

Metro Emergency Operations Center
Finance Committee Meeting
May 20, 2009
Minutes

Present: John Wells
Grant Gunnoe
Sheriff Mike Rutherford

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

Mr. Wells called meeting to order at 11:00 a.m., roll call noted. Mrs. Charnock said the minutes from the March meeting would be circulated next meeting.

Financial Report – Income Statement – Mrs. Charnock said the agency is \$250,000 better than budget, when the year's budget called for the agency to be \$150,000 in the red. She said that puts the agency \$400,000 better than budget, despite the one-time costs of the addressing project. Mrs. Charnock said she would be preparing a year-end projection, taking into account several reimbursements still outstanding from different funding sources.

Land Line Revenue Report – Mrs. Charnock stated Verizon's remittances had decreased somewhat over the course of a few months and that she is watching it closely. She noted all known VoIP providers are remitting.

Invoices for Payment – The committee discussed three invoices separately: (1) the final invoice of \$69,903 to Thrasher Engineering for technical support, field work and contractual services to support the addressing and mapping project; (2) payment of invoice to WV Prison industries for production of road signs, in the amount of \$81,992.68 and (3) payment of up to \$14,000 to Hurricane Chevrolet to buy a competitively bid leased vehicle previously assigned to the Kanawha County Emergency Manager.

There was a motion made to pay these invoices.

Motion: Rutherford
Second: Gunnoe

The motion carried unanimously.

Budget Revisions – Mrs. Charnock explains that the revenue side the revisions increases the contracted services to cover the final Thrasher Engineering costs and routine expenses for the rest of the year. It increases the capital outlay/ addressing to fund the final phase of street sign installation and still keeps us in a surplus situation. There was a motion to approve the budget revision.

Motion: Rutherford

Second: Gunnoe

The motion carried unanimously.

Financial Services – Mrs. Charnock explains that Metro is starting to move financial services away from County's Accounting and our last payment to Accounting is \$22,000, due by July 1, 2009, for the budget year we are currently in. A 3rd party will be hired to do payroll (Pay Corp). There was further discussion. There was a motion made to begin the move away from Accounting.

Motion: Gunnoe

Second: Rutherford

Motion carried unanimously.

Additionally, Mrs. Charnock noted that Verizon now remits revenues electronically and Metro is reaching out to others to submit electronically as well.

Old Business – None

New Business – CPD Traffic Division will have extra officers out this coming weekend. They have requested the traffic frequency to be manned for the weekend. Mrs. Charnock said she would like to offer "premium pay" to dispatchers in order to staff that radio, at a cost of around \$800.00. Mrs. Charnock explains that it wasn't necessary to bring before the Board, but wanted to make mention of it since it was expanding the premium pay designation. Sheriff Rutherford suggested making it official and offered a motion to offer premium pay for overtime on Memorial Day weekend.

Motion: Rutherford

Second: Gunnoe

Motion carried unanimously.

Motion was made to adjourn.

Motion carried and meeting adjourned at 11:32 a.m.

Respectfully submitted,

