

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. Vice-Chair Susan Mattson 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, Michelle Jernigan, Eliud Trevino, and Charlane Oliver. Board member Cleo Duckworth was not in attendance. Others present included: Mark Lynam and Larry Law (ECD Admin); Michele Donegan, Angie Milliken, Bruce Sanschargin, Tim Watkins, Hal Weese, Michelle Peterson, Denise Walsh, and Dwayne Vance (ECC Dept), Pat Nolan (DVLS Public Relations), Senator Joe Haynes (Legal Counsel), and Aida Hughes.

### **Minutes**

Mr. Gleason made a motion to accept the minutes from the June 15, 2017 ECD board meeting. Ms. Hale seconded the motion and it carried unanimously by voice vote.

### **Financial Report**

Mr. Lynam went over the July 2017 financial report with board members. He reported that income for July was \$363,888 while expenses were \$148,672. This left us with a net gain of \$215,215 for the month.

Our checking account balance at the end of July was \$296,792 and our LGIP account balance was \$8,676,523. This leaves us with \$8,973,315 cash available for operations.

### **Training Requests**

Mr. Sanschargin presented the following items for approval:

#### Training Materials

4418.03 - Police Dispatch manuals (\$15 each x 17)	255.00
- 10 Code Cards	<u>100.00</u>
	355.00

#### Conference / Travel

TENA Conference in Murfreesboro, TN September 24-27, 2017	
4418.06 - Registration	2750.00
8-Full Reg \$250/ea.	
6-One Day Pass \$125/ea.	

#### True North Geographic Technologies (2 day GIS Training) (location & date TBD)

4418.06 – Registration	600.00
4 attendees \$150/ea.	

#### Motorola (New Orleans) Sep 30-Oct 5 (4 attendees)

4418.06 - Registration	4380.00
4418.07 - Transportation (airfare / shuttle)	1822.00
4418.07 – Lodging	4042.00
4418.07 - Per Diem	<u>1409.00</u>
	11,653.00

Grand Total	\$15,358.00
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Mr. Johnson made a motion for the Board to approve the training requests. Ms. Baker seconded the motion and it carried unanimously by voice vote.

### **Public Awareness Update**

Mr. Nolan went over the call volume report for July 2017. The 911 call numbers were down by 10.33% for the month. This decrease marks thirteen consecutive months that 911 calls were down. Emergency calls for the first seven months of the calendar year (January – July) were down by 24,616 compared to the same period in 2016.

Mr. Nolan informed the board that his firm would like to use the same the same radio spots as last year but re-record them with fresh voices. If there are any actual calls that the ECC Department would like to use with the radio ads, please submit them as soon as possible.

New revised layouts and scripts were sent out for the outdoor boards. They are almost ready to go and will be first placed on “junior” boards. There will be a mix of both Spanish and English boards. We should see them about the middle of September.

Rescue Rex practice has started. They got a late start this year because they had to hire new Rescue Rex performers. There will now be two people who can play Rex. The first school performance is scheduled for September 11<sup>th</sup>.

Mr. Nolan apprised the Board that the budget overage last year was in the Rescue Rex program. It came about as a result of the woman who oversees the program being given a promotion. Her billing rate went up which wasn't taken into account in our budget. Some of her duties have now been handed off to others with a lower billable rate.

### **TENA Conference**

Mr. Lynam asked the Board if they wanted to approve a lunchtime meal allowance for the ECC personnel who will be attending the TENA Conference. Under Metro's travel policy those employees attending the conference will not be eligible for a meal since the travel is considered local. He pointed out that in years past the board had approved \$15 per day for those attending the conference. During discussion it was pointed out that we are taking these employees out of their normal environment where it would be difficult for them to bring their lunch as most normally do. It was also noted that the price of the hotel buffet has probably increased. Several board members thought that we should allocate somewhere between \$20 to \$25 per day for a meal, drink, tip, and a mid-day snack. After discussion ended Ms. Hale made a motion that we provide \$25 per day per employee for a lunch supplement. Mr. Gleason seconded the motion and it carried unanimously by voice vote.

### **TENA Election Ballot for 2017**

Mr. Lynam pointed out that as a member of TENA our district has the right to vote in the 2017 TENA board elections. Our vote will be made through an electronic ballot that has been sent to Mr. Lynam. He presented a paper copy of the ballot to board members so as a group they could decide how we should cast our vote. The ballot consisted of candidates for various offices and bylaw changes.

ECD Board members voted unanimously to cast their vote for the following candidates.....Leanna Peek (Middle Tennessee Regional Representative), Rose White (Treasurer), and Paul McCallister (2<sup>nd</sup> Vice President).

Mr. Gleason made a motion that we vote to “approve” all amendments to Articles and Policies with the exception of Policy # 9. On Policy # 9 we should vote “current style”, not “NENA style”. Ms. Jernigan seconded the motion and it carried unanimously by voice vote.

### **DEC Directors Report**

Director Donegan thanked the board for allowing her and various members of her staff to attend the APCO Conference. She stated that it was very informative and educational.

Twelve (12) members of the most recent class of sixteen have graduated and will start taking calls next week. Each shift will get four (4) new members which should help morale immensely.

Another class of sixteen (16) will start in December. Applications are now being taken to fill that class.

Michelle Peterson provided a catered lunch to her staff and others in the department this week as a morale booster.

Rick Beasley will be retiring in September after serving 40 years in the ECC Department.

The first meeting to discuss the new Murfreesboro Road facility will take place next week.

Director Donegan introduced Denise Walsh to board members. Ms. Walsh has moved into Lisa Fulton’s vacated position and will oversee Quality Assurance and the CALEA Accreditation. Mr. Nolan pointed out that Ms. Walsh was one of the first Rescue Rex narrators.

### **Miscellaneous**

Mr. Gleason asked if the board traditionally did anything for people retiring. It was pointed out that we have not done anything in the past and that we were bound by the Revenue Standards that are published by the TECB which define how 911 revenues can be used.

Ms. Hale asked if there might be some way that the ECD Board could set up a special fund other than the employee appreciation dinner whereby supervisors could draw from it to have periodic luncheons. She felt that this would be a good way to promote “community building” within the department. Ms. Mattson suggested that we come up with some ideas and take this matter up during our next budget making process.

Mr. Gleason informed board members that he was now working for Motorola. He pointed out that he may have to abstain from voting on some matters due to this situation. There was some discussion as to how this might affect his ability to serve on the Technology Subcommittee.

### **Adjournment**

Upon proper motion and second the meeting adjourned at 3:30 P.M.

Minutes submitted by Mark Lynam subcommittee