

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 3:00 PM and presided over the meeting with the following board members present: Ruby Baker, David Gleason, Grady McNeal, Wayne Tucker, William Johnson, Eliud Trevino, and Buford Tune. Board member Susan Mattson was not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin); Michele Peterson, Tim Watkins, Nell Hayes, Justin Moncrief, Hal Weese, and Dwayne Vance (ECC Dept), Pat Nolan (DVL Public Relations), Senator Joe Haynes (Legal Counsel), Ramona McKenzie (Fire Dept), and Aida Hughes.

Minutes

Mr. Gleason made a motion to accept the minutes from the April 16, 2015 ECD board meeting. Mr. Tune seconded the motion and it carried unanimously by voice vote.

Employee Appreciation Banquet

Ms. Duckworth expressed her appreciation to the ECC employees who organized the employee appreciation banquet. She felt that they did an outstanding job and that it was a very enjoyable event.

Financial Report

Mr. Lynam went over the April 2015 financial report with board members. He reported that total income for April was \$1,059,336 and expenses were \$240,991 leaving us with a net gain of \$818,345 for the month. Our checking account balance at the end of April was \$1,353,941 and our LGIP account balance was \$7,911,549 which provides a total of \$9,265,490 cash available for operations.

Training Requests

Ms. Nell Hayes presented the following training requests for approval:

Training Materials

4418.03	- EFD Training Books (\$195 each x 5)	975.00
	- EMD Training Books (\$195 each x 5)	975.00
	- Calltaking Manuals (\$15 each x 5)	75.00
	- Procedure Manuals (\$15 each x 5)	75.00
	- APCO Manuals (\$79 each x 10)	<u>790.00</u>
		2890.00

Training Certifications/Memberships

4418.06	- CTO Recertification	\$30.00
	- CTO Instructor Recertification	95.00
	- APCO Basic Instructor Recertification	<u>95.00</u>
		220.00

Conferences

NENA Conference – Denver, CO June 28th – July 2nd
(10 Attendees)

4418.06	Registration	\$5,990.00
4418.07	Travel	4,448.00
4418.07	Hotel	9,000.00
4418.07	Per Diem	3,564.00
4418.07	Shuttle	<u>400.00</u>
		23,402.00

Grand Total \$26,512.00

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

Public Awareness Update

Mr. Nolan reported that his firm won this year's Parthenon Award for both the Rescue Rex and Public Awareness programs. The award is given for the best public service campaign in Nashville.

Mr. Nolan went over the call analysis report for April 2015. He also provided reports showing the number of Rescue Rex shows that have been scheduled for the current school year and the school appearance schedule for June 2015.

As part of our 2016 public awareness campaign Mr. Nolan's firm is going to run online banner ads to get our message out. Until the new creative work is complete Mr. Nolan's firm will take one of the existing billboards (the guitar) and resize it for a banner ad so that we can get started on this effort.

Additional discussion took place regarding the automatic generation of call reports and getting them to Mr. Nolan on a timely basis. There was also discussion about the type of informative information that we want to get out to the public as part of the 2016 public awareness campaign.

Update – Fire Station Alerting System

Ms. McKenzie reported that all equipment has arrived and is being stored at Metro Southeast. All low voltage cabling and electrical power changes are complete. The first installation will take place on June 1st at Fire Station 34. Training is scheduled for the end of this month.

ECD Bylaws

Senator Haynes presented a resolution to amend the Rules of Order of the ECD Board...Rule 1, to provide the meeting dates of the Board be changed to the third Thursday of each month. Rule 7, to remove the provision that all expenditures in excess of \$500 be passed by "roll Call" vote. Rule 10, to correct a typographical error "membes" to state "members".

Mr. Tune made a motion for the Board to adopt this resolution. Mr. Gleason seconded the motion and it carried unanimously by voice vote.

Street Name Change BL2015-1137

An ordinance has been submitted to rename "Woodland Point Drive" to "Woodland Pointe Drive". This name change has the support of the ECC Department. Mr. Johnson made a motion to approve the name change. Mr. Tucker seconded the motion and it carried unanimously by voice vote.

ECC Director Report

ECC Assistant Chief Michele Peterson reported on the following:

- Ms. Peterson reported that FEMA is going to reimburse Metro for the overtime that was incurred by all ECC employees who worked during the two ice storms that we had earlier this year.
- The Council's budget hearing for the ECC Department will take place on Wednesday, May 27th, at 4:45 PM.

Emergency Communication District
Board of Directors Meeting
MINUTES
May 21, 2015
Page 3 of 3

Adjournment

Upon proper motion and second the meeting adjourned at 3:34 P.M.

Minutes submitted by Mark Lynam