

**Dakota Communications Center
Executive Committee
Meeting Minutes: 11.06.2013**

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; Dianne Miller - Eagan

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

Call the Meeting to Order

Chair McKnight (Farmington) called the meeting to order at 1:30 p.m.

1. Announcements

None

2. Roll Call

Members in attendance are noted above.

3. Approve Agenda

Discussion:

None

Action: Motion by Fulton (West St. Paul) to approve the agenda as presented. Second by Johnson (Rosemount). Motion passed unanimously.

Consent Agenda

4.

- a. **Approve minutes from the October 2nd, 2013 Executive Committee Meeting.**
- b. **Approve Paid Claims.**
 - **September 1st – 30th, 2013**
- c. **Approve September, 2013 Unaudited Financial Report.**
- d. **Receive Report on Contracts & Service Agreements Executed by Executive Director between October 2nd and November 6th, 2013.**

Action: Motion by Battig (Dakota County) to approve the consent Agenda. Second by Johnson (Rosemount). Motion passed unanimously.

Regular Agenda

Action Items

5. L.E.L.S. Local 336 Dispatchers' Contract

Discussion:

Lind (DCC) reviewed the items addressed in the DCC Dispatch Union Contract for 2014 – 2015. Lind reiterated that negotiations revolved around eight items, most of which were wording changes in the contract. Lind stated that if approved, the following points would be added to, or modified in, the current contract:

- 1. Allowance for a 2% increase for years 2014 and 2015.

2. Allowance of Union presence in the 2015 insurance discussion.
3. Change in wording to state that compensatory time not used by December 1st would be paid out between the first and second paychecks in December.
4. Allowance for dispatchers who work on a holiday to receive one hour added to their holiday bank for each hour worked over 8 hours.
5. Change in wording to state that holiday time not used by December 1st would be paid out between the first and second paychecks in December.
6. Change of monthly employer High Deductible Contributions from quarterly to monthly.
7. Change of dispatchers who perform the duties of a CTO will receive one hour to their compensatory time bank for every ten hours of actual training performed. Dispatchers working as CTO will no longer receive the \$.50/hour CTO pay.
8. Agreement that the contract will run a two year term, 2014 – 2015.

Fulton (West St. Paul) referred to the insurance item and asked if there would be a reopener on insurance in 2015 since the DCC would be going out for bid. Lind (DCC) clarified that there would not be a reopener, and the Union simply wanted to provide some input on 2015 insurance options. Fulton (West St. Paul) clarified that all staff was covered under the same insurance options. Lind (DCC) confirmed. Lind added that because the Supervisory Union negotiated first, they wanted a “me too” clause in their contract in case the Dispatch Union arrived at a better insurance agreement with the DCC, which didn't happen.

Action: Motion by Fulton (West St. Paul) to recommend approval of the presented 2014 – 2015 DCC Dispatchers' contract. Second by Johnson (Rosemount). Motion passed unanimously.

6. L.E.L.S. Local 368 – Supervisors' Contract

Discussion:

Lind (DCC) reminded members that at the last Executive Committee meeting, members questioned the second item on the list, the PTO cash out increase from 80 hours a year to 100 hours a year and what the associated financial impact might be on the DCC. Lind referred to the comparisons in the packet and informed members that allowing for the 100 hour cash out would actually cost the DCC less than requiring staff to use that time as using time required the DCC to cover the shift, which usually resulted in overtime.

Johnston (Burnsville) commented that under the current contract, if supervisors couldn't cash out the hours, they lost anything over the maximum accrual. Lind (DCC) confirmed but stated that the supervisors were aware of that and took it off. Johnston (Burnsville) asked if the supervisors were forced to take the time off. Lind (DCC) responded that they were not forced. Johnston (Burnsville) thanked staff for the information stating that it made sense and she appreciated it.

Action: Motion by Miller (Eagan) to recommend approval of the presented 2014 – 2015 DCC Dispatch Supervisors' contract. Second by Mesko-Lee (Hastings). Motion passed unanimously.

Information Updates/Discussion Items

7. Executive Director Update

Discussion:

Solar Panel Installation – Lind (DCC) informed members that Dakota County had gotten a grant to install solar power on this campus for the County Maintenance Building across the street and the DCC. Lind stated that the panels for the DCC would be placed on the berm on the north side of the building. Lind stated that while there would not be immediate cost savings, there would be savings over time. Lind added that in visiting with Facilities, it was believed that 7 – 10% of DCC power would be from solar energy. Lind commented that the solar power gave the DCC a third level of backup.

Fulton (West St. Paul) referred to the energy performance contract and asked how long it was for. Lind (DCC) stated that it was for either 5 or 10 years. Fulton (West St. Paul) commented that he would be interested in seeing what kind of a deal it was. Miller (Mendota Heights) stated that he was part of a solar project previously and it was only a good deal if you could get the tax credits. That was why the project needed to go through a private company. Battig (Dakota County) commented that it was a good deal but that he didn't have specifics. Battig stated that he could get that information and have it sent out through DCC staff if desired.

Board of Directors Representation – Lind (DCC) informed members that reminder letters went out on November 1st notifying agencies of the need to appoint Board of Directors representation at the beginning of 2014.

Executive Committee Chair – Lind (DCC) reminded members that the Executive Committee would be electing a new chair in January.

Overtime – Lind (DCC) informed members that at the October Executive Committee meeting a question was raised about overtime expenses. Lind informed members that in looking at overtime expenses from January 1st through September 30th, there had been 4,464 hours of overtime. Lind acknowledged that sounded like a lot but reminded members that the DCC had operated approximately 4 positions short during that time. Lind stated in talking with the DCC Fiscal Agent it was confirmed that while overtime has exceeded the budget, the regular salaries were far under budget so the overall personnel costs were still under budget. Lind also informed members that of the 4,464 hours, 236 of them were for Safe and Sober detail that salaries and 15% were reimbursed through grant dollars that were not reflected back to the overtime budget. Lind added that staff was currently going through 3Echo training with member Law and Fire folks which was a 12 hour commitment for three dispatchers. Lind assured members that while overtime was over budget, the overall personnel expenses were under.

Mielke (Lakeville) asked how many overtime hours that came out to per person. Lind (DCC) responded that it was approximately 23 hours per dispatcher.

Johnston (Burnsville) asked where the DCC was with hiring and recruitment. Lind (DCC) responded that the DCC was currently administering testing and anticipated interviews on November 19th. Lind stated that the feedback on this round of applicants was very favorable and staff was optimistic. Lind reiterated that the tough part of the pre-employment process was the background. Lind added that in visiting with members of the Law Enforcement group, they were having similar experiences.

Mesko-Lee (Hastings) asked how many were needed to be hired to meet full compliment. Lind (DCC) responded that the DCC was looking to fill 4 positions, two to get to the full compliment and two for the over comp positions. Mesko-Lee (Hastings) asked for clarification. Lind (DCC) clarified that full staffing authorization was 52, but then staff was also allowed to hire two additional positions to start training and so there was less of a training delay when positions became available.

Fulton (West St. Paul) referred to Safe and Sober and asked if the grant had pay requirements. Shaver (West St. Paul) stated that the county-wide initiative was payment at overtime. Fulton (West St. Paul) asked about the DCC. Lind (DCC) responded that the DCC reimbursement was through the same program, but that the DCC could do it at either straight time or overtime. Lind stated that whenever possible, the DCC covered the work at straight time. Lind added that reimbursement included the rate of pay plus 15% for benefits coverage.

Action: No action. Update only.

8. Miscellaneous

Discussion:

Lawell (Apple Valley) referred to the lengthy conversation in the Law Enforcement meeting minutes about the possible need for a fourth zone and asked how that tied into the current staffing levels. Lind (DCC) explained that the Radio Users Group had compiled a proposal to add a fourth zone which, upon preliminary review, could require three additional dispatch positions to cover. Lind clarified that staff was evaluating the current staffing structure and the possibility of compacting to accommodate the proposal with less than the originally determined three positions. Lind acknowledged that if it was determined that there was the need for three additional positions, the DCC would have the same issue it was currently experiencing with attaining full-staffing. Lind informed members that one point of good news was that the dispatch centers had finally gotten the attention of one of the area colleges as Century College had started a 911 dispatch program. Lind stated that there were eight students currently in the class who would be graduating in the very near future. Lind acknowledged that there would still be the need for DCC training, but that some of the training could be compressed.

King (South St. Paul) asked if the Consortium had any influence on the colleges to ask for customized training. King referred to Dakota County Vo-Tech and Inver Hills Community College which were both right in Dakota County and commented that they seemed to be the obvious partners. Lind (DCC) commented that the projects needed to be beneficial to the schools and she wasn't sure they would consider customizing their training to one agency. Lind reminded members that Minnesota was one of 13 states with no training or licensing requirements for dispatchers. Lind stated that in states with certification programs, they also offered the education.

Lind (DCC) informed members that the DCC had a surprise visit from OSHA stating they had an anonymous report of uncontrolled vermin and dust issues. Lind stated that when the OSHA personnel arrived, she pulled the Union Stewards, a member of IT and a member of Dakota County Facilities together to meet with them and do a facility walk-through. At the end of the meeting, they asked for some follow up information and once provided, the complaint was dismissed.

Battig (Dakota County) informed members that at their Tuesday meeting, the County Board approved use of grant funds to encrypt radios for all the tactical teams, MAAG, Burnsville Swat and Eagan Swat. Battig clarified that approximately \$90,000 of homeland security grant funds would be used to upgrade the radios. Battig stated that the Drug Task Force was already encrypted. Lind (DCC) acknowledged the need stating that the dispatch staff had received calls from the media on tactical communications. Battig (Dakota County) stated that completion of the encryption would be completed by December 31st, 2013 at no cost to the teams.

McKnight (Farmington) informed members that due to another conflict, the December 4th meeting would be at 3:00 pm.

Action: None

Adjourn

Action: Motion by Johnston (Burnsville) to adjourn. Second by Miller (Mendota Heights). Motion passed unanimously. Meeting adjourned at 2:01pm.

Next Regular Meeting:

December 4th, 2013

3:00pm

DCC Training Room