

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 3:10 PM and presided over the meeting with the following board members present: Ruby Baker, Grady McNeal, Wayne Tucker, William Johnson, Eliud Trevino, and Buford Tune. Board members Susan Mattson and David Gleason were not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin); Duane Phillips, Michele Peterson, Tim Watkins, Nell Hayes, and Dwayne Vance (ECC Dept), Pat Nolan (DVL Public Relations), Senator Joe Haynes (Legal Counsel), Ramona McKenzie (Fire Dept), and Aida Hughes.

### **Public Hearing – ECD Operating Budget For FY 2016**

Chair Cleo Duckworth announced that on April 16, 2015 the ECD Board met and approved its proposed operating budget for fiscal year 2016. On May 5, 2015 copies of the proposed budget were filed with the Metro Clerk and the Mayor's Office. Notice of this public hearing was advertised in The Tennessean newspaper on Sunday, June 14, 2015. She declared the public hearing open and asked if anyone was present who wished to speak on the proposed ECD operating budget for fiscal year 2016. There was no one present who wished to speak so Ms. Duckworth closed the public hearing.

### **Minutes**

Mr. Tune made a motion to accept the minutes from the May 21, 2015 ECD board meeting. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

### **Financial Report**

Mr. Lynam went over the May 2015 financial report with board members. He reported that the only income received in May was \$673 from interest paid on our checking and LGIP accounts. Expenses for May were \$2,536,912. This left us with a net loss of \$2,536,239 for the month. Our checking account balance at the end of May was \$117,137 and our LGIP account balance was \$6,612,115. This leaves us with \$6,729,252 cash available for operations.

### **Adoption of ECD Budget for FY 2016**

Mr. Lynam presented a copy of the operational budget that was proposed at the April 16, 2015 board meeting. He stated that no changes had been made to the proposed budget since that meeting. Mr. Johnson made a motion for the board to adopt the \$7,561,179 budget as its operating budget for FY 2016. Mr. Tune seconded the motion and it carried unanimously by voice vote.

Mr. Lynam went on to add that all expenses had been paid for the month of June and that we finished the current fiscal year under budget in all categories. There will be no need to amend our budget for fiscal year 2015.

### **Approval of Contracts**

The ECD Board approved the following contracts for FY 2016:

- Inter-local Agreement with Metro ....Mr. Tune made a motion for the Board to approve the contract. Mr. Tucker seconded the motion and it carried unanimously by voice vote.
- Joe Haynes (Legal Services).... Mr. Tune made a motion for the Board to approve the fee letter. Mr. Johnson seconded the motion and it carried unanimously by voice vote.
- DVL Seigenthaler Public Relations (Public Awareness).... Mr. Tune made a motion for the Board to approve the contract. Mr. Tucker seconded the motion and it carried unanimously by voice vote.

- Mark Lynam & Larry Law (Administrative Services)... Mr. Tune made a motion for the Board to approve the contract. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

### **Training Requests**

Ms. Fulton had planned on being at our meeting to present the training requests but was called away by a family emergency. Ms. Nell Hayes stepped in to present the requests but did not have a handout.

She said they needed training materials for two classes that were coming up...a Fire class and a Calltaker class. They also needed to order Code 10 cards and CPR Certification cards. The total cost for these materials was \$2,395. She went on to add that Metro would be sending a number of employees to the APCO Conference in August but did not have a breakdown of the cost. Ms. Duckworth asked that a breakdown of those expenses be made available at our August meeting.

Mr. Tune made a motion for the Board to approve the cost of the training materials. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

### **Public Awareness Update**

Mr. Nolan reported that the Rescue Rex shows finished in May. His team is going to have a meeting to discuss how the past school year went and to plan the upcoming 2015-2016 program.

Rescue Rex rehearsals will probably start in late July or early August. The Rescue Rex team no longer has space to practice at the DVL office building. They are currently looking for a place where they can rehearse, preferably without a charge.

Letters to schools will probably go out in late July or early August. Shows will start in September.

The customer satisfaction survey was completed by Prince Marker Research in early June and forwarded to ECC managers and ECD Board members.

Mr. Nolan went over the call volume report for May 2015. The call numbers have risen considerably over the past couple of months.

The online digital banner ads are about to begin. Until the new creative work is complete the guitar that appeared on the outdoor boards is being used in the banner ads. The banner ads will appear as advertisements on the Channel 4 and Channel 5 websites and possibly the Tennessean.

### **Update – Fire Station Alerting System**

Ms. McKenzie reported that stations 34 and 22 are up and running. Stations 3,9, 11, and 18 are in test mode. Hardware has been installed at stations 13, 8, 7, and 37.

### **ECC Director Report**

ECC Assistant Chief Michele Peterson reported on the following:

- The Metro Council amended the Mayor's recommended budget to include an additional \$86,000 in ECC's budget for a fire class.
- The ECC Director position has been advertised. Eight (8) people applied for the position.
- Director Phillip's last work day before retirement will be September 15<sup>th</sup>.

### **Election of Officers for 2016**

The following officers were elected by acclamation:

- Chair – Mr. Johnson nominated Cleo Duckworth. There were no other nominations. Mr. Tune seconded the motion and it carried unanimously by voice vote.
- 1st Vice Chair - Mr. Johnson nominated Susan Mattson. There were no other nominations. Mr. Tune seconded the motion and it carried unanimously by voice vote.
- 2nd Vice Chair - Ms. Baker nominated William Johnson. There were no other nominations. Mr. Tune seconded the motion and it carried unanimously by voice vote.

### **Date of Next Meeting**

There will be no ECD Board meeting in July. The August meeting was moved to August 13<sup>th</sup> since several board members will be attending the APCO Conference on August 20<sup>th</sup>.

### **Adjournment**

Upon proper motion and second the meeting adjourned at 3:45 P.M.

Minutes submitted by Mark Lynam