

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, Wayne Tucker, William Johnson, Eliud Trevino, and Buford Tune. Board member David Gleason was not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin); Duane Phillips, Nioka Curtis, Kristi Carter, Bruce Sanschargin, Lisa Fulton, Michele Peterson, and Dwayne Vance (ECC Dept), Cheryl Thompson (DVL Public Relations), Ramona McKenzie and Al Thomas (Fire Dept), and Aida Hughes.

### **Minutes**

Mr. Tune made a motion to accept the minutes from the January 15, 2015 ECD board meeting. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

### **Financial Report**

Mr. Lynam went over the February 2015 financial report with board members. He reported that we received our first payment from the TECB under the new 911 Modernization Funding Act that went into effect on January 1, 2015. Total income for February was \$1,114,628 and expenses were \$172,500 leaving us with a net gain of \$942,128 for the month. Our checking account balance at the end of February was \$1,558,731 and our LGIP account balance was \$7,110,340 which provided a total of \$8,669,071 cash available for operations.

### **Training Requests**

Ms. Fulton presented the following items for approval:

#### Training Classes:

|         |  |           |
|---------|--|-----------|
| 4418.12 | CALEA Accreditation Manager Course         | \$499.00  |
| 4418.12 | CAD Reporting Training Class (6 attendees) | 16,106.00 |

#### Training Materials:

|         |   |           |
|---------|---|-----------|
| 4418.03 | CTO Manuals (\$89 x 20)                     | \$1780.00 |
| 4418.03 | Policy & Procedure Manuals (\$15 each x 10) | 150.00    |
| 4418.03 | Police Dispatch Manual (\$15 x 6)           | 90.00     |

#### Conferences:

Navigator Conference – Salt Lake City, UT April 17th-19th  
(6 Attendees)

|         |              |               |
|---------|--------------|---------------|
| 4418.06 | Registration | 2405.00       |
| 4418.07 | Airfare      | 1740.00       |
| 4418.07 | Per Diem     | 1704.00       |
| 4418.07 | Hotel        | 3420.00       |
| 4418.07 | Shuttle      | <u>300.00</u> |
|         |              | \$9,569.00    |

Intrado User Education & Training Forum – Boulder, CO April 20th-23rd  
(2 Attendees)

|         |              |        |
|---------|--------------|--------|
| 4418.06 | Registration | 298.00 |
| 4418.07 | Airfare      | 640.00 |
| 4418.07 | Per Diem     | 488.00 |

|  |              |               |
|--|--------------|---------------|
| 4418.07  | Hotel        | <u>720.00</u> |
|  |              | \$2,146.00    |
| LEACT Conference – Chattanooga, TN May 20th – 22nd<br>(1 Attendee) |              |               |
| 4418.06  | Registration | 75            |
|  | Hotel        | 250           |
|  | Per Diem     | <u>250</u>    |
|  |              | \$575.00      |
| Grand Total  |              | \$30,915.00   |

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.

**Furniture Requests**

Michelle Peterson reported that there was an urgent need to replace the chairs at the Harding Backup site. There have been two incidents of chairs collapsing. The chairs that are currently in use at Harding were left by the previous tenant. She also went on to add that her department would like to modify the current supervisor tower with individual cubicles. They will first have to involve Metro’s Property Management Division before those changes can be made.

Mr. Lynam reported that we currently have \$25,000 set aside in the budget for furniture. The chairs are expected to cost between \$35,000 - \$40,000. The cost to modify the supervisor tower has yet to be determined. To fund this request we will have to shift some funds around.

After discussion ended Mr. Tune made a motion that we fund the purchase of the chairs by shifting funds if needed. The modification of the supervisor tower should wait until Metro’s Property Management Division has had time to assess the project. Ms. Baker seconded the motion and it carried unanimously by voice vote.

**Public Awareness Update**

Ms. Thompson went over the call analysis report for February 2015. She also provided reports showing the number of Rescue Rex shows that have been scheduled for the current school year and the school appearance schedule for April 2015.

It was pointed out that the Public Awareness Committee had approved taking down the billboards and bus benches that displayed the “Musica” image. Ms. Thompson reported that all billboards were down and the removal of the bus benches would be complete within another week.

**Update – Fire Station Alerting System**

Assistant Fire Chief Al Thomas reported that Patti Rye had been brought in as project manager to oversee the Locution project. The project kickoff took place on February 25<sup>th</sup>. Fire halls are being revisited to check cabling and power requirements. Equipment installation should begin within a week. One issue remains open that needs to be settled. Motorola’s original statement of work said that UPS systems were included as part of the proposal. Now they are saying that they are not part of the proposal. Metro’s IT Dept has gotten involved since they manage the UPS systems across Metro. Discussions continue with Motorola regarding this matter.

### **ECC Director Report**

ECC Chief Duane Phillips reported on the following:

- In January Chief Phillips met with Goodlettsville Police Chief Gary Goodwin to work on a new MOU regarding coverage for the portion of Goodlettsville that lies in Davidson County.
- The state legislature is still deliberating the sunset bill regarding the TECB. If it doesn't pass this legislative session the sunset rule will run out and the TECB will no longer exist. The composition of the TECB will also change if this bill passes.
- As part of Metro's budget preparation for FY 2016, the ECC Dept prepared a budget showing a 3% reduction from the current year. If this budget were adopted the ECC would have to reduce its workforce by 8 employees.
- Chief Phillips is asking Metro to increase his budget in 2016 to cover three things...six FTE's to cover dispatching, pay raises for employees who complete fire dispatcher training, and special event pay for "FIRST" team employees.
- The Mayor's Budget hearing for the ECC Dept will take place on March 30<sup>th</sup> at 9:45AM.
- The Council's Budget hearing will be held on May 27<sup>th</sup> at 4:45PM.

### **Employee Appreciation Banquet**

The employee appreciation banquet will be held on Thursday, April 16<sup>th</sup>, at 6:00PM. The location of the banquet will be the Music City Sheraton, 777 McGavock Pike.

### **Time and Location Change for April ECD Board Meeting**

The starting time for the April 16<sup>th</sup> ECD Board meeting will be 4:00PM. The location of this meeting has been moved to Mr. Buford Tune's place of business, APPS Training, 1645A Murfreesboro Pike. This is being done to put us closer to the hotel where the employee appreciation banquet will be held.

### **Preparation of ECD Budget for 2016**

Mr. Lynam reported that the following steps will be taken in preparing the ECD budget for fiscal year 2016:

- ...Proposed budget will be presented to ECD Board at April meeting.
- .....Copy of proposed budget will be sent to Mayor's Office and Council Staff in May.
- .....ECD Board will adopt budget at June meeting.

### **Reappointment of Board Members**

Ms. Duckworth, Mr. Johnson, and Mr. Trevino were reappointed to the ECD board through February 14, 2019.

### **Adjournment**

Upon proper motion and second the meeting adjourned at 3:48 P.M.

Minutes submitted by Mark Lynam