

The Board of Directors of the Emergency Communications District (ECD) of Nashville and Davidson County met in regular session at the Metro Emergency Communications Backup Center, 5240 Harding Place. Chair Cleo Duckworth called the meeting to order at 2:35 PM and presided over the meeting with the following board members present: William Johnson, Lorinda Hale, Carolyn Tucker, Rick Cowan, and Ruby Baker. Board member Susan Mattson attended virtually. Others who attended the meeting in person were Mark Lynam (ECD Admin), Stephen Martini (Metro DEC), Russell Freeman (Legal Counsel), and Neil Pickering (Finn Partners). Attending virtually were DEC employees Tim Watkins, Brian Crabtree, Paul McCallister, and Dwayne Vance.

### **Minutes**

Ms. Hale made a motion to accept the minutes from the March 16, 2023 ECD Board meeting. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

### **Financial Report**

Mr. Lynam went over the March financial report with board members. He reported cash available for operations totaled \$22,890,670. This consisted of \$112,617 in our checking account and \$22,778,053 in our LGIP account.

Mr. Lynam went over the various business transactions that took place during the month. He reported that income for March was \$90,566 while expenses amounted to \$229,373. This resulted in a net loss of \$138,807 for the month.

After discussion ended, Mr. Cowan made a motion to accept the financial statement as presented. Ms. Baker seconded the motion and it carried unanimously by voice vote.

### **ECD Proposed Budget for FY 2023**

Mr. Lynam discussed the proposed FY 2024 operating budget with board members and DEC staff. He reported that projected revenue for next year would be approximately \$10.3 million, and could possibly be more depending on any excess revenue distributions that might be allocated by the TECB.

Mr. Lynam went over the projected expenses of the operational budget, pointing out increases and decreases to various line items. He also reviewed the capital expenditures for FY 2024, noting that most were carryovers from projects in FY23 that were currently underway or had not yet been started.

Mr. Neil Pickering from Finn Partners went over the changes that were being made to budgeted expenses in the Rescue Rex and Public Awareness programs.

While reviewing the anticipated expenses for next year, board members requested that three changes be made to the proposed budget.

- 4208 - Contracts with Vendors ... Increase proposed amount from \$0 to \$10,000
- 4430 - Language Interpretation ... Increase proposed amount from \$85,000 to \$90,000

- 4431 - Maintenance (Telephone System Support) ... Increase proposed amount from \$82,600 to \$85,000

With the changes that board members requested, the grand total of next year's expense budget will be \$10,897,077. Of that total \$5,147,077 will be earmarked for general operating expenses and the remaining \$5,750,000 will be set aside for capital expenditures.

After discussion ended Ms. Hale made a motion to accept the budget that was presented by Mr. Lynam, including the three changes that were requested by board members. Ms. Baker seconded the motion and it carried unanimously by voice vote.

Mr. Lynam went on to inform board members he will transfer the budget numbers from the worksheet to the official TECB form that must be used for filing the budget. That document will then be sent 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.

### **Public Awareness Update**

Mr. Pickering went over the Rescue Rex report with board members. He reported that Rex has performed 76 shows this school year and has four additional shows scheduled in May. Discussion is taking place regarding the theme for next year's shows. Ms. Tucker suggested that "children feeling safe in schools" should be considered.

Mr. Pickering also went over the advertising report with board members. The new creative is performing well. The top creative by CTR was the 728x90 "Road Debris" message with a high CTR of .19%. The highest impression delivery by ad was the 320x50 "Police" with 159,661 impressions. Billboards and radio ads continue to run. The targeted video continues to perform well with a video completion rate of 99.85%.

### **Resignation of Board Member**

Mr. Freeman reported that the Mayor's Office had notified him of Mr. Gonzalez's resignation from the ECD Board, effective April 19, 2023. Mr. Gonzalez stepped down due to it being determined that there was a conflict of interest with him serving on the ECD Board.

### **DEC Directors Report**

Director Martini provided his monthly informational report to board members. He reported that call volume continues to increase. We are back to pre-COVID levels.

DEC currently has 53 vacant positions, 40 of which are new positions approved in this year's budget. Currently there are 39 employment offers on the table with a May 1<sup>st</sup> start date. 27 of those offers have been accepted contingent on those candidates meeting certain requirements before officially being hired.

The Compton renovation project is on pace for a May 25<sup>th</sup> move in date for everyone except Operations. That group should be in by the end of June or early July.

**Adjournment**

Upon proper motion by Ms. Hale and second by Ms. Baker, the meeting adjourned at 3:45 PM.

The next meeting of the ECD Board of Directors will be held on May 18, 2023.

Minutes submitted by Mark Lynam