

Metro Emergency Operations Center
Finance Committee
October 19, 2011
Minutes

Present: John Wells, presiding
Sheriff Mike Rutherford
Jerri Nibert
Bill Chambers, adviser

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

Mr. Wells called meeting to order at 11:32 a.m., roll call noted. There was a motion made to approve minutes from September 21, 2011.

Motion: Nibert

Second: Rutherford

The motion carried unanimously.

Monthly Reports

August 2011 F/S – Bill Chambers reports that our revenues are slightly under budget. Our operating expenses and contractual expenses are better than budget and he explains that our budget is a bit too high. This is due to the fact that when this budget was created we were anticipating having purchased the new CAD as of June 30, 2011.

Exceptional Expenses – None.

Late or Unpaid Bills – Lindsay Chafin reports that there were two invoices, one from KRT and one from West Virginia Uniforms that were late bills. She explained the invoices were just overlooked.

FY 11 Audit – Lindsay Chafin reports that the auditors are scheduled to be at Metro starting the week of October 24th and will be here for approximately 2 weeks. Carolyn Charnock also explained that they have completed the draft of the MD&A and the yearly revisions to the accounting manual and they will be circulated electronically. She would like those to be reviewed for any feedback.

Cash Flow Projection/Revised FY 12 Budget – Carolyn Charnock reported that Lindsay Chafin has taken over the cash flow projection and is positioned to maintain that three years rolling. During the course of Lindsay revising the three-year cash flow report, Bill and Lindsay came across the changes in budget for the current fiscal year. Charnock wanted to bring those revisions back to the board for approval.

Bill Chambers then explained some of the changes and suggests looking over the budget prior to the next meeting and then it will be approved. The changes he noted were that landline fees continue to shrink faster than we are predicting. Also wireless fees are shown reduced in 2012 because Kanawha County lost population in the census. Chambers reports other areas of change can be seen in payroll and hospitalization where the numbers were just fine-tuned and re-evaluated for predicted accuracy. The last area of change can be seen in depreciation expense column and recast the capital expenditures consistent with the CAD purchase being in fiscal year 2012 and not 2011.

Status of Closing on Refinancing of Building – Carolyn Charnock reported that the deal was completed this morning. Bill Chambers explained that the final locked interest rate we received was 2.53%. The loan amount and monthly payment were very close to what was estimated. He reports that the total savings by refinancing are going to be approximately \$632,000.

Carolyn Charnock then explained that due to the changing of our bank there are some house-keeping matters that need to be addressed. The first item is that Chase Bank needs the board to re-authorize Carolyn to execute electronic debit and electronic payment authorizations to and from our account. The second item that needs addressed is that effective today, October 19th, we will be banking with Chase. Charnock explained that she needs the board to authorize her to take appropriate steps to transfer from our old account to the new. The third item to consider is that Chase is offering a savings account limited to six transactions a month. This account would give us quicker cash flow than the IMB account currently does. She explained that we would keep the state IMB account, but also utilize the Chase savings account for amounts that usually stay in our checking account instead of the cumbersome transfer to IMB. The board recommended that she keep less than \$250,000 in this account.

Motion made to do the following three items: First, recommend to the Executive Board authorizing the Director to execute electronic debit and electronic payment forms currently in place with United and transfer those to Chase. Second, to authorize the Director to set up a savings account with Chase, under the terms previously discussed. Third, authorize the transfer of funds from United to Chase as needed to initiate the accounts.

Motion: Nibert

Second: Rutherford

The motion carried unanimously.

Payment of Invoices – Carolyn Charnock explained that it is in our budget every other year to replace an existing vehicle. Currently we have a 2003 Dodge Intrepid which Russell Emrick drives that is on its last leg. She explained that we have looked into decommissioning the Intrepid and purchasing a 2012 Jeep Grand Cherokee for \$26,695 through state contract pricing.

Motion made to recommend the payment of invoice to Stephens Auto Center for the 2012 Jeep Grand Cherokee priced at \$26,695.

Motion: Rutherford

Second: Nibert

The motion carried unanimously.

Wi-Fi Coverage for Ned Chilton 911 Center – Carolyn Charnock explained that Rick Atkinson has suggested we get wi-fi in the building for EOC responders and others who come in so they do not have to plug their devices into our secure network to gain internet access. Russell Emrick has looked into to making sure we would be complying with all DOJ security requirements. Mr. Emrick explained that it would be password protected and secure. The proposal price for this based on state contract pricing is \$10,495.82.

Motion made to authorize going forward using the established purchasing guidelines to bid and/or purchase up to the amount of \$10,495.82.

Motion: Rutherford

Second: Wells

The motion carried unanimously.

Old Business -- John Pottorff reported that the new tank has been installed and is working properly. He stated that we purchased a separate three year warranty for the tank. Second, Pottorff explained that the well work Metro had done has seemed to have the desired effect of cooling the ground water.

New Business – None.

Public Comment – None.

Motion made to adjourn.

Motion: Rutherford

Second: Nibert

The motion carried unanimously.

Meeting was adjourned at 12:15 p.m.

Respectfully submitted,

