

MINUTES

Wednesday, Jan 9, 2008

Metro

3:30 PM – 4:05 PM

Management

Law Enforcement Center

Council

320 W. 4th St.

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

| Name | Title | Name | Title |
|-----------------|-------------------------------|------------------|--------------------------------------|
| David Atherton | Director/Metro Communications | Tamara Jorgenson | City Council Office |
| Doug Barthel | Chief of Police | Lyn MacDonald | Metro Office Asst. |
| Gary Colwill | City Attorney | Bill O'Toole | City Human Resources |
| Jennifer Holsen | City Human Resources Director | Gene Rowenhorst | City Finance Director |
| Jim Hoekman | MCSO | Gordon Swanson | Deputy States Attorney |
| Tom Huber | City Finance Asst. Director | Trae Umstead | County Information Services Director |

1. Approval of Agenda.

Motion made by Councilman Costello and seconded by Councilman Beninga to approve the agenda. Motion carried.

2. Approval of Minutes.

Motion made by Councilman Costello and seconded by Councilman Beninga to approve the minutes of the meeting dated December 12, 2008. Motion carried.

3. Metro Communications Status Update & informational presentations.

a. APCO Members Assistance Advisory Program (MAAP)

The interview schedule for the MAAP team has been completed. The group will be arriving in Sioux Falls on January 13th and leaving the 17th. While at Metro they also have scheduled interview times set to meet with members of the Metro Management Council, MCSO, SFPD, SFFR, Minnehaha County Emergency Management and both City and County Human Resources.

b. 2007 Budget Update

David handed out the 2007 Budget which shows the figures as of December 31st. The numbers do not reflect expenses of approximately \$100,000 for accrual adjustments and anticipated supplements of about \$49,000 which still need to be added. David explained the supplements for telephone and maintenance contract expenses as a return check from Qwest for overcharges and COPS grant money which had not yet been posted. The final budget figures showing complete expenditures and income should be available for next month's meeting.

c. Rock County, Minnesota

All work has been completed on the telephone equipment servicing the Rock County, Minnesota area and the system is fully implemented with no apparent problems. This area of Minnesota is part of the Valley Springs Fire, Garretson Fire and Ambulance response districts.

Although Metro has been providing service to this portion of Minnesota for the past 10 years or longer, the previous 911 system was not able to recognize customer addresses. The new equipment reflects the proper customer name, address and response teams to our dispatcher.

Equipment and Implementation of the new system was paid fully by the State of Minnesota. They have also agreed to pay any recurring costs that Metro may encounter for providing the service. Presently Metro has incurred no out of pocket expenses for the project.

Minnesota collects a 911 surcharge of \$.65 per resident for 911 services. Rock County gets a portion of that State revenue based on their resident count. David will work with Rock County Government in an effort to secure a portion of that county's money based on the number of residents in their county that we are servicing.

d. Staffing

Metro is presently down 4 operators, not including over hires. We have just completed testing 94 applicants and interviewing 12. We hope to hire 4 people with a start date of February 11th.

Metro plans to rehire Adam Bunger. Adam was an employee from September, 2003 to June, 2006. He will start on January 14th.

With Adam's rehire and 4 new hires, Metro will be at 1 over hire.

The Business Manager Position has been posted and an advertisement placed in the Argus Leader and on the website. The position will close on January 18th. It is believed the position should be filled sometime in February. David is presently

working with the County on leasing additional office space to accommodate the needs of this position.

4. 911 - Service and Contractual Issues.

a. Approval of Personnel Policies Revisions

The following policy revisions were drafted and should be included in the Metro personnel policy manual.

- I. Article III, Employment, Section 3.11, relates to training methodology for Communication Operators
- II. Article IV, Conditions of Employment, Section 4.54, relates to reemployment of separated employees
- III. Article IV, Conditions of Employment, Section 4.65, relates to the personal use of city-owned vehicles

Motion made by Commissioner Pekas and seconded by Councilman Beninga to approve all the personnel policy revisions. Motion carried.

b. Approval of order for redundant 911 circuit from SDN

In the past 4 years there have been several disruptions to the 911 service due to line failures between the Public Safety Building and the 911 Backup Center. These disruptions are mainly caused by breaks in telephone fibers which can be the result of water corrosion and a variety of other factors. When this has happened Metro has had to convert to wireless service which is much less reliable than wireline, especially when there are storms or unstable weather patterns in the area.

As a safety net to alleviate the problem for the future Metro would like to add a redundant 911 line to run on an alternate path from the existing cable. The new line would be installed between the Public Safety Building and SDN Technologies at a cost of \$500.00. Metro would then lease space on a priority basis on the new line that runs between SDN and the Backup Center for a recurring monthly fee of \$490.00 or \$5,880.00 per year.

Motion was made by Commissioner Pekas and seconded by Councilman Costello to approve the order for the additional circuit. Motion carried

5. Adjournment

Motion made by Councilman Beninga and seconded by Commissioner Pekas to adjourn the Metro Management Meeting at 4:05 PM. Motion carried.