

Dakota Communications Center (DCC)
Board of Directors
Minutes of Meeting: 12/10/2015

Members Present: Apple Valley – John Bergman; Burnsville – Bill Coughlin; Dakota County – Mike Slavik; Eagan – Gary Hansen; Hastings – Joe Balsanek; Inver Grove Heights – George Tourville; Mendota Heights – Ultan Duggan; South St. Paul – Beth Baumann; West St. Paul – Dick Vitelli

Members Absent: Farmington – Todd Larson; Lakeville – Kerrin Swecker; Rosemount – Jeff Weisensel

Alternates Present:

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 8:03 am.

2. Pledge of Allegiance

3. Roll Call:

Members in attendance are noted above.

4. Approve Agenda:

Discussion: Change minutes date.

Action: Vitelli/Duggan

CONSENT AGENDA

5. Approve Consent Agenda

a. Minutes from the regular Board meeting on August 20th, 2015.

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

- July 1st – 31st, 2015
- August 1st – 31st, 2015
- September 1st – 30th, 2015
- October 1st – 31st, 2015

c. Approve Financial Reports

- July, 2015 Unaudited Financial Report
- August, 2015 Unaudited Financial Report
- September, 2015 Unaudited Financial Report
- October, 2015 Unaudited Financial Report

d. Receive report on Contracts and Service Agreements executed by the Executive Director between September 30th and November 25th, 2015

e. Disposal of Assets

f. 2016 Board of Directors Meeting Schedule

Discussion:

Hansen (Eagan) referred to the minutes from August 20th and identified some typographical errors.

Action: Motion by Balsanek (Hastings) to approve the consent agenda with corrections to the minutes in item 5a. Second by Duggan (Mendota Heights). Motion passed unanimously.

REGULAR AGENDA

Action Items

6. Proposal for Audio Logger Sharing

Discussion:

Lind (DCC) informed members that the new audio logger had been installed and staff was in the final stages of training. Lind reported that the DCC had been approached by Scott County with a request to lease 20 of the new audio logger channels for their radio traffic, and that the logger had a capacity of 120 channels, which was much greater than what the DCC needed.

Lind (DCC) referred to the proposal and stated that the initial buy-in from Scott County would be \$27,106.33 and the continuing income from Scott County would be \$7,576.39/year for years 2 through 5. Lind assured that the logger was web-based and there was no concern that Scott County would have access to DCC channels because access would be set up by permissions, with Scott County receiving specific channel assignments.

Lind (DCC) reported that Carver County had also expressed preliminary interest in leasing some of the channels that would be remaining, and that staff was currently looking a similar agreement with them. Lind assured that entering into agreements with both agencies would still allow the DCC the necessary access for DCC business.

Action: Motion by Bergman (Apple Valley) to authorize the Executive Director to enter into an agreement for shared audio logger space with Scott County at the fees identified in the presented proposal. Motion further to authorize the return of the one-time fees charged to Scott County to the Capital Improvements Budget. Second by Tourville (Inver Grove Heights).

Additional Discussion:

Bergman (Apple Valley) asked what the logger capacity limits were and what the DCC needed. Lind (DCC) responded that the logger could facility up to 120 channels and after current DCC needs, the proposed agreement with Scott County, and the potential future agreement with Carver County, the DCC would still have approximately 20 – 25 channels and plenty of storage space on the server.

Vitelli (West St. Paul) asked what the overall cost of the logger was. Lind (DCC) responded that it was approximately \$271,000 and that the proposed lease and continuing maintenance amounts were determined per channel on a pro rata basis. Lind reminded members that \$108,000 of the expenses associated with the overall cost of the equipment were specific to DCC needs. Baumann (South St. Paul) asked if the Carver request was temporary. Lind (DCC) confirmed stating that while Carver County was still working through the request, it was anticipated that their need would be temporary while the Scott County agreement was for a full 5 years.

Duggan (Mendota Heights) asked is there was any penalty for early withdrawal. Lind (DCC) responded that the contract was for 5 years with no reference to an early withdrawal penalty.

Tourville (Inver Grove Heights) encouraged written notification of “opt-out” language be added to the agreement. n the agreement should be written into the contract.

Duggan (Mendota Heights) asked, in the event maintenance costs were to change for some reason, that be addressed with Scott County and reconciled accordingly. Lind (DCC) responded that the contract with the provider reflected firm maintenance costs, so there should be no need to revisit maintenance cost modifications in this agreement.

Motion passed unanimously.

7. 2016 – 2017 Dispatch Union Negotiations

Discussion:

Lind (DCC) informed members that the DCC negotiations team met with the Dispatch Union negotiations team once after having received union requests and was able to come to a tentative agreement. Lind recapped the tentative agreement, which included DCC recommendation to decrease the 8 year span of the current step structure to a 5 year span, allowing the DCC to raise the hiring rate and remain competitive. Lind also clarified that that while the PTO accrual rate had increased to the nearest ½ hour, PTO time covered both vacation and sick time. Lind added that employees were not allowed to carry more than 576 hours from one year into the next.

Balsanek (Hastings) referred to dispatch turnover and the costs associated with training new hires and asked for some more information. Lind (DCC) responded that all costs considered, it wasn't unrealistic to say that it cost approximately \$10,000 from interview to being fully-trained. Lind stated that the Department of Labor website stated that dispatch positions nation-wide were anticipated turnover averages of 8 – 12% by 2020.

Baumann (South St. Paul) recapped that in approving the modification of the 8 year structure to 5 years made the DCC much more competitive. Lind (DCC) confirmed stating that retention was key.

Action: Motion by Duggan (Mendota Heights) to authorize the Executive Director to enter into contract with the Dispatch Union as presented. Second by Hansen (Eagan). Motion passed unanimously.

8. 2016 -2017 Supervisor Union Negotiations

Discussion:

Lind (DCC) informed members that the proposed Supervisor Union contract was very similar to the Dispatch Union contract excluding the step structure modification, but including contribution of banked PTO to a health care savings plan upon separation from employment.

Action: Motion by Slavik (Dakota County) to authorize the Executive Director to enter into contract with the Supervisor Union as presented. Second by Hansen (Eagan). Motion passed unanimously.

9. 2016 Non-Union Wage Increase

Discussion:

Lind (DCC) informed members that yearly, they were requested to consider general wage increases for the non-union positions. Lind clarified that there were five non-union positions at the DCC, the two Technical Support Specialists, the HR Coordinator/Executive Assistant, the Operations Director and the Executive Director. Lind stated that staff was requesting a “me too” consideration, authorizing a 2.5% increase on the compensation structures for these five positions, effective January 1st of 2016.

Action: Motion by Vitelli (West St. Paul) to approve a 2.5% general wage increase for all non-union personnel effective January 1st, 2016. Second by Bergmann (Apple Valley). Motion passed unanimously.

10. Administration of Compensation Structure and Non-Union Wage Increases Policy Direction; 2016 Staff Compensation Structure

Discussion:

Hildebrandt (DCC) reported that historically, the administration of the non-union compensation structure and wage increases were kind of an afterthought, proving to be difficult. Hildebrandt stated that this item recapped what staff felt was necessary to clarify some key factors in the non-union compensation structure administration:

1. Implement a “me too” clause that allows staff to approve general wage increases for non-union personnel based on settlement of union-represented staff general wage increases, and effective January 1st of the year in discussion.
2. Compensation structures for all positions will be evaluated and any adjustment considerations will be recommended by staff for consideration by the governing board every three years.
3. Implement use of the same evaluation document and process for the Operations Director as has been implemented for the Executive Director, but based on feedback from the Executive Director and member agency law enforcement and fire chiefs.
4. Modify the compensation process for the two non-union management positions, the Operations Director and the Executive Director, to receive the same general increase as the other non-union employees as of 1/1, but to also receive consideration of a lump sum merit increase for performance evaluation results that are “good” or “excellent” as determined by the Executive Director for the Operations Director position and by the governing board for the Executive Director position as of the employee’s anniversary date.
 - a. Good results: consideration up to 2% merit pay.
 - b. Excellent results: consideration up to 3% merit pay.

Action: Motion by Hansen (Eagan) to approve the Compensation Structure and Non-Union Wage Increase Policy Direction as presented. Motion further to approve the 2016 Staff Compensation Structure as presented. Second by Balsanek (Hastings). Motion passed unanimously.

11. Strategic Planning

Discussion:

Lind (DCC) informed members that a number of months prior, staff and the Executive Committee were tasked with scheduling a strategic planning session that would evaluate the current status of the DCC and how to proceed into the future. Lind stated that as the result of the direction, a workgroup was developed that was made up of representation from staff, both operations committees and the Executive Committee to work to determine the what the desired outcome of a planning session would be. Lind stated that the end result was the concept consideration presented.

King (Executive Committee Chair) commented that the general direction provided by the board originally was to do some visioning and goal setting. However, when that was presented in the marketplace, the response was determined to be very “generic”. King stated that the Executive Committee then discussions quickly evolved to questioning if this was needed yet and if focus should be rerouted to identifying what the main issues were. King stated that feedback was then solicited from the board, staff and operations committees and it was determined that all concerns fell into one of four groupings:

1. Governance
2. Finance
3. Technology
4. Operations

King stated that the group then determined that if the Governance topic could be addressed first, it may lead the discussion down a path that would more easily address the other three groupings. King noted that before continuing efforts or discussions, however, the workgroup was looking for feedback on whether or not the board would consider the following concept:

Bring representation from all four groups, Board, Executive Committee, Fire Operations and Law Operations, together with staff to form one streamlined governing board.

Baumann (South St. Paul) commented that one frustration that she hears was how long it took for action. Baumann stated that this concept would put the DCC Executive Director, and elected officials, in a position to hear from all represented groups at the same time and really consider topics in a much more timely manner. Baumann commented that she really liked the idea.

King (Executive Committee Chair) stated that the workgroup wanted to see of the current board would support the concept before getting into the details including authority, governing board makeup, etc. Lind (DCC) agreed and stated that there would be much work to be done if efforts to continue the workgroup discussions were to continue.

Hansen (Eagan) asked if this was operation and how it impacted the Board. Baumann (South St. Paul) clarified that group would become the governing board, replacing the Board of Directors, the Executive Committee and the Operations Committees. King (Executive Committee Chair) agreed and clarified that there could still be consideration of a yearly Board of Directors meeting, if so desired.

Coughlin (Burnsville) commented that Burnsville representation had discussed this at length and was totally in support of the concept. However, the question on what the structure of the

governing board looked like was the only concern. Lind (DCC) agreed acknowledging that the Board of Directors was very valuable to her position. Baumann (South St. Paul) commented that she felt the chair of the governing board would need to be an elected official.

Tourville (Inver Grove Heights) commented that he supported this effort and that he didn't think that full Board representation needed to be involved in operations.

Hansen (Eagan) questioned if there would be a Board, if the governing board concept would be strictly operational, and what the end structure would look like. Slavik (Dakota County) commented that after having been on the Board for a number of years, the number of policy decisions had decreased a lot. Slavik stated that the DCC had grown and was changing and the need for a policy board has become minimal. Hansen (Eagan) acknowledged and suggested continued consideration of a yearly meeting of the Board of Directors.

Vitelli (West St. Paul) agreed that the full Board of Directors was not needed for operational considerations. Bergman (Apple Valley) also agreed stating that it would make the job of the elected officials easier. Slavik (Dakota County) added that it should also make the organization stronger. Slavik then asked if it would be the responsibility of the representatives sitting on the governing board to reach out to their respective disciplines. King (Executive Committee) confirmed.

Duggan (Mendota Heights) asked what this group looked like going forward. Lind (DCC) responded that the workgroup would identify a rotation that would allow for 12 positions, one from each member agency, and it would be incumbent on that representative to report back to their groups. Duggan (Mendota Heights) asked if there would be alternates. Lind (DCC) confirmed, but clarified that there would be a large amount of considerations that would need to be made. King (Executive Committee Chair) agreed stating that there would have to be a determination made on how representation was going to be balanced. Would it be based on geography, size, volunteer v full time, etc. King also stated that there were existing Dakota County-wide structures that the Law and Fire representatives on the governing board would be expected to report back to. Jungmann (Fire/EMS Sub-Committee Chair) confirmed stating that each discipline, Law and Fire/EMS, had existing county-wide structures where the chiefs met monthly. Jungmann stated that this allowed the DCC rep a forum to report back to without calling them all to the table for another meeting. Jungmann added that the operations committees were in support of this concept and thanked the board for consideration. Baumann (South St. Paul) referred to the county-wide operational meetings and asked if there was representation from all agency chiefs. Jungmann (Fire/EMS Sub-Committee Chair) responded that the meeting were much better attended than the DCC sub-committee meetings.

Lind (DCC) recapped that if the concept was approved, the workgroup would proceed with discussions about what the governing board might look like and hoped to have a report and/or recommendation in May.

Action: Motion by Bergman (Apple Valley) to direct the continuance of discussions to consolidate the governance structure and update JPA and By-Law documents. Second by Duggan (Mendota Heights). Motion passed unanimously.

12. Dispatch Chair Replacement

Discussion:

Lind (DCC) reported that the hydraulics in the dispatch chairs had begun to fail and that after seven years of 24/7/365 use, there was a need to replace the chairs sooner than what the capital improvements budget allowed for. Lind stated that based on the CIP savings experienced in 2015, staff was requesting an adjustment in the CIP to allow for replacement of the dispatch and a small number of administrative chairs. Lind stated that the adjustment requested was approximately \$44,000, and that cost, currently located in the 2017 CIP budget, would be moved to the 2015 budget for this use.

Lind (DCC) clarified that this item was brought forward due to the large amount and that staff was working on obtaining three quotes. Baumann (Apple Valley) recommended consideration of a periodic replacement/cycle-through of a portion of the chairs on a continual basis, with a specific amount set aside yearly.

Tourville (Inver Grove Heights) asked for clarification on the costs. Lind (DCC) explained that normal 24/7/365 chair quotes had come in at \$1,000 - \$2,000. However, through negotiations and government rates, etc, it was expected that the chairs could be purchased for under \$1,000/chair.

Action: Motion by Duggan (Mendota Heights) to authorize the Executive Director to replace dispatch chairs at a cost not to exceed \$44,000. Second by Balsanek (Hastings). Motion passed unanimously.

Information Updates/Discussion Items

13. Executive Director Report

Technology

Discussion:

Public Service Announcement - Lind (DCC) played a DCC public service announcement that Burnsville Cable did for free. Representation requested the PSA be shared with all member agencies for addition to their websites.

Audio Logger – Lind (DCC) reported that the new audio logger had been up and running since earlier that week and it was very easy to use and offered a number of new features. Lind stated that IT staff was being trained that day and that the system was monitored 24 hours/day.

CAD – Lind (DCC) informed members that the CAD go-live date had been pushed back. Lind assured that there was nothing dreadfully wrong, but Minnetonka was scheduled to go live first and experienced some data transfer issues that needed to be fixed. As a result, all go live dates had been pushed back to allow for this. Lind reminded members that the DCC consortium was scheduled to go live second, and that was anticipated to be late 1st quarter or early 2nd quarter, 2016.

Fire Paging – Lind (DCC) informed members that USDigital fire paging currently being tested and was anticipated to decrease dispatch processing times by 3 – 5 seconds. Lind stated that it should also decrease manual errors.

Staffing – Lind (DCC) reported that staffing levels were almost back up to where they needed to be but that there was a large amount of new hires in training, which would continue to impact times and overtime.

Discussion:

2016 Board of Directors Representation Reminder

Discussion:

Lind (DCC) reminded members that 2016 Board of Director representation appointments would be needed in January through council action.

Action: No action. Update only.

Balsanek (Hastings) referred to the recent Lakeville High School student accident where two of the four students were killed and asked how the dispatchers were doing. Lind (DCC) responded that member agencies were very good to include dispatch staff in the critical stress debriefings. Lind stated that Pritzlaff had excused herself from the meeting earlier to attend one of the funerals. Lind acknowledged that it had been a tough week for staff.

Lind and others present, with the exception of the Executive Committee Chair and the HR Coordinator were excused from the meeting to discuss item # 14 on the agenda.

OTHER BUSINESS

14. Executive Director Evaluation

Discussion:

The results of the 2015 Executive Director Evaluation were discussed.

Action: Motion by Coughlin (Burnsville) to approve the Executive Director’s 2015 performance evaluation as presented. Motion further to award no lump sum payment for performance. Second by Slavik (Dakota County). Motion passed unanimously.

Adjourn

Action: Motion by Hansen (Eagan) to adjourn. Second by Coughlin (Burnsville). Motion passed unanimously. Meeting adjourned at 9:15am.

**Next Meeting:
February 18th, 2016
8:00 am
Location: DCC**

Beth Baumann, Board Chair

Date

Executive Director, Diane Lind

Date