

**Dakota Communications Center
Executive Committee
Meeting Minutes: 12/02/2015**

Members Present: Heather Johnston – Burnsville; Dave Osberg – Eagan; David McKnight – Farmington; Justin Miller – Lakeville; Dwight Johnson – Rosemount; Steve King – South St. Paul; Matt Fulton – West St. Paul

Members Absent: Tom Lawell – Apple Valley; Brandt Richardson – Dakota County; Melanie Mesko-Lee – Hastings; Joe Lynch – Inver Grove Heights; Mark McNeill – Mendota Heights;

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

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

1. Call the Meeting to Order

Chair King (South St. Paul) called the meeting to order at 3:04 p.m.

2. Roll Call

Members in attendance are noted above.

3. Approve Agenda

Discussion:

None

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

Consent Agenda

4.

- a. **Approve Minutes from the November 4th, 2015 Executive Committee Meeting.**
- b. **Approve Paid Claims.**
 - **October 1st – 31st, 2015**
- c. **Receive Financial Reports and Recommend Approval**
 - **October, 2015 Unaudited Report**
- d. **Receive contracts and agreements executed between October 29th and November 25th, 2015**
- e. **Operations Committee Meeting Minutes**
 - **The November 19th Joint Operations Committee meeting was cancelled by the co-chairs due to lack of action items.**

Discussion:

None

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

Regular Agenda

Action Items

5. Proposal for Audio Logger Sharing

Discussion:

Lind (DCC) reminded members that in previous reports, it was noted that the new audio logger being installed allowed for 120 channels, which was far greater than what was needed by the DCC. Lind also reminded members that the DCC had been approached by Scott County with a

request to lease 20 of the channels. Lind reported that a cost allocation evaluation had been done and staff was looking for authorization to enter into an agreement with Scott County to lease them 20 channels on the audio logger. Lind reviewed the evaluation with members and assured that as the system was web-based, Scott County would be able to access their channels, and only their channels, remotely. Lind reported that based on the evaluation, Scott County would pay a one-time investment amount of \$27106.33 which also covered the first year maintenance costs. Lind stated that after that, Scott County would pay \$1,613.00 annually for years 2 through 5. Lind informed members that staff was requesting authorization to continue negotiations with Scott County through a memorandum of understanding.

Osberg (Eagan) asked what the plan was for the \$27,106.33. Lind (DCC) responded that staff was recommending this one-time payment, upon receipt, be returned to capital. Lind referred to the ongoing maintenance income and stated that it would be put back into the operating budget as an off-set.

Miller (Lakeville) asked if any other agencies had inquired about leasing some of the space. Lind (DCC) responded that Carver County had inquired, but was in the preliminary phase of investigating their options. Lind stated that Carver County was speculating needing 22 channels.

Johnson (Rosemount) asked how many channels would need to be reserved for DCC use. Lind (DCC) responded that currently the need was 48 channels, but that would increase to approximately 70 channels in the future.

Action: Motion by Johnson (Rosemount) to recommend authorization of staff to enter into a memorandum of understanding with Scott County as presented. Motion further to recommend the \$27,106.33 be returned to the Capital Improvements budget. Second by McKnight (Farmington). Motion passed unanimously.

6. 2016 – 2017 Chair & Vice Chair Nominations

Discussion:

Lind (DCC) reminded members that the Executive Committee Chair and Vice-Chair election would be in January, 2016 and that the new chairs would take seat at the close of that meeting. Lind reminded members that Justin Miller, Lakeville City Administrator, was willing to take the Chair position, but that there would need to be recommendation for the position of Vice-Chair. Lind stated that historically, the positions have been filled based on longevity on participation on the committee.

Action: None

7. Union Negotiations

Discussion:

Lind (DCC) reported that union negotiations went well the previous day and that she was pleased to report a tentative agreement with each group had been arrived at. Lind thanked Legal Counsel Kevin Rupp, Executive Committee Chair Steve King and DCC Operations Director Steve King for their representation on the DCC negotiations team. Lind then referred to the supervisory negotiations and recapped the tentative agreement.

Action: Motion by Johnston (Burnsville) to recommend approval of the tentative agreement with the Supervisor's Union as presented. Second by Johnson (Rosemount). Motion passed unanimously.

Further Discussion:

Lind referred to the dispatcher negotiations and recapped the tentative agreement.

Action: Motion by Osberg (Eagan) to approve. Second by Johnson (Rosemount). Motion passed unanimously.

Information Updates/Discussion Items

8. Strategic Planning

Discussion:

Lind (DCC) provided an update to the group stating that at the last strategic planning workgroup meeting it was decided to hold progression until it was known if the Board of Directors would be in support of moving forward with evaluation of the current governance structure including consideration of a modified governing board.

Johnston (Burnsville) asked if the desire was for the Board to vote on what the structure looked like or just the concept of a consolidated structure. Lind (DCC) clarified that the intent was to get support on the concept after which time the workgroup would reconvene and start working on what that looked like.

Consensus of the committee was to proceed rapidly, if the concept was approved, with the desire to have something to present to the Board at their May, 2016 meeting.

Action: No action. Update only.

9. Executive Director Update

Technology

Discussion:

Audio Logger – Lind (DCC) reported that Audio Logger training would begin on December 3rd and continue into the following week. Lind stated that Hennepin County was pleased with their experience with the logger.

CAD

Discussion:

Lind (DCC) updated that when Minnetonka was testing TriTech, prior to their go live, they experienced three significant issues that wound up pushing their go live date back slightly. Lind stated that the issues had been resolved but that Minnetonka's go live date was pushed back until after the holidays. Lind stated that the DCC was still anticipating going live the end of the 1st quarter or beginning of 2nd quarter.

Staffing

Discussion:

Lind (DCC) reported that the DCC currently had three dispatch positions open, two of which were the overcomp positions. Lind stated that there would be one additional opening come the end of December due to a retirement and that identified candidates were in the background phase of the pre-employment process. Lind reported that the employees currently in training were doing very well.

2016 Board of Directors Representation Reminder

Discussion:

Lind (DCC) noted that members should have received notification from the DCC via mail reminding them to confirm Board of Director appointments for primary and alternate representation in January, 2016.

Action: No action. Update only.

DCC staff and others present, excluding the HR Coordinator, were excused prior to the closed personnel discussion.

Other Business

10. Executive Director Evaluation

Discussion:

Action: Motion by Johnston (Burnsville) to recommend approval of a 2.5% general increase as of January 1st, 2016 for the Executive Director. Second by Fulton (West St. Paul). Motion passed unanimously.

Action: Motion by Osberg (Eagan) to recommend approval of a 2.5% general increase as of January 1st, 2016 for the Operations Director. Second by McKnight (Farmington).

Adjourn

Action: Motion by Miller (Lakeville) to adjourn. Second by McKnight (Farmington). Motion passed unanimously. Meeting adjourned at 4:05pm.

Next Regular Meeting:

January 6th, 2016

3:00pm

DCC Training Room