

# MINUTES

## Metro Management Council

Wednesday, April 22<sup>nd</sup>, 2020  
3:34 PM – 4:23 PM  
County Admin Building  
415 N Dakota Ave

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Members Present: Mayor Paul TenHaken, Council Member Rick Kiley (via GoToMeeting conference call), Council Member Christine Erickson (via GoToMeeting conference call), Commissioner Dean Karsky and Commissioner Gerald Beninga (via GoToMeeting conference call).

Attendees: Drew DeGroot (via GoToMeeting conference call), Justin Faber, Scott McMahon, Jesseca Mundahl, Ona Reker, Monte Watembach

### 1. Public Input

None.

### 2. Approval of Minutes dated March 25<sup>th</sup>, 2020

Motion made by Council Member Kiley, seconded by Commissioner Karsky to approve the minutes dated March 25<sup>th</sup>, 2020 as presented. Motion carried by Aye votes.

### 3. Director's Report

Family First Coronavirus Response Act (FFCRA). The FFCRA provisions are effective from April 1, 2020 through December 31, 2020. The act provides for expanded family and medical leave for specified reasons related to COVID-19. Metro Communications did adopt the 80-hour paid sick leave while exempting from the 10-week expanded family and medical leave. Use thus far has been minimal. Metro has implemented a variety of steps to ensure its continuity of operations and overall readiness. We have divided our operations into three separate work areas. We have purchased ample cleaning products. We have implemented all suggested prevention techniques. In addition to protecting Metro staff, we have been on the front-line of protecting the public and emergency responders. On March 19th, we deployed the emerging infectious disease surveillance tool on medical calls for service. Staff have been resilient to the many changes that have occurred in the use of this tool. In addition, we have enlisted several staff members to analyze data and provide information to REMSA to strategize and make informed decisions as it relates to public safety.

The South Dakota 911 Coordination Board announced a settlement in its litigation with Nextgen, TCS and Comtech, our previous 911 phone provider. The settlement provides that \$200,000 in proceeds will be equally distributed amongst the 28 PSAPs, to be used for 9-1-1 services separate from those items contained in the contract for 9-1-1 services awarded to Century Link. Metro received a payment in the amount of \$7,142.86.

The leadership team is working on a 5-year business plan. This plan will highlight our governance, our operations, future goals and a future financial outlook. This plan will be delivered to you upon its completion.

**4. Approval of an agreement for EMS dispatch services with Patient Care Logistics (PCLS)**

This is a request to renew an existing 5-year contract with PCLS that has met its expiration date. Through negotiated terms, the contract includes a 5-year renewal period and an increase of 4.0% annually to the current \$20.00 fee through 2025. The fees are assessed for private hospital to hospital transfers that are not part of 911 emergency calls. This contract has been reviewed by the State's Attorney's Office.

Motion made by Commissioner Karsky, seconded by Council Member Kiley to approve the agreement for EMS dispatch services with Patient Care Logistics as presented. Roll call vote: 5 yeas, 0 nays. Motion carried.

**5. Presentation of Draft Financial Statements for months of March, 2020**

Business manager Ona Reker presented the financial statements for the month of March 2020.

Balance Sheet: Cash is down since March of 2019, as expected due to planned use of cash reserves. Surcharge revenues for 2020 are the result of timely receipt in comparison to 2019 where they were delayed by the state. Accounts receivable is reflective of increased audio recordings, a larger budget and increased PSAP fees. Accounts payable is lower than 2019 due to timing of payments and less pay periods.

Current year vs prior year: Increases in city/county contributions, as budgeted. There was a reduction in interest earnings, based on the current interest rates. There was an increase in personnel expenses from the prior approval of 4 FTEs, stronger staffing levels, as compared to 2019, and not having a Director during that time. The salaries line item increased, but overtime is down. Increases in operating costs were from the purchase of testing tools used in recruitment, maintenance for CAD, updates in Microsoft software on computers and misc. repairs.

Current year budget vs actual: Surcharges are under budget; statewide lines are flat, but we are seeing an increase in lines for Sioux Falls and Minnehaha County. For surcharges, we budget almost 2 years in advance; the 2020 budget was based on 2018 data. We are under budget in personnel, due to being down 2 staff.

Motion made by Council Member Erickson, seconded by Commissioner Beninga to approve the financial statements for months of March, 2020 as presented. Roll call vote: 5 yeas, 0 nays. Motion carried.

**6. Request for Approval of the 2021 Budget**

A full budget presentation was conducted in the March MMC meeting for review. The 2020 budget and projections were reviewed with City finance. There are two main requests for 2021: 1) \$73,781 for the establishment of a temporary staff line item 2) \$6,000 for a personnel management software system. While there is a 25% increase for city/county support in 2021 and 2022, this is expected to decline for 2023-2025. The increases are needed for supporting current operations. Surcharge revenues cover less and less of the overall budget; it is projected that by 2025, surcharges will cover approximately 42% of the budget, requiring more support from city/county in order to sustain operations and to have a 15% cash reserve.

Motion made by Council Member Kiley, seconded by Commissioner Karsky to approve the 2021 budget as presented. Roll call vote: 5 yeas, 0 nays. Motion carried.

## **7. Adjournment**

Motion made by Council Member Erickson, seconded by Council Member Kiley to adjourn the meeting at 4:23 PM. Motion carried by Aye votes.