

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 10/16/2014

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

Members Absent: Apple Valley – John Bergman; Farmington – Jason Bartholomay; South St. Paul – Beth Baumann

Alternates Present:

Others Present: DCC – Diane Lind, Jen Hildebrandt; Executive Committee Vice-Chair – Justin Miller

1. Call the Meeting to Order:

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

2. Pledge of Allegiance

3. Roll Call:

Members in attendance are noted above.

4. Approve Agenda:

Discussion:

Lind (DCC) requested the removal of item #13 from the agenda as it was no longer necessary.

Action: Motion by Vitelli (West St. Paul) to approve the agenda with removal of item #13 as requested by Staff. Second by Coughlin (Burnsville). Motion passed unanimously.

CONSENT AGENDA

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- a. **Approve minutes from the regular Board meeting dated August 21st, 2014.**
- b. **Adopt and ratify the Executive Committee's approval of paid claims:**
 - **July 1st – 31st, 2014**
 - **August 1st – 31st, 2014**
- c. **Approve Financial Report**
 - **July, 2014 Unaudited Financial Report**
 - **August, 2014 Unaudited Financial Report**
- d. **Receive Report on Contracts & Service Agreements Executed by Executive Director between August 21st, and October 8th, 2014.**

Discussion:

Action: Motion by Weisensel (Rosemount) to adopt and ratify the Executive Committee approval of July and August, 2014 paid claims. Second by Coughlin (Burnsville). Motion passed unanimously.

Motion by Hansen (Eagan) to approve the July and August, 2014 Financial Reports as presented. Second by Tourville (Inver Grove Heights). Motion passed unanimously.

No action necessary on Item 5D as there were no contracts or agreements reported.

REGULAR AGENDA

Action Items

6. Executive Assistant Position Title

Discussion:

Lind (DCC) reported that per previous action, the responsibilities of the Executive Assistant position had increased to include a number of Human Resource functions. Lind continued stating that at the recommendation of the HR Task Force, and endorsement by the Executive Committee, staff was requesting a position title change for the current Executive Assistant to HR Coordinator/Executive Assistant.

Vitelli (West St. Paul) asked if the position title change would also result in a compensation change. Lind (DCC) confirmed stating that request would be covered in the next item on the agenda. Slavik (Dakota County) commented that the information provided in the first bullet point of the facts was very important as it helped members better understand the reason behind the actions requested, including the state-required pay equity reporting.

Action: Motion by Swecker (Lakeville) to approve the recommendation to change the Executive Assistant position title to HR Coordinator/Executive Assistant. Second by Slavik (Dakota County). Motion passed unanimously.

7. Compensation Report

Discussion:

Lind (DCC) reported that the DCC would be required to file a pay equity report in January, 2015 and as part of the preliminary review of the current DCC compensation structure, staff enlisted the help of Ray Kennedy, Compensation and Classification Specialist from Dakota County, to review all DCC positions and help ensure pay equity compliance. Lind stated that the outcome of the review was the creation of a 2015 compensation structure that recognized current agreements with the two bargaining units for 2015 wages, a 2% wage increase that matched the bargaining agreements for all non-union staff, and also a couple of minor discrepancies that could throw the DCC compensation structure out of compliance for pay equity. Lind stated that the maximum wage for the Operations Director had been decreased, and the wage range for the HR Coordinator/Executive Assistant had increased to recognize added responsibilities.

Action: Motion by Slavik (Dakota County) to approve the 2015 Compensation Structure as presented. Second by Swecker (Lakeville). Motion passed unanimously.

8. 2015 Operations Director Performance Adjustment

Discussion:

Lind (DCC) reported that the previously approved 2015 compensation structure covered the wage increase effective 1/1/2015 for all staff. However, each year, the Board of Directors also approved performance increase amounts for both the Operations and Executive Directors. Lind acknowledged that while the process for the Executive Director was handled in a separate process, she needed approval to award up to 4% increase to the Operations Director as the result of a positive performance evaluation effective on the anniversary date. Lind stated that the 4% was reflective of the approximate increase between steps for the employees currently in the step structure.

Action: Motion by Coughlin (Burnsville) to authorize the Executive Director to award up to 4% in performance increase to the Operations Director effective on the anniversary date and contingent on a positive performance evaluation. Second by Hansen (Eagan).

Further Discussion: Vitelli (West St. Paul) asked where the 4% came from. Lind (DCC) explained that 4% was the approximate range reflected between steps for the other positions at the DCC. Swecker (Lakeville) clarified that if the performance evaluation was positive, the Operations Director would receive the increases at the end of February in relation to the anniversary date. Lind (DCC) confirmed.

Motion passed unanimously.

9. Motorola Radio Console Replacement

Discussion:

Lind (DCC) reminded members that the current radio system in use on the dispatch floor was the Motorola Gold Elite Console which was scheduled to be obsolete in early 2016 when the State of Minnesota upgraded the current radio backbone. Lind acknowledged that because of this, the DCC was required to replace the consoles on the dispatch floor prior to that time. Lind reminded that the state mandate was something that the consortium was aware of and had been planning for by the inclusion of the expense in the budget. Lind stated that if the consoles were not replaced by the time of the state upgrade, the DCC would lose connectivity with the radio system. Lind reported that the budget allowed for \$1,700,000 for the expense and the quote came in at \$1,300,000. Lind stated that both DCC consultant PSC Alliance and Dakota County Radio Services reviewed the contract and felt the quote provided covered everything needed. Lind added that not only was the quote significantly lower than expected, but the contract also allowed \$125,000 in trade-in value for the current console equipment and end of year savings. Lind commented that Motorola was not requiring the DCC to relinquish the old equipment so Dakota County Radio Services was assisting in identifying centers outside the State of Minnesota that may be interested in purchasing the Gold Elite Consoles.

Vitelli (West St. Paul) asked when the implementation needed to be done. Lind (DCC) responded that it would need to be completed in 2015 to ensure connectivity with the State of Minnesota in early 2016.

Swecker (Lakeville) asked if the \$1,300,000 included any maintenance. Lind (DCC) responded that there would be ongoing maintenance costs and that the \$1,300,000 included the first year maintenance expense. Swecker (Lakeville) then asked if there was an implementation plan in

place. Lind (DCC) responded that the plan was to replace ½ of the equipment at a time to ensure continued connectivity. Lind assured that the DCC also had handheld radios for additional backup if any unexpected issues were to arise.

Action: Motion by Vitelli (West St. Paul) to approve the purchase of the MCC7500 radio consoles. Second by Slavik (Dakota County). Motion passed unanimously.

10. Telephone Replacement – Shared Phone System

Discussion:

Lind (DCC) commented that as discussed at previous meetings, the DCC had participated in an RFP evaluation process to entertain the possibility of joining with other metro agencies to purchase a new shared telephone system. Lind reported that the conversation revolved around the five Hennepin County agencies proceeding in the purchase jointly with the understanding that the other agencies could join the purchase process at any time. However, the group was unable to pin down what all the infrastructure costs would be. Lind stated that after some follow up discussions about the DCC and Ramsey County possibly joining efforts because they are currently each other's backup, it was decided that the DCC should proceed with purchasing the telephone replacement equipment on its own. Lind stated that discussions with Ramsey County to share efforts going forward had not ceased, but the current holdup was infrastructure costs that would likely bump the cost of the system over what it would cost to purchase a stand-alone system. Lind commented that the group could not receive enough of a guarantee that the infrastructure between the PSAPS would be as stable as needed which was very concerning.

Lind (DCC) informed members that the cost for the telephone system replacement had come in at \$416,000 for the DCC which was under budget. Lind added that the provider also offered a prepaid maintenance agreement option which would result in cost savings of approximately \$104,000 over a five year period. Lind stated that the Fiscal Agent recommendation was to proceed with the prepaid maintenance agreement options as the consortium was able to use funds in reserve to cover the expense and then pay it back on a yearly basis. Lind stated that staff had asked the Fiscal Agent and Legal Counsel if there should be given any consideration to performance bonds for the maintenance but the recommendation was that would not be necessary as the company the DCC would be working with was very stable. Vitelli (West St. Paul) asked if there was a backup company for Airbus if something were to happen. Lind (DCC) responded that Airbus was a French company that did a lot of work with airline businesses and military contracts for France and Canada. Lind assured they were very well known and very stable.

Tourville (Inver Grove Heights) referred to interfaces and asked if there were any guarantees on interoperability with the logger and emergency notification systems. Lind (DCC) commented that the logger equipment was the last piece of equipment slated for replacement and the system currently being used interfaced with both the phone and radio console systems. Lind added that the cost for the logger was also slated in the CIP for 2015 and confirmed that there were guarantees by the phone company that the system would work with both the logger and radio vendors. Tourville (Inver Grove Heights) commented that Motorola had a 7500 logger and asked if there was any advantage to doing everything at the same time. Lind (DCC) responded

that there had been no identified advantage to doing the equipment replacements at the same time.

Swecker (Lakeville) asked if there had been any lab trials to ensure compatibility. Lind (DCC) responded that as the first half of equipment installs, there would be in-house trials. Lind added that there had also been trials of the system through productions in lab settings. Lind assured that the equipment going into the DCC was nothing unique to the DCC and that other agencies in Minnesota had the same equipment that they were currently running on.

Lind (DCC) reported that had the DCC not been a consolidated center, the originally PSAP locations in Dakota County would have paid approximately \$1,600,000 more in expenses through tax-payer dollars. Lind stated that this is one example of how a consolidated effort reflects some cost avoidance. Slavik (Dakota County) suggested a possible press release to make people aware of this cost avoidance. Tourville (Inver Grove Heights) referred to Hennepin County and asked if they were doing some of the same things the DCC was doing. Lind (DCC) confirmed stating that Hennepin County was one of the original 10 participants in the shared system evaluation. Lind stated that Hennepin was buying the same system in a joint effort with Allina, Minneapolis, Edina and HCMC. Lind stated that the effort was experiencing some snags involving IT expenses in getting all the equipment networked together. Lind added that there were some political hurdles that group was currently facing that were slowing that project. Lind added that the Hennepin County press releases on Text to 911 and Video to 911 were actually state-wide projects. Lind assured that the equipment in this proposal could accommodate both projects.

Action: Motion by Swecker (Lakeville) to authorize the Executive Director to proceed with the 911 telephone replacement project as identified by staff. Second by Coughlin (Burnsville). Motion passed unanimously.

11. 2015 Meeting Schedule

Discussion:

None

Action: Motion by Hansen (Eagan) to approve the 2015 Meeting Schedule as presented. Second by Slavik (Dakota County). Motion passed unanimously. DCC staff will send the meeting invite out via Outlook.

Information Updates/Discussion Items

12. Executive Director Report

Discussion:

Performance Bond for Maintenance Agreements – Lind (DCC) reported that consideration of issuing performance bonds for the console and telephone maintenance agreements had been discussed at length with both DCC Legal Counsel and DCC Fiscal Agent and the determination was that there was a good understanding of what to look for and that the costs of the bonds would be a concern. The direction was to proceed with the long-term maintenance agreements with these solvent companies without performance bonds.

Burnsville Center Active Assailant Training – Lind (DCC) reported that approximately 3 weeks prior there was an active assailant training at Burnsville Center which included three different scenarios. Lind acknowledged that while the first scenario proved to be somewhat confusing for all participants, the second and third scenarios went very well. Lind stated that the DCC received good feedback from both responders and dispatchers and lessons learned were being incorporated into the active assailant training going forward. Swecker (Lakeville) commented that she was pleased to hear about the ongoing efforts of preparation for an event like this. Lind (DCC) thanked member law enforcement agencies for inviting the DCC to participate in these trainings.

Fire Prevention Week – Lind (DCC) informed members that DCC staff had attended ten open houses at member agency fire stations the previous week allowing for much interaction between DCC staff and citizens. Lind thanked member fire departments for always welcoming DCC participation at these events. Balsanek (Hastings) commented that Hastings Fire recently put a ladder truck into service that they were very excited about. Balsanek stated that staff was undergoing extensive training on the equipment that the City had been saving for some time to purchase.

2015 BOD Appointments – Lind (DCC) reminded the appointment letters went out to all City/County Administrators and Managers of members needing to confirm Board appointments at their first Council/Commission meetings of 2015. Lind stated that not all agencies needed to make formal appointment but asked that members keep this in mind as the New Year approached.

CAD Interface Update – Lind (DCC) informed members that the consortium had originally planned to implement a CAD to CAD interface with Allina with the new CAD system. However, Allina had identified a \$12,000 equipment expense that they could not currently cover in their budget. Lind assured that Allina and staff were going back to TriTech to see if the equipment LOGIS purchased would be adequate for both, but as it currently stood, Allina was in need of a router. Lind stated that other than the Allina glitch being worked on, the CAD implementation was proceeding very smoothly and staff was working vigorously to get all the configurations in place. Lind stated that member jurisdictions had until December 1st to provide needed information to continue configurations. Swecker (Lakeville) asked if Lind would send an email to the group notifying when the configuration work was completed. Lind (DCC) confirmed and clarified that it wouldn't be truly complete until October of 2015 when the implementation went live.

Overtime Review – Lind (DCC) acknowledged that overtime expenses were always a concern, especially with how the DCC budget was structured. Lind clarified that the financial reports only reflected expenses and assured that there were also reimbursements and savings being recognized that were not reflected in the current line item that members saw. Lind explained that in looking at the first six months, total expenses were still coming in under budget when taking overtime and straight time into consideration. Lind stated that the DCC currently had five dispatchers in training and continued to get the fully trained staffing levels where they needed to be. Slavik (Dakota County) referred to staff morale and asked if there was any impact due to the amount of overtime. Lind (DCC) acknowledged that staff morale was always a concern and

assured that efforts were made to balance coverage of overtime across all dispatch staff to help ease the impact. Lind added that another thing the DCC was doing was allowing shift trades and schedule adjustments to help avoid over time. Lind closed stating that for the first 6 months of 2014, approximately 300 hours of overtime were reimbursed by safe and sober grand money.

Vitelli (West St. Paul) commented that he made two non-emergency calls over recent months and complimented that both calls were answered almost immediately.

Adjourn

Action: Motion by Vitelli (West St. Paul) to adjourn. Second by Slavik (Dakota County). Motion passed unanimously. Meeting adjourned at 8:39 am.

**Next Meeting:
February 19th, 2015
8:00 am
Location: DCC**

Beth Baumann, Board Chair

Date

Executive Director, Diane Lind

Date