

**Metro Emergency Operations Center
Finance Committee/Executive Board
Via Conference Call
June 23, 2020
Minutes**

Present: Jennifer Herral
Mark Strickland for Mayor Amy Goodwin
Jeremy Nelson
Derek Johnson
Sheriff Mike Rutherford
Keith Vititoe for Commission Pres. Kent Carper
Chuck Boggs
Andy Pile at 11:34

Staff: John Rutherford
Russell Emrick
Rick McElhaney
Lindsay White
Amy Larch
Joanna Edwards
Josh Knox
Patrick Corley

Ms. Herral called the meeting to order at 11:32 and roll call was noted.

Motion made to approve minutes from 12/10/2019.

Motion: Boggs

Second: Vititoe

The motion carried unanimously.

Motion made to approve minutes from 12/27/2019.

Motion: Boggs

Second: Nelson

The motion carried unanimously.

Motion made to approve minutes from 01/29/2020.

Motion: Vititoe

Second: Nelson

The motion carried unanimously.

Motion made to approve minutes from 04/15/2020.

Motion: Sheriff Rutherford

Second: Boggs

The motion carried unanimously.

Board President Jennifer Herral stated that several first-meeting-of-the-calendar-year duties were on the agenda, including the election of President of the Board for 2020.

Motion made to elect Jennifer Herral President of the Metro Board for 2020.

Motion: Sheriff Rutherford

Second: Boggs

The motion carried unanimously.

Board President Herral discussed establishment of time and place of 2020 meetings to be held at Metro or via conference call, as necessary if COVID continues. Executive Board meetings will continue being held at 11:00 or 11:30, depending on the length of the agenda. Next meeting will be Tuesday, September 22, 2020.

Board President Herral appointed Chuck Boggs as Finance Committee Chairperson. The President also requested the following members to serve on the Finance Committee: Jeremy Nelson, Mayor Amy Goodwin, Derek Johnson, and Sheriff Mike Rutherford. All of these members who were in attendance accepted.

Board President Herral appointed Keith Vititoe to continue as Personnel Committee Chairperson, and he accepted. The President also named the following to serve on the Personnel Committee: Jennifer Herral, Mayor Amy Goodwin, Andy Pile, and CW Sigman from the Board of Directors. The President asked if there were any objections from the Board or from the appointees, and there were none.

Finance Update

Lindsay White discussed financial matters, including

- Current Assets stand at about \$5,000,000.
- Bonds are close to payoff, about a year and several months out. Current balance is right around \$500,000.
- Landlines are consistent with budget but down 6% since last year. Wireless has help offset that landline revenue decrease.
- Year-to-date operating expenses are down by 4% compared to budget, up from last year by 10%, mostly due to payroll expenses.

White also discussed the need for budget and open purchase order amendments. Motion made for FY20 budget amendment requests and open purchase order amendment requests for the following:

1. \$5,000 increase to Maintenance & Repair Equipment/Software
2. \$1,000 increase to Prudential Life Insurance Match for employees
3. \$1,000 increase to Gasoline -- fuel expenses
4. \$2,000 increase to Telephone & Communications
5. \$5,500 increase to Radio Towers-Related Capital Outlay

\$14,500 total increase requested, with an increase to Wireless Fees Revenue as offset, leaving a net zero effect.

Open purchase order increase requests:

1. \$1,200 Anchor Supply for janitorial supplies
2. \$1,200 Verizon Wireless for administrative cell phone and related services, because additional costs have been incurred during the COVID period as administrative employees were working remotely
3. \$1,200 AEP-Tower for radio tower site accounts

Motion: Nelson

Second: Strickland

The motion carried unanimously.

Deputy Director Rick McElhane spoke about the previously-approved generator, UPS (uninterruptible power supply), and transfer switch. He reminded the Board of the events that led up to requesting the purchase of these and spoke on Metro continuing the routine maintenance and upgrades. McElhane also reminded the Board that this core equipment is 15 years old. The Board approved the emergency purchase spending up to \$250,000 to replace all three – generator, transfer switch, and UPS – since there were several issues and time is of the essence. Metro was able to get some quotes and work with a couple of different vendors to try to keep the costs down and for the three replacements, it totaled \$212,128. For the generator replacement, Metro is using a local company Walker (Boyd). Work should begin around the beginning of August.

Joanna Edwards spoke on open purchase order (PO) listing and reminded the Board that Metro management is permitted to approve additions/changes to open POs up to \$1,000. She stated that we had refreshed quotes, reviewed the vendors on the listing to ensure that Metro is still satisfied with the vendors and services, and that Metro management had reviewed the listing and recommends approval. Edwards also stated that COVID had required some changes with purchasing and discussed several of the open PO listing changes over current year in detail.

Motion made to approve FY21 open purchase order listing.

Motion: Boggs

Second: Vititoe

The motion carried unanimously

Legislative Action

Director Rutherford recapped the year's legislative actions as they pertain to Metro, including that they acknowledged 911 Dispatchers & Personnel as First Responders during this session. Director Rutherford also spoke on the 911 Retirement Bill and the fact that employees here work in a stressful environment and that 911 having its own retirement would be a great benefit for our employees. He stated that mitigating turnover is a challenge because of this stressful environment and that a retirement system where employees could do the job, and do it very well, for a shorter period of time than under

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the current retirement system would help retain great employees. We'll be working with the Retirement Board to re-write a bill again for next legislative session.

Deputy Director Rick McElhaney and Jennifer Herrald spoke on the plan of action for the tower slip that took place in Cross Lanes. President Herrald said that the Public Safety Grant Fund has received additional grants for public safety emergencies like this, so that the Commission will pay for the repairs to prevent the expense from falling upon Metro.

Motion made to adjourn.

Motion: Sheriff Rutherford

Second: Boggs

Meeting adjourned at 11:56.

A handwritten signature in blue ink, appearing to read "John Rutherford", is written in a cursive style.

Respectfully Submitted,