

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

December 8, 2015

Minutes

Present: John Wells, presiding
Jennifer Sayre
Keith Vititoe, for the Honorable Kent Carper
Sgt. Randy Sampson, for Mayor Danny Jones
Dan Foster
Mike Rutherford

Staff: John Rutherford
Russell Emrick
Lindsay White
Rick McElhaney
Brooke Hylbert
Paul Dryden
Joanna Edwards

Guests: Kelly Shafer, Suttle & Stalnaker
Chris Lambert, Suttle & Stalnaker

Mr. Wells called the meeting to order at 11:00 a.m., roll call noted.

Motion made to approve Executive Board Special Meeting from April 6, 2015 and Finance/Executive Board minutes from September 15, 2015.

Motion: Rutherford

Second: Sayre

The motion carried unanimously.

Presentation of FY 15 Audit Report – John Wells stated that Chris Lambert and Kelly Shafer were present from Suttle & Stalnaker. Kelly Shafer began to go over the financial statements first. Shafer explained that the beginning of the document is the Independent Auditors Report and the audit opinion received by Metro was an unqualified opinion, which is the best audit opinion you can receive. Shafer then went over the Management Discussion and Analysis. She stated that this section is not audited and just gives an overview of what happened in an organization over the past year.

Shafer then went over the Statement of Net Position, overall the operations were consistent with the past year. She stated that the biggest difference is the adoption of GASB No. 68 and No. 71 related to accounting for pension expense. In non-current liabilities, she stated that Metro has a net pension liability of \$905,966.00 on the books this year. She explained that this was previously an unfunded liability that did not have to go on the books, however with the adoption of the new statement it now has to be recorded.

Shafer then went over the Statement of Revenues, Expenses and Changes in Net Position. Total operating revenues were approximately \$6.6 million, this was down slightly from the previous year due to the number of landlines continuing to decline. Total operating expenses were \$6.4 million which was down about \$220,000 from the prior year due to budgeting expenses and the way the GASB statement was implemented. The operating income was \$205,000 for the year. Metro's net non-operating expenses were \$244,000 and intergovernmental grants and contributions were \$55,000 which gave us a change in net position of \$18,000 for the year.

In the Report to the Board, Shafer explained that this is a report they are required to issue. She stated that under change in accounting policies they have reflected the adoption of the previously-mentioned GASB statements.

Motion made to accept the FY 15 Audited Financial Statements.

Motion: Rutherford

Second: Sayre

The motion carried unanimously.

FY 2016 Budget Amendment Requests – Lindsay White stated that there are two budget amendment requests. The first is related to reducing the payroll expense budget in the amount of \$29,580 because the CAD go-live training will not occur in FY 2016 and will be pushed to FY 2017. The second is a request to increase the landline revenue as a result of the rate increase in the amount of \$1,087,500.

Motion made to approve FY 2016 budget amendment requests.

Motion: Sayre

Second: Rutherford

The motion carried unanimously.

Presentation of Monthly Reports

FY 16 F/S YTD – Joanna Edwards began by stating the participation rate for the flexible spending account offered to employees has increased to 35%, approximately a 10% increase over 2015.

Lindsay White went over Metro at a Glance Sheet. White stated that as of the end of October we have cash in the bank of \$1.3 million. Significant additions to property year-to-date include a polycom unit for the EOC and also Microsoft licensing, which is a recurring expense. Year to date landlines are 1.8% better than budget, but are down 1.9% from last year. Wireless remittances are 4.9% better than budget for the fiscal year and are up approximately 2% from last year. Payroll is better than budget by 8%, which is up from last year as a result of the 3% increase in wages and hiring of additional employees in the 911 center. White explained that she expects to receive reimbursement soon from FEMA and WVAWC for EOC activations.

Motion made to accept financial statements.

Motion: Rutherford

Second: Sayre
The motion carried unanimously.

Upcoming Procurement – Russell Emrick explained that he wanted to remind the Board that we are looking at some substantial radio upgrades in FY18 to help correct interference issues and other problems. Emrick stated that Metro is exploring grant opportunities for funding this project.

Metro Charter Update – Jennifer Sayre stated that the updated Metro Charter was approved by the Commission on November 5th. She explained that the charter had not been updated since approximately 1997 and that most of the updates were clerical.

Record Retention Policy – Brooke Hylbert explained that in order to work more efficiently the record retention policy authorizes Metro to destroy records once they reach certain dates. Audio in the 911 center will be kept for 180 days, which was the policy previously in place. All other records will be retained for 7 years (84 months).

Motion made to adopt record retention policy.

Motion: Sayre
Second: Rutherford
The motion carried unanimously.

Staffing Updates – John Rutherford stated that Metro has hired additional staff in the 911 center and mandatory overtime has greatly decreased. Employees are now able to enjoy their time off. Rutherford also stated that there are now only 2 Deputy Directors, which has allowed for a QA/QI position.

Legislative Actions – John Rutherford stated that the previous week himself and Rick McElhaney attended the 911 Council meeting. He stated that there is always a threat to 911 funding.

Carrie Hill explained that there is an additional fee bill that would allow the County Commission to impose up to an additional \$1.00 on wireless fees and that the additional money would stay within the county. Hill stated that she will be talking to the legislature about this bill and work to get the bill supported.

Renewal of Intergovernmental Agreement between Metro and KCSO – Lindsay White stated that this agreement was issued in 2012 and has been reapproved each year, allowing Sheriff John Rutherford to serve as the Executive Director at Metro without financial compensation.

Motion made to approve intergovernmental agreement between Metro and KCSO for calendar year 2016.

Motion: Sayre
Second: Vititoe
The motion carried unanimously.

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Old Business – None.

New Business – None.

Public Comment – None.

Announcements – Next meeting scheduled for March 22, 2016.

Motion made to adjourn.

Motion: Foster

Second: Rutherford

The motion carried unanimously.

Meeting was adjourned at 11:39 a.m.



Respectfully submitted,