

Board of Directors  
April 11, 2023

**Metro Emergency Operations Center**  
**Board of Directors**  
April 11, 2023 – 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  
Chuck Boggs  
Mayor Greg Ingram  
Dave Armstrong  
Ms. Jennifer Herrald  
Derek Johnson  
Thomas Keefer  
Matt Lyons  
South Charleston Fire Dept. Chief Virgil White for Mayor Frank Mullens  
Chief Joe Crawford for Sheriff Mike Rutherford

**Staff:** Director John Rutherford via phone  
Dep. Director Rick McElhaney  
Dep. Director Russell Emrick  
Amy Larch  
Josh Knox  
Haleigh Moses  
Lisa Moore  
Lieutenant Trevor Smith  
Captain Luke Taylor  
Anna Harless  
Stanley Peters  
Devon Sparks

**Call to Order**

Ms. Jennifer Herrald called the meeting to order at 12:16.

**Roll Call**

Roll call was noted.

**First Board of Director's Meeting of the Year Requirements – Rick McElhaney**

- Recommendation by Finance Committee/Executive Board to keep Ms. Jennifer Herrald as Board President, keep Chuck Boggs as Finance Committee Chair, and to appoint Keith Vittoe as Chair of the Personnel Committee.

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- Ms. Herrald reminded everyone that the Executive Board will consist of herself, Chuck Boggs as Vice President, Mayor Goodwin or her designee, Mayor Mullens or his designee, Andy Pyle, Sheriff Rutherford or his designee, and Keith Vititoe.

**Motion** made to approve the Finance/Executive Board appointment recommendations.

Motion: Dave Armstrong

Second: Matt Lyons

The motion carried unanimously.

**Approval of Minutes**

**Motion** made to approve the Board of Directors minutes from December 13, 2022.

Motion: Chief White

Second: Matt Lyons

The motion carried unanimously.

**Finance Committee**

**Review of Actions in Previous Finance Committee/Executive Board Meeting – Haleigh Moses**

- Recommendation by Executive Board to award 3-year audit contract for FY23-25 to Suttle & Stalnaker in the amount of \$75,000.

**Motion** made to approve the Executive Board recommendations and award FY23-25 audit contract to Suttle & Stalnaker.

Motion: Chief Crawford

Second: Chief White

The motion carried unanimously.

- Discussed FY24 Budget, which was approved by Finance & Executive Committees and was recommended to Board of Directors for approval.

**Motion** made to accept the FY24 Budget and 3-Year Cash Flow Projection.

Motion: Chuck Boggs

Second: Chief White

The motion carried unanimously.

**Director Rutherford's Report/Legislative Actions**

- Thanks to Metro staff for doing a great job, especially Haleigh Moses for all of the work with the Finance Committee.
- 911 Retirement legislation looked very promising this year. It was ultimately derailed by a technicality at the very end of the session. Metro staff took a few days off and then resumed work with Sen. Nelson and Del. Storch of the respective legislative Pension/Retirement Committees. The technical issues that cause the failure have been addressed and we believe the bill will be introduced in an interim or special session.

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- The Metro 911 Employee Association will be hosting a Pickle Ball tournament in July at the new facility in the City of Nitro. The Board members are invited and encouraged to attend. Friday night is a family night with free activities for adults and children, and free animal adoptions. Sponsor participation has been great. We are anticipating around 200 players from all over West Virginia and surrounding states.
- Turing over to Rick McElhaney -
  - Metro has been having Law Enforcement Chief meeting to discuss areas for improvement and reinforce great working relationships with our law enforcement agencies.
  - Recently meeting with KCEAA regarding First Responder program.
  - Turning over to Derek Johnson – several upcoming drills and training exercises in which Metro will be a participant, including trail derailments, water rescues, active shooter incidents, and mayday drills for fire agencies.
  - Last week, Kanawha County Commission recognized Lt. Stanley Peters as Supervisor of the Year and Devin Sparks as Telecommunicator of the Year. Presentation of awards.

### Department Updates

#### **Technology – Russell Emrick**

- Upcoming Purchases & Project Updates
  - Several project-related purchases approved by Finance/Executive Boards
    - \$36,000 for joint computer infrastructure shared with KCSO
    - \$47,000 for new computer infrastructure for Metro
    - Renewal for 911 and Admin phone systems support
    - New connection for 7500e Radio to Malden SIRM core to address bandwidth and latency issues.
- NG911 Report – Metro involved with State NG 911 Commission. Several nearby counties moving forward with NG911 projects, including Logan, Lincoln, and Boone. Metro's current provider, Frontier, is not currently offering a NG911 solution.

#### **Operations – Rick McElhaney**

- Incident of the Quarter
  - Presented to Anna Harless for the exceptional dispatch related to the Regal Apartments fire in the City of Charleston.
- Ring Times Summary
  - National standards require emergency phones to be answered before the third ring at least 90% of the time. For the period, Metro as a whole averaged 99%, with each month staying in the 99% range, exceeding national standards.

#### **Training - Derek Johnson**

- Most recent class of new-hires has just hit the shifts. So far, so good.

### Telecommunicator Representation Report – Captain Luke Taylor

Thanks for Board for continually supporting Metro telecommunicators.

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**Old Business**

**New Business**

**Public Comment**

**Announcement**

Next meetings scheduled for    Tuesday, June 27, 2023  
   Tuesday, September 26, 2023  
   Tuesday, December 12, 2023  
   Tuesday, March 26, 2024

**Adjournment**

Motion made to adjourn.  
      Motion: David Armstrong  
      Second: Chief White  
Motion carried unanimously.

Meeting adjourned at 12:51.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Joe Ruto", with a long horizontal line extending to the right.