

**Dakota Communications Center
Executive Committee
Meeting Minutes: 12.01.10**

Members Present: Tom Lawell – Apple Valley; Craig Ebeling – Burnsville; Peter Herlofsky – Farmington; Dave Osberg - Hastings; David McKnight – Mendota Heights; Dwight Johnson – Rosemount; Steve King – South St. Paul; John Remkus – West St. Paul

Members Absent: Brandt Richardson – Dakota County; Tom Hedges – Eagan; Joe Lynch - Inver Grove Heights; Steve Mielke – Lakeville

Alternates Present: BJ Battig – Dakota County; Gene VanOverbeke - Eagan

Others Present: Diane Lind, Jen Hildebrandt – DCC

Call the Meeting to Order

Chair Osberg called the meeting to order at 1:32 p.m.

1. Announcements

None

2. Additions to the Agenda

Lind (DCC) requested the addition of Arbitration to the Executive Director's Report.

Consent Agenda

3.

- a. **Approve minutes from the November 3rd, 2010 Executive Committee Meeting**
- b. **Approve October 1st – 31st, 2010 Paid Claims.**
- c. **Receive October, 2010 Financial Reports.**
- d. **Receive Minutes from Operations Committees.**
 - **Joint Ops Minutes from November 18th, 2010.**
- e. **Receive Report on Contracts & Service Agreements Executed by the DCC Executive Director between the dates of November 3rd, 2010 and December 1st, 2010.**

Action: Motion by Johnson (Rosemount) to approve the Consent Agenda. Second by McKnight (Mendota Heights). Motion passed unanimously.

4. 2011 Executive Committee Meeting Schedule.

Discussion:

Lind (DCC) informed members that DCC By-laws require the Executive Committee meet at least quarterly. Lind recapped the 2010 meeting schedule stating it was monthly. Lind continued saying that staff had provide a list of meeting dates if the Committee were to motion to continue on the monthly meeting schedule. Osberg (Hastings) commented that he was comfortable with continuing the monthly meeting schedule reminding that the Chair or Committee majority could cancel a meeting if there were no action items any given month. Johnson (Rosemount) agreed and asked DCC staff to send out an email invite that would populate committee member calendars. Hildebrandt (DCC) agreed to do so.

Action: Motion by Ebeling (Burnsville) to Approve the 2011 Executive Committee Meeting Schedule. Second by Lawell (Apple Valley). Motion passed unanimously.

5. Director's Report

a. Arbitration

Discussion:

Lind (DCC) informed members that she, Joe Lynch and Kevin Rupp met earlier in the day to discuss the upcoming arbitration. Lind reminded members that arbitration was scheduled for Thursday, December 9th.

b. CAD/RMS Update

Discussion:

Lind (DCC) reminded this was a standing item on the agenda until the new CAD system was up and running. Lind stated that it looked as though the CAD go live date was pushed back due to some requirements that the users made of Motorola prior to system implementation. Lind speculated that it may be third quarter, 2011 before installation would begin. Lind stated that some of the work groups were starting to convene to work on the background configuration that would need to be done prior to system implementation.

Lind (DCC) reported that those agencies who elected to go with ProPhoenix were already up and running and everything seemed to be going fairly smooth.

c. Staffing Allocation Update

Discussion:

Lind (DCC) informed members that she and Operations Director Kruchten would be presenting their staffing allocation findings to the Law Enforcement Committee on December 2nd. Lind stated that staff had been looking at various staffing plans ranging from continuing the current staffing level of 52 dispatchers to a plan that would require 107 dispatch positions based on Dakota County call load. Lind assured that once the presentation was made at both Law Enforcement and Fire/EMS Operations Committee meetings, it would be brought back to the Executive Committee with a request for recommendation to the Board of Directors. Lind admitted that staff was surprised to see some of the higher staffing levels that came out of the staffing allocation report. Lind stated that a possible overcompensation plan would be part of the staffing allocation discussion. Battig (Dakota County) asked where staffing levels were at prior to consolidation. Lind (DCC) responded that there were 59 dispatchers pre-consolidation and that number did not include supervisor positions. Ebeling (Burnsville) asked about overcompensation on that number to which Lind responded that overcompensation for 52 current dispatch positions would equate to three positions that would train until needed to fill one of the 52 positions. Lawell (Apple Valley) commented that both Fire/EMS and Law Enforcement would see the staffing allocation findings prior to presentation to the Executive Committee on January 5th. Lind (DCC) confirmed.

Action: No action. Update only.

6. Executive Director Position Discussion

Discussion:

Diane Lind and Jen Hildebrandt were dismissed for the Executive Director Positions Discussion. Minutes for this discussion were taken by Chair Osberg.

Chair Dave Osberg (Hastings) called the meeting to order and announced that it was the expectation of the Board of Directors, that they receive a recommendation from the Executive Committee on the status of interim Executive Director Diane Lind. Osberg discussed the contents of the performance evaluation that was conducted on Diane Lind by each of the member agencies' representatives. After considerable discussion about the various options available to the Executive Committee, the Committee received the motion.

Action: Motion by Herlofsky (Farmington) to recommend to the Board of Directors that Diane Lind be appointed the Executive Director for the Dakota Communications Center. Second by Remkus (West St. Paul).

Further discussion was held.

Action: Motion by Ebeling to amend the previous motion on the table to include provisions that subject the hiring to her accepting the position and entering in to a mutually acceptable employment agreement that would include provisions such as, but not necessarily limited to: salary, benefits, performance reviews on a regular basis, severance, probation and other provisions commonly included in similar type

agreements with local government professional managers; Second by King (South St. Paul) Motion amendment passed unanimously.

Upon approval of the amendment, Osberg called for a vote on the originally motion, as amended:

Ayes: King (South St. Paul), Remkus (West St. Paul), Herlofsky (Farmington), Battig (Dakota County), Johnson (Rosemount), Ebeling (Burnsville), VanOverbeke (Eagan), Osberg (Hastings).

Nays: Lawell (Apple Valley), McKnight (Mendota Heights).

7. Miscellaneous

Discussion:

None.

8. Adjourn

Action: Meeting adjourned by acclamation at 3:30 pm.

Next Regular Meeting:

January 5th, 2011

1:30 pm – 3:30 pm

Location: DCC