

**Metro Emergency Operations Center  
Board of Directors  
September 27, 2016  
Minutes**

Present: Jennifer Sayre, presiding  
John Wells  
Wayne Armstrong  
Keith Vititoe, for the Honorable Kent Carper  
Derek Johnson  
Dan Foster  
Grant Gunnoe  
Rod Johnson, for Joe Lynch  
Becky Oakley  
Dale Petry  
WVSP Representative  
Brad Stewart

Staff: Russell Emrick  
Rick McElhaney  
Brooke Hylbert  
Paul Dryden  
Joanna Edwards  
Kirk Ballard  
Josh Knox

Mrs. Sayre called the meeting to order at 12:00 p.m., roll call was noted.

Pledge of Allegiance

Moment of Silence

Motion was made to approve the minutes from March 22, 2016.

Motion: Foster

Second: W. Armstrong

The motion carried unanimously.

**Report from Finance Committee**

Joanna Edwards reviewed actions in the Finance Committee/Executive Board Meeting. Items discussed included the Workers' Compensation Quote for FY17. Two quotes were received and Traveler's submitted the lower quote, which only increased by about \$300 over FY16. The Open Purchase Order Listing was discussed because it had to be approved through email on July 1 since the June Meeting was canceled due to the flooding. The TextTTY quote was received with no increase over last fiscal year. Approval was given to update the Accounting Manual and to purchase two new OES vehicles.

## Director's Report

Rick McElhane presented the Director's Report on behalf of John Rutherford. John wanted to recognize the efforts of the telecommunicators during the June flooding incident.

## Executive Board Actions

Jennifer Sayre went over the Executive Board Actions from the March 22 Meeting which included accepting the February YTD monthly reports and the approval of FY17 budget and 3-year cash flow projection. Approval was given to write a check to the Kanawha County Sheriff's Office for \$46,670, which was erroneously written to Metro. Open Purchase Order amendment approvals included Safety Caution Equipment in the amount of \$15,000 and Electronic Communications for \$4,000. The Board gave approval to renew the Text-to-911 contract with a purchase up to \$15,500. Approval allowing the Executive Director to allocate up to \$15,000 for the Alt PSAP project with the County Commission reimbursing for the cost. The new PTO policy was approved and was set to begin on July 1, 2016.

From the May 20 Meeting, approval as given to purchase 3 servers and 1 SAN from Advantage Technology in the amount of \$52,893.79

## Project Updates

### *Technology*

*Upcoming Radio Procurement* – Russell Emrick wanted to update the Board about the budgetary quotes on the Radio Equipment in Dispatch. Quotes keep coming down at Motorola and the price per position is now about \$54,000. The initial cost was about \$75,000 per position. Emrick is projecting the total quote to be under \$1.1 million, which is down from \$1.5 million. This project is set to take place in FY18, if not sooner. Grants are being pursued at the state level to cover some of the costs of this upgrade.

*Dispatch Monitor Replacement* – Russell Emrick explained the monitors in dispatch need replaced. Currently, 8 monitors are at each position with 4 of them being connected to make one big monitor with a stand. The IT department explored other options and they believe one 4K resolution television monitor is the best option. The price has come down significantly, making it cheaper than the current setup.

Motion was made to authorize the purchase of 4K resolution televisions, not to exceed the bid threshold limit.

Motion: Foster  
Second: W. Armstrong

The motion carried unanimously.

*CAD Enterprise Project* – Russell Emrick stated the CAD Enterprise Project has been broken up into 3 phases. In 2015, Charleston and South Charleston Fire Departments were added to our system. In October 2016, all Law Enforcement with the exception of South Charleston Police Department and Charleston Police Department will be

added to our system for mobile and records. Kanawha County Ambulance will hopefully be joining in the future with a closest-unit dispatch. In September 2017, everyone will receive the latest upgrade.

*Law, Fire, and EMS Projects* – Russell Emrick stated things are in place to offer closest-unit dispatch for Kanawha County Ambulance; however, it may need to be done in different phases.

*GIS Records Fees Update* – Josh Knox explained that the custom map production fees would remain the same and are going to offer a county-wide hard-copy map book at actual cost. Knox explained that charges associated with digital copies of data needs to be eliminated because everyone willing to pay for this has done so. While working with Andrew Gunnoe, Knox stated they are wanting to list data on Metro's website, free for download.

Motion was made to approve changes to the GIS Records Fees as described.

Motion: Oakley

Second: Foster

The motion carried unanimously.

*Radio Towers and Equipment* – Rick McElhaney updated the Board about the Tower Inspection being delayed because of the June flooding and hope to have it rescheduled soon.

*WebEOC Demo* – Brooke Hylbert and Josh Knox gave a presentation regarding the WebEOC software the County Commission procured earlier in the year. Hylbert showed some of the features which included a system-wide notes page along with a significant events board.

Jennifer Sayre stated that during past events, paper and white boards were used and this system will house all information regarding any EOC event.

**Training Update** – Paul Dryden stated that there are currently 3 trainees in dispatch and they are progressing very well. The hiring process has begun again and with the help of Kirk Ballard, applicants are now able to send in applications online.

Dryden also stated 2 employees have recently been certified as CPR instructors, so now all CPR training will be taken care of in-house.

**Ring Time Summary** – Rick McElhaney went over the ring time and call count charts. He stated that the first chart shows the number of calls answered and number of calls dispatched. The second chart shows the ring time statistics, which have drastically improved over last year and the employees are doing great.

**Telecommunicator Representative Report** – Derek Johnson reported that he did not have anything to bring to the Board.

**Old Business** – None.

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**New Business** – None.

**Public Comment** – None.

**Announcements** – Next meeting is scheduled for December 13, 2016.

Motion made adjourn.

Motion: Unknown

Second: Unknown

Motion carried unanimously.

Meeting was adjourned at 12:37 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joe Kulltz". The signature is stylized and written in a cursive-like font.