

Metro Emergency Operations Center
Board of Directors
June 16, 2015
Minutes

Present: Rick Atkinson, presiding
Jennifer Sayre, for the Honorable Kent Carper, via phone
David Armstrong
Paul Dryden
Dan Foster
Chris Gautier
Sgt. Randy Sampson, for Mayor Danny Jones
Rod Johnson, for Joe Lynch
Dale Petry
Mike Rutherford
WVSP Representative

Staff: John Rutherford
Denise Clark
John Pottorff
Russell Emrick
Rick McElhaney
Brooke Hylbert
Lindsay White
Paul Dryden
Jim Mangus

Mr. Atkinson called the meeting to order at 11:08 a.m., roll call was noted.

Motion was made to approve the minutes from March 24, 2015.

Motion: Sayre

Second: Armstrong

The motion carried unanimously.

Resolutions – None.

Report from Finance Committee

Summary of Finances – Lindsay White stated that as of the end of April there was \$2.1 million cash in the bank. Significant additions to property include the Storage Area Network, Disaster Recovery Software and Virtual Server Software. Year-to-date landlines are 3.41% better than budget, down from last FY 0.23%. Wireless ended the year 5.12% better than budget. Total payroll was better than budget by 6.08%. Contracted Services are 15.35% better than budget. Year-to-date net change in assets is \$242,879.

Rick Atkinson stated that even with the positive change in net assets there still needs to be a discussion related to a rate increase.

Approval of Workers' Compensation Quote for FY16 – Lindsay White stated that we have received two of the three quotes from our agent. The first quote is from Traveler's in the amount of \$10,346.00, which is our current provider. The second quote is from BrickStreet in the amount of \$10,383.00.

Motion made to move forward with Traveler's, pending the third quote is not lower than Traveler's.

Motion: Foster

Second: Sayre

The motion carried unanimously.

Approval of FY16 Open Purchase Orders – Lindsay White stated that open purchase orders are used for recurring and/or foreseeable expenses. She stated that this listing has been reviewed and updated from the prior year.

Motion made to approve FY16 Open Purchase Order listing.

Motion: Armstrong

Second: Sayre

The motion carried unanimously.

Discussion Related to GASB 68 – Lindsay White stated that GASB 68 is a new accounting standard for financial reporting and pensions. It reporting and disclosing our agencies portion of unfunded liability in our pension plan. This unfunded liability will be in our financial statements.

Approval of Renewal of Intergovernmental Agreement between Metro and Kanawha County Commission – Lindsay White stated that the agreement was approved in 2012 for the use of 3 Commission employees and is up for renewal.

Motion to approve renewal of intergovernmental agreement between Metro and Kanawha County Commission for 3 employees.

Motion: Rutherford

Second: Foster

The motion carried unanimously.

Updated Record Reproduction Fee – Brooke Hylbert explained that due to the passing of HB2636 in the legislature we are prohibiting in charging for the time taken to respond to a FOIA requests. This has been taken out of our Record Reproduction Policy and replaced with a fee based on the actual records provided, not the time.

Motion made to approve new Record Reproduction Schedule.

Motion: Foster

Second: Sayre

The motion carried unanimously.

Directors Report

Introduction of New Board Member – John Rutherford introduced Sgt. Sampson with Charleston Police Department and Rod Johnson with Kanawha County Ambulance. Sgt. Sampson will be the representative for City of Charleston Mayor Danny Jones and Rod Johnson will be the representative for Joe Lynch, KCEAA Director.

Project Updates

1. *Technology Project Updates*

Text-to-911 - Russell Emrick stated that text-to-911 has been live for one year and has received very positive feedback. He explained that the service is up for renewal and the provider, Frontier, is sole source.

Motion made to continue with Text-to-911 service through Frontier for one additional year based on the quote provided.

Motion: Sayre

Second: Rutherford

The motion carried unanimously.

CAD Enterprise Project – Russell Emrick stated that the CAD Enterprise project is continuing well and expect to go live in March, 2016.

Police/Fire/EMS Integration – Russell Emrick stated that Fire Mobile went live earlier in the year and Law Enforcement will go live with the new CAD. Emrick stated that Metro is also working with Kanawha County Ambulance on closest unit dispatching.

Radio and Radio Tower Update – Jim Mangus stated that on May 5th he was notified by Motorola that ECI will no longer service the dispatch computers and backroom equipment at Metro. Since that time the outcome has been that Staley Communications will be used until June 30th for any warranty service. Jim Mangus stated that he received a new quote for the next warranty agreement. He would like to further investigate the computers in the center for an alternative computer replacement. He would also like to look into an “end-user parts agreement” with Motorola instead of the proposed warranty agreement.

2. *Building and Grounds Update* – John Pottorff stated that the Alt PSAP was successfully tested the beginning of May. John Pottorff then stated that there is one additional hole to test on the tower site and then there will be a potential fix for the pad and tower without having to construct a new tower. John Pottorff then explained that they are going out to bid for electrical work around the building as well as alternate cooling for the server room.

Training Update/Ring Time Summary – Denise Clark stated that ring times are at 90% average over the past 3 months. Rick McElhaney stated that a new class of telecommunicators were recently hired. He stated that the new hires just began their classroom training.

Call of the Quarter/Text-to-911 – John Rutherford stated that instead of call or text of the quarter he would like to recognize everyone that works at Metro 911. He said that in honor of the 10th Anniversary of the building he felt that it was appropriate to honor everyone. In the past 10 years, 3.65+ million calls for help have been answered and 2.25+ million calls have been dispatched.

Telecommunicator Representative Report – John Rutherford explained that Paul Dryden is moving into administration as a training coordinator. He will no longer represent the telecommunicators at the Board meetings. Rutherford explained that a survey has been distributed to employees to nominate the next Board representative.

Paul Dryden thanked the Board for everything they had done during his time as the TC representative and explained that it has been an honor and a privilege to represent his peers.

Conflict of Interest Statements – Lindsay White reminded all Board members to complete their Conflict of Interest statements.

Old Business – None.

New Business – None.

Public Comment – None.

Announcements – Next meeting is scheduled for September 15, 2015.

Motion made adjourn.

Motion: Foster

Second: Armstrong

Motion carried unanimously.

Meeting was adjourned at 1:07 p.m.

Respectfully submitted,

