

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 board members present: Jim Graves, Susan Mattson, Joe Sweat, Eliud Trevino, William Johnson, Buford Tune, and James Robertson. Board member Wayne Tucker was absent. Others present included: Mark Lynam and Larry Law (ECD Admin); Duane Phillips, Rickey McWright, Lisa Fulton, Bruce Sanschargin, Dwayne Vance, Amanda Sluss and Michele Peterson (ECC), Pat Nolan (Dye, Van Mol & Lawrence), Senator Joe Haynes (Legal Counsel), Becky Harrell and Julie Evans (KraftCPA's), James Schmidt (Baker Donelson), Ken Duncan and David Plezbert (Harris Corporation), and Aida Hughes.

### **Minutes**

Mr. Johnson made a motion for the Board to accept the minutes from the September 17, 2009 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 2009. She pointed out that everything was in order but that she had to report the same material weakness that has been reported the past two years; the inability of management staff to prepare GAAP based accounting financial statements. Ms. Harrell stated that the Board should continue to assess the best use of resources and decide whether or not they should hire someone to prepare the annual financial statement or let the auditors continue to do this. Her personal opinion was that there was no need to make a change at this point in time. She feels that we have good controls in place and that our books are presented appropriately for the Board to make informed decisions. Ms. Harrell did make one suggestion that she felt would strengthen our internal controls. She recommended that a duplicate copy of our bank statement be mailed to an ECD board member to be reviewed independently from management staff.

### **ECC Training Requests**

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

#### **Training Materials**

4418.03 APCO Training Officer Manuals	
(10 @ \$79 each plus S/H)	\$ 845.30

Mr. Graves made a motion for the Board to approve the training requests. Mr. Sweat seconded the motion and it carried unanimously by voice vote.

### **Public Awareness Update**

Mr. Nolan updated the Board on the following items:

- Michael Phillips, the six year old boy who called 911 to get help for his grandmother after she passed out. (The young man was not available to attend the board meeting. Mr. Nolan mailed the award to him.)
- Call analysis for September 2009.
- Rescue Rex schedule for the months of September and October.
- Outdoor boards and radio spots.
- 911 all purpose brochure regarding the use of 911. (Mr. Trevino asked if the brochure could be produced in Spanish. Mr. Nolan will look into cost).

### **All Inclusive Update**

Mr. Phillips updated the Board on the following items:

- A vendor at the TENA Conference mentioned the "ratemy911.com" web site during his presentation.
- The ECC Dept is now fully staffed although four employees will soon be leaving. They have asked the HR Dept to take applications. They want to start another class in January.

- Several members of the ECC Dept attended training with Motorola regarding the Premier 1 CAD system. They met with staff from Ventura, California who were the first to implement this new system. The staff from Ventura had good things to say about the system.
- A number of ECC employees attended the TENA Conference at the end of September. It was a good conference and the employees learned a lot.

**TENA Election**

Mr. McWright lost the election for 2<sup>nd</sup> Vice President by two votes.

**Miscellaneous**

Ken Duncan and David Plezbert from Harris Corporation told the board a little bit about their company. They indicated that they were very excited about being able to compete for Metro's business regarding the new radio system.

**Adjournment**

Meeting adjourned at 3:35pm.

Minutes submitted by Mark Lynam