

**Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 08.20.09**

Members Present: Apple Valley – John Bergman; Burnsville – Elizabeth Kautz; Dakota County – Nancy Schouweiler; Farmington – Todd Larson; Hastings – Mike Slavik; Inver Grove Heights – George Tourville; Lakeville – Laurie Rieb; Rosemount – Bill Droste; West St. Paul – Darlene Lewis

Members Absent: Eagan – Gary Hansen; Mendota Heights – Ultan Duggan; South St. Paul – Beth Baumann.

Alternates Present: Eagan – Cyndee Fields

Others Present: Executive Committee Chair – Dave Osberg; DCC – Kent Therkelsen, Diane Lind, Jenny Hildebrandt; DCC Attorney – Jay Stassen; DCC Fiscal Agent – Dennis Feller; Eagan Councilmember Paul Bakken; Lakeville City Administrator – Steve Mielke

Call the Meeting to Order: There being a quorum Chair Kautz called the meeting to order at 8:02am.

Roll Call: Members in attendance are noted above.

1. Announcements:

Therkelsen (DCC) informed members that Director Duggan would not be in attendance. Therkelsen (DCC) informed members that Executive Committee Chair Dave Osberg would be updating members on the Executive Director performance appraisal process. Chair Kautz (Burnsville) added that update under miscellaneous items.

Action: Motion by Lewis (West St. Paul) to add the Executive Director performance appraisal process to the agenda. Second by Rieb (Lakeville). Motion passed unanimously.

2. Additions to Agenda:

CONSENT AGENDA

3.

- a. Approve the minutes of the regular Board meeting of June 18th, 2009.
- b. Adopt and ratify the Executive Committee's approval of 05/01/2009 – 05/31/2009 and 06/01/2009 – 06/30/2009 paid claims.
- c. Approve the May, 2009 and June, 2009 financial reports.

Discussion:

Action: Motion by Tourville (Inver Grove Heights) to approve the consent agenda. Second by Slavik (Hastings). Motion passed unanimously.

4. Cost Allocation Work Group

Discussion:

Therkelsen (DCC) informed members that the Executive Committee directed that he present the report on the Cost Allocation Work Group. Therkelsen directed attention to the written report provided by chair of the work group, Eagan Administrator Tom Hedges. Therkelsen reminded members that the Cost Allocation Work Group was appointed by the Board Chair at the June meeting in response to questions/concerns about the cost allocation process.

Therkelsen (DCC) updated that the work group agreed by consensus that there would be no need to change the formula already approved by the Board at their May meeting. Therkelsen added that the work group agreed to retain the action to use assigned CAD and to use a three (3) year averaging for member shares of the budget.

Therkelsen (DCC) stated that the work group recommended distribution of \$1,700,000 of the fund balance back to members in the same percentage as was contributed to create the fund balance originally. Therkelsen clarified that the distribution amount of \$1,700,000 was the same amount as originally approved but that the distribution method was different. Therkelsen reminded members that distributing the \$1,700,000 did not deplete the fund balance but simply decreased it to meet the goal balance sooner than originally anticipated.

Therkelsen (DCC) stated that the second work group recommendation was to allow members the option of receiving the distribution amount in a single lump sum in 2010 or in three (3) equal distribution amounts in 2010, 2011 and 2012. The work group further recommended that members specify if they wanted their refund in the form of a check or DCC credit and that that notification be made by resolution and returned to the DCC by October 15th. Therkelsen stated that if these two recommendations are approved, the next item on the agenda would provide the necessary budget amendment to make the motions operational.

Therkelsen (DCC) informed members that the work group noted an additional issue that the group felt was not within their scope of work. Therkelsen clarified that there is a potential legal issue on Board authority to change the fund balance allocation formula. Therkelsen then commented that there were two sections in the JPA that some members felt may conflict. Therkelsen stated that he was directed to seek an opinion from legal counsel outside of the consortium, City of Bloomington Legal Counsel, who gave the opinion that the Board was authorized by the JPA. Therkelsen stated that a second opinion, obtained from a member agency, provided a differing opinion. Therkelsen stated that ultimately, the work group felt that it was the discretion and option of the board to pursue the issue.

Therkelsen (DCC) stated that formal action by the Board was to consider the two recommendation of the work group.

Kautz (Burnsville) opened the floor to discussion.

Droste (Rosemount) referred to the fund balance and asked if this issue will arise again next year. Kautz (Burnsville) responded that the Board needed to look at a policy that would cover

that concern. Kautz then suggested the Executive Committee look at a Fund Balance policy that the Board can review and adopt. Kautz also suggested that the Executive Committee look at what kind of reserve needs to be covered. Droste (Rosemount) stated that it is a good thing to have a surplus but didn't want to encounter this issue continuously.

Kautz (Burnsville) thanked members of the work group as it was a difficult discussion.

Action: Motion by Tourville (Inver Grove Heights) to receive the report and approve recommendation that the \$1,700,000 in fund balance be distributed back to members in the same percentages as they originally contributed to create the fund balance. Motion further that members have the option of receiving the distribution amount in a single lump sum in 2010 or in three (3) equal distributions in 2010, 2011 and 2012. Motion also to request members specify their distribution selection through council resolution presented to the DCC by October 15th. Second by Rieb (Lakeville).

Further Discussion: Therkelsen (DCC) reminded members that if approved, the action would bring the consortium to the Board adopted fund balance goal of 8.5 – 10% of the operating budget. Therkelsen further reminded that if the balance is in excess of that in future years, the Board would determine the allocation of excess funds through the budget process. Kautz (Burnsville) acknowledged that it is important that Board members are on the same page. Kautz reminded that would also be a weighted vote.

Motion passed unanimously.

5. 2010 Budget Amendment

Discussion:

Therkelsen (DCC) stated that in order to make the above motion operational, the Board needed to amend the budget. Therkelsen clarified that the first piece of the amendment would be to increase the total member general fund assessment because the fund balance is being distributed in a different method than originally proposed. Therkelsen continued stating that irrespective of how each member elected to have their refund distributed, it would be recognized as an expense or encumbrance on the 2010 financial report. Therkelsen directed attention to memos in the packet that specify amounts for each member.

Action: Motion by Tourville (Inver Grove Heights) to approve the 2010 budget amendment as presented. Second by Droste (Rosemount). Motion passed unanimously.

6. Mass Telephone Notification System

Discussion:

Therkelsen (DCC) reminded that at their April meeting members viewed a demonstration of the CodeRed mass telephone notification system and approved CodeRed as the DCC's mass telephone notification system provider. Therkelsen stated that members authorized the Executive Director to negotiate and execute a contract for services with CodeRed and also

directed staff to implement a system administration policy prior to activation. Therkelsen assured that the contract had been executed and implementation was underway. Therkelsen stated that staff anticipated the system would be ready to go live shortly after Labor Day. Therkelsen commented that staff had done some testing and everything was looking good.

Therkelsen (DCC) reviewed the policy with members and stated that community outreach planning was underway but that there would be a need for strong support from member agencies. Therkelsen assured that the DCC would be in contact with member communications staff.

Therkelsen (DCC) reported that the policy had been reviewed by the Operations and Executive Committees and the only question that came from the committees was the concern about the possible need for cross border buffer zones for areas such as the Byllesby Dam, the Mississippi River and possibly Flint Hills, whose notification area extends into Washington County. Therkelsen continued that if any cross border agencies desired their notification area be included, it could possibly be done but that agency would have to fund the inclusion of those telephone numbers to the database.

Droste (Rosemount) asked if other high risk industry businesses should be assessed or charged back when the system is used. Therkelsen (DCC) responded that there was not anything that would allow us to require an organization to participate. Therkelsen added that the current plan is to finalize the agreement with Flint Hills and then use that as a template to bring to other potential businesses as recommended through Domestic Preparedness. Therkelsen (DCC) commented that the reality is if there were no agreements, and there was a need for notification, the request would come from the member jurisdiction. Schouweiler (Dakota County) commented that it is a good PR tool to reach out to the high risk industry businesses as it could possibly reduce insurance costs. Kautz (Burnsville) agreed that there are critical vulnerable areas in every community that need that outreach. Therkelsen then referred to use of the system by Public Health in a possible pandemic. Kautz (Burnsville) requested that staff keep speaking with the Fire and Law Enforcement chiefs at the Operations Committee meetings.

Droste (Rosemount) asked if the system was ready. Therkelsen (DCC) responded that if staff had to launch an event now, it could be done. Kautz (Burnsville) reminded members to get the link on agency websites. Tourville (Inver Grove Heights) asked if the self registration site is password protected. Tourville also asked how quickly information is loaded to the system. Therkelsen (DCC) responded that once staff looks at the information and approves it, it is immediate. Therkelsen added that the plan was to do the Qwest database twice a year as there is a cost associated with that. Larson (Farmington) asked what members should get the link on their websites and start promoting. Therkelsen (DCC) responded that members could start promoting immediately. Tourville (Inver Grove Heights) requested staff provide an informational piece. Therkelsen (DCC) assured members that they would receive the information packet. Larson (Farmington) stated that The City of Minneapolis is on Twitter and sends updates that way. Droste (Rosemount) stated that he would like to include CodeRed in his upcoming column in the local paper and would have city staff contact the DCC for background information.

Droste (Rosemount) commented that City staff continually receives complaints on the Dakota County policy on activation of outdoor weather sirens. Therkelsen (DCC) reminded that the DCC's role is to execute the policy set forth by the Emergency Managers throughout the county. Therkelsen acknowledged that Dakota County still activates sirens for severe weather warnings, which is not consistent with the rest of the metro. However, the metro may be considering a policy similar to what Dakota County has in place.

Action: Motion by Schouweiler (Dakota County) to approve the Mass Telephone Notification System Policy as presented by staff. Second by Droste (Rosemount). Motion passed unanimously

7. 2010 Wage Adjustment

Discussion:

Therkelsen (DCC) reminded that each year the Board of Directors is required to establish a compensation policy for non-union employees for the upcoming year. Therkelsen added that there are two increases available to DCC staff each year. The first is the General Wage Adjustment that is available at the beginning of the year. The second is the Performance Evaluation increase that is available on an employee's anniversary date if the employee receives a satisfactory performance evaluation. Therkelsen stated that staff recommendation for 2010 is the Board adopt a policy of a zero (0) percent general adjustment and a zero (0) percent performance adjustment. Therkelsen reminded this would be for the 12 non-union employees and staff is looking to have this policy adopted prior to start of contract negotiations. Therkelsen (DCC) stated that the decision to recommend no increases for 2010 is based on the obvious circumstances facing all members of the consortium this year. Therkelsen added that the recommendation has been communicated to each of the non-union employees and although not pleased, they were very understanding. Kautz (Burnsville) commented that this is consistent with what the members are doing.

Action: Motion by Schouweiler (Dakota County) to approve 2010 DCC Wage adjustment as presented by staff. Second by Tourville (Inver Grove Heights). Motion passed unanimously.

8. Director's Report

Discussion:

MAAP Report – Therkelsen (DCC) stated that the MAAP Team evaluated the DCC in February and the findings were reported to the Operations Committees with a request that each committee appoint member to work with staff to do a more in-depth review of the evaluation. The team will be tasked with prioritizing the MAAP Team recommendations and working to address each recommendation.

Health Insurance Benefit Renewals for 2010 – Therkelsen (DCC) stated that this item would be addressed in the next agenda item.

Support Agreement for Premise Equipment for 911 equipment – Therkelsen (DCC) stated that this item would be addressed in the next agenda item.

LOGIS RFP – Therkelsen (DCC) informed members that the two systems in evaluation are New World Systems and Motorola. Therkelsen informed members that the demonstrations are completed and the selection group would be start site visits in the next week. Therkelsen commented that the LOGIS Board would be anticipating a recommendation in October.

Homeland Security Training in Maryland – Therkelsen (DCC) stated that a large group of staff from Dakota County agencies, including Operations Director Diane Lind and DCC Supervisor Doris Lake would be traveling to Maryland in the upcoming week to learn about mass casualty incidents. Therkelsen stated that the training, conducted by the Department of Homeland Security focuses on multi-agency response to large disasters, using scenario based training. Kautz (Burnsville) suggested an explosion at Flint Hills, Black Dog or Prairie Island. Lind (DCC) responded that she believed the scenario revolved around a large plane crash in Eagan. Lind added that there is a Flint Hills exercise planned for October 31st locally. Droste (Rosemount) asked if there are any private businesses attending the training in Maryland. Schouweiler (Dakota County) responded that Homeland Security dictates who participates as it is paid for by the Federal Government. Therkelsen (DCC) commented that having attended the APCO conference earlier in the week, staff feels good about local readiness as it is much better than many areas of the country. Therkelsen stated that Dakota County is fortunate to have the standardized 800 MHz radio system.

MN Zoo – Therkelsen (DCC) informed members that the Apple Valley Police and Fire Departments would be doing a first-ever multi-agency animal escape drill. Therkelsen stated that the DCC has been invited to participate and that staff appreciates the agencies involving the DCC in these drills.

Lakeville City Council Recognition – Therkelsen (DCC) informed members that dispatcher Anne Senko was recognized by Allina at the last Lakeville City Council meeting for her role in a baby delivery. Dispatcher Senko was presented with a stork award.

H1N1 – Therkelsen (DCC) informed members that Operations Director Lind had been working with Dakota County Public Health to plan for an H1N1 outbreak. Therkelsen stated there could be big implications if a large percentage of the DCC workforce is unable to come to work. Kautz (Burnsville) commented that she appreciated that staff is working on a policy that addresses these type of events.

Action: No action. Update only.

9. Board Meeting Schedule

Discussion:

Therkelsen (DCC) requested members consider moving their October 15th meeting to September 17th in an effort to address two items in a timely manner.

Therkelsen stated that the first item is an agreement with IES for continued support. Therkelsen clarified that the current agreement, for telephone system support, expires on September 16th.

Therkelsen stated that the second item is the health benefits policy that the Board needs to approve each year. Therkelsen stated that open enrollment meetings are scheduled for October.

Action: Motion by Tourville (Inver Grove Heights) to change the October 15th Board meeting to September 17th. Second by Bergmann (Apple Valley). Motion passed unanimously.

10. Miscellaneous – Executive Director Evaluation

Discussion:

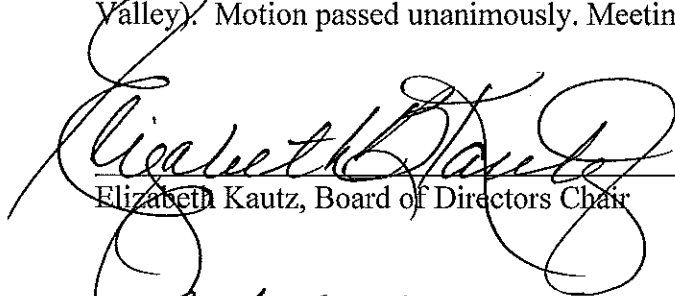
Osberg (Executive Committee Chair) informed members that they could expect to hear from him in the near future regarding the Executive Director's evaluation. Osberg stated that the format would be similar to the 2008 evaluation format where board members would be able to offer comments and the Executive Committee would be doing the more in-depth evaluation process. Osberg added that he would be working with the Fire and Law Ops Committee Chairs in an effort to get comments from their committee members. Osberg stated that members could expect to be hearing more after Labor day and encouraged better response that in 2008.

Kautz (Burnsville) reiterated that the Board of Directors has one employee and the importance of Board participation in the evaluation process.

Tourville (Inver Grove Heights) thanked the DCC for staff professionalism on news reports that there was a 20 minute delay in response to a house fire in Inver Grove Heights. Tourville commented that the DCC accurately reported the information tremendously helping separating fact from fiction.

10. Adjourn

Action: Motion by Schouweiler (Dakota County) to adjourn. Second by Bergman (Apple Valley). Motion passed unanimously. Meeting adjourned at 9:02 am.



Elizabeth Kautz, Board of Directors Chair

9/17/09
Date



Kent Therkelsen, Executive Director

9/17/09
Date

Next Meeting:
Thursday, September 17th, 2009
8:00 am
Location: DCC