

**Metro Emergency Operations Center
Finance Committee
July 20, 2011
Minutes**

Present: John Wells, presiding
Grant Gunnoe
Jerri Nibert
Bill Chambers, adviser

Staff: Carolyn Charnock
Denise Clark
Russell Emrick
Hillary Nibert
Rick McElhaney
John Pottorff
Laura Wilson
Brooke Hylbert

Mr. Wells called meeting to order at 11:05 a.m., roll call noted. There was a motion made to approve minutes from April 21, 2011.

Motion: Gunnoe

Second: Nibert

The motion carried unanimously.

Monthly Reports

FY 2011 Revenue Report - Carolyn Charnock explained the final revenue report. This year we came in about 1.7% below budget. That number has two factors, one being that the rate increase which was put into place earlier than projected which helped to account for declining landline revenues. Also, we only received 11 of 12 months of remittance fees from Suddenlink and Fibernet/Ntelos.

Exceptional Expenses and Late or Unpaid Bills for June 2011 – Mrs. Charnock explains that she has hired Lindsay Chafin as the new bookkeeper. She began working July 11th and from this point forward will handle these reports. She explains that prior to filling the position she and Rick McElhaney have been handling the finances. She reported that there were no exceptional expenses and no unpaid or late bills in the month of June. Mr. Wells mentions that they had previously talked about Metro doing a review on a monthly basis of finances. Bill Chambers explains they had made progress doing that and after the turnover expects more out of the position from Lindsay Chafin and will be doing monthly financial reviews with her. Mr. Chambers asked Mrs. Charnock about the status of any issues that had surfaced during the bookkeeping transition. Mrs. Charnock stated that some payables associated with payroll had been delinquent, but that only one issue with timing of payments to ING remained and that staff continues to work to resolve that issue.

Approval of Invoices – Three Year Maintenance on UPS – John Pottorff explains the three year plan for preventative maintenance on the UPS and the battery. We have previously signed this on a yearly basis and this will lock in the price instead of having a rate increase every year. The amount of the three year plan is \$20,341.92.

Motion made to approve invoice for three year UPS maintenance agreement.

Motion: Nibert

Second: Gunnoe

The motion carried unanimously.

Audit Proposal Review Committee – The committee rescheduled the audit proposal review until August 3, 2011, to allow for further review of the proposals. The Finance Committee will ask the Executive Board for the authorization to pick the audit firm.

Old Business – Mr. Chambers mentions a brief review of the telecommunications tax that Laura Wilson and Brooke Hylbert are researching further. Mr. Chambers provided an update about the telecommunications tax report, which addresses an array of taxes and fees that support 911 centers around the state. The report recommends that the legislature authorize the tax department to do a more detailed study over the next year of the idea of replacing the landline and wireless fees with a sales tax applied to all telecommunication services.

New Business – None.

Public Comment – None.

Motion made to adjourn.

Motion: Nibert

Second: Gunnoe

The motion carried unanimously.

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

