

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 09.20.07

Members Present: Apple Valley – Bob Erickson; Burnsville – Elizabeth Kautz; Dakota County – Nancy Schouweiler; Farmington – Kevan Soderberg; Inver Grove Heights-George Tourville; Lakeville-Laurie Rieb; West St. Paul – Darlene Lewis

Members Absent: Eagan – Mike Maguire; Hastings – Ed Riveness; Rosemount – Bill Droste; South St. Paul – Beth Baumann

Alternates Present: Rosemount - Mark DeBettignies

Others Present: DCC - Kent Therkelsen, Diane Lind, Jennifer Hildebrandt; Executive Committee Chair – Steve Mielke; PSC Alliance – Jeff Nelson

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

Roll Call: Roll was called. Members in attendance are noted above.

Announcements:

None

Additions to Agenda:

None

CONSENT AGENDA

- 3a. Approve Minutes from Regular Board meeting of August 16th, 2007.**
- b. Adopt and Ratify Executive Committee's Approval of 07/01/07 – 07/30/07 Paid Claims.**
- c. Approve July, 2007 Financial Reports.**
- d. Mission Statement Approval.**

Discussion:

None

Action: Motion by Lewis (West St. Paul) to approve the consent agenda. Second by Tourville (Inver Grove Heights).

Further Discussion: Lewis (West St. Paul) commented that the modifications the fiscal agent made to the financial reports were great. Kautz (Burnsville) agreed and also commented that she was very pleased with the modification made to the mission statement.

Motion passed unanimously.

REGULAR AGENDA

5. Receive Report and Consider Staff Recommendation to Approve Provider for DCC Audio Logging Recorder System and Authorize the Executive Director to Negotiate and Execute a Contract for Goods and Services.

Discussion:

Therkelsen (DCC) informed that the audio logging recorder system, which is required by statute, was the most recent capital project that had been sent out for bids. He also informed that the device would record and archive selected phone and radio traffic. Therkelsen stated that the deadline for RFP responses was September 7th and that there were 4 responses received.

Therkelsen (DCC) clarified that normally, the staff recommendation would go through the Executive Committee, who would then recommend approval to the Board. However, due to the timeline, Staff would have been unable to route the recommendation through the Executive Committee without a special meeting. When this was presented to the Executive Committee Chair, Staff was directed to review the proposals and have PSC Alliance provide an overview which could then be reviewed and acted on at the regularly scheduled Executive Committee meeting. Staff acted accordingly and as a result the Executive Committee voted to endorse the recommendation with the conditions that if the recommended proposal exceeded budget or was something other than the lowest priced proposal, a special Executive Committee meeting would be called. Therkelsen then informed the group that the recommendation was both within budget and the lowest proposal.

Therkelsen informed the members that our technical consultant Jeff Nelson, from PSC Alliance would provide comments leading to the staff recommendation to adopt the proposal from Northland Business Systems who uses Mercom for their audio logger recording system.

Nelson (PSC Alliance) reminded that there was a 286,000 budget that was established in 2006 as part of commissioning budget for the DCC. He informed the group that the specifications required a logging recorder solution with 2 facets and two proposals complied with that specification. The first facet would be recording that resided entirely within the DCC facility and logged transactions within the DCC facility. The second facet would reside at the Waters Edge MNDOT facility in Roseville but did not have a completion date until 1st quarter, 2008. Nelson clarified that the equipment in the DCC would allow doors open as soon as the equipment, facility and staff were prepared.

Nelson (PSC Alliance) reported that two of the four proposals (Loffler and MacTek) were not compliant with the specification requirements and were eliminated from consideration, leaving Motorola/Nice and Northland/Mercom under consideration.

Motorola, representing NICE systems was high bidder with their basic configuration. In the overview, Motorola/NICE was represented as the most sophisticated technical

solution but was significantly over scope of budget. In addition, the creative technology design didn't bring any additional function to users.

Northland, located in Burnsville, representing the MERCOM product was being implemented in Ramsey County. Nelson (PSC) continued that Staff believed the Northland MERCOM solution was compliant and would be adequate for life-cycle needs for this facility to capture statutory obligations as far as Audio logging was concerned. Nelson (PSC) commented that he felt the MERCOM solution should have a lifetime cycle of at least 5 years.

Erickson (Apple Valley) asked if Northland was big enough to survive technology transitions over the years. Nelson (PSC) responded that the Dakota County PSAP bought a MERCOM solution about four years prior and that Burnsville had purchased a similar system in 2000. Tourville (Inver Grove Heights) commented that NICE was based more on software than hardware and MERCOM was based more on hardware than software. Nelson (PSC) continued that the operating cost for the NICE system was approximately twice the cost of the MERCOM solution. Soderberg (Farmington) asked of the MERCOM solution would have the ability to capture email and photos. Nelson (PSC) confirmed. He added that it was not included in the requirement but that the option was there.

Action: Motion by Soderberg (Farmington) to adopt the Northland Business System proposal as provider for DCC Audio Logging Recorder System and Authorize the Executive Director to Negotiate and Execute a Contract for Goods and Services. Second by Rieb (Lakeville). Motion passed unanimously.

6. Executive Director Report

Discussion:

Facility – Therkelsen (DCC) noted that there was still a lot of work going on in the facility. He noted that vendors are finalizing some of the cabling requirements by the end of the week and that the following week there would be an intense effort to get the cable from the data room to the dispatch floor. After that, the dispatch floor hardware installations would start up. Therkelsen added that the security system was operational and staff was getting a feel for the building.

800 Mhz – Therkelsen (DCC) informed the group that Dakota County integrated into the metro regional system the previous week and that the 9 sites were live and running and were already being used by some regional partners such as State Patrol and MNDOT, who probably noticed a real improvement in radio performance while operating in Dakota County. Therkelsen added that user agencies had begun the process of checking for dead spots in their areas but that early reports were good.

Telephones – Therkelsen (DCC) commented that the telephones shipped out of California on September 17th and should be arriving any day.

Personnel – Therkelsen (DCC) noted that since the last meeting the DCC had hired the two Technical Support Staff, who started employment on August 27th. In addition, 4 offers were made yesterday to current dispatchers for promotional opportunities to dispatch supervisors. These promotions would be reflected in the DCC update. Therkelsen noted that the next step would be to get the training coordinator on board. In addition to the hires & promotions, the first ever all-staff training was held last week. Therkelsen informed that it was the first time in the building for about 1/3 of the staff. Therkelsen noted that at the meeting staff reviewed the mission statement, some work environment policies, the training schedule and the implementation schedule.

Training – Therkelsen (DCC) informed that there was supervisory and EMD training scheduled for the upcoming week. Therkelsen also informed that Train the Trainer, Console, Phone and CAD training were all being coordinated.

Public Information – Therkelsen (DCC) updated that many member agencies were starting to present information to their citizens and that there was a Public Information Task Force meeting scheduled for the upcoming Monday to further define what information should be brought to the public. In addition, the Task Force would be discussing both the building dedication and the open house.

Erickson (Apple Valley) asked if there were any unforeseen problems with all the events that were taking place over the next 2-3 weeks. Therkelsen (DCC) responded that the biggest concern was the coordination of vendors/contractors. Therkelsen then offered a copy of the implementation calendar to anyone interested. He added that it would be the next 2-3 weeks that would dictate any changes to the schedule.

Erickson (Apple Valley) requested a list of the frequencies that would be used within Dakota County. Therkelsen (DCC) confirmed that they could be sent out to the members.

Action: No Action. Information Only.

7. Miscellaneous

Kautz (Burnsville) commented that it was the time of year that the Executive Director be evaluated. She added that the Executive Committee, both Ops Committees and the Board all take part in this evaluation through their Chairs/Co-Chairs. Kautz (Burnsville) continued that as this process was progressing, it was clear that it was time to start discussing process and procedures as they relate to the Board and Committees. Kautz added that the JPA gave the responsibility to perform the evaluation to the Executive Committee because the Board members have too little daily contact with the Director to properly evaluate skill sets and how they were being executed. Kautz then requested that Board processes and procedures be put on the October agenda for further discussion following the Executive Director update. Kautz (Burnsville) clarified that the Board needed to evaluate how they had been working since inception and how to continue going forward. Kautz (Burnsville) added that the Board had been in a new business and new

building mode but moving forward, the board will have to move to process/procedure mode and also look at frequency of meetings.

Mielke (Executive Committee Chair) added that although the Executive Committee performs the evaluation of the Executive Director it needs to be done hand-in-hand with the Board because the Executive Committee needs to ensure the goals set were in concert with what the Board desired.

Director Duggan (Mendota Heights) arrived.

Mielke – continued that the Executive Director needed to be held to giving excellent service for citizens because both the Board and Executive Committees would be held to that by their local councils. Erickson (Apple Valley) agreed and stated that defining the responsibilities of the Board when things are running well would be easy but that it would be defining the responsibilities of the Board when the bottom falls out would be difficult.

Kautz (Burnsville) closed stating that now was the time where the shift to processes, procedures and policies of the Board needed to be looked at. Mielke (Executive Committee Chair) agreed and noted that he had suggested a strategic planning session of some kind after the first of the year. He clarified that the main focus at the time was still to get the operation up and running.

Kautz (Burnsville) clarified that there were two topics for discussion. The first would be the Board's role in the Executive Director's evaluation going forward and the second would be the suggested strategic planning meeting. She added that she would work with Mielke and Therkelsen to put some agenda items in place for the October meeting. DeBettignies (Rosemount) asked if this information would be provided prior to the next meeting so members could prepare. Kautz (Burnsville) confirmed and added that the Executive Director evaluation material would go out to the group so everyone was aware of how the process evolved this time and then the discussion would be for upcoming evaluations.

Lewis (West St. Paul) asked if the strategic planning meeting would be facilitated by an outside entity. Kautz (Burnsville) responded that she was not sure but that at the upcoming meeting that option could be discussed.

Action: No action. Information only.

8. Adjourn

Action: Motion by Tourville (Inver Grove Heights) to adjourn the meeting. Second by Schouweiler (Dakota County) Motion passed unanimously. Meeting adjourned at 8:43 am.

Next Meeting:
Thursday, October 18th, 2007
8:00 am
Location: DCC