

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, Susan Mattson, Rick Cowan, and Eliud Trevino. Board members David Gleason and Charlane Oliver were not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin), Angie Milliken, Hal Weese, and Bruce Sanschargin (Metro DEC), Tiffany Childress (DVL Seigenthaler), Russell Freeman (Legal Counsel), Tadayoshi Kawawa (Metro Budget Office), and Aida Hughes.

Public Hearing – ECD Operating Budget for FY 2020

Chair Cleo Duckworth opened the meeting with a public hearing regarding the district's operating budget for FY 2020. She announced that on May 16, 2019 the ECD Board met and approved its proposed operating budget for fiscal year 2020. Additionally, on May 16, 2019, 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 16, 2019. 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 2020. There was no one present who wished to speak so Ms. Duckworth closed the public hearing

Minutes

Ms. Hale made a motion to accept the minutes from the May 16, 2019 ECD board meeting. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

Financial Report

Mr. Lynam discussed the May 2019 financial report with board members. He went over all of the business transactions that took place during the month. He reported that income for May was \$27,453 while expenses were \$1,932,735. This reflected a net loss of \$1,905,283 for the month.

Mr. Lynam reported that cash available for operations amounted to \$12,376,156. This consisted of \$62,046 in our checking account and \$12,314,110 in our LGIP account.

Adoption of ECD Budget for FY 2020

Mr. Lynam provided a report showing budgeted vs actual expenses for the current fiscal year. He stated that we finished the year within budget in all expense categories. By doing so we do not have to prepare an amended budget for FY 2019.

Mr. Lynam presented a copy of the 2020 operational budget that was proposed at the May, 16, 2019 board meeting. He pointed out that no changes were made to the initial proposal. As it currently stands revenue for FY2020 is estimated to be \$7,020,210 while expenses are set at \$9,591,975. This leaves a shortfall of \$2,571,765 which will be covered by our fund balance.

After discussion ended Ms. Mattson made a motion for the board to adopt the budget as presented. Ms. Hale seconded the motion and it carried unanimously by voice vote

Approval of Contracts

The ECD Board approved the following contracts for FY 2020:

1. Inter-Local Agreement with Metro – Ms. Mattson made a motion for the board to approve the contract. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

2. Russell Freeman (Legal Services) - Ms. Mattson made a motion for the board to approve the fee letter. Ms. Baker seconded the motion and it carried unanimously by voice vote.

3. DVL Seigenthaler Public Relations (Public Awareness) – Ms. Baker made a motion for the board to approve the contract. Ms. Hale seconded the motion and it carried unanimously by voice vote.

4. Mark Lynam & Larry Law (Administrative Services) – Ms. Baker made a motion for the board to approve the contract. Ms. Hale seconded the motion and it carried unanimously by voice vote.

Training Requests

Mr. Sanschargin presented the following items for approval:

Conference Travel

ESRI Conference (Dan Diego, CA) July 8-12
(2 attendees – Marty Boyce & Jarad Cleghorn)

4418.06 – Registration	1,395.00
4418.07 - Transportation (airfare / shuttle)	1,477.00
4418.07 – Lodging	3,248.00
4418.07 - Per Diem (\$71/day)	<u>781.00</u>
	\$6,901.00

Ms. Baker 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

Ms. Tiffany Childress was at the meeting to represent DVL Seigenthaler. She went over the call analysis report for May. Ms. Childress reported that during the month of May, Metro calltakers answered more 911 calls than any month this year. Calls increased from 39,680 in April to 47,031 in May, an increase of 7,351 calls. When compared to the same month last year 911 calls rose by 12,032 or 34.38% while non-emergency calls declined by 6,182 or 9.89%.

The “new movers” digital campaign is going strong. It appears that this targeted campaign is performing higher than traditional online advertising. The campaign has delivered 154,089 more impressions than projected.

This is the last month for the Channel5 and WKRN digital ads. This ad campaign is not performing as expected. DVL Seigenthaler will redirect the money set aside for this purpose and use it to promote the Smart911 and MEANS apps.

Rescue Rex has wrapped up another successful year. During FY 2019 the Rescue Rex program performed 81 shows at 57 schools. The program reached 8019 children.

DEC Directors Report

Ms. Milliken reported that a new director has not yet been appointed to manage the Department of Emergency Communications. Until someone is appointed Ms. Milliken will serve as interim director.

There are currently 34 vacancies within the Department of Emergency Communications. A new class is scheduled to start on August 5th. Applicants are currently undergoing orientation and testing.

It was reported that approval was given to change DEC's classification system. They will be allowed to promote faster. An ET1 will be able to move to an ET2 in 6 months instead of 12 months. The starting salary will also increase from \$33,000 to \$37,000 beginning July 1st.

Beginning July 1st, DEC will be allowed to run a continuance posting for new hires. In addition, they hope to add a second instructor so that they can have two concurrent training classes.

Mr. Sanschargin reported that the testing programs which are used to test calltaker candidates will have to be rebid at the end of the year due to the contracts having reached their term limits.

Mr. Cowan asked if the stress level for calltakers could be reduced by vacancies being filled. Ms. Milliken indicated that it probably would reduce the stress level if there were more frequent gaps between calls.

Ms. Mattson asked if non-emergency calls could be directed to other agencies such as 311. Ms. Milliken stated that this was not possible due to the fact that non-emergency calls often escalate to emergency status.

Ms. Milliken reported that five employees were sent to the NENA conference.

Employees were working out of the backup center yesterday as part of its monthly contingency activation. Due to the nature of the storm warnings and having so many glass windows in the building, employees were redeployed back to the main 911 center. Everything worked fine in shifting employees between locations due to this being part of DEC's "Contingency of Operations Plan".

TECB Public Hearing

Mr. Lynam reported that the TECB will hold a public hearing on July 16, 2019 at 10:00am regarding the potential of the TECB increasing the 911 surcharge rate from \$1.16 to a new amount. Mr. Freeman stated that TENA is asking each district to sign a resolution supporting a rate increase. Mr. Freeman also reported that TENA is looking into asking the TECB to distribute excess revenue more frequently than once a year.

Election of Officers for FY 2020

Ms. Hale made a motion that all current officers stay in their existing position. Ms. Duckworth asked if there was anyone else who desired to serve as an officer. No one else expressed an interest in serving as an officer. Ms. Baker seconded the motion and it carried unanimously by voice vote. The officers for FY 2020 are:

- Chair – Ms. Cleo Duckworth
- 1st Vice Chair – Ms. Susan Mattson
- 2nd Vice Chair – Mr. William Johnson

Date of Next ECD Board Meeting

Our next board meeting was scheduled for August 15th. Due to a number of board members returning from the APCO Conference on that day the meeting date was moved to August 22nd.

Adjournment

Upon proper motion by Ms. Hale and second by Mr. Johnson the meeting adjourned at 3:26 P.M.