

**Metro Emergency Operations Center
Board of Directors
Via Conference Call
June 23, 2020
Minutes**

Present: Jennifer Herral
Mark Strickland
Derek Johnson
Keith Vititoe for Commission Pres. Kent Carper
Angel Moore
David Wagoner
F/Sgt. Michael Anderson
Andy Pile
Mayor Jay Snodgrass
Matt Lyons
Dave Armstrong
CW Sigman

Staff: John Rutherford
Russell Emrick
Rick McElhaney
Lindsay White
Amy Larch
Joanna Edwards
Josh Knox
Patrick Corley
Luke Taylor

Ms. Herral called the meeting to order at 12:02 and roll call was noted.

Motion made to approve minutes from 12/10/2019.

Motion: Snodgrass

Second: Lyons

The motion carried unanimously.

Lindsay White reviewed actions from previous joint Finance Committee/Executive Board meeting prior to this meeting, including first meeting of the calendar year duties: election of the 2020 Board President, the President's appointments to the Finance Committee and Personnel Committee, and establishment and place of the 2020 meetings. Additional actions included finance update and building update.

Executive Board actions since last meeting:

Joanna Edwards discussed Executive Board actions since the last Board of Directors meeting, which was held on December 10, 2019:

1. During the December 27, 2020 Special Executive Board meeting, the Board approved the bid and to proceed with K&N Contracting in the amount of \$89,000 for the Metro radio site tower clearing project at the Cross Lanes, Malden, and Clendenin sites.
2. They also approved a cost-of-living increase for all full-time employees in the amount of 1.6% beginning with the first pay date in January 2020.
3. At the January 29, 2020 meeting, the Board approved the adoption of the Kanawha County Commission parental FMLA policy, effective January 1, 2020.
4. The Board also approved budget amendments to the radio towers line items in the amount of \$203,000 to Capital Outlay and \$297,000 for the expenses line items.
5. They also approved the purchase of truck equipment for Metro's Radio Administrator in the amount of \$11,780 from Leonard's Building and Truck Accessories.
6. At the April 15, 2020 meeting, the Board approved "Hero Pay," consistent with Kanawha County Commission order, effective March 15, 2020 until canceled.
7. The Board also approved budget amendments and open purchase order amendments for FY20.
8. Additionally, the Board approved the FY21 budget & three-year cash flow projection to be recommended to the Board of Directors during this meeting.
9. Lastly, they approved the purchase of generator, UPS, and transfer switch up to \$250,000. Director Rutherford is working with President Herrald for final approval. The Board also approved
 - Three-year bid from Brown Edwards & Company for audit services for \$14,200 per year.
 - United Bank credit card payment of \$11,985.97, including several COVID-related purchases.

Lindsay White summarized the proposed budget & three-year cash flow projection, which the Finance Committee/Executive Board previously reviewed in detail. She reminded the Board that Metro's charter states that the Executive Board must preliminarily approve the budget and that it then it goes to the Board of Directors for final approval. White wrapped up the summary with comments on the FY21 expected net position of -\$700,000 and the fact that the Metro Board should expect needing to seek additional funding for operations by early in the calendar year 2021.

Motion made to approve FY21 budget and three-year cash flow projection.

Motion: Vititoe

Second: Armstrong

The motion carried unanimously.

Director Rutherford and Team's Report

Deputy Director Rick McElhaney discussed several topics, including staffing during COVID-19, procedures, meetings via video- and audio-conferencing, the no touch temperature device, and mask wearing.

Director Rutherford touched on Metro employees now being recognized as first responders, the proposed 20-year retirement bill, the upcoming switch to PEIA health insurance for employees, and status of the upcoming radio project.

Derek Johnson discussed the country's recent protesting, rioting, and looting and how Metro is staying proactive.

Deputy Director McElhane discussed the recent generator and UPS (uninterruptible power supply) failures and the previously-Board-approved emergency purchase of \$212,128 for the generator, UPS, and transfer switch. He stated that these projects' work is expected to begin first week of August.

Deputy Director Russell Emrick touched on several technologies that he stated "change the public's relationship with 911," including RAPID SOS – Smart 911, enhanced location and lifesaving technology, originally discussed in December 2019 and approved by the Board. COVID has delayed the rollout, but the Metro team has continued to work on and develop this. This integration should be working in the following months.

Technology Project Update

Josh Knox discussed an upcoming New World software upgrade with Kanawha County Sheriff's Department and Charleston Fire Department on Monday, June 29, 2020. This update is part of Metro's participation in New World's early adopter program and will include enhanced locations. Testing with multiple related technologies has been going well.

Telecommunicator Representation Report

Captain Luke Taylor voiced his and other employees' appreciation to Metro management and Commission leaders for continued efforts to keep Metro employees safe during this COVID period.

Director Rutherford noted how great of a job Metro's Maintenance Custodian David Moore has done in keeping the Metro facility disinfected and how important of a role he has played in the successful fight against COVID.

New Business

David Armstrong discussed the hill slip in Cross Lanes and how it doubled in size in just a day. The Commission is in the process of obtaining a geo dig to test the soil, and diversion ditches have been dug to assist in getting water off of the tower. He stated that this is an emergency situation that has been addressed immediately. President Herral stated that Metro 911 will not bear this cost burden and that the repairs will be funded by the Public Safety Grant's emergency funds.

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CW Sigman advised that we will test the sirens on Wednesday, June 24 for the first time in months as a result of COVID.

Next meeting will be Tuesday September 22, 2020 at noon.

Motion made to adjourn.

Motion: Armstrong

Second: Wagoner

Meeting adjourned @ 12:39.



Respectfully Submitted,