

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, Grady McNeal, Michelle Jernigan, William Johnson, Susan Mattson, David Gleason, Eliud Trevino, and Buford Tune. Others present included: Mark Lynam and Larry Law (ECD Admin); Michele Donegan, Bruce Sanschargin, Angie Milliken, Tim Watkins, Michelle Peterson, Lisa Fulton, John Reynolds, and Hal Weese (ECC Dept), Jon Sain (Fire Dept), Pat Nolan (DVL Public Relations), Senator Joe Haynes (Legal Counsel), Jim Barnes (TECB), Chuck Jones (Motorola), and Aida Hughes.

Minutes

Mr. Tune made a motion to accept the minutes from the September 15, 2016 ECD board meeting. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

Annual Audit Report

Ms. Julie Evans from Kraft CPA's went over the audit report that was completed for fiscal year 2016. She indicated that everything was in order and that the financial statements presented in the audit fairly represents the financial position of the Davidson County ECD as of June 30, 2016.

Mr. Barnes from the TECB explained that the final audit report will be forwarded to his board for review. Since this is the third consecutive year that our audit report has shown a negative change in net position his board will place us in an "at risk" category and continue to monitor our financial standing until we show a positive change in net position.

At the end of this discussion Ms. Mattson made a motion that we accept the audit as presented. Mr. Tune seconded the motion and it carried unanimously by voice vote.

Financial Report

Mr. Lynam went over the September 2016 financial report with board members. He reported that the only income received in September was \$2,066 from interest paid on our checking and LGIP accounts. Expenses for September were \$837,971. This left us with a net loss of \$835,905 for the month.

Our checking account balance at the end of September was \$219,293 and our LGIP account balance was \$6,935,453. This leaves us with \$7,154,746 cash available for operations.

Training Requests

Bruce Sanschargin presented the following items for approval:

Training Materials

| | |
|---|---------------|
| 4418.03 - CTO Training Manuals (\$79 each x 10) | 790.00 |
| - EFD Training Books (\$195 each x 10) | 1950.00 |
| - EMD Training Books (\$195 each x 10) | 1950.00 |
| - Call taking Manuals (\$15 each x 10) | 150.00 |
| - Procedure Manuals (\$15 each x 10) | 150.00 |
| - APCO Manuals (\$79 each x 10) | <u>790.00</u> |
| | 5,780.00 |

Misc. Requests

C.O.R.E. Materials:

-tables, chairs, tents, table cloths, carrying case 3,000.00

Conference Travel

CALEA Conference in Charleston, SC. (2 attendees)

4418.06 - Registration (\$665ea) 1330.00

4418.07 - Transportation (\$456ea) 912.00

4418.07 - Lodging (\$936ea) 1872.00

4418.07 - Per Diem (\$300ea) 600.00

\$4,714.00

Grand Total \$13,494.00

Mr. Gleason made a motion for the Board to approve the training requests. Mr. Tune seconded the motion and it carried unanimously by voice vote.

Technology Requests

Mr. Tim Watkins explained to the board that the ECC Dept wants to upgrade the software on the PremierOne CAD system from Release 3.3 to Release 4.2. Release 4 contains major enhancements that would benefit the ECC such as less downtime during failover to the backup system, ASAP to PSAP (alarms calls going straight to the dispatcher), and how AVL is used on portable radios. Before this software upgrade can take place our current hardware platform will have to be replaced.

The current CAD system is only two years old and was purchased with the belief that it would have a five year life span with only some minor hardware upgrades required over the 5 year period. In an effort to help Metro take advantage of the new Release 4.2 improvements and also allow Metro to realize a 5 year lifecycle on the PremierOne CAD, Motorola has put together a HW/SW Assurance Plan that they feel will make this transition as cost effective as possible. Chuck Jones from Motorola explained that under this proposed plan our current hardware platform will be replaced, thereby allowing us to upgrade to Release 4.2. He went on to add that this proposal will also provide two additional software upgrades over the next five years and if any hardware is needed to support these software upgrades it will be provided at no additional cost. This new 5 year life cycle will start when the new hardware is shipped (sometime in 2017).

The cost for moving in this new direction is as follows:

| <u>Year</u> | <u>Current Maintenance</u> | <u>Increase for HW/SW Plan</u> | <u>New Total</u> |
|-------------|----------------------------|--------------------------------|------------------|
| 2017 | \$350,640 | \$200,000 | \$550,640 |
| 2018 | \$480,089 | \$130,000 | \$610,089 |
| 2019 | \$500,038 | \$120,000 | \$620,038 |
| 2020 | \$525,897 | \$110,000 | \$635,897 |
| 2021 | <u>\$552,397</u> | <u>\$ 98,211</u> | <u>\$650,608</u> |
| Total | \$2,409,061 | \$658,211 | \$3,047,272 |

Mr. Watkins pointed out that he would like to purchase the ASAP to PSAP interface during this fiscal year if things move forward in such a way that allows this enhancement to be installed prior to the end of the year. The cost for this interface was quoted at \$70,000. Funding for this interface would come from

the money already set aside in our 2017 budget for CAD upgrades. Board members agreed that this should not be a problem since we already have the money in our budget.

After discussion ended Mr. Gleason made a motion that we accept the proposal to amend the maintenance agreement as submitted by Motorola subject to the terms being approved by our legal counsel. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

Public Awareness Update

Mr. Nolan provided a report showing the number of Rescue Rex shows that have been scheduled for the current school year. He also provided the school appearance schedule for October 2016. He noted that December is not a busy month due to the Christmas holidays.

Mr. Nolan went over the call analysis report for September 2016. He noted that there was a 17.51% decrease in calls when compared to the same month last year. This decline is the largest of the year for a single month.

Spanish and English boards are up. Mr. Nolan provided a handout showing the locations for the Spanish boards. Most are in the southern part of the county.

The number of abandoned calls has decreased over the past two months. One reason may be the new radio ads that address “do not hang up” calls. He also mentioned the other radio ads that speak to “pocket” calls and children playing with “out of service” phones.

Mr. Nolan provided a report showing the number of calls that required language interpretation. The report showed that we get more Spanish calls than any other “non-English” dialect. Ms. Baker asked that we develop a spreadsheet that shows the total number of calls by language for numerous months instead of just the current month.

Mr. Nolan also provided a report showing the number of “delivered impressions” and the “click through rate” for the digital banner ads. His firm is concentrating on using TV station websites instead of other sites.

ECC Directors Report

The ECC currently has 17 vacancies. This includes one supervisor position.

New hire interviews were conducted on October 4th.

A new call-taker class will start on November 7th. It will consist of 8 to 9 new hires.

One of the ECC’s long term employees, Judy Langston, recently celebrated her 30 year tenure with the department.

On October 11th Ms. Donegan and several other department heads toured Williamson County’s 911 Center. This restarted conversations regarding the building of a new 911 center in Davidson County.

Miscellaneous

Mr. Gleason brought the board up to date on where things stand with terminating the Viper telephone service at the Goodlettsville Police Department. It appears that the City of Goodlettsville wants to keep a

portion of the telephone service that they have been using. They are working with AT&T to obtain a quote regarding the cost of the service that they want to retain. By moving forward in this manner, AT&T will treat this matter as a transfer of service. This will require the ECD to provide a notarized letter to AT&T indicating that we are transferring the service to Goodlettsville. Goodlettsville, in turn, will have to provide a notarized letter indicating that they will accept all future charges. Mr. Lynam has already obtained the necessary paperwork to move forward on this matter.

Next ECD Board meeting will be held on November 17th at 2:30 PM.

Mr. Lynam asked if we still wanted Jody Clinard, Metro's radio system manager, to give his talk on how Metro governs radio system users and how they recover costs. Ms. Duckworth thought it would be educational for board members and suggested we invite him to our January meeting. Larry Law will work on getting this scheduled.

Adjournment

Upon proper motion (Mr. Tune) and second (Mr. Johnson) the meeting adjourned at 3:50 P.M.

Minutes submitted by Mark Lynam