

**Metro Emergency Operations Center  
Finance Committee/Executive Board  
September 27, 2016  
Minutes**

Present: John Wells, presiding  
Jennifer Sayre  
Keith Vititoe, for the Honorable Kent Carper  
Grant Gunnoe  
Dan Foster

Staff: Russell Emrick  
Rick McElhaney  
Brooke Hylbert  
Paul Dryden  
Joanna Edwards  
Derek Johnson

Jennifer Sayre called the meeting to order at 11:02 a.m., roll call noted.

Motion made to approve minutes from Finance/Executive Board on March 22, 2016 and Executive Board Special Meeting on May 20, 2016.

Motion: Wells

Second: Gunnoe

The motion carried unanimously.

**Presentation of Monthly Reports**

***FY 17 F/S YTD*** – Joanna Edwards went over Metro at a Glance Sheet. Edwards stated we have cash in the bank of \$2.9 million with no additions to property and equipment year to date. Significant, non-routine accounts payable at month end includes Frontier in the amount of \$26,000 related to retention on phone system upgrades. Edwards also stated these numbers are pre-GASB68, which should be available in October.

Edwards stated that year to date landlines would be better than budget by 1.5% if the Lumos remittance would have been received in August instead of September. Landlines are also up 26.4% from last year, as a result of the rate increase. Wireless remittances are better than budget by 2.3% for the fiscal year and are down 2.7% from last year. Payroll is better than budget by 12.2%, with a new class of dispatchers beginning around November 1<sup>st</sup>. Payroll is down from last year by about 9%. All wages and related benefits are under budget by about 10.4%, and operating expenses are down about 17%.

Edwards stated that a FEMA reimbursement check related to the Yeager Hill slip was received in August, valued at almost \$90,000.

## Review of FY17 New Items

Joanna Edwards spoke about the Workers' Compensation Quote for FY17. Metro received 2 quotes from Traveler's and Brickstreet. Travelers submitted the lower quote, with it only going up about \$300 over last year. This was approved previously to begin July 1, 2016 by the President of the Board since the June Metro Board meeting was canceled as a result of the flooding.

Edwards also spoke about the Open Purchase Order Listing. It was approved through email unanimously because the June meeting was cancelled. Several vendors have changed since the last fiscal year due to obtaining new, lower quotes.

Russell Emrick updated the Board about the TextTTY quote for FY17. He informed them that Frontier presented a quote that was originally over 20% higher, at nearly \$18,000. Through continued efforts from management, Frontier actually matched the previous year's quote.

## Accounting Manual Updates

Joanna Edwards requested additions and deletions to the Accounting Manual to keep it as current as possible. Additions to the manual included select tagging of IT hardware, the clarification of purchases up to \$200, Form W9 SOP, and clarification of multi-year contracts over \$10,000. Deletions to the manual included the person who opens the mail should not have connections to accounts payable and Forms W9 is no longer kept at the County Commission's Purchasing Department.

Motion made to approve changes to the Accounting manual updates as described.

Motion: Gunnoe

Second: Wells

The motion carried unanimously.

## Grant Funding Application Updates

Brooke Hylbert informed the Board that a Homeland Security Grant was submitted to the State for \$939,710 for the radio upgrades. Also, a State Farm Grant must be submitted by October 31 for the video display wall in Metro.

## Upcoming Procurement

**Timekeeping Software** – Brooke Hylbert stated that Metro has been seeking a timekeeping software solution to the paper schedules already in place. The cost is about \$9,500.00 for an entire year and it is compatible with the current payroll system. Jennifer Sayre stated that this will be paid with the FEMA Reimbursement check that was received in August for the Yeager Hill slip.

**OES Vehicles** – Rick McElhaneey informed the Board that two vehicles are needing to be purchased to replace two OES vehicles. These vehicles will be paid with the money received from the FEMA Reimbursement from the Yeager Hill Slip. The total cost will be \$55,144.

Motion made to approve the purchase of 2 new OES vehicles for a cost of \$55,144.

Motion: Gunnoe

Second: Foster

The motion carried unanimously.

**Radio Dispatch Equipment** – Russell Emrick wanted to update the Board about the budgetary quotes on the Radio Equipment in Dispatch. Quotes keep coming down at Motorola and the price per position is now about \$54,000. The equipment total would be around \$850,000 without including tower climbs, microwaves, and labor. Emrick is projecting the total quote to be under \$1.1 million.

**Legislative Actions** – Carrie Hill stated the County Commission pursued legislation to increase the wireless fee by up to \$1 per month per line. Hill then asked the Board if they would also like to write a letter supporting these legislative actions.

Motion made to authorize letter supporting legislative actions.

Motion: Foster

Second: Gunnoe

The motion carried unanimously.

**Old Business** – None.

**New Business** – None.

**Public Comment** – None.

**Announcements** – Next meeting scheduled for December 13, 2016.

Meeting was adjourned at 11:31 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joel Ruff", followed by a horizontal line extending to the right.