

MINUTES

Wednesday, Feb. 10, 2010

Metro

3:30 PM – 4:07 PM

Management

Law Enforcement Center

Council

320 W. 4th St.

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

Attendees: Deb Berreth, Michelle Boyd, Judy Buseman, Aimee Chase, Jen Disburg, Gail Eiseland, Donn Hill, Daren Ketcham, Patti Lyon, 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 December 16, 2009. Motion carried.

3. Finance & Administration

a. 2008 Final Audited Financial Report

Motion made by Commissioner Pekas, seconded by Councilman Costello to accept the Final Audited 2008 Financial Report. Motion carried.

b. December 2009 Financial Statements - pending Auditor Review

Ona recapped the December 2009 financial statements which are pending auditor review. She explained the year end overtime report which contained additional graphs showing multiyear comparisons of overtime hours and payroll costs for overtime. Commissioner Pekas complimented Metro on their much reduced overtime hours and expenditures.

Motion made by Commissioner Pekas, seconded by Commissioner Kelly to approve the December 2009 Financials pending auditor review. Motion carried.

- c. Approval of Financial Statements for January, 2010, including payroll, monthly overtime report and expenditures.

Ona also recapped the January 2010 financial and overtime reports.

Motion made by Councilman Costello, seconded by Commissioner Pekas, to approve the January, 2010 financial reports. Motion carried.

- d. Personnel Manual Revisions

Ona distributed an updated synopsis of personnel manual revisions which had been drafted with input from both the City and County personnel departments. She reported revisions that have been removed from the December request for approval were indicated in red strikethroughs. The agency will continue to work with city and county HR and legal regarding additional revisions to the manual.

Motion made by Councilman Costello, seconded by Commissioner Pekas, to accept the personnel changes as printed in black on the synopsis document. Motion carried.

4. Operations

- a. Quality Assurance Report

Deb Berreth recapped the year end EMD Report. The report shows that Metro's quality percentages have improved throughout the year and continue to surpass the other National EMD certified centers across the Nation.

- b. Operations Report

Deb also presented the year end call statistics in graph format. They show both the Total Phone Calls received as well as the Calls for Service for the 3-year period of 2007 through 2009. In keeping up with the increased volume of calls for SFPD and MCSO, Metro's call volume has continued to increase significantly over the years.

5. Director's Report

- a. 2010 Legislative Update

Daren Ketcham gave a brief summary of Senate Bill 126. In opposition to suggestions made by the State 911 Coordination Board, the Bill would require only 1 dispatcher on duty at a time in 911 Centers. Daren has contacted State Legislators urging they vote against this proposal.

6. Executive Session

Motion made by Commissioner Pekas, seconded by Councilman Costello, to recess into executive session at 3:45 pm for discussion regarding personnel. Motion carried.

Motion by Pekas, seconded by Costello, to exit out of executive session. Motion carried. Executive Session ended at 4:03 pm

7. Acting Director Actions

a. Acting Director Appointment

Motion by Commissioner Pekas, seconded by Councilman Costello, to appoint Michelle Boyd as Acting Director of Metro Communications Agency effective March 1, 2010, to be paid a biweekly salary equivalent to \$15,400 per annum. Motion Carried.

b. Approval of Resolution MMC 10-01, Bank Signatures

Motion by Commissioner Pekas, seconded by Councilman Costello, to approve Resolution MMC 10-01 updating the approved bank signatures for the agency. Motion Carried.

8. Other

Motion by Commissioner Pekas, seconded by Commissioner Kelly, to approve pay augmentation to Director Daren Ketcham during his military assignment beginning March 1, 2010, equivalent to the difference between his military base pay and base pay as Director of Metro Communications Agency. Motion Carried.

9. Adjournment

Motion by Commissioner Kelly, seconded by Councilman Costello, to adjourn the meeting at 4:07 pm. Motion Carried.