

Metro Emergency Operations Center
Finance Committee/Executive Board
December 13, 2022 – 11:30am
Minutes

Present: Keith Vititoe for Commission President Kent Carper
Chad Jones for Mayor Amy Goodwin
Ms. Jennifer Herrald
Chuck Boggs
Derek Johnson

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

Guests: Rob Adams w/Brown Edwards
Anthony Carpenter w/Brown Edwards

Call to Order

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

Roll Call

Roll call was noted.

Approval of Minutes

Motion made to approve the Executive Board Meeting minutes from September 27, 2022.

Motion: Keith Vititoe

Second: Derek Johnson

The motion carried unanimously .

Presentation of FY22 Audit Report – Lindsay White, Rob Adams, & Anthony Carpenter

- Lindsay White - Introduction of Rob Adams and Anthony Carpenter from Brown Edwards, who just completed the FY22 audit. This will be the final year of the 3-year contract awarded to Brown Edwards for auditing services. We will have to go out to bid for the next 3-year auditing contract soon. Brown Edwards have been great to work with, especially considering the implementation of new, more complex auditing standards. Anthony Carpenter in particular was very helpful in guiding the Finance team through this process.
- Anthony Carpenter – Mr. Carpenter thanked Metro staff for their assistance and cooperation during the audit process. Presentation of audit report. New standards were implemented this year that impacted the recording of a lease, requiring it to be shown on Metro’s balance sheet. This is related to Metro’s tower leases, one in particular. Nothing significant regarding financial statements to report. Recommendation made to stop recording pre-paid assets and note made regarding upcoming accounting standard changes related to software subscription reporting.
- Rob Adams – Mr. Adams noted that the current and upcoming accounting standard changes do not affect cashflow, but rather are meant to increase the accuracy of balance sheets.

- Mr. Chuck Boggs – Thanked the Metro Finance Staff for all of their hard work.
- Ms. Jennifer Herral – Thanked Metro Finance Staff and Management, along with Brown Edwards for their hard work. Metro would welcome the chance to continue working with Brown Edwards should they be selected for the next 3-year audit contract when that goes to bid.

Finance Update – Lindsay White

- Review of financial statements for Q1 FY23, as included in the meeting packet.
- Overall cash position is good, but Metro may look into additional funding within next year. No increases have been requested since 2015.
- Introduced Haleigh Lilly, a new member of the Metro Finance staff.

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

- Amendment for emergency purchase for repairs to Malden Tower.
 - Seeking increase up to \$40,365.90 from previously approved \$25,000 due to addition wiring needed but not included in original estimate, per project manager David Armstrong.

Motion made to ratify the requested amendment for emergency purchase of repairs for Malden tower.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously.

- Ratification of United Bank credit card payment.
 - Seeking ratification of payment of \$22,814.13 made during console project to procure new monitors for dispatch. Original plan was to purchase elsewhere, but original vendor had insufficient stock and the quantity needed was only available via credit card purchase. Payment was previously approved verbally by Board President Jennifer Herral.

Motion made to ratify the United Bank credit card payment of \$22,814.13 that was verbally approved for payment by Board President Jennifer Herral on 11/16/22.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously.

- Amendment for WV Enhanced 911 Council.
 - Seeking open PO FOR \$10,000 and related budget increase to cover increased dues for the WV Enhanced 911 Council. Increase dues will fund a new position that will advocate for 911 statewide and seek to retain local control of 911 with each county as it is currently.

Motion made to approve the requested budget amendment and open PO for \$10,000 for WV Enhanced 911 Council.

Motion: Derek Johnson

Second: Keith Vititoe

The motion carried unanimously.

Metro Portion of January 1 Health Savings Account Funding for Employees in PPB Plan C – Lindsay White, John Rutherford

- This is requested to remain consistent with the County Commission policy of contributing towards the HSAs for employees participating in PPB Plan C. Even after this funding this, Metro saves on average \$1,000 per employee enrolled in Plan C. Requesting approval for \$50,400 for the January contribution.

Motion made to approve payment in amount of \$50,400 for January portion of HSA contributions for employees enrolled in PPB Plan C.

Motion: Keith Vititoe

Second: Derek Johnson

The motion carried unanimously.

Upcoming Purchases – John Rutherford

Motorola Licensing Upgrades for SIRN – Josh Knox

- Due to planned upgrades of the Statewide Interoperable Radio Network in Q1 of 2023, Metro will be required to upgrade licensing related to the integration of the radio and recorder systems. Quote received from Carolina Recorder Systems for upgraded licensing to Motorola radio system in the amount of \$24,980.

Motion made to approve \$24,980 payment for Carolina Recorder Systems for licensing upgrades required by Motorola.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously.

Legislative Actions – John Rutherford

- Director Rutherford stated our main focus will be on Next Gen 911 and 911 Retirement. Last session resulted in legislation bringing new employees into the EMS retirement system. Metro will work to bring existing employees into the same retirement. Ms. Herrald stated that 911 retirement is on Kanawha County's legislative priority list and has been sent to the Kanawha County State Congressional Delegation.

Old Business

New Business

Public Comment

Announcements

Next meeting is scheduled for March 28, 2023.

Adjournment

Motion made to adjourn.

Motion: Chuck Boggs

Second: Derek Johnson

Meeting adjourned at 11:54.

Respectfully Submitted,

