

**Metro Emergency Operations Center**  
**Finance Committee**  
March 17, 2010  
Minutes

Present: John Wells, presiding  
Grant Gunnoe  
Joe Jones  
Mike Rutherford  
Ken Waldeck  
Bill Chambers, adviser

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

Mr. Wells called meeting to order at 11:04 a.m., roll call noted. There was a motion to approve minutes from February 17, 2010.

Motion: Waldeck  
Second: Gunnoe

The motion carried unanimously.

**Monthly Reports** – Ms. Charnock provided an overview of the financial statement, starting with the payroll items running over budget about \$100,000 due to the required EMD training for all full-time and part-time employees. Mrs. Charnock explained that the center's staffing schedule was changed to accommodate the training. Overtime was built in due to scheduling to cover everyone's training. Staff is on overtime restriction – no overtime unless it's a "necessary" situation. There was further discussion regarding training, compliance and specific line items.

Ms. Charnock stated that she will be performing a review of assets that have been purchased but expensed, rather than realized on the fixed asset listing. There are assets that have been expensed when they should be capitalized. In the process of getting those put on the asset list and it appears it will be a little over \$100,000.

Ms. Charnock stated that the Legislature did not change the wireless fee formula or distribution. She noted that the Consolidated Public Retirement Board

reconsidered the rate increase and decided to phase in the increase over a four-year period, starting with a 12.5% increase in the upcoming budget year.

**Revenue Report** – Mr. Chambers advised what the projected budget numbers should be going by last years numbers. The landlines look below budget and wireless looks to be above budget. This is based on the trends over a year. With additional grant monies, it appears there may be approximately \$90,000 over budget for revenue. There was further discussion.

**FY 2011 Budget** – Mr. provided an overview of the proposed 2011 budget. He started with projections of how the year-end budget will look and how he used those numbers towards the proposed 2011 budget. He explains that it appears there will be a positive cash flow on the bottom line at approximately \$300,000. There was further discussion on the proposed budget 2011.

On the note that a new CAD system will be necessary by the end of June 2011, Russell Emrick explains the three (3) available CAD tiers. Our Center falls most likely in tier 2, which is around \$1.2 million. There was further discussion on CAD applications. Ms. Charnock explained that it's preferred to have a budget in place by the end of March 2010. Committee members discussed leaving in the leaving in the 2.5 percent inflationary increase for payroll line items and removing the additional employee.

There was a motion to approve 2011 budget, removing the suggested additional employee.

Motion: Rutherford

Second: Jones

The motion carried unanimously.

**Announcements** – None

**Old Business** – Mr. Wells requested that next meeting put on the agenda to discuss what the accountants suggested we work on for the next audit.

**New Business** – Ms. Charnock asks to put on the next agenda to discuss requiring new employees to be paid by direct deposit.

**Public Comment** – None

Motion made to adjourn at 12:08.

Motion: Waldeck

Second: Rutherford

Motion carried unanimously.

Respectfully submitted,

