

**Metro Emergency Operations Center**  
**Executive Board**  
January 27, 2016  
Minutes

Present: Jennifer Sayre, presiding  
Grant Gunnoe  
Keith Vititoe, for the Honorable Kent Carper  
John Wells, via phone  
Pat Boone, for Chief Deputy Mike Rutherford, via phone  
Dan Foster, via phone

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

Mr. Wells called the meeting to order at 9:05 a.m., roll call noted.

**First Meeting of the Calendar Year Duties** – Jennifer Sayre stated that this is the first meeting of the calendar year. The first item that needs addressed according the Charter is the election of the President of the Board for 2016.

Motion made to elect Jennifer Sayre as President for 2016.

Motion: Gunnoe

Second: Wells

The motion carried unanimously.

Motion made to elect John Wells as Chair of Finance Committee and Vice President of the Board.

Motion: Sayre

Second: Gunnoe

The motion carried unanimously.

Motion made to elect Keith Vititoe as Chair of Personnel Committee.

Motion: Sayre

Second: Gunnoe

The motion carried unanimously.

Sayre explained that the meetings in 2016 will continue to be the 4<sup>th</sup> Tuesday of every third month, with the exception of December's meeting.

**Radio Tower** – Jim Mangus explained that in December Allstate Tower completed a tower inspection at Metro and identified some deficiencies. Allstate has provided a budgetary quote for repairs that came in around \$40,000. Jim Mangus stated that he plans to go out to bid for these repairs and will bring them back to the Board.

**Communications Center Staffing Update** – John Rutherford explained that the shifts at Metro are going to begin a rotation. The rotation is primarily to improve training and management oversight. Due to the rotation there are some clerical changes that needed to be made in the handbook. Brooke Hylbert explained that an addition to the handbook includes the operational period of Metro 911. Rick McElhaney then explained the new schedule that will be followed. He stated that every two weeks the administration will see everyone on dayshift, which helps with training uniformity.

Brooke Hylbert then explained that there are some minor additional changes unrelated to the shift rotation.

Motion made to approve updated Metro 911 guidelines.

Motion: Gunnoe  
Second: Vititoe

The motion carried unanimously.

**Open Purchase Order Additions** – Lindsay White explained that in the past the Public Safety Grant Committee has awarded Metro 911 with funds for the addressing project. White stated that Metro has been awarded that money again this year and that the Metro Addressing Coordinator recently received the vendor quotes for this project. White stated that she is requesting open purchase order approvals for the vendors who provide the best price for manufacturing and installing the street signs: WV Correctional Industries in the amount of \$8,125.00 for manufacturing of signs and Safety Caution in the amount of \$11,500.00 for installation of signs.

Motion made to approve Open Purchase Orders for WV Correctional Industries and Safety Caution.

Motion: Gunnoe  
Second: Sayre

The motion carried unanimously.

**Old Business** – None.

**New Business** –Rick McElhaney stated that Metro 911 has hired a new office administrator, Amy Holdren.

**Public Comment** – None.

**Announcements** – Next meeting scheduled for March 22, 2016.

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Motion made to adjourn.

Motion: Gunnoe

Second: Wells

The motion carried unanimously.

Meeting was adjourned at 9:21 a.m.

  
Respectfully submitted,