

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 01/18/2007

Members Present:; Burnsville-Elizabeth Kautz; Eagan – Mike Maguire; Farmington-Kevan Soderberg; Inver Grove Heights-George Tourville; Lakeville-Laurie Rieb; Mendota Heights – Ultan Duggan; West St. Paul-Darlene Lewis

Members Absent: Apple Valley – Bob Erickson; Dakota County-Nancy Schouweiler; Hastings–Ed Riveness; Rosemount-Bill Droste; South St. Paul–Beth Baumann;

Alternates Present: Apple Valley – John Bergman; Rosemount – Mark DeBettignies; Mendota Heights – Sandra Kresbach

Others Present: Kent Therkelsen-DCC Executive Director; Steve Mielke-Lakeville; Lou Breimhurst-Consultant, Dakota County; Diane Lind – DCC Operations Director; Jennifer Hildebrandt – DCC Executive Assistant; Terry – Springsted; Dennis Feller – Fiscal Agent

1. Call the Meeting to Order: There being a quorum, Chair Kautz called the meeting to order at 8:02 AM.

2. Roll Call: Roll was called. Members in attendance are noted above.

3. Consent Agenda:

Discussion: Lewis (West St. Paul) requested that Consent Agenda item 3d be pulled for separate discussion.

CONSENT AGENDA

- a. **Approve Minutes from Regular Board meeting on 12/21/2006.**
- b. **Adopt and Ratify Executive Committee's Approval of 12/01/2006 – 12/31/2006 Paid Claims.**
- c. **Approve December 2006 Financial Report.**

Action: Motion by Lewis (West St. Paul) to approve the Consent Agenda except item 3d. Second by Maguire (Eagan). Motion passed unanimously.

d. Approve Official Newspaper.

Discussion: Lewis (West St. Paul) voiced concern about the Executive Committee recommendation to designate the Dakota County Tribune as the Dakota Communications Center official newspaper because this newspaper isn't distributed in all of the consortium Cities. This would mean any public notices being posted in the paper would not necessarily be seen by residents in South St. Paul, West St. Paul, Inver Grove Heights, Mendota Heights and Hastings. Kautz (Burnsville) added her concerns about the circulation numbers and asked the Executive Director and Executive Committee Chair how the decision to

recommend the Dakota County Tribune had been made. Therkelsen (DCC) cited the statute stating that the Board must establish an official newspaper for publishing bid advertisements and other legal notices in January of each year. He added that all of the noted papers met the statutory requirements and that he was not sure there was a county-wide circulated paper. Mielke (Lakeville) continued that the Dakota County Tribune is strictly a subscription newspaper and that is the reason for the low circulation count. He closed his response stating that the Executive Committee decision came down to the cost and who specifically would be looking for Dakota Communications Center legal notices. Lewis (West St. Paul) asked if we could possibly post these notices in more than one paper to ensure all consortium Cities received the information. Maguire (Eagan) reminded that this is just a selection for an official newspaper to abide by statutes. That doesn't mean it is the only paper articles, etc will be posted in. Mielke (Lakeville) agreed that for those items being bid-out, the DCC will be making the necessary contact to ensure a wider disbursement. Soderberg (Farmington) commented that he, too was concerned at first but after these clarifications he is more comfortable with the recommendation. Therkelsen (DCC) assured that any employment notices, ads, etc have been and will continue to be placed in a much broader range of publications. Kautz (Burnsville) suggested that the Board uphold the recommendation but noted that once the Dakota Communications Center has a dedicated website, all ads and notices should be posted there as well.

Action: Motion by Tourville (Inver Grove Heights) to approve item 3d of the Consent Agenda. Second by Lewis (West St. Paul). Motion passed unanimously.

REGULAR AGENDA

4. Approve Change of March 2007 Board of Directors Meeting Date.

Discussion: Therkelsen (DCC) – At the November Board of Directors meeting the board approved a 2007 meeting schedule obtaining the 3rd Thursday of each month as the Board of Directors meeting date. On this schedule, the March 2007 date is the 15th. Due to the Technology Procurement schedule, the Executive Director requests the March 15th meeting be moved to March 22nd. Moving this meeting date will allow the DCC to stay on track with the procurement calendar. It will also eliminate the need for any special Board meetings.

Action: Motion by Lewis (West St. Paul) to approve the change of the March Board of Directors meeting from the 15th to the 22nd. Second by Soderberg (Farmington). Motion passed unanimously.

5. Approve Revenue Bond Underwriter.

Discussion: Therkelsen (DCC) reminded the group that the DCC is currently working on capital funding for technological procurements. There have been a couple of different discussions on this capital funding topic at both the Executive Committee and Board levels. The outcome of these discussions was that the Dakota Communications Center was going to pursue issuing revenue bonds to fund the purchases. At the direction of the

Executive Committee, the Executive Director and DCC fiscal agent worked with Springsted and Dorsey Whitney to arrive at a recommendation for a revenue bond underwriter.

At the January 3rd Executive Committee meeting, Dave MacGillivray, with Springsted suggested the Executive Committee recommend using Piper Jaffrey as the revenue bond underwriter due to their experience and knowledge of the market. Terry Heeden, with Springsted is available today for any questions the Board may have about this recommendation. Kautz (Burnsville) asked that Heeden speak briefly to the criteria used in the review process. Heeden (Springsted) commented that this was a fairly straight forward process. Springsted looked at what firms were bidding in competitive sales for all the member Cities. Although there were a couple of other firms that matched their bidding frequency, Piper Jaffrey was the only actual underwriting firm. The other two firms were banks. This is where Springsted stood out.

Action: Motion by Tourville (Inver Grove Heights) to approve Piper Jaffrey as revenue bond underwriter for Dakota Communications Center. Second by Bergman (Apple Valley). Motion passed unanimously.

6. Director's Report

a. Facility

Discussion: Therkelsen – for those of you who haven't had the opportunity to travel past the facility site on a regular basis, we essentially have a completed shell building. The heat is now on inside the building allowing for interior work to begin. Tom Burrows from Dakota County Capital Projects has joined us to give the board an update on where we are at with the facility. Burrows (Dakota County Capital Projects) put together a manager's update packet that covers a number of topics such as the project schedule, the project overview, the budget overview, the newsletter, and a number of photos. Burrows also did a Power Point slide show presentation to the Board showing the progress of the building. Please refer to your packet for further information on the facility. The project is currently below budget by \$92,232.

b. Technology Procurement

Therkelsen (DCC) noted that in each member's agenda packet there are two handouts that provide background information in the Technology Procurement. The Executive Director, having worked closely with PSC Alliance, has compiled the DCC Technology Acquisition Phase A. This phase will consist of 3 major procurements: Radio Consoles, Dispatch and Administrative Telephones and Work Stations. These are the first items in the procurement process as they have longer lead-times.

Radio Consoles – This will be sole-source procurement because we have joined an existing radio network, Motorola. In order to take full advantage of the consoles, we need to stick with Motorola and will not source other options.

Dispatch and Administrative Phones – This will be primarily the 911 phone system and administrative lines and we are looking for a very high level of interaction. There is

currently a lot of activity at the Metro level concerning future design on the 911 system, which could have a large impact on DCC considerations. There will be more information on this topic at the February meeting.

Workstations – This is the furniture system that will house the equipment and it is also the workspace for the dispatchers.

The Operations Director is leading an effort to assure staff involvement in establishing specifications for all of these items.

The 2nd attachment is a Technology Calendar that incorporates necessary bid notices. The goal is to have Phase A completed at the March 22nd Board meeting with installation starting in late July. Kautz (Burnsville) asked if there is a capital improvements plan in place in anticipation of the need to replace equipment. Therkelsen (DCC) replied that when the 2007 budget was adopted it dealt only with initial procurement costs. However, we are currently working on a CIP budget. Kautz (Burnsville) – What would that mean in regards to our contributions? Lewis (West St. Paul) agreed and stated that she was surprised that the life-span of the equipment was only 5-7 years. Therkelsen (DCC) assured the group that the short life-span of the phones is related to the above mentioned phone technologies and those normal life spans would be approximately 10 years. Mielke (Lakeville) confirmed that there will be a CIP presented in the future.

Therkelsen (DCC) commented that the DCC did establish its own independent email server this month and that all DCC employees (except the Dakota County office, which will be transitioned next week) are now on the mn-dcc.org email server. DeBettignies (Rosemount) asked when the official DCC website will be activated. Therkelsen (DCC) noted that this is one of those tier-2 issues but that we have a presence on Dakota County's Website which was recently re-designed. When the time comes to implement our own independent website, it should not be difficult to transfer the information from the Dakota County website to ours. The current website includes past agendas, minutes, calendars and facility staff. As always, DCC staff will be looking to the consortium for their experience/expertise in implementing this website.

c. Staffing

Therkelsen (DCC) We made the transition to DCC employment on January 1, 2007 and have been fielding an expected amount of questions from employees but overall the transition has gone very smoothly. We are commencing a dispatch hiring process at the end of January and are hopeful that member cities will put a link on their websites to these job postings. In trying to keep all 5 PSAP locations at full-strength, we currently have 2 dispatch openings and expect 1 additional. A Burnsville dispatcher has been appointed as acting supervisor for the Burnsville dispatch staff but that supervisor position will be open to all dispatch staff once we are in Empire.

Bureau of Mediation Services – On January 17th the Dakota Communications Center received a notification from the BMS that they are in receipt of a petition from LELS. The petition requests that the Bureau determine an appropriate unit and certify the Union

as the exclusive representative for certain employees of the DCC. We are not sure how it will go when ballots are cast but we are providing requested information to the Bureau as required. Having the Employee Handbook and Benefits and Compensation plans in place is a good thing.

Current Board of Directors Roster - You have been provided with a copy of the current Board of Directors Roster. This copy is for you to keep. Please make us aware of any corrections that need to be made.

Action: No Action.

7. Miscellaneous – Bergman (Apple Valley) gave the group a brief update on the Apple Valley Councilmember Bob Erickson's health.

Action: No Action.

8. Adjournment

Motion by Maguire (Eagan) to adjourn. Second by Soderberg (Farmington). Motion passed unanimously. Meeting was adjourned at 9:09 AM.