

**Metro Emergency Operations Center
Board of Directors
June 25, 2019
Minutes**

Present: Jennifer Herralld
Grant Gunnoe
Derek Johnson
Sheriff Mike Rutherford
Keith Vititoe, for Commissioner Kent Carper
Chuck Boggs
Dave Armstrong
Becky Oakley (@ 12:06)
CW Sigman
Dave Wagoner
Wayne Harmon
Sergeant Joshua McCoy (out @ 12:18)

Staff: John Rutherford
Rick McElhaney
Lindsay White
Amy Larch
Joanna Edwards
Jim Mangus
Devon Sparks
Josh Knox
Kirk Ballard
Rachel King
Matt Blalock

Guests: Bill Sparks-KCSO, Home Confinement

Jennifer Herralld called the meeting to order at 12:03 p.m. Roll call was noted.

Pledge of Allegiance

Moment of Silence

Approval of Minutes

Motion was made to approve the minutes from March 26, 2019.

Motion: Gunnoe

Second: M. Rutherford

The motion carried unanimously.

Resolutions – None.

Finance Committee

Lindsay White stated that in the previous meeting of the Executive Board and Finance Committee, the following occurred: approval of the March minutes, discussion of the financial statements as of April, review and approval of the FY20 open purchase orders, approval of budget amendments and open purchase order amendments for the current fiscal year, ratification of purchases, discussion regarding and approval of continuing with Swiftreach (Metro's mass notification system), approval for up to \$35,000 to repair the water leak, which would later be discussed, approval of the FY20 TextTY quote, and approval of the KCPS storage device. White stated the Board was updated that research determined that self-insured worker's compensation was not viable for Metro, and Metro would be able to keep the \$14,593.85 water claim reimbursement from FEMA.

Joanna Edwards stated that since the last meeting, the Executive Board President had approved payment of the United Bankcard balance for April, which totaled just over \$12,500 due to over \$7,700 for a new addressing plotter, which will be covered by the Public Safety Grant. Edwards stated that the President also approved an open purchase order increase for Tomblin Fence by \$145. Edwards stated the county attorney had approved a purchase for a new water line installation up to the amount of \$34,430.

Director Rutherford's Report

John Rutherford stated the new Alternate PSAP was officially up and running.

John Rutherford stated Charleston Police Department had declined Metro's offer to split their radio.

Rick McElhaney stated Metro had recently been meeting with various road deputies from the Kanawha County Sheriff's Office to obtain ideas about what they wanted and needed to further build relationships.

There was a brief discussion between Sheriff Mike Rutherford, Rick McElhaney, and Josh Knox about an IT issue occurring in some of the Sheriff's Office units.

Rick McElhaney stated that First Sergeant Anderson with the WV State Police had worked to coordinate a 24-hour traffic detail on I-79 utilizing several different counties, and Metro had participated by assisting with all the frequencies and radio traffic and providing KC-1 onsite.

John Rutherford commended the employees of Office of Emergency Management and Metro for their work the previous night during the tornado, particularly Captains Dan Clark and Shae Hoffer, who set off the sirens.

Jennifer Herrald stated that for the last two years there had been a committee meeting about the radio towers throughout the county that provided communication for emergency services. Herrald stated that Electronic Communications was not servicing their towers,

and it had caused extensive issues for the county's emergency agencies. Herral stated that due to this, the committee had decided it would be in the best interest to purchase the towers and maintain them. Herral stated that ECI had originally wanted \$270,000 for the four towers and property, and Metro had negotiated down to \$150,000. Herral stated that Commissioner Carper recommended purchase of the towers by Metro, with \$100,000 provided by the Public Safety Grant each year to contribute to the towers' maintenance and repairs. Herral stated that Metro would be going out to bid for the repairs and maintenance. Herral stated that in the Executive Board and Finance Committee meeting, the Board had given herself and Director Rutherford approval to work together and with others on the purchase contract, and move forward with going out to bid.

There was a brief discussion about the potential for Metro to make money renting out the towers.

Department Updates

Technology

Current IT Procurement – Kirk Ballard stated in the previous meeting, there had been approval for up to \$30,000.00 for Metro to purchase a new storage device for Kanawha County Public Safety Network, which would be a joint purchase with the Kanawha County Sheriff's Office for \$60,000.00. Ballard stated that Metro would put it out to bid and the Sheriff's Office would contribute half. Ballard stated that once Public Safety Grant funds were available, Metro would be going out to bid for routers that would connect all the departments, and that would be discussed in the September meeting.

Project Updates: KCPS Computer Network Upgrade – Josh Knox stated that Kirk Ballard had covered this purchase, and explained the intricate functions of the KCPS network and why it is essential to upgrade.

Project Update: Law, Fire, and EMS Projects – Josh Knox stated Metro had just completed updates of the CAD system, which included fire mobile, LERMS, and law enforcement mobile systems.

Radio Towers and Equipment: Metro Tower Repair Update – Jim Mangus stated the repairs had recently been finished on the Metro radio tower after the vendor worked for seven weeks. Mangus stated the tower had then passed an inspection and was fully functioning.

Jim Mangus stated the microwave radio project is currently in the hands of the National Weather Service.

John Rutherford requested the Board's official approval of the purchase of the radio towers due to the magnitude of the project.

Motion was made to approve the purchase of the four (4) radio towers and property, in the amount of \$150,000.

Motion: Armstrong

Second: Oakley

The motion carried unanimously.

Operations

Ring Time Summary and Incident of the Quarter – Rick McElhaney discussed the comparison of the ring times, calls answered, and calls dispatched for March, April, and May of 2018 and 2019. McElhaney stated that Metro continues to keep its ring times well above the national standard and explained how the calls answered may decrease while the number of dispatches increases.

***The National Standard for ring times is to answer the phone within 3 rings 90% of the time.*

Rick McElhaney presented Devon Sparks with the Incident of the Quarter award for his actions while taking a cardiac arrest call and assisting the caller with CPR.

Training Update – Derek Johnson stated Metro had recently focused on medical In-Services in preparation of summer. Johnson commended several people for their work into facilitating the WV Public Safety Expo, which took place in May, and stated that through the Expo, Metro was able to put 37 telecommunicators through various training, for a total of 431 training hours in a week. Johnson stated that the week after the Expo, Metro sent 8 telecommunicators to the State Police Academy for a 16-hour FEMA course. Johnson concluded that with the normal In-Services and these two events, the total training hours obtained in May were 612 out of a yearly total of approximately 1,500.

Derek Johnson stated that Metro had worked with WV Public Service Training to arrange HazMat Awareness In-Services for the month of October. Johnson stated it is the intention to make this information part of basic curriculum for all new telecommunicators.

Derek Johnson stated Metro has been working with TMC to conduct a free 4-hour course on Traffic Incident Management, and hoped that it would take place in the winter.

Building Update

Conduit Repair – Rick McElhaney stated everything with the conduit that had been discussed and approved previously had been repaired and was functioning properly. McElhaney stated that Frontier reimbursed Metro for just over \$6,000 of the total cost for this due to being part of the water leak that was causing the problem, and Metro paid just over \$23,000 total.

Telecommunicator Representative Report

Derek Johnson stated there was nothing to report at this time.

Old Business – Lindsay White stated that it was almost time for conflict of interest statements, as they are renewed every fiscal year.

New Business – CW Sigman stated that currently there are curfew alarms set off for several municipalities, and they are the same alarm sound as the emergency alarm. Sigman stated that he had spoken with Commissioner Carper and it had been recommended that the alarms no longer be used for curfews and only used to alert the public in emergency situations.

Motion was made, at the request of Emergency Management, for Metro to no longer activate sirens for curfews of municipalities, effective September 1.

Motion: Gunnoe

Second: Herrald

The motion carried unanimously.

Dave Armstrong added that the towns needed to be notified as soon as possible that the sirens would no longer activate for curfew as of September 1.

Public Comment – None.

Announcements – Jennifer Herrald stated the next Board of Directors meeting would be on Tuesday, September 24.

Motion was made to adjourn.

Motion: M. Rutherford

Second: Boggs

Meeting was adjourned at 12:58 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joel Rutherford", with a long horizontal flourish extending to the right.