

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, David Gleason, Lorinda Hale, William Johnson, and Charlane Oliver. Board members Susan Mattson, Michelle Jernigan, and Eliud Trevino were not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin); Michele Donegan, Angie Milliken, Bruce Sanschargin, and Dwayne Vance (ECC Dept), Pat Nolan (DVLS Public Relations), and Senator Joe Haynes (Legal Counsel).

Public Hearing – ECD Operating Budget for FY 2018

Chair Cleo Duckworth announced that on April 20, 2017 the ECD Board met and approved its proposed operating budget for fiscal year 2018. On May 2, 2017 copies of the proposed budget were filed with the Metro Clerk and the Mayor’s Office. Notice of this public hearing was advertised in the Tennessean newspaper on Sunday, June 11, 2017. She declared the public hearing open and asked if anyone was present who wished to speak on the proposed ECD operating budget for fiscal year 2018. There was no one present who wished to speak so Ms. Duckworth closed the public hearing.

Minutes

Mr. Johnson made a motion to accept the minutes from the May 18, 2017 ECD board meeting. Ms. Hale seconded the motion and it carried unanimously by voice vote.

Financial Report

Mr. Lynam went over the May 2017 financial report with board members. He reported that income for May was \$55,886 while expenses were \$2,329,187. This left us with a net loss of \$2,273,301 for the month.

Our checking account balance at the end of May was \$121,960 and our LGIP account balance was \$7,764,273. This leaves us with \$7,886,233 cash available for operations.

Amend ECD Budget for FY 2017

Mr. Lynam stated that he had finished paying the bills for the June time period. He pointed out that we had exceeded our budget in three expense categories...4206-Language Interpretation, 4218-Equipment Maintenance Agreements, and 4415-Public Awareness & Education.

He went on to explain that when the books are audited for fiscal year 2017 the auditors will look for overages among the various line items within our budget. So as not to receive unfavorable comments regarding our budgetary controls he recommended that the Board amend its FY 2017 budget as follows:

9999 – Capital Improvements	Decrease by \$175,000 .. (\$3,578,400 to \$3,403,400)
4206 - Language Interpretation	Increase by \$2,000 (\$36,000 to \$38,000)
4218 – Equipment Maintenance	Increase by \$150,000 (\$1,501,525 to \$1,651,525)
4415 – Public Awareness	Increase by \$23,000 (470,800 to \$493,800)

Ms. Hale made a motion for the board to amend the FY 2017 budget as noted. Ms. Baker seconded the motion and it carried unanimously by voice vote.

Adoption of ECD Budget for FY 2018

Mr. Lynam presented a copy of the 2018 operational budget that was proposed at the April 20, 2017 board meeting. He pointed out that one change had been made to the initial proposal. He added \$240,000

under the capital improvement section for SAN Virtual Servers. He explained that this project was originally expected to be completed before the end of FY 2017 but is now projected to be completed and expensed in early FY 2018. This change will now bring the total budget amount to \$6,647,425.

During discussion Mr. Gleason asked if there was some way that we could use our public awareness program to better market the Smart911 initiative. He pointed out that with Nashville growing like it is we need to find some way to get this information out there to the public. Those present offered numerous suggestions including a radio announcement, inserts within the Rescue Rex coloring books, and the Mayor's HUB initiative. It was decided that the board's Public Awareness Sub-committee will discuss this some more when it meets in July.

After discussion ended Mr. Gleason made a motion for the board to adopt the budget with the change noted. Ms. Baker seconded the motion and it carried unanimously by voice vote.

Approval of Contracts

The ECD Board approved the following contracts for FY 2018:

- Inter-Local Agreement with Metro ...Mr. Gleason made a motion for the Board to approve the contract. Mr. Johnson seconded the motion and it carried unanimously by voice vote.
- Joe Haynes (Legal Services)... Mr. Johnson made a motion for the Board to approve the fee letter. Mr. Gleason seconded the motion and it carried unanimously by voice vote.
- DVL Seigenthaler Public Relations (Public Awareness)... Mr. Johnson made a motion for the Board to approve the contract. Ms. Hale seconded the motion and it carried unanimously by voice vote.
- Mark Lynam & Larry Law (Administrative Services)... Ms. Hale made a motion for the Board to approve the contract. Ms. Baker seconded the motion and it carried unanimously by voice vote.

Training Requests

There were no training requests to present at this month's meeting.

Public Awareness Update

Mr. Nolan reported that the Rescue Rex shows were over until the new school year starts. Rescue Rex rehearsals will probably start in late July or early August.

Mr. Nolan went over the call volume report for May 2017. The 911 call numbers were down by 4.90% for the month. This decrease marks eleven consecutive months that 911 calls were down. Emergency calls for the first five months of the calendar year (January – May) were down by 15,845 compared to the same period in 2016.

Mr. Nolan reminded the board that when "text to 911" becomes available, we need create a 911 ad that instructs the public as to how to best use this new technology. Mr. Gleason pointed out that NENA has developed some criteria that we can look at.

The customer satisfaction survey was completed and delivered by Prince Marker Research in May. The Department of Emergency Communications (DEC) is happy with it. It shows a slight increase in the satisfaction level of those who used our 911 services.

DEC Directors Report

Director Donegan announced that the next training class will start on July 10th. It looks like we will have eight candidates attending the class. If all graduate it will leave us with two vacancies. Only one candidate has left from the current training class of sixteen.

The DEC has recently given a manager's test to get candidates to fill Lisa Fulton's old position. It is hoped that someone can be appointed soon.

An RFP is being developed for the DEC's supervisors training. Input was gathered from our current supervisors to get buy-in support from them.

Seven DEC employees attended the recent NENA conference. It appears that the classes were very good from the feedback that has been given by those employees.

Metro's capital spending plan includes funding to complete the planning and design for a new 911 facility. It appears that the Metro Council is on board with approving this capital plan.

The CALEA onsite inspection for the DEC's accreditation should be completed before our August meeting. Based on the mock assessment that was recently conducted we should not have any problems.

Election of Officers for 2018

Mr. Gleason made a motion that all current officers stay in their existing position. Ms. Duckworth asked if there was anyone else who desired to serve as an officer or wished to nominate someone else to a position on the ECD Board. No one else expressed an interest in serving as an officer or wished to nominate someone else. Ms. Baker seconded the motion and it carried unanimously by voice vote. The officers for FY 2018 are:

- Chair – Ms. Cleo Duckworth
- 1st Vice Chair – Ms. Susan Mattson
- 2nd Vice Chair – Mr. William Johnson

Date of Next Meeting

It was pointed out that we will not meet again until August 24th, 2017 at 2:30 PM.

Miscellaneous

Mr. Nolan asked that we bring the Public Awareness Sub-Committee together in July to talk about the messages that we want to get out during the next year. Mr. Lynam will work on scheduling that meeting.

Adjournment

Upon proper motion and second the meeting adjourned at 3:25 P.M.