

**Metro Emergency Operations Center  
Executive Board  
February 17, 2010  
Minutes**

**Present:** The Honorable Mike Rutherford, presiding  
George Jarrett, for Mayor Jones  
Brad Rinehart  
Dale Petry  
Christy Morris, for James Spears  
John Wells  
Trooper Simpson (WVSP)

**Staff:** Carolyn Charnock  
Denise Clark  
Jeff Clark  
Brenda Cogar  
Russell Emrick  
Heather Kessel  
Josh Knox  
Jimmie Mangus  
John Pottorff  
Laura Wilson-Starks

**Guest:** Bill Chambers  
Wayne Harm0n (KCEAA)  
Larry Cole (KCEAA)

Carolyn Charnock called meeting to order at 12:17 and made note that minutes from December 16, 2009 be amended to show Christy Morris present at that meeting.

Motion made to approve December 16, 2009 minutes, as amended.

Motion: Wells

Second: Rutherford

Motion carried unanimously.

**Finance Report** – Mr. Wells reports that revenues are basically even. He goes on to explain that landlines continue to decrease and wireless lines keep increasing. All financial statements are in order and we have a surplus for the year. Audit was the best ever with no deficiencies with some minor points to address. Budget draft has been reviewed and there are a few areas that need further review. Mrs. Charnock explains the increase in retirement and that the budget will be revised accordingly.

**Director's Report – EMD Training and Certifications** – Ms. Wilson explains that EMD is coming along and that two classes are complete. New hires are call taking trained and EMD training for them will follow. She explains that telecommunicators are going through some grueling mandatory overtime training. Laura introduces KCEAA representatives, Larry Cole and Wayne Harmon who are helping Metro with QA and QI processes. Cole and Harman present a draft plan to use towards quality assurance processes with the new EMD. They passed out two (2) handouts and explained the proposed process. There was further discussion.

**Revision to Board of Directors bylaws** – Rick Atkinson has proposed that add an at-large seat to the big Board of Directors to provide a seat for the chemical plants; change from five (5) seats to six (6) seats. There was a motion to add an at-large seat to big Board of Directors for chemical plants.

Motion: Rutherford

Second: Rinehart

Motion carried unanimously.

**Chemical Safety Board Update** – Mr. Petry provided an update since the shutdown of the Dupont plant for safety reasons. Dale explains that requests were made for more info before “going into” the area. He goes on to explain that a “staging area” has been identified for emergency services to go to if detailed information about chemical involvement in an emergency is not available. Mrs. Charnock goes on to explain that Joe Lynch (KCEAA) has implemented and dispersed new policies and procedures for medics to follow during similar incidents to plants. There was further discussion.

**COOP Plan** – Mrs. Charnock explains that a COOP plan is a document that spells out how you would “continue doing business” if your primary location is effected. It is required and has been put to paper; she requested formal adoption. There was a motion made to adopt COOP plan.

Motion: Wells

Second: Rutherford

Motion carried unanimously.

**Mass Notification System** – Mr. Mangus explains that 996 opted in at the time of January 2010's test. Since then approximately 12% more have opted in within the county. Mr. Mangus advises that WV State College is still working on getting students opted in. There was further discussion.

**Mapping & Addressing** – Josh Knox explains there are approximately 10 zip codes left to convert. Post Office is working at a satisfactory rate taking into account that there are some counties in front of us. Mr. Knox explains that we

are preparing our data in advance in order to present it to auditors at a later date to implement them into our new CAD.

**Electrical System Upgrades** – Russell Emrick directs the Board to their packets to show the plan and expenditures for upgrades to the electrical system. He mentions a second alternate generator, monitoring system, e.g. as options in the future to further prepare for any loss in power.

**2010 Legislation** – Mrs. Charnock mentions there have been several bills introduced that relates to 9-1-1 Centers.

**\*\*Bill that allows other agencies (besides 9-1-1 Centers) to use 9-1-1 funding.** Fees collected for 9-1-1 could be used for non-emergencies user agencies. 9-1-1 Council is against this.

**\*\*Bill introduced that makes it a misdemeanor to make more than three (3) separate 9-1-1 calls to a Center for non-emergency health concerns.** After three (3) calls there is a fine of \$50 if not emergency related calls. Put the burden on dispatchers to determine these issues....there are logistical issues with this.

**\*\*9-1-1 Council has reversed its position from previous years related to taking an additional \$1 million from wireless fees to fund wireless towers.** Currently it is at a million, the new bill would allow for an additional million – taking it to \$2 million. They voted unanimously to oppose this new bill. Note this was rolled into the bill that wouldn't allow drivers to drive while talking on a cell phone. The entire bill was thrown out and this new issue will be brought back on its own.

**\*\*A bill introduced to require EMD (Emergency Medical Dispatching).**

**\*\*Governor has asked the Speaker and Senate President to introduce a bill requiring a study of 9-1-1 fees and 9-1-1 fees within WV.** The 9-1-1 Council has expressed an interest in being involved.

**Yeager Airport Update** -- Ms. Wilson-Starks explains that Yeager Airport was very pleased with how Metro handled the January 19<sup>th</sup> incident. She stated that Yeager Airport has been trained to send out the phone notifications themselves, and it worked very well. They advised that everything worked, on our end, as they expected. There was further discussion.

**Senator Byrd's Earmark (IRP Funding)** – Radios have been delivered and in the process of being programmed.

**Public Comment** – None

**Old Business** – None

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**New Business – None**

**Announcement – Next meeting is on St. Patrick's Day – 03-17-10.**

Motion made to adjourn at 13:03.

Motion: Rutherford

Second: Morris

Motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Anthony M. Morris". The signature is written in a cursive style with a large initial "A" and "M".