

**Metro Emergency Operations Center
Executive Board**

July 20, 2011

Minutes

Present: Rick Atkinson, presiding
Dan Foster
Grant Gunnoe, for Mayor Jones
George Jarrett
Jerri Nibert
Sgt. Simpson (WVSP)
John Wells
Bill Chambers, adviser

Staff: Carolyn Karr Charnock
Denise Clark
Adam Cottrell
Russell Emrick
Rick McElhaney
Brooke Hylbert
Josh Knox
Hillary Nibert
John Pottorff
Laura Wilson

Guests: Samme Gee (Jackson Kelly)
Ryan White (Jackson Kelly)

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

Motion made to approve minutes from April 21, 2011.

Motion: Jarrett
Second: Gunnoe

The motion carried unanimously.

Report from Finance Committee

FY 2011 Revenue Report – Mr. Wells stated that this year Metro 911 came in 1.7% below budget. Landline and wireless fees are just slightly down and this report also reflects the recent increase in fees.

Audit Proposal Review Committee – Mr. Wells announced the meeting is planned for August 3, 2011, to review the proposals from audit firms. The Finance Committee is asking for authorization of the Executive Board to pick the right audit firm on August 3, 2011.

Motion made to authorize Finance Committee to award audit contract.

Motion: Foster

Second: Gunnoe
Motion carried unanimously.

Approval of invoice for three year maintenance on UPS, \$20,341.19 – Mr. Pottorff explains that we currently pay each year for UPS maintenance and it continues to increase year to year. Our UPS vendor has given us a three-year proposal at this year's price. Finance Committee recommended approving the invoice for payment.

Motion made to approve payment as presented.

Motion: Atkinson
Second: Gunnoe
Motion carried unanimously.

Director's Report

Proposal by President Kent Carper to refinance bonds issued to finance Metro 911 facility – Samme Gee from Jackson Kelly walked the board through the prospects of refinancing bonds. She outlined the terms of the existing bonds, including terms and interest rates. Gee explained that Metro 911 can restructure the bonds after August 1, 2011, with no penalty. She also states that shortening the term would help save on interest costs if Metro 911 has sufficient revenues to do so. She states that if Metro 911 can get the term under 10 years the interest rate will be both substantially lower and fixed, rather than variable.

Motion made to refer refinancing to Finance Committee with the power to act and go forward with proposed terms for an RFP, using Jackson Kelly as Metro 911 bond counsel.

Motion: Gunnoe
Second: Nibert
Motion carried unanimously.

CAD Procurement – Russell Emrick explained the proposed time table for the CAD procurement. The proposed RFP release date is on or about August 25, 2011. This allows for us to have a final decision by the end of the year. Rick Atkinson suggested doing two-envelope scoring, with the cost being separate. Scoring the cost separate would leave less room to have a skewed decision on the product. Mr. Atkinson then suggested utilizing a consensus scoring sheet by the committee. Carolyn Charnock then suggested preparing a sample scoring sheet and scoring criteria to be presented at the next meeting before we go out to bid, all agreed. Rick Atkinson then recommended sending the draft to all user agencies prior to the Operations Committee meeting to issue the final RFP. This will give the user agencies a chance to make suggestions before the committee meeting and RFP release.

Motion made to give Rick Atkinson the authority to appoint the member CAD review committee and for a RFP draft to go out to all user agencies as soon as possible.

Motion: Gunnoe

Second: Nibert
The motion carried unanimously.

Organizational Chart – Carolyn Charnock explained the agency organization chart that was requested at the last Personnel Committee meeting.

Hiring/Training Update – Laura Wilson states that we have hired 10 and they have completed their APCO training and are now in EMD classroom training. They should be ready to begin in the center in September.

Public Comment – None.

Old Business – None.

New Business – Carolyn Charnock informed the board that Metro will begin using the domestic violence registry on August 1, 2011. The registry is a secure online database.

Motion made to adjourn.

Motion: Foster
Second: Wells

Motion carried unanimously.

Adjourned at 1:12 p.m.

Respectfully submitted,

