SCANNED

Metro Emergency Operations Center
Finance Committee/Executive Board
September 24, 2024 – 11:30am
Minutes

Present: Chad Jones for Mayor Amy Goodwin
South Charleston Fire Chief Virgil White for Mayor Frank Mullens
Sheriff Mike Rutherford
Derek Johnson
Chuck Boggs
Board President Jennifer Herrald

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

Guests: None

Call to Order

Board President Jennifer Herrald called the meeting to order at 11:34.

Roll Call

Roll call was noted.

Approval of Minutes

Motion made to approve the Finance Committee & Executive Board Meeting minutes from June 25, 2024.
Motion: Sheriff Mike Rutherford
Second: Chuck Boggs
The motion carried unanimously.

Finance Update – Lindsay White

- FY24 Financial Statements Year-to-Date & FY25 YTD – Haleigh Moses
  June and July financial statements sent to Committee for review. June statement shows information that was provided to auditors. Field work for annual audit is mostly finished and on track to be completed in a timely manner. As of June, total operating expenses were under budget by 11%, total operating revenue was over budget by 7%, and landline revenue was over budget by 9%. Overall the FY24 ended within budget and with approximately $9.1M in the bank. For July, FY25 has started on track, with no major unexpected or unforeseen expenses. Chuck Boggs asked if there were any major building maintenance projects coming up, and Rick McElhaney explained that the roof was recently fixed and the generator load bank project is complete, so at the moment there are no major expected expenses. Director Rutherford noted that Rick

and other staff do a great job of keeping up with building maintenance. Sheriff Rutherford asked about the road slip in front of the building, and Rick and Director Rutherford explained that although it seems to be getting progressively worse, it has not caused Metro any problems, and any repairs would be the responsibility of the Charleston Street Department.

Motion made to approve the FY25 YTD Financial Statements.
Motion: Chuck Boggs
Second: Chad Jones
The motion carried unanimously.

- Ratification of United Bank Card Payment for 4/2024 – Lindsay White
  Payment of $16,131.76 was previously discussed at the last Finance Committee meeting, but there was no motion made. This payment is related to purchase of dispatch chairs and other equipment.

Motion made to ratify the April 2024 United Bank Card payment of $16,131.76.
Motion: Sheriff Mike Rutherford
Second: Chief White
The motion carried unanimously.

- Open Purchase Orders/Budget Amendment Requests – Lindsay White
  Requesting budget amendment for $24,399 for $11,202 in utility costs that were over budget and $13,197 in uniform costs beyond budget, to be offset by decrease telephone expenses, which were substantially under budget.

Motion made to approve budget amendment of $24,399 to cover increased utility and uniform costs, to be offset by decrease in telephone expenses.
Motion: Chief White
Second: Chuck Boggs
The motion carried unanimously.

- Potential 911 Landline Rate Increase – Director Rutherford
  It may be time to approach the County Commission to request an increase in landline fees. It has been about 10 years since the last increase, which was only supposed to last around 3 years. If the Committee approves moving forward with a request to the Commission, it would be planned to present such a request sometime in November. Metro is debt-free and many critical systems have been updated. Russell described how 911 is traditionally funded primarily by landline fees. In 2005, wireless use began outpacing landlines and the State wireless fee was raised. These fees are managed by the State and approximately half of each fee paid by Kanawha County residents are diverted outside of Kanawha County. Due to this and combined with continually declining landline revenue, it is necessary to consider an increase to landline fees to meet budgetary needs in coming years. Lindsay mentioned that, given the $9.1M ending cash balance of FY24, when looking ahead at the projection 3-year cashflow, Metro will be in a low or negative cash position without an increase funding. President Herrald stated that it's important to maintain a positive cash position not only for unforeseen expenses that may arise, but also to stay in a position where Metro can offer competitive compensation for their employees. She has already had preliminary discussions with the County Commissioners about a potential increase, and she feels confident they would be supportive. President Herrald asks that we hold a special board meeting in October to finalize the request and then present the request during the November County Commission meeting. President Herrald also announced that she would be leaving the County Commission in November and moving to South Carolina. She would like this request to be presented to the County Commission before her departure so that she can provide support.

Motion made to proceed with preparation of landline fee increase request, to be finalized with a special board meeting in October and presented to the Commission in November.

Motion: President Jennifer Herrald
Second: Chuck Boggs

The motion carried unanimously.

Upcoming Purchases – Lindsay White

- None to report

Metro Employee Association Update – Haleigh Moses

- This year's pickleball tournament generated approximately $43,000, and had expenses of around $23,000. As of this meeting, there is around $42,000 in the bank.

Old Business

- Sheriff Rutherford asked about the status of the 911 retirement work. Director Rutherford explained that the vote passed - that all 911 employees, new and existing, would become part of the EMS Retirement System on Jan 1, 2025.

New Business

Public Comment

Announcements

President Herrald stated there will be a meeting in October, exact date to be determined to discuss the landline fee increase.

Adjournment

Motion to adjourn.

Motion: Sheriff Mike Rutherford
Second: Chad Jones

The motion carried unanimously.

Meeting adjourned at 12:11.

Respectfully Submitted,

Jodi Ruth