

Metro Emergency Operations Center
Executive Board
October 19, 2011
Minutes

Present: John Wells, presiding
Dr. Dan Foster
Chief Grant Gunnoe
Jerri Nibert
Bob Houck, for Chief Brad Rinehart
Sherriff Mike Rutherford
Sgt. Simpson (WVSP)

Staff: Carolyn Karr Charnock
Denise Clark
Lindsay Chafin
Dave Erwin
Russell Emrick
Rick McElhaney
Brooke Hylbert
Josh Knox
Jim Mangus
Hillary Nibert
John Pottorff
Laura Wilson

Mr. Wells called the meeting to order at 12:29 p.m., roll call noted.

Motion made to approve the minutes from August 17, 2011.

Motion: Rutherford

Second: Foster

The motion carried unanimously.

Report from Finance Committee –

YTD FY 2011 and Revised FY 2012 – Carolyn Charnock explained that the revenue report is tracking accordingly for this fiscal year so far. She stated that the Finance Committee has reviewed the August financial statements and will be bringing to the Executive Board next month to revise the current budget year we are in due to the refinancing of building debt.

MD&A and Accounting Manual – Carolyn Charnock reported that these two documents will be looked at by the auditors over the next two weeks. She stated that she will be circulating both of these documents via email to all board members to review.

Report on Refinancing of Building Debt – Carolyn Charnock reported that refinancing has been executed. Charnock explained that the final locked interest rate we received was 2.53%. She stated that we shaved 3 years off the term of repayment and saved a total of \$632,000.00 by refinancing.

She then explained that the Finance Committee has approved and is recommending that the Executive Board formally approve the following items that relate to the refinancing and switching of banks. First, the Executive Board needs to authorize the Director to execute electronic debit and electronic payment forms. Second, authorize a transfer of funds from United to Chase. Third, allow the Director to set up a savings account with Chase that allows for instant transfers and a favorable interest rate.

Motion made to approve the Finance Committee's three recommendations regarding the switch to Chase Bank, as mentioned above.

Motion: Rutherford

Second: Nibert

The motion carried unanimously.

Payment of Invoices – Carolyn Charnock explained that the Finance Committee has recommended the purchase from Stephens Auto Center of the 2012 Jeep Grand Cherokee for \$26,695.00. This car will replace the 2003 Dodge Intrepid.

Motion made to approve the purchase from Stephens Auto Center for the 2012 Jeep Grand Cherokee priced at \$26,695.00.

Motion: Nibert

Second: Rutherford

The motion carried unanimously.

Director's Report

Upgrade to Telephone Infrastructure and NG-911 – Russell Emrick reported that Frontier is offering to expand our capacity, free of charge, for future needs and will be utilized by Verizon wireless for their current 4G. This will all be done at night when we have the lowest call volume. Charnock explained that this is just to inform the Board of what is going on and this process will begin to prepare us to receive texts eventually.

Wi-Fi Coverage for Ned Chilton 911 Center – Russell Emrick reported that as discussed in the Finance Committee would enable emergency EOC and guests' access to a wireless network without having a wire running to their device. The finance committee has recommended that with the quote in hand we should follow established purchasing procedures and proceed to acquire as discussed.

Motion made to approve moving forward with wireless coverage at Metro 911 as discussed.

Motion: Rutherford

Second: Nibert

The motion carried unanimously.

Hiring/Training Update – Laura Wilson reported that training is going well and we have retained all but one. She also explained that she is continuing to meet with Dr. Sadler and others monthly on EMD matters, including QA/QI.

CAD Procurement Update – Russell Emrick explained that proposals are due the next Tuesday. They will only be opening the technical proposals at that time which will then be reviewed by the selection committee. The price proposals will be opened at the Board meeting on November 16th. He claimed that he is expecting between two and four proposals.

Public Comment – None.

Old Business – None.

New Business – None.

Motion made to adjourn.

Motion: Rutherford

Second: Nibert

The motion carried unanimously.

Adjourned at 12:41 p.m.

Respectfully submitted,

