

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: William Johnson, Ruby Baker, Lorinda Hale, Susan Mattson, and Carolyn Tucker. Board member Rick Cowan was not in attendance. Others who attended the meeting included: Mark Lynam & Larry Law (ECD Admin), Stephen Martini, Tim Watkins, and Dwayne Vance (Metro DEC), Neil Pickering (Finn Partners), and Russell Freeman (Legal Counsel).

Minutes

Ms. Hale made a motion to accept the minutes from the September 21, 2023 ECD board meeting. Ms. Baker seconded the motion and it carried unanimously by voice vote.

Annual Audit Report

Ms. Julie Evans and Mr. Ken Youngstead from KraftCPAs presented the independent audit report that was completed for the period ending June 30, 2023 and 2022. They went over various elements of the report that must be communicated between auditor and those charged with governance.

Ms. Evans noted that the District showed a change in net position of approximately \$3.4 million for fiscal year ending June 30, 2023. She reported that operating revenue increased by approximately \$1.5 million when compared to 2022. This was due to the District having received additional “excess revenue” distributions from the TECB, and additional interest earnings from its LGIP account.

Ms. Evans also reported that operating expenses were up by approximately \$3.2 million when compared to 2022. She explained that the increase in operating expenses was due primarily to costs associated with renovations made to the emergency communications center.

Ms. Evans conveyed that Mr. Lynam and Mr. Law had provided all GAAP basis accrual entries for the year. She stated that there were no deficiency findings to report.

In summary, Ms. Evans reported that the audit found everything to be in order and the financial statements presented in the audit fairly represented the financial position of the Davidson County ECD as of June 30, 2023 and 2022. She stated that the report will now be filed with Metro and the State Comptroller’s Office.

After discussion ended, Ms. Tucker made a motion to accept the audit report as presented by KraftCPAs. Ms. Hale seconded the motion and it carried unanimously by voice vote.

Ms. Mattson made a motion that we sign the audit representation letter confirming that the information we have provided to the auditors is complete, accurate, and fairly presented in accordance with GAAP accounting principles. Ms. Hale seconded the motion and it carried unanimously by voice vote.

Financial Report

Mr. Lynam went over the September financial report with board members. He reported cash available for operations totaled \$22,743,311. This consisted of \$116,100 in our checking account and \$22,627,211 in the LGIP account.

Mr. Lynam went over the various financial transactions that took place during the month. He reported that income for September was \$100,773 while expenses amounted to \$606,416. This resulted in a net loss of \$505,643 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.

Public Awareness Update

Mr. Pickering brought Rescue Rex coloring books for board members to examine. He provided an October calendar showing 13 performances booked with approximately 1,368 students scheduled to be in attendance. He conveyed that the program continues its outreach to schools, especially those who have not previously hosted Rescue Rex.

Mr. Pickering went over the advertising report. He reported that our ads continue to perform well. He pointed out that our video ad has an exceptionally high CTR of .63%.

Street Name Change

Ordinance BL2023-5 was submitted requesting approval to rename a portion of “Due West Avenue” to “Montague Way”. Mr. Lynam reported that DEC had reviewed and signed off on the street name change. With that said, Ms. Hale made a motion to approve the name change. Ms. Baker seconded the motion and it carried unanimously by voice vote.

Renewal of Will Denami’s Contract

Ms. Mattson informed board members that Will Denami’s contract will expire at the end of October. So that Mr. Denami can continue to represent our interests before the Tennessee General Assembly, the board must decide whether his contract should be renewed for another term. Ms. Mattson pointed out that there is still apprehension that certain lawmakers will try to influence 9-1-1 funding mechanisms in a way that could adversely affect our district and others. Without Mr. Denami’s representation, she felt that we may find it difficult to stay informed of these changes.

After discussion ended, Ms. Hale made a motion to renew Mr. Denami’s contract for another year. Ms. Baker seconded the motion and it carried unanimously by voice vote.

Change Meeting Time

Ms. Duckworth reported that several board members had discussed with her the possibility of holding our board meeting earlier in the afternoon. She asked board members if they would be receptive to convening at 1:00 PM instead to 2:30 PM. All board members, including Director Martini, were in favor of making this change.

Ms. Tucker made a motion that we change our meeting time to 1:00 PM, and that it should become effective at our next scheduled meeting. Ms. Baker seconded the motion, and it carried unanimously by voice vote.

DEC Directors Report

Director Martini went over the September Director's report with board members. He reviewed the month of September performance trends for the past five years. He pointed out that more 911 calls were made in September of 2023 than previous years, and that 911 telecommunicators answered these calls faster than in previous years. This past month's 15 second answer time of 91.34% was better than the national call answer standard.

Director Martini noted that his department currently has 12 vacancies, with 5 of these vacancies being call related.

DEC has switched to a different psychological testing vendor based out of Atlanta. Previously DEC used a local vendor who charged \$600 per test and required "in person" visits which made scheduling difficult. Tests with the new vendor can be done in house, at a cost of \$150 per test, with same day results. This has allowed DEC to get new hires on board much quicker.

DEC is currently seeking a Public Communications Officer to help with both internal and external departmental communication.

Improvements to the parking lot should be completed by the end of November. Upgrades will include new fencing, an exit gate in the rear of the complex, and a pedestrian ramp exiting the campus. Replacement of the front gates will start in December.

A permanent training center with 18 dedicated seats has been established at the backup center.

Other Business

DEC employees Amber Dodd and Latasha Ashton gave a demonstration of the recently purchased Mark43 Web Hosted CAD software. This product will be used in situations where the primary CAD system is unavailable.

Mr. Martini informed board members that the executive conference room will be unavailable for the November ECD Board meeting due to a sewage line repair taking place in the building. Board members decided that they will not hold meetings during the months of November and December.

Adjournment

Upon proper motion by Ms. Tucker and second by Ms. Baker, the meeting adjourned at 3:39 PM.

The next meeting of the ECD Board of Directors will be held on January 18, 2024.
Minutes submitted by Mark Lynam