

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 09.18.09

Members Present: Burnsville – Elizabeth Kautz; Eagan – Gary Hansen; Farmington – Todd Larson; Hastings – Mike Slavik; Inver Grove Heights – George Tourville; Lakeville – Laurie Rieb; Mendota Heights – Ultan Duggan; Rosemount – Bill Droste; West St. Paul – Darlene Lewis

Members Absent: Apple Valley – John Bergman; Dakota County – Nancy Schouweiler; South St. Paul – Beth Baumann

Alternates Present: Apple Valley – Sharon LaComb; Micky Gutzmann - South St. Paul

Others Present: DCC – Kent Therkelsen, Diane Lind, Jenny Hildebrandt; Gallagher Benefit Services – Sue Frick

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

Roll Call: Members in attendance are noted above.

1. Announcements:

2. Additions to Agenda:

Duggan (Mendota Heights) commented that he would like to discuss the issue brought to light in the Funding Formula Workgroup of the possible conflicting information in sections 5.3 and 9.4 of the JPA. Duggan requested this topic be added to the agenda for further discussion. Chair Kautz (Burnsville) added the topic as miscellaneous item number 9.

Action: Motion by Duggan (Mendota Heights) to add discussion about the potential conflict between sections 5.3 and 9.4 of the JPA to the agenda under item number 9. Second by Tourville (Inver Grove Heights). Motion passed unanimously.

CONSENT AGENDA

3.

- a. Approve the minutes of the regular Board meeting of August 20th, 2009.**
- b. Adopt and ratify the Executive Committee's approval of 07/01/2009 – 07/31/2009 paid claims.**
- c. Approve the July, 2009 financial reports.**

Discussion:

No Discussion.

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

4. Acknowledge City of South St. Paul change to DCC Board representation.

Discussion:

Chair Kautz (Burnsville) informed members that South St. Paul Councilmember Micky Gutzmann would be replacing Mayor Beth Baumann as the South St. Paul Board Representative. Kautz clarified that Mayor Baumann would be the new alternate. Chair Kautz informed members that the South St. Paul City Council agenda item directing the change was attached to the packet. Chair Kautz then welcomed Gutzmann as the primary South St. Paul representative on the DCC Board of Directors.

Action: No action needed.

5. Agreement with Flint Hills Resources for Mass Telephone Notification System – Approve Agreement.

Discussion:

Therkelsen (DCC) informed members that prior to DCC implementation of the CodeRed system, Flint Hills Resources had an agreement with the City of Eagan for access to delivering warning messages within a refined radius of the refinery if needed. Therkelsen stated that the City of Eagan would be terminating their mass telephone notification system now that Dakota County offers the service. Flint Hills Resources and the DCC have been working on an agreement to provide the same services as the City of Eagan previously did for Flint Hills Resources. Therkelsen clarified that Flint Hills Resources would be able to delivery email and text messages as needed as there is no cost for that but that any voice messages would have to go through the DCC, which was different from the agreement between Flint Hills Resources and the City of Eagan. Therkelsen informed members that Flint Hills Resources would be paying \$1,500.00/month for access to the system and those funds would be placed in a designated revenue fund to replenish system minutes as needed. Therkelsen stated that Flint Hills Resources agreed to confidentiality as stated under state law. Therkelsen assured that the agreement had been reviewed by DCC legal counsel as well as the Executive Committee, who recommended approval at their September 2nd meeting.

Action: Motion by Tourville (Inver Grove Heights) to approve the Mass Telephone Notification System Agreement with Flint Hills Resources. Second by Droste (Rosemount).

Further Discussion:

Duggan (Mendota Heights) directed attention to section 16 of the agreement and questioned the comments about the pager failure loss and replacement responsibility. Therkelsen (DCC) responded that it referred to Flint Hills Resources commercial wireless phones and text devices that Flint Hills Resources owns and operates. Therkelsen assured that the DCC would have no responsibility for that equipment.

Duggan (Mendota Heights) directed attention to section 13, general provisions where it states “no third party beneficiaries” but shortly thereafter, there is mention of third parties. Duggan questioned the wording. Droste (Rosemount) commented that in the 2nd paragraph of that section it states that Flint Hills Resources *may not* assign any rights to a third party so the follow

up wording of question should be OK. Hansen (Eagan) agreed that it wording should be OK. Tourville (Inver Grove Heights) suggested having legal counsel review the wording in question and if they feel it is acceptable, there is no change needed.

Action: Motion by Tourville (Inver Grove Heights) to approve the agreement contingent on review of section thirteen language by legal counsel. Second by Duggan (Mendota Heights). Motion passed unanimously.

6. 2010 Employee Benefits

Discussion:

Therkelsen (DCC) informed members that DCC employee benefits are approved annually by the Board of Directors. Therkelsen stated that although state statute requires rebid at least every 5 years, the Executive Committee directed staff to rebid health benefits early, for 2010.

Therkelsen added that with the assistance of Gallagher Benefit Services, an RFP was published and responses were received from Blue Cross Blue Shield, Medica and HealthPartners.

Therkelsen informed members that the RFP reflected the same benefit levels currently provided, with no substantive changes. Therkelsen stated that the responses to the RFP reflected premium increases ranging from 12.4% to 22.8% and that the changes reflected claims experience in 2007, 2008 and the first four months of 2009. Therkelsen informed members that claims in 2008 were high. Therkelsen directed attention to the spreadsheet provided in the packet summarizing employer and employee costs based on the same policy assumptions used since first adopted.

Therkelsen added that cost was estimated at \$518,000 and although the 2010 budget line item states \$436,000, it does not reflect insurance increases due to uncertainties during the 2010 budget process. Therkelsen clarified that the increase was accounted for in the benefits contingency line item. Therkelsen assured that adequate funds were available. Therkelsen stated that at the conclusion of the 2009 contract negotiations, LELS agreed to a "me too" clause going forward for union employees.

Therkelsen (DCC) informed members that after analysis of the three proposals, DCC staff and Gallagher Benefits Services recommended approval of Blue Cross Blue Shield. Therkelsen stated that Blue Cross Blue Shield was the lowest bidder and was also the incumbent, which would be the least disruptive to the open enrollment process. Therkelsen introduced Sue Frick with Gallagher Benefit Services and then asked if there were any questions.

Gutzmann (South St. Paul) asked if there were any wellness incentives asked for or offered. Frick (Gallagher Benefits Services) responded that there were no rate guarantees received and that all the proposals came in as one year contracts. Frick added that no wellness incentives were requested but that Blue Cross Blue Shield had programs in place that can be used to facilitate wellness. Gutzmann (South St. Paul) commented that re-educating plan holders helps drive costs down and that wellness incentives are very big right now and should be looked at. Frick (Gallagher Benefit Services) stated that the DCC had started a wellness committee. Therkelsen (DCC) confirmed that a wellness committee was in place and had met a couple of times. Therkelsen stated that Gallagher Benefit Services has a specialist that assists companies in wellness programs and that the DCC has a fitness room but that no policies have been formalized

to date. Gutzmann (South St. Paul) acknowledged that each organization has their own challenges to deal with but that working with health specialists can be very beneficial. Kautz (Burnsville) stated that she had not seen any comments from the Executive Committee. Kautz stated that she would like the Executive Committee to take a look at the benefits policy and the assumptions that factored into it going forward. Therkelsen (DCC) stated that there was discussion at the Executive Committee level regarding the employee/employer allocation of premium increases. Therkelsen stated that the recommendation was to approve the presented plan and premium splits. Therkelsen clarified that one Executive Committee participant voted opposed to the recommendation. Therkelsen stated that there was no comment accompanying the opposed vote but that it appeared to be related to the premium split assumptions. Therkelsen continued stating that since 2007 health benefits were anchored to the base plan of the H.R.A. , where the DCC paid 100% of the premium. Therkelsen stated that premium splits were then established with the intention of moving people to the H.R.A. and the H.S.A. Therkelsen added that the DCC only pays 25% of the premium increase on the traditional Co-pay plan. Kautz (Burnsville) stated that since this is a one year plan, this issue will be coming up again and it is a big driving expense that needs to be looked at diligently. Therkelsen (DCC) acknowledged the comment and stated that Blue Cross Blue Shield was the lowest cost alternative in the process.

Droste (Rosemount) asked if staff had any data from the member cities on anticipated percent increases. Therkelsen (DCC) responded that staff did not. Kautz (Burnsville) commented that when receiving bids in upcoming years, a wellness piece should be part of the equation. Droste (Rosemount) voiced concern on the premium increases. Kautz (Burnsville) agreed. Hansen (Eagan) commented that the increases didn't seem any different than what the City of Eagan had received; stating that he thought the City of Eagan was facing 16% increases.

Therkelsen (DCC) commented that the 2010 wage freezes coupled with the start of union negotiations coming up, there is a bit of a balancing act needed.

Kautz (Burnsville) commented that maybe the HIPAA group needs to look at the possibility of a pool.

Action: Motion by Gutzmann (South St. Paul) to approve the 2010 Employee Benefits as presented by staff. Second by Rieb (Lakeville). Motion passed unanimously.

7. DCC Telephone System Support Agreement

Discussion:

Therkelsen (DCC) reminded members that the warranty for the 9-1-1 and administrative premise equipment was originally set to expire in March of 2009 but due to some service issues in 2008, that expiration date was extended to September 16th of 2009. Therkelsen informed members that IES agreed to continue servicing the equipment until the agreement being presented for consideration was approved. Therkelsen stated that the originally proposed agreement included hardware and managed services but staff felt those items could be serviced internally and requested narrowing of the agreement to software support and maintenance. Therkelsen added that at DCC staff request, the agreement was written for a 15.5 month timeframe so it would end at the end of 2010 and consecutive agreements could be on the

calendar year. Therkelsen stated that both IES and the DCC had agreed to the terms of the agreement with costs of just over \$96,000. Therkelsen assured that funds were available for the services and that legal counsel and the Executive Committee had reviewed the agreement. Tourville (Inver Grove Heights) commented that there was a typo in the background of the packet and that the cost reflected a period instead of a comma.

Action: Motion by Slavik (Hastings) to approve the agreement and to direct the Executive Director to execute the agreement. Second by Hansen (Eagan). Motion passed unanimously.

8. Director's Report

Discussion:

CodeRed Implementation and Test – Therkelsen (DCC) informed members that the countywide test of the Mass Telephone Notification System was completed on 9/16. Therkelsen clarified that the phone numbers contacted were originally reported to be approximately 260,000 but that after further examination of the database provided, the number was actually 171,000 as there were many duplicates. Therkelsen added that there were also about 2,500 cell phones already registered so the test call went to approximately 173,525 numbers. Therkelsen stated that in the immediate aftermath of the test, another 1,300 numbers were self registered. Therkelsen commented that the system reported reaching 73.2% of attempted numbers and nationally that number is 64.5% - 70%.

Therkelsen (DCC) stated that in the upcoming week, CodeRed would be scrubbing the system and dealing with operator intercept numbers as well as fax numbers, etc. Kautz (Burnsville) asked how businesses would be handled where there are specific people in the business who are to be contacted for emergencies. Therkelsen (DCC) responded those numbers would be registered in addition by the business. Tourville (Inver Grove Heights) clarified that businesses were also contacted. Therkelsen (DCC) confirmed that every number in the system was contacted. LaComb (Apple Valley) asked how current the database was that was received. Therkelsen (DCC) responded that CodeRed had a set of four commercial databases and that they are refreshed three times a year. Therkelsen added that the database is added to with the Qwest 9-1-1 database that is updated twice a year.

Gutzmann (South St. Paul) asked if there has been any consideration given for use of the system for pandemic notifications. Therkelsen (DCC) confirmed and stated that Dakota County Public Health would be eligible to use the system for a nominal fee and then they would pay for all minutes used.

Kautz (Burnsville) encouraged all directors to consider going to their senior community centers and explain the program. Kautz commented that there seemed to be some confusion among the seniors and this would be a good public service opportunity. Duggan (Mendota Heights) requested a Frequently Asked Questions sheet that could possibly be used at these meetings. Therkelsen (DCC) confirmed and stated that there is already a sheet available that would be distributed. Lewis (West St. Paul) asked what the feedback had been so far. Therkelsen (DCC) responded that the test call was a very good learning experience for staff. Therkelsen stated that callers stated that the message was too fast and had too much information in it. Some callers seemed to assume that the DCC was an marketing or sales organization and that some callers

wanted an “opt out” option, which was not available at this time. Many callers commented that this was a great service being offered. Lewis (West St. Paul) asked how this message would go out to non-English speaking residents. Therkelsen (DCC) responded that if an agency knows they are going to be contacting an area that has a good percentage of non-English speaking residents, staff can use the assistance of the language line to tape the message in the necessary language. Gutzmann (South St. Paul) suggested the possibility of the DCC website giving the option of an alternate language for self registration.

Therkelsen (DCC) informed members that the DCC has requested agencies put the CodeRed link on their websites as well as allow room for DCC staff at City events. Therkelsen added that Burnsville and Hastings Cable had done public service announcements and that Lakeville was also scheduled.

LaComb (Apple Valley) suggested sending the message out through a form of curriculum so the children can help educate their families. LaComb added that the superintendents meet regularly and could take the information back to their schools and send it through the school systems.

Tourville (Inver Grove Heights) requested the new press release be emailed out to cities when ready. Therkelsen (DCC) confirmed.

LOGIS Public Safety RFP – Therkelsen (DCC) updated that the DCC had participated in an evaluation process for a replacement product for the CAD system, Mobile Data System and Record Management System. Therkelsen stated that on September 15th, the Law Enforcement Steering Committee unanimously approved the recommendation of Motorola’s new generation Mobile/CAD/Data Systems contingent upon successful contract negotiations. Therkelsen clarified that the recommendation still had to go through the LOGIS Board in October.

Therkelsen (DCC) reported that using the Motorola system lowers DCC costs considerably as the buy-in cost drops from \$765,000 to \$577,000. Therkelsen assured the funds are allowed for in the Capital Budget for 2010 and 2011. Therkelsen stated that several agencies had already indicated to LOGIS that they will be opting out of the records system. Therkelsen assured that that decision would not affect how agencies received their calls but stated that it would be a Board topic on a future agenda as the DCC will need to prepare a policy recommendation for an interface between the DCC and different records systems. Therkelsen added that there would need to be discussion on record sharing.

Kautz (Burnsville) reminded that members had this discussion when coming together as an organization. Kautz acknowledged that LOGIS is hard to “turn on a dime” because of all the ala cart charges. Kautz reminded that members decided to go with LOGIS and agreed to evaluate the decision down the road. Therkelsen (DCC) acknowledged that LOGIS was a large consortium and that similar to the DCC consortium, not quite as agile as a single entity. Therkelsen reported that the DCC had been very satisfied with LOGIS responsiveness in terms of the CAD system support and that the DCC CAD interest carried the discussion as the DCC does more business out of the DCC PSAP than the other six PSAPs combined. Therkelsen stated that the DCC was very concerned about the other vendor and was pleased with the decision but understands the records concerns. Gutzmann (South St. Paul) commented that there

was concern that the Motorola RMS system was not yet up and running and that the couple Beta sites were having significant issues. Duggan (Mendota Heights) commented that one would think that with the technical advances, there would be more options and less expense.

9. Miscellaneous

Discussion:

LaComb (Apple Valley) informed members of a project launch celebrations scheduled for Friday, October 9th at the Dakota County Technical College. LaComb explained that the project is an initiative to get Dakota Count recognized as an intelligent community and recognized in the top seven designation by 2012.

Duggan (Mendota Heights) – reminded members that while the Funding Formula Work Group had been meeting it had been brought to light that there may be a conflict between sections 5.3 and 9.4 in the JPA. Duggan commented that he did not feel that issue had been resolved yet and that there may be a need for a group to sit down and work to eliminate this concern. Duggan added that it also allows the opportunity to review the document and determine if there are any further changes needed. Kautz (Burnsville) reminded that the JPA belonged to each member city and asked if the body should direct staff to bring back a recommendation for the Board to look at and then send to their respective cities for approval. Kautz then directed that members of the work group, Duggan (Mendota Heights), Slavik (Hastings), Hansen (Eagan) work with Executive Committee Chair Osberg (Hastings) and Executive Director Therkelsen to develop appropriate language for a possible amendment and bring it back to the December meeting. Kautz stated that the Board could then act on it and forward to their cities for final approval.

Therkelsen (DCC) questioned if the JPA amendment is the only option or if it could be as simple as the Board of Directors agreeing to what the interpretation of the issue is. Kautz (Burnsville) directed staff to work with legal counsel and bring that information back. Hansen (Eagan) commented that he thought alternatives to a JPA amendment would be acceptable if proposed but agreed that clarification from legal counsel was in order.

Meeting Dates – Therkelsen (DCC) reminded members that there would be no October meeting as the current meeting was held in place of that meeting. Therkelsen added that the next meeting would be on Thursday, December 18th at 8:00 am in the DCC Training Room.

Board Appointment Process – Therkelsen (DCC) informed members that the Board member appointment process would be coming up soon. Therkelsen stated that staff would be sending reminder letters to the Executive Committee members in November. Therkelsen clarified that in January of 2010, Apple Valley, Burnsville, Eagan, Lakeville and Dakota County would be required to appoint named elected officials as primary and alternate. Therkelsen confirmed that councils can reappoint current members as they see fit. Therkelsen added that the Board would also be required to elect a Chair and Vice-Chair to a two year term at their first meeting of 2010.

Action: No action. Update only.

10. Adjourn

Action: Motion by Duggan (Mendota Heights) to adjourn. Second by Hansen (Eagan). Motion passed unanimously. Meeting adjourned at 9:14am.

George Tourville, Board of Directors Vice-Chair

Date

Kent Therkelsen, Executive Director

Date

**Next Meeting:
Thursday, December 18th, 2009
8:00 am
Location: DCC**