

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 03.18.10

Members Present: Apple Valley – John Bergman; Dakota County – Liz Workman; Eagan – Gary Hansen; Hastings – Mike Slavik; Inver Grove Heights – George Tourville; Lakeville – Laurie Rieb; Mendota Heights – Ultan Duggan; Rosemount – Bill Droste; South St. Paul – Micky Gutzmann; West St. Paul – Darlene Lewis

Members Absent: Burnsville – Mary Sherry; Farmington – Todd Larson

Alternates Present:
Burnsville – Charlie Crichton

Others Present: David McKnight – Mendota Heights; Joe Lynch – Inver Grove Heights; Kent Therkelsen, Diane Lind, Jen Hildebrandt – DCC

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

Roll Call: Members in attendance are noted above.

1. Announcements:

None.

2. Additions to Agenda:

None.

CONSENT AGENDA

None.

REGULAR AGENDA

3. Executive Director Search Process. Receive report from Brimeyer Fursman and Consider Approval of Position Profile.

Discussion:

Therkelsen (DCC) informed members that the Executive Director Position Profile had been distributed via email earlier in the week. Therkelsen stated that at the last Board meeting Directors authorized the Executive Committee to enter into an agreement with Brimeyer Fursman. Therkelsen continued stating that since that direction, Richard Fursman had been working to develop a position profile. Therkelsen stated that once approved, the formal search and candidate recruitment process would begin.

Fursman (Brimeyer Fursman) informed members that the Board, Executive Committee, Operations Committees and Staff all had an opportunity to participate in a brief survey. Fursman stated that feedback received from the survey was then reviewed and presented to members of

the Executive Committee, Operations Committees and Staff along with a set of questions in an effort to obtain further information from stake holders and develop the position profile presented. Fursman reported that feedback received confirmed that while members felt potential candidates needed to understand DCC equipment and the latest technology, the more important aspects were good management, communications and leadership. Fursman stated that when asked where members felt Brimeyer Fursman should look for potential candidates, there was strong support for public safety experience such as city or county management with Law Enforcement and Fire Personnel directly under them. Fursman directed attention to the position profile and stated that there was information about the community, the DCC and the position itself. Fursman stated that the profile would be the tool used for recruiting. Fursman added that the profile would be mailed to interested parties, posted on the DCC website, and hopefully, posted on agency websites. Fursman continued stating that the profile would also be posted with ICMA, Chiefs of Police Association and the Fire Chiefs Association.

Gutzmann (South Saint Paul) referred to candidates outside the region and asked of the DCC would be paying for them to fly in to interview? Fursman (Brimeyer Fursman) responded that it was a good question and if the plan was to fly candidates in, members should plan on an expense of \$500 - \$1000 per candidate. Fursman added that when speaking with candidates, he could make them aware that the DCC would or would not be paying for the travel to interviews. Tourville (Inver Grove Heights) commented that it was a policy decision. Fursman (Brimeyer Fursman) clarified that of all the candidates, only about 5 would be brought in to interview with members of the Executive Committee. Fursman then reviewed the process with members stating that once the resume acceptance period closed, Brimeyer Fursman would screen the candidates down to the top 15 to 20. Those 15 – 20 candidates would then be interviewed by Brimeyer Fursman, who would then report back to the Executive Committee, identifying the top 10 candidates. Of the top 10 candidates, the Executive Committee, with the assistance of Brimeyer Fursman, would decide which 5 would participate in interviews with members of the Executive Committee. Hansen (Eagan) asked if staff recalled if outside candidates had travel expenses paid for during the first Executive Director hiring. Therkelsen (DCC) responded that he didn't recall. Hansen (Eagan) questioned what it said about the organization if the DCC wasn't willing to pay for the travel expense. Droste (Rosemount) agreed and stated that when the process got down to the final candidates, they should be flown in. Tourville (Inver Grove Heights) commented that although he couldn't remember with certainty, he thought that candidates from outside the area were compensated something for travel expenses.

Bergman (Apple Valley) referred to the interviews of the final 5 and suggested members of the Board sit on the interview panel. Workman (Dakota County) agreed with the idea but suggested Board participation be kept to a minimum. Workman then stated that she would appreciate a meet and greet of the top 3 candidates. Workman added that she was fine with spending the money to fly the finalists in but questioned the possibility of relocation expenses. Tourville (Inver Grove Heights) stated that would be another policy decision. Bergman (Apple Valley) voiced concern about viable candidates in the area being overlooked for someone outside the area and that he hoped that wouldn't cause issues. Fursman (Brimeyer Fursman) informed members that responses to the survey reflected a split in opinion on if the person should be local or not. Fursman continued stating that some of the responders felt strongly about the current internal partnerships but others voiced concern that there may be already standing relationship

issues between agencies that may be brought into the mix if a local representative were hired. Fursman addressed the fact that whatever the outcome, the new hire would have tough shoes to fill and that it would take time before they earned the same comfort as what was currently enjoyed.

Tourville (Inver Grove Heights) reiterated that the group was in favor of paying for some travel expenses. Lewis (West St. Paul) confirmed and stated that the goal was to find the best candidate and if any of those candidates were from outside the region, that needed to be done. Lewis added that a candidate from outside the region may bring fresh ideas/direction to the table. Lewis agreed with Workman's request for a meet and greet.

Members, Staff and Mr. Fursman reviewed specific sections of the document as there was need for clarification. In addition, there were some concerns that a couple of areas were too subjective. Mr. Fursman agreed to make requested modifications. Droste (Rosemount) commented that the intent wasn't to find someone to come in and change operations or become a front line manager, but to come in and pick up a fairly new, well running organization and continue progress.

Lynch (Inver Grove Heights) reported that the Executive Committee work group had visited about compensation for travel and hotel for the candidates. Lynch added that the Executive Committee agreed that the final stages of the process should involve the interviewing of 3-5 candidates as well as hosting a meet and greet. Tourville (Inver Grove Heights) requested a recap of the timeline. Fursman (Brimeyer Fursman) stated that suggested revisions would be made to the profile and then the document would be sent to print. Once received, recruiting would run for about one month, closing on April 16th. Fursman stated that Brimeyer Fursman would perform preliminary interviews and would report their findings to the Executive Committee by May 4th. Fursman stated that the findings would also identify the top 10 candidates. At their May 5th meeting, the Executive Committee would review the material and select the finalists who would be invited to the group interviews and meet and greet. Fursman anticipated that the interviews would be done on the 19th or 20th of May and stated that Brimeyer Fursman would do the background and reference checks on the finalists. Mr. Fursman stated that at that point, Brimeyer Fursman's participation would likely end.

Tourville (Inver Grove Heights) questioned the salary range stated on the profile stating that if the top of the scale is \$145,000, everyone is going to request \$145,000. Duggan (Mendota Heights) asked if a candidate were offered \$145,000, that would be over budget. Therkelsen (DCC) confirmed. Tourville (Inver Grove Heights) asked if Brimeyer Fursman felt it would be better to establish a starting range. Mr. Fursman confirmed.

Action: Motion by Duggan (Mendota Heights) to set a hiring salary range of \$85,000 to \$125,000. Second by Workman (Dakota County).

Further Discussion:

Rieb (Lakeville) stated that she was concerned that an excellent candidate may not apply if the hiring range is too low. Mr. Fursman (Brimeyer Fursman) stated that he didn't think that range was too low. When asked if Brimeyer Fursman would be doing a psychological evaluation, Mr.

Fursman stated that it could be done but that was removed from the quote from Brimeyer Fursman. Motion passed unanimously.

Therkelsen (DCC) reminded members that the next Board meeting was May 20th and that the original intent was that the Executive Committee would be ready to make a recommendation at that meeting. Fursman (Brimeyer Fursman) stated that finalists would need a chance to tour the facility, meet the employees, local chiefs, Board, etc. Fursman continued that it would be possible to have everything done on May 19th if the interviews were done in the morning and then a meet and greet that evening. Tourville (Inver Grove Heights) asked Board members to look at their calendars for May 19th and to expect to hear from the Executive Committee.

Therkelsen (DCC) stated that at their April 7th meeting, the Executive Committee would establish/finalize the process. From there, notification would be sent out to the Board. Tourville (Inver Grove Heights) requested members interested in participating in the interview process email Jen Hildebrandt at jhildebrandt@mn-dcc.org.

Workman (Dakota County) complimented the work done by Brimeyer Fursman stating the document was fabulous.

Tourville (Inver Grove Heights) recapped that 1) Brimeyer Fursman would modify the position profile as requested, including the change of the stated salary range to state a starting salary range of \$85,000 - \$125,000; 2) The DCC would compensate finalists for travel expenses; 3) The Board desired representation at the finalist interviews, as well as a meet and greet prior to the recommendation to the Board.

Crichton (Burnsville) voiced concern about the Operations Organizational chart. Therkelsen (DCC) assured that the history of the organizational chart was an oversimplified depiction due to the complexity of the organization. Therkelsen acknowledged that it was an unusual structure but that it was comparable to what may of the public safety organizations looked like.

Action: Approval of document by direction.

4. Miscellaneous

Discussion:

Therkelsen (DCC) directed attention to the copy of the emailed compliment from Burnsville Fire Chief Steve Harklerode.

Therkelsen (DCC) informed members that on March 20th, dispatcher Rachel Hernandez would be recognized by the Rosemount Legion as part of their annual public safety awards. Therkelsen clarified that Hernandez was nominated by her co-workers as Dispatcher of the Year.

Therkelsen (DCC) reported that members would be receiving an email invite to the DCC annual recognition ceremony that would be taking place in April.

Action: No action. Updates only.

5. Adjourn

Action: Motion by Duggan (Mendota Heights) to adjourn. Second by Gutzmann (South St. Paul). Motion passed unanimously. Meeting adjourned at 9:30 am.

George Tourville, Board of Directors Chair

Date

Kent Therkelsen, Executive Director

Date

**Next Meeting:
Thursday, May 20th, 2010
8:00 am
Location: DCC**