

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 08/20/2015

Members Present: Apple Valley – John Bergman; Burnsville – Bill Coughlin; Dakota County – Mike Slavik; Eagan – Gary Hansen; Farmington – Todd Larson; Hastings – Joe Balsanek; Mendota Heights – Ultan Duggan; Rosemount – Jeff Weisensel

Members Absent: Inver Grove Heights – George Tourville; Lakeville – Kerrin Swecker; South St. Paul – Beth Baumann; West St. Paul – Dick Vitelli

Alternates Present:

Others Present: DCC – Diane Lind, Cheryl Pritzlaff, Jen Hildebrandt

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:

Action:

CONSENT AGENDA

5. Approve Consent Agenda

- a. Minutes from the regular Board meeting on May 21st, 2015.
- b. Adopt and ratify the Executive Committee's approval of paid claims.
 - April 1st – 30th, 2015
 - May 1st – 31st, 2015
 - June 1st – 30th, 2015
- c. Approve Financial Reports
 - April, 2015 Unaudited Financial Report
 - May, 2015 Unaudited Financial Report
 - June, 2015 Unaudited Financial Report
- d. Receive report on Contracts and Service Agreements executed by the Executive Director between April 29th and July 29th, 2015.

Discussion:

Duggan (Mendota Heights) noted a typo in the minutes from May 21st, 2015.

Action: Motion by Bergman (Apple Valley) to approve the consent agenda with noted correction. Second by Hansen (Eagan). Motion passed unanimously.

REGULAR AGENDA

Action Items

6. Acquisition of Audio Logger

Discussion:

Lind (DCC) reported that one of the pieces of equipment that was scheduled to be upgraded in 2015 was the Audio Logger. Lind stated that this capital replacement expense was accounted for in the budget in the amount of \$342,000. Lind informed members that with the assistance of consulting firm, PSC Alliance, the DCC sent out an RFP and had received three proposals back. Lind stated that after thorough review of each proposal, costs associated and contact with references, staff was making recommendation to enter into an agreement with DSS. Lind stated that not only did DSS come in as the least expensive proposal, but staff had also ~~reseved~~ received positive reference checks. Lind stated that the price for the DSS product included all the "bells and whistles" and came in approximately \$261,000 under the Northland quote and \$330,000 under the Motorola quote. Lind commented that this was the first proposal that included a 100% money back guarantee. Lind stated that at their August 5th meeting, the Executive Committee recommended the Board approve this purchase of a new audio logger system from DSS Corporation.

Slavik (Dakota County) asked if this product was being used in any local organizations. Lind (DCC) confirmed ~~stated~~ that the product was in the Hennepin County center and that staff had the opportunity to visit them and receive a demonstration.

Hansen (Eagan) asked if DSS corporation ever had to perform under their money back guarantee. Lind (DCC) responded that she did not believe so. Lind added that not only did staff contact DSS Corporation references, but they also asked those references if they were aware of any other companies who may not be a listed reference. Lind assured that any companies identified were also contacted.

Weisensel (Rosemount) referred to the original equipment purchase from Motorola and also noted the difference in cost between DSS Corporation and the other two proposals and asked if DSS Corporation was relatively new. Lind (DCC) responded that Motorola was a sole source vendor of the radio system in Minnesota originally and they also had the DCC CAD product. As such, it was much easier to stick with them for the audio logger. Lind added that DSS was not in the position to bid at that time.

Duggan (Mendota Heights) referred to staff travel to and training in Michigan and asked about the estimated time and expense. Lind (DCC) responded that the two Technical Support Specialists would be scheduled to go to training. One of them would go for one week prior to installation and the other would go for one week after installation. Lind stated that the only costs incurred by the DCC would be travel. Lind commented that the free training was not something that was offered by the other two vendors.

Duggan (Mendota Heights) complimented the thorough report provided by PSC Alliance.

Action: Motion by Slavik (Dakota County) to approve purchase of the audio logger system as presented. Second by Larson (Farmington). Motion passed unanimously.

7. 2016 Medical & Dental Insurance

Discussion:

Hildebrandt (DCC) reminded members that due to some changes in plan deductibles for 2015, medical insurance offerings for 2015 coverage had been delayed into 2015. As a result, staff worked to implement a timeline of steps to be taken to ensure all necessary notification and approvals had been made. Hildebrandt referred to the May Board meeting reminding that was when the group approved staying in the LOGIS pool for 2016. Hildebrandt stated that upon receipt of LOGIS pool plan options, staff met with union stewards and jointly determined which medical plans to offer for 2016. Hildebrandt stated that the final piece was proposing medical insurance rates and cost sharing for 2016 and receiving the final approvals.

Hildebrandt informed members that staff had compiled a preliminary medical insurance proposal based on approved budget, and current staffing enrollment. Hildebrandt stated that while the HR Task Force endorsed the proposed plan, when it was presented to union stewards, staff was told that the information was going to be held for pending contract negotiations. Lind (DCC) commented that this posed a bit of a problem. Hildebrandt (DCC) confirmed stating that union stewards had been notified that the IRS did not recognize negotiation settlement as a "status change" and as such, enrollment determinations would need to be made during open enrollment with or without cost information.

Recognizing upcoming negotiations and the already approved budget items, Hildebrandt (DCC) stated that the DCC was asking for authorization to develop 2016 Medical and Dental insurance plans that came in at or under the corresponding approved budgets. Hildebrandt stated that at their August 5th meeting, the Executive Committee recommended authorization.

Action: Motion by Balsanek (Hastings) to authorize DCC staff to develop 2016 Medical and Dental insurance plans that came in at or under the approved budgets. Second by Hansen (Eagan). Motion passed unanimously.

Information Updates/Discussion Items

8. Executive Director Report

Discussion:

Strategic Planning – Lind (DCC) referred to strategic planning and stated that the Executive Committee was looking to take a step back and develop clarification on some key points prior to deciding how to proceed. Lind stated that the topic was still in process.

Bergman (Apple Valley) acknowledged the document that each City/County Administrator/Manager had received with guidance to sit down with their Board member and Chiefs and review for further clarification in advance of the next Executive Committee meeting. Bergmann commented that he got the impression that the Executive Committee was looking for clarification on what the "next level" meant to the Board.

Hansen (Eagan) commented that he, too, had seen the document and stated that it seemed as it currently stood, there was going to be much time needed for the effort. Hansen suggested maybe a little less emphasis up front and direct the session more towards operations. Bergman (Apple Valley) agreed. Bergman commented that the Police, Fire and Ambulance groups were the core of the group and they needed to be involved more heavily than the Board did.

Weisensel (Rosemount) commented that his take was a bit different thinking that the question of the Board was “what is this going to become? Is it geographic expansion? Increased service? Maybe nothing more than improving current service.” Weisensel suggested maybe an initial discussion amid the Directors followed by strategic operational meetings. “Do we want to become bigger or just stay focused on Dakota County?”

Lind (DCC) acknowledged that there were two schools of thought, expand or enhance what we currently have. Lind commented that there was a need for a unified direction that once determined, would be supported by all members of the consortium.

Bergman (Apple Valley) asked if the session was strictly for the Board and Executive Committee members or if the operations level would be involved. Lind (DCC) responded that the effort would include Board, Executive Committee, Joint Operations and DCC participation. Lind added that sessions would likely start the end of 2015 or beginning of 2016.

Phones – Lind (DCC) referred to the recent phone issues the DCC experienced at the DCC after the new phone system cut-over. Lind assured that the issues were not related to the new phone system, but were more a compilation of a few problems. Lind (DCC) explained that the problem that was of greatest concern was the failure of Centurylink to have satisfied a need that they not only acknowledged receiving, but also acknowledged having completed prior to the new phone system cutover. Lind stated that upon further research, it was determined that while Centurylink had the order, the work had never really be done. Lind stated that this concern was specifically addressed in a formal letter to the State 911 Project Manager as well as the MESB Coordinator outlining the issue and what was expected to be done to rectify the issue. Lind stated that at resolution, all landline calls missed were returned and approximately six (6) cell phone calls were unable to be traced back any further that the tower they went to. Lind stated that this inability to trace cell phones was the second piece of the problem that was identified and resolved.

Duggan (Mendota Heights) asked if there were any calls from member agencies with reports of 911 not working. Lind responded that there were not.

Station Alerting – Lind (DCC) reported that Burnsville had purchased a station alerting system from USDigital and much of the equipment was residing at the DCC. Lind stated that the system also did the paging for the entire county and had the capability to pull info directly out of the CAD system and auto send. Lind stated that there was a negative impact on Apple Valley Station #3 that Radio Services, Motorola and USDigital worked to resolve. Lind assured that more testing was in order. Lind added that the City of St. Paul had the system in their stations.

Duggan (Mendota Heights) asked if this was something the other cities would have down the line. Lind (DCC) clarified that agencies would have the paging interface and if they wanted station alerting, they could work with Burnsville as they owned the system. Lind stated that she believed the cost per station was approximately \$1,000 for the licensing.

Radio Consoles – Lind (DCC) reported that since implementation the radio consoles had been very stable. Lind commented that outside some internal needs for ease of use from the dispatchers, staff was pleased with the process.

Staffing – Lind (DCC) referred to overtime expenses stating that there had been a lot of overtime so far in 2015. Lind stated that staffing was short three positions, and adding three additional positions due to Family Medical Leave, staff was getting hit hard. Lind stated that a former employee was returning to help alleviate some of the strain as of August 30th and three other employees would be starting the first half of September. Lind commented that while staffing levels would improve, those employees would be in training, which was lengthy and the schedule would not see a lot of relief during that time. Lind assured that most of the time, staff was leaving because they washed during training, or they were relocating. Lind stated that two employees recently left for smaller agencies and one of them was a supervisory position. Lind informed members that Ramsey was down seven positions, Minneapolis was down 13 positions, Scott County was down two positions and Hennepin was down four positions. Lind stated that the market was currently very tough, but the agencies were not really taking people from each other.

Bergman (Apple Valley) asked if State Patrol was down. Lind confirmed that State Patrol in the cities and Rochester was short staffed.

Balsanek (Hastings) commented that it would be interesting to know what the cost of training was. Lind (DCC) stated that she could work that up and report back to the group at the next meeting.

Hansen (Eagan) asked what minimum qualifications were for new hires. Lind (DCC) responded that a High School Diploma or GED was required along with a minimum of two years of some kind of customer service experience.

911 Hero Award – Lind (DCC) stated that an 8 year old boy called in in June reporting a medical with his dad. Lind stated that he did such a great job that the DCC and the dispatcher who he spoke to would be in attendance at a Farmington City Council meeting in September to present him with a 911 Hero Award medallion and certification.

Action: No action. Update only.

OTHER BUSINESS

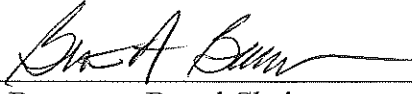
Larson (Farmington) informed membership that Jason Bartholomay would no longer be attending as Farmington representation.

Adjourn

Action: Motion by Coughlin (Burnsville) to adjourn. Second by Weisensel (Rosemount). Motion passed unanimously. Meeting adjourned at 8:42am.

Next Meeting:
TBD

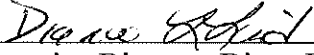
8:00 am
Location: DCC



Beth Baumann, Board Chair

12/10/15

Date



Executive Director, Diane Lind

12/10/15

Date