

**Metro Emergency Operations Center
Board of Directors**

Conducted via Conference Call
March 23, 2021 – 12:00 pm
Minutes

Present: Ms. Jennifer Herrald
Keith Vititoe for Kent Carper
Sheriff Mike Rutherford
Chief Virgil White for Mayor Frank Mullens
Mayor Jay Snodgrass
KCEAA Rep. Jack Linville for Director Joe Lynch
Emer. Mgt. Director of Charleston Mark Strickland
Emer. Mgt. Director of Kan. Co. CW Sigman
First Sgt. Michael Anderson
Andrew Byrd
Chuck Boggs
David Armstrong
Jeremy Nelson
Matt Lyons
Ms. Angel Moore
David Wagoner
Derek Johnson

Staff: John Rutherford
Rick McElhaney
Russell Emrick
Lindsay White
Amy Larch
Jenn Adkins
Joanna Edwards
Luke Taylorc

Guest: Lieutenant Bryan Carper

President Jennifer Herrald called the meeting to order at 12:07

***Moment of silence for those who have passed away from the COVID pandemic. We currently have 295 Kanawha County residents that passed away from COVID and over 12,000 people affected by COVID in Kanawha County. We continue to ask that you think about our first responders that includes Metro 911 telecommunicators, dispatchers, police, fire and EMS who are all on the front lines dealing with the COVID pandemic. With that let us have a moment of silence. Director Rutherford wanted to pay a special respect to one of our employees, Rusty Brown, who was scheduled to retire next week and he passed away last month and would like to make sure we think of him during our moment of silence.**

Roll call was noted.

Motion made to approve minutes from December 10, 2020.

Motion: Mayor Snodgrass

Second: Mr. Lyons

The motion carried unanimously.

Finance Committee Update

Lindsay White recapped what happened in our 11:00 Finance Committee/Executive Joint meeting. The auditors presented the fiscal year 2020 audit report which ended for June 30, 2020. Brown & Edwards had a clean opinion on that and also had the Single Audit component this year.

Lindsay touched on the other Executive Board actions. For the first meeting of the calendar year duties – Ms. Herrald was elected President of the Board for 2021 and established the time and place of the 2021 meetings. Metro voted to keep the Personnel Committee and the Finance Committee the same.

Lindsay stated that Metro also presented the fiscal year-to-date financial statements and received some open purchase order amendment approvals and a ratification request. Metro discussed some COVID Leave credits that they are going to need to pay back. Employer paid health insurance deductible - the Board approved to continue Plan C, funding the deductibles through the Health Savings Account. Metro presented the Fiscal 2021-year budget and the cash flow projection. The Executive Board moved to recommend to the Board of Directors, our presentation to get their final approval on this during this meeting. Metro received the renewal approval for the intergovernmental agreement with OES. Metro had a couple of procurement details discussed as listed on page two of the previous agenda. Staff discussed the County Radio Towers.

Presentation of Fiscal Year 2022 Budget and Three-Year Cash Flow Projection

Lindsay stated the first column shows Metro's estimated actual for the current year for fiscal year ending June 30, 2021. The second column shows Metro's current year budget and the green column shows the proposed budget for next year, that Metro is requesting approval on. Metro Operating Expenses are expected to be fairly consistent with the current year. Payroll will be very consistent if it is approved as presented. The one time pay enhancement that was approved related to COVID is about the same amount as the ongoing cost of living increase that the Board also approved. Metro does have some changes in line item for Rave Smart 911, this is listed under Rents and Utilities. Telephone line item will be what Metro runs that to in the next fiscal year just to better classify it. Right now, it is being run to Contracted Services. No net change there. Under Repairs and Maintenance – Metro does expect to have some grounding work done. COVID has changed some of Metro's expenses, but in Supplies and Materials, Metro had decreased fuel consumption this year as well as community education decrease. Under equipment - Metro was able to secure a great deal on dispatch and administration computer replacements thanks to the work in IT. Also, some consideration under the very last line item, the Equipment Radios and Incidental Expenses as it relates to the ongoing