

**Dakota Communications Center
Executive Committee
Meeting Minutes: 10.03.07**

Members Present: Tom Lawell – Apple Valley; Craig Ebeling - Burnsville; Peter Herlofsky Jr. - Farmington; Dave Osberg - Hastings; Steve Mielke – Lakeville

Members Absent: Brandt Richardson - Dakota County; Tom Hedges – Eagan; Joe Lynch - Inver Grove Heights; Jim Danielson - Mendota Heights; Jamie Verbrugge – Rosemount; Stephen King - South St. Paul; Arbon Hairston - West St. Paul

Alternates Present: Gene VanOverbeke - Eagan

Others Present: Kent Therkelsen - DCC; Diane Lind - DCC; Jennifer Hildebrandt – DCC

Call the Meeting to Order: Chair Mielke started the meeting at 2:12 p.m.

1. Announcements

Chair Mielke (Lakeville) commented that as there was not a quorum, all motions would be non-binding.

Chair Mielke (Lakeville) moved Item 5 to the end of the agenda.

Therkelsen (DCC) noted that as there was ongoing construction, it was possible contractors would be in and out of the room during the meeting.

Therkelsen (DCC) noted that the cable TV production crew from Burnsville/Eagan cable would be stopping in at various DCC meetings during the month of October to get some footage for cable spots they were producing on behalf of the DCC.

Herlofsky (Farmington) asked if the Building Dedication/Open House was still scheduled for October 27th at 10:00 am. Therkelsen (DCC) confirmed.

2. Additions to the Agenda – none.

Consent Agenda

3.

- a. Approve minutes from the September 5th, 2007 Executive Committee meeting.
- b. Approve August, 2007 Paid Claims.
- c. Receive August, 2007 Financial Report.
- d. Receive Minutes from Operations Committees.

Discussion:

There was some discussion on how to handle the consent agenda items in the absence of a quorum knowing that two of the four items needed to be forwarded to the Board for acceptance and approval. Mielke (Lakeville) noted that any motion made would be to approve the consent agenda with the caveat that it be brought back to the November Executive Committee for ratification by the quorum.

Action: Motion by Osberg to approve the minutes from the September 5th Executive Committee meeting, Approve the August 2007 Paid Claims, Receive the August, 2007 Financial Report and recommend approval by the Board and receive the minutes from the Operations Committee

meetings with the caveat that the material be brought to the November Executive Committee meeting for ratification. Second by Herlofsky (Farmington). Motion passed unanimously.

Regular Agenda

4. Non-Member Fees.

Discussion:

Therkelsen (DCC) Briefly reviewed the process that DCC Staff, along with Fiscal Agent Feller, went through to arrive at the current recommendation regarding Non-Member Fees.

Mielke (Lakeville) asked if Therkelsen had received any feedback from the non-member agencies of Hampton/Randolph and Miesville. Therkelsen (DCC) responded that he had spoken with Miesville Fire Chief Niebur who commented that the fees being recommended were very close to what Miesville was expecting.

Lawell (Apple Valley) asked if the Miesville Chief was OK with the \$1,402 or if he was OK with the \$1,402 plus the previously suggested administrative fee. Therkelsen (DCC) responded that specific to these two agencies, Staff wasn't certain there were any administrative expenses that would have to be covered as they had never not been served. He added that there wasn't any additional costs to bring them onto the service. Lawell (Apple Valley) asked if that meant they were not going to be asked to "buy in". Therkelsen (DCC) confirmed that it would be based on actual cost.

VanOverbeke (Eagan) clarified that there would be no new monies coming in for the DCC from these agencies; just less charges assessed to Dakota County. Therkelsen (DCC) confirmed but clarified that was assuming there were no additional costs to the DCC. He noted that it would be a different story if they were a newly formed department that would require system modifications to allow for them.

Ebeling (Burnsville) clarified that the estimates on PSAP activity didn't take capital costs into consideration. Only operational. He then commented that each member pays an additional supplemental charge for the capital, which was also divided up on a per call basis. He closed stating that in effect Dakota County had agreed to prorate a share of the capital on Miesville and Hampton/Randolph's behalf for the life of the bond and if Dakota County didn't care, it was probably no harm to the DCC. Therkelsen (DCC) commented that there are other townships/small cities that are served by current members, but that cost recovery arrangements were unclear. Mielke (Lakeville) commented that the logic needed to make sense. He then cited an example stating if Empire were to form a fire department there would be additional capital expense for them coming onto the service. Ebeling (Burnsville) asked who may be interested in joining. Therkelsen (DCC) noted that there had been surface level discussions with the City of Northfield but that he wasn't sure if the DCC can dispatch for private entities. Lawell (Apple Valley) continued that he wasn't sure if the DCC could dispatch for an entity outside of Dakota County. Ebeling (Burnsville) commented that there should be some sort of buy-in charge in that situation.

Osberg (Hastings) commented that even a minimal \$500 fee for both Miesville and Hampton-Randolph would be good. VanOverbeke (Eagan) continued that it could be an administrative fee of \$500 or actual cost, whatever is greater. Mielke (Lakeville) agreed with VanOverbeke's concept and then asked Therkelsen (DCC) how critical the topic was. Therkelsen (DCC) responded that it was not a budget issue for the non-members but more of a process issue for the DCC as far as invoicing goes. He continued that it was assumed that it would go into effect on January 1, 2008. Mielke (Lakeville) then commented that this should be forwarded to the Board as Information only. The topic could then come back to the Executive Committee at the

November meeting for action. Herlofsky (Farmington) then asked if there was any provisions for when an entity had to become a member. Therkelsen (DCC) confirmed. Herlofsky (Farmington) then asked if it was a one-time fee. Mielke (Lakeville) confirmed.

Mielke asked the group if they were OK with waiting until the November meeting to make recommendation. Members present agreed.

Action: No Action.

5. Collective Bargaining Update.

Discussion:

Lind (DCC) noted that the group was meeting on October 11th. No further update.

Action: No Action. Update Only.

6. Director's Report

Discussion:

Cut-Over: Therkelsen (DCC) noted that the cut-over had been delayed from November 14th to December 10th. The primary reason was Motorola installs will not be completed by November 14th. Therkelsen noted that it was not a performance issue but more a facility readiness issue. Therkelsen continued that the building was available to installers for extended hours during the intense installation period.

Therkelsen (DCC) noted that the delay would allow for an expedited cutover process and that it was intended that the cutover would happen in a 2 week timeframe instead of 3 weeks. Lawell (Apple Valley) asked if the Board was aware of the delay. Therkelsen (DCC) confirmed that the notification was forwarded to both Ops Committees, the Board and the Executive Committee.

Building Dedication & Open House: Therkelsen (DCC) noted that the dedication and open house was scheduled for Saturday, October 27th. He clarified that the Building Dedication, hosted by Dakota County was scheduled for 10:00 am and then Open House was to immediately follow from 10:30 – 2:30. Therkelsen (DCC) then noted that there were a couple of video pieces being put together by the Burnsville/Eagan Cable group. The first was a 2 minute announcement regarding the cut-over and County-wide 9-1-1 protocol and the second was a longer informational piece about the DCC in general. Therkelsen then informed the group that the Cable group was hoping to be at the dedication/open house, at which time they would like to have representatives from all agencies/cities give them on-camera commentary that they could possibly use as part of their material. the 911 County-wide protocol. He noted that the cable piece would be available to all the communities within the next week to 10 days. Therkelsen (DCC) then thanked Ebeling (Burnsville) and Hedges (Eagan) for assisting.

General Outreach – Therkelsen (DCC) noted that as “go-live” gets closer there is a lot of public communication needed. He noted that DCC Staff was currently participating in as many community events as possible. He added that Agency Communications Directors had been assisting in that process.

Fiscal and Operational Efficiencies: Therkelsen (DCC) noted that there was a handout available that addressed fiscal and operational efficiencies that had already been realized or were expected to be realized. Therkelsen noted that the goal was to compare the consolidated center to the scattered centers. VanOverbeke (Eagan) commented that Eagan had been questioned on some of the efficiencies. Mielke (Lakeville) asked if anyone else has received

comments/questions. He then stated that maybe the handout should be turned over to the marketing staff with a request for them to put it into a marketing piece. He then suggested copies be put in the lobby.

7. Executive Director Performance Evaluation.

Discussion:

Mielke asked staff to step out of the room so the Committee could discuss the Executive Director's Performance evaluation.

8. Miscellaneous

Discussion:

No Discussion.

Action:

No action. Update only.

9. Adjournment

Action: Meeting adjourned while staff was out of the room.

Next Regular Meeting:

Wednesday, November 7th

2:00 pm – 4:00 pm

Location: DCC

2860 160th Street W

Rosemount, MN 55068
