

**Dakota Communications Center
Executive Committee
Meeting Minutes: 07.11.07**

Draft
Subject to Final Committee Approval

Members Present: Tom Lawell – Apple Valley; Tom Hedges – Eagan; Peter Herlofsky Jr. - Farmington; Joe Lynch - Inver Grove Heights; Steve Mielke – Lakeville; Jamie Verbrugge – Rosemount; Stephen King - South St. Paul

Members Absent: Craig Ebeling - Burnsville; Brandt Richardson - Dakota County; Dave Osberg - Hastings; Jim Danielson - Mendota Heights; Arbon Hairston - West St. Paul

Alternates Present: Don Gudmundson – Dakota County

Others Present: Kent Therkelsen - DCC; Diane Lind - DCC; Jennifer Hildebrandt – DCC; Steve Harklerode – Burnsville FD; Scott Nelson – Lakeville FD; BJ Battig – Dakota County

Call the Meeting to Order: Chair Mielke started the meeting at 2:14 p.m.

1. Announcements

Therkelsen (DCC) informed the Committee that PSC Alliance consultant, Jeff Nelson, had surgery on June 29th and would be on bed rest for 2-3 weeks. He added that Nelson had started participating in email and telephone conversations, but until such time he could return to active participation in meetings, consultant Dave Pike would be representing PSC Alliance.

2. Additions to the Agenda – none.

Consent Agenda

3.

- a. Approve minutes from the June 6th, 2007 Executive Committee meeting.
- b. Approve May, 2007 Paid Claims.
- c. Receive May, 2007 Financial Report.
- d. Receive Minutes from Operations Committees

Discussion:

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

Regular Agenda

4. Receive Recommendation from Fire/EMS Committee on Fire Records Interface to CAD and Direct Staff.

Discussion:

Therkelsen (DCC) recapped previous discussions regarding the Fire Records Interface to CAD. In early 2007 the Fire/EMS Committee formed a sub-committee, which was lead by Burnsville Fire Chief Steve Harklerode. The directive of this sub-committee was to investigate alternative options for fire records management systems and evaluate if VisionFIRE was still the best interface option. Therkelsen reminded that the original CAD RMS policy was adopted by the Board of Directors in June of 2006. Part of that action was that an interface be developed from the DCC CAD to a common records management system with the intent that the DCC would eventually have one single fire records CAD interface. Also, it stated that the DCC would assist

fire agencies by paying for 1/2 or 50% of the fees for converting their historical fire records data to the established common platform. At that time it was thought that VisionFIRE would be the common platform. Since that decision, the fire Chiefs had been watching progress of other systems and felt it would be in the best interest of all fire parties to revisit the VisionFIRE decision. Therkelsen continued that the last conversation the Executive Committee had was in April, when a time extension was given to the sub-committee to continue their research. As a result of the sub-committee findings, Burnsville Chief Harklerode and Lakeville Chief Nelson were in attendance to present a recommendation for an ImageTrend interface. If adopted, the action would be to authorize the DCC CAD Interface to the ImageTrend software and establish a common fire records platform for fire agencies choosing to implement the ImageTrend solution and remain eligible for the 50% DCC funding of their records data conversion. Mielke (Lakeville) welcomed the Chiefs and thanked them for all their hard work.

Nelson (Lakeville) thanked the Committee for allowing the additional time the sub-committee needed to do due diligence and revisit the VisionFIRE interface as it had become apparent very early in the process that the RMS platform choice should have been looked at prior to selection of the interface. Nelson added that after the Executive Committee granted the time extension, the sub-committee set up 4 meetings for the Fire/EMS group to visit with vendors and look at not only the feasibility of the products available but also the possibility of a working relationship with LOGIS. Nelson stated that the meetings were open to anyone and were very well attended.

Harklerode (Burnsville) also thanked the Committee for allowing the time to revisit the issue. He added that because Motorola PrinTrak did not offer a fire records package, there was a need for this interface to the DCC CAD Program. Harklerode added that the initial intent was to go with VisionFIRE as Apple Valley, Burnsville and West St Paul were already using that package. However, after the preliminary declaration of going with VisionFIRE, there were further developments that led the Fire/EMS Operations Committee to feel they needed to form a sub-committee to research other options. This sub-committee had a wide variety of representation from fire agencies, the DCC, LOGIS and EMS. The intent of the sub-committee was to find a common solution for a software package that would be acceptable across the County and allow for the one common interface with the DCC CAD.

Harklerode (Burnsville) continued that as Nelson had stated there were meetings with 4 different vendors. VisionAir (VisionFIRE), Firehouse, ImageTrend and Biokey. He stated ImageTrend was the selected solution for the records package addressing their key selling points.

- a) Web-based product – allowed for accessibility from the field.
- b) History – ImageTrend developed several EMS agency software packages and had standing history with them.
- c) State Reporting System – ImageTrend developed the package for the state reporting system.
- d) Local – ImageTrend is Local, out of Lakeville.
- e) Very responsive.
- f) Very capable.

Harklerode (Burnsville) closed stating that the sub-committee unanimously recommended ImageTrend be recognized as the RMS platform. The Fire/EMS Operations Committee and the Dakota Chiefs both agreed to support the recommendation.

Mielke (Lakeville) commented that he was a bit confused on what the cost would be and asked if there was a cost assigned to the recommendation. Therkelsen (DCC) responded that in the budget that had been approved in 2006 there was \$60,000.00 allowance for the interface. He noted that the quote for the fire interface was \$53,400. Therkelsen added that ImageTrend

quoted an additional \$53,400 for the EMS interface but stated that if the interfaces were done at the same time, the project could be completed for just under \$80,000. Mielke (Lakeville) questioned how an EMS interface would affect HealthEast. Therkelsen (DCC) responded that this would not interface to their system and that there would be no interface to HealthEast through CAD without prior authorization by the Board of Directors. Mielke (Lakeville) commented that there would be obvious efficiencies by interfacing both fire and EMS at the same time. However, it would cost \$20,000 more than budgeted for 2007. Therkelsen (DCC) confirmed and added that it would come down to available funds in the Capital Budget monies. He added that the major capital expenditures had already been identified and that there should be available monies for the Automatic Vehicle Location, the Interface and possibly the community notification system. However, the Executive Committee recommendation in May was to bring each of these items back to the Executive Committee and Board for specific approval prior to proceeding. Nelson (Lakeville) noted that he had spoken to ImageTrend earlier in the day and they stated that if they did both the Fire and EMS interfaces together, they could do it in one database. If they were to do them separately, it would require 2 separate databases which would cost more money. He added that ImageTrend indicated that they would be very willing to work within whatever constraints we would have. Mielke (Lakeville) asked when there might be a better understanding of the capital budget and if it would be possible to get an outline of where this would fit in the capital budget in time for the Board meeting. Therkelsen (DCC) assured that DCC Staff could provide the board with the known costs and then estimated additional costs. He added that based on some of the pricing on the known items, which were significantly less than what was anticipated a year ago, he could prepare a spreadsheet and bring it to the Board meeting on July 19th.

King (South St. Paul) asked if the interface could be developed and implemented with the opening of the facility. Therkelsen (DCC) responded that he thought that would be a stretch. Harklerode (Burnsville) added that as part of the discussion with ImageTrend, they were looking at an end-of-year timeframe, which gave ImageTrend time to work with the different fire agencies to develop the product. King (South St. Paul) commented that it would be nice to have an idea of that for budgeting for training, etc.

Mielke (Lakeville) commented that anyone wanting the information would have to buy the software locally. Harklerode (Burnsville) confirmed and informed the group that the pricing for the remainder of 2007 was as follows:

- July, August and September – no fee.
- October, November and December - \$190/month (token fee).
- Beginning 01/01/08, it would be the cost of buying the license to the software and then deciding where each agency would want it hosted.
 - 1) At ImageTrend: Price per run and support fee (\$2).
 - 2) Locally on Home Server: % of licensing fee.

Mielke (Lakeville) asked what the second part of the discussion was. Therkelsen (DCC) clarified that the policy was adopted as part of the original CAD RMS policy. It was a Board decision last year to put Law Enforcement and Fire on equal footing for conversion of data. There was never a dollar amount assigned for it. Therkelsen added that the number of departments making the conversion was not known at that time. Harklerode (Burnsville) continued that it came down to each Chief looking at what type of database their current system was on, How much data was wanted converted and how much time it would take ImageTrend to develop the necessary fields.

Mielke (Lakeville) commented that adopting the policy would make member agencies eligible for 50% of fees for

- 1) an unknown cost, and

2) an unknown number of agencies.

Therkelsen (DCC) commented that the decision one year ago was to include conversion costs to the LOGIS System for law enforcement and was part of the conversion costs included in the revenue bonds. Fire conversion costs were not developed because of the uncertainty regarding the number of agencies converting data, and the number of different Fire Records systems in use by member fire agencies today. Lawell (Apple Valley) commented that when this was started up, it was known that the system had to be fit into what we had. He added that the Executive Committee didn't have a lot of options here and he felt that they needed to trust that the Fire sub-committee did their homework. He added that the group didn't know the true costs but like many other situations the Committee had encountered, it may need to be handled as we go. Nelson (Lakeville) commented that Lakeville currently uses Firehouse for their records management. He noted that he was going to have to look at what Lakeville would have to spend to convert that data and maybe decide just to archive everything up to 01/01/08. Lawell (Apple Valley) agreed stating that Apple Valley PD had to do that. Mielke (Lakeville) noted that he agreed with Lawell that there is a commitment on the policy side but uncomfortable with no sort of costing method. He added that he was a bit uncomfortable with the policy direction. Lawell (Apple Valley) responded that the only way to gain that comfort level would be to have each community state what their intentions were. Therkelsen (DCC) responded that when the consortium was still heavily reliant on the consulting relationship the item came to the Board as part of the CAD RMS recommendation as a proposal for Law Enforcement Conversion with some estimates. The Board directed the same for Fire; however, it was never worked out beyond that. Mielke (Lakeville) commented that the Committee would be looking at a cost of \$79,000 for the interface when only \$60,000 was budgeted.

Action: Motion by Herlofsky (Farmington) to authorize the DCC CAD interface to the ImageTrend software for both Fire and EMS and establish ImageTrend as the common Fire records platform for fire agencies. Also, fire agencies would remain eligible for the 50% DCC funding of their records data if intent to migrate to ImageTrend is declared through resolution of their governance Board by December 31, 2007. Second by Lawell (Apple Valley). Motion passed unanimously.

Further Discussion:

Mielke (Lakeville) requested DCC Staff to outline the budget capacities for the Board at their July 19th meeting.

Lawell (Apple Valley) left to attend another meeting.

5. Receive Report on DCC Performance Measures and Make Recommendation to Board of Directors.

Discussion:

Therkelsen (DCC) referred back to the budget presentation at the June Executive Committee meeting. He reminded the Committee that part of the presentation was a discussion on staffing levels, which included the presentation of possible DCC Performance Measures. At that time, DCC Staff received direction to look for some additional performance measures that dealt with performance feedback. In addition, Staff was directed to present the measures to the Operations Committees for feedback and then return to the July Executive Committee Meeting with their findings. Therkelsen noted that Staff acted as directed and was prepared to present the recommended performance measures to the Committee.

Lind – presented the performance measures distributed in the packet and noted that the Committee would see 3 additional measures on the document. These additional measures were

included as a result of Joint Operations Committee on June 28th. The Joint Operations Committee approved the measures.

Herlofsky (Farmington) commented that he was unsure of the number of incoming calls but asked if soliciting every 100th caller would produce an excessive amount of surveys. He asked if Staff knew how many calls that would be and how they would be solicited. Therkelsen (DCC) noted that based on the number of calls processed in the first 5 months of 2007, it was anticipated that there would be close to 400,000 911 calls in 2007 and close to 335,000 CAD events processed. Therkelsen (DCC) acknowledged that every 100th call may be too many. Gudmundson (Dakota County) agreed that it may be too many surveys. Herlofsky (Farmington) added that it was very ambitious and possibly every 1,000th call would be sufficient. Gudmundson (Dakota County) acknowledged that not everyone would return the surveys and that he wasn't sure what the correct number would be but maybe it could be between 100 and 1000 the first year and then that data could be brought back in a report.

Action: Motion by Herlofsky (Farmington) to recommend acceptance of the Performance measure with a caveat that the number of surveys be scaled back and monitored over time to assure it isn't too large of a burden on Staff. Second by King (South St. Paul). Motion passed unanimously.

6. Receive Report on Performance Appraisal process for Executive Director and Provide Direction to Chair.

Discussion:

Mielke (Lakeville) noted that it had been 1 year since Executive Director Therkelsen had been hired and that it was time for his performance review. He noted that the Executive Director's agreement as well as the DCC Joint Powers Agreement specified that the Executive Committee would perform a one year review and present their findings to the Board. Mielke added that he had spoken to the Board Chair and suggested consideration of a process as specified in the memo attached to the packet. In order to accomplish the suggested process, the Committee would need form a group made up of 2 Executive Committee members, the Operations Committee Chairs and 2 Board members to perform a review over a period of 2-3 meetings. Hedges (Eagan) clarified that the 2 members from each Committee/Board would be the Chairs and Vice-Chairs. Mielke (Lakeville) confirmed.

Action: Motion by Herlofsky (Farmington) to approve the Performance Appraisal process as recommended by the Executive Committee Chair and to forward the recommendation to the Board for final approval. Second by Hedges (Eagan). Motion passed unanimously.

7. Receive Report on DCC Mission Statement and Make Recommendation to Board of Directors.

Discussion:

Therkelsen (DCC) noted that in an effort to continue organization development, DCC Staff recently gathered a group of employees to establish a DCC Mission Statement. The intent was to clearly communicate the DCC purpose to members and the public and the only direction provided was to keep it short and to reflect what they felt was important to them and their profession. Therkelsen commented that after reviewing the statement with the PSAP Managers, they felt it expressed very clearly what the DCC was all about and they were very pleased with it. Therkelsen noted that DCC Staff was looking for the Executive Committee to approve the Mission Statement and if approved, it would be brought to the Board of Directors at their July 19th meeting for adoption.

Mielke (Lakeville) asked if the group was made up of dispatch representatives. Operations Director Lind. Lind (DCC) confirmed. Mielke (Lakeville) asked how the representatives received the discussion. Lind (DCC) responded that she was very pleased and impressed. She added

that the representatives came to the meeting ready to work. All participants brought action verbs that they felt suited the statement. She noted that it only took 2 hours.

Action: Motion by Herlofsky (Farmington) to approve the mission statement as presented and forward to the Board for adoption. Second by Hedges (Eagan). Motion passed unanimously.

Mielke left to attend another meeting. Lost Quorum, but no further action. As Ebeling (Vice Chair) was not present, Mielke asked Hedges (Eagan) to finish up the meeting in his place. Hedges (Eagan) agreed.

8. Receive Report on DCC/800 MHz Transition Plan. Update Only, No Action.

Discussion:

Therkelsen (DCC) noted that DCC Staff, BJ Battig and PSC Alliance had been meeting weekly to form a transition policy as it related to transitioning of members to the 800 MHz program. Therkelsen acknowledged that there are a lot of dependencies in terms of training, programming of radios, training of staff and preparing the building. As a result the group developed a transition plan draft, which would move the users to the system in 3 separate phases. Therkelsen noted that the dates were not as important as the sequencing and intervals. Battig (Dakota County) added that every week the plan was being refined. He continued that the Fire/EMS Operations Committee meeting that was held the previous night resulted in some modifications to the handout the Executive Committee had previously received in their packet so he had a new handout for everyone. He continued that DCC Staff had outlined the moves of the future dispatch zones. As a group moves, that would be how they would operation.

9. Director's Report – Update Only, No Action.

Discussion:

Therkelsen (DCC) offered updates as follows:

Facility – A handout was distributed showing some bullet point updates with some recent photos. Therkelsen noted that the building was really coming along nicely and was very impressive. Therkelsen noted that all tours had been suspended until some flooring was installed. As soon as DCC Staff could get back in the building, tours would reconvene. Tentative occupancy date for administration was August 17th.

Console furniture – Console furniture was scheduled to be installed starting July 23rd and would be immediately followed by Motorola equipment installations.

Motorola Equipment – Therkelsen noted that the equipment was in a warehouse in Roseville waiting for installation.

Labor Contract – Therkelsen commented that the first draft of the proposed LELS agreement had been received and would be reviewed the following day. From that point some negotiation meetings would be scheduled. Therkelsen added that Mielke (Lakeville) Lawell (Apple Valley) and Osberg (Hastings) will be participating in those meetings. Therkelsen noted that DCC Staff hoped to have negotiations completed prior to operations at the new facility.

10. Miscellaneous

11. Adjournment

Action: No Motion. Adjourned by acting Chair Hedges (Eagan).

Next Regular Meeting:
Wednesday, August 1st

2:00 pm – 4:00 pm
Location: TBD
