

**Metro Emergency Operations Center  
Finance Committee/Executive Board  
June 28, 2023 – 11:30am  
Minutes**

Present: 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  
Board President Jennifer Herrald

Staff: Director John Rutherford  
Dep. Director Rick McElhaney  
Dep. Director Russell Emrick  
Lindsay White  
Lisa Moore  
Haleigh Moses  
Josh Knox

Guests: None

**Call to Order**

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

**Roll Call**

Roll call was noted.

**Approval of Minutes**

**Motion** made to approve the Finance Committee & Executive Board Meeting minutes from April 11, 2023.

Motion: Sheriff Mike Rutherford

Second: Chief Virgil White

The motion carried unanimously .

**Finance Update – Haleigh Moses**

- FY23 Financial Statements YTD – Haleigh Moses  
Review of financial statements through the end of April. Landline revenue up about 16% over budget, but still down compared to last year. Wireless fees are around 4% above budget, but also slightly down from prior year. Payroll expenses 6% below budget, but up 3% above prior year. Overall good cash position and revenues and expenses are on track, and in some cases better than budgeted. However, there is a negative change in net income for the year.
- Approval of FY23 Open Purchase Orders and Budget Amendments – Haleigh Moses

Requesting increase to computer equipment budget by \$13,000, which will be offset by reducing the radio equipment budget by \$13,000. This is needed due to updating of workstation monitors, which were due for replacement, during the console project.

**Motion** made to approve a budget amendment increasing Computer Equipment by \$13,000, and decrease Radio Equipment by \$13,000.

Motion: Chuck Boggs

Second: Sheriff Mike Rutherford

The motion carried unanimously

- Presentation & Approval of FY24 Open Purchase Orders – Haleigh Moses  
Circulated to Finance Committee via email. Requesting approval of draft amount shown in meeting materials. Preapproval allows purchasing to operate more efficiently. Most open purchase orders were increased by 10% to account for inflation, Motorola amount has increased due to increased maintenance costs, and a few new vendors have been added as necessary. This is a routine request that is made annually.

**Motion** made to approve FY24 Open Purchase Orders.

Motion: Keith Vititoe

Second: Chief Virgil White

The motion carried unanimously

- Emergency Purchase - Vehicle Purchase for Dave Erwin – Director Rutherford  
Recently determined that there is a need to purchase a new vehicle for Dave Erwin. His current vehicle has experienced some significant mechanical problems, and given the cost of repairs and the age of the vehicle, it would be more prudent to replace the vehicle. New vehicle will be purchased under State contract. Director Rutherford and Ms. Herrald will discuss the final price before it is ordered, but it will be under state contract pricing.

**Motion** made to approve purchase of a new vehicle for Dave Erwin for tower site and radio maintenance under State contract at a price to be determined.

Motion: Keith Vititoe

Second: Chad Jones

The motion carried unanimously

- Metro Portion of July 1 HSA Funding for Employees Enrolled in PPB Plan C – Haleigh Moses  
Requesting approval for \$84,750 to cover the first half of the deductible for those enrolled in the high deductible Plan C to follow suit with the Kanawha County Commission. This results in a net savings of approximately \$1,000 per employee enrolled in Plan C.

**Motion** made to approve payment of \$84,750 to fund first half of deductible for employees enrolled in PPB Plan C.

Motion: Chuck Boggs

Second: Chief Virgil White

The motion carried unanimously

#### **Upcoming Purchases – Director Rutherford**

##### **Motorola Post-Warranty Maintenance Lifecycle Services**

- This is related to the approximately \$130,000 of annual maintenance that was passed from the State down to the County 911 centers, and is related to maintenance on the WV SIRN radio system and towers. Prior year was previously approved, now it has come due again. Next year's costs will be covered by the open purchase order for Motorola.

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**Motion** made to approve payment of approximately \$130,000 to Motorola for statewide radio system tower maintenance.

Motion: Chief Virgil White

Second: Chad Jones

The motion carried unanimously

**Legislative Actions – Director Rutherford**

- 911 Retirement

Still working on this. Bill is written. Commissioners Wheeler and Carper have done a great deal of work. Director Rutherford and Russell Emrick are working with the 911 Council and other 911 Directors throughout the state and Senator Eric Nelson. Everyone appears to be onboard. Hope to get it on the agenda for the special legislative session in August, if one occurs.

**Old Business**

**New Business**

**Public Comment**

**Announcements**

Next meeting is scheduled for Tuesday, September 26, 2023.

**Adjournment**

Motion made to adjourn.

Motion: Chief Virgil White

Second: Sheriff Mike Rutherford

Meeting adjourned at 11:47.

Respectfully Submitted,

