

**Dakota Communications Center  
Executive Committee  
Meeting Minutes: 03/04/2015**

**Members Present:** Tom Lawell – Apple Valley; Heather Johnston – Burnsville; Brandt Richardson – Dakota County; Dave Osberg – Eagan; David McKnight – Farmington; Melanie Mesko-Lee – Hastings; Justin Miller – Lakeville; Mark McNeill – Mendota Heights; Dwight Johnson – Rosemount; Steve King – South St. Paul; Matt Fulton – West St. Paul

**Members Absent:** Joe Lynch – Inver Grove Heights

**Alternates Present:** Larry Stanger – Inver Grove Heights

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

**1. Call the Meeting to Order**

Chair King (South St. Paul) called the meeting to order at 3:00 p.m.

**2. Roll Call**

Members in attendance are noted above.

**3. Approve Agenda**

**Discussion:**

**Action:** Motion by Miller (Lakeville) to approve the agenda. Second by Johnson (Rosemount). Motion passed unanimously.

**Consent Agenda**

**4.**

- a. **Approve minutes from the February 4<sup>th</sup>, 2015 Executive Committee Meeting.**
- b. **Approve Paid Claims.**
  - **January 1<sup>st</sup> – 31<sup>st</sup>, 2015**
- c. **Receive Report on Contracts & Service Agreements Executed by the Executive Director between January 28<sup>th</sup> and February 25<sup>th</sup>, 2015.**

**Discussion:**

None

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

**Regular Agenda**

*Action Items*

**5. Executive Director Performance Review Process**

**Discussion:**

King (South St. Paul) recapped the Board of Directors discussion on the Executive Director Performance review stating that the Board generally agreed with the results of the review and the identified goals. King stated that the Board also agreed with the inclusion of a 360 degree evaluation. Richardson (Dakota County) commented that he agreed with the administration of a 360 degree evaluation but suggested that be done as a separate developmental opportunity as he didn't think it should be part of the evaluation. Johnson (Rosemount) agreed stating that it was actually recommended by ICMA that the 360 degree evaluation not be part of the formal

evaluation.

King (South St. Paul) commented that there was a desire for the inclusion of a capital planning process on a 10 year cycle. Lind (DCC) acknowledged and reported that was currently being done but that only five years were being reported during the budget. Lind agreed to present the 10 year cycle going forward.

King (South St. Paul) stated that the item was on the agenda because the Board directed the Executive Committee to engage the HR Task Force to formalize the process with the inclusion of a timeline and also a wage increase recommendation.

King (South St. Paul) also reported that the Board of Directors was in favor of holding a strategic planning session that included representation from the Board of Directors and Executive Committee and that the Chairs of the Board and Executive Committee would meet to work through those details. King added that the Board complimented how the communications between the Director and the Committees seemed to be going and also that the Operations Committee chairs should be considered participants at the Executive Committee meetings, not just spectators.

King (South St. Paul) referred to the Executive Director wage increase and stated that over the past couple of years and stated that the position received the same 2% general increase at the beginning of 2014 and 2015. However, the position wage structure was set to also recognize a performance increase which had not been received since 2013. King added that the Executive Director was authorized to give the Operations Director up to a 4% performance increase based on a positive evaluation and there were concerns about compression if the Executive Director position didn't receive something comparable. King then stated that the Board meeting closed having made no determination on wage increase for the Executive Director and with direction to enlist the HR Task Force to define the process, and formulate a mechanism for determination of pay. Osberg (Eagan) commented that he believed the original pay structure was modeled after the County. Lawell (Apple Valley) agreed stating that he believed the foundation was there. Richardson (Dakota County) agreed that it would be a good idea to engage the HR Task Force. Hildebrandt (DCC) clarified that the Executive Director and Operations Director positions were modeled after the County structure that included a general increase and then also a performance increase if warranted. Hildebrandt stated that in addition, there was an 2015 compensation structure that was created with the assistance of Ray Kennedy from Dakota County that was tied to the pay equity structure which was reported in January. Hildebrandt stated that the structure was in place, and that there was a need for identification of comparables for the Executive Director and Operations Director positions. Johnston (Burnsville) acknowledged and stated that there had to be comparables across the County that could be used. King (South St. Paul) commented that he would like to see the process, timeline and pay determination mechanism reduced to writing for future reference.

King (South St. Paul) commented that the HR Task Force would be convened and information would be brought back for the May Executive Committee and Board meetings.

**Action:** No action. Update only.

### ***Information Updates/Discussion Items***

#### **6. Executive Director Update**

##### **Discussion:**

MCC7500 Consoles – Lind (DCC) reported that the first console was up and being tested on zone 3. Lind stated that members in zone 3 were requested to provide feedback on voice quality. Lind reported that a siren test was also run from the new console and there were some issues similar to what was experienced with the Gold Elite consoles previously. Lind assured

that the issues were being addressed and would be fixed prior to going live. Lind stated that there was extensive siren testing with Prairie Island and Ravenna scheduled for the week of March 9<sup>th</sup> as those sirens needed to be certified federally. Lind stated that the issues experienced were nothing unexpected and were being corrected as identified. Lind added that staff was pleased with the process so far.

Tritech – Lind (DCC) informed members that the CAD go-live date had been pushed out to March of 2016. Lind explained that there were several features coming out in releases at the end of the year that were necessary to operations. Lind added that those releases needed to be thoroughly tested before going live. Lind reported that the features included officer and fire personnel checks and accountability reports along with stacking calls. Lind stated that LOGIS was asked if any payments would be withheld because of this Tritech delay and LOGIS confirmed that the milestone payment expected to be made after go live in October, would be held until after go live in March, 2016 now. Lind added that the RMS systems would still be ready before the end of 2015 so that was progressing as expected. Lind commented that there was also a concern with Imagetrend as they wanted to charge the consortium \$21,000 to move from Printrak to Tritech. However, they were already working with other agencies on Tritech so the DCC felt this was a bit of a gouge. Lind stated that LOGIS agreed and would be meeting with Imagetrend to address this issue on the DCC behalf and it was expected that the result would be favorable for the DCC. Lawell (Apple Valley) commented that he had visited with Mike Garris from LOGIS who acknowledged the he did not want any agency to be financially harmed by this delay. Lawell asked member agencies to identify any expenses that may be incurred due to the delay and share them with LOGIS. Lind agreed and stated that the DCC would do that and would also contact member Law and Fire/EMS representation with that request. Lawell (Apple Valley) reminded members that this was not just a delay to the DCC, but everyone. Lind (DCC) agreed and stated that frustrations about the set-back were expressed to Tritech.

Kare 11 – Lind (DCC) addressed the recent report on Kare 11 news regarding the inability to locate cell calls through 911 and reported that it was a story out of Atlanta that the network mandated all affiliates to run locally. Lind explained that the story was about 911s inability to identify exact locations of cell phone calls. Lind assured that this had been an issue since cell phones started calling 911. Lind stated that in an effort to help address the issue, the FCC mandated that 40% of calls have location accuracy within 2 years. Lind acknowledged that was low and also that the carriers had differing opinions on how to rate that accuracy. Lind referred to the DCC and stated that dispatchers were trained to always ask the address of the emergency, including city immediately, but acknowledged that it was ultimately up to the caller to provide that information. Lind recapped that the issue was getting a lot of media attention but that it was not new to the DCC and staff was taking every effort to get exact locations and address the concern head-on.

Fox 9 – Lind (DCC) informed members that Fox 9 news had been out to the DCC on February 24<sup>th</sup> as they were doing a piece on a baby delivery in Eagan. Lind explained that thanks to the 911 Dispatcher Matt Ausmus, and the baby's aunt, the baby was delivered successfully. Lind then reported that the day following the report, another DCC dispatcher, Justine Wernick, aided in delivery of a baby in Mendota Heights using the same EMD protocol.

911 Communications – Lind (DCC) reported that The City of Burnsville had recently created a wonderful 911 Communication piece for the Burnsville Bulletin. Lind explained that the article was very well written and hit all the high points of technology changes over the years and how calling 911 had moved from “emergency only” to “for all response”. Lind thanked Burnsville and their staff for the development of this article and for being given the opportunity to review of the material prior to print.

FirstNet – Lind (DCC) reported that many member agencies had received a survey to fill out for

FirstNet. Lind clarified that FirstNet was a federally funded broadband network specifically for public safety that the State of Minnesota had received grant money to help fund. Lind stated that the DCC, along with member agencies, had been invited to attend a webinar on Friday March 6<sup>th</sup> that would further explain the project. Lind informed members that DCC concerns included how the funding was determined along with how the upkeep and user fees would be disbursed after the grants paid for only the backbone of the system. Lind commented that it wasn't anticipated that the project would come to fulfillment until 2020 – 2025, but that it was something that the consortium needed to stay on top of. Fulton (West St. Paul) commented that he was assuming this was likely tied into the county-wide broadband project that was currently under way. Lind (DCC) responded that she was not sure but that was one of the questions that would be asked during the webinar on March 6<sup>th</sup>. Johnston (Burnsville) asked if funding of this project had been included in the 911 fees discussion. Johnston commented that if there is a concern about agencies being responsible for the operations and maintenance of the network in the future, now would be the time to identify potential solutions. Lind (DCC) acknowledged and stated these questions and many others would be addressed during the webinar and that she would provide an update at the April meeting. Lind commented that the State of MN was looking at raising the 911 fees to \$.95 which was the current cap in Minnesota. Lind informed members that Minnesota was among the lowest 911 fees on the country.

West Des Moines – Lind (DCC) reported that the DCC had a visit from representatives out of West Des Moines, Iowa. Lind explained that the group spent half a day at the DCC reviewing the entire DCC structure from governance to position descriptions and operations as they were in the process of revamping their center and were interested in using the DCC model as their guide.

Wellness Committee – Lind (DCC) announced that Jenny Hildebrandt was working with Gallagher Benefit Services in an attempt to identify possible grant money and awards available to the DCC for the Wellness Program. Lind reported that Gallagher felt given the breadth of the program, the DCC would be eligible for consideration of both grant dollars and awards.

North Memorial Conference – Lind (DCC) informed members that she and Supervisor Doris Buls-Lake had been invited to present the DCC Active Shooter Protocol at the North Memorial Conference on Saturday, March 7<sup>th</sup>. Lind clarified that the presentation would include how the protocol had been developed through the guidance of member Fire/EMS and Law Enforcement agencies and how DCC staff had been trained in the protocol. Lind commented that this would be the second presentation of the DCC protocol to a state-wide group.

Dispatcher of the Year – Lind (DCC) announced that DCC Dispatcher, Mike Whebbe, would be receiving the Dispatcher of the Year award at the Rosemount American Legion on March 21<sup>st</sup>. Lind commented that identified by his co-workers for his dedication to his partners, the DCC and the community he serves, Mike was very deserving of this award.

Lawell (Apple Valley) referred to Fiscal Agent Dennis Feller's recent retirement and asked if there had been any further consideration to his replacement. Lind (DCC) responded that the City of Lakeville was conducting interviews on March 5<sup>th</sup> for their Finance Director replacement. Lind added that the City of Lakeville was proceeding under the assumption that they would continue the contract with the DCC unless another agency desired the opportunity. Lind assured that Feller had been working closely with one of Lakeville's senior accounts, Dave Lang for quite some time and she was confident Lang would be able to pick up where Feller left off. Lind added that Feller had offered to assist in development of the DCC 2016 budget through volunteer work.

**Action:** No action. Update only.

## **Adjourn**

**Action:** Motion by Johnston (Burnsville) to adjourn. Second by Johnson (Rosemount). Motion passed unanimously. Meeting adjourned at 3:39pm.

### **Next Regular Meeting:**

April 1<sup>st</sup>, 2015

3:00pm

DCC Training Room