

METRO EMERGENCY OPERATIONS CENTER OF KANAWHA COUNTY
Finance Committee/Executive Board
December 8, 2015

Agenda

Call to Order

Roll Call

Approval of Minutes

Special Meeting April 6, 2015
September 15, 2015

Presentation of FY 15 Audit Report

Chris Lambert, CPA, Member – Suttle & Stalnaker, PLLC
Kelly Shafer, CPA, Manager – Suttle & Stalnaker, PLLC

FY 2016 Budget Amendment Requests

Discussion related to requested budget amendments re reducing payroll expense for later CAD go-live than originally budgeted and increasing landline revenue as a result of recent landline rate increase.

Lindsay White, Finance Coordinator

Presentation of Monthly Reports

FY 16 F/S YTD

Lindsay White, Finance Coordinator

Upcoming Procurement

Radio Dispatch Equipment

Other Radio

Russell Emrick, Deputy Director

(Jim Mangus, Communications Coordinator)

Metro Charter Update

Discussion related to recent update of the Metro charter.

Jennifer Sayre, President of the Board

John Rutherford, Executive Director

Record Retention Policy

Discussion related to record retention at Metro and approval of policy.

Brooke Hylbert, Agency Coordinator

Staffing Updates

Discussion related to various staffing initiatives at Metro.

John Rutherford, Executive Director

Rick McElhaney, Deputy Director

Legislative Actions

Discussion related to any relevant legislation related to Metro.

John Rutherford, Executive Director

Renewal of Intergovernmental Agreement between Metro and KCSO

Renewal of Executive Director intergovernmental agreement between Metro and Kanawha County Sheriff's Office.

Lindsay White, Finance Coordinator

Old Business**New Business****Public Comment****Announcements**

Next meeting scheduled for Tuesday, March 22, 2016.

Adjournment

METRO EMERGENCY OPERATIONS CENTER OF KANAWHA COUNTY
Board of Directors
December 8, 2015

Agenda

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

September 15, 2015

RESOLUTIONS

FINANCE COMMITTEE

- Update on FY 15 audit
- Presentation of YTD financial statements
- Renewal of intergovernmental agreement between Metro and Kanawha County Sheriff's Office
Lindsay White, Finance Coordinator
- Annual election of Executive Board member
- Metro charter update
Jennifer Sayre, President of the Board
- Record retention policy
Brooke Hylbert, Agency Coordinator

DIRECTOR RUTHERFORD'S REPORT

Executive Board Actions

Project Updates

Technology

- **Current IT Procurement**
 - Upcoming radio procurement
- **Project Updates**
 - CAD Enterprise Project
 - Police, Fire, and EMS Integrations
Russell Emrick, Deputy Director
- **Radio Towers and Equipment**
Discussion and update on radio towers.
Rick McElhaney, Deputy Director
(Jim Mangus, Communications Coordinator)

Training Update

Discussion related to current training and new hires in the Communications Center.

Paul Dryden, Training Coordinator

Call/Text-to-911 Call of the Quarter and Ring Time Summary

Recognition of the employee with Call of the Quarter and discussion related to ring time summary.

Rick McElhaney, Deputy Director

ANNUAL ELECTION OF EXECUTIVE BOARD MEMBER

Discussion related to election of Executive Board member who is to be elected annually from the Board of Directors per the Metro charter.

Jennifer Sayre, President of the Board

TELECOMMUNICATOR REPRESENTATION REPORT

Captain Derek Johnson, Telecommunicator

OLD BUSINESS**NEW BUSINESS****PUBLIC COMMENT****ANNOUNCEMENTS**

Next meeting scheduled for Tuesday, March 22, 2016.