

**Metro Emergency Operations Center
Finance Committee/Executive Board**

March 24, 2015

Minutes

Present: Grant Gunnoe, presiding
Rick Atkinson, via phone
Jennifer Sayre, for the Honorable Kent Carper, via phone
Bob Sharp, for Mayor Danny Jones

Staff: John Rutherford
Denise Clark
John Pottorff
Russell Emrick
Lindsay White
Rick McElhaney
Brooke Hylbert
Paul Dryden

Mr. Gunnoe called the meeting to order at 11:12 a.m., roll call noted.

Motion made to approve Finance/Executive Board minutes from December 11, 2014 and Executive Board Special Meeting from February 12, 2015.

Motion: Sharp

Second: Atkinson

The motion carried unanimously.

Presentation of Monthly Reports

FY 15 F/S YTD – Lindsay White went over Metro at a Glance Sheet. White stated that as of the end of January we have cash in the bank of \$1.65 million. Significant additions to property year-to-date include the dry cooler which is working well, kitchen/break room and New World final acceptance of software. Year to date landlines are 3.61% better than budget but, are down 2.05% from last year. Wireless remittances are better than budget for the fiscal year and are up approximately 0.5% from last year. Total revenue is down from last year by about 2%, but better than budget by 4.3%. Total payroll including benefits and retirement is better than budget by 7.86%.

White stated that contractual service expenses are better than budget due to a combination of decreased costs in Maintenance & Repairs Grounds from the Dry Cooler installation and a decrease in contracted services.

White then went over the balance sheet. She stated that we have drawn everything out of our CAD construction account, so there is no longer restricted cash. White stated that long-term debt is being paid down according to schedule: CAD will be paid off July, 2017, the phone system will be paid off February, 2018 and the building bonds will be paid off in November, 2021.

White also noted that she has requested reimbursement for the two most recent EOC actions and she will keep the Board updated on those when they are received.

FY 2016 Budget - Lindsay White then went over the 3-year cash flow projection. White stated that there is a 4% decrease in revenues built in for each year. Wireless revenue has a 2% decrease built in for each year. White stated that payroll will see an increase due to the annual longevity pay raise for telecommunicators and the Director's full salary in 2017 & 2018. Overtime will see an increase as a result of training new telecommunicators and training for the CAD Enterprise system in spring, 2016. Hospitalization includes a 10% increase budgeted for 2017 and 2018 based on previous increases received.

Contractual service expenses are all increased by 2% based on inflation with the exception of the phone system, utilities and M&R/Equipment/Software. White stated that equipment for IT and office is built in, including computers for dispatch and admin.

White stated that after all of the budgeted adjustments are taken into account, at the end of next fiscal year it is projected that we will have approximately \$270,000 unrestricted cash.

Motion made to accept FY16 budget and 3 year cash-flow projection.

Motion: Sayre

Second: Sharp

The motion carried unanimously.

Grant Gunnoe stated that based on these figures there will need to be a rate increase or some sort of supplemental revenue to cover the budget beginning in FY 2017.

John Rutherford stated that he and other staff members fought during the legislative session to not only keep the current funds received but also tried to introduce an additional wireless fee for each county.

Employee Health Insurance – Lindsay White stated that Rick Atkinson, John Rutherford and herself met with the Huntington Bank insurance representatives in January. Rick Atkinson stated that he would need to speak to the Commissioners before there is an update.

Legislative Actions – John Rutherford stated that Metro was very active during the legislative session. Rutherford stated that they were successful in keeping the current revenue flow the same. Jennifer Sayre thanked the Sheriff and John Pottorff for their hard work during the session.

Upcoming Procurement

Electrical Work - Russell Emrick stated that John Pottorff is currently getting quotes for the electrical work needed to be done around the building.

Radio Computers – Russell Emrick stated that the radio computers are expected to a sizeable expense, there are approx. 20 computers that need replaced. He is looking

into going out to bid or using the state contract pricing. He stated they will need replaced in June and this has been budgeted.

EOC Monitors – Russell Emrick stated that Emergency Management has requested that items are upgraded in the EOC. Grant Gunnoe stated that there may be grant money available for that upgrade.

vmWare Renewal – Russell Emrick explained the vmWare Renewal is for the CAD servers. Emrick stated the lowest of the 3 quotes was from Dell.

Motion made to approve vmWare renewal from Dell in the amount of \$14,355.79.

Motion: Sharp

Second: Sayre

The motion carried unanimously.

Mass Public Notification System – Russell Emrick stated that Jim Mangus talked to SwiftReach and for an additional \$600 per year there will be no expense per activation. This new plan will save money throughout the year.

Motion made to move forward with new SwiftReach plan.

Motion: Sharp

Second: Sayre

The motion carried unanimously.

Old Business – Lindsay White reminded all Board members to complete their Conflict of Interest statements.

New Business – Russell Emrick stated that with the money saved on the SwiftReach change, the extra money was approved by the Public Safety Grant Committee to be used for iPads. This will allow staff members to activate SwiftReach from wherever they are.

Grant Gunnoe inquired about IPAWS and activation through SwiftReach. He suggested a test to ensure that we can activate IPAWS correctly.

Public Comment – None.

Announcements – Next meeting scheduled for June 23, 2015.

Motion made to adjourn.

Motion: Sharp

Second: Sayre

The motion carried unanimously.

Meeting was adjourned at 11:50 p.m.

Respectfully submitted,

