ECC Management Board Meeting  
August 20, 2019  
Regular Meeting  
Emergency Communications Center Conference Room

Members Present:  
Ms. Gloria Graham, Chief Ron Lantz, Mr. Tom Berry, Chief Andrew Baxter, Mrs. Lori Allshouse, Mrs. Leslie Beauregard, Chief RaShall Brackney and David Puckett (for Chief Dan Eggleston)

Others Present:  
Jill Preddy, Allison Farole, Gabe Alias, Maribel Street, Tom Hanson, Brian McKenzie (The Daily Progress), Penny Banks

Call to Order (0:23 – 1st recording)

Ms. Gloria Graham called the meeting of the ECC Management Board to order at 2:04 p.m.

Matters from the Public (0:35 – 1st recording)

There were no matters from the public.

Approval of Minutes:  May 13, 2019 (Executive Committee Meeting), May 21, 2019 (Regular Meeting), June 17, 2019 (Special Meeting), June 20, 2019 (Special Meeting), July 18, 2019 (Special Meeting) and August 2, 2019 (Special Meeting) (0:49 – 1st recording)

Chief Lantz made motion, seconded by Chief Baxter, to approve the minutes from the May 13, 2019 (Executive Committee Meeting), May 21, 2019 (Regular Meeting), June 17, 2019 (Special Meeting), June 20, 2019 (Special Meeting), July 18, 2019 (Special Meeting) and August 2, 2019 (Special Meeting) meetings. The motion passed unanimously. (1:48 – 1st recording)

Consent Agenda (1:54 – 1st recording)

Ms. Graham called on Gabe Elias, acting director while Gerald Smith is out of town, to introduce the consent agenda items. Ms. Graham had questions about the monthly productivity report, asking whether the budget on page 10 was close to being closed out. Jill Preddy advised that it is not closed, due to outstanding bills still coming in, and confirmed with Mrs. Allshouse that Mrs. Lisa Breeden would try to close it in the next couple of weeks. Mrs. Allshouse suggested it would probably be a preliminary
close. Ms. Graham referenced the report of dispatcher overtime, noting the highest amount of overtime worked by any dispatcher was 54 hours in the period reported, and asked for clarification on what it meant to be on call. Mrs. Preddy advised that it meant that communications officers were restricted, on call and subject to be called back in if another communication officer, for instance, called out sick. She explained that communications officers are only allowed to be on call for their days off, and would be required to report within two hours of being called in. Chief Baxter asked whether the data was broken up by position. Mr. Elias did not have that data available. Mrs. Preddy noted that the distinction was not on this report but available if necessary. Ms. Graham stated that the CAD team met on August 15th and noted that she has not yet received an update on that meeting. Ms. Graham asked Mr. Elias to get an update on that prior to the next board meeting. Ms. Graham asked when a preliminary reaccreditation report would be returned. Mr. Elias said they were anticipating within 45 days, but would confirm. **Chief Baxter made motion, seconded by Ms. Beauregard, to approve the consent agenda as presented. The motion passed unanimously.**

**Personnel Recognitions – Gloria Graham** (10:00 – 1st recording)

The board celebrated the contributions of Mrs. Preddy, Ms. Farole, and Ms. Beauregard, for whom this was their last ECC board meeting. Ms. Graham presented Mrs. Preddy and Ms. Farole with plaques recognizing their service to the community and the board.

**Itemized review of reserve budget to understand what is available** (23:00 – 1st recording)

Mrs. Allshouse noted that she did not have a lot of time to work on this project, and proposed that another conversation would be held in the future. She focused on the operations fund, and noted that the fund balance was consistently around 50% of the operating budget. Mrs. Allshouse referenced page two of addendum two, paragraph D of the 1984 agreement, dated January 1, 2013, that specified that the fund balance is not to exceed 25% of the center’s annual operating budget and the excess shall either be pro-rated and returned to each participant or appropriated by the management board for reasons that must be approved by each participant. She suggested that this issue be brought to the executive committee for follow-up. Chief Brackney asked if the fund accrued interest. Mrs. Allshouse advised that it does. Chief Brackney asked if this would be a good opportunity to discuss what projects and upgrades to systems may be beneficial to ECC and the participants. Mrs. Beauregard agreed, and suggested the phrasing of the addendum may need to be rewritten. Ms. Graham asked whether there are timetables that participating agencies need to be aware of. Mrs. Allshouse said this should be talked about in future budget meetings. Mr. Elias suggested this may be an opportunity to turn past practices into policy, structuring the fund with consideration to the CIP cycle. Chief Baxter asked, in light of the new director assuming his role and his presumed review of the immediate funding needs of the ECC, what restrictions if any are placed on the use of the fund balance? Mrs. Allshouse said she did not see anything specified in writing other than the board’s approval. Mr. Elias cited historic examples of it being used for one-time expenses. Mrs. Preddy noted that this was in line with changes made to the budget this year, with ongoing expenses being removed from the CIP and budgeted in operations. Chief Brackney asked if 25% is an appropriate amount of reserve. Mrs. Beauregard suggested that it is common practice, and city funds are often kept at the same amount. Mr. Barry asked if there were
circumstances where the various agencies were invoiced throughout the year. Mrs. Preddy replied that it was done for approved projects like the 800 MHz project. Mrs. Allshouse suggested that it be brought to the executive committee and discussed again by the board at a later date.

**Committee Updates** (49:21 – 1st recording)

There were no committee updates.

Chief Brackney said determining committee chairs would be helpful for ownership. Ms. Graham noted that there were seven ECC team members who wanted to be on a wide array of committees and that she would add them. Ms. Graham also suggested that it would be good for Director Saxton to lead some of the committee meetings and projects after his arrival.

**Other Matters Not Listed on the Agenda from the Board** (50:42 – 1st recording)

There were no other matters not listed on the agenda.

**Adjourn** (51:08 – 1st recording)

Chief Baxter made motion, seconded by Chief Lantz, to adjourn the meeting. The motion passed unanimously.