

**Metro Emergency Operations Center
Executive Board
April 21, 2011
Minutes**

Present: Rick Atkinson, presiding
Dale Petry, for Commissioner Carper
Sheriff Rutherford
Dr. Dan Foster
Chief Grant Gunnoe
George Jarrett, for Mayor Jones
CW Sigman, for Jerri Nibert

Staff: Carolyn Charnock
Jeff Clark
Brenda Cogar
Adam Cottrell
Russell Emrick
Dave Erwin
Rick McElhaney
Heather Kessel
Josh Knox
Jim Mangus
Hillary Nibert
John Pottorff
Jason Riffle
Laura Wilson
Brooke Hylbert

Mr. Atkinson called meeting to order at 12:25 and noted roll call. There was a motion to approve minutes of February 16, 2011, meeting.

Motion: Gunnoe
Second: Foster

The motion carried unanimously.

Resolution – Mrs. Charnock presented a resolution in support of the Amateur Radio Service and opposed to U.S. House Resolution 607 or any effort that would severely limit the ability of amateur radio operators to help during times of emergency. There was a motion to adopt resolution as presented.

Motion: Foster
Second: Rutherford

The motion carried unanimously.

Committee Reports

Finance Committee – Mrs. Charnock stated that the financial statements show that we are on target to end the year as projected. She mentions that we're able

to hit this target even with the shortages on landline revenues. She's hopeful to have a projection of how the year will end at the next meeting. Mr. Chambers stated that wireless revenues are running slightly lower than projected and we're very close to projected numbers. Mr. Chambers and Mrs. Charnock noted that the budget is in line with projections due to lower than budgeted personnel costs. Mrs. Charnock presented the invoice for one-year telephone maintenance agreement with Frontier, which would be prorated backwards if we upgrade our equipment during that term. There was a motion to approve telephone maintenance agreement with Frontier.

Motion: Gunnoe

Second: Foster

The motion carried unanimously.

IRP Radios – Dave Erwin mentions there have been some wiring changes within Metro to implement the IRP radios. He states that this wiring work caused some issues within the Center and so, those issues are being addressed so that the systems "marry" together correctly. He mentions that there has been some planning with user agencies for training on the new IRP radios. He's hopeful the system will have 100 percent coverage this time next year. Mr. Erwin stresses that a new software upgrade should work to identify units individual hand units; testing will be necessary to confirm.

Sheriff Rutherford mentions here that there may be issues with the existing radio system in regards to St. Albans hand units. There was further discussion.

CAD Procurement – Mr. Knox advised the board there have been two vendor CAD demonstrations with great participation. Mr. McElhane reported that the CAD RFP is moving along and we are mirroring our RFP to one from Louisville, Ky. Mr. Emrick stated that the finished RFP should be ready in approximately 90 days. Mr. Cottrell provided an update on the status of preparing GIS data for the new cad.

Mr. Emrick presented a graphic representation of the CAD software's role in all the public safety software available. He emphasized that the three most important components to integrate are CAD, mobile and RMS (Records Management System). He mentions that it's important for the Board to know that user agencies should be prepared to support integration and its costs if they choose to upgrade their systems in the future. There was further discussion.

Public Education – Ms. Wilson outlined some of the groups that have visited the Center – Cub Scouts, CPAA, Cross Lanes Christian. She mentions we've been invited to visit Thomas Hospital and Holz Elementary.

Reverse 911 – Mr. Mangus states that there have been nine EOC activations this calendar year. Yeager Airport used the system 10 times and the monthly tests have all gone well. Mr. Mangus has researched what different call groups

other jurisdictions use in similar systems. He stated that there are currently 1677 opt-ins and the KanPlan is still being presented by Dale Petry.

Telephone Equipment – Mrs. Charnock explains that Frontier stresses we cannot continue to maintain the existing equipment forever. She mentions that we plan on evaluating their proposal to upgrade, make sure all components are items we need and explore financing through local banks. She expects to report to the Board next month on the outcome.

EOC Report – Mr. Pottorff notes there were several activations of the EOC, mostly due to severe weather. He mentions there were a few standbys and one lost person in Cabin Creek. He stated that the EOC tries to get together and discuss EOC issues and plans. Mr. Erwin reported on the WVSU shelter in place drill went, sirens and voice messages used. He reminds everyone that there are drills scheduled at Yeager Airport and AEP in the near future.

Public Comment – None

Old Business – Mr. Chambers explains that a meeting is scheduled sometime in May regarding the telecommunications tax study. Mrs. Charnock advised that that Commissioner Carper has requested Mr. Chambers to continue representing Metro and providing updates to the Metro 911 Board. Also, Commissioner Carper has asked that Metro staff to work with the 911 Council to research and find a revenue source in place elsewhere.

New Business – FCC is investigating the Frontier issue with outages.

Announcement – Next meeting scheduled for May 18th, 2011.

There was a motion made to adjourn at 13:43.

Motion: Rutherford

Second: Gunnoe

The motion carried unanimously.

Respectfully submitted,

