

Board of Directors
June 28, 2022

Metro Emergency Operations Center
Board of Directors
June 28, 2022 – 12:00 pm
Minutes

Present: Keith Vittoe for Commission President Kent Carper
WVSP Rep. First Sgt. Hammontree
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
Dave Armstrong
Ms. Angel Moore
Derek Johnson
Bryan Carper for Sheriff Rutherford
Thomas Keefer
Matt Lyons
South Charleston Fire Dept. Chief Virgil White for Mayor Frank Mullens
David Wagoner

Staff: Director John Rutherford
Dep. Director Rick McElhaney
Dep. Director Russell Emrick
Lindsay White
Amy Larch
Josh Knox
Jason Haynes
Lisa Moore
Captain Luke Taylor
Jim Mangus
Mark Schoolcraft
Christine Lawrence

Call to Order

Director John Rutherford called the meeting to order at 12:04.

Roll Call

Roll call was noted.

Board of Directors
June 28, 2022

Approval of Minutes

Motion made to approve the Board of Directors minutes from April 26, 2022.

Motion: Matt Lyons

Second: Monica Mason

The motion carried unanimously.

Resolution

Review of developments related to 911 Telecommunicator Retirement – Director Rutherford

- Discussed improvements in health insurance savings via widespread adoption of Plan C.
- KCEAA, Commissioner Carper and Commissioner Wheeler provided key assistance at the WV Legislature.
- Beginning July 1, any 911 employees will be eligible for the EMS Retirement system pending Board approval.
 - Resolution must be read and approved by Board. Some minor increases in contributions among participants in the new retirement system compared to old PERS Tier I & II.
- Director Rutherford reads the Resolution to Adopt the Enhanced 911 Public Safety Telecommunicator Retirement participation in the EMS Retirement System.
- CW Sigman asks about existing employees hired in before July 1, 2022. Director Rutherford explains the intent to pursue a phased approach whereby new 911 staff will become eligible first, and at future legislative sessions work will be done to bring in existing 911 employees.

Motion to adopt resolution and begin participation into the EMS Retirement System for new employees beginning July 1, 2022, and to give Director Rutherford or Board President Herrald permission to sign required documentation.

Motion: Emer. Mgt. Director of Kanawha Co., CW Sigman

Second: South Charleston Fire Dept. Chief Virgil White

The motion carried unanimously.

Finance Committee

Review of Actions in Previous Finance Committee/Executive Board Meeting Presentation Approval of FY23 Open Purchase Order List – Lindsay White

- Discussed actions in previous Finance/Executive Meeting
 - Minutes approved
 - Presented financial statements YTD
 - Approved emergency funding related to Malden Mountain radio tower electrical repairs
 - Presented/received approval of FY23 Open PO list
 - Approval for July 1 dues to fund Health Savings Account contributions to cover deductibles for PEIA Plan C participants
 - Received approval for purchases related to dispatch console electrical work, Motorola maintenance agreement, and Tyler Technologies server migration project.

Director Rutherford's Report

- Introduction of new employees – Lisa Moore who will be helping in Finance and the front administrative office, and Jason Haynes who will also work in finance.
- Discussed Special Board Meeting held to adopt new grooming policy approved by Personnel Committee.
- Discussed planned legislative actions moving forward, which will be focused on bringing existing employees into the EMS Retirement system, and Deputy Director Russell Emrick's appointment to a committee regarding legislative actions for Next-Generation 911.
- Discussion of retirement of Dean Meadows from Wyoming County who had previously been very involved with 911 legislative affairs statewide, and that now Metro plans to be even more involved with his absence.
- Director Rutherford thanks the Board for recent pay rate increases for telecommunicators that will allow Metro to be more competitive as an employer and take better care of existing telecommunicators.
- Discussion of recent Outdoor Warning Siren system training & monthly test. – Derek Johnson
- Thanks to Emergency Management staff and Nick Fannin for their assistance with the Outdoor Warning Siren system.
- Discussion of recent training re: Active Shooter scenarios in conjunction with KCSO. – Rick McElhane
- Discussion of \$45,000 of emergency funding to address electrical repairs for the Malden Tower related to damage from recent storms. Dave Armstrong advised repairs needed were substantial but well underway.

Department Updates

Technology – Russell Emrick

- Continued OES/KCSO/KCEAA radio projects.
- SAN replacement project w/KCSO.
- Console project now has installation date (late-October), contract signed with Russ Bassett. Other prerequisite tasks underway.

Operations – Rick McElhane

- Ring Times Summary
 - National standards, stay above 90%, meaning all calls will be answered by the third ring. For the period from March through May, Metro as a whole averaged 99%, with each month staying in the 99% range, exceeding national standards.
- Incidents of the Quarter
 - Recognizing two employees for exceptional calls they handled. Christine Lawrence was recognized for the exceptional handling of a cardiac arrest call for which she was both the call taker and dispatcher in May. Christine's action kept the caller calm, provided CPR instructions, and got help on scene within 4 minutes of the initial call. Mark Schoolcraft was recognized for the exceptional handling of a call with the suspect of a police pursuit that occurred in Fall 2021. Mark's actions kept field units, citizens, and the suspect safe during a dangerous pursuit.
- Training - Derek Johnson

Board of Directors
June 28, 2022

- Two training classes – one in the winter and one in May. Sixteen active trainees in Metro currently. Six of eight remain from the winter class, and all ten from spring class remaining. Winter class trainees should be through training by August.
- Metro thanks the Public Safety Expo for the training opportunities extended to dispatch this past year.

Telecommunicator Representation Report – Captain Luke Taylor

Metro thanks all who assisted with the recent developments regarding 911 retirement, and looks forward to work to bring in existing employees. Additionally, Metro thanks the Board and any others that worked to provide the recent pay raises given to telecommunicators.

Old Business

New Business

Public Comment

Announcement

Next meeting is scheduled for Tuesday, September 27, 2022.

Adjournment

Motion made to adjourn.

Motion: South Charleston Fire Dept. Chief Virgil White

Second: Andrew Byrd

Motion carried unanimously.

Meeting adjourned at 12:51.

Respectfully Submitted,

