

**Dakota Communications Center
Executive Committee
Meeting Minutes: 01/07/2015**

Members Present: Tom Lawell – Apple Valley; Dave Osberg – Eagan; David McKnight – Farmington; Melanie Mesko-Lee – Hastings; Justin Miller – Lakeville; Tamara Schutta – Mendota Heights; Dwight Johnson – Rosemount; Steve King – South St. Paul; Matt Fulton – West St. Paul

Members Absent: Heather Johnston – Burnsville; Brandt Richardson – Dakota County; Joe Lynch – Inver Grove Heights

Alternates Present: BJ Jungmann – Burnsville; BJ Battig – Dakota County

Others Present: Diane Lind, Cheryl Pritzlaff, Jen Hildebrandt – DCC; Brian Lindquist – Joint Operations Committee Co-Chairs

1. Call the Meeting to Order

Chair King (South St. Paul) called the meeting to order at 3:02 p.m.

2. Roll Call

Members in attendance are noted above. Seeing new faces at the table, Chair King called for introductions.

3. Approve Agenda

Discussion:

Action: Motion by McKnight (Farmington) to approve the agenda. Second by Miller (Lakeville). Motion passed unanimously.

Consent Agenda

4.

- a. **Approve minutes from the December 3rd, 2014 Executive Committee Meeting.**
- b. **Approve Paid Claims.**
 - **November 1st – 30th, 2014**
- c. **Receive Financial Report**
 - **November, 2014 Unaudited**
- d. **Receive Report on Contracts & Service Agreements Executed by the Executive Director between December 3rd and December 31st, 2014.**

Discussion:

Lind (DCC) informed members that while the Motorola invoice reflects the entire 2015 service agreement but was actually billed monthly and would be prorated until the MCC7500s were up and running.

Action: Motion by Miller (Lakeville) to approve the consent agenda. Second by Osberg (Eagan). Motion passed unanimously.

Regular Agenda

Action Items

5. 2015 Medical Insurance

Discussion:

Lind (DCC) recapped the events that led up to the current discussion on the 2015 medical

insurance. Lind stated that since the December meeting, staff had met with the union to further discuss possible resolution to the issue. Lind added that staff also met with the HR Task Force to discuss the issue and possible resolution suggestions. Lind introduced Kevin Rupp, DCC Legal Counsel from Rupp, Anderson, Squire and Associates who provided the group with legal considerations they would want to be aware of before providing further direction to staff.

Action: Motion by Johnson (Rosemount) to authorize staff and legal counsel to continue negotiations with DCC union representation as discussed. Second by Fulton (West St. Paul). Motion passed unanimously.

Information Updates/Discussion Items

6. Executive Director Goals

Discussion:

Lind (DCC) informed members that after working with the Board of Directors chair, the Executive Director Goals were being presented for consideration and feedback. Lind shared an updated copy of the goals stating that there had been some language changes since the email distribution.

Lind (DCC) identified three specific goal areas, technology, organization and personal. Lind commented that the technology goals were tangible and already in the works. Lind referred to the organizational goals and stated that she had spoken with DCC Legal Counsel, Jay Stassen about reviewing the by-laws and doing some organizational "clean-up". Lind added that the Board Chair suggested creation of a vision statement through a consultant-guided effort that would help provide all representation with a better understanding of where the DCC and consolidation efforts were headed, and how the consortium would get there. Lind then diverted and stated that in addition, the HR Directors suggested the creation of a "personnel statement" that would evaluate the overall philosophy on personnel. Lind explained that the statement would include where the consortium wanted to be in comparison as far as benefits, training and other personnel-impacting actions. Lind stated that it could be used as a guideline for consistency and moving forward as an organization.

Lind (DCC) referred to the personal section of the goals and stated that one of the efforts would be the development of an Executive Director process that included not only review of goals but also a 360 review and an organized schedule for members to work within.

Lind (DCC) referred to efforts toward showcasing the DCC consortium efforts and commented that the public needed to know the good the organization did and that she would be working with membership to improve the DCC ability to share successes with the public.

Osberg (Eagan) suggested a wording change in reference to the philosophy section of the personnel statement material.

Mesko-Lee (Hastings) thanked Lind for putting the information together.

Battig (Dakota County) suggested consideration of review and feedback on the goals on a quarterly basis. Osberg (Eagan) agreed stating that would be a great idea. Lind (DCC) acknowledged that she could provide a quarterly update on goal status.

Lawell (Apple Valley) referred to the vision statement and asked if the Board of Directors was going to be involved in the creation of the statement. Lind (DCC) responded that per Board of Directors Chair direction, the bulk of that effort should be managed by the Executive Committee. Lind stated that a draft of the statement would be brought back to the Board of Directors sometime during the 3rd quarter, followed by finalization. Lawell (Apple Valley) commented that was different than how efforts were handled in the past. Mesko-Lee (Hastings) suggested the information be presented to the Board as it progressed so they didn't see it for the first time at the end of the year.

Action: No action. Update only.

7. Executive Director Update

Discussion:

Board Appointments – Lind (DCC) reminded members that the DCC needed formal Board representation appointments for some of the members and thanked those who had already provided it.

Consoles – Lind (DCC) reported that the new consoles were all on-site and that there was a meeting scheduled for January 8th with Motorola to discuss rack space, staging and the transition to the new equipment. Lind commented that there were bi-weekly meetings underway and commented that the aggressive completion date of mid-March was still expected.

TriTech – Lind (DCC) informed members that the anticipated “go-live” date was October 20th or 21st. Lind stated that representatives from TriTech and LOGIS would be meeting with law enforcement MDC users at the DCC on January 8th and fire/ems MDC users the following week. Lind reported that jurisdictions were getting the requested information to DCC staff on time and thanked them for that. Lind added that the dispatch training schedule had been received the previous day. Lind stated that there would be 8 sessions held at LOGIS in August for DCC staff. Lind added that each session would consist of 4 days of training. Lind informed members that reports with key holder and hazardous material information would be going out to member agencies for review and modification as needed. Lind reported that Anoka went live two weeks prior and while less complex than the DCC, the transition went well. Lind commented that Anoka offered to meet with DCC staff and discuss what went well and what didn't. Lind continued stating that Ramsey County would be going live the 1st week in February.

Action: No action. Update only.

OTHER BUSINESS

Lawell (Apple Valley) referred to the news that City of Lakeville Finance Director, Dennis Feller, was retiring and asked how the DCC planned to proceed given the fact he was also the DCC Fiscal Agent. Miller (Lakeville) commented that the City of Lakeville was planning to continue fiscal agency services for the DCC but acknowledged that it would be a good time for DCC governance to determine if they wanted that to continue.

Members requested notification of any events being held in Feller's honor and acknowledged the desire to recognize Feller for his contributions to the DCC. Miller (Lakeville) stated that Feller's last day was scheduled for February 28th and agreed to share invites for events. Lind (DCC) commented that she had discussed recognition of Feller with Board of Directors Chair, Beth Baumann, and that she would be watching for invites in an effort to determine when would be the best time to recognize him.

Adjourn

Action: Motion by Johnson (Rosemount) to adjourn. Second by Battig (Dakota County). Motion passed unanimously. Meeting adjourned at 3:51pm.

Next Regular Meeting:

February 4th, 2015

3:00pm

DCC Training Room