

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: Ruby Baker, Lorinda Hale, William Johnson, Susan Mattson, and Eliud Trevino. Board members David Gleason, Charlane Oliver, and Rick Cowan were not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin), Michele Donegan, Michelle Peterson, Dwayne Vance, and Bruce Sanschargin (Metro DEC), Philip McGowan (DVL Seigenthaler), Russell Freeman (Legal Counsel), Rusty Lacy (Metro Fire Dept), Jessica Jaglois (WKRN News), and Aida Hughes.

Minutes

Ms. Hale made a motion to accept the minutes from the March 21, 2019 ECD board meeting. Mr. Johnson seconded the motion and it carried unanimously by voice vote.

Financial Report

Mr. Lynam discussed the April 2019 financial report with board members. He went over all of the business transactions that took place during the month (both debit and credit). He reported that income for April was \$1,140,100 while expenses were \$162,765. This resulted in a net gain of \$977,336 for the month.

Mr. Lynam reported that cash available for operations amounted to \$14,281,439. This consisted of \$1,194,774 in our checking account and \$13,086,665 in our LGIP account.

ECD Proposed Budget for FY 2020

Mr. Lynam went over the line items that make up the proposed operating budget for FY 2020. He stated that in preparing the budget he met with, and received assistance from, various members of the Department of Emergency Communications, the ECD Technology Committee, and the ECD Public Awareness Committee.

Mr. Lynam reported that the grand total of next year's budget is \$9,591,975. Of this total \$4,396,575 is earmarked for general operating expenses and the remaining \$5,195,400 is allocated for capital improvements. He pointed out that there were two significant increases in general operating expenses...a \$100,000 increase in rent at the backup center and a \$200,000 increase in maintenance costs for hardware and software license agreements. In the capital improvement area Mr. Lynam noted several sizeable projects...replacement of dispatch console furniture (\$1,200,000), phone system upgrade (\$930,000), and replacement of all PC's at both locations (\$400,000).

After discussion ended Ms. Baker made a motion to accept the budget that was presented as our proposed budget for FY20. Ms. Hale seconded the motion and it carried unanimously by voice vote. Mr. Lynam stated that he will send a copy of our proposed budget to the Clerk's Office who will distribute it to the Mayor's Office and Council. A public hearing will be held in June at which time the ECD Board will officially adopt the budget. (A copy of the proposed budget for 2020 will be submitted with the minutes).

Training Requests

Mr. Sanschargin presented the following items for approval:

Misc. Request

IAED ED-Q (QA reviewer training) 2 attendees	<u>1500.00</u>
Total	\$1,500.00

Conference Travel

NENA Conference (Orlando, FL) June 15-19 (5 attendees)	
4418.06 - Registration	3,143.00
4418.07 - Transportation (airfare / shuttle)	2,267.00
4418.07 – Lodging	4,189.00
4418.07 - Per Diem (\$76/day)	<u>1,254.00</u>
	\$10,853.00
Grand Total	\$12,353.00

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

Public Awareness Update

Mr. McGowan went over the call analysis report for April. He reported that 911 calls are up by 2,231 over last month. When compared to the same month last year 911 calls rose by 9,690 or 32.31% while non-emergency calls declined by 1,568 or 2.76%.

Mr. McGowan reported that the news media coverage surrounding the employee appreciation banquet was a success. Three television stations covered the event. Their stories aired 13 times in front of 471,000 viewers.

April marks the eighth month that the current outdoor billboards have been up.

Targeted online ads to “new movers” to Nashville continued in April and will continue through May. It appears that this targeted campaign is performing higher than traditional online advertising.

Last month we had 833 radio spots run on 18 stations (15 English & 3 Spanish).

Five Rescue Rex shows are scheduled during the month of May at four different schools. There were 81 shows performed this school year compared to 75 last year. 8,019 students were reached this school year compared to last year’s 8,003. There were 1,567 Spanish coloring books requested this year compared to 280 last year.

DEC Directors Report

Ms. Donegan thanked board members for their support in sponsoring the employee appreciation banquet. She reported that it was well received.

Ms. Donegan reported that her department has some 4% money remaining from a previous project that will be applied toward the Compton Center improvements.

There is a call-taker class of four individuals scheduled to start on June 17th.

There are currently 34 vacancies within the Department of Emergency Communications. Six of those are non-calltaking positions. This amounts to a 23% attrition rate.

There is a posting for call-taker positions that is scheduled to run through June 10th. Beginning July 1st it is anticipated that this will become a continuous posting.

Ms. Donegan announced that this will be her last ECD Board meeting. She stated that she will be retiring next month after 32 years of service with the Metropolitan Government. Board members thanked her for her service and wished her well in her retirement.

Adjournment

Upon proper motion by Ms. Hale and second by Mr. Johnson the meeting adjourned at 3:20 P.M.
Mr. Lynam noted that our next board meeting will be held on June 20th.

Minutes submitted by Mark Lynam