

**Metro Emergency Operations Center  
Board of Directors  
September 23, 2009  
Minutes**

Present: The Honorable Mike Rutherford  
The Honorable Charles Armstrong  
David Armstrong  
Chief Joe Crawford  
Dan Foster  
Rick Gillespie  
Chief Grant Gunnoe  
Dale Petry  
Chief Brad Rinehart  
Larry Zuspan  
Trooper Simpson  
George Jarrett  
Christy Morris  
John Sikora  
Paul Dryden

Staff: Elaine Bleigh  
Carolyn Charnock  
Jeff Clark  
Brenda Cogar  
Russell Emrick  
Dave Erwin  
Heather Kessel  
Josh Knox  
Jimmie Mangus  
John Pottorff  
Laura Wilson-Starks

OES: CW Sigman

There was a moment of silence for Charleston Police Officer Jerry Jones.

Sheriff Rutherford called meeting to order at 12:10 p.m., roll call was noted. There was a motion to approve the minutes from June 17, 2009.

Motion: Armstrong

Second: Foster

The motion carried unanimously.

**Resolutions – None.**

**Finance Committee Report** – Mrs. Charnock provided the report for Mr. Wells, noting that revenues are ahead of projection. She stated that the Finance Committee is in the process of reviewing the proposals for the FY 09 audit and should have a recommendation within a week.

**Director's Report** – Executive Board actions were provided. There were no questions.

### **Project Updates**

**Addressing/CAD transition** – Mr. Knox explained that the Postal Service hired more employees to handle conversions. Ms. Starks added questionnaires were being developed for each call type in CAD. Mr. Knox also stated that the Addressing Department, with the help of the fire coordinator, is working closely with the volunteer fire departments to confirm response area boundaries.

**EMD Implementation** – Mrs. Wilson-Starks provided update on the implementation of emergency medical dispatch. She stated that all Metro 911 employees will be certified (or recertified) in CPR. She further stated that Kanawha County Ambulance Authority will be cross trained with our EMD implementation.

**9-1-1 Infrastructure Expansion** – Mr. Emrick provided an overview of different network expansions, including additional capacity for the telephone system, expanding the EOC recording capabilities, and expanding external and internal IP connectivity (example: DOH live streaming cameras). Mr. Emrick stated that these expansions are predicted to be at a very modest cost and that the original infrastructure has proven expandable as anticipated.

**Emergency Management Report** – Mr. Clark discussed the preparation of a powerpoint presentation to present to the public, providing information about agency responsibilities and personal responsibilities during time of emergency. He stated that the committee has met several times and they are working towards getting a draft together. Mr. Erwin added that the chemical plant hotlines need to pipe into the EOC as well. Mr. Petry introduced Chief CW Sigman as the new County Fire Coordinator.

**Electronic Mass Notification System** – Mr. Emrick stated that Metro is currently working with the vendor to provide a website for the public to "opt-in". Hopefully they will provide the site by the second week of October. Laura explains that we are working with DOH to get important traffic information on their signs. These notifications will work with Amber Alerts, Silver Alerts, armed robberies, e.g. We provide DOH information, and then they control the signs.

**H1N1 Virus Taskforce** – Mrs. Charnock explains that Metro 911 is participating in a countywide task force. She deferred to Chief Sigman, who provided an update on the task force's discussion of protocols and questions to be asked by dispatchers.

**Quality Assurance Report** – Mrs. Charnock provided update on Metro 911 call entry times and dispatch times, both of which were down, year on year. She noted the numbers fall well within the national standard and our own standard.

**Alternate PSAP Activation** – Mr. Pottorff stated that there was a PSAP, generator and fire drill test and that all were successful.

Mrs. Charnock advised the board that shift working the night of Patrolman Jones death received critical stress debriefing from Kanawha County Ambulance Authority. Mrs. Charnock commended Shawna Nunnery for her efforts working the CPD radio. Sheriff Rutherford added that, during his agency's investigation, he received not a single complaint from anyone or any agency regarding Metro's efforts.

**Telecommunicator's Representative** – Paul Dryden thanked Sheriff Rutherford and Mrs. Charnock for their comments. He commended Shawna for "seeing it through" to the end. He also thanked Mike Jarrett, with Kanawha County Ambulance, for coming to Metro after the fact and working closely with Metro employees.

Paul asks the Board to consider pay raises for the coming year in conjunction with the attainment of EMD certifications.

**Public Comment** – None.

**Old Business** – None.

**New Business** – None.

**Announcements** – Next meeting of the Board of Directors on December 9, 2009.

Motion was made to adjourn.

Motion: Foster

Second: Armstrong

Motion carried unanimously and meeting adjourned at 12:45 p.m.

Respectfully submitted,

