

**Metro Emergency Operations Center
Finance Committee/Executive Board
April 11, 2023 – 11:30am
Minutes**

Present: Chief Joe Crawford for Sheriff Mike Rutherford
Chief Virgil White for Mayor Frank Mullens
Chad Jones for Mayor Amy Goodwin
Chuck Boggs
Derek Johnson
Keith Vititoe for Commission President Kent Carper
Ms. Jennifer Herrald

Staff: Director John Rutherford via phone
Dep. Director Rick McElhaney
Dep. Director Russell Emrick
Amy Larch
Lisa Moore
Haleigh Lilly
Josh Knox

Guests: Trevor Smith

Call to Order

Ms. Jennifer Herrald called the meeting to order at 11:32.

Roll Call

Roll call was noted.

Approval of Minutes

Motion made to approve the Executive Board Meeting minutes from December 13, 2022.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously .

First Meeting of the Calendar Year Duties

- Election of President of the Board for 2023
Chuck Boggs nominated Ms. Jennifer Herrald to server as President of the Board for 2023. There were no other nominations.

Motion made to appoint Jennifer Herrald as Board President for 2023.

Motion: Chuck Boggs

Second: Derek Johnson

The motion carried unanimously

- Establishment of time and place of 2023 meetings
 - Tuesday, June 27, 2023
 - Tuesday, September 26, 2023

- Tuesday, December 12, 2023
- Tuesday, March 26, 2024
- All meetings to be held at Metro 911

- President of the Board's Appointments for 2023
 - Personnel Committee Chairperson
Committee will include Chairman Keith Vititoe, Ms. Jennifer Herrald, Mayor Amy Goodwin or her representative, Andy Pyle, and CW Sigman

 - Finance Committee Chairperson, who will also serve as Vice President of both Executive Board and Board of Directors, per the Metro 911 Charter
Committee will include Chairman Chuck Boggs, Mayor Amy Goodwin or her representative, Derek Johnson, Sheriff Mike Rutherford or his representative, and Chief Virgil White

 - Executive Board for 2023
Executive Board will include Ms. Jennifer Herrald, Chuck Boggs, Mayor Amy Goodwin or her representative, Chief Virgil White as representative for Mayor Frank Mullens, Andy Pyle, Sheriff Mike Rutherford or his representative, and Keith Vititoe

Motion made to appoint Keith Vititoe as Personnel Committee Chairman, Chuck Boggs as Finance Committee Chairman, and approve proposed Boards and Committees for 2023.

Motion: Chief Crawford

Second: Derek Johnson

The motion carried unanimously

Finance Update – Haleigh Moses

- FY23 YTD
Review of financial statements through the end of January. Landline revenue slightly better than budget, but still down compared to last year. Wireless fees slightly above budget and running consistent with prior year. Payroll expenses 5% below budget, but slightly above prior year. Overall good cash position and revenues and expenses are on track, if not slightly better than budgeted. Overall good financial position.

- Approval of FY23 Open Purchase Orders and Budget Amendments
Requesting increases to vehicle maintenance & repairs and building maintenance & repair accounts. Have had some issues recently with county vehicles, and replacing dispatch chairs, breakroom furniture, and adding a water bottle filling station which account for these increases. These will be offset by budget increase for landline revenues. Also requesting \$39,796 increase for increase in Motorola maintenance costs.

Motion made to approve open purchase orders and budget amendment for Motorola in the amount of \$39,796, increase M&R Auto in the amount of \$7,000, and increase Office Equipment and Building in the amount of \$8,000.

Motion: Chuck Boggs

Second: Chief Crawford

The motion carried unanimously

- Approval of FY24 Budget and 3-Year Cash Flow Projection
Review of proposed FY24 budget and 3-year cash flow projection. Expecting 5.3% decrease in operating revenues along with a 9.5% increase in operating expenses when comparing FY24 to FY23. PEIA increases are notable. However, we still expect to end FY24 with approximately 5.8 million in the bank. This will put us in the position to begin seeking additional funding in 1-2 years. On a positive note, the last rate increase got us through longer than anticipated.

Motion made to approve FY24 Budget and 3-yr Cashflow Projection to submit to Board of Directors for final approval.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously

- Appointment of Audit Committee tasked with scoring audit proposals for FY23-25
Per WV State Auditor's Office, the Board must appoint an audit committee to review and score audit proposals.

Motion made to approve the Finance Committee along with Haleigh Moses as the official approved scorers for the RFP for FY23-25 Audit Contract.

Motion: Chuck Boggs

Second: Chief Crawford

The motion carried unanimously

- Award of Contract for FY23-25 Auditing Services per recommendation from Finance Committee's scoring based on scoring criteria set forth by WV State Auditor's Office
Based on scoring via required template, the Finance Committee recommends Suttle & Stalnaker to be awarded with the 3-year auditing contract for FY23-25.

Motion made to accept the audit contract for three years (FY23-25) of service by Suttle & Stalnaker presented to the Executive Board by the Finance Committee.

Motion: Chuck Boggs

Second: Chief Crawford

The motion carried unanimously

- Radio Tower Fund Update
Current cash balance of \$310,000, approximately \$43,000 annual rental income, and approximately \$100,000 annually from Public Safety Grant funds.

Upcoming Purchases – Josh Knox, Russell Emrick

Motorola Licensing Upgrades for SIRN – Josh Knox

- ESX Hosts for KCPS network
Hardware servers that run the virtual environment for the KCPS system shared by Metro and KCSO. Current equipment is at end of life. Requested amount reflects Metro's portion (other half covered by KCSO), and purchase will be made via State contract.

Motion made to approve purchase in the amount of \$35,501.76 for new ESX hosts for the KCPS network (Metro's half).

Motion: Chief Crawford

Second: Keith Vititoe

The motion carried unanimously

- ESX Hosts for Metro network
Hardware servers that run the virtual environment for Metro's environment. Current equipment is at end of life. This will also be a State contract purchase.

Motion made to approve purchase in the amount of \$47,335.68 for new ESX hosts for the Metro network.

Motion: Chief Crawford

Second: Keith Vititoe

The motion carried unanimously

- Vesta support renewal
Requesting 1-year term of renewed support for main Vesta dispatch 911 phone system. Wanted to go with a shorter term extension due to upcoming changes for NG911, so that we are not bound to a long term contract.

Motion made to approve the Vesta phone system support renewal for 2023/2024 with Frontier (one-year term) in the amount of \$90,318.81.

Motion: Chief Crawford

Second: Keith Vititoe

The motion carried unanimously

- Mitel support renewal
Seeking renewal for a 5-year term. Awaiting sole source letter before executing contract for support extension, but requesting approval, pending receipt of said letter, for up to \$27,500 for support for administrative phone system.

Motion made to approve renewal of Mitel phone system support with Advantage Technologies in the amount of \$27,5000 (5-year term) pending receipt of sole source letter.

Motion: Chief Crawford

Second: Keith Vititoe

The motion carried unanimously

- Fiber path to Malden SIRN site
This request will be to cover each portion of costs required to establish a dual site link between Metro's 7500e radio system and the SIRN core at Malden Mountain. The first portion is for Motorola equipment and services. The second portion will be for fiber data service. The data service is expected to run between \$1,100-\$1,500 per month, depending on contract term (36 month or 60 month). Asking for approval of up to max amount for data service to allow for Metro staff flexibility in choosing the best option given potential core equipment relocation recently discussed by WVSIRN and Motorola representatives.

Motion made to approve purchase from Motorola in the amount of \$74,000 for equipment and services required to bring the second site link online to establish dual site links for Metro's 7500e radio system.

Motion: Chief Crawford

Second: Keith Vititoe

The motion carried unanimously

Motion made to approve data services from Frontier at a cost ranging from \$1,100 to \$1,500 per month, depending on which term option best suits Metro's needs, as required to provide a connection for the dual site link for Metro's 7500e radio system.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously

- Additional upcoming purchases
Nothing to report.

Director Updates – John Rutherford

- 911 Retirement
Director Rutherford stated the 911 Retirement bill to bring in existing employees failed in the final days of the recent legislative session. Metro is staying with it to address the issues that caused it not to advance. We have the support of Senator Nelson, Chair of the Senate Committee on Pensions and Retirement, as well as Del. Storch, the Chair of the House Committee on Pensions. Director Rutherford and Russell Emrick have been in frequent communication with Sen. Nelson and his staff, and have been assure the legislation will be involved in any interim or special sessions when they occur. Overall, things are looking very positive still.
- Metro Employee Association Pickle Ball Tournament
Trevor Smith will provide an update about the upcoming pickle ball tournament to benefit the Metro Employee's Association. Pickle ball is really taking off all over, and Metro is the first local public safety agency to conduct a tournament. It will be help at the new sports complex in the City of Nitro. Sponsorship

requests started out slowly, but have exploded. Director Rutherford thinks we will have an excellent tournament with great participation and turnout. More updates to follow at the next Board Meetings.

Metro Employee Association Update – Lt. Trevor Smith

- Lt. Smith reports that the Employee Association, with assistance from Haleigh Moses, has closed out their books for March. Current cash on hand of just over \$23,000, which is used for incentives, benevolence, and other morale-based efforts for Metro employees. Feedback is positive. On behalf of the Employee Association, Lt. Smith would like to thank Director Rutherford for all of his hard work on the upcoming Pickle Ball tournament.

Old Business

New Business

Public Comment

Announcements

Next meeting is scheduled for June 27, 2023.

Adjournment

Motion made to adjourn.

Motion: Chief Crawford
Second: Chuck Boggs

Meeting adjourned at 12:09.


Respectfully Submitted,