

MINUTES

Wednesday, Dec. 16 2009

Metro

3:35 PM – 4:09 PM

Management

Human Services Building

Council

521 N. Main Ave.

Members Present: Mayor Dave Munson, Councilman Pat Costello, Commissioner John Pekas

Attendees: Doug Barthel, Deb Berreth, Carey Deaver, Jen Disburg, Gail Eiesland, Donn Hill, Dick Kelly, Daren Ketcham, DeeDee Larson, Lyn MacDonald, Bill O'Toole, Ona Reker, Matt Tooley

1. Approval of Agenda.

Motion made by Councilman Costello, seconded by Commissioner Pekas 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 November 18, 2009. Motion carried.

3. Finance & Administration

- a. Financial Statements including payroll, expenditures and monthly overtime report.

Ona Reker recapped the financial figures and overtime report for the month of November, 2009.

Motion made by Commissioner Pekas, seconded by Councilman Costello to approve the financial reports for November, 2009. Motion carried.

2009 Budget discussion followed

Motion made by Commissioner Pekas, seconded by Councilman Costello to amend the 2009 Operating budget by reducing capital expense and increasing operating expense by \$30,000.

b. Updated MCA Billing Policy.

Due to enactment of the Open Records law, transfer of mobile license/recurring billing responsibilities and closure of the Metro Radio shop, the MCA Billing policy originally approved in 2007 required update.

Motion made by Commissioner Pekas, seconding by Councilman Costello to approve the updated MCA Billing Policy as presented. Motion carried.

c. Approval of Property Surplus, Sale & Disposal

Closing of the Radio Shop left unused inventory and multiple small tools and equipment that require disposal. Council was asked to surplus the remaining inventory and equipment, and to appoint three real property owners to appraise these items so they could be sold or disposed of according to state statute.

Motion made by Commissioner Pekas, Seconded by Councilman Costello to appoint Doug Barthel, Pat Warren and Matt Tooley to appraise the unused inventory, small tools and equipment of the Radio Shop. Motion carried.

Motion made by Commissioner Pekas, Seconded by Councilman Costello to declare the Radio Shop's remaining inventory, and small tools and equipment as surplus and approve the sale or disposal of the property. Motion carried.

d. Approval of Resolution MMC09-03, transfer of inventory.

This resolution allows transfer of inventory items no longer useful to MCA to Minnehaha County and/or City of Sioux Falls.

Motion made by Councilman Costello, seconded by Commissioner Pekas to approve Resolution MMC 09-03, Transfer of inventory. Motion carried.

e. Approval of Resolution MMC09-04, Adoption of 2010 Non-Bargaining Unit positions and pay plan.

Motion made by Commissioner Pekas, seconded by Councilman Costello to approve Resolution MMC 09-04, Non-bargaining Unit Pay. Motion carried.

f. Approval of Resolution MMC 09-05, Employee Benefits

Resolution MMC 08-06, previously passed on December 10, 2008 was rescinded due to modification of vendors and associated employee benefits.

Motion made by Commissioner Pekas, seconded by Councilman Costello to approve Resolution MMC 09-05, Employee Benefits. Motion carried.

g. Approval of Annual Step Increase for Director

Motion made by Councilman Costello, seconded by Commissioner Pekas to approve and annual step increase for Director, Daren Ketcham. Motion carried.

- h. The 2010 Metro Management Council meeting schedule was distributed.
- i. Approval of Personnel Manual Revisions

Ona Reker asked that this approval be postponed in order to take into consideration feedback regarding the proposed changes from City and County HR and legal.

Motion was made by Councilman Costello, seconded by Commissioner Pekas to defer Agenda Item (i) *Personnel Manual Revisions* to the February 10, 2010 meeting. Motion carried.

4. Operations

- a. Quality Assurance Report

Deb Berreth introduced the Quality Assurance Report in a newly formatted line graph. The 4-line graph shows Metro's 2009 Emergency Medical Dispatch statistics as compared to standards required by Metro, National Academy of EMD standards and the averages of other National EMD certified centers throughout the Nation.

Deb Berreth reported that Metro's 2009-2012 Emergency Medical Dispatch Reaccreditation was finalized in December.

- b. Operations Report

Deb Berreth also presented her monthly call statistics report on 3 graphs depicting Total Calls per month, Total Calls for Service per month, and Total Calls for Service per month by Agency for the years of 2007, 2008 and 2009.

5. Executive Session

Motion made by Councilman Costello, seconded by Commissioner Pekas to go into executive session at 3:55 pm for discussion of a contract issue. Motion carried.

Executive session ended at 4:09 p.m.

6. Adjournment

Motion made by Commissioner Pekas, seconded by Councilman Costello to adjourn the meeting at 4:09 p.m. Motion carried.