

**Metro Emergency Operations Center
Finance Committee/Executive Board
April 26, 2022 – 11:30am
Minutes**

Present: Board President Jennifer Herrald
Keith Vititoe for Commission President Kent Carper
Chad Jones for Mayor Amy Goodwin
Chuck Boggs
Jeremy Nelson

Staff: Director John Rutherford
Dep. Director Rick McElhaney
Dep. Director Russell Emrick
Lindsay White
Amy Larch
Joanna Edwards
Josh Knox
Jason Haynes
Lieutenant Trevor Smith

Call to Order

Board President, Jennifer Herrald called the meeting to order at 11:30.

Roll Call

Roll call was noted.

Approval of Minutes

Motion made to approve the Finance Committee / Executive Board minutes from December 14, 2021.

Motion: Jeremy Nelson

Second: Keith Vititoe

The motion carried unanimously.

First Meeting of the Calendar Year Duties

Discussion related to the First Meeting of the Calendar Year Duties per the Metro Charter

- Election of President of the Board for 2022
- Establishment of time and place of 2022 meetings
- President of the Board's Appointments for 2022
 - Personnel Committee Chairperson
 - Finance Committee Chairperson, who will also serve as Vice President of the Executive Board and Vice President of the Board of Directors.

Motion made to elect Jennifer Herrald for 2022 Board President.

Motion: Keith Vititoe

Second: Chuck Boggs

The motion carried unanimously.

Time and place of 2022 meetings to remain the same, at Metro or via phone, no motion needed.

Motion made to approve President Herral's appointment of Personnel Committee Chairperson, Keith Vititoe. Those to also serve on the Personnel Committee will be Jennifer Herral, Mayor Amy Goodwin/her designee, CW Sigman, and Andy Pile.

Motion: Chuck Boggs
Second: Jeremy Nelson

The motion carried unanimously.

Motion made to approve President Herral's board appointment of Finance Committee Chairperson, Chuck Boggs. Those to also serve on the Finance Committee will be Mayor Amy Goodwin/her designee, Derek Johnson, Sheriff Mike Rutherford, and Jeremy Nelson.

Motion: Keith Vititoe
Second: Jeremy Nelson

The motion carried unanimously.

President Herral noted that per the Metro 911 Charter, the Finance Committee Chairperson will also serve as the Vice President of the Executive Board as well as Vice President of the Board of Directors.

Finance Update

FY22 F/S YTD – Lindsay White

- February financial statements have been circulated, March financial statements to be completed and sent out by the end of the week.
- Revenues are above budget; payroll expenses are within budget and total operating expenses are within budget.
- Compared to last year, decreased revenues and increased expenses, which were expected and budgeted for.

Open Purchase Order/Budget Amendment Requests/Ratification Requests/Updates -Lindsay White

- Requesting a budget amendment increases for the following:
 - \$2,000 for M&R / Auto
 - \$2,000 for EOC/KC-1 account
 - \$1,500 for Dues and Subscriptions

The above budget amendment increase will all be offset by Metro's increase in landline revenue, having a zero-net effect.

- Reclassifications of Metro's Maintenance and Repairs accounts:
 - \$60,000 increase for M&R Equipment
 - \$20,000 decrease to M&R Software
 - \$40,000 decrease to M&R Grounds

The above reclassifications will have a zero-net effect.

Updated the Board of an internal increase of \$5,000 to Building Capital Outlay to cover the access card control system.

Motion made to approve the requested budget amendments of \$2,000 for M&R/Auto, \$2,000 for EOC/KC-1 account and \$1,500 for Dues and Subscriptions.

Motion: Jeremy Nelson
Second: Chuck Boggs

The motion carried unanimously.

Director Update – John Rutherford

- Legislature included 911 in the EMS retirement, effective July 1, 2022 for new employees. An employee with 20 years of service and 50 years of age care retire with full benefits. During the 2023 Legislature, will try for a new bill that will cover all other employees.
- Announced seven-year employee Joanna Edwards departure and introduced new employee Jason Haynes. Both from the Finance Department.

- Upcoming console project.

Presentation and Approval of FY23 Budget and Three-Year Cash Flow Projection – Lindsay White

- Reflects a 10% nonpayroll expense increase.
- No major raises built in for payroll expenses.
- Increase for training of Telecommunicators.
- Preapproved annual raises for Telecommunicators.
- Purposing new accounts for Maintenance and Repairs as well as Radio and Communications for two new Motorola radio contracts.
- Projection estimates discussion will be needed regarding Metro seeking additional funding beginning next year. CARES funding bridging the gap, bringing in 3.2 million. Currently working on a submission to FEMA for COVID reimbursement totaling about \$35,000, if approved.
- Revenues decreasing with total operating revenues of 7.2 million.
- 5% percent increase in PEIA premium.
- Percentage for retirement will change from 10% to 9%.
- 6% increase from FY22 actual to estimated budget for FY23 with all other items having a 10% inflation adjustment.
- Motorola maintenance fees expected to increase.
- Operating expenses expected to be 8.9 million. Some operating expenses being greater than revenues.
- Request that the \$600,000 console project be moved from current budget (FY22) to next year's budget (FY23).
- Cash position at the end of FY23 being about six million. Begin planning for additional funding this time next year.
- Additional funding has not been requested since 2015.

Requesting recommendation from Executive Board to the Board of Directors for approval of FY23 Budget and Three-Year Cash Flow Projection.

Motion made to approve and recommend to Board of Directors the FY23 Budget and Three-Year Cash Flow Projection.

Motion: Keith Vititoe

Second: Chuck Boggs

The motion carried unanimously.

Metro 911 Dress Code and Grooming Policy – John Rutherford

Director Rutherford updated the board stating, due to COVID Metro had become lenient with policies such as hair and grooming. During COVID, it was difficult to keep staffing and for employees to be able to get haircuts, etc. COVID has now calmed and Metro has resumed enforcing the policy for neat and clean appearance. Some question was brought to management regarding the policy and so it was decided to revise the policy to model other First Responder agencies policies. Noting, Metro's policy is not as strict as other First Responder agencies. The new policy being clearer about what is expected and elaborating on neat and clean appearance expectations. Metro met with the Personnel Committee, receiving recommendations for some changes to the policy presented during the meeting. Personnel Committee Meeting was ended with Metro making appropriate changes, Director Rutherford presenting to Personnel Committee Chairperson Keith Vititoe, then once approved by Vititoe, Personnel Committee recommending approval of updated policy to Executive Board.

In accordance with Director Rutherford, Board President Herral stated the new policy was reviewed thoroughly by the Personnel Committee. During the Personnel Committee Meeting there was open discussions regarding the policy and a Metro employee as well as another guest in attendance who were able to state their comments and concerns to the Personnel Committee for consideration. The policy was in accordance with other First Responder agencies. The Personnel Committee felt the policy was appropriate for Metro.

By recommendation of the Personnel Committee to the Executive Board, requesting approval of the updated Metro 911 Dress Code and Grooming Policy, being effective May 1, 2022.