

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 2:32 PM and presided over the meeting with the following board members present: William Johnson, Susan Mattson, Ruby Baker, Lorinda Hale, and Rick Cowan. Board member Carolyn Tucker was not in attendance. Others who attended the meeting included: Mark Lynam and Larry Law (ECD Admin), Stephen Martini, Angie Milliken, Paul McCallister, Patrice Coleman, and Leah Quarles, (Metro DEC), Neil Pickering, Tiffany Childress, and Tracy Drennon (Finn Partners), Russell Freeman (Legal Counsel), and Will Denami (Governmental Lobbyist).

Public Hearing – ECD Operating Budget for FY 2024

Chair Cleo Duckworth opened the meeting with a public hearing concerning the district's operating budget for FY 2024. She announced that on April 20, 2023 the ECD Board met and approved its proposed operating budget for fiscal year 2024. Additionally, on May 8, 2023 a copy of the proposed budget was filed with the Metro Clerk. Notice of this public hearing was advertised in the Tennessean newspaper on Sunday, June 11, 2023. She declared the public hearing open and asked if anyone was present who wished to speak to the District's operating budget for fiscal year 2024. Seeing that no one was present who wished to speak, Ms. Duckworth closed the public hearing.

Minutes

Ms. Hale made a motion to accept the minutes from the April 20, 2023 ECD board meeting. Ms. Baker seconded the motion and it carried unanimously by voice vote.

Legislative Update

Mr. Will Denami, the ECD's governmental consultant, updated board members on emergency communication matters that took place during the most recent session of the Tennessee General Assembly. He reported that Representative Bricken continues to push his bill, which would require that all 911 costs be borne by the district. It would also give local governments access to ECD reserves and take away control from of districts. This bill was withdrawn during the past session but remains active. We can expect to see it again next year.

Mr. Denami pointed out that the passing of Representative Bill Beck, a strong advocate of 911, may have an impact on 911 legislation.

Financial Report

Mr. Lynam went over the May financial report with board members. He reported cash available for operations totaled \$22,392,284. This consisted of \$129,933 in our checking account and \$22,262,351 in our LGIP account.

Mr. Lynam went over the various business transactions that took place during the month. He reported that income for May was \$95,488 while expenses amounted to \$1,350,944. This resulted in a net loss of \$1,255,456 for the month.

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

Amend ECD Budget for FY 2023

Mr. Lynam reported that he had finished paying all expenses for fiscal year 2023. He provided a report which showed that the District had exceeded its budget in one area, language interpretation services. Mr. Lynam went on to explain that when the books are audited for fiscal year 2023 the auditors will look for overages among the various line items within our budget. So as not to receive unfavorable comments regarding our budgetary controls, he recommended that the Board amend its budget for fiscal year 2023 as follows:

4208 – Contracts with Vendors	Decrease by	\$5,000	(\$60,000 to \$55,000)
4430 – Language Interpretation	Increase by	\$5,000	(\$62,000 to \$67,000)

Ms. Baker made a motion for the board to amend the FY 2023 budget as noted. Ms. Hale seconded the motion and it carried unanimously by roll call vote.

ECD Budget for FY 2024

Mr. Lynam presented a copy of the 2024 operational budget that was proposed at the April 20, 2023 board meeting. He stated that no changes were made to the initial proposal. As it currently stands revenue for FY2024 is estimated to be \$10,296,118. Expenses are estimated to be \$10,897,077. The \$600,959 shortfall will be covered by our fund balance.

Ms. Baker made a motion for the board to adopt the upcoming budget as presented. Ms. Hale seconded the motion and it carried unanimously by voice vote.

Approval of Contracts

The ECD Board approved the following contracts for FY 2024:

1. Inter-Local Agreement with Metro – Ms. Baker made a motion to approve the contract. Ms. Hale seconded the motion and it carried unanimously by voice vote.
2. Russell Freeman (Legal Services) – Ms. Hale made a motion to approve the fee letter. Ms. Mattson seconded the motion and it carried unanimously by voice vote.
3. FINN Partners (Public Awareness) – Ms. Baker made a motion to approve the contract. Ms. Hale seconded the motion and it carried unanimously by voice vote.
4. Mark Lynam & Larry Law (Administrative Services) – Ms. Baker made a motion to approve the contract. Ms. Hale seconded the motion and it carried unanimously by voice vote.

Public Awareness Update

Ms. Childress went over the Rescue Rex report with board members. She reported that staff members are preparing for the next school year ... ordering materials, cleaning costumes, and reaching out to schools. Rex performed 76 shows in the 2022-23 school year. Their goal for next year is 85 shows. Rex performances should start up again at the end of September.

Mr. Pickering went over the advertising report with board members. He reported that the digital displays and videos continue to perform well. The CTR (click thru rate) for digital displays is triple the national average of .05%. The top creative by CTR continues to be the 728x90 “Road Debris” message. The highest impression delivery by ad is once again the 320x50 “Police” with 145,072 impressions. The OTT targeted video has a completion rate 98.88%.

Ms. Drennon provided board members with a copy of the 2024 paid media plan. The report showed the monthly cost for each of the media groups ... outdoor, radio, digital display, digital video, and social media. It also reflected which radio stations were running our ads.

DEC Directors Report

Director Martini announced that on July 17th at 10:00 AM there will be a ribbon cutting ceremony to celebrate the newly renovated 911 center.

On July 12th DEC plans to switch 911 services back to Compton.

Tours of the Compton 911 center will be conducted on August 6th - 9th as part of the APCO Conference. Private tours for smaller groups can be arranged at other times between August 4th - 10th.

Director Martini provided his monthly informational report to board members. He pointed out various performance elements and trends contained within the report.

DEC currently has 16 vacant positions. All vacant positions are expected to be filled by the first part of July. 24 of the recent new hires have already been released for on-the-job training. Wait time for non-emergency calls had been reduced significantly with these new recruits answering calls.

DEC is engaging with five high schools ... Stratford, Whites Creek, Antioch, McGavock, and Hunters Lane ... through the PENCIL Program, to educate students about public safety communications through existing Criminal Justice or Corrections Officer career programs. Additionally, DEC is partnering with administrators at Glengarry Elementary School to collect and deliver donated items to assist with educating students about gardening and landscaping.

Street Name Change

Council staff requested the ECD Board take under consideration a proposed street name change. Council member Brett Withers (District 6) is requesting that “Forrest Avenue” be renamed “Forest Avenue”.

Mr. Lynam reported that the street name revision will not be problematic to DEC’s operation and has their support.

Ms. Hale made a motion to approve the street name change. Ms. Baker seconded the motion and it carried unanimously by voice vote.

Election of Officers for FY 2024

Ms. Hale made a motion that we keep our existing officer board in place. She asked that this be done by acclimation. Mr. Cowan seconded the motion and it carried unanimously by voice vote. The officers who will remain in place for FY 2024 are:

- Chair – Ms. Cleo Duckworth
- 1st Vice Chair – Ms. Susan Mattson
- 2nd Vice Chair – Mr. William Johnson

Additional Business

Due to the ECD board having multiple vacancies over a considerable length of time, and to better ensure that we will have a quorum at our meetings, Mr. Lynam suggested changing the “Rules of Order” to redefine what makes up a quorum.

Currently, the Rules of Order state “Five members of the nine member board shall constitute a quorum”. Mr. Lynam has suggested changing the definition to read, “A majority of the serving board members shall constitute a quorum”.

Board members asked Mr. Freeman to research this proposal to make sure that we would not be violating anything in the state statute. Chair Duckworth suggested that we take up the matter again at our August meeting.

Adjournment

Upon proper motion by Ms. Hale and second by Ms. Baker, the meeting adjourned at 3:40 PM.

The next meeting of the ECD Board of Directors will be held on August 17, 2023.

Minutes submitted by Mark Lynam