

# MINUTES

Wednesday, April 15, 2009

Metro

3:35 PM – 3:55 PM

Management

Law Enforcement Center

Council

320 W 4th St

---

Members Present: Mayor Dave Munson, Councilman Gerald Beninga, Councilman Pat Costello, Commissioner John Pekas, Commissioner Anne Hajek

Attendees: Doug Barthel, Deb Berreth, Judy Buseman, Gail Eiesland, Donn Hill, Daren Ketcham, Lyn MacDonald, Mike Milstead, Bill O'Toole, Ona Reker, Denise Tucker

## 1. Approval of Agenda.

Motion made by Commissioner Pekas, seconded by Councilman Costello to approve the agenda. Motion carried.

## 2. Approval of Minutes.

Motion made by Commissioner Pekas, seconded by Councilman Costello to approve the Minutes of the meeting dated March 11, 2009. Motion carried.

## 3. Finance & Administration

- a. Approval of the Financial Statements for the month of March, 2009, including payroll, monthly overtime report and expenditures.

Ona Reker recapped the monthly financial and overtime reports.

She also presented an additional report as requested at the last council meeting. The report identifies the average number of monthly telephone subscribers, along with the major providers of wireless and landline services over the 18-month period of July 2007 thru Dec. 2008.

Motion made by Councilman Beninga, seconded by Commissioner Pekas, to approve the March, 2009 financial reports. Motion carried.

- b. Integrated Phone Workstations Bid Award.

One bid for integrated phone workstations was received from Wright Line LLC in the amount of \$100,248.79.

Gail Eiseland reported that she had reviewed the submitted bid and bid information packet. Although Wright Line's bid security check was not drawn on a known responsible bank in South Dakota, as indicated in the bid request, the bid request reserves the Council's right to waive any informality in any bid. Furthermore, there is no statute requiring that any security check be drawn on a South Dakota bank. She advised that the Council could view this as an informality and accept bid.

Motion made by Commissioner Pekas to accept the Wright Line LLC bid for the Integrated Phone Console Workstations, and waive the informality related to the bid security check. Motion seconded by Councilman Costello. Motion carried.

#### **4. Operations**

##### **a. Quality Assurance Report Presentation**

Deb Berreth presented the ACE Quality Report for the month of March. Some of March's figures were down from our average, but are still well above the national average for accredited centers.

##### **b. Operations Report**

Deb distributed a new report showing dispatch call statistics for the first quarter of 2009. The report details incoming phone calls, incidents dispatched, calls for service, and call types. This report will continue to be presented monthly.

##### **c. Recruit Training Progress Report**

Deb reported that we presently have four recruits in training and they are progressing quite well. We anticipate they will be working on the 911 floor by June 30th. We anticipate posting for Communications Operator classification in the next few months.

#### **5. Director's Report**

Daren Ketcham reported that Metro has been asked to host the 2010 APCO Conference for North and South Dakota. Funding for the Conference is paid through APCO fees, so there will be no cost to Metro, the City or the County to host the Conference.

Daren thanked the Council for signing the Proclamation for National Public Safety Telecommunications Week.

He also briefly updated the Council on:

Preparations for presentation of Agency Budget at May's meeting  
Purchase of Radios and equipment for agencies with grant dollars

The Council decided that Metro Management meetings will be held bi-monthly, rather than monthly, beginning after the May 20th Meeting.

## **6. Adjournment**

Motion made by Councilman Beninga, seconded by Councilman Costello to adjourn the meeting at 3:55 p.m. Motion carried.