

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, William Johnson, Buford Tune, David Gleason, Eliud Trevino, and Michelle Jernigan. Board member Susan Mattson was not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin), Michele Donegan, Angie Milliken, Michelle Peterson, Tim Watkins, Lisa Fulton, and Dwayne Vance (ECC Dept), Senator Joe Haynes (Legal Counsel), Pat Nolan (DVL Seigenthaler), Jim Barnes (TECB), and Aida Hughes.

Minutes

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

New ECD Board Member

Ms. Michelle Jernigan was introduced as the ECD Board's newest member. Ms. Jernigan will be representing School District 4. Her term will expire February 14, 2020.

Employee Appreciation Banquet

Ms. Duckworth expressed her appreciation to the ECC employees who organized the employee appreciation banquet. She felt that they did an outstanding job and that it was a very enjoyable event. The venue was excellent and the Mayor gave a very nice talk.

Financial Report

Mr. Lynam went over the March 2016 financial report with board members. He reported that income for March was \$3,020 while expenses were \$313,263. This left us with a net loss of \$310,243 for the month. Our checking account balance at the end of March was \$163,464 and our LGIP account balance was \$8,223,282. This leaves us with \$8,386,746 available for operations.

Mr. Law discussed an additional report that he has added to our financial statement. It will track our depreciation expense so that we can do a better job of forecasting our change in net position for the fiscal year. Based on this new report we foresee a negative change in net position for a third consecutive year.

Financially Distressed Designation

Mr. Lynam explained how depreciation is a component of our annual audit and how it impacts our annual audit report. He went on to explain that our annual audits will probably continue to show a negative change in net position until we finish paying off the radio system in 2021.

Mr. Barnes explained that after the TECB board reviews our audit report for FY 2016 we will most likely be placed in an "at risk" category and his agency will continue to monitor us until we have a positive change in net position. This is a safeguard that his agency has put in place to insure that we do not outspend our reserves.

Senator Haynes pointed out that there are only two ways to keep from falling into this category. One is to increase income, the other is decrease expenses. Since the 911 Modernization Act was passed last year we no longer have the option to raise surcharge fees to increase revenue.

Mr. Barnes noted that we will be eligible for an increase in base funding later this year. His agency has set aside \$2 million for this purpose and since Davidson County's surcharge fees in 2011 were less than the maximum allowable at the time then we can apply for a portion of this money. We could possibly

receive several hundred thousand dollars. Mr. Barnes sent out the application with instructions earlier this week.

Board members pointed out that they still had concerns about the undertone that came with being labeled “financially distressed” or “at risk”. Mr. Barnes stated that there are no real implications other than what might come with public opinion. Once his board understands the circumstances behind the numbers and that there are no real issues then we’ll just continue to be monitored in accordance with TECB Policy 6.

Senator Haynes felt that we didn’t have anything to worry about but if any negative publicity should come from this then we should have a statement prepared to address the issue. He and Pat Nolan will work together in preparing a statement.

ECD Budget for 2017

Mr. Lynam went over the proposed FY17 budget that he had prepared with help from various members of the ECC Department, the ECD Technology Committee, and the ECD Public Awareness Committee. During review of the proposed budget it was determined that the \$100,000 set aside for a “Risk Assessment Audit” could be reduced to \$40,000. With this correction the total amount for the FY17 budget is \$7,310,325. Of this total \$3,831,925 is earmarked for normal operating expenses and the remaining \$3,478,400 is allocated for capital improvements. After discussion ended Mr. Tune made a motion to accept the proposed budget with the correction. Mr. Gleason seconded the motion and it carried unanimously by voice vote. Mr. Lynam stated that the proposed budget would now be submitted to the Clerk’s Office who will distribute it to the Mayor’s Office and Council. A public hearing will be held in June at which time the ECD Board can officially adopt the budget. (A copy of the proposed budget for 2017 is submitted with minutes).

Mr. Lynam went on to add that the budget form submitted to the TECB will contain a line item for depreciation and will reflect a balanced budget (recurring operating expenses will not exceed anticipated revenue).

Training Requests

There were no training requests submitted at this meeting.

Public Awareness Update

Mr. Nolan provided reports showing the number of Rescue Rex shows that have been scheduled for the current school year and the school appearance schedule for the April/May 2016 time period. He also went over the call analysis report for March 2016. He reported that 911 calls for the first quarter of 2016 were down by about 5,000 calls compared to the same three months in 2015.

Capitalization Threshold for Fixed Assets

Mr. Lynam explained that Metro had adopted new guidelines for tracking and controlling fixed assets. Their new capitalization threshold is \$10,000. Only those capital assets with a cost of \$10,000 or greater will be added to their Master Fixed Asset List and depreciated.

Mr. Lynam stated that our capitalization threshold is currently set at \$1,000. He recommended that we adopt the same guidelines as Metro. He noted that we will still keep an inventory of all items that we purchase such as PC’s, but we will only depreciate those items costing \$10,000 or more. Mr. Gleason made a motion that we adopt the same capitalization policy as Metro. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

ECC Director Report

ECC Director Michele Donegan thanked the ECD Board for sponsoring the employee appreciation banquet. She added that they also did other fun activities during Telecommunicator Week such as Cookout Day, Sunday Sundae, Hawaiian Day, and Superhero Day.

Three telecommunicators are being promoted to supervisor positions later this month..

A new training class will start on Monday. It will contain 11 trainees. Ms. Donegan's goal is to have classes of 20 in the foreseeable future.

Metro has drafted an ordinance to make the ECC a separate department. If passed the ECC will no longer fall under General Services.

The ECC Dept is trying to improve their time accounting procedures. Members of the ECC administrative staff attended a presentation of the Kronos Workforce Management System that is currently being used by other departments within Metro. It's possible that they could be running under this government wide solution by July.

Mr. Gleason asked if the ECC Dept attended "Career Days" at local high schools. Ms. Fulton explained that they attend more college events and job fairs but would be open to visit high schools.

Mr. Gleason asked if it would be helpful for the ECD to form a committee to address better utilization of the space available in the current building. Ms. Donegan suggested that we wait until the Mayor releases her budget. At that time we should have a better understanding of where we stand regarding a new 911 facility.

Mr. Tune asked if something like an "ECC Citizen Academy" could be used to educate the public and possibly be used as a recruitment tool. Ms. Fulton explained that a tour of the ECC Dept is already part of the Police Citizen Academy.

Ms. Donegan reported that Mayor Barry has proposed that Veteran's Day become a Metro holiday.

Adjournment

Upon proper motion and second the meeting adjourned at 4:00 P.M.

Minutes submitted by Mark Lynam