

Board of Directors
September 27, 2022

Metro Emergency Operations Center
Board of Directors
September 27, 2022 – 12:00 pm
Minutes

Present: Keith Vittoe for Commission President Kent Carper
Matt Sutton for Charleston Mayor Amy Goodwin
WVSP Sgt. J Robinson for Colonel Jan Cahill
Ms. Jennifer Herrald
Rod Johnson for Emer. Mgt. Director of Kanawha Co., CW Sigman
Chuck Boggs
Mayor Greg Ingram
Derek Johnson
Chief Joe Crawford for Sheriff Rutherford
Matt Lyons
South Charleston Fire Dept. Chief Virgil White for Mayor Frank Mullens

Staff: Director John Rutherford
Dep. Director Russell Emrick
Lindsay White
Amy Larch
Josh Knox
Lisa Moore
Captain Luke Taylor

Call to Order

Jennifer Herrald called the meeting to order at 12:09.

Pledge of Allegiance and Moment of Silence

Chief Virgil White led the pledge of allegiance. A moment of silence was observed in remembrance of Magistrate Mike Sisson.

Roll Call

Roll call was noted.

Approval of Minutes

Motion made to approve the Board of Directors minutes from June 28, 2022.

Motion: Matt Lyons

Second: Chief Virgil White

The motion carried unanimously.

Finance Committee

Review of actions in previous finance committee – Lindsay White

- FY22 Financial Statements complete and presented to auditors, who will be onsite for field work beginning next week.
- A few amendments and ratification requests related to previous purchases.
- A few purchases were approved – replacement of backup radios, and some routine purchases that were over \$15,000 and required Board approval.
- Change to Director Rutherford's contract – Jennifer Herral spoke further on this and recommended full Board action. Ms. Herral stated that Director Rutherford has been with Metro for 10 years, both as acting Director while he was Sheriff and then as full-time Director, and has done a fantastic job. His compensation since coming on full-time has stayed at \$125,000 annually. Ms. Herral has reviewed his contract and recommended increasing his pay to \$155,000 annually. That increase was approved by the Finance/Executive Committee, and Ms. Herral recommends that the Board of Directors move to accept their actions.

Motion made to approve actions of the Finance & Executive Committee in relation to the change to Director Rutherford's contract.

Motion: Chief Virgil White

Second: Chief Joe Crawford

The motion carried unanimously.

- Director Rutherford thanked the Board & Metro staff.

Director Rutherford's Report

- Introduction of Shawna Gardner in custodial.
- Update on Console Project – Josh Knox
 - Most prerequisite work complete – electrical, network, carpeting, admin offices.
 - Work to begin Monday, Oct. 24 and last for at least three weeks. Operations will work around vendor tasks, making use of the EOC and other facilities as needed.
 - Director Rutherford highlighted the huge effort the project has been.
 - Hallway flooring is looking to be replaced with heavy-duty laminate. Quotes are being requested & should be below threshold requiring Board action. Ms. Herral requested Josh come see the laminate installed in some Commission offices to avoid the type that was used there.
- Informed Board of a potential plumbing issues that could require significant work. Will bring more information to the Board as it becomes available.
- Active Shooter Training – Derek Johnson
 - Metro has conducted a series of training sessions related to active shooter scenarios, including a tabletop drill, and drills at Sissonville and Nitro High Schools.
 - Director Rutherford praised Derek and Rick for developing a series of questions and preparing staff for such scenarios.
- Kanawha County Schools Cameras – Derek Johnson
 - Working with Keith Vititoe to access and train Metro staff to use KCS Camera System for use only in the event of an active violent event.
 - Keith Vititoe thanked Metro for working to utilize this resource that can assist responders.

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- Smart 911 – Derek Johnson
 - Effort underway to get residents enrolled in Smart911. Will help provide information to dispatchers and increase the reach of public notifications. Over 600 new subscribers added recently and staff will continue to pursue PR opportunities to drive registration.
- COVID Update – things going well, nothing significant to report.
- Informed Board that work is ongoing to move VFD radios from the 800mhz system to the Ops Repeater system, and expect a mid-November timeframe to complete the transition.
- Upcoming 6th annual Mangus Ice Cream Social next Thursday.

Legislative Actions

- Primary focus will be advancing bill to bring existing employees into the EMS retirement to join the new hires that were brought in during 2022 legislative session.
- NG911 Update – Russell Emrick
 - Russell was asked to join new NG911 Commission. In cooperation with the WV E911 Council, he organized an event to showcase various NG911 providers. Russell explained to the Board that WV is on a good track heading towards NG911, and that additional costs should be very limited. There has been a part-time role established to help coordinate NG911 activities on behalf of the WV E911 Council. Director Rutherford praised Russell's leadership on this.

Department Updates

Technology – Josh Knox and Russell Emrick

- Console project going well. Drawings available for Board review. Will be a major undertaking for IT staff. Thanks for the Board for the support during the project. – Josh Knox & Russell Emrick

Operations – Derek Johnson

- Ring Times – For June-August Metro shifts are running at 96-99%
- Incident of the Quarter – August 15th Flash Flooding in Sissonville & Eastern Kanawha County Areas. Metro Telecommunicators took over 400 calls during a four-hour window beginning around 0200hrs. EOC was activated. Over three dozen water rescues during the incident. Major fire response from all over Kanawha County. Mr. Johnson recognized the entire shift that was on duty during the event, awarding them all Incident of the Quarter.

Telecommunicator Representative Report

- Luke Taylor thanked Director Rutherford for a recent air fryer purchase for Dispatch & thanked the Board for their support.

Old Business

New Business

Public Comment

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- Mayor Ingram thanked all for the help given to the eastern end of the county during the August flooding.

Announcement

Next meeting is scheduled for Tuesday, December 13, 2022.

Adjournment

Motion made to adjourn.

Motion: Matt Lyons

Second: Keith Vititoe

Motion carried unanimously.

Meeting adjourned at 12:50.

Respectfully Submitted,

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