

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 04.17.08

Members Present: Apple Valley – John Bergman; Burnsville – Elizabeth Kautz; Dakota County – Nancy Schouweiler; Eagan – Mike Maguire; Hastings – Mike Slavik; Inver Grove Heights-George Tourville; Lakeville-Laurie Rieb; Mendota Heights – Ultan Duggan; Rosemount – Mike Baxter; West St. Paul – Darlene Lewis

Members Absent: Farmington – Kevan Soderberg; South St. Paul – Beth Baumann;

Alternates Present:

Others Present: DCC - Kent Therkelsen, Diane Lind, Jennifer Hildebrandt; Executive Committee Chair – Dave Osberg; City of Rosemount – Emmy Foster

Announcements: None

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

Roll Call: Members in attendance are noted above.

Additions to Agenda:

No additions were presented.

Executive Director Therkelsen informed members that the agenda before the group was amended to include item #5, Election of Board of Directors Vice-Chair.

Action: No motion was made to approve the agenda.

CONSENT AGENDA

3. a. **Approve Minutes from Regular Board meeting of February 21st, 2008.**
- b. **Adopt and Ratify Executive Committee's Approval of 01/01/08 – 01/31/08 and 02/01/08 – 02/29/08 paid claims.**
- c. **Approve the February, 2008 Financial Report.**

Discussion:

None.

Action: Motion by Tourville (Inver Grove Heights) to approve the consent agenda. Second by Schouweiler (Dakota County). Motion passed unanimously.

REGULAR AGENDA

4. VHF Cost Share Agreement

Discussion:

Therkelsen (DCC) informed members that the VHF Cost Share Agreement related to the VHDF fire paging system that was constructed parallel to the 800 MHz system. Therkselsen informed

members that when the decision was made to go to the 800 MHz regional system, the reality was that there weren't pagers for fire fighters on the market that handled paging similar to VHF. Therkelsen added that all counties that moved to the 800 MHz system had adopted the stand alone VHF paging system.

Therkelsen (DCC) reminded that part of the decision by Board members when constructing the 800 MHz system was that the DCC would ensure paging was available county-wide. Therkelsen added that the VHF paging system was constructed as part of the agreement Dakota County entered into with Motorola in 2006. Therkelsen also added that the VHF paging system had been budgeted for by the DCC and was currently in operation. Therkelsen then stated that staff had been talking with Dakota County about Dakota County recouping the capital costs and considering the ongoing support of the system. Therkelsen added that staff concluded that operationally it would be easier and smoother for Dakota County to maintain responsibility for the system that currently existed on the same sites as the 800 MHz system. Therkelsen confirmed that the County had agreed to maintain responsibility for the system but that the DCC would reimburse for costs. Therkelsen informed members that if the DCC were to take title of the system there would be lease agreements for the 9 sites, etc.

Therkelsen (DCC) stated that an agreement had been drafted by the County Attorney's Office and was reviewed by Roger Knutson on behalf of the DCC. Therkelsen informed members that costs were \$894,781 for the Capital costs. Two months of support post warranty in 2008 and for all of 2009 were estimated at \$10,130 and \$62,604 respectively. Therkelsen assured that these costs were already included in both the approved 2008 budget and the preliminary 2009 budget. Therkelsen stated that the Executive Committee discussed this item at their April 2nd meeting and was recommending the agreement be ratified by the Board. Kautz (DCC) voiced some concern about the exclusion of any wording pertaining to the County's responsibility in the event a site were to go down. Therkelsen (DCC) responded that section 6 of the agreement stated that the DCC and the County are each responsible for their own actions, meaning that the DCC would be responsible for procedural aspects but once it crossed into technical aspects, the County would be responsible/liable for acts or omissions. Therkelsen added that the technology was the same as was used in predecessor agencies, just a bigger footprint. Schouweiler (Dakota County) commented that members needed to remember that the County was a partner and had vested interested in providing good service. Schouweiler continued that she couldn't imagine there would be any hesitation on the part of the County to act immediately and appropriately. Baxter (Rosemount) stated that the only thing a hold harmless agreement could do would be bind the signatories. Baxter added that provision 6 bound the County to their actions. Duggan (Mendota Heights) asked for clarification on the cost sharing piece. Maguire (Eagan) clarified that the cost sharing was between two entities and that the DCC negotiated cost sharing agreements.

Action: Motion by Tourville (Inver Grove Heights) to approve the VHF Cost Share Agreement. Motion further to have the Executive Committee and the Executive Director look at the agreement to make sure there isn't anything further that needed to be defined Second by Maguire (Eagan). Motion passed unanimously.

5. Election of Board of Directors Vice Chair.

Discussion:

Chair Kautz (Burnsville) reminded members that according to DCC by-laws an election was required the first meeting after an officer's exit or demise to fill the position. Kautz then stated there was a vacancy in the position of Vice-Chair for the DCC Board of Directors. Kautz added that the position was for the remainder of 2008 and all of 2009. Chair Kautz then opened the floor for nominations.

Director Bergman (Apple Valley) nominated George Tourville from Inver Grove Heights. Director Lewis (West St. Paul) nominated Nancy Schouweiler from Dakota County.

Hearing no further nominations, Chair Kautz closed the nominations. Executive Director Therkelsen (DCC) distributed paper ballots and then collected. Director Therkelsen and Executive Chair Dave Osberg tallied the votes and found that there was a split vote. Directors Schouweiler and Tourville agreed to a coin toss decision. Director Schouweiler called heads. The coin was tossed and landed on the floor in favor of Director Tourville from Inver Grove Heights.

Action: Director Tourville (Inver Grove Heights) was voted to Vice-Chair by acclamation.

6. Executive Director's Report**Discussion:**

Therkelsen (DCC) informed members that at the April 2nd Executive Committee meeting Hastings City Administrator Dave Osberg was elected as the new chair and Inver Grove Heights City Administrator Joe Lynch was elected as Vice-Chair.

Budget – Therkelsen (DCC) informed members that DCC staff had been working with the Fiscal Agent since February for the 2009-2010 budget and intended to present it to the Executive Committee on April 30th. Therkelsen added that the goal was to bring the recommended budget to the Board of Directors meeting in July to provide the Board at least two meetings for deliberation.

Telephone Updates – Therkelsen (DCC) acknowledged that members had received a number of updates while the DCC was experiencing the telephone difficulties. Therkelsen stated that there haven't been any recent updates as the system had been performing in a very stable condition. Therkelsen assured that staff was tracking the system very closely. Therkelsen stated that there had been a couple of very interesting complaints about 9-1-1 service including 3 calls from Apple Valley residents that were connected to Carver County. Therkelsen stated that after further investigation it was determined to be a phone company issue and was resolved within hours.

Therkelsen stated that on April 21st the 9-1-1 trunks would be splitting into ½ copper and ½ fiber for redundancy purposes. Therkelsen commented that this was part of the original design on the system and that the fiber was in place before the center went into operation but there was a need to wait for resources from Frontier. Therkelsen assured that this should be a seamless process.

Weather Sirens – Therkelsen (DCC) informed members that on April 2nd the first Wednesday siren tests were performed. Therkelsen said that except for Lakeville, staff was able to demonstrate that signal processes were working fine. Therkelsen stated that Lakeville had no sirens activate and that the problem was pinpointed to a configuration problem in the data room. This issue was corrected and the Lakeville sirens were retested on April 10th and worked just fine. Therkelsen acknowledged that a few cities had individual sirens that did not activate and stated that those agencies were requested to investigate those issues at the local level. Kautz (Burnsville) commented that when weather incidents were going through a city, not all parts of the city were necessarily affected. Kautz asked if there was protocol in place for that. Therkelsen (DCC) responded that the emergency managers created 4 zones within the County that reflected the predominant weather behavior as severe weather went through the County. Lind (DCC) clarified that there was a northern zone, a central corridor zone, a southern zone and then an eastern zone. Lind added that when the National Weather Service issued warnings they issued them by zone within the County. Lind also added that dispatch tracked storm paths through various resources including National Weather Service broadcasts, field reports and televisions in the center and set sirens off as needed according to the weather tracking. Kautz (Burnsville) commented that it was good to know that the DCC was responsible for setting off the sirens. Maguire (Eagan) reminded members that sirens were intended to alert people outside to go indoors and check the weather. Lind (DCC) commented that the week of April 21st was Severe Weather Awareness Week and sirens would be set off on April 24th at 1:45 pm and 6:55 pm. Kautz (Burnsville) requested this information be sent out to membership. Lind (DCC) assured that the Emergency Managers had been notified. Lewis (West St. Paul) added that it would probably be in the news also. Therkelsen (DCC) informed members that as the center was setting off sirens for a much larger footprint, it was taking a bit longer to get through the process, which meant not all sirens were activating on test days at exactly 1:00 pm. He clarified that a county wide alerting process could take 5-10 minutes to complete. Therkelsen stated that there were funds in the Capital Projects budget for work anticipated to take place the 2nd half of 2008 that will speed up the activation process.

VHF Fire Paging – Therkelsen (DCC) informed members that staff was working on improving paging issues. Therkelsen assured that the performance of the VHF system had stabilized and that the remaining issues were focused in a small handful of pagers. Therkelsen (DCC) elaborated, informing the Board that the 800 + fire pagers in Dakota County represent three different generations of pagers, using several versions of software. This has made troubleshooting a challenge.

Statistical Reports – Therkelsen (DCC) briefly reviewed the statistical reports provided in the agenda packet. Therkelsen stated that staff was still working with the phone vendor to get the reports to match the standards. Kautz (Burnsville) asked about the mobile phone stats. Therkelsen (DCC) responded that approximately 25% of calls were received by mobile phone and that was very low compared to other state averages. Therkelsen stated that most mobile calls went to State patrol. Lewis (West St. Paul) asked about the abandoned calls and if they were all misdials. Therkelsen (DCC) responded that there were a number of reasons a call would go into the abandoned call cue. Tourville (Inver Grove Heights) commented that there were stats from the different cities from over the years. Tourville then asked how the DCC stats compared. Therkelsen (DCC) responded that staff had some year to date information but that at the next

meeting members could expect to receive city-by-city 9-1-1 statistics. Therkelsen continued that at the end of 2008 first quarter, the DCC was at about 19% more 9-1-1 calls than 1 year ago. Therkelsen added that calls for service (CAD Incidents) were at just over 87,000 in the first quarter of '08, which was 8% higher than 1st quarter of 2007. Therkelsen (DCC) informed members that members would see call creation times for priority 2 and 3 were within the standard but priority 1 was not yet where it needed to be. Kautz (Burnsville) reminded members that this within 30 seconds was what members were going to have to pay attention to. Kautz added that the Executive Committee would have to be looking at these standards and translate it to what it means to the budget

3/13 Strategic Planning Session – Therkelsen (DCC) informed members that he and Chair Kautz had a follow up meeting with Navigate Forward to review the information taken from the March 13th strategic planning meeting. Therkelsen stated that Navigate Forward provided a report that contained several follow up recommendations for the organization to consider. Therkelsen then commented that the Executive Director, Board Chair and Executive Committee Chair would be meeting to decide how to structure the follow up.

Action: No action. Information only.

7. Miscellaneous

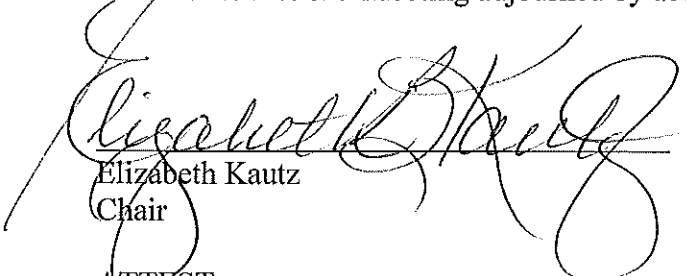
Discussion:

None

Action:

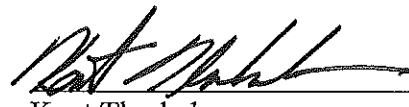
8. Adjourn

Action: No Action. Meeting adjourned by acclamation at 9:00 am.


Elizabeth Kautz
Chair

ATTEST


Date


Kent Therkelsen
Executive Director


Date

Next Meeting:
Thursday, May 15th, 2008
8:00 am
Location: DCC