

**Dakota Communications Center (DCC)  
Board of Directors  
Minutes of Meeting: 05.17.07**

**Members Present:** Apple Valley – Bob Erickson; Burnsville – Elizabeth Kautz; Eagan – Mike Maguire; Hastings – Ed Riveness; Inver Grove Heights-George Tourville; Lakeville-Laurie Rieb; West St. Paul – Darlene Lewis

**Members Absent:** Dakota County-Nancy Schouweiler; Mendota Heights – Ultan Duggan; Rosemount – Bill Droste; South St. Paul – Beth Baumann;

**Alternates Present:** Farmington - Dave McKnight; Rosemount – Mark DeBettignies

**Others Present:** DCC - Kent Therkelsen, Diane Lind, Jennifer Hildebrandt; Executive Committee Chair - Steve Mielke; PSC Alliance - Jeff Nelson; Dakota County Consultant – Lou Briemhurst; Dakota County Attorney’s Office – Jay Stassen

**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 of April 19<sup>th</sup>, 2007.**
- b. Adopt and Ratify Executive Committee’s Approval of 03/01/07 – 03/31/07 Paid Claims.**
- c. Approve March, 2007 Financial Report.**
- 4. Health Care Savings Plan**

**Discussion:**

**Action:** Motion by Lewis (West St. Paul) to approve the Consent Agenda. Second by Rieb (Lakeville). Motion passed unanimously.

***REGULAR AGENDA***

**5. Capital Procurement – 911 and Admin Telephones**

**Discussion:**

Therkelsen (DCC) updated that the 911 and Administrative Telephones procurement was the third major purchase for the DCC in preparation of operations later this year. The first 2 purchases were the Workstation Furniture and the Radio Consoles.

Therkelsen (DCC) continued that on 3/20 the RFP for the phones system was released. The deadline was 4/20 at 2:00 pm. Within that time DCC Staff received 4 proposals, three of which were reviewed by DCC and PSC Staff as one of the proposals came in

after the deadline and was returned unopened. The budget for the system was \$1.357 Million and all proposals reviewed fell within that budget.

Nelson (PSC) started the phones presentation informing the group that based on legal counsel recommendation the decision was made to not open the proposal that was received after the deadline. Also, after preliminary review of the three proposals that were opened it was decided that one of the three did not fully comply with the specifications set forth in the RFP. Nelson continued stating that one of the two final proposals received was from a company out of Hutchinson, MN. The name of the company was Independent Emergency Services (IES), who has been providing this sort of equipment to the metro area and State of MN for about 12 years. IES had installations in about 72 PSAPs across the state of MN and much more in Canada. IES recommended a partnership with Plant CML. Plant CML currently has equipment installed in the Burnsville PSAP.

Nelson (PSC) noted that this recommendation was brought to the Executive Committee earlier this month. The Committee gave guidance to pursue an agreement. As IES was the lowest cost proposal, DCC Staff and PSC began negotiating with them for an additional 2 systems to accommodate the full 23 workstation concept. Nelson noted that in the packet there is a letter from PSC Alliance that recommends award of the contract to IES with a value of \$880,963.00 before taxes. The before taxes comment is relevant because there is a question about if this will be a taxable purchase.

Kautz (Burnsville) asked Operations Director Lind if she was comfortable with the recommendation. Lind confirmed and reiterated that IES has a large presence in MN and Canada. Lind added that this product fits within the MESB proposal and would be able to migrate to their backbone when available. Kautz (Burnsville) commended DCC and PSC Staff for taking this into consideration. Nelson (PSC) added that the Executive Committee directed Staff to look at the on-site service for support component of the proposal as IES is located in Hutchinson. IES is in negotiations with Frontier to provide local maintenance support. Not only would the product be next generation compliant but the support staff would come from both local at Frontier and Hutchinson. DeBettignies (Rosemount) asked that if the purchase was taxed the total figure would come out to \$941,000. Nelson confirmed.

**Action:** Motion by Erickson to approve the recommendation to award the 9-1-1 and Administrative Phone contract to IES. Also to authorize the Executive Director to negotiate for outfitting of up to 23 workstations staying within the budget. Second by McKnight (Farmington). Motion passed unanimously.

Tourville (Inver Grove Heights) commented that now that the legislative session is coming to an end, maybe the DCC should have been more proactive in getting their name on the list of entities that should not be taxed for their phone equipment. To lobby for this at this point may be too late. Therkelsen (DCC) commented that the reference PSC Alliance made was regarding an existing statute that exempts certain backbone equipment for the centers. It is really a question of interpretation of what if any of this

purchase can be part of that? Tourville (Inver Grove Heights) replied that the tax bill that went on the floor had 47 cities specifically identified with specifics of what they wanted. Tourville added that maybe the DCC should have been addressed up front and gotten it written in. Stassen (Legal Counsel) acknowledged the concern and assured that it would be looked at very closely and that every item that could be put in the tax free category would be. Stassen added that when members approach their legislative delegation it is important that the DCC Capital Improvements/Efforts be included in those discussions. Erickson (Apple Valley) noted that although he agreed with Tourville's point legislature throws out everything that was proposed. When they finally complete legislation nothing makes sense. Tourville (Inver Grove Heights) ended stating that at this point it is left up to chance and he didn't want to wind up paying taxes had then been avoidable.

## **6. Director's Report**

### **Discussion:**

Therkelsen (DCC) noted that the DCC was 177 days from the targeted opening date. He added that at the Operations Committee meetings things now are becoming more concrete and procedural and less conceptual. Therkelsen noted that the Operations committees are finding themselves having to shift how they do business and that he appreciated all their efforts.

Printrak LOGIS – Therkelsen (DCC) commented that Apple Valley went live on Printrak on Tuesday morning and everything seemed to be working fairly smoothly. LOGIS and Motorola staff were on site around the clock for the first 48 hours. Therkelsen added that Burnsville would follow with their conversion a couple weeks after Apple Valley. He noted that this conversion may be a bit more complicated as Burnsville will be implementing some additional features such as Ticket Writer. Ticket Writer transmits information directly into the RMS and eliminates 2 points of entry. Erickson (Apple Valley) asked if this would cut down end of shift work. Kautz (Burnsville) confirmed. Therkelsen (DCC) noted that although it isn't truly DCC initiated LOGIS had recently agreed to use another consortium product – CJIIN field based reporting program that allows officer in the field to do much quicker reporting.

Motorola Console Procurement – Therkelsen (DCC) noted that document signing will start today. All terms and conditions are finished.

Xybix Furniture – Therkelsen (DCC) noted that quantities and features were finalized last week and Xybix was given the notice to proceed.

Public Notification – Therkelsen (DCC) commented that DCC Staff is starting to think about how to inform the public about the change and how it will affect them. DCC Staff will be working with the local communications directors. DCC Staff would also have a booth at the Eagan showcase that evening.

Web Page – Therkelsen (DCC) noted that the website went live this last week and the address was [www.mn-dcc.org](http://www.mn-dcc.org). There is a Log-In area for Staff, the Board and the

Executive Committee. Therkelsen (DCC) noted that at that the log-in information was very generic but if material became more sensitive, the log-in information would be modified. Therkelsen (DCC) thanked Dakota County and Lisa Henning for their efforts in supporting our web content up until that time. Jenny Hildebrandt will be responsible for content management and updates.

Facility – Therkelsen (DCC) noted that the facility is still on schedule and under budget and that Admin will be moving into the facility on August 1<sup>st</sup>. Therkelsen (DCC) continued that dispatch training would start shortly after Labor Day and DCC Staff had been working with the Operations Committees to figure out transition strategies. Maguire (Eagan) asked if meeting materials like agendas, etc would be available on the website. Therkelsen (DCC) confirmed.

Budget Update – Mielke (Lakeville) informed the Board that the Executive Committee got their first draft of the budget. He added that the budget will be reviewed again at their June meeting and possibly again at a special meeting on the 22<sup>nd</sup>. The budget is scheduled to be brought to the Board for approval at their July meeting. for exec board received first draft of budget at last meeting. Erickson (Apple Valley) reminded the group that there could be some increase in costs at the beginning because the DCC is a start-up business. Tourville (Inver Grove Heights) asked of the group could get a list of training dates, etc so they could put them in the City Council reports.

## **7. Miscellaneous**

**Discussion:** No Miscellaneous.

## **8. Adjourn**

**Action:** Motion by Lewis (West St. Paul) to adjourn. Second by Erickson (Apple Valley). Motion passed unanimously. Meeting adjourned at 8:35 am.

**Next Meeting:  
Thursday, June 21, 2007  
8:00 am  
Apple Valley Regent Room**