

Finance Committee/Executive Board  
December 14, 2021

**Metro Emergency Operations Center  
Finance Committee/Executive Board**  
December 14, 2021 – 11:00 am  
Minutes

Present: Board President Jennifer Herral  
Keith Vititoe for Commission President Kent Carper  
Captain Drennan for Sheriff Mike Rutherford  
Chuck Boggs  
Chad Jones for Mayor Amy Goodwin  
Derek Johnson

Staff: Director John Rutherford  
Dep. Director Rick McElhaney  
Dep. Director Russell Emrick  
Lindsay White  
Amy Larch  
Joanna Edwards  
Josh Knox

Guest: Anthony Carpenter of Brown Edwards

**Call to Order**

President Jennifer Herral called the meeting to order at 11:00.

**Roll Call**

Roll call was noted.

**Approval of Minutes**

Motion made to approve the Finance Committee/Executive Board minutes from September 22, 2021.

Motion: Keith Vititoe

Second: Chuck Boggs

The motion carried unanimously.

**Presentation of FY21 Audit Report**

**Presentation of the audited FY21 Financial Statement – Lindsay White and Anthony Carpenter**

- Two documents were circulated to board members, FY21 Required Communication (report to the board) and the Kanawha County Metro 911 2021 (audited financial statements).
- FY21 for year end June 30, 2021 was the second year of the three-year contract Metro has with Brown Edwards for auditing services.
- Anthony Carpenter from Brown Edwards gave the board a review of the audit report and financial statements. Anthony stated Metro did comply with all requirements and had a clean report.

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- Metro was subject to a single audit, due to funds received through the CARES ACT fund. Anthony reported there were no findings of noncompliance and was a clean report.

Motion made to accept audit report for FY2021.

Motion – Chuck Boggs

Second – Keith Vititoe

Motion was carried unanimously.

#### **Finance Update – Lindsay White**

**FY22 F/S YTD – Budget & open purchase order amendments, requests, ratification requests, and updates.**

- October financial statements were circulated to the board.
- Metro is operating within budget.
- No request for any purchase order amendments or any other requests at this time.

#### **Director Update – Johnny Rutherford**

- Metro paid off the bonds used to finance the Metro 911 building as of November 2021.
- Metro is now completely debt free.

**Discussion regarding consideration of raises for Metro employees, to include but not limited to, a one-time salary enhancement and/or a general compensation for Metro employees and, if approved, related budget amendment. – Jennifer Herral & Johnny Rutherford**

- Following suit with the Kanawha County Commission, Metro would like to implement a 4% across the board pay increase for all full-time employees. In addition, a one-time salary enhancement of \$3,000 for all full-time employees, as they are first responders, and \$500 for all part-time employees.

Motion made to accept a 4% pay raise for all employees, a one-time \$3,000 enhancement for full time employees and \$500 enhancement for part-time employees.

Motion – Chuck Boggs

Second – Keith Vititoe

Motion was carried unanimously.

As discussed by Lindsay White, Metro expects the one-time salary enhancement to cost \$242,130. Metro will break that up accordingly by payroll and related employer FICA. The 4% would be approximately \$140,000 a year with related incidentals related to that totaling to about \$196,000 per year which will be broken up accordingly.

Motion to approve the budget amendment as discussed by Lindsay.

Motion – Chuck Boggs

Second – Keith Vititoe

Motion was carried unanimously.

**Upcoming Purchases**

**Card Reader – Rick McElhaney**

- Metro has an outdated card reader system that is 15 years old. Metro has had issues with the card reader system and issues with getting access to parts/supplies when problems with the system occur. Metro would like to request a motion to look into purchasing a new card reader system in the amount up to \$55,000 with the understanding the Board President, Jennifer Herral and the Director of Metro, Johnny Rutherford would agree with the purchase to give the ability to move forward with this.
- Director Rutherford stated Metro would need to go with RFP on this and once the RFPs are received and Jennifer and Johnny agree that this was done properly, to move forward with the purchase up to \$55,000.

Motion to move forward with RFP for purchase of card reader system, up to \$55,000, with Board President and Director being in agreeance prior to purchase.

Motion – Captain Drennan

Second – Keith Vititoe

Motion was carried unanimously.

**Rave Alert 3 year contract renewal – Russell Emrick**

- Rave Alert, previously called Swift Reach, is Metro's mass notification ringdown system used by Emergency Management, incident commanders and Metro to notify the public. Metro has had this since 2009 with no inflation adjustments in 12 years. There is not change in cost, but to keep current pricing, Metro will need to sign a three-year contract. Normally, this is handled by an open purchase order that the board approves annually, but because it is three years, Metro is asking the board to approve the three-year contract for this at the existing price. It is also reimbursed by the Public Safety Grant Commission as an emergency management expense. The motion will also include a request to adjust this to be on a fiscal year schedule instead of a calendar year schedule. Metro will pay five months of the three-year contract so that it starts at the beginning of Metro's fiscal year.
- Director Rutherford also noted that Metro has talked with C.W. Sigman, who is in charge of Emergency Services and he is on board with this as he worked hand in hand with Metro on this program.

Motion to approve signing a three-year contract with Rave Alert at the existing price, adjusting 5 months for the current fiscal year. Covered by Public Safety Grant.

Motion – Jennifer Herral

Second – Keith Vititoe

Motion was carried unanimously.