

Metro Emergency Operations Center
Finance Committee/Executive Board
December 12, 2023 – 11:00am
Minutes

Present: Chad Jones for Mayor Amy Goodwin
South Charleston Fire Chief Virgil White for Mayor Frank Mullens
Kanawha County Sheriff Mike Rutherford
Keith Vititoe for Commission President Kent Carper
Chuck Boggs
Board President Jennifer Herral

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

Guests: Chris Lambert, Partner – Suttle & Stalnaker

Call to Order

Board President Jennifer Herral called the meeting to order at 11:02.

Roll Call

Roll call was noted.

Approval of Minutes

Motion made to approve the Finance Committee & Executive Board Meeting minutes from September 26, 2023.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously.

Presentation of FY23 Audit Report – Lindsay White, Chris Lambert

- Suttle & Stalnaker Audit Report resulted in an unmodified opinion, which is a clean audit, which is the best feedback available from the auditor. There was a swing in pension liabilities due to actuarial adjustments. New accounting procedures related to long term software subscriptions were implemented this year, which increased assets.
- Report to Board would include any difficulties or problems encountered during the audit, but there were no such issues. Additional notes provided on new accounting standards implemented this year. Auditors agreed with estimates from the Financial Statements. No issues to communicate to Management.
- Chairman Chuck Boggs praised the Metro 911 Finance staff and thanked them for their hard work. Auditor had a pleasant experience working with Metro's Finance staff. Director Rutherford thanked all staff involved.

Motion made to accept and approve the FY23 Audit Report from Suttle & Stalnaker.

Motion: Chuck Boggs

Second: Keith Vititoe

The motion carried unanimously.

Finance Update – Haleigh Moses

- FY24 Financial Statements Year-to-Date & Open Purchase Order Amendments
Previously circulated to the Committee via email. Total operating expenses were under budget by around 9%. Total operating revenue was under budget by about 21%. Landline revenue was over budget by about 15%. Overall, we're in good financial shape.
- Open Purchase Orders and Budget Amendments
Requesting increase to open purchase order for Adecco in the amount of \$6,883.02. This increase is needed to cover the cost of retaining a temp in the administrative office for longer than initially planned due to additional staff changes that occurred after board approval of initial amount.

Motion made to approve a budget amendment increasing the Open Purchase Order amount for Adecco by an additional \$6,883.02.

Motion: President Herral

Second: Chief White

The motion carried unanimously.

January 2024 HAS Funding for Employees Enrolled in PPB Plan C- Haleigh Moses

- This is to cover deductibles of employees enrolled in PPB Plan C. Even with covering the deductibles of those employees, there is still a net savings for Metro. This was initially done to follow suit with the Kanawha County Commission. The Commission has continued this and Metro seeks to do the same. The amount for the January contribution is \$55,500.

Motion made to approve funding of HSAs for Employees Enrolled in PPB Plan C for a total amount of \$55,500.

Motion: Chuck Boggs

Second: Chad Jones

The motion carried unanimously.

Upcoming Purchases – Josh Knox

- At a previous board meeting, approval was given to renew support for Metro's Mitel phone system under the condition that the proposed vendor could provide the necessary documentation to qualify as sole source. That documentation was unavailable, so staff then obtained multiple quotes to satisfy purchasing guidelines. No need to an adjustment or amendment, just updating the Board on the process to adhere to purchasing policies.

Legislative Actions – Director John Rutherford

- Director Rutherford and Deputy Director Russell Emrick are still hard at work on the 911 Retirement initiative. They will be meeting with legislators later today during a joint interim session to discuss the proposed legislation. Russell is also very involved with state NG911 initiatives. Metro is feeling good about both prospects.

Old Business

New Business – Director John Rutherford

- On October 6, Metro 911 experienced a phone system outage due to a fiber cut. This affected our 911 lines. Staff did a great job to turn up the Alternate PSAP to ensure uninterrupted handling of emergency calls. Since this, we have been in contact with Frontier to inquire about the redundancies that we expected to be in place. We are following up with plans to improve monitoring and increasing redundancies to avoid such an incident in the future.
- Director Rutherford believes that this time next year if may be time to begin discussions on a rate increase. There has not been a rate increase in about 10 years.

Public Comment

Announcements

Next meeting is scheduled for Tuesday, March 26, 2024.

Adjournment

Meeting adjourned at 11:34.


Respectfully Submitted,