

**Metro Emergency Operations Center
Finance Committee
October 3, 2017
Minutes**

Present: Grant Gunnoe
Keith Vititoe, for the Honorable Kent Carper
Sheriff Mike Rutherford
Derek Johnson

Staff: John Rutherford
Russell Emrick
Rick McElhaney
Lindsay White
Erin Shepherd
Paul Dryden
Jim Mangus
Joanna Edwards

Guests: Chuck Boggs

Mr. Gunnoe called the meeting to order at 11:01 a.m., roll call was noted.

Motion was made to approve the minutes from June 27, 2017.

Motion: Boggs

Second: Vititoe

The motion carried unanimously.

Finance Update

FY17 Audit Update – Lindsay White informed the Committee that the auditors had been on site at Metro in August and had completed the field work in a couple days. White stated that everything went well and the auditors expected to have the audit report finished in the near future, so they should present at the December meeting. White stated as soon as those were available, they would be circulated to the Committee.

FY18 F/S YTD – Lindsay White directed the Committee to the financial statements as of the end of August, at which point Metro's cash in the bank was \$4.07 million. White stated that significant additions to property through August were servers and RAM for the Metro/Sheriff's Department project in the amount of \$16,439 for Metro's portion. White stated that Metro was still holding on to a portion of the phone system upgrades from a few years back, due to a vendor not fulfilling their obligation. White stated that Metro's revenues landlines and wireless are both consistent and slightly up from budget; however, landlines are down from last fiscal year, as projected, by about 5%. White stated that Metro's wireless is up from last year by about 0.5%, and the next quarterly remittance there should be significant increase due to the increase of \$0.34 that took effect July 1. White stated that Metro's wages and benefits are consistent with budget, but up from last

year, for reasons such as hiring a class last November and the Board-approved raises that were effective in July. White stated that operating expenses are better than budget by about 16%, but that oftentimes at this point in the fiscal year, accounts have large variances as a result of the total budget for the year being evenly divided over 12 months, and usually by the end of the fiscal year Metro is closer to the budget.

White stated that the Homeland Security Grant application had been approved, which Jim Mangus would speak to in reference to phase one of that project. White stated that with the help of Carrie Hill, Metro had also sent the proposal for phase two of the radio project and had been invited to apply to for \$80,000 for that project, as well as \$18,000 for EOC computers. White stated that both of these funds would be applied for by the end of the month.

White stated that the provided sheets would show more detail of where Metro stood and asked if there were any questions or comments. There were not.

White stated that Metro would likely want to do a review of standing at the end of the fiscal year, which would leave about \$2 million in the bank, assuming that Metro did not go out to finance the radio project -- if we could cover most of that in-house. Grant Gunnoe asked if the radio project was planned to be paid for in-house. White responded that at the meeting in March, the board had decided to just see how things went with the project, and the timing of it, as well as if Metro could be awarded some grant money, which did happen. White stated both scenarios and that without financing, Metro would have approximately \$2 million in the bank at the end of fiscal year 2018 and approximately \$500,000 in debt outstanding at the end of fiscal year 2020 and that with financing, Metro would be left with more money in the bank but also more debt. Russell Emrick stated that Metro may be successful in continuing to get grants for each phase, and could take it one step at a time. Emrick added that phase one had been completely funded, and phase two will possibly be 75% funded. Grant Gunnoe asked if there were any more questions for White. There were not.

Upcoming Procurement

IT Procurement/Alternate PSAP Update – Russell Emrick explained that he would later show the board a presentation that would display just how integrated all the emergency services systems in Kanawha County are. Emrick explained that this integration capability at Metro made the capabilities at Metro's Alternate PSAP seem archaic, and investment in upgrades was critical. Emrick stated that thanks to work with the Sheriff's Office, if Metro would be inoperable for any reason, between the data backbone at the Sheriff's Office and the new Alt. PSAP, Metro personnel would still be able to run a lot of the applications run at the center and keep the county safe. Emrick clarified that the Alt. PSAP doesn't and won't have all the same capabilities, but would be enough for keeping people safe.

Emrick continued that also coming would be a replacement of the dispatch and EOC workstations, and hopefully some spare parts would be able to be used for a refresh of

administration computers. Grant Gunnoe asked if any of the physical work has started on the room at the Courthouse for the new Alternate PSAP. John Rutherford stated there have been meetings with different vendors about furniture, but the immediate work had been put off because of the recently implemented CAD. Rutherford added that the intent was to start hitting the project hard in November, but for right now it was still just in the planning phases.

Rutherford stated that there was uncertainty as to how much financially would be put into the Alt. PSAP, but that most, if not all, would come from the Commission and go through the Public Safety Grant. Rutherford requested the board allow Metro to work with the board president directly to make purchases as needed instead of calling special meetings of the board for every purchase. Grant Gunnoe stated that he did not have an issue with this, as long as every meeting thereafter the board received a report. Rutherford agreed.

Motion was made to suggest to the Board of Directors giving authority to the Director to work with the County Manager to make purchases as need for the Alt. PSAP.

Motion: M. Rutherford

Second: Boggs

The motion carried unanimously.

Chuck Boggs asked how much money there was for this project. John Rutherford replied that Metro was still in the planning stages. Rutherford stated that Metro was fortunate enough to get \$160,000 (through the Public Safety Grant), which would carry the project very far. Emrick stated Metro was working with the county to save a lot of money, and Jim Mangus had already verified with Frontier that the Alt. PSAP would be able to share the county's phone system. Emrick continued that the IT department would be using any and all viable equipment Metro already possessed to try and keep those costs as low as possible. Grant Gunnoe asked if Metro was attempting to make most of the purchases with the grant money. John Rutherford replied yes, that Metro was trying to make the project work with the \$160,000, but due to the requirements of the Alt. PSAP, there may have to be some Metro money used. Gunnoe suggested that if it did come to that, that a special meeting be called to report on where the grant money went and to request Metro money to be used towards it. Rutherford agreed. Rick McElhane stated the County Manager had mentioned previously that if invoices can be directly given to the County Commission office they will do their best to handle it, but if there are purchases that must go through Metro, there will be reimbursement given. McElhane stated that there were three quotes being obtained for the furniture, then hopefully the purchase would go directly through the Commission. Rutherford asked Boggs if he was familiar with the concept of the Alternate PSAP and Boggs responded that he was not. Rutherford explained that if Metro crashed for any reason, it was necessary to have a location to go and receive 911 calls, as well as dispatch responders, and at this time Kanawha County Emergency Ambulance Authority was gracious enough to give Metro space for this function, but it is their space and they use it day-to-day. Rutherford stated that because of this, sometimes equipment is not as we need it to be. Rutherford continued that recently, the Commission had granted Metro space at the Courthouse that would be solely for that purpose, so Metro could secure its equipment and lock it up and know that

if it would be necessary for a Captain to take a crew down there and start dispatching units, they could do it. Rutherford stated that Mangus and his crew have gone to the site to test fiber and antennas, and the connection for radio communication is also better there than at KCEAA, especially at problem spots in the county. Rutherford concluded that not only will the new Alt. PSAP be a secure site, but it would also have better communication with the first responders if Metro would ever crash. Boggs stated this action was very smart. Jim Mangus stated that he had checked and quotes that he had previously received for the radios in the Alt. PSAP were still current. Mangus assured the Committee he had done his best to work with the vendors and keep costs low.

Radio Procurement – Jim Mangus stated that Metro had put out an RFP for phase one (of the radio project) that was returned August 15. Mangus stated the returns with the hot stand-by solution, or a failover to a redundant system, was around \$302,000, way over what Metro had. Mangus stated that he had contacted the County, as well as the vendors, to try and work out a solution directly and get those prices cut. Mangus stated that he was not very successful, and that just the equipment itself was going to come back at around \$138,000, so Metro personnel was going to team up with the state radio technicians and physically install the equipment. Mangus stated that he was still going to have to do another quote for the installation of the antennas, so that portion would not be covered in the \$130,000, and there would also need to be a UPS purchase in case there would be a power failure. Mangus stated the next day was a mandatory pre-bid for the bid opening on October 18, so progress would be made soon.

Mangus stated that phase two of the project is the equipment that will carry information from Metro through the microwave from phase one. Mangus stated that Metro was applying for a grant that would cover \$80,000, and the cost for the entire phase would be approximately \$113,000.

Mangus continued that the final two phases of the project, the 16 radio consoles in the communication center would be around \$708,000, and informed the board that he had recently found out that all of these estimations did not include labor, which Motorola quoted to be \$525,000. Mangus stated that this knowledge had brought him to look for alternatives, and he had worked with Motorola on the computers to save about \$50,000 by just purchasing software licenses and using the current equipment. Mangus concluded that for just the equipment for the consoles in the final two phases, the cost would be \$53,000 per position, and with labor included, each of the 16 positions would be \$86,000 turnkey. Grant Gunnoe asked if it was possible to complete this, knowing that everything had to remain functional in the communication center while it was being done. Mangus replied that it was. There was a brief discussion about tactics for installation and keeping costs down. Gunnoe expressed concern about only purchasing the equipment because the cost of labor had led him to believe the project must be much more work-involved than it seemed. Mangus replied that he would attempt to obtain information from the vendors about how many people and how long it would take per position and report back to the board so a decision could be made on which direction to go. Mangus added that the State had assisted the State Police in installing their consoles so he would reach out and see if Metro would be granted the same assistance.

Finance Committee
October 3, 2017

Old Business – None.

New Business – Lindsay White introduced Derek Johnson, who had been appointed to the Committee in June.

Public Comment – None.

Grant Gunnoe announced the next meeting would be held on Tuesday, December 12.

Motion made to adjourn by M. Rutherford at 11:25 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John R. Rutherford", with a long horizontal line extending to the right.