

**Dakota Communications Center
Executive Committee
Meeting Minutes: 10/07/2015**

Members Present: Tom Lawell – Apple Valley; Heather Johnston – Burnsville; Melanie Mesko-Lee – Hastings; Joe Lynch – Inver Grove Heights; Justin Miller – Lakeville; Mark McNeill – Mendota Heights; Dwight Johnson – Rosemount; Steve King – South St. Paul; Matt Fulton – West St. Paul

Members Absent: Brandt Richardson – Dakota County; Dave Osberg – Eagan; David McKnight – Farmington

Alternates Present: BJ Battig – Dakota County

Others Present: Diane Lind, Cheryl Pritzlaff, Jen Hildebrandt – DCC; Michelle Calvert – Inver Grove Heights Intern

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.

3. Approve Agenda

Discussion:

None

Action: Motion by Johnston (Burnsville) to approve the agenda. Second by Lynch (Inver Grove Heights). Motion passed unanimously.

Consent Agenda

4.

- a. **Approve Minutes from the September 2nd, 2015 Executive Committee Meeting.**
- b. **Approve Paid Claims.**
 - **August 1st – 31st, 2015**
- c. **Receive Financial Reports and Recommend Approval**
 - **August, 2015 Unaudited Report**
- d. **Receive contracts and agreements executed between August 26th and September 30th, 2015**
- e. **Operations Committee Meeting Minutes**
 - **The September 24th Joint Operations Committee meeting was cancelled by the co-chairs due to lack of action items.**

Discussion:

Lawell (Apple Valley) identified a correction needed to a statement made under the Strategic Planning Session item.

Action: Motion by Miller (Lakeville) to approve the consent agenda with identified modifications to the September 2nd meeting minutes. Second by Lawell (Apple Valley). Motion passed unanimously.

Regular Agenda

Action Items

None

Information Updates/Discussion Items

5. Strategic Planning

Discussion:

Lind (DCC) reported that the first strategic planning workgroup session was scheduled for October 14th from 1:00 to 3:00 pm in the DCC Training Room. Lind stated that the workgroup was made up of the following representatives:

Executive Committee:

Dave Osberg (Eagan), Justin Miller (Lakeville) and Steve King (South St. Paul)

Fire/EMS Sub-Committee:

BJ Jungmann (Burnsville), Mike Meyer (Lakeville), Mike Scott (Eagan)

Law Enforcement Sub-Committee, as solicited by the committee chairs:

Brian Lindquist (Farmington), Jeff Long (Lakeville), Bryan Schafer (Hastings)

DCC:

Diane Lind, Cheryl Pritzlaff, Troy Ruby

Lind added that Jen Hildebrandt would attend as scribe for the session and the list of topics for discussion, identified at the September Executive Committee meeting was shared with all participants.

Action: No action. Update only.

6. Executive Director Evaluation

Discussion:

King (South St. Paul) reported that 8 of the 12 responses had been collected and urged the remaining 4 agencies to submit their responses as soon as possible. King clarified that while he left the impression at the September meeting that the findings would be reported at the October meeting, the process identified stated that findings would be reported at the November meeting. King stated that discussion on the report could be held at that time and then, if needed, discussed further at the December meeting with a report and recommendation for wage increase consideration forwarded to the Board for their December 10th meeting. King stated that members could expect to receive one single numerical value sheet averaging responses, with an additional report capturing comments. King also stated that staff would send out the previous one-page evaluation form so members could refresh themselves on how the process ended last time. Johnston (Burnsville) thanked the Chair for getting this process back on track in terms of timing.

Action: No action. Update only.

7. Executive Director Update

Discussion:

360 Professional Development Review – Lind (DCC) informed members that Dakota County used Checkpoint 360 for their 360 evaluations, through MRA which was a county-wide consortium of HR users and support personnel. Lind stated that the rate for the evaluation would be \$350 which could come out of the training budget reflecting no additional budget impact.

Lind stated that the review request would be going out on Monday, October 12th to three different groups of people. The first would be the Director's peers, which were people at

neighboring PSAPs, the MESB and other agencies that the Director worked with on a regular basis. The second would be the Director's Direct reports of the Operations Director, the Dispatch Supervisors and one Dispatcher from each of the different shifts. The third group identified was the "Other" group and Lind explained that would include members of the Board of Directors, Executive Committee, and Police and Fire Chiefs. Lind stated that 36 people had been identified to provide feedback. Lind stated that the response time was 10 days after which point the facilitating agency would combine scores and sit down with Lind, and the Chairs of the Board of Directors and Executive Committee to present findings. Lind stated that information would be shared with the Executive Committee after that point.

Audio Logger – Lind (DCC) reported that the contract was signed on September 30th and a kickoff conference call with the vendor, DCC consultant and Dakota County Radio Services was scheduled for October 8th. Lind stated that the intent was to have the new logger installed before the end of the year. Lind reminded members that the logger needed to be installed prior to Tri-Tech due to some interface capabilities that the organization intended to use. Lind referred to the previously-discussed opportunity of sharing logger capacity with Scott County and stated that the DCC was still in negotiations with Scott County, discussing their needs and access capabilities. Lind stated that no numbers on that were available yet, but more information would be provided at the November meeting. Lind reminded members that Scott County was looking at sharing approximately 20 channels of the 120 that would be available. Lind assured that the logger had more than enough capacity to allow for this w/o interfering with DCC operations. Lind stated that to date, the DCC used approximately 60 channels. Lind commented that this would be a good cost-recoupment effort for the DCC.

CAD – Lind (DCC) reported that the CAD implementation was still on track but added that this CAD project was requiring much more time and effort than projects in the past due to a large amount of manual entry. Lind stated that not only were the Supervisory leads of Rose Kruchten, Vicki Nelson and Brent Anderson working on it, but so were the other supervisors and dispatchers.

Station Alerting – Lind (DCC) informed members that the interface between CAD and Station Alerting was still being worked on. Lind stated that while this project impacted primarily Burnsville, it was having some residual impact on other member agencies.

Paramount – Lind (DCC) reported that Paramount was a new EMD interface that reflected some updates to EMD. Lind commented that these updates were for the better of the consortium and it was believed that the result of the updates would reflect improved processing times for medical emergencies, especially for the three agencies with ambulance services. Lawell (Apple Valley) asked what the status of EFD was. Lind (DCC) reminded members that EFD stood for Emergency Fire Dispatch and provided pre-arrival information/directions similar to EMD. Lind explained that this was something desired by the fire agencies as it allowed dispatch to use a set of canned questions to better inform fire departments on what they were responding to. Lind also reminded members that the original approval was based on grant funding that the fire departments had applied for. Lind reported that the grant request was denied in the first round of releases, however, the grant was still in consideration for the last quarter of 2015.

Lewis Shelter – Lind (DCC) informed members that in working with the Lewis Women's Shelter, the DCC had developed a program that allowed DCC staff to meet with the women's support groups and the children in the shelter to talk about calling 911. Lind stated that in the meetings, staff explained the questions dispatchers would ask and why it was important for them to know how to answer those questions. Lind stated that the meetings were quarterly and lasted about 1 ½ - 2 hours. Lind added that at the women's group meetings, there were discussions about how cell phone contact was different from land-line contact and how it may impact locating the caller if the address wasn't provided.

Johnston (Burnsville) asked if there was the need for a broader push towards more education related to use of cell phones. Lind (DCC) responded that DCC staff had really been pushing

that at meetings and events they attended. Lind added that community notification was also discussed to help citizens better understand that service. Lind stated that the DCC had just received an invitation from Burnsville Cable TV to do a free public service announcement and the intent was to talk about both those points in that PSA. Lind stated that another initiative that the DCC was working on was working with member agency public information officers and communications departments to start getting the word out through their community newsletters.

Mesko-Lee (Hastings) asked if that had been developed yet or if it was still in process. Lind (DCC) responded that it was not quite ready as there was still some discussion on the message being response or service related. Lind clarified stating that response was the need for help while service could be a report, or something more administrative. Lind stated that the DCC's message was constant, call 911 for any response. Mesko-Lee (Hastings) and Johnston (Burnsville) both suggested using agency communication departments. Lind (DCC) concurred. Battig (Dakota County) asked if this topic was packaged at all with the next-gen 911 communications and if there was any sort of state aspect in the PSA. Lind (DCC) responded that she was not aware of the State/MESB being involved. Lind reminded members that the DCC had and would continue to provide 911 response brochures to citizens, groups and agencies as requested.

Fire Open Houses – Lind (DCC) reported that DCC staff had been invited to 13 open houses and were attending them through the week. Lind commented that staff really enjoyed getting out into the community and sharing information about 911. Lind stated that at the open houses, staff visited with residents about community notification, the DCC, and use of cell phones. Staff also had the opportunity to provide kids with Frisbees and review questions printed on the Frisbees about what the dispatchers would ask if they called 911 and why it was so important. Staffing – Lind (DCC) reported that the DCC had its first negotiations meeting with the Dispatch Supervisors Union where the union presented their list of wants for the upcoming contract term. Lind reviewed the list with representation and stated that the next meeting would be in another week. Lind reminded members that the DCC negotiations team was made up of Legal Counsel Kevin Rupp, Executive Committee Chair Steve King, and Operations Director Cheryl Pritzlaff. Lind reported that the first meeting with the Dispatcher Union was scheduled for the following week also.

Lawell (Apple Valley) asked for an update on the Cadillac Tax and where the DCC stood in terms of the benefits offered. Hildebrandt (DCC) acknowledged the inquiry and explained that the Cadillac Tax was a pending requirement that was scheduled to take place in 2018. Hildebrandt stated that under the tax, thresholds would be set determining what would be considered “unaffordable” for single plans and the family plans and any costs that came in over that threshold would be taxed at 40% on the difference between the threshold and the actual cost. Hildebrandt stated that some were speculating that this would never really come to fruition, but that it was something that all agencies were watching very closely and considering revising their benefit strategies. Hildebrandt stated that based on some assumptions, the DCC had a couple of plans that could be impacted come 2018 and Gallagher Benefits Services, the DCC broker, was assisting management in identifying potential considerations going forward.

Action: None. Update only.

Other Business

None

Adjourn

Action: Motion by Johnston (Burnsville) to adjourn. Second by Mesko-Lee (Hastings). Motion passed unanimously. Meeting adjourned at 3:52pm.

Next Regular Meeting:

November 4th, 2015

3:00pm
DCC Training Room