

**Metro Emergency Operations Center**  
**Board of Directors**  
March 16, 2011  
Minutes

Present: Rick Atkinson  
David Armstrong  
Don Elswick  
Dr. Dan Foster  
Rick Gillespie  
Brenda Isaacs  
Todd Backus (for Joe Lynch)  
Dale Petry  
Brad Rinehart  
Sheriff Mike Rutherford  
John Wells  
Trooper M.L. Simpson  
Larry Zuspan  
Bill Chambers, adviser

Staff: Carolyn Charnock  
Denise Clark  
Jeff Clark  
Brenda Cogar  
Adam Cottrell  
Russell Emrick  
Heather Kessel  
Josh Knox  
Jimmie Mangus  
Rick McElhaney  
John Pottorff  
Laura Wilson

Mr. Atkinson called meeting to order at 12:21 p.m.; roll call was noted. There was a motion to approve the minutes from December 17, 2010.

Motion: (Unidentified)

Second: (Unidentified)

The motion carried unanimously.

### **Committee Reports**

**Finance Committee** – Mr. Wells explains that revenues are worse than budget by about 5 percent. The landlines fees are running behind about 15 percent and wireless is 2 percent less than projected. Expenses are down for the month – very good month overall. Mr. Wells defers to Bill Chambers to present the proposed FY12 Budget. Mr. Chambers explains that due to a decrease in population and shrinking wireless revenues, the budget needed some revision. He explains there would be no additional

personnel added at Metro and no pay raises in the next fiscal year. He stated that the new CAD expenses are embedded over five years. The budget is a positive budget in that calls positive cash flow of \$160,000. There was a motion to approve the FY 12 Budget.

Motion: Wells  
Second: Rutherford

The motion carried unanimously.

Mr. Armstrong asks about the issue with Magic Jack and where we are in relation to a resolution. Mr. Atkinson explains it's still in discussion and provided an update on the issues at hand.

Mr. Wells forwarded the Finance Committee's recommendation to pay off the telephone loan from Verizon Credit, to save about \$13,000 in interest.

Motion: Rutherford  
Second: Rinehart

The motion carried unanimously.

Mr. Wells explains that the 2010 audit by Suttle & Stalnaker is complete. The auditors provided an "unqualified opinion," or clean audit. Mrs. Charnock mentions here that in the packets are Conflict of Interest Forms and asks that Board members sign and acquire notarization. Mrs. Charnock mentions that a new time clock system has just been implemented, per the audit's recommendations.

## **Director's Report**

### **Project Updates**

**EMD Dispatch/Training & Hiring** – Ms. Wilson stated that the trainees have completed EMD training and started on-the-job training as call-takers in the Comm. Center. Ms. Wilson advises the board of her progress in meeting with our medical director about reviewing emergency medical guidecards. She states the telecommunicators received excellent Anti-Terrorism training from Jerry Cole of the DOJ.

**New CAD** – Mr. Emrick mentions the CAD demos are set for March 24, 2011 for CAD vendors – TriTech, New World and VisionAir. A site visit for Columbia, SC is scheduled for April 26, 2011.

**GIS Update** – Mr. Cottrell explains that GIS issues are being broken down into phases in order to integrate into the new CAD once a new vendor is chosen. Mr. Cottrell mentions he's meeting with CPD regarding their GIS program, and he's hopeful to help out where and when he can.

**Electronic Mass Notification System** – Mr. Mangus explains that he recently visited the WV Rehab Center and met with them about their concerns on the sirens and emergency notifications. He presented the reverse 911 program and they have opted in.

**Quality Assurance Report** – Ms. Clark states ring times are holding at 11seconds. She mentions that this quarter's reports reveal positive trends: call entry and law enforcement dispatch times are down.

**Emergency Management Report** – Mr. Petry explains that we have three levels/groups of EOC Responses. He mentions that these group meetings help out tremendously. He goes on to explain that the EOC Orientation here at Metro went really well.

**Telecommunicator's Report** – None.

**Public Comment** – None.

**Old Business** – None.

**New Business** – None.

**Announcements** – Next meeting scheduled for June 15, 2011.

There was a motion to adjourn.

Motion: Rutherford  
Second: Rinehart

The motion carried unanimously and meeting adjourned at 12:52 p.m.

Respectfully submitted,

