

**Metro Emergency Operations Center**  
**Special Executive Board**  
*via conference call*  
January 29, 2020  
Minutes

Present: Jennifer Herralld  
Mark Strickland, for Mayor Amy Goodwin  
Jeremy Nelson  
Sheriff Mike Rutherford  
Keith Vititoe, for Commissioner Kent Carper  
Chuck Boggs

Staff: Russell Emrick  
Lindsay White  
Amy Larch  
Joanna Edwards

Ms. Herralld called the meeting to order at 10:01 a.m. Roll call was noted.

**Discussion Related to Potential Adoption of the Kanawha County Commission's  
"Paid Parental Family Medical Leave Policy"**

Jennifer Herralld stated that at their first meeting in January, the Kanawha County Commission had adopted a paid Parental Family Medical Leave Policy to be made effective retroactively at the 1<sup>st</sup> of January, 2020. Herralld stated this was a 12-week paid leave for new parents, adoptive parents, foster parents, and cases of grandparents becoming legal guardians for their grandchildren. Herralld stated the leave could be used once every 12 months, but the whole 12 weeks did not have to be used consecutively. Herralld stated the whole 12 weeks did have to be used within the same 12-month period and could not carry over into another 12 months. Herralld stated the employee would not have to use their sick or annual/vacation time during this 12 week leave. Herralld stated the Commission used the same wording as the federal government and would like to see Metro adopt the same policy.

Motion was made to approve adopting the Kanawha County Commission's Parental Family Medical Leave Policy, providing 12 weeks of paid leave with the above specifications.

Motion: Nelson

Second: M. Rutherford

The motion carried unanimously.

Jennifer Herralld stated this would be effective as of January 1, 2020.

**Radio Towers Project Budget Amendments Request**

Lindsay White stated that at the meeting the previous June, the Board had approved the purchase of the five radio towers at the three sites. White stated that initially, Metro was going to be responsible for providing \$400,000, and the Public Safety Grant from the County Commission would provide \$100,000 that year and each year after. White stated that over the last several meetings the following had already been approved: tower sites purchase, tower sites clearing, generators for each tower site, and a vehicle for the radio administrator that could access the sites, for which Metro would be requesting equipment later in this meeting.

Lindsay White stated that Metro was requesting a budget amendment of \$203,000 in Capital Outlay for the tower sites and \$297,000 in the Radio Towers Expenses line item, which includes repairs, utilities, supplies, etc. Lindsay White stated that the tower project has been previously discussed, but that we did not know what the breakup would entail. We now have more information on the estimated capital outlay verses the expensed portion.

Motion was made to approve budget amendments of \$203,000 in Capital Outlay and \$297,000 in Radio Towers Expenses.

Motion: Boggs

Second: M. Rutherford

The motion carried unanimously.

**Request for Approval of Purchase of Truck Equipment for Metro's Radio Administrator**

Russell Emrick stated the Board had previously approved the purchase of the truck itself, but the truck needed several pieces of equipment, including a brush guard, wench, bed system tool box, headache rack, step rails, and light. Emrick stated this equipment is the same as or similar to what is on David Armstrong's truck and is necessary for the maintenance of the towers. Emrick stated that Metro had a sole source quote from Leonard Aluminum Utility Buildings in the amount of \$11,780.

Jennifer Herrald asked if this would come from already budgeted money and Lindsay White replied that it would.

Motion was made to approve the purchase of truck equipment for Metro Radio Administrator from Leonard's Aluminum Utility Buildings in the amount of \$11,780.

Motion: M. Rutherford

Second: Nelson

The motion carried unanimously.

**Old Business – None.**

**New Business – None.**

**Public Comment** – None.

**Announcements** – Jennifer Herrald stated that the next meeting was scheduled for Tuesday, March 24.

Motion was made to adjourn.

Motion: Boggs

Second: M. Rutherford

The motion carried unanimously.

The meeting adjourned at 10:13 a.m.

Respectfully submitted,

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