

**Metro Emergency Operations Center  
Finance Committee/Executive Board**  
September 15, 2015  
Minutes

Present: John Wells, presiding.  
Jennifer Sayre, for the Honorable Kent Carper  
Grant Gunnoe  
Sgt. Randy Sampson, for Mayor Danny Jones  
Keith Vititoe  
Dan Foster  
Mike Rutherford

Staff: John Rutherford  
Denise Clark  
Russell Emrick  
Lindsay White  
Rick McElhaney  
Brooke Hylbert  
Paul Dryden  
Joanna Edwards

Mr. Wells called the meeting to order at 11:00 a.m., roll call noted.

Motion made to approve Finance/Executive Board minutes from March 24, 2015 and Executive Board Special Meeting from August 14, 2015.

Motion: Gunnoe

Second: Foster

The motion carried unanimously.

**Confirmation of New Board Member and Appointment of New Board President –**  
Grant Gunnoe made a motion to make Jennifer Sayre the new Board President.

Motion made to make Jennifer Sayre the new Board President.

Motion: Gunnoe

Second: Foster

The motion carried unanimously.

Jennifer Sayre then introduced Keith Vititoe who will be serving as Commissioner Carper's representative.

**Presentation of Monthly Reports**

Lindsay White introduced Joanna Edwards, she will be the new Payroll Administrator and help with other finance related tasks.

**FY 15 F/S YTD** – Lindsay White went over Metro at a Glance Sheet. White stated that as of the end of July we have cash in the bank of \$1.9 million. Significant additions to property year-to-date include the poly-com unit in the EOC. Year to date landlines are 2.4% better than budget but, are down 2% from last year. Wireless remittances are better than budget for the fiscal year and are up approximately 2.1% from last year. Total payroll including benefits and retirement is better than budget by 1.8%.

John Rutherford stated that he expects to see the same challenges in the legislature this year with people having interest in taking funds from 911 centers.

**Budget –**

*Open PO Increase* – Lindsay White stated that there is an Open PO increase over the \$1,000 threshold for Director approval for Workforce West Virginia in the amount of approx. \$2,000.

*Budget Amendment* – Lindsay White explained that last fiscal year we budgeted for radio maintenance and repairs, however that project was not completed so we are requesting that the money budgeted for last year move into this year, in the amount of \$150,000.00. Russell Emrick stated that he does not expect to spend the entire budgeted amount.

Motion made to amend the FY16 budget to include the radio maintenance and repairs.

Motion: Gunnoe  
Second: Rutherford

The motion carried unanimously.

*KC1/OES Account Approval* – Lindsay White stated that in September, 2012 the Board resolved that any purchases out of the KC1/OES account must go through Grant Gunnoe or Dale Petry and then the Board president. She explained that we are requesting to amend that to reflect all purchases must go through Grant Gunnoe or Dale Petry and then the Executive Director at Metro.

Motion made to approve KC1/OES account approval changes.

Motion: Sayre  
Second: Foster

The motion carried unanimously.

*FY 15 Audit Update* – Lindsay White stated that the auditors were on-site less than a week and they are finishing up the footnotes now. She stated that the auditors will be at the December meeting and everything has gone well.

*Landline Rate Increase Update* – Lindsay White stated that we went before the Commission on August 20<sup>th</sup> to request the landline increase and will return on September 24<sup>th</sup> for public comment and finalization.

**Flexible Spending Account Update** – Lindsay White stated that there have not been significant savings in the first year but employees that are contributing are extremely

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pleased. The participation rate for the year was 25%. She stated that open enrollment will be during November for 2016.

**Upcoming Procurement** – Rick McElhane stated that the Walker preventative maintenance contract is due to be renewed. The contract is for one year and Walker has worked on the generator and transfer switch for many years.

**Old Business** – John Wells reminded all Board members to complete their Conflict of Interest statements.

**New Business** – None.

**Public Comment** – None.

**Announcements** – Next meeting scheduled for December 8, 2015.

Motion made to adjourn.

Motion: Foster

Second: Gunnoe

The motion carried unanimously.

Meeting was adjourned at 11:15 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John Wells", with a long horizontal flourish extending to the right.