

**Dakota Communications Center  
Executive Committee  
Meeting Minutes: 01.02.08**

**Members Present:** Craig Ebeling – Burnsville; Peter Herlofsky – Farmington; Dave Osberg – Hastings; Joe Lynch – Inver Grove Heights; Steve Mielke – Lakeville; Jim Danielson – Mendota Heights; Jamie Verbrugge – Rosemount

**Members Absent:** Tom Lawell – Apple Valley; Tom Hedges – Eagan; Stephen King – South St. Paul; Arbon Hairston – West St. Paul

**Alternates Present:**

**Others Present:** Kent Therkelsen – DCC, Diane Lind – DCC, Jen Hildebrandt – DCC

**Call the Meeting to Order:** Chair Mielke called the meeting to order at 1:33 p.m.

**1. Announcements**

**2. Additions to the Agenda**

*Consent Agenda*

**3.**

- a. Approve minutes from the December 5<sup>th</sup>, 2007 Executive Committee meeting.
- b. Approve November, 2007 Paid Claims.
- c. Receive November, 2007 Financial Report.
- d. Receive Minutes from Operations Committees.

**4. Legal Newspaper.**

**Discussion:**

**Action:** Motion by Herlofsky (Farmington) to approve the consent agenda. Second by Verbrugge (Rosemount) . Motion passed unanimously.

*Regular Agenda*

**5. Collective Bargaining Update.**

**Discussion:**

Lind (DCC) informed that members that there had not been a negotiations meeting since November as the December 20<sup>th</sup> meeting was cancelled by the Union Representative. Lind added that the January meeting had not yet been scheduled as the DCC Legal Representative was not available before the last week of the month. Osberg (Hastings) added that at the last meeting there were 24 open issues.

Ebeling (Burnsville) commented that 24 open issues seemed like a lot. Osberg (Hastings) responded that some of the items were very minor and others were fairly significant.

**Action:** No action. Update only.

## 6. Director's Report

### Discussion:

Therkelsen (DCC) Updated that the transition went very smoothly and that any issues that were being presented were being documented very carefully by staff. Therkelsen continued that there were a couple of issues that contractors were working on.

1. Audio Quality Issues on the VHF Paging. Therkelsen (DCC) commented that the Hastings tower site seemed to be the location that was having issues. Therkelsen assured that Motorola was addressing the problem.
2. Phone Issues – Therkelsen (DCC) informed the group that most of the phone issues dealt with how the different agencies were handling directing phone traffic to the DCC. Therkelsen assured that this topic would be addressed at the LE Ops meeting taking place on January 3<sup>rd</sup>.

Therkelsen (DCC) informed members that since January 1<sup>st</sup> dispatch had taken about 1800 9-1-1 phone calls. Therkelsen commented that the management reports had not been fully developed yet.

Herlofsky (Farmington) acknowledged the remarkable job that staff had done to make the transition go so smoothly. Herlofsky added that Farmington PD commented that everything seemed to be going smoothly.

Lynch (Inver Grove Heights) commented that Inver Grove Heights had a few pager issues. Lind (DCC) responded that staff believed those issues were due to the Hasting tower site troubles and assured that further pages for Inver Grove Heights had gone smoothly.

Ebeling (Burnsville) commented that Burnsville was probably going to change their Lobby phone menu around because their watch commanders were fielding a lot more calls than normal. Therkelsen (DCC) acknowledged that there would be a period of time, maybe even a few months, where the agency phones would have to be monitored to ensure they were set up correctly.

Therkelsen (DCC) distributed a copy of a press release that was sent out to member agencies and their public information people regarding the "all response 9-1-1" that the center was recommending.

Mielke (Lakeville) asked how EMD was going. Lind (DCC) responded that staff was using EMD to do pre-arrival but that staff was not yet classifying as Alpha, Bravo, Charlie, Delta calls yet. Lind informed members that there had been two incidents over the past few days that they may be interested in.

1. Dispatcher Tiffany Germann received a 9-1-1 call and translated the EMD to Spanish.
2. Dispatcher Pat Meyer had a full arrest earlier in the day that she walked the caller through.

Lind acknowledged that the EMD was not going quite as quickly as the medics would like but that staff was making great strides.

**Action:** No action. Update only.

## 7. Miscellaneous

### Discussion:

Mielke (Lakeville) asked if a date had been set for the retreat. Therkelsen (DCC) confirmed

that March 13<sup>th</sup> from 7:30 to 11:30 am was scheduled for the Board and Executive Committee member strategic planning session. Therkelsen continued that he was meeting with possible facilitators over the next few days. Mielke (Lakeville) clarified that the strategic planning session was an opportunity for the Board and Executive Committee to sit down and look at the governance and policy structures. Mielke continued that the Board recognized the need to put some strategic steps into place that would be basically staff directed for the next 1 – 3 years. Mielke commented that it was an opportunity to move from the “let’s get the center open” to “let’s fine-tune operations”.

Osberg (Hastings) suggested possibly having the operations committee chairs participate in the retreat. Mielke (Lakeville) agreed with the suggestion and commented that he didn’t know if they would be participating or not.

**Action:** No Action. Update Only.

## **8. Executive Committee Election (Elect Chair and Vice-Chair to 2-year terms)**

### **Discussion:**

Therkelsen (DCC) informed members that under the bylaws of the DCC the Executive Committee is required to elect a chair and vice chair the first meeting of every even numbered year starting in 2008. Therkelsen continued that at the December Executive Committee meeting, the nominations committee recommended Rosemount representative Jamie Verbrugge as the Chair and Hastings Representative Dave Osberg as the Vice Chair. Therkelsen stated that if approved, appointments would be effective close of the current meeting. Mielke (Lakeville) then asked if there were any other nominations from the floor. Being none, Mielke requested a motion.

**Action:** Motion by Danielson (Mendota Heights) to elect Jamie Verbrugge as Chair of the Executive Committee for the 2008-2009 term. Motion also to elect Dave Osberg as Vice-Chair of the Executive Committee for the 2008-2009 term. Second by Ebeling (Burnsville). Motion passed unanimously.

**Further Discussion:** Ebeling (Burnsville) thanked Chair Mielke for all his time and hard work. Danielson (Mendota Heights) agreed. Mielke (Lakeville) thanked the group and acknowledged the work the group put into getting the facility up and running.

Motion passed unanimously.

## **8. Adjournment**

**Action:** Motion by Verbrugge (Rosemount) to adjourn. Second by Osberg (Hastings). Motion passed unanimously. The meeting adjourned at 1:53 pm.

### **Next Regular Meeting:**

Wednesday, February 6<sup>th</sup>, 2008

1:30 pm – 3:00 pm

Location: DCC

2860 160<sup>th</sup> Street W

Rosemount, MN 55068

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