

**Metro Emergency Operations Center
Finance Committee/Executive Board**
September 22, 2021 – 11:30 am
Minutes

Present: Board President Jennifer Herrald
Keith Vititoe for Commission President Kent Carper
Sheriff Michael 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

Call to Order

President Jennifer Herrald called the meeting to order at 11:31.

Roll Call

Roll call was noted.

Approval of Minutes

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

Motion: Mr. Boggs

Second: Sheriff Rutherford

The motion carried unanimously.

Finance Committee Update – Lindsay White & Johnny Rutherford

FY22 F/S YTD (discussed draft FY21 F/S)

- Fiscal year 2021 financial statements for the year ended June 30, 2021, excluding GASB68 update, circulated to the Board.
- Metro's auditors will be completing field work remotely again this year, which is scheduled to begin in a few weeks.
- Metro presented a good finance report:
 - Revenues substantially higher than budget.
 - Wireless and landline fee income both exceeded even the prior year by about \$400,000 in total.

- “Payroll and related benefits expense” have been positively impacted by the change in health insurance to WVPEIA.
- Metro’s bonds will be paid off in less than two months, on November 1, 2021.
- Lindsay White confirmed that the Committee did not have any requests for new reports/other information to be presented at quarterly meetings.

Budget and Open Purchase Order Amendments Requests/Ratification Requests/Updates – Lindsay White

- Ratification on a uniform budget amendment in the amount of \$2,500 for fiscal year 2021.
- Ratification of the purchase order to Frontier for dispatch workstation refresh \$110 (PO previously approved, so requesting additional increased approval on the final total).
- \$1,000 amendment to the previously-approved COVID Relief credit refund. The IRS will not waive interest charges, so this requires additional Board approval.

Motion to approve the two ratification requests and one amendment request.

Motion: Sheriff Rutherford

Second: Mr. Vittoe

The Motion was carried unanimously.

Metro 911 Employee Association Update – Joanna Edwards & Johnny Rutherford

- Employee Association’s current balance is slightly over \$6,000 coming in at \$6,122.47.
- Year-to-date expenses include giveaways that include \$10 gift cards given away bi-weekly as a shift giveaway and also a \$25 gift cards that are given away bi-weekly as an EMD giveaway.
- On Monday’s employees are allowed to wear jeans along with any Metro shirt for a donation of \$1.
- Participating employees contribute \$2 per pay day into the Employee Association.
- The Association also earns money through t-shirt sales.
- The Employee Association is employee-driven; each shift in dispatch along with IT and Admin have a representative elected by the employees, and a Deputy Director also serves on the Board.
- All purchases made by the Employee Association are reviewed.
- The Director has veto power on purchase decisions.

Upcoming Procurements

Card Reader – Russell Emrick & Johnny Rutherford

- Discussion and update to the Board regarding Metro’s card reader system being outdated and needing updated. Cards are no longer available for the current system.

Gate – Rick McElhaney & Johnny Rutherford

- Discussion and update to the Board regarding Metro’s gate and conduit issues.
 - Received quotes from two vendors coming in around \$40,000 to repair or run new conduit.

- The City of South Charleston has agreed to take on this project and cover all labor costs.
- The City of South Charleston has asked Metro to cover the materials.
 - Metro does not have a firm estimate at this time, but ballpark estimates are in the \$5,000 to \$6,000-range in materials which would save Metro nearly \$35,000.
- Received quotes for gate repairs, the highest so far being \$22,000 - \$23,000.

Motion to spend up to \$25,000 to move forward with purchase of new gate after RFP Process.

Motion: Sheriff Mike Rutherford

Second: Mr. Vittoe

Motion was carried unanimously.

Metro Vehicle – Johnny Rutherford

- Requesting motion giving authority to purchase a vehicle (once one that meets Metro's needs becomes available) under State contract that fits within Metro's budget.

Motion was made to purchase a vehicle up to budgeted amount using State contract pricing or to use the County Commission's bid, whichever is best.

Motion: President Herral

Second: Mr. Boggs

Motion carried unanimously.

Consoles – Johnny Rutherford

- Received quotes and working with a couple of vendors and budgeted \$500,000 for purchase of new consoles.
- Will also need new electric and new wiring.
- Metro is working with a couple different vendors -- GSA Contract vendors -- to purchase these consoles.
- Director Rutherford explained that right now, Metro has the \$500,000 in the budget; however, with the wiring and other ancillary work that Metro could be up to \$800,000 - \$900,000 with this project.

Legislative Actions – Johnny Rutherford

- Metro is continuing to pursue twenty-year retirement bill.

Old Business - None

New Business - None

Public Comment - None

Announcements

Finance Committee/Executive Board
September 22, 2021

Next meeting is scheduled for Tuesday, December 14, 2021.

Adjournment

Motion made to adjourn.

Motion: Mr. Boggs

Second: Sheriff Rutherford

The motion was carried unanimously.

Meeting adjourned at 11:58

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "John Rutherford", with a horizontal line extending from the end of the signature.