

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 02/19/2015

Members Present: Apple Valley – John Bergman; Dakota County – Mike Slavik; Eagan – Gary Hansen; Farmington – Todd Larson; Hastings – Joe Balsanek; Inver Grove Heights – George Tourville; Rosemount – Jeff Weisensel; South St. Paul – Beth Baumann; West St. Paul – Dick Vitelli

Members Absent: Burnsville – Bill Coughlin; Lakeville – Kerrin Swecker; Mendota Heights – Ultan Duggan

Alternates Present: Burnsville – Mary Sherry

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 Baumann called the meeting to order at 8:01 am.

2. Pledge of Allegiance

3. Roll Call:

Members in attendance are noted above.

4. Approve Agenda:

Discussion:

Recognizing only two items on the agenda, Chair Baumann moved item seven ahead of item six stating that she would like to excuse staff from the meeting while the group discussed the Executive Directors recent performance review.

Action: Motion by Weisensel (Rosemount) to approve the agenda with the noted modification. Second by Hansen (Eagan). Motion passed unanimously.

CONSENT AGENDA

5.

a. Approve minutes from the regular Board meeting dated October 16th, 2014.

b. Adopt and ratify the Executive Committee's approval of paid claims for

- September 1st – 30th, 2014

- October 1st – 31st, 2014

- November 1st – 30th, 2014

- December 1st – 31st, 2014

c. Approve Unaudited Financial Reports for

- September, 2014

- October, 2014

- November, 2014

- d. Receive report on contracts and service agreements executed by the Executive Director between October 8th, 2014 and January 28th, 2015.**
- e. Approve the 2015 Legal Newspaper**

Discussion:

No discussion

Action: Motion by Weisensel (Rosemount) to approve the consent agenda as presented. Second by Bergman (Apple Valley).

REGULAR AGENDA

Action Items

6. Director's Report

Discussion:

Medical Insurance – Lind (DCC) reported that due to a union-identified decrease in aggregate value on one of the plans offered, the DCC had to go back into negotiations with the unions. Lind stated that after much negotiation, it was agreed that the DCC would give each employee an increased one-time contribution. Lind assured that the end result was still under budget. Lind reported that in addition, union representation would participate in review of plan offerings. Lind clarified that union representation would not participate in discussion on cost sharing, but that the information would be presented to them prior to presentation to governance.

MCC 7500 Consoles – Lind (DCC) reminded that the MCC 7500 were I.P. based consoles mandated by the state to be online by 2016. Lind stated that the consoles were at the DCC and being programmed and tested. Lind also stated that staff was working with Dakota County to get under the dispatch floor and ensure that the electrical configurations were correct. Lind clarified that half of the consoles on the dispatch floor were supported by one power source while the other half of the consoles were supported by a second power source allowing for the first level of redundancy within the facility. Lind commented that the transition from the Gold Elite consoles to the MCC 7500 consoles should be transparent to responders. Lind stated that DCC staff was meeting weekly with Motorola, Dakota County Radio Services and DCC consultant, PSC Alliance to discuss the project progress. Lind reported that the project was on schedule, on task and on budget, and was anticipated to be complete by the beginning of April.

Phones – Lind (DCC) informed members that the new phone system had been ordered, but that there was no confirmed go-live date yet. Lind stated that DCC staff had been meeting with the phone company and DCC consultant, PSC Alliance to discuss configuration and other features that would be new to staff at go-live. Lind stated that the equipment replacement should have no service interruptions and was anticipated to be complete by early fall.

TriTech CAD System – Lind (DCC) reported that the original go-live date of August of 2015 had been pushed back to the first part of 2016 as there were some mandated features that were to be functional and tested prior to the DCC going live. Lind stated that the features were scheduled to be part of the December update so the decision was to push the go-live date back and wait for them. Lind acknowledged that while the delayed go-live date was disappointing, it was necessary to have the features in place and tested by LOGIS prior to going live.

Audio Logger – Lind (DCC) reported that the final piece of equipment in the CIP that was scheduled for 2015 replacement was the audio logger. Lind assured that the expenditure for this replacement was in the CIP and that staff was currently considering two options. Lind stated that while the current servers were able to be upgraded, consideration was being given to going out for RFP because technology had changed so much with the added ability to track keystrokes, messaging, etc. Lind stated that if the decision was to go out for RFP, it would likely be done over the next three to four months.

ICE Dakota County Radio Services Agreement – Lind (DCC) informed members that staff had just finalized an agreement among three parties that were the Immigration and Customs Enforcement, Dakota Communications Center and Dakota County. Lind explained that ICE had received approval by the state to put a VHF radio antenna on the tower, but in order to do that, they needed to run fiber through the DCC facility. Lind continued explaining that Dakota County had to be involved because the fiber between the DCC facility and the tower was their responsibility. Lind assured that this was a “good faith” agreement and that there would be no cost to the DCC.

GIS Project – Lind (DCC) informed members that over the past number of years, the DCC and member agencies had been working with the MESB, LOGIS and Dakota County to change the mapping system from street guide to point guide. Lind stated this ensures that every parcel in Dakota County would have an associated latitude and longitude. Lind stated that this task force project was coming to an end and thanked member agencies for their involvement. Lind commented that these same maps were accessible by all member cities and that the State of Minnesota 911 project manager was now requiring all agencies in the State to undertake this project, using the Dakota County model as their template.

Action: No action. Update only.

Goals – put together and the EC committee reviewed and approved. Any questions on these? Goal was to make them measurable and actionable.
Vitelli/Slavik

7. Executive Director Performance Review and Goals

Discussion:

Chair Baumann (South St. Paul) directed member attention to the Executive Director Performance Goals and asked if there were any questions or concerns about the identified goals. Hearing none, Chair Baumann excused Director Lind and members of DCC staff to discuss the Executive Director Performance Review and Wage Increase discussion.

Group consensus was to approve the performance review and direct the Executive Committee to formalize the evaluation process and also recommend a wage increase.

Action: Motion to approve the performance review was made and approved. Motion also to direct the Executive Committee to formalize the Executive Director review process and also recommend a 2015 wage increase.

Adjourn

Action: Motion by Vitelli (West St. Paul) to adjourn. Second by Slavik (Dakota County). Motion passed unanimously. Meeting adjourned at 9:22am.

Next Meeting:
May 21st, 2015
8:00 am
Location: DCC

Beth Baumann, Board Chair

Date

Executive Director, Diane Lind

Date