

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 15<sup>th</sup> Avenue South. Chair Cleo Duckworth called the meeting to order at 3:00 PM and presided over the meeting with the following board members present: Ruby Baker, Grady McNeal, Susan Mattson, David Gleason, William Johnson, Eliud Trevino, and Buford Tune. Board member Wayne Tucker was not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin); Duane Phillips, Tim Watkins, Kristi Carter, Bruce Sanschargin, Angie Milliken, and Dwayne Vance (ECC Dept), Senator Joe Haynes (Legal Counsel), Pat Nolan (DVL Public Relations), Ramona McKenzie (Fire Dept), Jody Clinard and Paul Whitten (General Services Radio Shop), and Aida Hughes.

### **Minutes**

Mr. Gleason made a motion to accept the minutes from the November 20, 2014 ECD board meeting. Mr. Tune seconded the motion and it carried unanimously by voice vote.

### **TENA Election Ballot for 2nd Vice President**

The Board cast their vote for Susan Mitchell (Maury County).

### **ECD Bylaws**

Mr. Lynam distributed a copy of the ECD bylaws to board members. It was noted that they were initially adopted in November 1990. Two amendments had been made to them since that time. The first amendment was made in January 1999 and the second made in September 2000. It was decided that Senator Haynes should review the bylaws and offer recommendations as to any revisions that he thinks should be made.

### **Musica Image**

Ms. Mattson asked if we had heard anything else regarding Mr. Alan Lequire's protest of the ECD using the "Musica" image in our public awareness campaign. Mr. Lynam updated the board on this matter. He pointed out that in early December Metro's Legal Department had asked for a count of the number of billboards containing the picture. Mr. Nolan had responded to that request. Nothing else has come up regarding this matter since that time.

### **Financial Report**

Mr. Lynam went over the December 2014 financial report with board members. He reported that income for December was \$733,531 and expenses were \$424,103 leaving us with a net gain of \$309,428 for the month. Our checking account balance at the end of December was \$1,613,678 and our LGIP account balance was \$6,109,188 which provided a total of \$7,722,867 cash available for operations.

### **Training Requests**

Mr. Sanschargin presented the following items for approval:

#### Training Materials

|  |                |
|--|----------------|
| 4418.03 - EFD Training Books (\$195 each x 10) | 1950.00        |
| - EMD Training Books (\$195 each x 10)         | 1950.00        |
| - Calltaking Manuals (\$15 each x 10)          | 150.00         |
| - Procedure Manuals (\$15 each x 10)           | 150.00         |
| - APCO Manuals (\$79 each x 20)                | <u>1580.00</u> |
|  | \$5780.00      |

Conferences

LEACT Conference – Chattanooga, TN February 18th – 20th  
(2 Attendees)

|         |              |               |
|---------|--------------|---------------|
| 4418.06 | Registration | 150.00        |
|         | Hotel        | 250.00        |
|         | Per Diem     | <u>250.00</u> |
|         |              | \$ 650.00     |

Training Classes

|         |   |           |
|---------|---|-----------|
| 4418.12 | NENA Education Summit –<br>4 classes and a 2-day GIS Workshop | \$4500.00 |
|---------|---|-----------|

Total: \$11,930.00

Mr. Tune made a motion for the Board to approve the training requests. Mr. Johnson 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 February 2015. He went over the call analysis report for November 2014. He pointed out that he had just received the December 2014 call numbers and had not yet had time to analyze the numbers. He will get that report completed and send it to everyone.

**Update – Fire Station Alerting System**

Ms. McKenzie and Tim Watkins reported that the project has not yet gotten underway. The equipment has not arrived. The project manager on Motorola's side will be the same person who oversaw the CAD upgrade. They expect to have more to report on at next month's meeting.

**Motorola Radio System Manager**

Mr. Jody Clinard introduced Mr. Paul Whitten as the new radio systems manager. Mr. Whitten worked for the city of Myrtle Beach, South Carolina before joining Motorola.

**ECC Director Report**

ECC Chief Duane Phillips reported on the following:

- On November 14<sup>th</sup> Chief Phillips attended the Mayor's Annual Award Ceremony. Three ECC employees received their 30 year award...Angie Milliken, Lisa Baker, and Lynn Brannon.
- Chief Phillips attended the CALEA Conference in November and the ECC was reaccredited for the third time.
- On December 1<sup>st</sup> Assistant Directors Angie Milliken and Michelle Peterson swapped positions. Ms. Milliken is now overseeing the Operations Division while Ms. Peterson is managing the Support Division.
- Five ECC employees graduated from Metro's Management Institute (MMI) on December 1<sup>st</sup>. This is a training program for supervisory staff. The employees who completed the course are Amanda Rigby, Danny Dalton, Brian Crabtree, Kristin Mullen, and Nioka Curtis.

- On December 11<sup>th</sup> Chief Phillips attended the 20<sup>th</sup> Annual “Season to Remember” tribute to homicide victims that is sponsored by the Mayor and Governor. Chief Phillips previously worked in the homicide division of the Metro Police Department.
- On January 12<sup>th</sup> the ECC Department started working on a CAD upgrade. All call-takers are currently working out of the backup center.
- The software product “Paramount” has been installed. This will allow smooth interaction between dispatch protocols EMD (medical) and EFD (fire).
- Chief Phillips attended Metro’s budget kickoff on January 14<sup>th</sup>. Each department is being asked to complete an exercise showing a 3% reduction in expenses. In order to meet this directive the ECC Department will have to show a reduction in employees.

**Adjournment**

Upon proper motion and second the meeting adjourned at 3:30 P.M.

Minutes submitted by Mark Lynam