

**Metro Emergency Operations Center
Finance Committee/Executive Board
May 1, 2018
Minutes**

Present: Jennifer Herral
Keith Vititoe, for Kent Carper
Lieutenant Randy Sampson, for Mayor Danny Jones
Sheriff Mike Rutherford
Grant Gunnoe
Chuck Boggs
Derek Johnson

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

Jennifer Herral called the meeting to order at 11:06 a.m., roll call was noted.

Motion was made to approve the minutes from December 12, 2017.

Motion: Rutherford

Second: Boggs

The motion carried unanimously.

Finance Update

FY18 F/S YTD – Lindsay White stated that through the end of February, Metro had \$4.76 million in assets, including cash. Significant additions to property and equipment included servers and RAM, a county vehicle, and general software upgrades. White stated that revenues from landlines and wireless were both up from budget, landlines by 0.2% and wireless up by 9.1%. White stated that landline revenues were down 4.7% from previous year-to-date and wireless revenues were up 7.4%. White continued that wages and benefits were down compared to budget by almost 11% and up by 8.1% from previous year-to-date, and that total operating expenses were down compared to budget by about 14% and up by 7% from previous year-to-date. White pointed out that Metro had been awarded the Homeland Security Grant in the amount of \$130,000.00 for Metro's radio project, which Jim Mangus would speak to, and \$18,000.00 for the EOC computer replacement, which had been completed thanks to the IT department.

Open Purchase Order and Budget Amendments – Lindsay White explained that Open Purchase Orders are pre-approved by the Executive Board at the beginning of the fiscal year for vendors with foreseeable expenses and Metro administration can internally

approve changes of up to \$1,000.00 on them, but anything above that needs approval from the board. White stated the first amendment request was for Impression Products, through whom Metro bought its copy machine and continues to purchase toner, for \$1,700. White requested an increase of \$500 for KRT and explained that it may actually need to be more than that, but it would fall under the \$1,000.00 internal approval. White assured the board that these increases to open P.O.'s would still allow Metro to remain within its budget, but the funds just needed to be moved around. White continued that Metro had some unforeseeable vehicle problems, and therefore was requesting the open purchase order for Kanawha County Emergency Ambulance Authority, who does work to Metro's vehicles, to be increased by \$3,000.00.

White stated that Metro was also requesting a budget amendment for Building and Improvements in the amount of \$15,013.00 for carpet installation and generator hook-up.

Motion was made to approve the requested purchase order amendments and budget amendment.

Motion: Gunnoe

Second: Boggs

The motion carried unanimously.

First Meeting of the Calendar Year Duties

Election of the President of the Board for 2018 – Jennifer Herral asked if there were any motions to elect a President of the Board.

Motion was made to appoint Jennifer Herral as President of the Board for 2018.

Motion: Gunnoe

Second: Rutherford

The motion carried unanimously.

Appointment of Finance Committee Chair – Motion was made to appoint Grant Gunnoe as the Finance Chair.

Motion: Herral

Second: Sampson

The motion carried unanimously.

Appointment of Personnel Committee Chair – Motion was made to appoint Keith Vititoe as the Personnel Committee Chair.

Motion: Herral

Second: Gunnoe

The motion carried unanimously.

Establishment of time and place of 2018 meetings – Jennifer Herral stated the next meeting was June 26 and the following meetings were listed on the agenda. Herral stated that the meetings would be held at Metro.

Premium-Assisted Supplement

Jennifer Herrald stated that the Kanawha County Commission had approved a premium-assisted supplement for the Commission employees in the amount of \$500 for all full-time employees based on the cost of health insurance increasing. Herrald explained that Metro was under the same health insurance as the Commission, and it was something that had been done to help offset that cost increase. John Rutherford stated that Metro would like to request to do the same thing for its employees.

Motion was made to approve a premium-assisted supplement in the amount of \$500 for all full-time Metro employees.

Motion: Herrald

Second: Vititoe

The motion carried unanimously.

Presentation of FY19 Budget and Three-Year Cash Flow Projection

Lindsay White stated that she and Joanna (Edwards) had evaluated where Metro was as of the end of February financial statements, then estimated the numbers for the end of the fiscal year on June 30 (2018). White stated that from there she and Edwards reviewed with management expenses by detailed line item over the next 3 fiscal years. White stated there was an estimated 1.7% decrease in operating revenues, which was expected. White stated that the increase in wireless usage had helped Metro offset the decrease in landlines. White stated that there was a decrease between both FY18 budget vs. FY18 estimated actual of wages and benefits expense and between FY18 budget vs. FY19 proposed budget of the same, due to going an entire year without hiring a new class for dispatch. White stated there was a small class budgeted in for the next fiscal year, but in general, Metro had gone 13 months without hiring a dispatch class, saving significantly in payroll. White stated that there were decreases in the Rent and Utilities due to landlines decreasing, and therefore Metro paying less to Frontier to host them. White stated that there was a drastic decrease in FY18 maintenance and repairs budget to FY19 budget due to the radio tower repair, which Jim (Mangus) would speak to. White stated that under Supplies and Materials, Metro had included a new proposed line item, called "911 Community Education," which would include Metro's school visits giveaways, mass mailings about text-to-911, Public Safety Expo sponsorship, and other related costs. White explained these items previously fell under the training budget. White explained the major decrease from FY18 to FY19 in Supplies and Materials was due to the purchase of EOC computers, which will not be a recurring expense. White continued that under Equipment, the variance from FY18 to FY19 was due to dispatch computers, and later, in FY20, there is an increase for the replacement of admin computers. White stated that Metro expected Total Operating Expenses for FY19 to be approximately \$7.5 million. White pointed out that under Capital Outlay, the \$900,000.00 that was in FY18 for the radio consoles was now in FY20. White concluded that at the end of FY19, Metro expected to have approximately \$4 million of unrestricted cash, and after that it will steadily decrease. White explained that these estimations did not include any financing of radios, and that Metro's bonds will be nearly paid off by the end of this projection.

Grant Gunnoe asked White about whether the EOC computers purchase should fall under Revenues, instead of Supplies and Materials, because Metro was being reimbursed for them by the Public Safety Grant. White replied that the money would be going back into the EOC account, shown net, as a reversal of that expense.

Sheriff Mike Rutherford asked if there had been any discussion about the replacement of KC1. Jennifer Herrald replied that a proposal was being submitted that evening at the County Commission meeting for the Homeland Security Grant to do that. There was a brief discussion about possible vendors.

Motion was made to recommend approval of the FY19 budget and 3-year cash flow projection to the Board of Directors.

Motion: Gunnoe

Second: Rutherford

The motion carried unanimously.

Approval of Purchases

UPS Batteries – Russell Emrick explained the UPS batteries must be replaced every 3-5 years. Emrick stated the price had been significantly higher than the last time, but Metro had done extensive work to get the price lowered. Emrick requested approval to purchase the replacement batteries for \$22,574.07. Jennifer Herrald asked if this was in the budget and Lindsay White replied that it was.

Motion was made to approve the purchase of UPS batteries in the amount of \$22,574.07.

Motion: Gunnoe

Second: Vititoe

The motion carried unanimously.

Radio Tower Repairs – Jim Mangus stated that Metro had just received bids within the last few days for the tower repairs and they were under review. Mangus stated, however, that Metro may have to go out to bid again because of items missing in the bids.

Radio Project Phase 1 Antenna Mounting Labor – Jim Mangus stated that Metro should be receiving the equipment for phase one of the project this month. Mangus stated there was another piece of equipment that needed to be purchased in order to better secure the radio antennas, and requested approval up to \$25,000.00 to be spent at Director Rutherford's discretion, so long as he communicates directly with the Board President regarding the purchases.

Motion was made to approve up to \$25,000.00 for the radio mount antenna, with the stipulation that the Director communicates with the Board President directly.

Motion: Herrald

Second: Rutherford

The motion carried unanimously.

Insurance Deductible – Lindsay White stated the Metro was being required to pay \$25,000.00 for an insurance lawsuit settlement.

Motion was made to approve Metro's payment of \$25,000.00 to the estate of Leland Brown.

Motion: Gunnoe

Second: Herral

The motion carried unanimously.

Upcoming Procurement

IT Procurement – Russell Emrick explained that only two quotes had been received thus far for three years of necessary software maintenance. The lower of the two quotes was for \$14,998.00, and therefore Metro was requesting approval up to that amount for the maintenance.

Motion was made to approve up to \$14,998.00 for software maintenance.

Motion: Rutherford

Second: Sampson

The motion carried unanimously.

Emrick stated that Metro expected a new recorder for the alternate PSAP, including all necessary licensing and equipment, would cost approximately \$40,000.00 and Metro would go out to bid. However, the vendor stated that most of the licensing would be unnecessary and agreed to only charge Metro for basic server licensing, bringing to cost down to no more than an estimated \$15,000.00.

John Rutherford commended Paul Smith for his work over several weeks on this project.

There was a brief discussion about the Public Safety Grant.

Motion was made to approve up to \$15,000.00 for the alternate PSAP recorder, to be spent at the Director's discretion.

Motion: Gunnoe

Second: Rutherford

The motion carried unanimously.

Emrick reminded the Board about the phone refresh from Frontier that had been approved at the previous meeting.

Radio Procurement – Jim Mangus spoke to the equipment needed for phase two of the radio project, for which Metro had received a grant of \$80,000.00. Mangus stated that the equipment list had been cut back to \$82,260. Mangus stated there will be an additional \$65,800 of equipment that will also need to be purchased after the ground equipment is obtained.

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John Rutherford explained that the \$1.2 million that Metro was going to spend on radios had been pushed back by two years; therefore the \$60,000.00 to finish the project would not be needed for another year, and Metro would be applying for the Public Safety Grant to fund it. Rutherford stated Metro was continuing to save money, and also working with Andrew Gunnoe at the County Commission to look at paying down some of the bonds owed.

Legislative Actions

John Rutherford stated that Metro was not challenged at this year's session, but would continue to try and defend what it has.

Old Business – None.

New Business – Lindsay White stated that the day before had started a new pay period and asked if that was an alright day to begin the premium assisted supplement. Jennifer Herrald approved.

Public Comment – None.

Announcements – Jennifer Herrald stated that the meeting dates were listed on the agendas.

Motion made to adjourn by Sheriff Rutherford at 11:38 a.m.

Respectfully submitted,

