

The Board of Directors of the Emergency Communications District (ECD) of Nashville and Davidson County held their monthly meeting at the Emergency Communications Backup Center. Due to the COVID-19 pandemic and the need to social distance, some members met in person while others attended virtually. Board members Cleo Duckworth, Lorinda Hale, William Johnson, and Eliud Trevino, attended the meeting in person. Board members Ruby Baker, David Gleason, and Rick Cowan attended virtually. Board members Susan Mattson and Charlane Oliver were not in attendance.

Also attending the meeting in person were Stephen Martini, Mark Lynam, and Larry Law. Others attending virtually were Russell Freeman, Angie Milliken, Paul McCallister, Dwayne Vance, Tim Watkins, Hal Weese, Philip McGowan, Stephanie England, Tiffany Childress, Julie Evans, Ken Youngstead, and Emily Davis.

Chair Cleo Duckworth called the meeting to order at 2:30 PM and presided over the meeting.

Opening Statement

Chair Duckworth read an opening statement which explained the necessity for meeting partially in person and partially by electronic means in light of the COVID-19 threat. She stipulated that Governor Bill Lee's executive orders 16, 34, 51, and 60 allowed us to do so.

Minutes

Ms. Hale made a motion to accept the minutes from the September 24, 2020 ECD board meeting. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

Annual Audit Report

Ms. Julie Evans and Mr. Ken Youngstead from KraftCPAs presented the independent audit report that was completed for the period ending June 30, 2020 and 2019. They went over various elements of the report that must be communicated between auditor and those charged with governance.

Ms. Evans noted that the District showed a change in net position of approximately \$1.3 million for fiscal year ending June 30, 2020. She pointed out that revenue had decreased about \$700,000 in 2020 when compared to 2019. This was due to the District having received less in excess revenue distributions from the TECB than in the previous year. She also indicated that expenses for 2020 were in line with those of 2019 except for depreciation which has trended downward.

Ms. Evans conveyed that Mr. Lynam and Mr. Law had provided all of the GAAP basis accrual entries for the second year in a row. She stated that there were no deficiency findings to report.

In summary Ms. Evans reported that the audit found everything to be in order and the financial statements presented in the audit fairly represented the financial position of the Davidson County ECD as of June 30, 2020 and 2019. She stated that the report will now be sent to Metro and also will be filed with the State Comptroller's Office.

After discussion ended Mr. Johnson made a motion to accept the audit report as presented by KraftCPAs. Ms. Hale seconded the motion and it carried unanimously by voice vote.

Financial Report

Mr. Lynam discussed the September 2020 financial report with board members. He went over the business transactions that took place during the month. He reported that income for September was \$3,127 while expenses amounted to \$208,119. This resulted in a net loss of \$204,992 for the month.

Mr. Lynam reported that cash available for operations totaled \$15,288,115. This consisted of \$84,914 in our checking account and \$15,203,201 in our LGIP account.

After discussion ended Ms. Hale made a motion to accept the financial statement as presented. Mr. Johnson seconded the motion and carried unanimously by voice vote.

Training Requests

Mr. Lynam reported that there were no training requests to bring before the board.

Public Awareness Update

Ms. England updated board members on the digital advertising campaign. She reported that both the New Movers and Call Awareness programs continue to perform well. She stated that the Recruitment Campaign has been paused since DEC is now fully staffed. Ms. England reported that the new creative work for both billboards and digital is ready but remains on hold until the new radio ads are complete. Her firm wants to roll out all new media advertising at the same time. It is anticipated that this can be accomplished by the end of October.

Ms. Hale asked for an update on the Rescue Rex video that is being developed for schools. Ms. Childress pointed out that the still frames from the video had been shared with board members. She reported that the full animated video will be shared with board members in about 3 – 4 weeks. Ms. Childress also pointed out that the video will not contain any material about the COVID virus. It will instead put emphasis on “what is” and “what is not” an emergency.

Ms. Hale asked if coloring books will be available for schools when they request the video. Ms. Childress affirmed that coloring books will be provided.

Street Name Change

The following ordinances were submitted for street name revisions:

- BL2020-463 – Rename portion of “Sharpe Ave” to “West Sharpe Ave”
- BL2020-464 – Rename “10th Circle N” to “Rev Kelly M Smith Way”

Mr. Lynam reported that the street name revisions had the support of DEC. With that said Mr. Johnson made a motion to approve the street name changes. Ms. Hale seconded the motion and it carried unanimously by voice vote.

DEC Directors Report

Director Martini reported that his department received a total of 30,770 9-1-1 calls in September of this year. That is about 9,000 fewer 9-1-1 calls than were received in September of 2019. Non-emergency calls were also down when compared to same time last year. Director Martini expects this trend to continue into the near future.

Mr. Martini reported on his department's progress in meeting the NENA standard for compliance in answering 9-1-1 calls (90% within 15 seconds / 95% within 20 seconds). During the month of September his department was able to answer 90.3% of all 9-1-1 calls within 15 seconds and 92.5% within 20 seconds.

Mr. Martini reported on staffing. His department currently has one vacancy. No new training academy will be held until they have five vacancies.

Mr. Martini shared a report showing how 9-1-1 answer time is affected when they have an abundance of non-emergency calls. He stressed that it is crucial that these non-emergency calls get passed on to other answering sources.

Mr. Martini reported on a cybersecurity assessment that was offered to ECDs across Tennessee and paid for by the TECB. The assessment was performed by Mission Critical Partners in conjunction with Digital Boundary Group. Mr. Martini stated that some vulnerabilities were found and that recommendations were made to improve security. Mr. Martini pointed out that his team, in partnership with Metro ITS, is working on correcting these deficiencies. Ms. Duckworth thanked Mr. Martini and his team for conducting this threat assessment. She stressed that we should move quickly to address all risks that were identified. She also stated that the Board would assist with any funding needs if necessary. She asked Mr. Martini to report back to the Board on the progress being made to correct the issues that were identified. She also emphasized that we should pursue an ongoing monitoring solution to minimize future risk. Mr. Gleason and Ms. Baker echoed Ms. Duckworth's sentiments.

ECD Legislative Committee

Mr. Gleason reported that the ECD Legislative Committee had found that their search for qualified candidates who could represent our interests on "the hill" regarding 911 legislative issues was limited. The only candidate who had a background in public safety and 911 operations was Mr. Will Denami. The Committee asked Mr. Denami to submit a proposal and they conducted an interview with him.

Mr. Gleason went on to make a motion that it was the Committee's recommendation that we enter into an agreement with Mr. Denami to serve as Davidson County's ECD lobbyist for the purpose of representing our interests on "the hill" regarding matters that may adversely affect us and the way our 911 center operates. Ms. Ruby baker seconded the motion. Ms. Duckworth wanted the minutes to show that Committee member Susan Mattson had sent an email indicating that she was in favor of this recommendation. Committee member Lorinda Hale verbally indicated that she was also in favor of supporting this recommendation.

Discussion took place on who Mr. Denami would report to and how confidentiality of information could be maintained. Mr. Russell explained that some of these concerns could be addressed within the contract. He reported that he had prepared a draft contract and had submitted it to Committee members but had not yet shared it with Mr. Denami. Mr. Russell recommended that we move forward with the motion to hire Mr. Denami but that we come back for final approval of the agreement after it has been reviewed and accepted by board members and Mr. Denami.

Mr. Gleason amended his motion to include that we move forward with hiring Mr. Denami as our lobbyist and that we get back together as a group to approve the contract after it has been finalized. Ms. Baker seconded the motion. Mr. Gleason went on to report that the Committee had discussed the possibility of joining TN911. He explained that since our district was larger than most and had more specialized needs, the Committee felt we would be better off having individualized representation.

After discussion ended a roll call vote was taken. All board members in attendance approved the motion as amended.

TENA Election Ballot

Mr. Lynam explained that TENA is holding a special election to fill the positions of 2nd Vice President, Secretary, and Middle TENA Region Representative. He added, that as a member of TENA, our District is allowed one vote in the process. Our vote will be cast through the electronic ballot that was sent to Mr. Lynam.

Mr. Lynam presented a paper copy of the ballot for board members to view. He asked them to choose how they wanted to vote in each of the positions.

- For the position of 2nd Vice President the board cast their vote for Eric Carpenter. All were in favor, none opposed.
- For the position of Secretary the board cast their vote for Virginia Smelser. All were in favor, none opposed.
- For the position of Middle TENA Region Representative the board cast their vote for James Lynn Thompson. All were in favor, none opposed.

Mr. Lynam also explained that TENA is holding a first time election for the At-Large NENA Statewide Representative. He explained that anyone holding a membership to NENA will be given an opportunity to vote for this position. He went on convey, that since all ECD board members are registered members of NENA, each of them would be able to vote for this position individually. He stated that all board members should have received an electronic ballot through their email account. Several board members affirmed that they had received this ballot.

Miscellaneous

Mr. Martini informed board members that Fox 17 News was going to run a news story that evening concerning changes and improvements that have been made to the system since the Waffle House shooting. They wanted to know what steps had been put in place to make sure callers could be found.

November and December Board Meetings

Ms. Duckworth asked everyone how they felt about not meeting in November and December unless something urgent came up that needed to be acted upon. Everyone was comfortable with this. She stated that our next meeting would be held in January unless Mr. Lynam notified them otherwise.

Adjournment

Upon proper motion by Ms. Hale and second by Mr. Johnson the meeting adjourned at 4:05 PM.