

**Metro Emergency Operations Center
Finance Committee/Executive Board
Via Conference Call
December 10, 2020
Minutes**

Present: Jennifer Herrald
Mayor Amy Goodwin
Jeremy Nelson
Derek Johnson
Chief Greg Young for Sheriff Mike Rutherford
Keith Vititoe for Commission Pres. Kent Carper
Chuck Boggs @ 11:38

Staff: John Rutherford
Russell Emrick
Rick McElhaney
Lindsay White
Amy Larch
Jennifer Adkins
Josh Knox
Luke Taylor @ 12:05

President Jennifer Herrald called the meeting to order at 11:36 and roll call was noted.

Motion made to approve minutes from 09/22/2020.

Motion: Vititoe

Second: Nelson

The motion carried unanimously.

Finance Update

FY21 F/S YTD

Lindsay White discussed Metro submitting \$3.3 million in CARES funding, and that we have been approved for \$2.6 million so far and have received the related deposits for that \$2.6 million. In addition, Metro will likely be submitting another half million dollars in expenses for November and December. That funding is set to expire at the end of December. Lindsay updated that the fiscal year 2020 audit is still in progress; the auditors have completed the majority of the financial statement audit, and they are just waiting on the compliance piece of CARES funding guidance because it has not been released from the Feds at this time. Once released they will start the Single Audit portion and should be finished sometime in January, by the January 31st deadline. Landline revenues are up from both budget and from last year, which appears to be a result of people working remotely during this COVID period, requiring the conference services. Payroll and benefits group expense is down as a result of the change in health insurance on July 1, following suit with the County. The health insurance portion of the difference in July 2020 to October 2020 verses prior year is \$332,000, so a significant savings. Other variances

compared to budget verses prior year include the previously mentioned CARES/COVID funding that we continue to receive, thanks to Amy Larch for prepping and sending that to the State for us. Lindsay stated that other variances versus budget and prior year included radio tower expenses and rental income from those, since we purchased those in November 2019. Lindsay stated that we have more great news, that we are less than a year out on bonds payoff on our building and that the current balance is approximately \$330,000.

Related to the CARES funding, President Jennifer Herral advised that the Governor's Office mentioned several different deadlines around the December submission; they mentioned a deadline of December 15 and later announced December 30. The County is going to submit one request by December 15 then another for expenses incurred through December 30 because they are told that the funding running low; this way there is something submitted both times in case funding dries up prior to the end of December. Lindsay White said Metro will follow suit with the County's plan.

Budget and Open Purchase Order Amendments Requests/Ratification Requests/Updates

Lindsay White requested several budget amendments totaling \$24,700, along with a ratification on headset equipment, bringing the total requested amendments/ratifications to \$26,700, with increases to Unemployment Compensation, Equipment Radio, Contracted Services, and Maintenance & Repair Grounds, as well a total offsetting increase to Grants & Intergovernmental Income, making the net effect to the budget zero. Lindsay also requested open purchase order amendments totaling \$25,700.00 that included DSO Mechanical, Office Depot, Workforce WV, Brown Edwards & Company, and AEP for tower power expense. Lindsay also noted that the Workforce WV (workers compensation) is a reimbursable cost through CARES funding.

Motion made on budget amendments, ratifications, and open PO amendments.

Motion: Boggs

Second: Nelson

Motion carried unanimously.

Full-Time Employee One-Time Pay Enhancement for Work during COVID19 Pandemic and, if approved, Related Budget Amendment

President Herral spoke on the full-time employee cost pay adjustment. She stated that the County Commission did a one-time salary enhancement payment for its employees. The way the County did it was a \$3,000.00 payment for the KCSO/first responders and then \$2,000.00 in Emergency Management and 4% across-the-board pay increase. Ms. Herral stated that the County allowed the elected officials to determine how they wanted to use that 4%.

Director Johnny Rutherford agreed with what Ms. Herral stated, and he recommended the same for Metro employees - \$3,000.00 for the first responders (dispatchers) and \$2,000.00 for the remaining full-time support staff of IT/admin.

Motion made to give full-time employees a one-time pay enhancement during the COVID19 pandemic & related budget amendment.

Motion: Jennifer Herald - **TABLED**

Second: Nelson - **TABLED**

Chuck Boggs asked to raise the IT/admin one-time salary enhancement closer to the \$3,000.00.

Motion to table to the first request on full-time employee enhancement/one-time salary increase of \$3,000.00 for dispatchers and \$2,000.00 for IT/admin staff.

Motion: Mayor Goodwin

Second: Greg Young

Motion carried unanimously.

Motion made to increase the full time/one-time pay enhancement to \$3,000.00 for dispatchers and \$2,500.00 to IT/admin full-time.

Motion: Chuck Boggs

Second: Greg Young

Motion carried unanimously.

Jennifer Herrald echoed what Director Rutherford and Chuck Boggs stated regarding appreciating the efforts of all staff, especially the dispatchers, during this COVID incident. (and so many others). Ms Herrald also wanted to convey Commissioner Carper's appreciation for all that Metro staff has been doing and continues to do.

Full-Time Employee Cost-of-Living Pay Adjustment and, if approved, Related Budget Amendment

Director Rutherford spoke on the 4% increase as well as increases the starting pay to stay competitive with other centers and surrounding businesses. He reiterated the goal is to keep good employees.

Motion made for cost of living pay adjustment of 4% increase to all full-time employees, as well as starting pay for dispatchers at \$17.00 per hour, moving to \$18.00 per hour after clearing training, to be effective January 4, 2021.

Motion: Vititoe

Second: Young

Motion carried unanimously.

Upcoming Procurements

Audio Recorder

Deputy Director Russell Emrick gave an overview on the audio recorder, an extension of the radio project. Russell mentioned this has been a joint effort with all radio, and IT staff, Director Rutherford, and Deputy Director Rick McElhaney. This will record local and

statewide radio traffic directly from the siren system. This is a great improvement for all and will result in greatly-enhanced quality for field units and records in general, along with recording the phone and a lot more related to training and quality assurance. Russell stated that the radio vendor could not provide a quote under \$500,000.00, so under the guidance of Director Rutherford, Metro looked at different options. Russell stated we did a lot of interviews with local centers throughout the state and, by far, Carolina Recording Systems, based out of North Carolina, was the most popular. Their final proposal was just under \$215,000.00. He stated that we would want Andrew Gunnoe (County Attorney) along with Jerie Whitehead, Kanawha County Purchasing Director, and Lindsay White to have them fully reviewed, but we believe they are fully GSA-compliant and we are eligible under GSA contract. Russell stated that it is an impressive proposal; we think it will move us forward with the Radio Project and Kanawha County.

Director Rutherford would like to request permission to spend up to \$215,000 on the new recorder for Metro, pending County Attorney and Purchasing Director approval, following County guidelines.

Motion made, pending County Attorney and Purchasing Director review, for the purchase of up to \$215,000 for recorder.

Motion: Young

Second: Vititoe

Motion carried unanimously.

Lindsay White added that we would need an amendment for the Equipment Computers line item for the recorder purchase since we did not have an official quote at the beginning of fiscal year to know exactly how much we'd be looking at spending.

Russell Emrick explained a few reasons this purchase is a little more expensive than we thought: first, we are getting a lot more than anticipated, and, second, there has been a new state code that requires us to keep recording up to two years, when previously we only kept recordings for 180 days.

Motion to approve the budget amendment for increase of \$85,000 to Equipment Computers line item for purchasing recorder.

Motion: Young

Second: Vititoe

Motion carried unanimously.

Computer Lifecycle Refresh

Russell Emrick discussed the computer lifecycle refresh. He stated that Metro purchased the equivalent computers after last Board meeting for dispatch computer replacement, but our IT administrator was able to get us the same deal, which is a 50% discount, for admin computer replacements. We plan to request CARES funding reimbursement for this purchase. Russell stated that we're unsure if we will need a budget increase but would like to get this purchase made while vendor is honoring this price and to decrease next year's expense for these computers.

Motion made to purchase 25 computers at \$26,250 for admin employee computer refresh.

Motion: President Herral

Second: Chuck Boggs

Motion carried unanimously.

Lindsay did advise we will need a budget amendment for this purchase.

Motion made to increase budget with an amendment of \$26,250.

Motion: Young

Second: Vititoe

Motion carried unanimously.

Deputy Directors Russell Emrick and Rick McElhaney stated that they'd like to express their gratitude, and on behalf of all of Metro, to the Board for their ongoing support. Director Rutherford echoed this statement.

Old Business – None.

New Business – None.

Public Comment – None.

President Herral stated the next meeting is scheduled for March 23, 2021.

Motion made to adjourn.

Motion: President Herral

Second: Boggs

Motion carried unanimously.

Meeting adjourned at 12:08.



Respectfully submitted,