

Metro Emergency Operations Center
Board of Directors
December 16, 2009
Minutes

Present: The Honorable Charles Armstrong
David Armstrong
The Honorable Kent Carper
Chief Joe Crawford
Dr. Dan Foster
Rick Gillespie
Chief Grant Gunnoe
Brenda Issacs
George Jarrett, for Mayor Danny Jones
Bill Carpenter for Joe Lynch
Chief CW Sigman
Jerri Nibert
Dale Petry
Chief Brad Rinehart
The Honorable Mike Rutherford
Christy Morris
Trooper L.G. O'Bryan
Larry Zuspan
John Sikora

Staff: Carolyn Karr Charnock
Elaine Bleigh
Denise Clark
Jeff Clark
Brenda Cogar
Russell Emrick
Dave Erwin
Heather Kessel
Josh Knox
Jimmie Mangus
John Pottorff
Laura Wilson-Starks
Paul Dryden
Shawna Nunnery
Cathy Brown
Rick McElhaney

Commissioner Carper called meeting to order at 12:02 p.m., roll call was noted. The minutes from September 23, 2009, were approved without objection.

Resolution – Mrs. Charnock presented plaques to Dr. Dan Foster, Bonnie Brown and Nancy Peoples-Guthrie in recognition of their supports and efforts on behalf of the people of Kanawha County and Metro 911. Mrs. Charnock recognized telecommunicator Shawna Nunnery as Metro's nominee for telecommunicator of the year and presented her with a certificate.

Finance Committee Report – Finance Committee did not meet. No report.

Director's Report – The report of Executive Board actions was circulated electronically and accepted without questions.

Project Updates

Addressing Project – Mr. Knox stated that 66 percent of the addresses submitted to the Post Office have been converted. The remaining 34 percent are still in queue to be processed by the Post Office. Mr. Carper asked about the progress made and Josh advises that overall it's 97 percent complete.

EMD Implementation – Laura Wilson-Starks explains that EMD is progressing well and introduced Training Manager Cathy Brown. She stated Ms. Brown is spearheading the EMD project and managing EMD alongside her. The EMD cards are here and training manuals are ordered. Ms. Wilson-Starks stated that they are meeting later (12-16-09) with EMS representatives to plan out training. The schedule is ready for training the whole month of February 2010 and going "live" March 1, 2010. Dr. Foster asks what the amount of or how many different types of cards there are. She said that initially Metro went over the limit and they were based on our current call types – which are more than 100. APCO helped to narrow down the number and they now coincide with the call types that now are in place.

Emergency Management Report – Dale Petry presented the KanPlan, a Power Point presentation giving the public information about the county's emergency plan and being prepared in event of an emergency. He goes on to that KanPlan is being designed to explain to the public how to react to a disaster and incorporate a "plan" for any type of disaster. He explains the KanPlan is geared towards families, church groups, civic groups, e.g. The KanPlan creates a partnership between the public and Emergency Services. He goes on to explain that along with the Power Point presentation there will be pamphlets to hand out at each group presentation. Commissioner Carper thanked all those involved for making a complicated system simple to understand.

Electronic Mass Notification System – Russell Emrick said that community opting in to the new SwiftReach program is going well. Jim Mangus stated that since the kick off on 11-12-09 there have been numerous individuals opting in. He goes on to explain those groups that are getting on board and those that are planning to. Commissioner Carper stated Metro needs to make contact with WVSC and UC as soon as possible. Commissioner further stated that he wants quarterly updates on the system and to keep on top of notifying the public.

Quality Assurance Report – Denise Clark explains that the average ring time is holding at 10 seconds, police dispatch time is down approximately a second and the other numbers are staying the same. Commissioner Carper asked if she is satisfied with how the calls are being answered – Ms. Clark stated she is and that we meet national standards.

Alternate PSAP Activation – Mrs. Charnock explained that we know the process and system works due to the November 16th “power surge”. Mr. Carper asks if we had ever had to use the system without any type of notification – Mrs. Charnock explained that there had never been an instant of an “unplanned use”.

Russell Emrick explained that an SOP is being developed and put into place to better prepare for any other type instances similar to November 16th. He explains that there was a full independent review of the electrical system and they advised that it was a significant surge. All of the present equipment is being reviewed and new equipment is being considered. Mr. Emrick stressed that new protocols need to be put in place and that is our top priority. He goes on to say that the UPS we have is top of the line and that the surge created a brownout that was too severe.

Telecommunicator’s Representative – Paul Dryden thanked the state delegation for their support. He thanks Shawna Nunnery for her outstanding job during the fatal shooting of Officer Jones. He stated appreciation for the crew that built the shelter.

He encouraged the staff and Board to seek funding to expand the building. He also asked the Board to consider raises or compensation in the future. Mr. Carper explains that raises will be looked at the first meeting of 2010.

Public Comment – None.

Old Business – Sheriff Rutherford made a motion to make December 24 and December full-day holidays for employees.

Motion: Rutherford

Second: Crawford

Motion carried unanimously.

New Business – Election of officers to statewide governing group of interoperable system. Interoperable Radio Project – Dave Erwin explains that he was elected as Chairman. There was further discussion regarding interoperable radio systems and the progression of their use.

Announcements – Sheriff Rutherford mentions that there’s a levy coming up in the next few months – for KRT, ambulance authority, public safety, e.g. He stresses it’s very important that it pass. He encourages everyone to get the word out – it’s vital to all

agencies. Mr. Carper stressed here that WE ARE NOT allowed to use public resources to promote levies.

Next meeting scheduled for St. Patrick's Day 2010 – March 17, 2010.

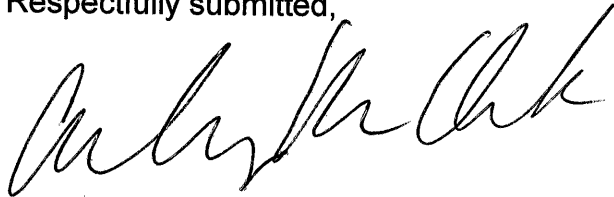
Motion was made to adjourn.

Motion: Rutherford

Second: Armstrongs

Motion carried unanimously and meeting adjourned at 12:55 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Anthony M. Clark". The signature is written in a cursive style with a large initial "A" and "M".