

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

**Members Present:** Tom Lawell – Apple Valley; Craig Ebeling - Burnsville; Tom Hedges – Eagan; Peter Herlofsky Jr. - Farmington; Dave Osberg - Hastings; Steve Mielke – Lakeville; Jim Danielson - Mendota Heights; Jamie Verbrugge – Rosemount; Stephen King - South St. Paul

**Members Absent:** Brandt Richardson - Dakota County; Joe Lynch - Inver Grove Heights; Arbon Hairston - West St. Paul

**Alternates Present:** Don Gudmundson – Dakota County; Karen Divina – West St. Paul

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

**Call the Meeting to Order:** Chair Mielke called the meeting to order at 2:04 p.m.

**1. Announcements**

Therkelsen (DCC) informed the group that a member of one of the local cable production crews would be present for a portion of the meeting to capture some short video clips for a cable project.

**2. Additions to the Agenda – none.**

Chair Mielke (Lakeville) requested the process for selecting the 2008-2009 chair be added to the agenda.

*Consent Agenda*

**3.**

- a. Approve minutes from the October 3<sup>rd</sup>, 2007 Executive Committee meeting.
- b. Approve September, 2007 Paid Claims.
- c. Receive September, 2007 Financial Report.
- d. Receive Minutes from Operations Committees.
- e. Executive Committee Meeting Schedule.

**Discussion:**

None.

Hedges, Verbrugge. Approve.

Ebeling – do we need ratification from October meeting since we didn't have a quorum?

**Action:** Motion by Hedges (Eagan) to approve the consent agenda. Second by Verbrugge (Rosemount).

**Further Discussion:** Ebeling (Burnsville) reminded the group that as the last meeting didn't have a quorum, the September 5<sup>th</sup> meeting minutes and the August, 2007 paid claims also needed to be approved. Ebeling added that the August, 2007 Financial Report and September Operations Committee minutes also needed to be received.

Hedges (Eagan) and Verbrugge (Rosemount) amended their motion and second.

**Amended Action:** Motion by Hedges (Eagan) to approve the consent agenda, the September 5<sup>th</sup> meeting minutes and the August 2007 paid claims. Motion also to receive the August, 2007 financial report and September Operations Committee minutes. Second by Verbrugge (Rosemount). Motion passed unanimously.

#### 4. Non-Member Fees.

**Discussion:**

Therkelsen (DCC) reminded the group that in prior meetings they considered staff recommendations for a policy to establish fees for non-member agencies receiving services from the DCC. Therkelsen also reminded that the JPA requires agencies to have a population of 10,000 and to operate a Law Enforcement agency before they can become a member. Therkelsen clarified that there were currently 2 agencies that receive services through the DCC but did not meet the requirements as stated in the JPA. Therkelsen clarified that Staff had been working with the Fiscal Agent to arrive at alternative fee structures for these two non-member agencies, Miesville Fire and Hampton-Randolph Fire District. Therkelsen assured that Staff had been in contact with both departments who had been told earlier in 2007 that this would be a topic of discussion and that they should plan for it.

Therkelsen (DCC) informed members that Staff was recommending non-member agencies be assessed both a service fee and an administrative fee with initiation of service. Therkelsen elaborated stating that staff recommended the service fee would be calculated using the same criteria member fees were calculated at; based on the number of calls dispatched/attributed to their department. Therkelsen continued, stating that going forward, the service fees would be based on PSAP activity and that using the funding formula, adjusted annually, gives non-members some lead time to plan for their budget.

Therkelsen (DCC) informed members that the staff recommendation was to adopt the following non-member service fees policy:

*Non-member entities who wish to receive PSAP services from the Dakota Communications Center shall be required to pay fees on a monthly basis for such services. Fees shall be based upon the cost allocation formula contained in section 9.4 of the Joint Powers Agreement establishing the Dakota Communications Center. Additionally, non-members shall be assessed a one-time administrative fee of \$500 or actual costs incurred by the DCC to establish service to the non-member, whichever is greater.*

Therkelsen assured that if adopted, these fees would be reallocated from Dakota County's member agency fees to these non-member agencies.

Verbrugge (Rosemount) asked if the \$500 was in addition to the recommended 2008 fees of \$2743 for Hampton-Randolph and \$1402 for Miesville. Therkelsen (DCC) confirmed. Mielke (Lakeville) asked if the information had been communicated with the two departments. Therkelsen (DCC) confirmed and stated that in March, both fire chiefs were informed that the issue was being discussed and they were advised to contemplate for their 2008 budget processes. Therkelsen added that in September and October he had phone discussions with both chiefs and that they were both fully anticipating this. Hedges (Eagan) asked if either of these chiefs would be expected to attend an executive Committee or Board meeting. Therkelsen (DCC) responded that staff would notice them but that he did not know if they would attend. Gudmundson (Dakota County) commented that it may be a good idea to invite these non-members to tour the facility between now and opening. Mielke (Lakeville) asked if either agency was participating on the Fire Ops Committee meetings. Therkelsen (DCC) confirmed that they were sporadic attendees but that they were participating in Dakota County Fire Chiefs meetings. Therkelsen (DCC) assured that staff would follow up on the recommendation to invite the non-member agencies to tour the facility.

**Action:** Motion by Ebeling (Burnsville) to recommend approval of the non-member agency fees as presented by Staff. Second by Lawell (Apple Valley). Motion Passed unanimously.

## **5. DCC Insurance and HRA Renewals**

### **Discussion:**

Therkelsen (DCC) informed members that annually the Board must adopt a policy for employer Contributions to the various insurance benefits. Therkelsen reminded the committee that in November, 2006 the DCC had their first benefits package approved for 2007, which included Medical, Dental, Long Term Disability, Short Term Disability and Life insurance. At that time, it was also decided what the employer contributions would be for 2007.

Therkelsen (DCC) added that Staff had recently received insurance renewal information but clarified that the recommendation was for the current 12 non-union employees as the non-supervisory dispatchers had organized and were in the bargaining process. Recommendation is for 12 non-union employees.

Therkelsen (DCC) informed members that during the process Staff had met with the HR Task Force to discuss budget and policy issues and the outcome of those discussions was the presentation of the recommendation.

Therkelsen (DCC) reviewed the recommendation and stated that the DCC would continue to provide single coverage health care through the high-deductible HRA plan and would equally split the cost of the premium increase for coverage on the family high-deductible HRA plan. Therkelsen added that the DCC would pay 25% of 2008 premium increase for the optional Aware Gold (Co-pay Plan), both single and family. Therkelsen stated that in the recommendation the DCC would continue to provide single coverage dental insurance with no employee contribution and that the DCC and Employee would equally split the cost of the 2008 dental premium increases for employee +1 and family coverage. Therkelsen closed by stating that the recommendation also reflects that the DCC would provide the same dollar amounts for the 2008 employee HRA accounts, which was \$1125 for single and \$2250 for family but that the HRA contributions would reduce in 2009 to \$750 for single and \$1,500 for family.

Therkelsen (DCC) commented that the one question that was brought up in the meeting with the HR Task Force was if the recommendation should be expressed as percentages or dollar amounts.

Mielke (Lakeville) – asked for clarification that this recommendation was strictly for non-union members. He also asked staff to address how the union employees would be handled. Therkelsen (DCC) responded that yes, this recommendation would apply only to the 12 non-union members. Therkelsen added that the recommendation from the labor attorney was that with the beginning of the 2008 payroll, staff continue to withhold the 2007 levels and then when the 2008 contract was settled, go back and reconcile. Herlofsky (Farmington) cautioned that could become a paperwork nightmare. Mielke (Lakeville) agreed but added that it was possible.

Lawell (Apple Valley) referred the question brought up at the HR Task Force meeting and commented that it is better to use an actual dollar amount as employees will not then assume the percentage will hold true for years to come. Ebeling (Burnsville) agreed. Therkelsen (DCC) assured that the material for Board distribution will reflect dollar amounts and not percentages. Verbrugge (Rosemount) asked how much was allowed for in the budget and if there was any room. Therkelsen (DCC) informed that the estimated expenses was just over \$512,000 and that the budget allowed for \$554,000.

**Action:** Motion by Gudmundson (Dakota County) to modify the information on the documentation to reflect dollars instead of percentages and then forward the staff recommendation to the Board for consideration for approval. Second by Hedges (Eagan).

**Additional Discussion:** Ebeling (Burnsville) commended staff's approach in favor of the HRA plan over the Co-Pay plan.

Motion passed unanimously.

## 6. Executive Committee Meeting Attendance

### Discussion:

Chair Mielke (Lakeville) commented that a letter had been sent out to members encouraging attendance at the Executive Committee meetings. This letter was in response to a discussion that had been held at a previous meeting where there was no quorum. Mielke informed the group that there had been a suggestion presented that there be a 2<sup>nd</sup> alternate so if the member and 1<sup>st</sup> alternate couldn't make it to a meeting, there would be a 3<sup>rd</sup> option. Mielke (Lakeville) commented that he wasn't sure a 3<sup>rd</sup> alternate would be a bad idea because it may encourage better attendance .

Therkelsen (DCC) commented that the bylaws required 1 alternate be appointed in January every even numbered year beginning in 2008 and that Alternates were specified as a two year term. Therkelsen added that the bylaws didn't allow for a 2<sup>nd</sup> alternate and if the Executive Committee chose to allow it, there would probably be a need for an amendment to the bylaws. Divina (West St. Paul) commented that the ability to have a second alternate was favorable for West St. Paul. Osberg (Hastings) commented that he disagreed with the idea of allowing for a 2<sup>nd</sup> alternate as there is value in consistency. Lawell (Apple Valley) added that the discussion at the last meeting was more related to the need for a quorum and deviating away from the JPA with allowing a 2<sup>nd</sup> alternate didn't meet that need. Herlofsky (Farmington) suggested that the city that desired a 2<sup>nd</sup> alternate make that motion and then it could be discussed and voted on. Otherwise there was no reason to discuss it. Lawell (Apple Valley) asked if there were any other modifications needed on the JPA or bylaws. Therkelsen (DCC) responded that he suspected something may come out of the strategic planning meeting in January/February but at this time he wasn't aware of anything.

Herlofsky (Farmington) pointed out a misprint in the memo where it stated that the meeting time was 2:30 – 4:30 and should have been 2:00 – 4:00. Hedges (Eagan) asked if the meeting schedule was anticipated to decrease to a bi-monthly or quarterly basis. Mielke (Lakeville) responded that he thought the Board may go to a quarterly basis but that the Executive Committee had bills to pay so he didn't think the meetings would decrease.

Osberg (Hastings) suggested starting earlier in the afternoon would be a better option. Lawell (Apple Valley) agreed and suggested 1:30 – 3:00. King (South St. Paul) agreed and stated that South and West St. Paul held Fire Board meetings that often fell on the same date as the Executive Committee and they were at 4:30 so the earlier in the afternoon the better.

**Action:** Motion by Danielson (Mendota Heights) to change the Executive Committee meeting start time to 1:30 pm. Second by King (South St. Paul).

**Further Discussion:** Chair Mielke reminded the group that if they are unable to attend a meeting please let Jenny at the DCC know. Please also confirm that your alternate will be in attendance if you are not.

Motion passed unanimously.

## **7. Collective Bargaining Update**

### **Discussion:**

Chair Mielke (Lakeville) informed the group that there had been a couple meetings cancelled based on personal issues for the business agents and then since the last Executive Committee meeting there had been one full session. Osberg (Hastings) confirmed and stated that the next meeting was scheduled for November 8<sup>th</sup> at 2:00 pm. Osberg commented that the meetings had been amicable but that there was still a lot of material to get through.

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

## **8. Director's Report**

### **Discussion:**

Cutover Schedule - Therkelsen (DCC) commented that DCC Staff was focused on the cutover schedule, which was still planned to happen in 3 phases. Phase 1 would take place on December 9<sup>th</sup> and zone 3 (Sheriff's Department PSAP) would cutover. Phase 2 would take place on December 14<sup>th</sup> and zone 1 (Eagan, Apple Valley & Rosemount) would cutover. And Phase 3 would take place on December 17<sup>th</sup> and zone 2 (Lakeville, Burnsville & Farmington) would cutover. Therkelsen added that there were still a number of technical issues being worked out and informed that dispatch training was starting to take place.

Mielke (Lakeville) asked if all 23 workstations would be operable at cutover. Therkelsen (DCC) clarified that the desire was to have 12 workstations operable as of December 9<sup>th</sup> and that the rest of the stations would follow over the next 6 days. Therkelsen informed members that 21 radios would be connected to the consoles and that there are 2 non-metro subsystems that needed to be moved off the metro system before the last 2 DCC consoles could be plugged in. This move is expected in the 1<sup>st</sup> Quarter of 2008.

Herlofsky (Farmington) asked what time of day the cutover was scheduled for. Therkelsen (DCC) responded that the day shift would be requested to be in the DCC at 4:00 am the morning of the cutover and the night shift would be asked to hold over if necessary. Therkelsen stated that the goal was to have Quest flip the 9-1-1 service at 5:00 am.

Open House – Therkelsen (DCC) thanked members for their support at the open house. He informed the group that there were over 760 visitors that toured the facility which gave staff a nice opportunity to visit with the citizens. Therkelsen also reaffirmed the fact that staff was trying to promote the "all-response" protocol for 9-1-1.

Hiring Process – Therkelsen (DCC) informed members that Staff was currently accepting applications for 9-1-1 Dispatcher positions and that the application acceptance closed on November 9<sup>th</sup> at 4:30 pm. Therkelsen informed that there had been 105 applications received to date and that screening and interviewing would be happening in the near future. Danielson (Mendota heights) asked how many positions were being filled. Therkelsen (DCC) responded that there were 3 immediate vacancies.

Gudmundson (Dakota County) commented that the evening photo of the DCC was beautiful.

Ebeling (Burnsville) asked how the coverage testing was going for 800 MHz. Therkelsen (DCC) responded that the testing had taken place in two different steps. The first was the official acceptance testing with Motorola and that testing met the specification requirement of 95%

coverage. The second step was the more subjective testing where the agencies were provided portable radios to go out and do testing. Therkelsen informed that the overall feedback was very positive. Lind (DCC) added that she had received feedback on how clear it was and how little static there was. Gudmundson (Dakota County) commented that there were a few areas in rural Dakota County but when Scott and Goodhue Counties get their towers up, that issue should be eliminated.

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

## 9. Miscellaneous

### **Discussion:**

Mielke (Lakeville) reminded the group that in January, the group would have to elect a chair and vice-chair and that there needed to be a process for the selection process to ensure a smooth process. Divina (West St. Paul) asked what it calls for in the by-laws. Therkelsen (DCC) clarified that the bylaws state the election would be at the first meeting of every even numbered year beginning in 2008 and the term of office would be effective at the close of that meeting. Mielke (Lakeville) commented that at that meeting he would open nominations; nominations would be made and then voted on.

Ebeling (Burnsville) suggested using a nomination committee. Hedges (Eagan) asked if the Board and Executive Committee chairs needed to be from different organizations. Mielke (Lakeville) responded that they did not but that it would be good practice to have the chairs be from different organizations. Gudmundson (Dakota County) commented that in many organizations nominating committees seem to work. Mielke (Lakeville) responded that the nominating committee would send out a solicitation to members stating the timeline and who on the committee would be receiving notifications of interest. The committee would then meet to bring a slate with nomination for Chair and Co-Chair. Mielke then asked if anyone would like to be on the nomination committee. Osberg (Hastings) accepted. Herlofsky (Farmington) suggested Ebeling be on the committee as the Board Chair is from Burnsville and Ebeling would not want to be the Executive Committee Chair for that reason. Ebeling (Burnsville) accepted. Hedges (Eagan) accepted.

**Action:** Motion by Verbrugge (Rosemount) to appoint Ebeling as the chair of the nomination committee and to appoint Osberg and Hedges as members. Second by King (South St. Paul). Motion passed unanimously.

Strategic Planning Meeting – Osberg (Hastings) asked for clarification on the previously mentioned Strategic Planning Meeting. Therkelsen (DCC) Responded that at the October Board of Directors meeting a strategic planning meeting was suggested to discuss a number of topics such as Board process going forward, what the business relationship should be between the Board and the Executive Committee, DCC issues on the horizon and the performance evaluation of the Executive Director, etc. Therkelsen continued that the Board wanted to hold the meeting the first quarter of 2008 on a Thursday, right away in the morning. Therkelsen also stated that Board members were looking for a facilitator for the meeting. Mielke (Lakeville) commented that the concept is intended to refocus goals and objectives for the Board as well as staff from start-up to operations but that more detail would follow.

## 10. Adjournment

**Action:** Motion by King (South St. Paul) to adjourn. Second by Danielson (Mendota Heights). Motion passed unanimously. The meeting adjourned at 3:18 pm.

**Next Regular Meeting:**

Wednesday, December 5th

2:00 pm – 4:00 pm

Location: DCC

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

Rosemount, MN 55068

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