

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 11.15.07

Members Present: Burnsville – Elizabeth Kautz; Dakota County – Nancy Schouweiler; Farmington – Kevan Soderberg; Hastings – Ed Riveness; Inver Grove Heights-George Tourville; Lakeville-Laurie Rieb; Mendota Heights – Ultan Duggan

Members Absent: Apple Valley – Bob Erickson; Eagan – Mike Maguire; Rosemount – Bill Droste; South St. Paul – Beth Baumann; West St. Paul – Darlene Lewis

Alternates Present:

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

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:

Therkelsen (DCC) informed the group that a staff member from one of the local cable crews was going to be taping a portion of the meeting.

Additions to Agenda:

None

CONSENT AGENDA

- 3a. Approve Minutes from Regular Board meeting of October 18th, 2007.**
- b. Adopt and Ratify Executive Committee's Approval of 09/01/07 – 09/30/07 paid claims.**
- c. Approve September, 2007 Financial Reports.**
- d. Approve 2008 DCC Board of Directors meeting schedule.**
- e. Adopt the Board Summary of the Executive Directors Performance Review.**

Discussion:

No discussion.

Action: Motion by Duggan (Mendota Heights) to approve the consent agenda. Second by Schouweiler (Dakota County). Motion passed unanimously.

REGULAR AGENDA

4. Non-Member Fees.

Discussion:

Therkelsen (DCC) reminded the group that the JPA allowed the DCC to provide public safety communications system services to governmental units that were not members through a fee for service contract. Therkelsen then informed the group that the DCC was providing services to two non-member agencies through the Dakota County Sheriff's Office PSAP: Miesville Fire Department and Hampton-Randolph Fire District.

Therkelsen (DCC) informed the group that the Executive Committee had considered staff recommendation for a policy to establish fees for non-member agencies at their September and October meetings, requesting that staff provide a comparison of fees based on PSAP activity and population. Therkelsen added that the population number was a bit difficult as the fire boundaries differed from the regular municipal boundaries.

Therkelsen (DCC) informed members that staff recommended adoption of non-member fees based on PSAP activity for the following reasons:

1. Consistency with existing members
2. It recognized actual service demands
3. It would provide agencies with adequate lead time for planning and budgeting

Therkelsen (DCC) added that in addition to the PSAP activity fee, staff was proposing an administration fee of \$500 or actual costs incurred to establish the service, whichever was greater. Therkelsen also noted that the staff recommendation had been approved at the November 7th Executive Committee meeting.

Kautz (Burnsville) reminded that membership needed to strive to keep costs down while providing excellent service. Kautz commented that she was concerned that costs would increase due to the possible need for additional personnel to handle the increases in activity. She then stated that the concern could be addressed when the group meets to develop their governance policies.

Therkelsen (DCC) clarified that both agencies were already being served through the Sheriff's Office PSAP and would be service and cost neutral. Mielke (Executive Committee Chair) added that if a new City were to request DCC services, staff would need to ensure it was not a burden on the rest of the membership. Kautz (Burnsville) agreed and added that members and staff needed to strive to protect the charter members of the DCC. Tourville (Inver Grove Heights) concurred and added that membership should put service first.

Soderberg (Farmington) asked if the Miesville Fire Department and the Hampton-Randolph Fire District were paying fees to the Sheriff's Department for their current

service. Therkelsen (DCC) responded that they were not but assured that the information had been communicated to both fire chiefs and that they were planning for this.

Duggan (Mendota Heights) asked if there had ever been discussion regarding DCC facility capacity. Kautz (Burnsville) confirmed that capacity had been discussed early on and that membership had planned for growth through 2030 but that only Dakota County growth was taken into consideration. Mielke (Executive Committee Chair) confirmed and stated that those projections dictated the size of the facility. Kautz (Burnsville) reiterated the need for this topic to be added to the governing policy discussions.

Duggan (Mendota Heights) referred to the population numbers on the handout and asked for clarification. Therkelsen (DCC) clarified that the amount next to the population was not the actual population of the community but the cost to the agency if the Board were to decide to base the non-member agency fees on population. Therkelsen (DCC) also commented that in townships, some fire services cross county boundaries, which was not currently addressed in the JPA. Soderberg (Farmington) then asked if approving the recommendation would set precedence. Kautz (Burnsville) acknowledged the question and stated the issue should be discussed at the work session. Mielke (Executive Committee Chair) reminded that to be a member, a community must have a population of at least 10,000 and must have an active Law Enforcement Agency. Mielke added that if a community wanted to establish a new fire department, but did not meet the population *and* law enforcement agency criteria, they would have to be a non-member agency. Mielke then stated if a community grew to meet the requirements, and chose to add services, they would have to meet and discuss the process with the DCC.

Therkelsen (DCC) commented that if approved the policy would not create any Board membership rights for non-members. He added that the agencies would attend the Fire/EMS meetings as non-voting members. Therkelsen commented that as part of the 2008 budget, the Board approved performance measures, which will be useful to the Board in assessing our capacity to provide service if additional agencies were to request services.

Action: Motion by Soderberg (Farmington) to approve the Non-member Fees policy as recommended by the Executive Committee. Second by Rieb (Lakeville).

Further Discussion:

Tourville (Lakeville) requested staff provide an update on calls that crossed the Dakota County border. Kautz (Burnsville) commented that she hoped a time would come where members would receive an activity report that reflected how many calls were taking place in the different areas.

Motion passed unanimously.

5. DCC Contribution to Employee Insurance and Health Reimbursement Arrangement.

Discussion:

Therkelsen (DCC) stated that this was an annual item and that this year was a renewal year for the insurance plan but that every 2 to 3 years it would be a new program award.

Therkelsen (DCC) informed members that the DCC makes Health, Dental and Ancillary benefits available to its employees and that Staff recently received the 2008 renewals. Therkelsen clarified that the item being presented was focused on the 12 non-union DCC employees.

Therkelsen (DCC) informed members that health insurance increased 8.6% and dental increased 5.5%. Therkelsen then directed attention to the second page of the memo where the staff recommendation was detailed.

Therkelsen (DCC) pointed out that the recommendation holds the HRA contribution for 2008 at the same dollar amount as 2007, but includes a decrease to \$1,500 family and \$750 single for 2009.

Therkelsen (DCC) commented that based on full staff of 52 employees, and at their current contribution levels Staff calculated costs of just over \$512,000. Therkelsen reminded members that the budget allowed for \$554,000. Therkelsen added that the Executive Committee recommended approval at their November 7th meeting.

Mielke (Lakeville) drew the group's attention to the fact that the recommendation is based upon dollar amount changes rather than tied to a specific percentage change. Mielke also commented that the HRA contributions were remaining at a high level for the 2nd year of the plan, but the intent was to allow employees an opportunity to build the contributions in their accounts for a second year and after the second year, contributions could be scaled back. Kautz (Burnsville) commented that when looking at the governing policies, members needed to make sure benefits were comparable with the market.

Action: Motion by Tourville (Inver Grove Heights) to approve the DCC Contribution to Employee Insurance and Health Reimbursement Arrangement as recommended by the Executive Committee. Second by Duggan (Mendota Heights). Motion passed unanimously.

6. Establish Date for DCC Strategic Planning Session.

Discussion:

Chair Kautz (Burnsville) reminded members that there needed to be governing policies that related to a number of different limitations both of the Board of Directors and the Executive Director. Kautz added that the policies needed to address the relationship between the Board and the Executive Committee and Executive Director. Kautz stated that the limitations also needed to address processes with the fiscal agent due to the direction of the state auditor regarding fund balance reserves. Kautz also acknowledged that the process for completing the Executive Director's performance review needed to be revisited now that we have been through the process for the 1st time. Kautz requested

staff put together a model and a recommendation for a facilitator for the Board to review. Kautz then noted that the Board had requested the meeting be part of a normally scheduled meeting and that it be kept to ½ day and that the Executive Committee to participate in the meeting. Mielke (Executive Committee Chair) requested an early start. Duggan (Mendota Heights) commented that he thought there was urgency due to the budget timeline. Therkelsen (DCC) commented that the budget wasn't due to the Executive Committee until May 1st so it should not be a problem to do the meeting in March if needed. Tourville (Inver Grove Heights) suggested March 13th with a 7:30 am start. Kautz (Burnsville) clarified that it would be in lieu of the regularly scheduled meeting.

Action: Motion by Duggan (Mendota Heights) to schedule the strategic planning and governance policy meeting on Marcy 13th from 7:30 am – 12:00 pm. Second by Soderberg (Farmington). Motion passed unanimously.

7. Executive Director Report

Discussion:

Open House - Therkelsen (DCC) thanked for the Board for their support and presence at the open house. He informed members that over 760 citizens had attended.

Board Appointment – Therkelsen (DCC) commented that staff would be sending out letters with a reminder of the DCC Board appointment process for 2008. Therkelsen reminded that the bylaws required PSAP agencies delegate members and alternates on Even number years. Therkelsen added that other agencies may want to appoint new members but were not required to in the bylaws.

Cutover – Therkelsen (DCC) acknowledged that the cutover was scheduled to take place in 24 days and at the next Board meeting the dispatch floor would be active. Therkelsen informed that telephone, radio and console installations were being finalized and that the agreements with Ramsey and Scott Counties for “condition three” 9-1-1 rerouting had been finalized. Therkelsen commented that reprogramming of pagers and how to handle sharing of dispatch generated incident data are current topics at the Operations Committees.

Staffing – Therkelsen (DCC) informed members that application acceptance had just closed for 3 open dispatch positions. Therkelsen also informed members that staff would be back at the December meeting with a recommendation for 2008 compensation.

Duggan (Mendota Heights) asked if there was any DCC responsibility or connection to the closing of the dispatch centers and what would happen to them. Kautz (Burnsville) confirmed that it is totally within the agency and that the DCC had no responsibility. Therkelsen (DCC) responded that all 5 centers would be staffing both the PSAP and the DCC for a matter of hours during each cut-over and that there were some procedural happenings that needed to take place at the County jail regarding certain public alerting functions. In addition, Dakota County owns some radio consoles that staff anticipated would be put into service at an offsite backup location.

Lind (DCC) – informed members that Prairie Island had some upcoming events that Staff would have to participate in. In addition, FEMA would be coming to the facility to ensure staffs ability to set off sirens within a certain radius of the plant. Kautz (Burnsville) asked what the siren activation procedure would be. Lind (DCC) responded that staff was in conversations with Dave Gisch from the county and that the procedure would be reviewed over the winter. Lind informed that sirens would be activated at the DCC in accordance with the policies established by Dakota County Emergency Management and could be set off by city or by zone.

Action: No action. Update only.

8. Miscellaneous

Discussion:

Mielke (Executive Committee Chair) informed that in addition to the 2008 Staff compensation discussion that was scheduled for the December Board meeting, members would also be asked to consider the Executive Director's 2008 compensation.

Mielke (Executive Committee Chair) commented that the Executive Committee had decided to form a nominating committee to fill the Executive Committee Chair position as he did not intend to continue as Chair. Mielke added that the election would be in January and that there were interested members.

Tourville (Inver Grove Heights) suggested talking to the Dakota County Technical College regarding décor for the building.

Duggan (Mendota Heights) suggested the DCC signage on the building be modified reflect the logo sometime in the future.

Therkelsen (DCC) informed members that the Operations Committees had been asked to provide DCC Staff with historical dispatch items so Staff could use it in the display case.

Action: No Action. Update Only.

9. Adjourn

Action: Motion by Soderberg (Farmington) to adjourn the meeting. Second by Duggan (Mendota Heights) Motion passed unanimously. Meeting adjourned at 9:01am.

Next Meeting:
Thursday, December 20th, 2007
8:00 am
Location: DCC