

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. Chairman Cleo Duckworth called the meeting to order at 3:00p.m. and presided over the meeting with the following members present: Susan Mattson, William Johnson, Wayne Tucker, Buford Tune, James Robertson, Joe Sweat, and Eliud Trevino. Board member Michael Stewart was absent. Others present included: Mark Lynam and Larry Law (ECD Admin); Duane Phillips, Rickey McWright, Bruce Sanschargin, and Dwayne Vance (ECC); Pat Nolan (Dye, Van Mol & Lawrence), Senator Joe Haynes (Legal Counsel), Michael Evans (Motorola), Becky Harrell (KraftCPA's), and Aida Hughes.

### **Minutes**

Mr. Sweat made a motion for the Board to accept the minutes from the October 16, 2008 meeting. Mr. Tune seconded the motion and it carried unanimously by voice vote.

### **Annual Audit Report**

Becky Harrell from Kraft CPA's presented the audit report for fiscal year 2008. She pointed out that everything was in order but that she had to report the same material weakness as was reported last year; the inability of management staff to prepare GAAP based accounting financial statements. To correct this problem the Board would have to hire a CPA who was familiar with GAAP reporting requirements for governments. Ms. Harrell stated that she personally did not feel that the Board needed to take this course of action. At the present time she sees no repercussions arising out of this reported deficiency. The cost of hiring someone else would out way the benefits. She feels that we have good controls in place and that our books are presented appropriately for the Board to make informed decisions. After discussion ended Mr. Sweat made a motion to accept the audit. Mr. Tune seconded the motion and it carried unanimously by voice vote.

### **ECC Training Requests**

Mr. Sanschargin presented the following items for the board's approval.

#### **Training Materials**

4418.03	Emergency Fire Dispatch Manuals (12 @ \$100 each plus S/H)	\$ 1,200.00
	Emergency Medical Dispatch Manuals (12 @ \$100 each plus S/H)	\$ 1,200.00
	Call-Taker Manuals (12 copies printed)	\$ 120.00
	Police Dispatch Manuals (4 copies printed)	\$ 40.00
	APCO Instructor Manuals (12 copies @ \$70 each)	<u>\$ 840.00</u>
	Sub Total	\$ 3,400.00

#### **Conferences**

##### **CALEA**

Tulsa , OK – 12/2 – 12/7/08

4418.06	Registration (4 @ \$445)	\$ 1,780.00
4418.07	Travel Expenses (4 attendees)	
	Airfare (\$229.96 @ 4 = 919.84) +	
	Baggage Fees (\$80 x 4 = \$320)	\$ 1,239.84
	Auto Rental	\$ 300.00
	Hotel (5 nights @ \$157.79)	\$ 3,155.80
	Meals (\$242 @ 4 attendees)	<u>\$ 968.00</u>
	Sub Total	\$ 7,443.64

Other Materials

Heritage Countertop Display Case Walnut (36x40x14)	\$ 650.00
	Sub Total \$ 650.00
	Grand Total \$ 11,493.74

Mr. Tune made a motion for the Board to approve the Training materials and conference expenses. Mr. Sweat seconded the motion and it carried unanimously by voice vote.

Mr. Sweat made a motion for the Board to approve the purchase of the display case using money from line item 4305-Furniture. Mr. Tune seconded the motion and it carried unanimously by voice vote.

**Technology Requests**

Mr. McWright presented the following items for the board's approval.

Maintenance Agreements:

NICE Logging Recorder: \$30,540.00 (\$2,545.00 per month)  
Plant/CML VESTA: \$24,999.96 (\$2,083.33 per month)

Capital Projects:

1. Telephone Technology Upgrade:

Upgrade Meridian Nortel Switches at Compton and Harding and implement Voice Over Internet Protocol (VOIP) telephone instruments.  
Cost not to exceed \$1,700,000.00

2. Work Station Chair Replacements:

Replace distressed chairs. Cost not to exceed \$50,000.00

3. OEM Emergency Operations Center:

Replace worn carpet. Cost not to exceed \$25,000.00.

It was pointed out that the maintenance agreements that are being presented are not in our current budget. Mr. Lynam stated that these maintenance agreements could be funded out of a \$300,000 savings that we are going to achieve within line item 4212. The capital items are already in the budget. Mr. McWright reported that the floor is being removed in the OEM Operations Center so that a new telephone system can be installed. The floor panels could be replaced with carpeted tiles for \$37,500. This would increase the amount that was budgeted for carpet by \$12,500. This increase could be funded by savings that we expect to achieve from other capital purchases.

After discussion Mr. Tune made a motion for the Board to approve these items. Ms. Mattson seconded the motion and it carried unanimously by voice vote.

**Public Awareness Update**

Mr. Nolan updated the Board on the following items:

- Call analysis for October 2008
- Rescue Rex schedule for December 2008
- Rescue Rex report showing number of shows and number of children that we expect to reach for the period from September 08 – March 09.
- Spanish coloring books that have been requested are up over last year

**All Inclusive Update**

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

- The December 19<sup>th</sup> ECC Christmas party that was announced at the last ECD Board meeting has been cancelled.
- Channel 2 is doing a story about funny 911 calls.
- Channel 5 is doing a story regarding a problem that may arise if someone were to place a 911 call from a Metro Parks greenway.
- Councilwoman Bennett (Chairman of the Metro Council Public Safety Committee) visited the 911 Center on October 30<sup>th</sup>.
- During the Veteran's Day Parade on November 11<sup>th</sup> Mr. Phillips rode on a fire truck with Vice Mayor Diane Neighbors.
- The ECC Department is working closely with the Fire Department on their standards.
- The ECC Department is monitoring the federal program that is going to provide free cell phones for certain welfare recipients. They want to make sure that these phones work like all other cell phones.

**Next Meeting**

The Board decided not to meet in December unless something comes up that needs their attention.

**Adjournment**

Meeting adjourned at 3:55pm.

Minutes submitted by Mark Lynam