooked.

Employee Appreciation Banquet

Ms. Denise Walsh handed out an announcement requesting board members keep the date of April 13, 2018 open for the employee appreciation banquet. She went on to add that this year's ceremony will be held at the Music City Center. Ms. Walsh asked board members if it would be all right to include the \$10 per vehicle parking fee with other expenses. Mr. Lynam pointed out that even with the parking fee included we will still be under budget. Board members felt this was acceptable.

Legal Counsel

Due to the sudden passing of Senator Joe Haynes, Mr. Lynam asked Mr. Russell Freeman to attend today's ECD Board meeting. Mr. Freeman is a partner in the law firm of Haynes, Freeman, and Bracey and had worked with Senator Haynes for over thirty years. Mr. Lynam asked board members if they would be comfortable with Mr. Freeman taking over as legal counsel for the ECD Board. Mr. Lynam pointed out that Mr. Freeman is quite knowledgeable of the 911 industry, currently serves as legal counsel for the TENA organization, and will have access to Senator Haynes' records. All board members in attendance agreed that this would be acceptable. Mr. Freeman thanked the board and stated that it will be an honor for him to carry on in place of Senator Haynes. Mr. Freeman will submit a fee letter covering the remainder of this fiscal year.

DEC Directors Report

Ms. Donegan reported on the death of Ginger West, a twenty year DEC employee, who recently passed away due to health issues.

Ms. Donegan reported that rebid went into effect February 1st allowing employees to change shifts.

There is a risk assessment meeting scheduled for February 26th regarding the new building. Current plans call for the new building to house DEC, OEM, and a small data center. Estimated cost is projected at \$63 million with a building size of just over 100,000 square feet. Hopefully funds will be added to this year's budget.

DEC currently has 23 vacancies. The next training class is scheduled to start on February 26th and will consist of five trainees. Another training class is anticipated to start on April 30th.

The employee recognition banquet is scheduled for April 13th. Ms. Donegan is encouraging employee participation.

Miscellaneous

Ms. Duckworth pointed out that the NENA conference will be held in Nashville this year, June 16 – 21. She also noted that the TENA Conference will be held in Murfreesboro, September 16 – 19. She felt that both of these conferences offer educational opportunities and encouraged board members to attend all or a portion of these conferences if possible. Mr. Lynam will let board members know where they can find more information on the internet. Mr. Nolan offered to showcase both our “Public Awareness” and “Rescue Rex” programs at these conferences if the board would like.

Ms. Baker underscored the need for more employee participation at the banquet, especially from those being honored. Ms. Hale suggested an employee survey to see if our employees would prefer something other than a dinner banquet.

Adjournment

Upon proper motion by Ms. Hale and second by Mr. Trevino the meeting adjourned at 3:23 P.M.

Minutes submitted by Mark Lynam