

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. Vice Chair Susan Mattson called the meeting to order at 3:00p.m. and presided over the meeting with the following members present: William Johnson, Wayne Tucker, Joseph Sweat, Buford Tune, James Robertson, and Eliud Trevino. Board members Michael Stewart and Cleo Duckworth were absent. Others present included: Mark Lynam (ECD Admin); Duane Phillips, Rickey McWright, Amanda Sloss, Lisa Fulton, Angie Milliken, and Dwayne Vance (ECC); Pat Nolan (Dye, Van Mol & Lawrence), Senator Joe Haynes (Legal Counsel), Corey King and Charlie Gannon (KraftCPA's), and Aida Hughes.

Minutes

Mr. Tune made a motion for the Board to accept the minutes from the August 21, 2008 meeting. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

ECC Training Requests

Ms. Fulton presented the following items for the board's approval.

Training Materials

Emergency Fire Dispatch Manuals (10 @ \$100 each plus S/H)	\$ 1000.00
Emergency Medical Dispatch Manuals (10 @ \$100 each plus S/H)	1000.00
Call-Taker Manuals (12 copies printed)	120.00

Training Classes

APCO Instructor Course (2 @ \$459 each)	918.00
HR Law (1 @ \$179)	179.00

Recruitment Materials

10x10 Tent & Table	300.00
Promotional Materials (lanyards, pens, etc)	751.50
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	Total \$ 4,268.50

After some discussion Mr. Tune made a motion for the Board to approve the purchases. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

ADA Requirements

Mr. McWright informed the board that one of their employees was developing vision problems. They will have to modify the monitors at several workstations to accommodate the employee. He will update the board once the cost is determined.

Time Accounting Package

Mr. McWright asked the board to approve the purchase of a time & attendance package call Timeforce. Metro does not have a common time & attendance package for departments to use. Each department is left on it's own to track employee time. The ECC Dept currently has a manual system for tracking their time. This manual system is quite cumbersome and problematic. The initial cost for Timeforce is \$9,589 with an annual maintenance cost of \$1,295 per year thereafter. Mr. Lynam stated that the funds to purchase the software would come from the \$11,500 that was in our budget for miscellaneous software expenses. Mr.

Tune made a motion for the Board to approve the purchases. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

Public Awareness Update

Mr. Nolan updated the Board on the following items:

- The first show with Rescue Rex having a speaking part went well.
- So far this fiscal year Rescue Rex has scheduled 53 shows at 33 schools. The program is on track to reach 5200 students.
- The Rescue Rex schedule for October includes 28 shows at 17 schools.
- The number of shows usually decreases from Thanksgiving through December. January and February are usually busy months.
- 911 calls have risen less than one percent in August 2008 as compared to August 2007.
- We've gone two months without the Metro 311 line. Call volume during this time has increased on the 862-8600 line. We are not sure if this is a result of the 311 line going away. Will continue to monitor.

Mr. Trevino asked what will happen if the "English Only" bill passes. Mr. Nolan said that if this should come law then we will have to determine how this ruling will affect the Spanish billboards and coloring books.

All Inclusive Update

Mr. Duane Phillips updated the Board on the following items:

- At the TENA Conference, which was held in Pigeon Forge earlier this month, the Davidson County call-takers who took part in the Macon County tornado effort were honored by the TENA organization as well as with a resolution from the Tennessee General Assembly which was sponsored by Senator Haynes. The Metro ECC was also honored with a plaque for being the first interstate TERT team to respond to a major emergency.
- The ECC held a charity drive for domestic violence shelters. They collected 139 blankets and 28 coats which will be delivered to these organizations.
- Due to all of the security efforts that will be taking place around Belmont University during the presidential debate, the ECC call-takers will be moving to the Harding Backup Center on Friday, October 3rd. They will return to the Compton site on Thursday, October 9th.
- The CALEA review team praised the backup site when they were here last week. They were greatly impressed with fact that our backup center can operate as efficiently as our primary site due to the fact that they are configured identically.
- It was also pointed out that our backup site may be the first in the county that could allow interoperability with other dispatch centers that have similar equipment.

Adjournment

Meeting adjourned at 3:40pm.

Minutes submitted by Mark Lynam