

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 3:02 PM and presided over the meeting with the following board members present: Ruby Baker, Buford Tune, Grady McNeal, William Johnson, Eliud Trevino, and Wayne Tucker. Board members Susan Mattson and David Gleason were not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin); Michele Donegan, Michelle Peterson, Hal Weese, Justin Moncrief, Lisa Fulton, Bruce Sanschargin, Angie Milliken, and Dwayne Vance (ECC Dept), Pat Nolan (DVL Public Relations), Senator Joe Haynes (Legal Counsel), Jon Sain (Fire Dept), and Aida Hughes.

### **Minutes**

Mr. Johnson made a motion to accept the minutes from the August 13, 2015 ECD board meeting. Mr. Trevino seconded the motion and it carried unanimously by voice vote.

### **Financial Report**

Mr. Lynam went over the August 2015 financial report with board members. He reported that income for August was \$1,059,459 while expenses were \$161,452. This left us with a net gain of \$898,007 for the month. Our checking account balance at the end of August was \$962,881 and our LGIP account balance was \$6,614,006. This leaves us with \$7,576,887 cash available for operations.

### **Training Requests**

Ms. Fulton presented the following training requests for approval:

#### Training Materials:

4418.03 - 10-Code Cards	100.00
4418.03 - Emergency Vehicle Operations Books	20.00
4418.02 - Swag for Community Meetings	2500.00

#### Training Certifications:

4418.03 - APCO Instructor Certification	150.00
4418.03 - APCO Trainer Re-Certifications (9 @ \$30each)	270.00

#### Classes:

4418.12 - Background Investigation Class (4 @ \$350)	1400.00
4418.12 - Star 12 Membership renewal – classes	<u>199.00</u>

Grand Total \$4,639.00

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.

### **TENA Election Ballot for 2015**

The Board cast their vote for Sherri Hanna (2nd Vice President), Kim Augustine (Treasurer), and Eric Ritzman (Middle Region Member). They also voted “Yes” for all Bylaw Amendments and “Yes” to the questions concerning the possibility of retaining a lobbyist for the organization.

### **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 2015.

Mr. Nolan went over the call analysis report for August 2015. He noted that the number of non-emergency calls have declined while total calls and calls dispatched for service are up when compared to August 2014.

The click through rate for the online banners ads has been good. This will take the online user to the ECC website where they can get tips on placing 911 phone calls.

Both the English and Spanish outdoor boards for our 2016 public awareness campaign are going up.

The radio spots are currently in the studio being prepared. They should be completed next week. After the Public Awareness Committee signs off on them they will start airing. These ads will use actual 911 calls that our ECC Dept has received. The theme of these ads will be “When Life Comes Down to Seconds”.

A reporter from Fox 17 has inquired about doing a story about our outdoor boards. Mr. Nolan has advised her to wait until our new boards are up.

Mr. Tune asked if we had a breakdown of the areas where most of our 911 calls originate. He also asked if more calls were coming from the downtown area since there are a lot more events taking place downtown. Bruce Sanschargin stated that they have a reporting suite called ECATS that can process raw data from the phone system but does not yet have an interface to the CAD system. The interface is a couple of years away. In the meantime ECC personnel are trying to learn more about ECATS. Ms. Donegan noted that the Police Dept uses a tool called CompStat to track service calls but it does not address 911 calls.

### **Update – Fire Station Alerting System (Locution)**

Mr. Sain stated that Ramona McKenzie was retiring so he will be taking her place at our ECD Board meetings. He went on to report that eleven (11) of the thirty nine (39) fire halls were up and running on the new system. The remaining stations will be put online Sept 23<sup>rd</sup> and Sept 24<sup>th</sup>. All stations are scheduled to be live as of Sept 25<sup>th</sup>.

### **ECC Director Report**

ECC Director Michele Donegan reported on the following:

- Ms. Donegan took charge of the ECC Dept on Sept 16. She attended her first monthly meeting with all of her managers and was given a report on each division. She plans to meet individually with both call-takers and managers to learn more about them and the jobs that they do.
- Leah Quarles is being promoted to a supervisory position. Her promotion will become effective on Sept 26<sup>th</sup>.
- We’ve had inquiries from 911 centers in Montgomery, Alabama and New Zealand about wanting to meet with us and learn more about our ECC operation. It appears that we have become a “go to” place for information and a model on how to run a 911 center.

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**Adjournment**

Upon proper motion and second the meeting adjourned at 3:27 P.M.

Minutes submitted by Mark Lynam