

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 02.18.10

Members Present: Burnsville – Elizabeth Kautz; Dakota County – Nancy Schouweiler; Egan – Gary Hansen; Farmington – Todd Larson; Hastings – Mike Slavik; Inver Grove Heights – George Tourville; Lakeville – Laurie Rieb; Mendota Heights – Ultan Duggan; South St. Paul – Micky Gutzmann

Incoming Members Present: Burnsville – Mary Sherry; Dakota County Liz Workman

Members Absent: Apple Valley – John Bergman; Rosemount – Bill Droste; West St. Paul – Darlene Lewis

Alternates Present: Rosemount – Jeff Weisensel

Others Present: Kent Therkelsen, Diane Lind, Jen Hildebrandt - DCC

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

Roll Call: Members in attendance are noted above.

1. Announcements:

Chair Kautz (Burnsville) introduced Liz Workman (Dakota County) and Mary Sherry (Burnsville) as New Board Members. Chair Kautz stated that Workman would be replacing Nancy Schouweiler as the primary director for Dakota County and that Sherry would be replacing her, Elizabeth Kautz as the primary director for Burnsville.

2. Additions to Agenda:

Action: Motion by Duggan (Mendota Heights) to move item 8, election of Board Chair and Vice-Chair to the head of the agenda. Second by Larson (Farmington). Motion passed unanimously.

Election of Chair and Vice-Chair – two year term. (previously agenda item #8)

Discussion:

Chair Kautz (Burnsville) stated that per bylaws the Board was required to elect a Chair and Vice-Chair to two year terms effective the current meeting.

Action: Motion by Slavik (Hastings) to appoint George Tourville (Inver Grove Heights) to the position of Board of Directors Chair for the 2010 – 2011 term. Second by Duggan (Mendota Heights). Motion passed unanimously.

Motion by Duggan (Mendota Heights) to appoint Bill Droste (Rosemount) to the position of Board of Directors Vice-Chair for the 2010 – 2011 term. Second by Weisensel (Rosemount). Motion passed unanimously.

Kautz (Burnsville) turned the meeting over to newly appointed Chair, George Tourville (Inver Grove Heights).

Tourville (Inver Grove Heights) welcomed new Board Members Mary Sherry (Burnsville) and Liz Workman (Dakota County) to the Board.

Recognitions and Presentations

a. Outgoing Board Members Elizabeth Kautz and Nancy Schouweiler.

Discussion:

Tourville (Inver Grove Heights) thanked Kautz and Schouweiler for their participation in the development of the DCC and their service to the consortium. Tourville presented Kautz and Schouweiler with certificates acknowledging their service.

Kautz (Burnsville) thanked the Board for the opportunity to be part of the venture. Kautz commented that when people focus on what is good for the collective community, great things will happen. Kautz commented that although it was human nature to protect your own territory, the group was able to come together as an elected body and deliver a cost effective service to the people.

Schouweiler (Dakota County) commented that there had been a lot of time and effort put into the DCC and that it had been very rewarding. Schouweiler reminded when new issues are encountered, that members ask themselves, “is this issue more important than the vision of the DCC?” Schouweiler commented that she was very proud to have been a part of the DCC, which was becoming a model that was being repeated across the country. Schouweiler thanked members for the experience.

b. DCC Dispatcher Beth Molstad

Therkelsen (DCC) informed members that Dispatcher Beth Molstad was in attendance as the DCC wanted to recognize her for services provided to an Inver Grove Heights resident in December. Therkelsen stated that Molstad began dispatching at the Burnsville PSAP in 1984 and transitioned to the DCC in 2007.

Thill (Inver Grove Heights Fire Chief) introduced Inver Grove Heights resident, Kay Dickison and informed members that Kay had fallen through the ice on the Mississippi River on December 12th in an attempt to rescue her dog, who had also fallen through the ice. Thill stated that Dickison’s son Kyle, who called 9-1-1, connected with call taker Beth Molstad who suggested Kyle grab a ladder and push it out to his mother. Thill stated that the Fire Department believed that not only did use of the ladder save valuable time, it also provided a chance for the fire fighters to help rescue Kay once they were on scene. Acknowledging that dispatch staff was often overlooked, Thill commented that she was extremely proud to be a member of the Dakota County Public Safety group. Thill then presented Beth Molstad with a certificate of commendation for her participation in the response to the Dickison family. Tourville (Inver

Grove Heights) presented Beth Molstad with a Certificate of Commendation on behalf of the DCC and thanked her for her outstanding service.

Dickison (Inver Grove Heights Resident) personally thanked the Board of Directors for the DCC organization commenting that it is very important to have community efforts come together. Tourville (Inver Grove Heights) informed members that the Dickison family donated money to the Inver Grove Heights Fire Department and that the money went towards additional water rescue suits and equipment.

CONSENT AGENDA

- 3.**
 - a. Approve the minutes of the regular Board meeting of December 17th, 2009.**
 - b. Adopt and ratify the Executive Committee's approval of November 1st – 30th, 2009 Paid Claims and December 1st – 31st, 2009 Paid Claims.**
 - c. Approve the December, 2009 Financial Reports. – No report available to approve at this time.**

- 4. Receive Report on Contracts & Service Agreements Executed by Executive Director between the dates of December 17th, 2009 and February 18th, 2010.**
 - a. IES**

- 5. Approve Executive Committee recommendation to designate Rosemount Town Pages as the DCC legal newspaper for 2010.**

Discussion:

None.

Action:

Motion by Slavik (Hastings) to approve the consent agenda. Second by Rieb (Lakeville).

REGULAR AGENDA

- 6. Executive Director Search Process. Receive report from Executive Committee and consider approval of agreement with Brimeyer Group.**

Discussion:

Executive Committee Chair Dave Osberg (Hastings) informed members that he, Tom Lawell, Joe Lynch, Dave McKnight and Dave Osberg had formed a sub-committee and met with Brimeyer Group. Osberg clarified that Brimeyer Group handled the Executive Director search that resulted in the hiring of Kent Therkelsen and that the committee agreed that given their prior performance and familiarity with our organization, Brimeyer Group was a good choice for this process. Osberg stated that the Executive Committee had talked about developing and RFP but agreed that given the time it would take, and the anticipated departure date of the end of June, 2010 for Therkelsen, moving forward with the Brimeyer Group was a good recommendation. Osberg stated that the Executive Committee was asking the Board of Directors to authorize entry into an agreement with Brimeyer Group to conduct the Executive Director search. Osberg then reviewed the proposal with members of the Board. Osberg stated that the proposal was set up in

an ala cart format so that members could discontinue Brimeyer services at anytime. Osberg stated that the Executive Committee discussed possibly discontinuing services at the interview stage. Osberg reminded members that the Executive Committee handled the interview process when looking to place the first Executive Director and felt that process worked well. Osberg assured that although the Executive Committee would be doing the majority of the work, there would be a meet and greet opportunity where the Board of Directors would have an opportunity to meet the final candidates and provide feedback.

Action: Motion by Duggan (Mendota Heights) to accept the recommendation of the Executive Committee and direct the Executive Committee Chair to engage Brimeyer Group for the Executive Director search with a request for a decrease in costs associated as stated on the proposal. Second by Workman (Dakota County).

Action: Motion by Duggan (Mendota Heights) to add a Board of Directors meeting to the schedule on March 18th at 8:00 am in the DCC Training room for an update on the Executive Director search. Second by Hansen (Eagan). Motion passed unanimously.

Further discussion ensued about the process, including what would happen if no favorable candidates emerged in the first round, and how the Brimeyer Group would respond if the appointed individual did not work out. Considerable discussion also centered on the costs of proposed services. Some members felt that the current economic situation may provide the DCC with a strong position to negotiate a lower cost, while others expressed that the proposal was consistent with pricing on similar executive level searches they have been involved with.

Osberg (Hastings) reminded the Board that seeking other proposals could take up to a month, and that filling the position prior to Therkelsen's departure was already going to be a challenge. Larson (Farmington) stated that we will get what we pay for if we drive the cost down too far and that the Executive Committee was comfortable with the proposal in hand. Gutzmann (South St. Paul) said that she was not as concerned with the proposed cost as having an agreement that provides some assurance that the vendor will perform.

7. Executive Director Report – Update only. No Action.

Discussion:

Personnel/Labor – Therkelsen (DCC) reported that LELS had filed for mediation with the Bureau of Mediation Services on behalf of dispatch staff. Therkelsen stated that the main point of discussion was wages and reminded members that the DCC had adopted a hard freeze wage proposal for 2010. Therkelsen stated that if no resolution is arrived at in mediation, the next step would be arbitration.

May Meeting – Therkelsen (DCC) stated that staff would be bringing a request for adoption of modified performance measures to the May meeting and that the joint operations committee will be asked to endorse the measures at their March meeting.

Budget – Therkelsen (DCC) informed members that staff would be kicking off the 2011 budget process on February 24th. Therkelsen speculated that the Executive Committee would be

appointing a sub-committee for budget guidance and that the first draft of the budget was anticipated to be presented to the Executive Committee at their May meeting. Therkelsen continued that the budget could be presented to the Board for consideration at their May meeting but clarified that the budget needed to be adopted by September 1st. Workman (Dakota County) asked if the DCC was required to hold a public budget hearing. Therkelsen (DCC) responded that there was nothing in the JPA or bylaws that addressed the need and that he was not aware of any statutory requirement, either. Tourville (Inver Grove Heights) agreed and added that the budget is voted on at a public meeting. Therkelsen (DCC) stated that the DCC budget amount is included in each Member's budget process which is ultimately concluded in a public process.

Updated Board Roster – Therkelsen (DCC) directed attention to the updated Board roster and requested any modifications be relayed to Jen Hildebrandt.

Farmington Independent News Article – Therkelsen (DCC) stated that copies of an article written by Farmington Independent on the grain elevator rescue on February 4th were available for anyone interested. Lind (DCC) stated that there had been an operations debriefing on February 17th and that the feedback on DCC communications was very positive.

Technical Upgrades – Therkelsen (DCC) informed members that staff was working to activate the last two radio positions that the Board had approved in 2007. Therkelsen clarified that when approved, the Metro Zone Control in Roseville didn't have adequate capacity to plug the two positions in. Therkelsen added that although the Metro Zone Control still didn't have the capacity, Rochester had recently implemented their system and had room. Therkelsen stated that plugging into the Rochester system would allow for additional redundancy.

9-1-1 System Upgrade – Therkelsen (DCC) reported that the DCC was currently undergoing a major 9-1-1 system upgrade and that it had gone very smoothly.

Call Processing Measures – Therkelsen (DCC) reviewed a Powerpoint that showed continued improvement in processing times for police and fire emergency calls from pre-consolidation to the end of 2009. Process times are now significantly faster on average compared to pre-consolidation.

Inquiry Trends – Therkelsen (DCC) reviewed a graph showing the trend in Member agency service inquiries per 1,000 calls. The number of inquiries has declined significantly over the past 18 months and is now at 0.99 inquiries per 1,000 calls dispatched.

Action: No action. Update only.

9. Miscellaneous

Discussion:

Meeting dates – Clarification that the next meeting would be Thursday, March 18th at 8:00 am and the following meeting would be the regularly scheduled meeting on Thursday, May 20th at 8:00 am.

Members Duggan, Sherry and Gutzmann provided updated contact information for the Board roster.

Tourville (Inver Grove Heights) reminded members to continue to remind citizens of the value added services such as CodeRed and to register for notifications.

Action: No action. Updates only.

10. Adjourn

Action: Motion by Gutzmann (South St. Paul) to adjourn. Second by Duggan (Mendota Heights). Motion passed unanimously. Meeting adjourned at 9:32 am.

George Tourville, Board of Directors Chair

Date

Kent Therkelsen, Executive Director

Date

Next Meeting:
Special Meeting
Thursday, March 18th, 2010
8:00 am
Location: DCC