

Metro Emergency Operations Center
Board of Directors
September 15, 2015
Minutes

Present: Jennifer Sayre, presiding
David Armstrong
Keith Vititoe
Dan Foster
Chris Gautier
Grant Gunnoe
Brenda Isaac
Sgt. Randy Sampson, for Mayor Danny Jones
Todd Bacchus, for Joe Lynch
Becky Oakley
Mike Rutherford
Derek Johnson
WVSP Representative

Staff: John Rutherford
Denise Clark
Russell Emrick
Rick McElhaney
Brooke Hylbert
Lindsay White
Paul Dryden
Joanna Edwards

John Rutherford started the meeting by honoring John Pottorff and Denise Clark on their retirements.

Mrs. Sayre called the meeting to order at 12:20 p.m., roll call was noted.

Motion was made to approve the minutes from June 16, 2015.

Motion: Rutherford

Second: Oakley

The motion carried unanimously.

Jennifer Sayre then introduced Keith Vititoe as the new Board member and representative for Commissioner Carper. Mr. Vititoe will be sitting on the Executive Board and the Board of Directors.

Resolutions – KC1/OES Account Approval – Jennifer Sayre stated that the Executive Board approved this resolution on the KC1/OES account. She explained that we are requesting to amend the original resolution to reflect that all expenditures must go through Grant Gunnoe or Dale Petry and then the Executive Director at Metro; previously approval was needed by Grant Gunnoe or Dale Petry and the Board President.

Motion made to approve the updated KC1/OES Account Approval Resolution.

Motion: Armstrong

Second: Oakley

The motion carried unanimously.

Report from Finance Committee

Summary of Finances – Lindsay White gave a brief overview of the Finance/Executive Board meeting. White stated that there was an approved budget amendment regarding radios. She also stated that there was an update to the FY16 Open Purchase Order listing.

White then went over a brief financial overview since the end of July. She stated that there is cash in the bank in the amount of \$1.9 million. Significant additions to property and equipment include the poly-com unit in the EOC. Year to date landlines are 2.4% better than budget but, are down .2% from last year. Wireless remittances are better than budget by 4.9% and are up approximately 2.1% from last year. Total payroll including benefits and retirement is better than budget by 1.8%. Payroll is up from last year due to the 3% raise given to all employees; there is also an increase because we have hired new employees and are training them.

Audit Update – Lindsay White stated that the auditors were on-site the end of August and they are finishing up the footnotes and GASB 68. She stated that the auditors will be at the December meeting and everything has gone well.

Landline Rate Increase – Jennifer Sayre stated that on August 14th the Executive Board moved that Metro proceed to the Commission for a landline rate increase. Metro appeared before the Commission and they have moved forward. The public hearing on the rate increase will be held on September 24th and then voted on.

Directors Report

Project Updates

1. Technology Project Updates

Current IT Procurement – Russell Emrick stated that there is nothing that needs Board action currently. He did briefly explain that over the next 2-3 years the radios will need updated and the project will be on-going.

CAD Enterprise Project – Russell Emrick stated that the CAD Enterprise project is continuing well and the work between Metro and KCSO has been very productive. Emrick stated that there are some functional issues that New World is looking into fixing.

Police/Fire/EMS Integration – Russell Emrick stated that all departments are working well with Metro and there are many projects that are on-going.

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2. *Building and Grounds Update* – Rick McElhane stated that there was an alternate PSAP test in August which included maintenance on the generator, transfer switch that transfers commercial power and backup batteries.

Ring Time Summary – Denise Clark stated that ring times are at 90% average over the past 3 months.

Rick McElhane explained that Metro is expanding Call Taking/Community Support position to help with call volume. This position has previously not been staffed full-time and Metro is working to staff those position during the busiest times of each day. This will take effect in October.

Call of the Quarter/Text-to-911 – Rick McElhane awarded Dallas McKean with Call of the Quarter for an officer safety incident in which Dallas was on the radio. Rick explained that Dallas is a Lieutenant on shift and always leads by example.

Training Update – Paul Dryden stated that from the class that began in April, 3 have completed their training. The class that was hired in June has moved into their on-the-job training in the center and are all progressing well.

Paul Dryden then stated that Betsy Meadows is moving forward well with QA and it is helping to enhance training.

Telecommunicator Representative Report – Derek Johnson stated that it is a privilege to represent his peers. He stated that he did not have anything to report from the telecommunicators and everything has been going well.

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 December 8, 2015.

Motion made adjourn.

Motion: Foster

Second: Armstrong

Motion carried unanimously.

Meeting was adjourned at 12:58 p.m.

Respectfully submitted,

