

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 02/15/2007

Members Present: Apple Valley – Bob Erickson; Burnsville-Elizabeth Kautz; Dakota County-Nancy Schouweiler; Eagan – Mike Maguire; Farmington-Kevan Soderberg; Inver Grove Heights-George Tourville; Lakeville-Laurie Rieb; Mendota Heights – Ultan Duggan; Rosemount-Bill Droste; South St. Paul–Beth Baumann; West St. Paul-Darlene Lewis

Members Absent: Hastings – Ed Riveness;

Alternates Present: Hastings – Paul Hicks; Rosemount - Mark Debettignies (non-participant)

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; Dennis Feller – Fiscal Agent; Jeff Nelson – PSC Alliance

1. Call the Meeting to Order: There being a quorum, Chair Kautz called the meeting to order at 8:00 AM.

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

CONSENT AGENDA

- 3a. Approve Minutes from Regular Board meeting on 1/18/07.**
- b. Adopt and Ratify Executive Committee's Approval of 12/01/06 – 12/31/06 Paid Claims.**
- c. Approve December 2006 Financial Report.**

Discussion: Soderberg (Farmington) requested item 3c be pulled from the Consent Agenda for further discussion. Erickson (Apple Valley) abstained from voting on approval of 1/18/07 minutes.

Action: Motion by Lewis (West St. Paul) to approve items 3a and 3b on the Consent Agenda. Second by Duggan (Mendota Heights). Motion passed unanimously.

Discussion: Soderberg (Farmington) noted that on the December 2006 financial report it stated that there may be changes. Were there any? Therkelsen (DCC) responded that the only possible changes were any 2006 invoices that came in after the Financial report was generated and there was nothing substantial.

Action: Motion by Soderberg (Farmington) to approve item 3c on the consent agenda. Second by Rieb (Lakeville) motion passed unanimously.

REGULAR AGENDA

4. Technology Procurement – Update Only, No Action.

a. Technology Briefing –Therkelsen (DCC) – As previously reported to the Board we are in the first phase of our technology Procurement. In this phase the DCC will be purchasing Radio Consoles, Phones and Work Stations. Today’s meeting will provide an update to the Board on these issues as well as the financial arrangements being made to purchase this technology.

There are some newly emerging technologies including the MESB architecture standards for 9-1-1 service that are affecting the life cycle of current technology. Jeff Nelson with PSC Alliance will walk us through the work station and radio console issues and Diane Lind with the DCC will follow up with a brief overview of the phone system issues. Nelson (PSC) provided a handout for the group to refer to while he presented.

Work Stations – On the first page of the packet you will see information on the dispatch work stations. The work station is the actual piece of specialized furniture that the dispatchers will sit/stand at. The Work Station will also hold the video display screens, the keyboards and the CRT’s. There are 6 vendors who have the experience and products we are looking. The vendors are a mix of local and national organizations and are well known in this market. The work Stations are height adjustable, electrically operated and ergonomic 24/7 (duty cycle). They will need to house and support multiple electronic systems. The DCC is having a vendor question and answer meeting next week and expects to have proposals back in early March. The proposals will be reviewed with the Executive Committee and brought back to the Board on March 22nd for approval. Questions/Comments: none.

Radio Consoles – On the second page of the packet you will see project timeline that you may recall from a previous meeting. This is to help give an overview of the radio front. This is single source procurement from Motorola and we have two models to choose from. The first, which is being retired this year, is the Motorola Gold Elite console. The second, which has not yet had any large scale installations in this region, is the Motorola MCC7500 console.

With Rochester and St. Cloud plugged into Golden Valley and Roseville, the available port space at the Metro system is very limited. Port space is a problem with the Gold Elite console but not with the MCC 7500. This short supply of ports associated with the Gold Elite will be fixed in September of this year but that does not leave much of a time-line if the DCC plans to open its doors in November.

On the third page of the handout you will see the Differences between the Gold Elite console and the MCC 7500 console.

The DCC asked Motorola to quote both the 7500 and the Gold Elite series product. The following comparisons were requested:

Financial

Risk

Pros & Cons

The proposals are due back on March 1st. These proposals will then be looked at with the Executive Committee and a recommendation will be brought to the Board on March 22nd.

Questions/Comments:

Droste (Rosemount) commented that his first response would be to go with the MCC 7500. Where are they currently? Nelson (PSC) They are in conventional environments. There are several in much smaller environments in greater Minnesota. There are also a couple in North Dakota but there is nothing that is to this scale.

Erickson (Apple Valley) commented that as with all new technology, there are risks and rewards. With the proposal for the MCC7500 we should get some kind of commitment from Motorola that they will work with us and make sure it works. Nelson (PSC) responded that going forward, any other dispatch centers in Minnesota, like Washington County, won't have a choice to go with anything other than the MCC7500. We want to do everything we can to minimize the risk and open on time. We don't want to be the experiment.

Baumann (South St. Paul) asked what the timeline is on buying the Gold Elite because we need a commitment on that side as well. How long will they support the product? Kautz (Burnsville) added that it is important that we get a recommendation from the Executive Committee. Duggan (Mendota Heights) suggested getting a guarantee from Motorola that they will support it for at least 7 years if we go with the Gold Elite.

Mielke (Lakeville) confirmed that this same conversation was held at the Executive Committee meeting. If we select the older Elite Gold technology, doing so would have a price tag associated with it as well. On the other hand we can't afford not to have a successful system. The Executive Committee wants assurance that if we select the MCC7500 we are not just a "beta" project. Kautz (Burnsville) agreed that if we go with the Gold Elite we need a 7 year commitment to protection of our investment. If we go with the MCC7500, we need assurance that we will be their model that will communicate that it is an excellent system and not their "beta" as Mielke commented.

Erickson (Apple Valley) – acknowledged that selecting the MCC 7500 would not be just a replacement product. It would also offer new features and capabilities. What would we miss out on if we went with the old system?

Tourville (Inver Grove Heights) commented that we need assurances on the MCC7500. Also, as soon as a product reaches the end of its life-cycle there is no further research and development. The technicians are not trained on it anymore and all resources are put toward the new product.

Kautz (Burnsville) asked the Executive Director and the Executive Committee Chair to follow up on the sales tax issues. We are working to exempt Cities from this sales tax because it would just be taxing our citizens.

Phones – Lind (DCC) – Handout - walked the group through the current phone technology and the proposed next generation 9-1-1 technology.

Questions/Comments:

Kautz (Burnsville) – asked what happens on the current technology to the ALI/ANI with cell phones and instant text messaging. She also asked if there will be a transition with the technology. Lind (DCC) responded that current technology cannot support text messaging. Those calls are through a mapping piece using latitude and longitude. We take the information provided to us and translate it into an actual address.

Mielke (Lakeville) asked if when purchasing a cell phone the gps can be turned off. Lind (DCC) confirmed but added that you would still have the tower site that the call is coming through on. We can get within a 3-4 mile radius. Nelson (PSC) clarified that the newer cell phones cannot disable the gps function without going through a technician. Soderberg (Farmington) asked for clarification on how the latitude and longitude is captured. Lind (DCC) responded that you can program your CAD systems to capture the latitude and longitude and map that information for you.

Soderberg (Farmington) asked if 911 calls route through State Patrol. Lind (DCC) responded that they are not. For every sector of the cell site State Patrol and the local entity determine ahead of time who is most likely to cover the location based on the tower site and coverage footprint.

Erickson (Apple Valley) asked that with less and less wire line phones, what percent of citizens are using cell phones instead of wire line. Nelson (PSC) responded that he didn't know that answer but that the number of new activations is higher for cell phones than wire line phones.

Kautz (Burnsville) asked what the response time is when a call has to be re-routed to another center because the City of Burnsville holds the dispatchers to a standard and that is how they are rated. Therkelsen (DCC) responded that the DCC will be looking at time of receipt of the call to time it is dispatched to the responding agency. Actual response time to the incident is not only a function of the dispatch time, but also affected by many factors not influenced by the DCC. Kautz (Burnsville) commented that in Burnsville it is time of call to time of delivery of service. Therkelsen (DCC) informed the group that the DCC will track response times by the local agencies, but that our most meaningful measure will be how long the DCC takes to process and incident from the time the phone rings until the call is dispatched.

Bauman (South St. Paul) asked who the Dakota County MESB representatives are. Lind (DCC) responded that they are Mike Turner and Kathleen Gaylord. On the Technical Operations Committee they are Diane Lind and Jeff Schwartz and on the 800 MHz Committee they are Jeff Schwartz and Dave Bellows.

Therkelsen (DCC) closed the technology procurement discussion stating the DCC's #1 priority is to deliver a stable and extremely reliable grade of service to the citizens and first responders the day we open our doors.

b. Revenue Bond Briefing

Therkelsen (DCC) As we are pursuing technology issues we are also pursuing the financial perspective. Therkelsen (DCC) reminded the Board of the general timeline, budget amounts and debt structure involved in the technology procurement. A sample resolution was distributed that is necessary from each Member's governing board that affirms their commitment to pay their portion of the debt issue. The DCC and Fiscal Agent will be communicating with City/County Administrators/Managers the 1st of March as a reminder that the resolutions must be passed by the respective Boards in a timely manner. Feller (Fiscal Agent) informed the group that the precise debt amount will be determined in the coming weeks. Once determined the numbers will be brought to financial advisor Springsted, Inc, who will finalize the debt amount and schedules. When the resolution is completed it will go to the City/County boards for approval. The percentages used in the debt calculations are the same percentages contained in the DCC funding formula in the JPA. Although the JPA clearly obligates the Members to satisfy DCC financial obligations, the resolution provides assurance to Bond purchasers that each entity has committed to their portion. In this resolution there is a prepayment clause. If a Member chooses to prepay their share of the debt, they may do so. Springsted will calculate the amount required to pay and it will be put into escrow with no prepayment penalty. Fiscal Agent asked Springsted to consider a possible call provision. However, there would be a cost for the call provision to the tune of about \$68,000. It was decided not to put the call provision in the resolution but Members will have the opportunity to defease the debt.

Feller added that there is no action requested from the Board today. This is strictly notification that starting the last week of March, each entity will be asked to approve the resolution. Once approved Springsted will finish the official statement and the underwriters will solicit bids. The resolution will be brought back to the May meeting for final Board approval.

Mielke (Lakeville) stressed that each of the entities is already being assessed for the capital debt based upon the adopted 2007 budget. It needs to be explained to the Boards that each community already committed to this in the JPA and that the resolution is strictly an assurance to the bond purchasers. From a City perspective, this is not new. These dates are very important.

6. Director's Report

- a. Legal Service Agreement – We have received the extension of our legal service agreement with Dakota County Attorney's Office ready to be presented to the Executive Committee. The Board will consider approval in March.

b. Ad-Hoc Member Fees - We plan to have a proposed policy on fees for non-member agencies ready for the March meetings. Their calls were a very small percentage of county-wide calls.

c. Call Statistics - Per your request in December we have begun including monthly call statistics by community in the Weekly Update.

d. Staffing – The dispatcher position posting closed on February 9th. We received 402 requests for applications and received 149 prior to the deadline. As we want to maintain full strength staffing at the 5 centers we should have 57 dispatchers and 5 supervisors. That means we need to hire 4 dispatchers.

e. Bureau of Mediation Services – We reported at the last meeting that the Bureau of Mediation Services notified us that they had received a petition from LELS to be the sole bargaining unit for the non-supervisory dispatch group. The Bureau has completed prelim and has established an US Mail voting process for dispatchers that started on February 12 and will go through February 26. Ballots will be tallied on February 27th.

The Executive Director and Operations Director have ~~has~~ met with Labor Counsel to start discussing organizational implications for the DCC if the employees do decide to unionize. The current status quo is the starting point for negotiations. We would argue that our comp plan was established through a very deliberative process and try to preserve it.

Baumann (South St. Paul) asked if when the South Metro Fire becomes operational the fees would continue to go to the two cities or if they would shift. Therkelsen (DCC) clarified that when calls are received they will still be tagged to the particular city. The JPA that runs the fire dept would determine allocation on their end.

Action: No Action. Update Only.

Reminder March meeting was moved to March 22nd.
Erickson – thanks for the single file method on email.

7. Miscellaneous –Action: No Action.

Therkelsen reminded the group that the March meeting was moved back 1 week to March 22nd.

8. Adjournment

Motion by Schoweiler (Dakota County) to adjourn. Second by Soderberg (Farmington). The motion passed unanimously. Meeting was adjourned at 9:31 AM.