

**Metro Emergency Operations Center
Finance Committee/Executive Board
September 26, 2023 – 11:30am
Minutes**

Present: Chad Jones for Mayor Amy Goodwin
South Charleston Fire Chief Virgil White for Mayor Frank Mullens
Derek Johnson
Cpt. Eric Drennan for Sheriff Mike Rutherford
Keith Vititoe for Commission President Kent Carper
Chuck Boggs
Board President Jennifer Herrald

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

Guests: Melissa Smith, Deputy County Manager

Call to Order

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

Roll Call

Roll call was noted. Board President Herrald introduced Melissa Smith, the new Deputy County Manager, to those present, and invited everyone to introduce themselves following the meeting.

Approval of Minutes

Motion made to approve the Finance Committee & Executive Board Meeting minutes from June 28, 2023.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously.

Finance Update – Haleigh Moses

- **FY23 Financial Statements Presented to Auditors**
Previously circulated to the Committee via email. This is the same information that was presented to the auditors. Total operating expenses were under budget by around 5%. Total operating revenue was over budget by about 7%. Decrease in landline fees was less than expected. Non-operating revenue was greater than expected due to larger return from state savings accounts. Net change for the year was +1.3 million. Auditors were recently onsite and completed that portion of the work without issues, and expect to have completed reports available for the December meeting. Suttle & Stalnaker were our auditors.

Motion made to approve the FY23 Year to Date Financial Statements.

Motion: Chuck Boggs
Second: Keith Vititoe

The motion carried unanimously.

- **Open Purchase Orders and Budget Amendments – Lindsay White**
Requesting increase to overtime payroll budget by \$106,000, which will be offset by reducing the full-time payroll budget by the same amount. Even with this adjustment to cover the overage in overtime payroll, when considering both overtime and full-time together, we are still \$100,000+ better than budgeted. Also requesting an addition to open purchase orders to add Stationer's, which has the new state contract for office supplies.

Motion made to approve a budget amendment increasing the Overtime Payroll budget by \$106,000, and decreasing the Full-Time Payroll budget by the same amount, and to add Stationer's to the Open Purchase Order list.

Motion: Chief Virgil White
Second: Keith Vititoe

The motion carried unanimously.

Mr. Boggs asked why the overtime was up, and Deputy Director McElhane stated that between adding a new fire dispatch position and several employee departures, we found ourselves in a position where more overtime was needed to meet required staffing levels. We hope to address this with future hiring.

Ms. Herald mentioned that the cost of paper under the new state contract for office supplies has risen dramatically, so the County Commission would be getting quotes from other vendors for paper rather than use the state contract for that item, and suggested Metro do the same.

Bi-annual Approval of Intergovernmental Agreement – Rick McElhane

- David Erwin is a radio technician that assists both Metro and county-wide radio systems and users. He is technically a Metro employee and is on Metro's payroll, but is frequently used by Emergency Management to handle technical needs related to county fire radios and other county radio systems. Metro seeks a motion to continue this intergovernmental agreement.

Motion made to approve renewal of intergovernmental agreement between Metro and the County Commission/Emergency Management regarding radio technician position.

Motion: Keith Vititoe
Second: Chief Virgil White

The motion carried unanimously.

Updates to Metro Employee Handbook – Rick McElhane

- Metro would like to follow suit with the County Commission and remove COVID leave. Metro requested some minor language changes – not policy changes – to clarify drug testing policy and policy related to reward for not using sick leave in a quarter. Also requesting language be added related to allowing payout of annual leave for employees going from full to part time, which is currently only allowed when employees separate employment completely. Final request is to clarify language related to other leave, such as military service and jury duty.

Motion made to approve proposed updates to Metro Employee Handbook.

Motion: Chief Virgil White
Second: Chuck Boggs

The motion carried unanimously.

Upcoming Purchases – Russell Emrick & Rick McElhane

Dell Switches for KCPS Environment – Russell Emrick

- Contract quote received for the core switches that run the joint Metro/Sheriff's Office system. This system also provides crucial connections to KCEAA and other agencies. The network requires 10GB switches due to the workload they regularly experience, which in turn increases the costs. The quote is under a national cooperative purchasing contract and still exceeded the \$15,000 that was budgeted. Due to the crucial nature of this equipment and considering that existing equipment is at end-of-life, we are seeking approval of full quoted amount of \$21,100.50. This is a budgeted item and we have the funds available to cover the purchase.

Motion made to approve purchase of Dell switches for the KCPS environment.

Motion: Keith Vititoe

Second: Chief Virgil White

The motion carried unanimously.

Dispatch Area Humidifier Project – Rick McElhane

- Due to the presence of more heaters in the communications center resulting from the new console project, employees have noticed lower humidity in the room during winter months. This is not ideal for the electronic equipment, and also results in an increased static electricity, which has been an annoyance for those in the dispatch center. Attempts to remediate this with residential grade humidifiers have proven unsuccessful. We are seeking approval for up to \$18,955 for the project to install new commercial grade humidifiers. This project will be done jointly between Nitro Construction, who will do the installation and ordering, and design services by Mason & Barry. Chuck Boggs asked if there was any other equipment needed to the summer months, and Mr. McElhane explained that the humidity levels in the communications center are within acceptable levels during that time.

Motion made to approve dispatch area humidifier project costs up to \$18,955.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously.

Metro Employee Association Update – Haleigh Moses

- Metro Employee Association currently has a little over \$44,000 in the bank, mostly due to the roughly \$22,000 gained at the pickleball tournament in July. The employee association plans to hold the tournament again next year due to how successful this inaugural event turned out to be.

Old Business

New Business

Public Comment

Announcements

Next meeting is scheduled for Tuesday, December 12, 2023.

Adjournment

Motion made to adjourn.

Motion: Chief Virgil White

Second: Derek Johnson

Meeting adjourned at 11:54.


Respectfully Submitted,