

**EAST CENTRAL REGIONAL COMMUNICATIONS COUNCIL
City & County Government Center, 520 3rd Street**

Room 300 (3rd floor)

Wednesday, May 17, 2023

8:30 a.m.

AGENDA

Board members present: Larry Jensen (County Commission), Ryan Krogman (County Commission), and Jacob Meshke (Assistant City Manager).

Others present: Michael Drake (BPD), Marty Stanwick (SO), Stacy Steffensen (Commission Dept. Director), Drew Garry (BPD), Shawn Peterson (BPD), and.

Members absent: Bob Hill (County Emergency Management/Zoning), Pete Bolzer (Fire Dept.), and Paul Briseno (City Manager)

Call to Order: The meeting was called to order by Drake.

Approve Minutes: Meshke / Jenson moved to approve the minutes of the April 2023 meeting. All present voted aye. Motion approved.

Old Business:

New Business:

2024 Budget:

Drake: reviewed the proposed 2024 budget.

An increase of 2.31% has been requested for Budget 2024, an increase of approximately \$23,483. Increase was requested due to operating at full staff of 13 dispatchers, and consideration of inflation costs.

State Surcharge: fixed amount of \$390,000. Meshke asked if can acquire an estimate as to expected revenues. Maria King is the state contact, with the ability to look online at www.dps.sd.gov ; under emergency services, use the drop-down menu to surcharges. Meshke commented the 2022 budget was \$394,000 and came in \$30,000 under, the 2023 budget is \$407,000, and looking at budgeting 2024 budget of \$390,000, and asked if the state not accurately predicting their own revenue source. Drake stated the state generalizes their numbers. Meshke suggested requested to keep a close account of where the surcharge revenue comes in, and may have to look at additional contributions from the city and county to balance the budget.

Drake reviewed regular pay, OT pay, and temporary pay numbers based on the finance and HR departments projecting employee costs. This reflects the restructure to 4 supervisors and 9 dispatchers.

Professional fees: increase due to increasing use of interpreters.

Testing Services: recruitment (advertising, actively recruiting, testing, and interviews): increase due to aggressively looking for quality candidates.

Software Services: Priority One Maintenance, Central Square Maintenance, and Frontline: increase for an additional Priority One license, allowing for supervisors to audit calls. Central Square Maintenance has increased due to increased use. Frontline is for tracking complaints and professional standards.

Repair and Maintenance of equipment: increase due to adding additional office spaces, and repairing existing equipment.

Office Supplies: increase due to the extra offices and the increase in personnel.

Uniforms: increase due to personnel growth, and providing dispatchers with professional uniforms as stated in the union contract.

Travel and Lodging & Registration and Training: increase to allow employees to attend trainings and conferences.

Membership and dues: increase due to staffing.

Meshke stated the city is looking at a 15% increase, driven by call demand and a decrease of the E911 surcharge. Meshke asked for an update on the reserve fund status. Drake will provide it at a later date. Overall, when the surcharge goes down, the city and county's portions go up.

Jensen asked why the increase in regular pay of \$35,000. Drake responded to the \$35,000 accounts for the 13 full-time dispatchers, and they have been operating understaffed for multiple years, which had a lower regular pay expense.

Meshke/Jensen made the motion to approve the proposed 2024 budget. All present voted aye. Motion approved.

Member Reports:

Meshke/Jensen made the motion to adjourn. All present voted aye. Motion approved.

- Next meeting: Thursday, July 20, 2023, at 8:30 a.m.
- Regular quarterly meetings are held in January, April, July, and October on the third Thursday of the month. Budget discussion is held in May.

Submitted by Chris Larson

