

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 02/21/2013

Members Present: Apple Valley – John Bergman; Dakota County – Mike Slavik; Eagan – Gary Hansen; Farmington – Jason Bartholomay; Hastings – Joe Balsanek; Inver Grove Heights – George Tourville; Lakeville – Kerrin Swecker; Mendota Heights – Ultan Duggan; Rosemount – Jeff Weisensel; South St. Paul – Beth Baumann

Members Absent: Burnsville – Bill Coughlin; West St. Paul – Dick Vitelli

Alternates Present: Burnsville – Mary Sherry

Others Present: DCC – Diane Lind, Cheryl Pritzlaff, Jen Hildebrandt

Call the Meeting to Order: There being a quorum Chair Tourville called the meeting to order at 8:03 am.

Roll Call: Members in attendance are noted above.

1. Announcements:

Introductions were made around the room. Chair Tourville welcomed new Board members Kerrin Swecker, Jason Bartholomay and Joe Balsanek to the group.

2. Additions to Agenda:

None

3. Approve Agenda

Motion: Motion by Baumann (South St. Paul) to approve the agenda. Second by Duggan (Mendota Heights). Motion passed unanimously.

CONSENT AGENDA

- 4a. Approve the minutes of the regular board meeting on October 18th, 2012.**
- b. Adopt and ratify the Executive Committee's approval of paid claims.**
 - September 1st – 30th, 2012
 - October 1st – 31st, 2012
 - November 1st – 30th, 2012
 - December 1st – 31st, 2012
- c. Approve Unaudited Financial Reports.**
 - September, 2012
 - October, 2012
 - November, 2012
- d. Receive Report on Contracts & Service Agreements Executed by Executive Director between the dates of October 18th, 2012 and February 21st, 2013.**
- e. 2013 Legal Newspaper**

Discussion:

Duggan (Mendota Heights) identified two grammar/typing errors in the minutes. Lind (DCC) informed members that all contracts listed in the consent agenda were routine, including the contract with Motorola that was a continuance of the current service agreement.

Action: Motion by Slavik (Dakota County) to approve the consent agenda with the stated corrections to minutes. Second by Duggan (Mendota Heights). Motion passed unanimously.

REGULAR AGENDA

5. Vice Chair Appointment

Discussion:

Duggan (Mendota Heights) nominated Director Beth Baumann from South St. Paul to the position of Vice-Chair for the remainder of the 2012 – 2013 term. Second by Slavik (Dakota County). Chair Tourville (Inver Grove Heights) asked Director Baumann if she would be willing to fill the seat. Baumann (South St. Paul) confirmed.

Action: Motion by Duggan (Mendota Heights) to close the nominations. Second by Weisensel (Rosemount). Motion passed unanimously.

Further Discussion: Chair Tourville (Inver Grove Heights) opened the floor to other nominations. There were none.

Action: Motion by Duggan (Mendota Heights) to appoint Director Baumann as the DCC Board of Directors Vice-Chair for the remainder of the 2012 – 2013 term. Second by Bergman (Apple Valley). Motion passed unanimously.

6. Metropolitan Emergency Services Board Shared 9-1-1 Project

Discussion:

Lind (DCC) informed members that the Metropolitan Emergency Services Board (MESB) was a JPA that oversees 911 operations for the nine-county metro area. Lind stated that area PSAP managers had been discussing upcoming technology needs and determined that nine neighboring agencies would need to change out their current telephone servers within the next 18 to 24 months. Lind added that the group felt it would be a good idea to further research the option of sharing telephone servers. Lind explained that doing so would allow for additional redundancies as well as potential cost savings. Lind informed members that she was asking the group to consider endorsing DCC participation in an RFP process that would carefully evaluate this possibility. Lind stated that the RFP would look at costs of 2 servers, where they may be housed, what current equipment members could reuse and whether or not it would be fiscally responsible to enter into this sort of equipment share agreement. Lind reported that the DCC cost would be \$7560 and the intent was to have the RFP process done within six months. Lind assured that consulting funds were available in the budget to cover the expense.

Swecker (Lakeville) asked who would be reviewing the proposals. Lind (DCC) responded that the RFP committee would be made up of the MESB Operations Director, the PSAP Managers and some of the PSAP IT personnel.

Sherry (Burnsville) asked if this process had anything to do with the current CAD review that was taking place. Lind (DCC) responded that it did not.

Tourville (Inver Grove Heights) commented that this was a good opportunity for the DCC to participate in the RFP and have no obligation beyond that

Weisensel (Rosemount) referred to the DCCs share of the RFP cost and asked how it was determined. Lind (DCC) responded that it was based on the number of phone consoles each PSAP had. Lind added that the DCC had 23 phone consoles of 149 across the nine-county area.

Slavik (Hastings) asked what the life expectancy was of the phone equipment. Lind (DCC) responded that servers had a life expectancy of 5-7 years. Lind acknowledged that some could be pushed out to 9 years but agencies should be planning for replacement at 5 years and act on replacement by year 7. Lind stated that much of that need was due to technology changes.

Duggan (Mendota Heights) asked if the system was going to be a land-based system. Lind (DCC) confirmed that with the servers, the system would be land based. Lind added that there was also some opportunity for possibly backup for cell communication but the current plan was land-based. Duggan (Mendota Heights) asked what the likelihood was that the other 8 PSAPS would participate in the RFP. Lind (DCC) responded that the DCC was one of the last to approve participation in the RFP and that the other agencies who had already approved participation were Hennepin, Ramsey, Minneapolis, The UofM, Edina, Ridgeview Medical Center, HCMC and Carver

Action: Motion Slavik (Dakota County) to approve participation in the MESB telephone RFP. Second by Bergman (Apple Valley).

Further Discussion:

Hansen (Eagan) noted that the packet stated this was an update item and questioned the need for action. Lind (DCC) clarified that there was a request for action due to the unexpected fund expenditure.

Motion passed unanimously.

7. CAD Update

Discussion:

Lind (DCC) informed members that there was quite a bit of concern among DCC staff, and the Police and Fire Chiefs regarding the current CAD/Mobile discussions. Lind reminded members that the consortium hired Elert and Associates to evaluate three CAD/Mobile options. The first was to bring CAD/Mobiles in-house. The second was to continue the current CAD/Mobile relationship with LOGIS and the third was to partner with another agency. Lind stated that Elert consultants met with DCC staff, Fire Chiefs, Police Chiefs and member IT staff and although there was an overwhelming emotion to bring the product in-house, the Elert recommendation was to continue the current relationship with LOGIS. Lind continued stating that after Elert presented the report to the Executive Committee, she and Elert and Associates were tasked to do some more in-depth research into technology, costs and other potential hosting options. Lind

added that the topic was tabled at the last Executive Committee meeting to allow time for the compilation of the rest of the material.

Tourville (Inver Grove Heights) commented that there was a lot of discussion on this. Sherry (Burnsville) agreed and commented that she was very glad to see that the Executive Committee and Operations Committee were being so careful and thorough as it really needed serious consideration.

Tourville (Inver Grove Heights) asked if there were any timing issues. Lind (DCC) responded that the additional findings were to be brought before the Executive Committee at their March meeting. Lynch (Inver Grove Heights) agreed stating that although it was clear that timing would be tight, he did not believe there would be an issue. Lynch added that while this process continued, the City Administrator group had another evaluation running parallel that was focusing on CJIN and possible services this program could bring to the table. Lynch stated that the consortium was attempting to track both processes at the same time and possibly benefited from the delay as it allowed the CJIN review to progress.

Lind (DCC) informed members that because no decision had been made yet, the consortium was continuing participation on the LOGIS RFP work. Lind added that LOGIS did not require a decision until the end of May.

Tourville (Inver Grove Heights) acknowledged that not everyone would be happy with whatever decision was made and stressed the importance of keeping communications open with the Operations Committee.

Swecker (Lakeville) referred to the LOGIS decision and asked if there were any concerns about that timeline. Lind (DCC) responded that currently there were no identified issues other than it would be tight. Lind stated that the Executive Committee was aware that there may be the need for a special meeting. Lynch (Inver Grove Heights) added that there was a lot of concern about the tight timeline and that it was being closely monitored.

Action: No action. Update only.

8. Executive Director Update

Discussion:

LOGIS Reimbursement – Lind (DCC) reminded members that when the contract between LOGIS and Motorola was severed there was money returned to LOGIS. Lind stated that in addition to members receiving reimbursements, the DCC was anticipating a refund of approximately \$176,000.

Lynch (Inver Grove Heights) stated that each City should have received a letter regarding their MDCs refunds and the options they have for receipt of the refund.

Duggan (Mendota Heights) questioned since the refund was for equipment issues, it should probably be designated for future replacement. Lind (DCC) confirmed stating that the money being reimbursed to the DCC would go back into the fund for a future CAD system. Lind

reminded that each City had a separate contract with LOGIS for their MDCs and those funds should be refunded accordingly. Lynch (Inver Grove Heights) agreed stating that each agency would need to determine how they wanted their reimbursement.

Tourville (Inver Grove Heights) reminded members that the interest being deducted from the refunds was on the funding, not the money.

Solar Project – Lind (DCC) informed members that Dakota County was in preliminary discussions regarding the Excel Energy Rewards program for funding of solar panels that would be placed on the campus that housed the DCC and Empire Transportation. Lind stated that Dakota County was not currently sure they would receive the funding but if the project moved forward it was anticipated that the DCC would see an 8% cost savings on energy and the radio tower could see up to a 40% cost savings. Lind stated that the DCC reminded of the importance of ensuring constant power to the DCC. Lind also stated that the DCC was not being asked to pay anything towards this project.

Duggan (Mendota Heights) asked if there was any indication of the possibility of the energy required for the DCC to be supplied through the solar project. Lind (DCC) responded that Dakota County was looking at the solar option to operate the whole campus.

Duggan (Mendota Heights) asked where the panels would be placed. Lind (DCC) responded that preliminary thoughts were to place the panels just to the north side of the DCC employee parking lot.

ISO Rating – Lind (DCC) informed members that Lakeville and Farmington had received their full ISO rating reports back and after reviewing them staff had determined there were a few things that they would like the ISO to reconsider. Lind stated that she didn't feel some of the ratings were appropriate.

NFPA Standard – Lind (DCC) reported that there was a new NFPA standard that had come out in January and that it would be discussed with the Fire/EMS Operations Committee at their February 28th meeting. Lind stated that the change to the standard may prove to be beneficial to the DCC and may also bump members into a higher ISO rating. Lind acknowledged that the previous NFPA standard was one that DCC staff had not been able to meet.

Baumann (South St. Paul) asked what the deadline was for responding to ISO with questions. Lind (DCC) responded that staff could contact them at any time and request a review. Lind stated that she contacted ISO regularly to work through questions with them

Monthly Statistical Report – Lind (DCC) thanked Jeff Weisensel for his efforts in assisting staff with improving the monthly statistical report distributed to members. Lind stated that members would see the addition of inquiry reports, which members of the operations committee received on a monthly basis. Lind explained that each inquiry that came into the DCC was logged. Recordings were then reviewed by supervisors and with staff to arrive at a finding that ranged from exonerated or unfounded to discipline. Lind stated that tracking the inquiries helped identify trends and what staff may need to train on.

Weisensel (Rosemount) stated that he requested the first page be a brief summary of what could be found in graphs on the following pages. Weisensel stated that he preferred getting away from the narrative and going more towards bullet-points.

Tourville (Inver Grove Heights) commented that staff had reported experiencing some email glitches. Hildebrandt (DCC) stated that emails seemed to be going out but members were stating that they weren't always receiving them. Hildebrandt informed members that it was very rare that packets weren't out the Thursday prior to the meeting and if they didn't have them by then, they should feel free to contact staff and request they resend the information. Hildebrandt stated that staff was working to rebuild the email lists in an effort to identify the issue but asked for members understanding during the process. Tourville (Inver Grove Heights) suggested members email Hildebrandt from the address they wanted to receive their packets at to ensure staff had the correct address.

Action: No action. Update only.

The DCC Operations Director and Executive Assistant were excused from the meeting to allow for a closed meeting with the Executive Director to review her performance evaluation.

9. Executive Director Evaluation

Discussion:

The Executive Director's performance review was presented by Executive Committee Joe Lynch and received by the Board. The Performance pay increase was tabled until the Board of Directors sub-committee made up of Beth Baumann, Ultan Duggan and George Tourville was able to meet with the Executive Director and establish 2013 goals.

Action: No action.

10. Miscellaneous

Discussion:

Action: No action.

Adjourn

Action: Motion by Duggan (Mendota Heights) to adjourn. Second by Hansen (Eagan). Motion passed unanimously. Meeting adjourned at 9:02 am.

**Next Meeting:
May 16th, 2013
8:00 am
Location: DCC**