

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, Susan Mattson, William Johnson, Buford Tune, David Gleason, and Michelle Jernigan. Board members Grady McNeal and Eliud Trevino were not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin), Michele Donegan, Amanda Rigsby, Michelle Peterson, Lisa Fulton, and Dwayne Vance (ECC Dept), Senator Joe Haynes (Legal Counsel), Pat Nolan (DVL Seigenthaler), Jim Barnes (TECB), and Jon Sain (Fire Dept).

Minutes

Mr. Tune made a motion to accept the minutes from the April 21, 2016 ECD board meeting. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

Financial Report

Mr. Lynam went over the April 2016 financial report with board members. He reported that income for April was \$1,060,756 while expenses were \$210,013. This left us with a net gain of \$850,743 for the month. Our checking account balance at the end of April was \$1,012,179 and our LGIP account balance was \$8,225,310. This leaves us with \$9,237,489 available for operations.

Base Funding Increase

Mr. Lynam informed the board that he had applied for an increase in base funding that is being offered to certain ECD's by the TECB. To be eligible an ECD's established surcharge fee in effect on July 1, 2011 had to be less than the maximum allowable 911 surcharge for that point in time. Davidson County met those requirements. The only requirement for obtaining an increase in base funding was to submit the landline counts for FY 2012. Our share of the \$2 million that is being made available could possibly be as much as \$200,000 per year. This will be a fixed increase in base funding that will continue in future years until the law changes.

Document Internal Controls.

Mr. Lynam informed the board that we must have written documented internal control procedures in place by the end of this fiscal year. Our external auditors shared this information with him earlier this month. This is something that will be reviewed in our upcoming FY 2016 audit. This was brought on by changes made in the TCA Code requiring governmental entities to have written documented internal controls in place to prevent and detect errors and irregularities.

Mr. Lynam went on to add that he and Mr. Law will be documenting our policies and procedures. They will be shared with the board once they are complete.

Training Requests

Lisa Fulton presented the following item for approval:

Training Materials

4418.02 - Promotional/Recruitment Swag for Job Fairs and Educational Events	\$2,000.00
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Misc. Training

4418.12 - Skillpath Course – Managing Multiple Projects	149.00
4418.12 – APCO Course – Bullying & Negativity (\$199 x 3)	<u>597.00</u>

Total	\$2,746.00
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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 Request

Michele Peterson requested funding for leather recliners that will become part of a “de-stress” environment for ECC employees. Currently the ECC Department has two old cloth couches that ECC employees use. These items are soiled and hard to keep clean. The new furniture will be made of heavy duty, high quality material that can be wiped down after use. Ms. Peterson is currently working with General Services to get pricing.

Ms. Mattson suggested that we amend our 2017 budget at our June meeting to include this expenditure. Hopefully we will have the projected costs by that time. Ms. Ruby Baker made a motion that we adopt Ms. Mattson’s recommendation. Mr. Gleason seconded the motion and it carried unanimously by voice vote.

Public Awareness Update

Mr. Nolan reported that his firm won this year’s Parthenon Award. The ECD had the best Community Relations Program. He left the trophy with the ECC Department so that it can be displayed in their showcase.

Mr. Nolan went over the call analysis report for April 2016. He also provided the final Rescue Rex report for this school year showing the number of schools and children reached.

Mr. Nolan provided a report showing a year-to-date breakdown of the digital banner ads with a monthly breakdown of delivered impressions and click through rates.

The annual customer satisfaction survey that is conducted each year by Prince Marker Research is currently taking place. The report should be back before our June meeting.

Street Name Change

An ordinance has been submitted to rename a portion of “Rosecliff Drive” to “Colbert Drive”. This name change has the support of the ECC Department. Ms. Mattson made a motion to approve the name change. Mr. Johnson seconded the motion and it carried unanimously by voice

ECC Director Report

The ECC Department had their budget hearing with the Metro Council on May 18th. Ms. Duckworth and Ms. Baker attended the meeting to show support from the ECD board. Director Donegan expressed that her department’s major needs were more personnel and overtime for special events. She also expressed the need for a new 911 facility.

The ECC Department has an employee retiring next month. That will bring the total number of vacancies to twelve.

The most recent call-taker class will be graduating 7 employees on June 3rd. A group of fifteen or more is planned for the next class which hopefully will start in July..

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Lisa Fulton has been appointed to serve on a committee with the State to develop training standards surrounding 911.

Adjournment

Upon proper motion and second the meeting adjourned at 3:05 P.M.

Minutes submitted by Mark Lynam