

**Dakota Communications Center (DCC)  
Board of Directors  
Minutes of Meeting: 03/22/07**

**Draft**

**Members Present:** Apple Valley – Bob Erickson; Burnsville-Elizabeth Kautz; Dakota County- Nancy Schouweiler; Hastings – Ed Riveness; Inver Grove Heights-George Tourville; Lakeville- Laurie Rieb; Mendota Heights – Ultan Duggan

**Members Absent:** Eagan – Mike Maguire; Farmington-Kevan Soderberg; Rosemount-Bill Droste; South St. Paul–Beth Baumann; West St. Paul-Darlene Lewis

**Alternates Present:** Farmington - Dave McKnight; Rosemount - Mark DeBettignies; South St. Paul - Micky Gutzmann; West St. Paul – Aaron Van Moorlehem

**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; 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 2/15/07.**
- b. Adopt and Ratify Executive Committee’s Approval of 01/01/07 – 01/31/07 Paid Claims.**
- c. Approve January, 2007 Financial Report.**

**Discussion:**

Kautz (Burnsville) noted that the net assets on pages 1 and 3 are \$1.00 off.

**Action:** Motion by Duggan (Mendota Heights) to approve the Consent Agenda. Second by Schouweiler (Dakota County). Motion passed unanimously.

***REGULAR AGENDA***

**4. Consider Award for DCC Console Furniture and Authorize Executive Director to Negotiate Contract for Goods and Services.**

**Discussion:**

Therkelsen (DCC) informed the group that Console Furniture was the first major procurement in the capital purchasing effort. It is part of Phase A procurement, which included not only the console furniture but also radio consoles and telephones.

On Feb 16<sup>th</sup> the RFP for 21 workstations was released. By March 9<sup>th</sup>, six vendors had submitted proposals which were then evaluated by DCC Staff and PSC Alliance. Based on those evaluations, Staff recommended the project be awarded to Xybix Systems out of Littleton, CO.

Lind (DCC) informed the Board that all vendors were thoroughly evaluated on the following 4 criteria, which ultimately led to the Xybix recommendation. 1) Did the vendor meet the required configuration? 2) Warranty and service 3) Experience and references 4) Price.

Did the vendor meet the required configuration – When looking at the required configuration, Staff evaluated the use of the space, lighting, comfort controls, CPU location, cable management and the basic construction of the product. Xybix offered good cable management. Lind continued that Staff visited current Xybix customer, Allina, and noticed there was no visible cabling. Staff also recognized the benefit of having the CPUs located to the side of the console, which allowed for technical access without the dispatcher vacating their position.

Warranty and Service – Although the nearest actual technician is in Wisconsin, there is a 24/7 telephone hotline. Xybix also guaranteed a 24 hour technician response and a 16 hour parts response. In talking with some of the Xybix references this guarantee seemed to hold true.

Experience and References – DCC Staff received 6 specific Xybix references. However, they were also given the full Xybix customer list offering contact names and telephone numbers for all 150 customers. In contacting the Xybix references, Staff found very few issues.

Pricing – Xybix's quote came in under budget.

Other – Staff was pleasantly surprised with how personable Xybix seemed to be in comparison to other vendors. In addition to the required piece of the RFP, Xybix also offered specific task lighting directly on the keyboard and a docking station for cabling which allowed for ease of use.

Tourville (Inver Grove Heights) clarified that when using a “Request for Proposal” (RFP) process, you do not need to go with the low-bidder. Duggan (Mendota Heights) asked what the option items that were referred to on the Xybix bid were. Therkelsen (DCC) clarified that they were the keyboard lighting and the docking station. DeBettignies (Rosemount) commented that in the Board summary it stated that 3 other vendors were eliminated from the evaluation process and wondered why. Lind (DCC) responded their eliminations were due to not meeting the layout. Lind also informed the group that a local vendor by the name of Viking did not meet the criteria that was presented in the RFP and was eliminated.

Mielke (Lakeville) noted that in the analysis, there is talk about equipping not only the 21 workstations on the floor but also an additional 2 training stations. He then asked if that meant there was a choice of either saving money by not purchasing the 2 additional workstations or spending up to the full budget amount and equipping all 23 stations. Therkelsen (DCC) clarified that Staff doesn't have all the information today because there are still several other procurements ahead of them. If the Board saw policy value in authorizing the additional stations, it would be somewhat contingent on fitting into the budget.

Kautz (Burnsville) asked the group if they should direct the Executive Director and Staff to look at equipping the 2 additional stations. She continued asking if there was value in equipping the 2 additional stations for off-the-floor training.

Therkelsen (DCC) clarified that the original layout of the DCC facility allowed for a room designated for training. This layout showed furniture in it. However, it was never finalized that furniture would be procured for it. The room would be primarily used for introductory and remedial training. DeBettignies (Rosemount) commented that in looking at the numbers, all 23 stations could be purchased at a total cost of approximately \$12,000.00 under budget. Kautz

(Burnsville) agreed recognizing increasing costs over the past 2-3 years. Gutzmann (South St. Paul) added that you cannot have a training room that has no computers in it.

**Action:** Motion by Tourville (Inver Grove Heights) to approve the recommendation with the addition of the 2 training workstations as long as the acquisition stayed within the \$315,000.00 budget. Second by Duggan (Mendota Heights).

**Additional Discussion:**

Duggan (Mendota Heights) followed the motion asking if the workstations are compatible with the radio and telephone equipment that is being procured in the near future. Therkelsen (DCC) confirmed. Duggan (Mendota Heights) asked how many people will be working at each work station. Therkelsen (DCC) responded that it is a 1 to 1 ratio. Duggan (Mendota Heights) asked how many people would be working at one time. Therkelsen (DCC) noted that there would be 57 dispatchers and 7 dispatch supervisors using the workstations over the 24/7 schedule. At any given time DCC staffing of workstations would be anticipated to be 10 – 15 dispatchers.

Therkelsen (DCC) continued that as it is a consolidated center, the DCC must include a degree of on-site backup for times when scheduled maintenance or unanticipated down time is experienced. There is a need for redundancy. Duggan (Mendota Heights) acknowledged that there is also the possibility of the organization expanding. McKnight (Farmington) asked how long the workstation pricing quotes were good for. Nelson (PSC) noted that there was a provision in the specifications of guaranteed pricing for 1 year. Schouweiler (Dakota County) clarified that the data docks and the LED lighting are included in the Tourville's motion. Tourville (Inver Grove Heights) confirmed.

Motion passed unanimously.

**5. Consider Extension of Fire RMS Data Conversion Deadline.**

**Discussion:**

Therkelsen (DCC) reminded the group that when the 2007 budget was adopted there was a provision for the DCC to provide financial assistance to fire agencies who wished to convert historical data into the Visions fire records management system. At that time Visions was the most highly developed platform. In order to receive this financial assistance a fire agency would need to declare their intent by December 31, 2006. This deadline was then extended to March 31, 2007.

The fire group recognized the value in having one common platform for all fire agencies but also felt that there had been some other platforms that had emerged since the policy adoption in 2006. Therkelsen continued that the Fire/EMS Operations committee requested a 1-month extension of the deadline to the end of April. In that time they would do further investigations into their other options and have representatives present their findings to the Executive Committee at their April 4<sup>th</sup> meeting. Therkelsen (DCC) commented that the Fire/EMS Operations Committee is being asked to make a long-term decision without sufficient information to base that decision on.

**Action:** Motion by Schouweiler (Dakota County) to extend the Fire RMS data conversion deadline to April 30<sup>th</sup>, 2007. Second by Erickson (Apple Valley).

**Additional Discussion:**

DeBettignies (Rosemount) asked if moving the deadline to April 30<sup>th</sup> would allow an adequate amount of time because this is not the first time an extension has been requested. Therkelsen

(DCC) commented that based on the feedback received from the Fire/EMS Operations Committee Chair, it should be enough time.

Therkelsen (DCC) added that based on the findings of the Fire/EMS group, there could be a recommendation that a common platform other than Visions be established, which would require no investment from the DCC. It would be a local expense. Therkelsen (DCC) closed stating that the DCC has interest in the Fire/EMS group limiting the number of interfaces into the dispatch system. Mielke (Lakeville) commented that there needs to be pressure put on this topic because when the center opens it will be very important for Apple Valley and Burnsville to have a platform in place. Mielke added that fire departments across the county are significantly different. Duggan (Mendota Heights) asked for clarification on the last statement on the background item. Therkelsen (DCC) clarified that the extension would be until April 30<sup>th</sup> but the presentation from the fire staff would be on April 4<sup>th</sup>.

Motion passed unanimously.

## **6. Consider Approval of DCC Logo.**

### **Discussion:**

Therkelsen (DCC) informed the Board that in the summer of 2006 future DCC employees were asked for their ideas for a DCC logo. A number of concepts were presented to a sub-committee formed from the same group of people and a recommendation was made to DCC Staff. Staff then requested assistance from a local graphic designer.

After working with the graphic designer on a number of logo variations, Staff presented the recommended logo to the Board. The Executive Director noted that there were two layouts of the logo presented for approval as one would be for clothing and the website and the other would be for letterhead, envelopes, business cards, etc. Therkelsen informed the Board that the color variations at the bottom of the board represented the uniform shirt colors that the employees would be wearing and gave an idea of what the logo would look like on clothing. Therkelsen clarified that the cranberry color on the board was much pinker than the actual color which was more of a burgundy. Therkelsen closed stating that Staff asked for a simple and clean look. Kautz (Burnsville) commented that when she first saw the logo she immediately noticed the connection of the DCC lettering. Duggan (Mendota Heights) praised the efforts put forward on the logo.

Therkelsen (DCC) noted that if the logo was approved Staff would direct the graphic designer to start working on a style guide. Tourville (Inver Grove Heights) cautioned that the logo be put on clothing and copied in black and white because it may look great in theory but you could find you need to make some adjustments prior to the end product.

**Action:** Motion by Duggan (Mendota Heights) to approve the DCC logo. Second by Tourville (Inver Grove Heights). Motion passed unanimously.

## **7. Legal Services Agreement**

### **Discussion:**

Therkelsen (DCC) informed the group that the legal services agreement presented was basically an extension of the current agreement with Dakota County Attorney's Office with a few minor adjustments. First, the hourly rate increased from \$144/hr to \$155/hr. Second, the extension would be indefinite but could be terminated on short notice by either party. And finally, either party could seek or recommend outside counsel due to conflict of interest. Therkelsen noted that

this issue had come about a couple of times already, most notably with the lease agreement between Dakota County and the DCC at which time the DCC used a recommended attorney from one of the member agencies. Therkelsen noted that in 2006 the DCC spent just under \$6,000 on legal services but due to labor issues and the procurements that were currently taking place, it would be significantly higher in 2007. Therkelsen commented that the DCC has been extremely satisfied with their service from Dakota County Attorney's Office and Jay Stassen.

**Action:** Motion by Rieb (Lakeville) to approve the Legal Services Agreement between Dakota Communications Center and Dakota County Attorney's Office. Second by McKnight (Farmington). Motion passed unanimously.

## **8. Director's Report – Therkelsen (DCC)**

### **Discussion:**

Technology Procurement – The Executive Director informed the group that the Radio Console proposals were received on March 9<sup>th</sup> and that Staff would be prepared to give a detailed recommendation at the April Board meeting. The phone RFP was released this week and would be on the May agenda.

Revenue Bond Schedule – The Executive Director commented that the revenue bond schedule was still holding strong. Therkelsen acknowledged that the City/County Administrators/Managers and Finance Managers had probably been receiving a lot of contact from DCC Staff due to the strong need to keep this process on schedule.

Staffing – The Executive Director informed the group that conditional offers were sent out to 4 candidates who interviewed for the dispatch positions. These offers would be contingent on successful background investigations and drug tests.

Union – The Executive Director informed the Board that the non-supervisory dispatch staff voted to unionize.

**Action:** No Action. Update Only.

## **9. Miscellaneous**

**Weekly Updates** – Tourville (Inver Grove Heights) thanked DCC Staff for producing the weekly updates by stating they were extremely useful.

**New Equipment vs. Established Equipment** – Erickson (Apple Valley) asked if there had been any new development on the evaluating the benefits of New Equipment vs. Established Equipment. Therkelsen (DCC) responded that that was still being evaluated and that PSC Alliance was still working with Motorola and the MESB and was not ready to declare a direction yet. Nelson (PSC) added that PSC and DCC Staff were pleased with the pricing on either alternative.

**Next Meeting Date** - Kautz (Burnsville) noted that the next meeting is April 19<sup>th</sup> and that she will be out of the country so Vice-Chair Erickson (Apple Valley) would chair the meeting.

**Facility Tours** – Therkelsen (DCC) noted that the building was progressing nicely and that member agencies could start participating in tours. DCC Staff plans to hold the May meeting at the Rosemount fire station and then follow it with a facility tour. There would also be the

potential of establishing a couple standing weekly tours. Members were directed to watch the weekly update for further information.

**10: Adjournment**

**Action:** Chair Kautz (Burnsville) Adjourned the meeting by acclamation.

**Next Meeting:  
Thursday, April 19, 2007  
8:00 am  
Apple Valley Regent Room**