

Board of Directors
September 22, 2021

Metro Emergency Operations Center
Board of Directors
September 22, 2021 – 12:00 pm
Minutes

Present: Board President Jennifer Herrald
Keith Vititoe for Commission President Kent Carper
Chief Virgil White for Mayor Frank Mullens
Sheriff Michael Rutherford
WVSP Rep. First Sgt. McKenzie
KCEAA Director Monica Mason
Emer. Mgt. Director of Kanawha Co., CW Sigman
Emer. Mgt. Director of Charleston, Chad Jones
Andrew Byrd
Chuck Boggs
David Armstrong
Matt Lyons
David Wagoner
Mayor Greg Ingram
Derek Johnson

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

Call to Order

President Jennifer Herrald called the meeting to order at 12:03.

Roll Call

Roll call was noted.

Approval of Minutes

Motion made to approve the Board of Directors minutes from June 22, 2021.

Motion: Chief White

Second: Mr. Boggs

The motion carried unanimously.

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Finance Committee Update

Review of actions in Finance Committee/Executive Board Meeting Directly before this Meeting – Lindsay White & Johnny Rutherford

- Metro presented a good financial report to the Board: ended fiscal year 2021 with generally increased revenues and decreased expenses.
- Lindsay White stated that Metro:
 - auditors will perform fieldwork remotely in a few weeks.
 - plans to circulate the July financial statements by the end of this week.
 - requested a couple of budget amendments and ratifications.
- Joanna Edwards gave the Finance Committee/Executive Board an Employee Association update.
- Director Rutherford stated that:
 - Metro established an Employee Association.
 - In the previous meeting, the Finance Committee/Executive Board:
 - approved the purchase of a Metro vehicle.
 - discussed replacement of gate.
 - discussed purchasing new consoles for dispatchers with a cost between \$500,000 and \$900,000, which is believed to be necessary to ensure proper networking and electric to the consoles.

Executive Board Action Since Last Meeting – Joanna Edwards

- Ratification of the purchase order to Frontier for dispatch workstation refresh for \$110.
- Ratification of uniform budget for last fiscal year in the amount of \$2,500.
- Amendment to Metro's COVID Leave credits refund in the amount of \$1,000.

Director Rutherford's Report

- Director Rutherford discussed the effects that COVID had on having in-person meetings at Metro and thanked the Board for all of their support and assistance to Metro during the ongoing COVID pandemic.

RAVE Alert System – Rick McElhane

- Metro and Kanawha OES transitioned to the new Rave Alert system, which would replace Metro's old mass notification system, Swiftreach.

Siren System – Russell Emrick

- Update on the progress of the repairs and updates to the Siren system.
- Monthly Siren testing done to ensure proper function of Sirens.

Tower Projects – Dave Armstrong

- Building two new 300 ft. self-supporting towers. Contractors are digging footers at the Malden Mountain site and concrete is scheduled to be poured on Friday. Cross Lanes foundation work

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will start on Monday. Metro did not need a new tower in the Clendenin area, because it was salvageable, so it could be repaired.

Department Updates

Technology Update

Upcoming Procurements – Russell Emrick

- New gate, new conduit, new card reader system, and new consoles. Metro will have more information in the next Board meeting.

Upcoming System Updates – Josh Knox

- Upgrade scheduled for early December for Metro's public safety software suite that includes CAD/Mobile/Records and will affect all systems tied to that for approximately one day. Metro has upgraded in the test environment and is going through testing of that to make sure it is ready to go before it rolls out in a production setting. Metro does have an issue that it is working through with the vendor. If it gets resolved, Metro should be on track for the December upgrade; however, if it does not get resolved, the upgrade will be postponed until the vendor resolves.

Operations Update – Rick McElhaney

- Commending Metro telecommunicators for exceptional work.

Ring Time Summary – Rick McElhaney

- National standard for ring times is to keep them above 90%, which means every phone answered within three rings. Metro telecommunicators continue to do excellent work, as in the month of August Metro was at 98%, July 99%, and June 99%.

Training – Derek Johnson

- Metro now has the capability to do live QA (quality assurance).

Telecommunicator Representation Report – Captain Luke Taylor

- Requested Board to consider an incentive for vaccinated employees to encourage an increase in vaccinated employees.
- Currently 79% of employees are vaccinated.

Old Business - None

New Business - None

Public Comment - None

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Announcements

Next meeting is scheduled for December 14, 2021.

Adjournment

Motion made to adjourn.

Motion: Mr. Boggs

Second: Chief White

The motion was carried unanimously.

Meeting adjourned at 12:33

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "John Rull", is written below the "Respectfully Submitted," text.