

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, Charlane Oliver, Michelle Jernigan, and Eliud Trevino. Board member David Gleason was not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin); Michele Donegan, Angie Milliken, Bruce Sanschargin, Dwayne Vance, Michelle Peterson, and Hal Weese (Metro DEC), Pat Nolan (DVL Seigenthaler), Russell Freeman (Legal Counsel), Jon Sain and Al Thomas (Metro Fire Dept) and Aida Hughes.

**Minutes**

Ms. Hale made a motion to accept the minutes from the February 15, 2018 ECD board meeting. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

**Financial Report**

Mr. Lynam went over the February 2018 financial report with board members. He reported that income for February was \$1,125,272 while expenses were \$124,367. This left us with a net gain of \$1,000,905 for the month.

Our checking account balance at the end of February was \$1,255,751 and our LGIP account balance was \$10,691,298. This leaves us with \$11,947,049 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)	1,950.00
- EMD Training Books (\$195 each x 10)	1,950.00
- Call Taking Manuals (\$15 each x 10)	150.00
- Procedure Manuals (\$15 each x 10)	<u>150.00</u>
	4,200.00

**Conference Travel**

RAVE Conference, Denver, CO, April 16-19, 2018 (3 attendees)

4418.06 - Registration	873.36
4418.07 - Transportation Air	952.88
4418.07 - Transportation Ground Shuttle	177.00
4418.07 - Lodging	1,912.00
4418.07 - Per Diem (\$69 per day)	<u>828.00</u>
	\$4,742.24

Navigator Conference, Las Vegas, NV, April 23-27, 2018 (8 attendees)

4418.06 - Registration	4,368.36
4418.07 - Transportation Air	2,518.72
4418.07 - Transportation Ground Shuttle	250.00
4418.07 - Lodging	8,571.52
4418.07 - Per Diem (\$69 per day)	<u>2,560.00</u>
	\$18,268.60

Grand Total \$27,210.84

Ms. Baker made a motion for the board to approve the training requests. Ms. Hale seconded the motion and it carried unanimously by voice vote.

### **Public Awareness Update**

Mr. Nolan went over the call volume report for February 2018. The 911 call numbers were down by 2.92% for the month. This decrease marks twenty consecutive months that 911 calls are down. The decline is the smallest in recent months but it appears that momentum continues to hold down unneeded 911 calls. Overall the number of calls for service were up by about 13,623 calls or 13.19% compared to February 2017.

During the budget process DVL may look at doing a refresh on radio ads and outdoor boards. They may also look at a new way to do artwork which may save a little money. We'll try to bring the Public Awareness Subcommittee together near the end of March or early April to look at a draft of budget numbers.

Mr. Nolan went over the Rescue Rex booking reports showing schools, shows, and children reached. He also provided the school appearance schedule for March. So far we have done fewer shows than last year but the gap is narrowing.

The digital ad report was not in the packet. Mr. Nolan noted that our target number of 100,000 digital impressions was reached on all of the advertising sites that were used. We will send the report to anyone wishing to see it.

Mr. Nolan went over the language interpretation report. He pointed out that it does not change significantly from month to month. Spanish and Arabic continue to be the most requested languages needing interpretation services.

### **TENA Policy Revision**

Mr. Lynam explained that TENA is revising one of their budget policies and due to the fact that we are a member of TENA we are being offered an opportunity to vote on the amendment. Our vote will be made through an electronic ballot that has been sent to Mr. Lynam. Mr. Lynam presented a paper copy of the proposed changes.

The amendment to Policy 4.01A reflects the month in which the TENA budget must be submitted for board approval. It is being changed from July to November since the TENA organization is moving from a fiscal year beginning July 1 to a calendar year beginning January 1.

The amendment to Policy 4.01B reflects how the annual TENA Conference budget will be viewed and treated as a subsection to their overall annual budget.

Mr. Freeman added that this is a move in the right direction for TENA.

After discussion ended Ms. Hale made a motion to direct Mr. Lynam as the board's spokesman to vote in approval of the amendment as presented. Ms. Baker seconded the motion and it carried unanimously by voice vote.

### **Street Name Change**

Ordinance BL2018-1113 was submitted to rename a portion of “Charlotte Avenue” to “Dr. M L King Jr Boulevard”. Mr. Lynam noted that this name change has the support of DEC. Ms. Baker pointed out that the street name on our agenda did not include “Jr”. Mr. Lynam explained that this was a typo on his part and that the name change that we were approving would be what was reflected in the ordinance. With that said Mr. Johnson made a motion to approve the street name change. Ms. Hale seconded the motion and it carried unanimously by voice vote.

### **DEC Directors Report**

Ms. Donegan reported that DEC’s budget hearing with the Mayor will take place on Wednesday, March 21<sup>st</sup>. She pointed out that all Metro departments have been asked to submit a status quo budget for next year. Although her department has many things they would like to improve on, she felt that if they were creative on hiring and retaining employees they could function with a status quo budget.

DEC currently has 19 vacancies. There are five individuals who are in the new call-taker class. They are in the third week of training.

DEC has interviewed and made nine conditional offers to new hires. If they pass the background check they will start training on April 30<sup>th</sup>.

A group of DEC employees are working with the Technology staff on evaluating and making recommendations on the new furniture purchase.

Ms. Donegan reminded board members of the employee appreciation banquet on April 13<sup>th</sup>, 6:00 PM.

Ms. Donegan pointed out that Metro’s capital budget will not be taken up at the same time as the operating budget. She indicated that it will probably be August before she has any additional news regarding funding for the new 911 facility. Planning for the facility is still underway with a meeting scheduled next week.

Three DEC supervisors recently graduated from MMI (Metro Management Institute). This is a training curriculum sponsored by Metro’s HR Department that allows employees to build their management / supervisory skill sets.

### **Miscellaneous**

Ms. Duckworth reminded board members to let Mr. Lynam know if they plan to attend the NENA Conference so that he can get them registered. She also pointed out that if you do eight hours of volunteer work you will receive a refund from NENA equal to the cost of a one day registration.

Mr. Sanschargin reported that NENA has asked if Rescue Rex could attend the 5K run/walk event on Sunday morning, June 17<sup>th</sup>. Mr. Nolan indicated that he would try to get that set up.

Mr. Lynam pointed out that Fire Marshall Al Thomas was in the audience. Mr. Thomas informed board members that he was once again working for Metro and that he was in charge of fire stations. He explained that his department was resurrecting an old fire hall on 8<sup>th</sup> Avenue. They hope to have it up and running in about two months.

In learning that DEC would soon be purchasing new call taker furniture, Mr. Freeman pointed out that some districts are very “under budgeted”. He asked if our old furniture could possibly be diverted to

some of these disadvantaged districts either through a competitive bidding process or donation. It was explained that we currently turn our surplus equipment over to Metro's Public Property department who disposes of it and returns any proceeds from its sale back to us. Mr. Lynam said that he would check with the TECB to get their views on donating equipment from one district to another since the equipment was originally purchased with state 911 funding.

**Adjournment**

Upon proper motion by Mr. Johnson and second by Ms. Hale the meeting adjourned at 3:00 P.M. Next ECD Boarding will be held on April 19<sup>th</sup>.

Minutes submitted by Mark Lynam