

# MINUTES

## Metro Management Council

Wednesday, December 21st, 2022  
3:30 PM – 5:25 PM  
County Admin Building  
415 N Dakota Ave

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Members Present: Mayor Paul TenHaken, Commissioner Gerald Beninga, Council Member Curt Soehl, and Council Member Sarah Cole

Attendees: Joe Bosman, Michelle Boyd, Aimee Chase, Nick Cook, Carey Deaver, Drew DeGroot, Jeff Gromer, Joe Kippley, Matt McAreavey, Scott McMahan, Carol Muller, Ona Reker, Jon Thum, Monte Watembach

### 1. Determination of Quorum and Approval of Agenda

A motion to approve the agenda as presented made by Council Member Cole, seconded by Council Member Soehl. 4 yeas, 0 nays. Motion carried.

### 2. Public Input

None.

### 3. Approval of Minutes dated August 19, 2022

Motion made by Council Member Soehl, seconded by Commissioner Beninga, to approve the minutes dated August 19, 2022, as presented. 4 yeas, 0 nays. Motion carried.

### 4. Directors Report

Director McMahan reviewed and the council discussed agency staffing, including turnover and recruitment in 2022. The agency currently employes 53 FTEs, including 5 staff working independently at Calls/Data consoles and 10 a training status requiring oversight. Recruitment is currently focused on filling 4 additional 911 funded FTEs approved in the 2022 budget. He provided a comparison of vacancy hours for 2020-2022.

McMahan reported the agency continues to exceed 911 call answering standards as set forth by the National Emergency Number Association (NENA), while also maintaining a high degree of accuracy in Emergency Medical Dispatch (EMD) standards as set forth by the International Academy of Emergency Dispatch (IAED) for maintaining our accreditation.

Calls for Service, Push to Talks, and Telephone call states were reviewed year to date. The trend indicates these stats will surpass those of 2021.

### 5. Adopt 2023 Meeting Schedule

Motion made by Council Member Soehl, seconded by Council Member Cole to adopt the 2023 Meeting Schedule as presented (March 29<sup>th</sup>, April 26<sup>th</sup>, August 16<sup>th</sup>, December 20<sup>th</sup>, 2023). 4 yeas, 0 nays. Motion carried.

### 6. New PSAP Construction and Procurement

Director McMahon provided an update on committed funds and purchases from the \$2.15M contributed from Minnehaha County and the \$384,150.54 from State 911 Funding towards Furniture, Fixtures and Equipment.

Director McMahon also provided an update on the \$630,786 State 911 Funds allocated to completely funding four positions for a period of two years. While Director McMahon remained optimistic on staffing efforts, he also recognized challenges of remaining full staffed for a period of two years and highlighted these funds are allocated for additional operators and not existing operators. Staffing levels must remain above an authorized staffing of 53 to collect these funds. Director McMahon proposed modifying the funding request to reflect funding for three positions in year one and four positions in year two while retaining the remaining funds to cover the one time, non recurring cost of the NG911 Telephone System (\$86,778.39) originally budgeted under the \$2.15M funding from the County, as well as retaining \$40,000 non-allocated funding to cover additional needs related to the new facility. Director McMahon expressed this process would not decrease a staffing position for the Agency but simply a change in how the position is funded to assist in remaining within the Furniture, Fixtures and Equipment budget. Consensus of the council given to reallocate funds. The consensus of the council was to utilize the funds for additional facility needs as recommended by McMahon.

**7. Authorization to submit depreciation portion of insurance claim for Hartford paging tower, contingent upon Minnehaha County approval to construct new paging tower**

Metro Communications maintained ownership of a communications tower located near Hartford, SD that was destroyed during a severe weather related event in May, 2022. On August 19, 2022, the Metro Management Council approved the receipt of an insurance claim less the deductible and depreciation of this tower.

Director McMahon shared the Minnehaha County Sheriff's Office is currently planning a radio enhancement project to improve radio communications in the county and both the Sheriff's Office and the rural fire departments would greatly benefit from a newly erected tower at the same location. As a result, these agencies request Metro Communications Agency claim the remaining insurance for depreciation in the amount of \$44,874.10 and contribute the combined amount toward the replacement of a new communication tower.

During this conversation, Mayor TenHaken acknowledged the lack of PSAP or 911 expertise within the current governance of Metro Communications Agency or representation from city or county public safety partners. The Mayor expressed interest in continuing to explore the governance structure moving forward.

Mayor TenHaken called upon Captain Joe Bosman with the Minnehaha County Sheriff's Office to speak on the current request. Captain Bosman shared stated the tower replacement would greatly benefit the partnership with Metro Communication and would enhance the radio coverage for all Law Enforcement, Fire and EMS agencies within Minnehaha County.

Motion to approve by Commissioner Beninga, seconded by Council Member Cole. 4 years, 0 nays. Motion carried.

**8. Adoption of Personnel Manual Revisions: Article IV Section 4.54 Reemployment of a Separated Employee; Article VI Section 6.06 Regular Part-Time Employees**

Director McMahon requested the Council to adopt amendments to the Agency's Personnel Manual sections as presented to allow the Director to approve the reemployment outside of waiting for a Metro Management Council meeting. This approval process would allow the Agency to move quickly to benefit the employee.

Motion by Council Member Soehl, seconded by Council Member Cole to approve as presented. 4 years, 0 nays. Motion carried.

**9. Approval of 8 hours Administrative Pay for December 24, 2022**

Director McMahon requested approval of 8 hours Administrative Pay for Christmas Eve as done in previous year. Discussion included current city, county and state actions and/or plans for the holiday.

Motion made by Council Member Cole, seconded by Commissioner Beninga to approve 8 hours Administrative Pay for December 24, 2022. 4 years, 0 nays. Motion carried.

**10. Adoption of Resolution #22-01, Employee Benefits**

Business Manager Ona Reker presented a request to add a new voluntary supplemental insurance provider as well as update the business name for the Agency's current drug and alcohol screening company effective January 1<sup>st</sup>, 2023.

Additionally, Business Manager Reker shared as part of Metro Communications' recruit process, the Agency had a long standing process of using a written test to identify necessary skills to be successful in this profession. The company utilized is no longer providing this testing. After extensive research, an established 911operator test was identified which includes the same testing components of the previous test with the addition of a multi-tasking component. This new test has been in use across the US for many years, including multiple PSAPs in South Dakota and surrounding states.

Motion made by Commissioner Beninga, seconded by Council Member Cole to adopt Resolution #22-01. 4 years, 0 nays. Motion carried.

**11. Adoption of Resolution #22-02, Non-Bargaining Unit Pay**

Director McMahon presented a request for salaried staff to receive the same 5.25% COLA as stipulated in the wage negotiation for bargaining staff in 2023 to prevent

compression between various employment positions. Director McMahon presented an additional request to establish the pay grade and pay scales for a new Part-Time Operational Specialist.

Motion made by Council Member Soehl, seconded by Council Member Cole to adopt Resolution #22-02. 4 yeas, 0 nays. Motion carried.

**12. Approval of engagement for Financial Audit Services for Fiscal Year ending December 31, 2022**

Director McMahon requested approval of an updated engagement letter from our independent audit firm, Eide Bailly LLP to present to SD Department of Legislative Audit for their review and approval for the audit services to begin. Mid multi-year audit agreement, the agency needs to see Metro Management approval to confirm our previously approved 3-year agreement for audit services (currently 2021-2023 calendar years) to have Eide Bailly complete our annual audit for the current calendar year.

Motion made by Commissioner Beninga, seconded by Council Member Cole to engage Eide Bailly 4 yeas, 0 nays. Motion carried.

**13. Presentation of Financial Statements as of November 30, 2022**

Business Manager Ona Reker provided final statements for the eleven months ending November 30<sup>th</sup>, 2022. Business Manager Reker shared Metro remains in a great place financially and presented the Balance sheet, summary of current to prior year, and detail of current budget through November 30<sup>th</sup>.

Motion made by Council Member Soehl, seconded by Council Member Cole to accept the financial statements as of November 30<sup>th</sup>, 2022, as presented. 4 yeas, 0 nays. Motion carried.

**14. Approval of 2022 Budget Amendment**

Business Manager Reker requested a budget amendment to reflect increase Operating Expenditures in the amount of \$100,000 and Capital Outlay by \$500,000 funded by increased revenues in the amount of \$600,000.

Motion made by Council Member Soehl, seconded by Council Member Cole to approve 2022 Budget Amendment increasing Operating Expenditures in the amount of \$100,000, Capital Outlay in the amount of \$500,000 funded by increased revenues in the amount of \$600,000. 4 yeas, 0 nays. Motion carried.

**15. Executive Session for the purposes of and as authorized by SDCL § 1-25-2 (1), (3), and (4)**

Motion by Commissioner Beninga, seconded by Council Member Soehl to move into executive session for purposes of as authorized by SDCL § 1-25-2 (1), (3), and (4). 4 years, 0 nays. Motion carried.

The Council entered into the Executive session at 4:38pm. Mayor TenHaken returned the Council to pen meeting at 5:24pm.

**16. Authorize MM Chair to appoint an Agency Committee, pursuant to section 4.6 of the Joint Agreement, to represent the Agency in negotiations with AFSCME Local #3516 for contract year(s) beginning January 1, 2024**

Motion made by Commissioner Beninga, seconded by Council Member Soehl to authorize the Metro Management Council Chair to appoint an Agency Committee, pursuant to section 4.6 of the Joint Agreement, to represent the Agency in negotiations with AFSCME Local #3516 for contract year(s) beginning January 1, 2024. 4 years, 0 nays. Motion carried.

**17. Authorize the representative Agency Committee, as appointed by the Chair, to enter into negotiations with AFSCME Local #3516 for contract year(s) beginning January 1, 2024**

Motion made by Council Member Cole, seconded by Commissioner Beninga to authorize the representative Agency Committee, as appointed by the Metro Management Chair, to enter into negotiations with AFSCME Local #3516 for contract year(s) beginning January 1, 2024. 4 years, 0 nays. Motion carried.

**18. Adjournment**

Motion made by Commissioner Beninga, seconded by Council Member Cole to adjourn the meeting at 5:25pm. 4 years, 0 nays. Motion carried