

Metro Emergency Operations Center
Board of Directors
September 21, 2011
Minutes

Present: John Wells, presiding
David Armstrong
Jamie Bielinski
Rick Gillespie
Grant Gunnoe
Steve Hedrick
Brenda Isaacs
George Jarrett
Jack Jordan
Jeff Stepp, for Joe Lynch
Becky Oakley
Dale Petry
Bob Houck, for Chief Brad Rinehart
Sheriff Mike Rutherford
Sgt. Mills, for WVSP

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

Guests: Samme Gee, Jackson Kelly
Ryan White, Jackson Kelly

Mr. Wells called the meeting to order at 12:05 p.m., roll call was noted.

Motion was made to approve the minutes from June 15, 2011.

Motion: Armstrong
Second: Rutherford

The motion carried unanimously.

Resolutions – Carolyn Charnock explained that we have a 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

Finance –

- 1-2. Mrs. Charnock explains that enclosed in the packet are the yearend financial statements. Bill Chambers explains that the budget was met and we currently have a positive cash flow budget for the fiscal year we just entered. Mrs. Charnock adds that the year-to-date financial statements and revenue report are also included in the packet.
3. CAD “tree” Display – Mrs. Charnock explains that this proposal has been considered by the Finance Committee and is being recommended to the Board of Directors to approve. This proposal is for the vertical display of monitors for dispatch information. This is already in place at the Sheriff’s Department dispatch position. It has been received very well by all dispatchers. The cost will outfit all 16 stations with this vertical “tree” display.

Motion made to approve recommendation of the Finance Committee to purchase the “tree” display of monitors for dispatch at the cost of \$19,245.12.

Motion: Armstrong
Second: Rutherford

The motion carried unanimously.

4. RFP to Refinance – Bill Chambers explains to the Board that Metro went out for request for proposal to refinance the existing debts on the building. He explained that we received five proposals and the proposal from Chase Bank was clearly the best option. He said the interest rate as of today with Chase will be 2.5% and he does expect that number to change drastically in the next couple of weeks while we close on the bond. The net savings of refinancing the debt with Chase will be a little over \$500,000.00. The Finance Committee has recommended that Metro move forward with Chase.

Motion made to approve accepting the Chase proposal of refinancing, with an interest rate not to exceed 3%.

Motion: Armstrong
Second: Hedrick

The motion carried unanimously.

Directors Report

Project Updates –

1. *Emergency Medical Dispatch/Training & Hiring* – Laura Wilson reports that Metro has been revamping EMD QA/QI. Kanawha County Ambulance had been contracted to do our QA and recently the person they had doing that accepted a job elsewhere. Since his departure Metro has been working to get back on track. Ms. Wilson also states that Dr. Sadler, Medical Director at KCEAA, has

- appointed two committees to meet once a month to look into all policies and procedures. Also, Metro recently hired 10 new employees at the end of June and they began working in the center at the beginning of August.
2. *Timeline for Response and Review of CAD Proposals* – Russell Emrick explains that the request for proposal for the new CAD was published September 1st. The pre-bid conference for that was held the afternoon of September 21st. The opening of the proposals will be October 25th, after that the appointed CAD selection committee will meet to review and score the proposals. The scores will then go on to the Executive Board for final review in November. This schedule gives ample time to close by the end of the year. Mrs. Charnock adds that Metro has also hired a grant writer who is exploring cash grant opportunities and the possibility of no interest or low interest loan opportunities.
 3. *Quality Assurance* –
 4. *Building Report* – John Pottoroff reports that at the last meeting the Board suggested he look into an alternative to the proposed water cooling system that will help to fix the heating and cooling issues we have experienced. John explained that he contacted Alpha Mechanical and they did come up with a less expensive fix to the heating and cooling issue. Alpha Mechanical proposed that they clean the strainer in the wells and this will hopefully lead to a reduction in the water temperature.
 5. *Alternate PSAP Report/Generator Tests* – John Pottoroff reports on June 29th there was maintenance on our UPS system. During this maintenance they did an alternate PSAP test. Both the maintenance and the test went well and as planned.
 6. *KC-911 – Electronic Mass Notification System* – Jim Mangus explains that we now have a little over 1,800 public opt-ins for the notification system. He reports that he has been working on the Kanawha County school system and West Virginia State University phone lists. He also reports that we have utilized SwiftReach 65 times this year.

Telecommunicator Representative Report – Paul Dryden spoke on behalf of the telecommunicators and he just wanted to address that the bereavement policy include step-parents. Mrs. Charnock explained that in practice that has been granted.

Public Comment – None.

Old Business – None.

New Business – Carolyn Charnock brings to attention that the Finance Committee declared an emergency item for consideration. She explained that the hot water tank that services the building leaked this past weekend. John Pottoroff explained to the Finance Committee the proposal of replacing the commercial tank. The Finance Committee has recommended purchasing a new 119 gallon hot water tank for the price of \$9,086.25.

Motion made to approve the purchase of a new 119 gallon hot water tank as an emergency item.

Motion: Rutherford
Second: Armstrong

Motion carried unanimously.

Announcements – Next meeting is scheduled for December 14, 2011.

Motion made adjourn.

Motion: Armstrong
Second: Hedrick

Motion carried unanimously.

Meeting was adjourned at 12:27 p.m.

Respectfully submitted,

