

**Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 04.16.09**

Members Present: Burnsville – Elizabeth Kautz; Dakota County – Nancy Schouweiler; Eagan – Gary Hansen; Hastings – Mike Slavik; 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: Apple Valley – John Bergman; Farmington – Todd Larson

Alternates Present: Apple Valley – Sharon LaComb

Others Present: Executive Committee Chair – Dave Osberg; DCC – Kent Therkelsen, Diane Lind, Jenny Hildebrandt, Troy Ruby; Emergency Communications Network – Brian Choyka; Dakota County – BJ Battig.

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

Roll Call: Members in attendance are noted above.

1. Announcements:

Therkelsen (DCC) introduced Brian Choyka from Emergency Communications Network. Therkelsen stated that Brian would be presenting the recommended mass telephone notification system later in the agenda.

2. Additions to Agenda:

None.

CONSENT AGENDA

3.
 - a. **Approve Minutes from Regular Board meeting of February 19th, 2009.**
 - b. **Adopt and Ratify Executive Committee's Approval of 12-01-08 – 12/31/08, 01/01/09 – 01/31/09 and 02/01/09 2 02/28/09 Paid Claims.**
 - c. **Receive update on the December, 2008, January and February, 2009 financial reports.**
 - d. **Statutory Tort Limit – affirm statutory tort limit for June 26, 2009 – June 25, 2010.**

Discussion:

Therkelsen (DCC) informed members that item 3D is an annual action on statutory tort limit. Therkelsen clarified that the limits listed are \$400,000/\$1,200,000 but in July, the limits will automatically increase to \$500,000/\$1,500,000. Kautz (Burnsville) acknowledged that each municipality deals with tort limits annually.

Action: Motion by Duggan (Mendota Heights) to approve the consent agenda. Second by Rieb (Lakeville). Motion passed unanimously.

4. Mass Telephone Notification System

Discussion:

Therkelsen stated that Mass Telephone Notification Systems (MTNS) are becoming more prevalent across the country and have been used recently in the City of Eagan for a missing child and in the Red River Valley for flooding notifications. Therkelsen reiterated that some of the reasons behind the pursuit of an MTNS are public warnings, public assistance requests and staff notifications.

Therkelsen (DCC) informed members that per February Board action, DCC staff released a Request For Proposal for a Mass Telephone Notification System (MTNS) on February 20th and received eight (8) responses. Therkelsen stated that dispatch supervisor Troy Ruby, who worked extensively with the Eagan system, headed up the DCC RFP process and with assistance from representatives from some of the member agencies, presented the recommendation to pursue an agreement with Emergency Communications Network for their CodeRed system.

Therkelsen (DCC) informed members the proposed cost for the system is \$53,000/year. Therkelsen stated this cost will remain flat for every year the annual contract is renewed. Therkelsen added that under the contract the DCC would receive 200,000 minutes for use per year as well as unlimited text and email messaging.

Therkelsen (DCC) stated that at their April 1st meeting the Executive Committee endorsed the recommendation but directed staff to present the recommendation to both operations committees. Therkelsen confirmed that the recommendation was presented to the Law Enforcement Operations Committee on April 2nd and the Fire/EMS Operations Committee on April 14th. Therkelsen added that both committees endorsed the recommendation. Therkelsen also stated that in their recommendation for approval, the Executive Committee directed that staff have a usage policy in place prior to implementation of the system.

Therkelsen (DCC) informed members that Flint Hills currently has a MTNS relationship with the City of Eagan and has verbalized their intentions of continuing this relationship with the DCC, which would decrease costs. Therkelsen added that staff and Dakota County EMS are working to identify other potential partners.

Droste (Rosemount) asked for clarification on public education and how that relates to the annual fee. Choyka (CodeRed) responded that CodeRed will provide copies of press releases and other marketing ideas. Choyka commented that most press releases end up on the front page of the paper, or on the evening news and publicity of the program is very important. Choyka added that CodeRed will provide a link that can be added to the member city and the county websites as well as the DCC website where residents can add phone numbers, cell phone numbers and email addresses. Choyka clarified that any public education costs, including mailers, etc would be at the expense of the DCC.

LaComb (Apple Valley) referred to the systems that already exist and asked what percentage of individuals has provided their personal information. Choyka responded that he doesn't know in terms of percentage but that he knows it is very high. Choyka added that CodeRed clients are seeing a very large spike of people going to the CodeRed website every time there is an article on the system. Tourville (Inver Grove Heights) commented that there is an initial database that

is not optional and data is obtained from the 911 database. Choyka confirmed and added that the CodeRed system uses several data bases in addition to the Qwest 9-1-1 data base.

Baumann (South St. Paul) asked if the system would be used for school district notifications, etc. Therkelsen (DCC) responded that the initial focus would be strictly public safety situations. Therkelsen acknowledged that given the situation, it could involve school district notifications. Therkelsen added that the Executive Committee encouraged a system where when people recognize the caller ID to be a public safety notification of high importance.

Duggan (Mendota Heights) asked what happens when a customer goes over their allotted minute bank and if unused minutes carry over. Choyka responded that the 200,000 annual bank is equivalent to 400,000 30 second messages. Choyka clarified that the RFP requested many different activation scenarios and that after reviewing Dakota County demographics, Code Red estimated a bank of minutes that is believed to be much higher than what is anticipated to be needed. Choyka stated that if the DCC were to go over in minutes CodeRed would charge 10% of the cost for an additional 10% of minutes.

Choyka reviewed the CodeRed presentation. Kautz (Burnsville) commented that the Board members needed to be on the list.

Schouweiler (Dakota County) asked if select areas outside of the county can be selected for certain situations. Schouweiler clarified saying that Dakota County is responsible for the Lake Byllesby dam but if something were to happen to the dam, Cannon Falls, in Goodhue County, would be affected. Therkelsen (DCC) responded that the default starting point would be just Dakota County. Osberg (Executive Committee Chair) commented that would need to be part of the policy discussion. Choyka stated that the proposal was based on Dakota County needs and demographics and modifications to that can be done but would probably be at an additional cost. Baumann (South St. Paul) commented that membership needed to keep the costs as minimal as possible. Schouweiler (Dakota County) agreed and clarified that notification outside the county could be an option for cost coverage.

Osberg (Hastings) asked if a person who has an elderly parent in the county can add their contact number if their parent receives a notification. Choyka confirmed.

Duggan (Mendota Heights) asked if CodeRed has every experienced a system crash. Choyka responded that the CodeRed infrastructure is fully redundant and self-healing meaning that if ever one of the sites goes down, another site picks up where the system left off and also fixes the original problem. Choyka added that CodeRed has never had a problem with the system crashing.

Tourville (Inver Grove Heights) asked how the number comes up on caller id. Choyka explained that there are different options. One option is the use of an 866 number that people can call back to hear the message. Choyka clarified that this number may be used so those people who don't have answering systems, can call back and hear what the message was. Choyka stated that this number does not have the capability of associating a word with it. Choyka then said that another option is to use a number that allows word association on caller id. Choyka commented that most CodeRed customers use the 866 number include it in their marketing to familiarize residents with it.

Osberg (Executive Committee Chair) commented that the Executive Committee endorsed the staff recommendation with the understanding that there needed to be a very thorough policy in place prior to use.

Choyka informed members that completed calls are deducted from the 200,000 minute bank in 6 second increments and less than 2% of the CodeRed client base has ever gone over their minutes. Choyka reiterated that email and text messages are unlimited.

Action: Motion by Duggan (Mendota Heights) to approve award of the Mass Telephone Notification System contract to CodeRed. Motion further to authorize the Executive Director to negotiate an agreement for services. Motion also to direct the Executive Committee to work with staff to develop a Mass Telephone Notification System policy and bring it back to the Board of Directors for approval prior to implementation of the system. Second by Tourville (Inver Grove Heights). Motion passed unanimously.

5. Establish date for Tentative Special Meeting of Board of Directors.

Discussion:

Kautz (Burnsville) informed members that the Board needs to reconvene in May for a special meeting. Members agreed to meet Thursday, May 21st at 8:00 am in the DCC Training Room.

Action: Motion by Schouweiler (Dakota County) to convene a special meeting on Thursday, May 21st at 8:00 am in the DCC Training Room. Second by Duggan (Mendota Heights). Motion passed unanimously.

6. Executive Director Update.

Discussion:

Budget Update – Therkelsen (DCC) informed members that staff is on schedule to present the first draft of the DCC 2010 budget to the Executive Committee sub-committee made up on Farmington and West St. Paul City Administrators Peter Herlofsky and John Remkus on April 21st, 2009. Therkelsen added that staff intends to bring the budget before the Executive Committee on April 29th and ultimately to the Board for approval in June. Therkelsen (DCC) stated that staff is still waiting for the final 2008 financial report. Therkelsen added that when members were approving the 2007 budget, members did a study that projected costs to the various cities and the county if members were to decide against consolidating. Therkelsen stated that 2008 actual DCC operating expenditures were \$1,140,000 less than the estimated costs without consolidation.

Annual Updates to Councils – Therkelsen (DCC) reminded members that he has provided updates to about half of the governing boards of DCC Members and is available to do city council presentations.

AVL – Therkelsen (DCC) informed members that AVL is now functioning in many of the DCC Dispatched Law Enforcement vehicles. Therkelsen added that the total number of LOGIS AVL tracked vehicles is 350 and about 250 of those are accounted for at the DCC.

LOGIS RFP – Therkelsen (DCC) updated that LOGIS received five (5) responses to their RFP for the public safety applications of CAD/Mobile and Records Management. Therkelsen assured that the DCC is well represented in the process and that representation is currently evaluating the

proposals for technical merit and will then reevaluate cost. Therkelsen (DCC) added that the LOGIS Board will receive a recommendation in August.

National Telecommunicator's Week – Therkelsen (DCC) informed members that this week staff is celebrating National Telecommunicator's Week and on Wednesday afternoon, 2 dozen dispatchers were recognized for exemplary service and 35 staff members were awarded years of service pins. Therkelsen thanked Director Droste for representing the Board of Directors at the presentation.

Action: No action. Update only.

7. Miscellaneous

Discussion:

Duggan (Mendota Heights) reminded members that the Board had previously approved governance policies and that he had offered to review the document and make some recommendations for modifications that would be presented to the Board Chair and then work their way back through the Executive Committee and the Board of Directors for further action. Director Duggan presented his recommendations to Chair Kautz for consideration.

Action: No action. Update only.

8. Adjourn

Discussion:

Action: Motion by Hansen (Eagan) to adjourn. Second by Schouweiler (Dakota County). Motion passed unanimously. Meeting adjourned at 9:11am.



Elizabeth Kautz, Board of Directors Chair

8/20/09
Date



Kent Therkelsen, Executive Director

8/20/09
Date

Upcoming Meetings:
Special Meeting – Thursday, May 21st, 2009 at 8:00 am.
Regular Meeting - Thursday, June 18th, 2009 at 8:00 am.
Location: DCC