

Board of Directors  
April 26, 2022

**Metro Emergency Operations Center**  
**Board of Directors**  
April 26, 2022 – 12:00 pm  
Minutes

**Present:** Board President Jennifer Herrald  
Keith Vititoe for Commission President Kent Carper  
WVSP Rep. First Sgt. Joseph Flanigan  
KCEAA Director Monica Mason  
Emer. Mgt. Director of Kanawha Co., CW Sigman  
Emer. Mgt. Director of Charleston, Chad Jones  
Andrew Byrd  
Chuck Boggs  
Mayor Greg Ingram  
Ms. Angel Moore  
Jeremy Nelson

**Staff:** Director John Rutherford  
Dep. Director Rick McElhaney  
Dep. Director Russell Emrick  
Lindsay White  
Amy Larch  
Joanna Edwards  
Josh Knox  
Jason Haynes  
Captain Luke Taylor

**Call to Order**

Board President, Jennifer Herrald called the meeting to order at 12:05.

**Roll Call**

Roll call was noted.

**Approval of Minutes**

Motion made to approve the Board of Directors minutes from December 14, 2021.

Motion: Mayor Ingram

Second: Chuck Boggs

The motion carried unanimously.

**Finance Committee**

**Review of Actions in Previous Finance Committee/Executive Board Meeting Presentation and Approval of FY23 Budget/Three-Year Cash Flow Projection – Lindsay White**

Board of Directors  
April 26, 2022

- Discussed actions in previous Finance/Executive Meeting
  - Minutes approved
  - Election of President of the Board for 2022 – Jennifer Herral
  - Election of Personnel Committee Chairperson for 2022 – Keith Vititoe
    - With Mayor Amy Goodwin/her designee, CW Sigman, and Andy Pile serving on the Personnel Committee.
  - Election of Finance Committee Chairperson for 2022 – Chuck Boggs
    - With Mayor Amy Goodwin/her designee, Derek Johnson, Sheriff Mike Rutherford and Jeremy Nelson serving on the Finance Committee.
  - Discussed FY22 financial statements.
  - Open purchase orders/budget amendments.
  - Presented FY23 budget / Three-Year Cash Flow Projection
  - Approval of Metro updated Grooming Policy
  - Approval of upcoming console purchases, network cabling and carpet.
  - Approval of joint purchase with KCSO – SAN (Storage Area Network)
- FY23 Budget and Three-Year Cash Flow Projection reviewed by the Executive Board in previous meeting and recommended to the Board of Directors for approval

Requesting approval from the Board of Directors, by recommendation of the Executive Board, for FY23 Budget and Three-Year Cash Flow Projection.

Motion made to accept the FY23 Budget and Three-Year Cash Flow Projection.

Motion: Jeremy Nelson

Second: Keith Vititoe

The motion carried unanimously.

#### **Director Rutherford's Report**

- Seven-year employee Joanna Edwards, Payroll Administrator – leaving employment with Metro.
- Introduce new employee – Jason Haynes, Office Administrator
- With the help of the Kanawha County Commission, Metro was able to enter into an agreement with the Legislature with new employees, beginning July 1, being able to enter into the new retirement system. Metro hopes to continue working on getting all employees into the new retirement system.
- New Dress Code and Grooming Policy approved by Executive Board in previous meeting, being effective May 1.
- Discussed Pubic Safety Levy and encourage everyone to support the levy.
- Josh Knox updated the board regarding the in-progress console upgrade. Current consoles are 16 years old. Offices for Administrative Staff located in dispatch have been reconstructed.

#### **Department Updates**

##### **Technology – Russell Emrick**

- Metro continues to work on improving the radio system, with Director Rutherford hosting monthly meetings with agencies across Kanawha County.
- CAD, Mobile and records upgraded.
- Metro now has the capability to answer 911 calls at both the main PSAP and Alt PSAP.

Board of Directors  
April 26, 2022

**Operations – Rick McElhaney**

- Training
  - Metro continues to focus on customer service and multi-agency responses.
  - January 4, Metro hired a class of eight potential Public Safety Telecommunicators. Currently, six of the eight are still at Metro.
  - April 29, Metro will be hiring another class of ten potential Public Safety Telecommunicators.
- Ring Times Summary
  - National standards, stay above 90%, meaning all calls will be answered by the third ring. As of January, Metro as a whole was at 99%, dropping to 98% in February and then back up to 99% in March.

**Telecommunicator Representation Report – Captain Luke Taylor**

Metro recently celebrated National Public Safety Telecommunicator Week, with Metro purchasing t-shirts for all employees to show appreciation for their hard work. Administration cooked for all shifts as well, during Public Safety Telecommunicator Week. Captain Taylor thanked the board and administration staff, on behalf of all dispatch, for everything they continue to do to make Metro a great place to work.

**Old Business**

**New Business**

**Public Comment**

**Announcement**

Next meeting is scheduled for Tuesday, June 28, 2022.

**Adjournment**

Motion made to adjourn.

Motion: Chuck Boggs

Second: Keith Vititoe

Motion carried unanimously.

Meeting adjourned at 12:31.

Respectfully Submitted,

