

**Dakota Communications Center
Executive Committee
Meeting Minutes: 10.02.2013**

Members Present: Tom Lawell – Apple Valley; Heather Johnston – Burnsville; Dave McKnight – Farmington; Melanie Mesko-Lee - Hastings; Joe Lynch – Inver Grove Heights; Steve Mielke – Lakeville; Justin Miller - Mendota Heights; Dwight Johnson – Rosemount; Steve King – South St. Paul; Matt Fulton – West St. Paul

Members Absent: Brandt Richardson – Dakota County; Dave Osberg – Eagan

Alternates Present: BJ Battig – Dakota County

Others Present: Diane Lind, Cheryl Pritzlaff, Jen Hildebrandt – DCC; Bud Shaver, BJ Jungmann – Joint Operations Committee Co-Chairs

Call the Meeting to Order

Chair McKnight (Farmington) called the meeting to order at 3:00 p.m.

1. Announcements

2. Roll Call

3. Approve Agenda

Discussion:

None

Action: Motion by Fulton (West St. Paul) to approve the agenda. Second by Battig (Dakota County). Motion passed unanimously.

Consent Agenda

4.

- a. **Approve minutes from the September 4th, 2013 Executive Committee Meeting.**
- b. **Approve Paid Claims.**
 - **August 1st – 31st, 2013**
- c. **Approve August, 2013 Unaudited Financial Report.**
- d. **Receive Report on Contracts & Service Agreements Executed by Executive Director between September 4th and October 2nd, 2013.**

Action: Motion by Lawell (Apple Valley) to approve the consent Agenda. Second by Fulton (West St. Paul). Motion passed unanimously.

Regular Agenda

Action Items

5. L.E.L.S. Local 368 – Supervisors – Tentative Contract Agreement

Discussion:

Lind (DCC) recapped the 9 items agreed upon in the packet stating that some of the items were simply language clarification items.

Mielke (Lakeville) voiced concern over the Supervisory desire to increase the cash out amount to 100 hours. Mielke commented that all the other items seemed reasonable. Johnston (Burnsville) agreed that overall the items seemed reasonable. After additional discussion about

this item, Chair McKnight recapped member desire for a compilation of financial implications as they relate to the items on the list, and how that information compared to other agencies.

Action: Motion by Lynch (Inver Grove Heights) to direct staff to compile financial implications as they relate to the items on the list and how that information compared to other agencies. Motion further to bring this item back at the November Executive Committee meeting for further discussion and if approved, be presented to the Board of Directors for consideration before the end of the year. Second by Mielke (Lakeville). Motion passed unanimously.

6. Non Union Personnel 2014 Wage Increase

Discussion:

Lind (DCC) reported that this was a yearly action item that determined non-union personnel wage increases effective January 1st of the upcoming year. Lind reminded that there were 5 non-union employees. Lind explained that in staff findings, preliminary reports from member agencies were that agencies increases were anticipated to be in the 1.5 – 2% range. Lind stated that a 2% non-union personnel wage increase would match the increase agreed to with the Dispatch Supervisors group. Lind added that she was further recommending that the Operations Director receive a performance increase of 3%. Lind reminded members that the Operations Director was still on the performance wage structure, while other personnel had been moved off of that and back to a step structure. Lind explained that the effective date would be the Operations Director anniversary date.

Mielke (Lakeville) asked for clarification of what the performance increase was. Lind (DCC) reminded members that the original wage structure included a performance increase opposed to the traditional step increases. Lind likened the performance increase to a merit pay system that member agencies may be on.

Action: Motion by Johnson (Rosemount) to recommend approval of the non-union personnel wage as presented. Second by Johnston (Burnsville). Motion passed unanimously.

7. Executive Assistant Job Description Review

Discussion:

Lind (DCC) informed members that the DCC position descriptions had not been reviewed since the DCC doors opened in 2007. Lind stated that this was the first step in the review of the descriptions because the actual duties associated with this position have changed the most. Lind (DCC) explained that the Executive Assistant position has taken on many human resource duties as displayed in the essential duties section of the description. Lind informed members that she had worked with the current Executive Assistant and Lakeville Human Resources Director, Cindi Joosten, to capture an accurate description of what the position really does on a day to day basis. Lind acknowledged that with the modification of the description to include the human resources duties, Cindi Joosten was planning to assist staff in administering a Pay Equity review of the position prior to the 2015 report submittal.

Action: Motion by Miller (Mendota Heights) to recommend approval of the Executive Assistant Job Description as presented. Second by Lynch (Inver Grove Heights). Motion passed unanimously.

Information Updates/Discussion Items

8. Executive Director Update

Discussion:

CAD – Lind (DCC) informed members that LOGIS discussions with TriTech were continuing and that as requested, all information is being shared with DCC Legal Counsel, Jay Stassen for review and feedback. Lind stated that LOGIS was pleased to hear that TriTech was open to issuing the licensing in the member names or at least making the licenses transferrable. Lind

added that one other item currently being discussed was the milestones. Lind clarified stating that the LOGIS group was working very hard to ensure that there was a timeline in place that allowed enough timing after each installation for testing. Lind stated that the DCC would be the third agency to go live on the system and currently the contract only allowed for 30 days of testing after each added member. However, LOGIS was working to extend that to 90 days to allow adequate timing for testing. LOGIS is anticipating having all the contracts in place by the end of October.

CAD Upgrade – Lind (DCC) reminded members that the current CAD servers were being upgraded on October 9th. Lind explained that during that anticipated 10 hour stretch, CAD would be totally down and the dispatch staff would be working with paper and pencil. Lind explained that staff would be exercising their continuity of operations plan and was ready for the event. Lind added that the Operations Committee members have been informed of what would be needed from them and their staff that day and as a result, Burnsville Fire and South Metro Fire would have a representative working out of the DCC that day to assist in station assignments while other fire departments either had a point of contact on the radio or would be doing all-calls. On the Law Enforcement side, officers have been encouraged to carry paper and pencil to keep radio repeats to a minimum.

Dispatcher Contract Negotiations – Lind (DCC) reported that the Dispatcher contract negotiations were in process and were scheduled to continue on October 8th. Lind stated that Operations Director Pritzlaff, Legal Counsel Kevin Rupp and Executive Committee Chair David McKnight were representing the DCC at the negotiations table. Lind stated that McKnight would not be able to attend the October 8th meeting so Steve King would be there in his absence. Pritzlaff (DCC) informed members that the four items being negotiated were wages, family insurance, CTO pay and family holidays.

Shared Telephone System – Lind (DCC) updated that the shared telephone system concept, and review of the proposals was continuing even though the pricing came in much higher than anticipated. Lind stated that the plan was to go through manufacturer demonstrations and then allow the individual vendors an opportunity to review their proposal with members. Lind explained that during that review, members would have the opportunity to ask questions in an effort to clarify pricing. Lind stated that dispatchers were participating in the demonstrations.

Motorola Service Contract – Lind (DCC) acknowledged that Motorola was basically a sole-source provider for the radio systems across the metro and in an effort to contain costs, agencies were convening to discuss possible strategies moving forward. Lind stated that there were redundant costs on each contract that it was believed could be continued if agencies combined efforts. Lind explained that these discussions were preliminary and that she would continue to provide updates as available.

2014 Board Appointments – Lind (DCC) reminded members that per DCC By-laws, Apple Valley, Burnsville, Dakota County, Eagan and Lakeville would be required to make official Board appointments for the 2014-2015 term. Lind added that all other agencies would need to consider designations according to their council by-laws or if they had any change in council representation that may impact DCC representation. Lind stated that a letter would be sent out in early November reminding Administrators/Managers of this need. Mielke (Lakeville) asked if the letter could include the time commitment involved. Lind (DCC) confirmed.

2014 Executive Committee Chair Designation – Lind (DCC) reminded members that David McKnight was approaching the end of his term as Executive Committee Chair and that there would be the need to appoint a successor. Lind stated that the action would take place at the first meeting of the year and that the successor would take over effective the end of that meeting. Lind reported that current Vice-Chair, Steve King, agreed to accept the appointment if

it was the desire of the Committee. King (South St. Paul) acknowledged his willingness to become the Executive Committee Chair effective the end of the January, 2014 meeting, if that was the desire of the Committee and if there was no one else who wanted the position. Lind (DCC) reminded members that there would also be the need for appointment of a vice-chair.

Action: No action. Update only.

Other Business

Miscellaneous

Discussion:

Mielke (Lakeville) asked how the communication between the DCC and the Operations Committees was going as there were concerns earlier in the year expressed by the Police Chiefs that they felt their opinions were not being brought forward to the Executive Committee. Chief Shaver (LE Ops Chair) responded that communications were going well. He further commented that the emotions of the CAD selection had settled down. Chief Shaver explained that the Executive Director has a very open communication style which is appreciated and that he did not feel there were any communication issues at this time. Jungmann (Fire/EMS Ops Chair) stated he believed the Fire/EMS Committee would echo Chief Shaver's comments that there are no communication issues. Jungmann added that if there was anything the Executive Committee wanted the operations committee co-chairs to report on, to please make those expectations known. Mielke (Lakeville) expressed his appreciation for the feedback. Lind (DCC) commented that she appreciated the operations committee co-chairs presence at the Executive Committee meetings as it provided another level of assurance to operations committee members that topics were being brought before the Executive Committee.

Action: No action.

Adjourn

Action: Motion by Mielke (Lakeville) to adjourn. Second by Fulton (West St. Paul). Motion passed unanimously. Meeting adjourned at pm.

Next Regular Meeting:

November 6th, 2013

1:30pm

DCC Training Room