

**Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 02/20/2014**

Members Present: Burnsville – Bill Coughlin; Dakota County – Mike Slavik; Eagan – Gary Hansen; Hastings – Joe Balsanek; Inver Grove Heights – George Tourville; Mendota Heights – Ultan Duggan; Rosemount – Jeff Weisensel; South St. Paul – Beth Baumann; West St. Paul – Dick Vitelli

Members Absent: Apple Valley – John Bergman; Farmington – Jason Bartholomay; Lakeville – Kerrin Swecker

Alternates Present: Lakeville – Bart Davis

Others Present: DCC – Diane Lind, Cheryl Pritzlaff, Jen Hildebrandt; Executive Committee Chair – Steve King

1. Call the Meeting to Order:

There being a quorum Chair Tourville called the meeting to order at 8:00 am.

2. Roll Call:

Members in attendance are noted above.

3. Approve Agenda:

Motion: No action.

CONSENT AGENDA

- 4a. Approve the minutes of the regular board meeting on October 17th, 2013 and the special board meeting on November 27th, 2013.**
- b. Adopt and ratify the Executive Committee's approval of paid claims.**
 - September 1st – 30th, 2013
 - October 1st – 31st, 2013
 - November 1st – 30th, 2013
 - December 1st – 31st, 2013
- c. Approve Financial Reports.**
 - September, 2013
 - October, 2013
 - November, 2013
- d. Receive Report on Contracts & Service Agreements Executed by Executive Director between the dates of October 17th, 2013 and February 20th, 2014.**
- e. 2014 Official Newspaper**

Discussion: None

Action: Motion by Baumann (South St. Paul) to approve the Consent Agenda. Second by Slavik (Dakota County). Motion passed unanimously.

REGULAR AGENDA

Action Items

5. Election of 2014 – 2015 Chair and Vice-Chair

Discussion:

None

Action: Motion by Duggan (Mendota Heights) to nominate Beth Baumann from South St. Paul to the position of Board of Directors Chair for the 2014 – 2015 term. Second by Vitelli (West St. Paul). Motion passed unanimously. Motion by Duggan (Mendota Heights) to close nominations. Second by Weisensel (Rosemount). Motion passed unanimously. Motion by Duggan (Mendota Heights) to appoint Beth Baumann to the position of Board of Directors Chair for the 2014 – 2015 term. Second by Vitelli (West St. Paul). Motion passed unanimously.

Motion by Slavik (Dakota County) to nominate Ultan Duggan from Mendota Heights to the position of Board of Directors Vice-Chair for the 2014 – 2015 term. Second by Hansen (Eagan). Motion by Slavik (Dakota County) to close nominations and cast unanimous acceptance of appointment of Ultan Dugan to the position of Board of Directors Vice-Chair for the 2014 – 2015 term. Second by Coughlin (Burnsville). Motion passed unanimously.

6. P.E.R.A. Legislation

Discussion:

Lind (DCC) referred to a recommended position statement in the packet that addressed legislation that was currently in committee to change the retirement plan for dispatchers and move them from the coordinated fund to the correctional officer retirement fund. Lind referred to House file 884 and Senate file 998 and stated that the direct impact to the DCC would be on the change in early retirement age as well as the financial aspect. Lind explained that the retirement age would be lowered to 55 which would mean there would be ten dispatchers and supervisors who would be eligible for immediate retirement with four more in the next two years. Lind stated that the financial impact would be a .4% decrease in employee contributions with an increase on the employer contributions.

Lind informed members that the argument for moving the dispatch staff to the correctional fund was the stress of the position. Lind acknowledged that there was no arguing that the position of a 911 dispatcher was stressful. However, the original intent for the Law Enforcement, Fire and now the Correctional funds was to acknowledge the physical stress and dangers encountered, which dispatch staff did not have. In addition, Lind stated that the DCC offered crisis intervention and stress management, a wellness program and an Employee Assistance Program to help address emotional stress. Argument for putting them in there is due to the stress of the job. It would move from coordinated to correctional, early retirement plan. Talked with EC quite a bit about legislation. Not something that we want to lobby with but if asked, have a position ready to share with our legislators. DCC staff has looked at this and in discussion with EC quite a bit. Lind commented that there was concern where the position designations in the correctional fund would end as once dispatchers were included, it would not be long before it expanded to public health nurses, probation officers, etc. Lind stated that while the time might come for inclusion of 911 dispatchers in the correctional fund, she did not feel it was now as there was

additional evaluation of the impact needed first. Lind added that Minnesota was one of 13 states that didn't require any certification to become a dispatcher and that the focus might be better directed towards certifications. Lind acknowledged that the DCC was currently putting staff through certifications.

Lind reported that after much discussion with the Executive Committee, it was decided that the Consortium might not want to lobby against the files, but create a position for the Executive Director to work from in the event she were called to testify. Lind stated that there were already lobbyist on both sides of the discussion. Lind reiterated that she did not intend to minimize the emotional stress dispatchers went through, but she would like to see the efforts directed more toward training and wellness activities than through another retirement fund.

Tourville (Inver Grove Heights) reiterated that the recommendation was not to actively fight against the files, but to be prepared to identify the impacts if it were to proceed. Tourville also stated that the financial impact to the DCC could be just shy of \$50,000.

Hansen (Eagan) asked if there was a dispatcher effort at the DCC requesting support. Lind (DCC) responded that she was not aware of any internal effort. However, the union representation, LELS, did bring support of the files forward.

Tourville (Inver Grove Heights) commented that it might be a good idea to make the employer impacts known to the authors of the files. Duggan (Mendota Heights) stated that there were many other factors that needed to be considered.

King (Executive Committee Chair) reported that most of the discussion at the Executive Committee level was centered around how to come forward with the position. King explained that historically, the Consortium hadn't adopted formal lobbying positions. King stated that the position statement was deliberately crafted at a higher level, and agreed that there were many different pragmatic discussions that would need to be held if these files were to proceed. King stated that the decision of the Committee was to create a position statement, but that it was not out of bounds for individual agencies to make their delegation aware of the concerns at a lower level.

Vitelli (West St. Paul) commented that he agreed with creation of a well written letter to the authors addressing the impacts on the DCC. Tourville (Inver Grove Heights) asked if staff knew how many dispatchers across the state might be impacted. Lind (DCC) responded that she wasn't sure on the number across the state but in the metro area alone, there were roughly 400 dispatchers. Baumann (South St. Paul) agreed with the suggestion of a well crafted letter with the inclusion of an alternative option of directing legislative support towards training and certification standards. Tourville (Inver Grove Heights) acknowledged that training in and of itself was a really important item. Tourville then suggested the creation of a letter that could be emailed out to Board representation for review.

Slavik (Dakota County) acknowledged how the members all had their different delegations. Slavik stated that this issue was also being followed by the County given the impacts to County staff. Slavik stated that creation of a position would provide a nice tool for use on some other

efforts. Slavik added that he supported the letter to the authors from the DCC with follow-up contact to the different delegations.

Weisensel (Rosemount) asked if it would make sense to have each member council/commission to submit a letter of support. Weisensel stated this was a bigger issue than just the DCC.

Tourville (Inver Grove Heights) acknowledged stating that upon receipt of the letter, the individual communities could also express their support of the DCC position directly. Hansen (Eagan) agreed stating that in addition to the DCC letter, each community should contact their local legislators directly.

Lind (DCC) commented that she would work with Executive Committee Chair, Steve King to create a letter to the authors. Lind stated that upon creation, the letter could be emailed to the Board of Directors representatives for feedback. Once finalized, the letter could be sent to the authors and then copied to member communities.

Baumann (South St. Paul) asked if the other dispatch centers were getting involved to any extent. Lind (DCC) responded that while it was discussed, it is also a very fine line in regards to employee relations. Lind stated that the neighboring PSAPs had made their Councils and Commissions aware of the pending legislation.

Duggan (Mendota Heights) asked about a timeline for the letter. Tourville (Inver Grove Heights) responded that this should be done quickly because legislation began the following week.

Action: Motion by Vitelli (West St. Paul) to direct the Executive Director to work with the Chair of the Executive Committee to create a position paper that would be forwarded to the Board of Directors for comment. Motion further to send the approved letter to the authors of the legislation with copies to member agencies who would then follow up directly with their local legislators. Second by Hansen (Eagan). Motion passed unanimously.

Further Discussion:

Lind (DCC) presented a handout on additional pending legislation received the night prior to the meeting regarding review of 911 funding, Lind stated that the document was forwarded from Pete Eggeman from the MESB and was then shared with BJ Battig at Dakota County for discussion. Lind commented that there was very little known to date but that information would be shared as received. Lind added that the handout referred to an Executive Summary. However, she did not receive the summary, but the entire 191 page report. Lind commented that she would be willing to send the report to anyone who was interested.

Information Updates/Discussion Items

7. Executive Director Report

Discussion:

Bond Update – Lind (DCC) reported that in 2007, the DCC Consortium incurred 7.3 million dollars in bond debt that each city and the county made resolution to agree to pay. Lind stated that as of January 31st, 2014 the bond was paid off. Lind stated that going forward, DCC staff and the fiscal agent would work hard to stay out of debt.

CAD – Lind (DCC) informed members that the CAD process was progressing well. Lind stated that there were two workgroups, the Law Enforcement group and the Fire/EMS group who were helping direct how to set up CAD. Lind stated that she was hearing good things from both LOGIS and the workgroups regarding Tritech and how they were very organized and providing good direction to ensure everyone stays on task.

Shared Telephone System – Lind (DCC) acknowledged that this item had been on the agenda for a year now. Lind reported that the workgroup had made a decision to proceed with the Cassidian phone system after a lengthy evaluation process. Lind stated that there was still much work to be done but that some agencies needed to move more quickly than the DCC and Ramsey County. Lind stated that the DCC was looking to push the funding out to 2015 and to wait for the Wide Area Network (WAN). Lind explained that because Dakota County spanned so far out, it became Frontier territory which would require use of commercial fiber which was extremely expensive. Lind stated that she had been working with Ramsey County, discussing a shared backup server to save on some costs.

Lind stated that Entrado was the other manufacturer who had two quotes, one for themselves and another through CenturyLink. Lind stated that during the evaluation process, it was determined that Entrado would not work for the group due to a couple concerns that seemed minor. Lind added that Motorola and AT&T both also quoted but didn't follow the RFP and were eliminated from the evaluation.

Tourville (Inver Grove Heights) referred to fiber and gave Dakota County credit for pushing forward rapidly. Tourville stated that for some agencies, fiber would be primary while it would be secondary for others. Tourville commented that going forward, fiber would become a major expense for agencies.

Lind (DCC) stated that there would be more to come but that the current un-negotiated pricing was approximately \$400,000.

Prairie Island – Lind (DCC) reported that staff was gearing up for a Prairie Island exercise on July 29th. Lind stated that this would be a federal review where representatives from FEMA, the Nuclear Regulatory Commission and the State of MN would watch DCC staff performance. Lind stated this was a quite stressful exercise for staff but she was confident they would perform well. Lind assured that in preparation for the exercise, staff had all been through a radiological preparedness class and would be participating in table tops in April and June. Lind stated that the overtime required for the radiological preparedness class had already been reimbursed by grant dollars.

Homeland Security – Lind (DCC) informed members that a while back, a representative from Frontier came to the DCC and announced that they were here to install a T1 line. Lind stated that they were sent away as staff hadn't ordered a T1, but two months later it was determined that the State allowed Homeland Security to put a VHF antenna on the tower. However, they didn't tell Homeland Security that Dakota County owned the building under the tower and that the phone line would have to go through the DCC facility. Lind stated that DCC staff was working with Homeland Security to create a Memorandum of Understanding to ensure everyone was on the same page. Lind stated that Jay Stassen was reviewing the MOU on behalf of the DCC and Dakota County and that the MOU should be ready for action at the next Board meeting.

Rosemount American Legion – Lind (DCC) informed members that the DCC Employee recognition Committee voted to nominate dispatcher John O’Laughlin as dispatcher of the year for the upcoming Rosemount American Legion public safety recognition. Lind stated that John came from Lakeville and has, on more than one occasion, collected information to identify a gas drive-off pattern that aided law enforcement at member agencies to identify and charge the suspect. Lind stated that O’Laughlin brings a lightness to the dispatch floor, was very fun, but very serious and took pride in his job. Lind stated that award ceremony was scheduled for March 22nd at the Rosemount American Legion.

Duggan (Mendota Heights) suggested the creation of a letter from the Board of Directors congratulating O’Laughlin for his nomination. Lind (DCC) stated that although it had not been done in the past, it could certainly be done going forward.

Action: None. Update only.

OTHER BUSINESS

8. Miscellaneous

Discussion:

Duggan (Mendota Heights) thanked George Tourville for his contribution to the DCC and the Dakota County community in general. Tourville (Inver Grove Heights) stated that when the communities first came together to discuss consolidation, it was uncertain whether or not it would really happen. However, it did, it works and it is a good thing. Lind (DCC) also thanked Tourville for his leadership.

Tourville (Inver Grove Heights) reminded members that the next meeting was scheduled for May 15th. Tourville congratulated Baumann, Duggan and Steve King on their new appointments.

Action: None.

Adjourn

Action: Motion by Duggan (Mendota Heights) to adjourn. Second by Slavik (Dakota County). Motion passed unanimously. Meeting adjourned at 8:48 am.

**Next Meeting:
May 15th, 2014
8:00 am
Location: DCC**

Beth Baumann, Board Chair

Date

Executive Director, Diane Lind

Date