

Metro Emergency Operations Center
Executive Board
August 17, 2011
Minutes

Present: Rick Atkinson, presiding
Chief Grant Gunnoe
Mayor Frank Mullens
Jerri Nibert
Sgt. Simpson (WVSP)
Chief Brad Rinehart
George Jarrett, for Mayor Jones
Dale Petry, Board of Directors

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

Mr. Atkinson called the meeting to order at 12:08 p.m., roll call noted.

Motion made to approve the minutes from July 20, 2011.

Motion: Gunnoe

Second: Jarrett

The motion carried unanimously.

Report from Finance Committee – No Quorum

FY 2011 – Carolyn Charnock explained that Lindsay Chafin has been working on the year-end financial statements and the packet includes a draft.

Results from Audit Proposal Review Committee – Carolyn Charnock explained that the scoring of the audit proposals has been completed. The highest scored proposal was Suttle and Stalnaker. Charnock's goal is to have the audit issued by November 15, 2011.

RFP Proposals to Refinance – Carolyn Charnock explained that the Finance Committee met on August 3rd. The RFP will go out on August 29, 2011, and be returned to the Executive Board September 17th.

Director's Report

CAD Procurement – Carolyn Charnock began by explaining the purpose of this meeting is dedicated to getting the CAD RFP in shape. At the request of the Executive Board, the Operations Committee met August 10th. The RFP was sent to all user agencies prior to this meeting and at the meeting there were very few questions about the RFP. Most user agencies had already sent in their concerns or questions prior to the meeting and they had been addressed by Russell Emrick or Josh Knox.

Russell Emrick explained to the board the proposal pricing sheet that is included in their packets. He explained that it is a good summary to the entire RFP and what will be included as base requirements. The proposal also includes proposed solutions to keep connectivity with user agencies and also some items that are only options, as to not exclude any vendor that can't offer them.

Jerri Nibert asked how the warranty is outlined in the RFP. She and Rick Atkinson suggest that it should begin at acceptance. Nibert explains that sometimes it is out of the vendors' control, but it should be defined if possible and should be asked about.

Carolyn Charnock explained that the RFP does have a higher base price than our previous CAD and that is because we are now a bigger agency and there are many features and capabilities we are currently lacking. Most importantly CAD in disaster recovery mode; this will allow Metro to dispatch from the EOC, KC1 and Kanawha County Ambulance.

Public Comment – None.

Old Business – None.

New Business – None.

Motion made to adjourn.

Motion: Gunnoe

Second: Nibert

Motion carried unanimously.

Adjourned at 12:36 p.m.

Respectfully submitted,

