

**Dakota Communications Center
Executive Committee
Meeting Minutes: 08.07.2013**

Members Present: Tom Lawell – Apple Valley; Brandt Richardson – Dakota County; Dave Osberg – Eagan; Dave McKnight – Farmington; Melanie Mesko-Lee - Hastings; Steve Mielke – Lakeville; Dwight Johnson – Rosemount; Steve King – South St. Paul; Matt Fulton – West St. Paul

Members Absent: Heather Johnston – Burnsville; Joe Lynch – Inver Grove Heights; Justin Miller - Mendota Heights

Alternates Present: BJ Jungmann - Burnsville

Others Present: Diane Lind, Jen Hildebrandt – DCC; Bud Shaver – Joint Operations Committee Co-Chair; Dennis Feller – DCC Fiscal Agent; Sue Frick – Gallagher Benefit Services

Call the Meeting to Order

Chair McKnight (Farmington) called the meeting to order at 1:34 p.m.

1. Announcements

Chair McKnight (Farmington) called for introductions.

2. Additions to the Agenda

None

3. Approve Agenda

Discussion:

None

Action: Motion by Osberg (Eagan) to approve the agenda. Second by Johnson (Rosemount). Motion passed unanimously.

Consent Agenda

4.

- a. **Approve minutes from the June 5th, 2013 Executive Committee Meeting.**
- b. **Approve Paid Claims.**
 - **May 1st – 31st, 2013**
 - **June 1st – 30th, 2013**
- c. **Approve Unaudited Financial Report.**
 - **May, 2013**
 - **June, 2013**
- d. **Receive Operations Committee Meeting Minutes**
 - **June 6th LE Operations Sub-Committee Meeting**
 - **June 27th Fire/EMS Operations Committee Meeting**
 - **July 25th Joint Operations Committee Meeting**
- e. **Receive Report on Contracts & Service Agreements Executed by Executive Director between June 5th and August 7th, 2013.**

Action: Motion by Mielke (Lakeville) to approve the consent Agenda. Second by Mesko-Lee (Hastings). Motion passed unanimously.

Regular Agenda

Action Items

5. 2014 Health Benefits

Discussion:

Lind (DCC) presented the 2014 Health Benefits recommendation informing members that the DCC was in the final year of the rate guarantee with a 9.5% cap. Lind stated that in addition to the 9.5% cap, there was a 3.8% increase attributable to costs associated with Healthcare reform. Lind reported that in conversations with some of the member agencies, it appeared as though the 9.5% increase was right in the middle of the increases and that most did not yet know what their increases attributable to Healthcare Reform would be.

Lind (DCC) explained that the recommendation was to retain the \$25 employee co-pay for single coverage and increase the monthly employer share of all the other premiums by \$60. Lind clarified that the \$60 averaged out to just about a 50/50 split of the increase. Lind assured that after speaking with DCC Fiscal Agent it was confirmed that the recommendation would stay within budget. Lind also assured that staff was not requesting any increases to the current employer High Deductible contribution for 2014.

Frick (Gallagher) referred to the Healthcare Reform fees and stated that they were in the same range for all the carriers but that the LOGIS pool normally received their rates earlier than others so there were little to no comparables at this time. Frick assured that Gallagher Benefit Services would continue to assist DCC staff in evaluating ways to offer plans that may be more affordable to employees but those considerations would likely be for the 2015 plan year as there were still many unknowns with Healthcare Reform.

Action: Motion by Mesko-Lee (Hastings) to recommend approval of the 2014 Health Benefits as presented by staff. Second by McKnight (Farmington). Motion passed unanimously.

6. 2014 Dental and Ancillary Benefits

Discussion:

Lind (DCC) informed members that as in previous years, the rates for the ancillary benefits were not yet available. Lind stated that staff was requesting members authorize the Executive Director to evaluation Dental, Life and Disability options and take action within the approved 2014 budget amount. Lind assured that action would be brought back to the group as information. Lind reminded that rates for ancillary benefits were often not received until October, just before open enrollment. Lind reiterated that staff was requesting the Executive Director be authorized to enter into an agreement with vendors for 2014 Dental, Life and Disability benefits within the approved 2014 budget amount.

Action: Motion by King (South St. Paul) to recommend approval of the 2014 Dental and Ancillary Benefits recommendation as presented by staff. Second by Lawell (Apple Valley). Motion passed unanimously.

7. Budget

Discussion:

Lind (DCC) presented the 2014 Operating and Capital Budget and informed members that there were only two minor adjustments to the proposed budget from when it was presented in May, 2013. Lind explained that there was a \$3,984 increase of LOGIS operating costs and a \$21,981 decrease of the annual LOGIS debt payment. Lind closed stating that the final budget adjustment was an expenditure decrease of \$17,997.

Action: Motion by Mielke (Lakeville) to recommend approval of the 2014 Operating and Capital Budget with noted adjustments. Second by Johnson (Rosemount). Motion passed unanimously.

Information Updates/Discussion Items

8. MESB Projects Update

Discussion:

Lind (DCC) informed members that there were a number of potential MESB projects being discussed and that she wanted to provide a short update so members were aware of what may be on the horizon. Lind then reviewed a brief MESB Projects presentation with members.

Mielke (Lakeville) referred to the ARMER Radio Console Upgrade and questioned Lind's comment that it was "sole source". Lind (DCC) explained that there was no company other than Motorola that made consoles that would integrate with the backbone the State had put into place.

Lawell (Apple Valley) referred to the term "console" and asked what all was included. Lind (DCC) clarified that when speaking about "consoles" she was referring to the individual CAD computers, Central Electronic Banks (CEBs), Software and Licensing. Lind added that it was very much like a large switchboard that communicated all information between the DCC dispatcher and the member field responder. Lawell (Apple Valley) then asked many consoles the DCC had. Lind (DCC) responded that the DCC had 23 consoles that would need to be replaced, one at each dispatch workstation.

Richardson (Dakota County) commented that he thought there was still some discussion whether or not this upgrade needed to happen. Lind (DCC) confirmed stating that the State was not sure they were going to do the project yet. Lind reported that agencies were questioning if the upgrade was necessary or if Motorola was simply telling the State it was needed.

Johnson (Rosemount) asked if the MESB fell under the State Radio Board. Lind (DCC) responded that the MESB was another agreement among all the metro counties, formed in the 1980's when it was determined that Counties were doing redundant work trying to coordinate their databases. Lind explained that from that, a JPA was formed that shared a 911 Database Coordinator and as things came together, other projects came about and the staff grew. Lind stated that now the MESB had two commissioners from each County and one representative from Minneapolis.

Mielke (Lakeville) asked what guided the state decision. Lind (DCC) responded that the group was starting to ask those same questions on the validity of the need for an upgrade. Lind added that there were other agencies across the Country who were not upgrading. Lind acknowledged that the ARMER system went into service in 2001 so they were fifteen years old. Mielke (Lakeville) commented that if the backbone change required changing 110 seats, there must be a value of eight to ten million dollars involved. Mielke then asked what the relative value of the State system was as well as what that system served. Lind (DCC) responded that the system served the entire state of Minnesota. Mielke (Lakeville) commented that would mean that Motorola had the entire state then. Lind (DCC) acknowledged. Lind reminded that those who went on the State of MN system after the DCC were mandated to install the Motorola MCC7500s so they wouldn't have to change their consoles out. However, Ramsey, Minneapolis, Hennepin, the DCC, etc would all have to change their consoles. Lind acknowledged that there were others across the State. Lawell (Apple Valley) asked if this conversation wasn't held during original consolidation discussions. Lind (DCC) confirmed reminding members that the choice of installing Gold Elite Consoles or MCC7500 Consoles was given. Lind stated that the Consortium elected to stick with the Gold Elite Consoles as they were stable and cheaper while the agencies installing the MCC7500s were experiencing significant issues with the consoles cutting out and shutting down entirely. Lind added that there had even been internal discussions about changing ½ of the consoles one year and ½ the next. However, that could not be done as there was no way to keep both backbones running without jeopardizing radio traffic. Lawell (Apple Valley) asked who the Consortium had advising it on this topic. Lind (DCC) responded

that PSC Alliance, the MESB staff who worked with the radios on a daily basis, and Dakota County Radio Services were all advising the DCC on the status of the project.

Richardson (Dakota County) referred to the Text-to-911 project and asked if other locations had already been using that. Richardson continued asking if there was any reported change in call volume or other challenges associated. Lind (DCC) confirmed that other locations were using it. Lind referred to the shared phone system project and stated that when agencies experience high call volumes, callers occasionally get busy signals. Lind stated that protocol could be written that directed incoming calls, after the fourth ring, to go to the another 911 dispatch center who could take the call and relay the information via a dedicated radio circuit. Lind commented that there were many benefits to these joint ventures.

Fulton (West St. Paul) asked for clarification on when the projects might move forward in respect to budget considerations. Lind (DCC) clarified that the phone project would be in 2014 and was already covered in the approved budget. Lind clarified that there were no set numbers for the individual agencies yet and that she anticipated having that information after the August 20th proposal deadline. Lind assured that the DCC had not committed to the project beyond participating in the RFP process yet. Lind continued stating that the Logger project was slated for 2014 but efforts were in place to push that out to 2015. Lind added that the Console project would begin in 2015.

Jungmann (Burnsville) referred to the text messaging project and asked how EMD worked. Lind (DCC) responded that she was not aware of any other place in the Country that was doing EMD through true text messaging. Lind stated that some agencies were reporting that they were receiving text messages but they weren't coming through the 911 system. Lind added that there was uncertainty relating to training of dispatch staff on "texting language".

Action: No action. Update only.

9. Executive Director Update

Discussion:

DVS – Lind (DCC) informed members that the DCC had been receiving legal inquiries into the validity of DVS searches and was turning all of them over to the League of Minnesota Cities for follow up. Lind stated that in an attempt to better track DVS inquiries, staff was putting any DVS inquiries in as CAD events or on a separate log with the plate or Driver's License number and the officer's name. Lind stated that she had not seen any sort of pattern.

Mielke (Lakeville) commented that Lakeville had a number of active complaints and he was concerned that the League was looking to negotiate the complaints away. Mielke commented that he felt this was an issue that needed to be addressed through legislature. Lawell (Apple Valley) commented that it was his understanding that it was federal, not state, so it would likely not change. Mesko-Lee (Hastings) commented that she heard the League of Minnesota Cities was working to establish a three year look-back limitation.

Shared Phone System – Lind (DCC) informed members that the MESB had 19 vendors in attendance at the pre-bid conference and that responses were due back by August 20th. Lind stated that proposal evaluations would begin at that time and she would share information as soon as she could.

Overtime – Lind (DCC) informed members that the DCC had recently lost three employees to retirement and relocation and also had one employee out on FMLA. Lind stated that these staffing issues were impacting the overtime budget. Lind assured that she was watching the numbers very closely but expected to see them rise some.

CAD – Lind (DCC) reported that the contract between Tri-Tech and LOGIS was still in

negotiations. Lind stated that the purchase, scope of work and installation documentation had been forwarded to Jay Stassen for review with comments from the LOGIS attorney. Lind informed members that Ramsey County had reported that the Tri-Tech configuration was moving forward and that she had heard Ramsey County was very pleased with how they were being treated, how organized th Tri-Tech team was and how well the two teams were working together. Osberg (Eagan) referred to the previous Executive Committee stating that there had been much discussion about ownership of licenses. Osberg then asked if there had been any feedback on that. Lind (DCC) confirmed stating that the feedback from Tom Folie at LOGIS was that LOGIS was pleasantly surprised to hear that Tri-Tech was open to the possibility of assignment of licenses.

Action: No Action. Update only.

Other Business

Miscellaneous

Discussion:

None

Action: No action.

Adjourn

Action: Motion by Johnson (Rosemount) to adjourn. Second by Lawell (Apple Valley). Motion passed unanimously. Meeting adjourned at 2:21 pm.

Next Regular Meeting:

September 4th, 2013

DCC Training Room