

Metro Emergency Operations Center
Executive Board
November 18, 2009
Minutes

Present: The Honorable Kent Carper, presiding
Joe Jones
Brad Rinehart
The Honorable Mike Rutherford
Ken Waldeck
John Wells
Trooper Simpson

Staff: Elaine Bleigh
Carolyn Charnock
Denise Clark
Brenda Cogar
Russell Emrick
Dave Erwin
Josh Knox
Jimmie Mangus
John Pottorff
Rick McElhaney

President Carper called meeting to order at 12:03 p.m., roll call noted.

President Carper first mentioned the recent power surge, noting that the paper stated there was no power surge. Mr. Jones read an excerpt from the newspaper that said that AEP had no problems. Minutes from September 23, 2009 were laid over until next meeting.

Finance Report – Mr. Wells reported that for the first few months of this year the land line revenues are down slightly and the wireless revenues are up. The expenses, across the board, are in very good shape. Mr. Wells explains that there was discussion of paying off the telephone equipment.

Motion made to approve the Finance Committee Report.

Motion: Waldeck

Second: Rutherford

Motion carried unanimously.

Vehicle Replacement – Mr. Carper asks if there's a motion to purchase a replacement vehicle for the Assistant Director. Mr. Carper asks if we are going to get rid of one of the older cars. Mrs. Charnock one of the older cars would be retired.

Motion made to purchase a replacement vehicle for the Assistant Director.

Motion: Jones
Second: Rinehart

Motion carried unanimously.

Audit Status Report – Mr. Wells stated Sutter & Stalnaker are to have a report by December 15, 2009.

Director's Report

Mapping, Addressing & CAD – Mr. Emrick provided an overview of the conversion of Kanawha County addresses through the US Postal Service, noting that Metro had submitted addresses for all of unincorporated Kanawha County. Mr. Carper asked what the new CAD will ultimately cost. Mr. Emrick stated \$1 million. Mr. Carper stated Metro should definitely look for grants to help with the cost. Sheriff Rutherford asks about the changing of street addresses and the concerns deputies have finding these addresses. Mr. Erwin explained that DVDs with the new addresses have been delivered to the department and installed in the cruisers. Mr. Carper stated Metro should train the outside agencies on the contents of the maps.

EMD Software & Cards – Ms. Wilson-Starks provided update on implementation of EMD, including delivery of the prototype set of EMD guidecards, with the software still in the development. She stated the 10 new hires are in classroom training for call-taking, CPR certifications and re-certs are all up to date and current for all employees, and APCO certifications are all in line and ready for all telecommunicators to be trained in February 2010. Scheduling is being worked through to get all employees trained on EMD. EMD procedures are scheduled to go live in March 2010. Mrs. Charnock explains that those employees that were not trained to answer 911 calls must now be certified to retain employment.

H1N1 Taskforce – Ms. Wilson-Starks stated she has been attending meetings in regards to the H1N1. Those meetings are monthly and each has been attended by a Metro representative. Laura explains that due to the massive amount of "flu like symptoms" being called into the center, a call type was created for those particular calls. Mrs. Charnock explains that the Center for Disease Control provided a set of questions to ask the public when they call in with flu-like symptoms.

Kanawha County Public Notification System – Mrs. Charnock explains our ability to allow the public to opt in for notifications. Dave Erwin goes on to explain that a website now exist for the public to opt in. President Carper asked who is in charge of the SwiftReach program and it's updates. Russell stated that primarily he would be in charge. President Carper stresses that this program, as with any new program, needs to be updated regularly and kept close track of. President Carper requested quarterly reports on this program to be placed on the agenda from now on.

Emergency Management Report – President Carper suggested holding the Emergency Management Report for the next meeting. Mr. Erwin proceed to announce that there is a meeting set for November 19 with the Coast Guard so that they can explain to us their grant opportunity. These are available to us since we are along natural waterways.

9-1-1 Records Statute – President Carper stressed that the law governing release of 911 records needs reassessment. He suggests that our counsel, along with staff, need to check and review other states and their policies. He mentions we need a “set balance” of rules to release records. Mr. Jones suggested getting the review done within the next 30 days prior to Legislation.

Motion made to ask our counsel and staff to look at the records statute and policies and suggest any changes to introduce into Legislation.

Motion: Carper

Second: Jones

Motion carried unanimously.

SOP – Laura advises we are compiling an SOP. She explains that Rick McElhaney has been pulled from the dispatch center to review and begin work compiling a revised SOP, covering all areas of operation.

Surge Protection Issues – President Carper stressed that our current generator, electrical, e.g. issues need to be addressed. He goes on to stress that protocol and SOPs need to be in place. He mentions that a robust “detector” of any surges, if it exists, is needed as soon as possible. President Carper did note that the activation of the alternate PSAP was flawless and it was a tremendous job. There was further discussion.

Public Comment – None

New Business – None

Old Business – None

Announcements -- None

Motion made to adjourn at 12:52.

Motion: Waldeck

Second: Jones

Motion carried unanimously.

Respectfully submitted,

