

**Metro Emergency Operations Center
Executive Board
June 26, 2018
Minutes**

Present: Jennifer Herrald
Keith Vititoe, for Kent Carper
Sheriff Mike Rutherford
Dan Foster
Grant Gunnoe
Chuck Boggs

Staff: John Rutherford
Russell Emrick
Rick McElhaney
Lindsay White
Amy Larch
Paul Dryden
Jim Mangus
Derek Johnson

Ms. Herrald called the meeting to order at 11:42 a.m., roll call was noted.

Motion was made to approve the minutes from May 1, 2018.

Motion: Gunnoe
Second: M. Rutherford

The motion carried unanimously.

Recommendations and Updates from the Finance Committee

Approval of FY18 Open Purchase Order Amendments – Lindsay White stated that in the Finance Committee meeting prior to the Executive Board, Metro had requested open purchase order and budget amendments for Kanawha County Emergency Ambulance Authority in the amount of \$400 for unforeseen vehicle repairs. Jennifer Herrald asked if any motions were necessary; White replied they were, and that the Finance Committee had given their recommendation to approve.

Motion was made to approve increasing the open purchase order for Kanawha County Ambulance by \$400, and to make the related budget amendment.

Motion: Gunnoe
Second: M. Rutherford

The motion carried unanimously.

Approval of United Bankcard Payment-May – Lindsay White stated that Metro's May United Bank credit card statement exceeded the \$10,000 cap that required the Board's approval. White stated that management had been in contact with the Board President, who had approved payment of the statement because it was due the previous week, and

now were seeking ratification from the Executive Board in the amount of \$10,168.27. Grant Gunnoe stated that the Finance Committee had recommended to the Executive Board to approve this motion.

Motion was made to approve payment to United Bankcard Center in the amount of \$10,168.27.

Motion: Gunnoe

Second: Herrald

The motion carried unanimously.

Approval of Open Purchase Orders for FY19 – Lindsay White pointed out that there was a significant change in the NICE Systems open purchase order from FY18 to FY19, and this was due to this vendor now also doing the recorder maintenance for the Alt. PSAP. White stated there was also a significant difference in the Tyler Technologies, Metro's CAD vendor, open purchase orders from FY18 and FY19 due to third party features that Metro would be attempting to negotiate. White stated that other than those two vendors, there were not any significant changes to note.

Motion was made to approve the Open Purchase Order Listing for FY19.

Motion: M. Rutherford

Second: Foster

The motion carried unanimously.

Approval of Audit Contract for FY19 – Lindsay White stated that the previous year the Board had approved a 3-year contract with Suttle & Stalnaker for annual audit services, and Metro was seeking approval to renew that contract at \$15,000.

Motion was made to recommend approval of the audit contract for FY19.

Motion: Foster

Second: Vititoe

The motion carried unanimously.

Approval of County Vehicle – John Rutherford stated this would be for a vehicle for Mike Oakley. Rutherford stated the budget amendment would be for \$10,130, bringing the total amount of the vehicle purchase to \$37,880.

Motion was made to approve a FY19 budget amendment moving \$10,130 to vehicle capital outlay for the purchase of a county Ford Expedition, and to approve the open purchase order amendment for Stephen's Auto Center for a total of \$37,880 for the same.

Motion: Boggs

Second: Vititoe

The motion carried unanimously.

Approval of TextTTY Annual Service Renewal – Russell Emrick stated that Metro would like to continue with TextTTY service and the year-to-year increase was only a few hundred dollars, about 5%. Emrick stated the Finance Committee had recommended renewing the service.

Motion was made to approve the annual service renewal of TextTTY in the amount of \$14,996.45.

Motion: Foster

Second: Boggs

The motion carried unanimously.

Motion was made to amend the agenda to include the approval of Frontier 5-year Mitel maintenance renewal for EOC & admin phone systems.

Motion: Gunnoe

Second: M. Rutherford

The motion carried unanimously.

Frontier – Russell Emrick stated the maintenance contract for the admin and EOC phone system expired in three days, and Metro was seeking approval to renew it for five years for a price of \$22,477.77, with 25% being covered under the Office of Emergency Services account.

Motion was made to approve the Frontier quote for 5-year maintenance on the administration and EOC phone lines in the amount of \$22,477.77, with 25% to be covered by the Office of Emergency Services account.

Motion: Boggs

Second: M. Rutherford

The motion carried unanimously.

Update on Radio Procurement – Grant Gunnoe verified that everyone on the Executive Board had been in the prior meeting while Jim Mangus discussed the updates with the various radio projects. Gunnoe stated that the Finance Committee had voted to recommend approving up to \$17,000 for antenna removal at the Garfield Tower site, contingent upon receiving written documentation that once the antennas are removed, Metro will be able to place theirs.

Motion was made to approve up to \$17,000 for antenna removal from the Garfield Tower, contingent upon receiving written documentation that once those antennas were removed that Metro could place theirs.

Motion: Gunnoe

Second: Vititoe

The motion carried unanimously.

Motion was made to approve All State Tower's bid of \$34,600 for Metro's radio tower repairs.

Motion: Gunnoe

Second: Herrald

The motion carried unanimously.

Motion was made to approve the radio project phase 2 exceeding the grant funded amount of \$80,000 by up to \$10,000, for a total of up to \$90,000.

Motion: Gunnoe

Second: Herrald

The motion was carried unanimously.

Legislative Actions – Jennifer Herrald stated that the county had contracted with Leslie Forbes to be the Commission's legislative liaison, and also to assist Metro with whatever legislative work they need. Herrald stated that Forbes would be paid by the Commission for her duties, but will help Metro as well.

Old Business – None.

New Business – None.

Public Comment – None.

Announcements – Jennifer Herrald stated that the upcoming meetings were listed on the agenda.

Motion made to adjourn by M. Rutherford at 11:55 a.m., seconded by Keith Vititoe.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John Kuch".