

**METRO EMERGENCY OPERATIONS CENTER**  
**BOARD OF DIRECTORS**  
September 21, 2011

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

June 15, 2011

**RESOLUTIONS**

Resolution honoring Captain Toni Wallace for 30 years of service, dispatching calls and supervising the 911 Center for the people of Kanawha County

**COMMITTEE REPORTS**

**a. Finance Committee**

1. Revised FY 11 year-end F/S
2. YTD FY 12 revenue report and F/S
3. Proposal to purchase CAD “trees” for vertical display of dispatch information, Dell Marketing, low bidder, \$19,245.12, with options.
4. Results of evaluation of proposals to refinance building debt, pursuant to Commissioner Carper’s request to explore possible savings – discussion to include, but not be limited to, appropriate paperwork required to request refunding current bond issuance.

**DIRECTORS REPORT**

**a. Executive Board Actions: June-August 2011**

**b. Project Updates**

1. **Emergency Medical Dispatch/Training & Hiring** – Discussion to include, but not be limited to, revamp of QA reports from EMD to be performed on a regular basis by KCEAA personnel as well as progress of recent hires in on-the-job training.  
Laura Wilson, Operations Director
2. **Timeline for response and review of CAD proposals** – Discussion to include, but not be limited to, timeline of events and proposed meeting dates for CAD proposal scoring committee and Metro boards to award contract by year’s end.  
Russell Emrick, Deputy Director, Technology  
Josh Knox, Addressing Coordinator  
Carolyn Karr Charnock, Executive Director
3. **Quality Assurance** – quarterly reports on ring time and dispatch time.

Denise Clark, Deputy Director

4. **Building report** – Report on proposal by mechanical engineers to remediate wells to improve performance of geothermal exchange heating and cooling system.

John Pottorff, Deputy Director

5. **Alternate PSAP report/generator tests** – Discussion to include, but not be limited to, quarterly activation of Alternate PSAP in concert with required maintenance of electrical back-up systems.

Russell Emrick, Deputy Director

John Pottorff, Deputy Director

6. **KC-911 – Electronic Mass Notification system** – report on activations the past quarter.

Jim Mangus, Communications Coordinator

## **TELECOMMUNICATOR REPRESENTATIVE REPORT**

Paul Dryden

## **PUBLIC COMMENT**

## **OLD BUSINESS**

## **NEW BUSINESS**

## **ANNOUNCEMENTS**

Next meeting scheduled for December 14, 2011.