

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, Lorinda Hale, William Johnson, Susan Mattson, Charlane Oliver, David Gleason, and Eliud Trevino. Others present included: Mark Lynam and Larry Law (ECD Admin); Michele Donegan, Angie Milliken, Hal Weese, Tim Watkins, and Dwayne Vance (Metro DEC), Pat Nolan, Tiffany Childress, and Philip McGowan (DVL Seigenthaler), Russell Freeman (Legal Counsel), Jon Sain, Al Thomas, and Rusty Lacy (Metro Fire Dept), and Aida Hughes.

Resignation of ECD Board Member

Ms. Duckworth reported that Ms. Michelle Jernigan had resigned from the ECD Board. Ms. Jernigan had taken a new job and the responsibilities that came with the new job were going to prevent her from continuing to serve on our board.

Minutes

Mr. Johnson made a motion to accept the minutes from the March 15, 2018 ECD board meeting. Ms. Hale seconded the motion and it carried unanimously by voice vote.

Financial Report

Mr. Lynam went over the March 2018 financial report with board members. He reported that income for March was \$14,274 while expenses were \$194,109. This left us with a net loss of \$179,835 for the month.

Our checking account balance at the end of March was \$261,667 and our LGIP account balance was \$11,505,548. This left us with \$11,767,215 cash available for operations.

Fire Station Alerting System for New Fire Halls

Fire Marshall Al Thomas updated the board on fire station projects. He reported that the fire hall at 8th Ave and Olympic is being put back into operation. The fire station alerting system equipment needed for this fire hall was approved as part of the capital budget set aside for the fire department.

He stated that two fire stations are going to be replaced. They are Station 32 in Hermitage and Station 37 in Bellevue. Bids are currently being taken for construction of these two fire halls. The fire station alerting system equipment currently in use in each of the old fire halls will be moved into the new fire halls.

Mr. Thomas went on to add that the Fire Department's capital plan includes adding four new fire stations over the next five years. He indicated that he may be coming back to the ECD Board over the next few years to request funding for the Locution fire station alerting system equipment if Metro does not fund it. Ms. Mattson stressed that since we are trying to accumulate funds to assist with building the new 911 Center, we need to work in conjunction with Metro Finance so that we spend our money where Metro feels it is most needed.

At the end of his presentation Mr. Thomas introduced Mr. Rusty Lacy to the board. Mr. Lacy is the Fire Department's IT Manager.

Public Awareness Update

Mr. Nolan went over the call volume report for March 2018. The 911 call numbers were down by 5.76% or 1,837 calls compared to the same month in 2017. This decrease marks twenty one consecutive months that 911 calls are down.

Mr. Nolan reported that Rescue Rex will be present during the NENA Conference 5K run. That race will take place on Sunday morning, June 17th.

Mr. Nolan went over the Rescue Rex booking reports showing schools, shows, and children reached. He noted that this report is probably the final one for the year. The report showed that the number of children reached was down by 210 from last year. Mr. Nolan attributes this to a problem with the website where teachers sign up for shows.

Mr. Nolan introduced Ms. Tiffany Childress who runs the Rescue Rex show. He explained that money left over in this year's budget is being used to update the Rescue Rex website to make it more compatible for users. Ms. Childress showed new screen panels that are going to be used on the website.

Mr. Nolan went over the digital impression report. He reported that our target number of 100,000 digital impressions was reached on all of the websites used.

Mr. Nolan went over the language interpretation report. He pointed out that it does not change significantly from month to month. Spanish and Arabic continue to be the most requested languages needing interpretation services.

Mr. Nolan reported that Prince Marketing will no longer be able to do our customer satisfaction survey. They were bought out by another company this past fall and no longer do marketing surveys for organizations of our size. They have however referred us to another local company, Portia Research, who they feel is capable of completing our survey. Portia Research has agreed to conduct the survey for the same amount of money that we were paying to Prince Marketing. Mr. Nolan has contacted the new company and is setting up a meeting with them and Bruce Sanschargin to go over specifics.

DEC Directors Report

Director Donegan thanked the Board for their support of the employee appreciation banquet. She reported a good turnout and felt that everyone had a good time.

Ms. Donegan reported that she and two other DEC employees had just recently returned from the Rave User Summit in Denver. They were particularly excited about how the "text back" feature in Rave 911 products could be used in our communications center to assist with abandoned calls, domestic violence, and suicidal situations.

Another group of DEC employees is leaving later this week to attend the Navigator Conference. This is another conference where employees can enhance their skills and expertise and learn about the latest technology and tools available for police, fire, and medical dispatch.

DEC's budget hearing with the Metro Council will take place on May 10th at 4:30 PM.

The next DEC training class will start at the end of April. Nine applicants were given conditional offers. They have lost one applicant and expect to start their next training class with eight individuals.

ECD Budget for 2019

Mr. Lynam went over the FY19 budget worksheet that he had prepared with help from various members of the Department of Emergency Communications, the ECD Technology Committee, and the ECD Public Awareness Committee. Mr. Nolan distributed a handout and discussed changes to the Public Awareness and Rescue Rex programs. Mr. Watkins went over the Capital Improvement portion of next year's budget. The total amount of the proposed budget for FY19 is \$8,321,175. Of this total \$4,095,175 is earmarked for normal operating expenses and the remaining \$4,226,000 is allocated for capital improvements.

It was pointed out that we are leaving \$40,000 in next year's budget for a risk assessment audit. Tim Watkins reported that he is currently looking into options available for performing a security vulnerability assessment of our 911 system. He thinks that we will probably have to bring in a third party vendor to do a risk assessment of the CAD system, the phone system, and possibly the radio system. Mr. Watkins pointed out that if we find that \$40,000 is not enough for this project then he will come back to the Board.

During discussion of the capital improvement portion of our budget Ms. Mattson pointed out that we might want to consider paying off the radio system and saving the interest associated with the last two years of our payment plan (\$124,000 and \$62,000). She asked if Metro would be open to this. Mr. Lynam said that he would contact Metro Finance to get there feedback.

After discussion ended Ms. Baker made a motion to accept the budget that was presented as our proposed budget for FY19. Mr. Gleason seconded the motion and it carried unanimously by voice vote. Mr. Lynam stated that he will send a copy of our proposed budget 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 will officially adopt the budget. (A copy of the proposed budget for 2019 is submitted with minutes).

Adjournment

Upon proper motion by Mr. Johnson and second by Ms. Hale the meeting adjourned at 4:10 P.M. Next ECD Boarding will be held on May 17th.

Minutes submitted by Mark Lynam