

**Metro Emergency Operations Center
Finance Committee Meeting**

February 17, 2010

Minutes

Present: John Wells, presiding
Chief Grant Gunnoe (by telephone)
The Honorable Mike Rutherford

Staff: Carolyn Charnock
Denise Clark
Brenda Cogar
Russell Emrick
Heather Kessel
Josh Knox
Jim Mangus
John Pottorff
Laura Wilson-Starks

Guests: Bill Chambers
Chris Lambert (Sutter & Stalnaker)
Kelly Shaffer (Sutter & Stalnaker)

Mr. Wells called meeting to order at 11:12 a.m., roll call noted. There was a motion to approve minutes from November 18, 2009.

Motion: Gunnoe
Second: Rutherford

The motion carried unanimously.

Auditor's Report – Chris Lambert with Sutter & Stalnaker explains that the audit had an “Unqualified” opinion, which is the highest that can be received. He stressed that the staff was very helpful. He provided an overview of the report and the balance sheet.

Mr. Lambert stated there were no disagreements with management during the audit and that there are “points” to discuss in regards to make the next audit run smoothly. The audit report found areas to improve: the documentation of management approval of journal entries, revamp of accounting policies and procedures manual, bank reconciliations, payroll tax remittances, MD&A report is needed (3 years 10, 09 & 08), more than one bank account and pledge a security, conflict of interest statements, e.g.

Monthly Reports

Revenue Report – Ms. Charnock explains that revenues through January are basically “even” – landlines are down and wireless revenues are up.

Income Statement – Mrs. Charnock explains that reimbursements should end higher, as Metro submitted reimbursement regarding the Mass Notification System and street signs in the amount of \$43,000. She explained high payroll expenses stem from “the most under staffed, fully staffed Center...” There is high overtime, high full time payroll; due to training and EMD implementation, but that many are not certified to work a radio. She stated that in January and February all staff in the Comm Center has had their NIMS certifications. There was discussion regarding purchases to upgrade the electrical system after the surge in November totaling in the \$70,000 range.

Budget Draft – Mrs. Charnock refers to the revised 09-10 budget within the packets. She mentions that the revised version has been tweaked to reflect some issues that have occurred. This version shows the landline and wireless trends in the past. It was stressed that the budget draft should be tweaked to show three (3) years forward. Bill Chambers mentions there was a huge jump in retirement amounts – approximately \$225,000 increase. Mr. Chambers said he and Mrs. Charnock would work on the budget draft and have to the committee before next month’s meeting.

Announcements – None

Old Business – The back payroll taxes have been paid to the IRS and we did not have to pay the penalties. Direct deposit is now available to Metro employees.

New Business – None

Public Comment

Meeting adjourned at 12:05 p.m. by Mr. Wells.

Respectfully submitted,

