

**Metro Emergency Operations Center
Finance Committee/Executive Board
September 27, 2022 – 11:30am**

Present: Keith Vititoe for Commission President Kent Carper
KCSO Chief Deputy Joe Crawford
Jennifer Herrald
Chuck Boggs
Derek Johnson

Staff: Director John Rutherford
Dep. Director Russell Emrick
Lindsay White
Amy Larch
Josh Knox
Lisa Moore
Lieutenant Trevor Smith

Call to Order

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

Roll Call

Roll call was noted.

Approval of Minutes

Motion made to approve the Board Meeting minutes from June 28, 2022.

Motion: Derek Johnson

Second: Keith Vititoe

The motion carried unanimously.

Discussion re: amendment to Executive Director's Contract

- Jennifer noted that Director Rutherford has now been at Metro for 10 years, serving in his role free of charge while he was Sheriff, and upon completing his term at a rate of \$125,000 annually, with no increase. She stated that the Board believed Director Rutherford has done an excellent job and it was time to review his contract and increase his compensation. Mrs. Herrald has prepared a new contract for Board consideration. Mrs. Herrald turned the floor over to Derek Johnson.
- Derek Johnson thanked Director Rutherford for all he does for Metro 911 and the citizens of Kanawha County and introduced a motion to accept the new contract increasing Director Rutherford's compensation to \$155,000 annually.

Motion made to approve new contract for Director Rutherford increasing compensation to \$155,000 annually.

Motion: Derek Johnson

Second: Chief Joe Crawford

The motion carried unanimously.

- Director Rutherford thanked the Board and the Metro 911 staff for the generosity and hard work.
- Chief Joe Crawford stated it was well-deserved and that Director Rutherford was a joy to work with, and that Metro 911 was operating better than ever under his leadership.

Finance Update – Lindsay White

- Review of financial statements year-to-date, as included in the meeting packet.
- Books have been closed for FY22 & presented to auditors. Pre-field work requests for annual audit are being finalized and auditors will begin onsite work the following week. This will be contract year 3 of 3, and we will go out to bid later this year for future annual audit needs.
- Implementation of new accounting standards for government related to leases.
- Landline fee revenues were down, but mostly offset by wireless fees, as budgeted. Amy and Jason are very helpful in following up with remitters to ensure proper revenues are received, and introduced Lisa Moore, a new member of the Finance staff.
- Good year to report financially, but at Board's discretion, may need to consider need for additional funding in next 1-2 years.

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

- Requesting the following:
 - Ratify \$1,501 increase for InDigital Text-to-911 service to \$16,500.

Motion made to ratify the increase up to \$16,500 for InDigital Text-to-911 service support.

Motion: Keith Vititoe

Second: Chuck Boggs

The motion carried unanimously.

- Increase of \$6,000 to previously-approved \$45,000 for emergency repairs to Malden tower.

Motion made to increase by \$6,000 the previously approved \$45,000 for emergency repairs to Malden tower.

Motion: Chuck Boggs

Second: Chief Joe Crawford

The motion carried unanimously.

Motion: Chuck Boggs

Second: Bryan Carper

The motion carried unanimously.

Metro 911 Employee Association Update – Trevor Smith

- Employee Association currently \$8,886.86, which is used for employee rewards, holiday meals, and in cases of death of an employee or their family member.
- Recent \$500 donation from recent memorial disc golf tournament at Redeemer Lutheran Church.
- Working with Shawnee Sports Complex for a possible pickleball tournament sometime next year.

Upcoming Purchases – John Rutherford

Replacement of backup radios in Dispatch – John Rutherford

- New console project has made us look closely at the backup radios that were in use in the communications center. These backup radios are the lifeline to responders when there are disruptions to the primary radio system at Metro. The current radios are approximately 16 years old. Asking the board to approve a turn-key replacement of these backup radios so the work can be done alongside the new dispatch console replacement project, in the amount of up to \$80,000 from ESI on state contract pricing.

Motion made to approve up to \$80,000 for new backup radios in dispatch.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously.

Replacement monitors in Dispatch from CDWG – Russell Emrick & John Rutherford

Finance Committee/Executive Board
September 27, 2022

- Request to approve purchase of replacement monitors for dispatch. Though previously budgeted and approved, the purchasing contract quote exceeds the \$15,000. Requesting approval for the quote of \$15,232.50.

Motion made to CDWG quote for replacement monitors for dispatch in the amount of \$15,232.50.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously.

- Request to approve purchase Microsoft licensing through SHI. This is a renewal of existing licensing, but will begin what is typically a 3-year lifecycle that is brought to the Board every three years for review and approval. Requesting approval of 3-year contract at a cost of \$21,293.39 per year.

Motion made approve SHI contract for renewal of Microsoft license for a 3-year term at a cost of \$21,293.39 per year.

Motion: Chief Joe Crawford

Second: Keith Vititoe

The motion carried unanimously.

Old Business

New Business

Public Comment

- Russell Emrick wanted to thank the Board and Jennifer Herral for her leadership, which have both been instrumental in renewing the contract with Director Rutherford, and thank Director Rutherford for his leadership at Metro 911. Chuck Boggs reiterated that, from an outside perspective, it also appears Metro is extremely well-run.

Announcements

Next meeting is scheduled for Tuesday, December 13, 2022.

Adjournment

Motion made to adjourn.

Motion: Derek Johnson

Second: Chuck Boggs

Meeting adjourned at 11:51.

Respectfully Submitted,

