

**Metro Emergency Operations Center**  
**Finance Committee**  
September 21, 2011  
Minutes

Present: John Wells, presiding  
Sheriff Mike Rutherford  
Chief Grant Gunnoe  
Bill Chambers, adviser

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

Guest: Samme Gee, Jackson Kelly  
Ryan White, Jackson Kelly  
John Copenhaver III, Chase Bank

Mr. Wells called meeting to order at 11:00 a.m., roll call noted. There was a motion made to approve minutes from July 20<sup>th</sup> and August 3<sup>rd</sup> 2011.

Motion: Gunnoe

Second: Rutherford

The motion carried unanimously.

**Results of RFP Proposals** – Bill Chambers briefly recapped the responses received regarding refinancing the building debt. He explains that we received 5 responses and of those only one was a commitment, the others were expressions of interest. The commitment was received from Chase Bank. Chase Bank is offering a fixed interest rate for 10 years at last week's rate of 2.5%. This rate is not fixed according to John Copenhaver III and is released weekly. Mr. Chambers believes the rate will have insignificant change between proposal and closing. There would be no fees, no compensating balances, or sinking funds. Chase Bank is requesting that Metro switch their deposit checking accounts to them as part of this transaction. Bill Chambers explained in detail the payments, transaction costs, and savings if Metro refinances with Chase. Mr. Chambers believes that Metro's budget can handle the slightly higher monthly payments in order to save in the end.

He also addressed the fact that the proposal calls for the security of the loan to be the building and the land as well as all furniture and equipment. He states that the original bond did include all of this as collateral, but since we have paid down the debt

substantially and in a timely manner he recommends asking Chase Bank to relieve Metro of having the furniture and equipment as security and just using the building. He believes this is the best situation for Metro being that we will be back in the market for debt financing for our CAD soon and we also would like that rate to be as low as possible. Using the furniture and equipment as collateral on that debt will be better for Metro. It is Bill Chambers' recommendation that Metro accepts the Chase proposal and proceeds subject to the interest rate not exceeding 3% and them agreeing with the provision of relieving the furniture and equipment portion as collateral. Mr. Copenhagen stated that Chase would not require the furniture and equipment to be used as collateral.

Motion made to accept Chase Bank proposal with the provision that the furniture and equipment will not be included as collateral and that the interest rate not exceed 3 percent.

Motion: Gunnoe  
Second: Rutherford

The motion carried unanimously.

### **Monthly Reports**

**Revised FY 11/12** – Bill Chambers explained that in June the statements released were in draft form and there was one unreconciled amount. There was an expense that posted in 2011, that was actually paid in 2010. He explained that item has now been fixed, everything balances out, and we are in good shape for the audit.

**July Financial Statements** – Carolyn Charnock reports on the July statement that we are over in payroll slightly. She attributed that to the many vacation requests, as well as payouts to three former employees. That will end up lowering the amount of compensated absences on our balance sheet.

**August YTD Revenue Report** – Carolyn Charnock reports that the rate increase has fully taken effect with all providers. She explains that only six companies are still remitting to the county, all others come directly to us either through direct deposit or check. She presented a revamped revenue report and noted Brooke Hylbert has taken over the task of preparing this report, as well as posting revenues in QuickBooks.

**Exceptional Expenses** – None.

**Late or Unpaid Bills** – None.

**FY 11 Audit** – Carolyn Charnock reported that Lindsay Chafin has delivered our trial balance and the back-up of QuickBooks. Charnock explained that they do not have as aggressive of a date for fieldwork as we would like, but it is somewhere around October 24<sup>th</sup>.

**Approval of Invoices** – Carolyn Charnock reported that currently at the Sheriff's Dept position we have a "tree" of monitors. It is a tier of 6 monitors which makes it easier for

the telecommunicators. Charnock explains that we went out to bid to outfit all stations with this setup and Dell was the lowest proposer. The proposal includes 2 additional monitors for all 16 positions, the scaffolding, video cards, and cables that are required.

Motion made to recommend to the Board of Directors to approve the purchase of the "tree" display of monitors for dispatch at the cost of \$19,245.12.

Motion: Rutherford  
Second: Gunnoe

The motion carried unanimously.

**Old Business** – None.

**New Business** – Carolyn Charnock explained to the Finance Committee that the hot water tank in the building began leaking the weekend before and needs to be replaced. She explained that the charter allows for emergency purchases, which the tank would qualify. The new commercial tank with parts and labor included will cost \$9,086.25. John Pottorff explained that he looked into options at replacing the tank, including going to a smaller tank, but since we require a commercial tank, it is financially the best option to purchase another 119-gallon commercial tank. Pottorff also advised that Bell Mechanical will be the company installing the tank.

Motion made to declare the hot water tank an emergency item.

Motion: Rutherford  
Second: Gunnoe

The motion carried unanimously.

Motion made to recommend the purchase of the new hot water tank at the price of \$9,086.25 to the Board of Directors.

Motion: Rutherford  
Second: Gunnoe

The motion carried unanimously.

**Public Comment** – None.

Motion made to adjourn.

Motion: Rutherford  
Second: Gunnoe

The motion carried unanimously.

Meeting was adjourned at 11:43 a.m.

Respectfully submitted,

