

**Metro Emergency Operations Center
Finance Committee/Executive Board**
June 28, 2022 – 11:30am
Minutes

Present: Keith Vititoe for Commission President Kent Carper
Chad Jones for Mayor Amy Goodwin
Bryan Carper for Sheriff Mike Rutherford
Chuck Boggs
Derek Johnson

Staff: Director John Rutherford
Dep. Director Rick McElhane
Dep. Director Russell Emrick
Lindsay White
Amy Larch
Jim Mangus
Josh Knox
Jason Haynes
Lisa Moore
John Green w/WSAZ

Call to Order

Director John Rutherford called the meeting to order at 11:31.

Roll Call

Roll call was noted.

Approval of Minutes

Motion made to approve the Special Executive Board Meeting minutes from May 4, 2022.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously.

Finance Update – Lindsay White

- Review of financial statements year-to-date, as included in the meeting packet.
- Prep for annual audit work has begun, gathering documents and such, with field work scheduled for October.
- Annual request for conflict of interest statements will be circulated soon.
- Metro is in overall good financial shape, with both revenues and expenses largely within budget.
- March projections appear to show that Metro may need to revisit funding in the next 1-2 years, at the Board's discretion. Metro has gone longer than expected without addressing this due to the influx in funding from the CARES Act.

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

- Requesting a budget amendment increase for the following:
 - \$60,000 for Depreciation Expense

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

Motion made to approve the requested budget amendment of \$60,000 for Depreciation Expense.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously.

Emergency Purchase – John Rutherford

- Last week or so severe storms damaged the electrical connection to the Malden tower. Costs associated with damage will include creation of a temporary access road, additional fuel costs for generator power, and repair/replacement of main power connection. Anticipated costs will be around \$45,000. Requesting a motion to approve these emergency funds to keep the tower operational to facilitate emergency communications by Metro to all first responder agencies that use that tower. Chuck Boggs asked if the County will assist with these costs, and Director Rutherford explained that the majority of the tower fund was contributed initially by the County Commission along with some Metro funds, and that Metro receives money annually from the Public Safety Grant Fund, also.

Motion made to approve emergency open purchase order of \$45,000 for repairs to Malden Tower out of the Tower Fund.

Motion: Chuck Boggs

Second: Bryan Carper

The motion carried unanimously.

Presentation and Approval of Open Purchase Orders for FY23 – Lindsay White

- Proposed list circulated via email and in packet.
- Inflation adjusters added for FY23
- Requesting approval to increase efficiency for purchasing department.
- The only significant addition worth noting is the Motorola annual maintenance agreement, otherwise the list is largely similar to previous FY.

Motion made to approve the proposed list of Open Purchase Orders for FY23

Motion: Chad Jones

Second: Keith Vititoe

The motion carried unanimously.

Metro Portion of July 1 Health Savings Account Funding for Employees enrolled in PPB Plan C – Lindsay White

- Metro follows the example of the Kanawha County Commission to fund an HSA for employees selecting the high deductible health insurance plan (Plan C). Even after funding the HSA, Metro still has a net savings of around \$1,000 per employee that selects Plan C. Requesting approval to fund the first half of HSA contributions on July 1, for \$52,300.

Motion made to approve Metro's payment for \$52,300 to cover the first half of Plan C deductible expenses for employees to The Health Plan.

Motion: Chad Jones

Second: Chuck Boggs

The motion carried unanimously.

Upcoming Purchases – John Rutherford

Motorola Equipment Service Update – Jim Mangus

- This is needed to ensure the twenty-seven Motorola dispatch consoles located at Metro and the alternate PSAP are kept up-to-date and secure so we can maintain integration with the Statewide Interoperable Radio

Network system. This service update agreement will keep Metro's equipment on the same update cycle as the statewide network to ensure compatibility. This will be an ongoing annual expense.

Motion made to approve \$130,000 payment for Motorola Service Update Agreement.

Motion: Bryan Carper
Second: Chad Jones

The motion carried unanimously.

Electrical Work for Dispatch Console Project – Josh Knox & John Rutherford

- Need to expand number of electrical circuits in the communications center to accommodate the new dispatch consoles. Quote from South Charleston Electric for \$32,000.
- Normally this would be bid, but Metro is requesting this to be approved by the Board as sole-source due to the sensitive nature of the electrical system at Metro, and due to the need for consistency from one electrical project to another. Metro would like to use South Charleston Electric for this work due to the fact they have completed two major electrical projects for Metro – replacement of the building generator, and replacement of the building UPS – and possess a detailed, in-depth knowledge of Metro's existing electrical infrastructure. Director Rutherford specified that future electrical maintenance work, after this project, will be bid out.

Motion made to approve payment for South Charleston Electric quote for \$32,000 for dispatch console prep work as sole-source.

Motion: Chuck Boggs
Second: Keith Vititoe

The motion carried unanimously.

Tyler Technology Server Migration – Russell Emrick

- Quote received for just under \$22,000 for an upgrade to the KCPS system that is maintained jointly by Metro and the Kanawha County Sheriff's Office.
- This system provides the backbone of the public safety computer network to most first responder agencies in Kanawha County.
- This is simply a refresh to update approximately 20 servers. This cost will be ultimately split with the Kanawha County Sheriff's Office.

Motion made to approve payment of up to \$22,000 for Tyler Technology Server Migration quote where Metro will be ultimately reimbursed by the Kanawha County Sheriff's Office for approximately half of the total cost.

Motion: Chad Jones
Second: Chuck Boggs

The motion carried unanimously.

Old Business

New Business

Public Comment

Announcements

Next meeting is scheduled for Tuesday, September 27, 2022.

Adjournment

Motion made to adjourn.

Motion: Chuck Boggs
Second: Chad Jones

Meeting adjourned at 11:56.

Respectfully Submitted,

