

**Dakota Communications Center  
Executive Committee  
Meeting Minutes: 01/06/2016**

**Members Present:** Heather Johnston – Burnsville; Dave Osberg – Eagan; Melanie Mesko-Lee – Hastings; Justin Miller – Lakeville; Dwight Johnson – Rosemount; Steve King – South St. Paul;

**Members Absent:** Tom Lawell – Apple Valley; Brandt Richardson – Dakota County; David McKnight – Farmington; Joe Lynch – Inver Grove Heights; Mark McNeill – Mendota Heights; Matt Fulton – West St. Paul

**Alternates Present:** BJ Jungmann – Burnsville; BJ Battig – Dakota County; Brian Lindquist - Farmington

**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 3:01p.m.

**2. Roll Call**

Members in attendance are noted above.

**3. Approve Agenda**

**Discussion:**

None

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

**Consent Agenda**

**4.**

- a. **Approve Minutes from the December 2<sup>nd</sup>, 2015 Executive Committee Meeting.**
- b. **Approve Paid Claims.**
  - **November 1<sup>st</sup> – 30<sup>th</sup>, 2015**
- c. **Receive Financial Reports and Recommend Approval**
  - **November, 2015 Unaudited Report**
- d. **Receive contracts and agreements executed between November 25<sup>th</sup> and December 30<sup>th</sup>, 2015.**

**Discussion:**

None

**Action:** Motion by Johnson (Rosemount) to approve the consent agenda. Second by Johnston (Burnsville). Motion passed unanimously.

**Regular Agenda**

*Action Items*

**5. Election of Chair and Vice-Chair**

**Discussion:**

Lind (DCC) informed members that per section 6.2 of the DCC Bylaws, the chair and vice-chair appointments needed to be acted on even numbered years. Lind stated that appointment terms were two years and each appointment could serve two terms. Lind reported that the current chair and vice-chair had just finished their term, and were eligible for a second if so

accepted. Lind recapped that in 2015, Miller had agreed to sit as chair for the 2016 – 2017 term, leaving the need for appointment of a vice-chair.

**Action:** Motion by Johnston (Burnsville) to nominate Justin Miller for the position of Chair for the 2016 – 2017 term. Second by Johnson (Rosemount). No other nominations were received and nominations were closed. Motion to appoint Miller as Chair of the Executive Committee for the 2016 – 2017 term passed through unanimous declaration.

**Further Discussion:**

Johnston (Burnsville) agreed to sit as vice-chair if so nominated.

**Action:** Motion by Osberg (Eagan) to nominate Heather Johnston for the position of Vice-Chair for the 2016 – 2017 term. Second by Johnson (Rosemount). No other nominations were received. Appointment of Johnston as Vice-Chair of the Executive Committee for the 2016 – 2017 term passed through unanimous declaration.

## **6. Strategic Planning**

**Discussion:**

Lind (DCC) reported that at their December 10<sup>th</sup> meeting, the Board of Directors approved continuance of efforts to streamline the DCC governance structure. Lind stated that the tone at the meeting was positive with support for removing the Board of Directors from operational decision making. Lind stated that the only questions revolved the desire for a possible yearly or semi-yearly meetings to address budget, and maybe also any necessary year-end actions. King (South St. Paul) added that there were additional questions about what the governance might “look like”, but that was yet to be hashed out by the workgroup. King added that there was request by the Board to ensure balancing of size of the committee across the different County sectors and geography. Lind (DCC) referred to the workgroup and stated that there was the need for a third Executive Committee representative as Dave Osberg would not be continuing his participation. Lind reminded that the workgroup meetings would be intense for a few months with a desired outcome recommendation at the May Board of Directors meeting. BJ Battig volunteered to be the third Executive Committee representative.

**Action:** None

### *Information Updates/Discussion Items*

## **7. Executive Director Update**

**Audio Logger**

**Discussion:**

Lind (DCC) reported that the audio logger was up and running and that the contract with the Scott County was still in process. Lind stated that the DCC was already recording the Scott County traffic to ensure it was working prior to execution of the contract. Lind clarified that the information would not be available to Scott County until the contract was finalized.

Lind (DCC) stated that training of staff, which included approximately 4 – 5 employees from Scott County, was scheduled for the week of January 11<sup>th</sup> and that the system was proving to be very easy to use.

Lind (DCC) referred to audio requests from member fire/ems and law enforcement jurisdictions and stated that currently, any agency now on CJIIN was receiving information on actual burned cds because there wasn't another secure way of sending it available. Lind reported that the county attorney had recently confirmed that they had no issue with sending information direct, via email. Lind stated that this would allow for quicker turn around time and decreased associated costs as the DCC would no longer need to purchase the supplies and member jurisdictions would no longer need to send CSOs over to pick up the information.

Lind (DCC) referred to the State statute requiring retention of audio log information for 30 days and stated that per the attorney's request the DCC was retaining the logged information for 6 months. Lind explained that there was plenty of room on the equipment, there was no additional cost to the DCC, and it allowed members agencies the ability to obtain information for active cases much longer.

Lind (DCC) referred to Carver County and reported that the conversations with Carver County about hosing their audio information had ceased as they had decided to purchase their own logger due to some internal commitments that could require more capacity than the DCC consortium could give up.

## **CAD**

### **Discussion:**

Lind (DCC) reported that Maple Grove Records would be going live the week of January 11<sup>th</sup>, followed by Minnetonka full-suite go live in March. Lind added that after Minnetonka was up and running, the DCC consortium would start their conversion. Lind stated that the anticipated go-live date was mid to late 2<sup>nd</sup> quarter.

## **Training**

### **Discussion:**

Lind (DCC) informed members that the DCC currently had five employees in training with two additional hires starting on January 20<sup>th</sup>. Lind stated that the DCC had three candidates in background and one anticipated retirement coming in April. Lind stated that staff just recently determined that the 2015 turnover rate was 21.5%, which was extremely high. However, in contacting neighboring PSAPs across the metro area, they were reporting 21 – 39% turnover so the DCC turnover rate was low in comparison. Lind commented that, as had been reported through 2015, the turnover rate in PSAPs nation-wide was concerning.

## **Wellness**

### **Discussion:**

Lind (DCC) provided a brief clarification on charges associated with the 2015 wellness program and added that there was a charge erroneously coded to the account that had been credited out.

## **Budget**

### **Discussion:**

Lind (DCC) reported that the DCC 2017 budget process had begun with discussion on the Capital Improvements ten-year plan. Lind stated that as the budget preparation progressed, the Committee would be asked for some volunteers to review the budget prior to presentation in May.

Battig (Dakota County) commented that it seemed as though there had been some discussion on costs associated with CAD calls vs. Status Checks at the operations sub-committee level and asked for a brief update. Lindquist (Farmington & LE Ops Committee Chair) reported that the funding formula had always been contentious for a few of the member agencies. Lindquist stated that any time calls were discussed, it seemed to go back to charges associated, and whether or not officers should put themselves out on calls. Lindquist clarified that if officers put themselves out on calls, it was a status change which was not chargeable. Lindquist stated the downside was that dispatchers had no location information and weren't reminded to check on the officer status. Lindquist further clarified that if a call was handled as a CAD event through dispatch, the agency was charged and dispatch staff knew where the officers were, receiving

reminders to do "status checks".

Lindquist stated that once the strategic planning was done and the governance structure was determined, the funding formula would likely need to be addressed by the new structure. Lind (DCC) noted that chargeable or not, to ensure officer safety, the dispatchers should know where they were. Lind acknowledged that there were pros and cons for both methods.

### **Other**

#### **Discussion:**

Mesko-Lee (Hastings) requested the items to be addressed under the Executive Director update be added as bullet points on the agenda. Lind (DCC) confirmed.

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

### **Miscellaneous**

#### **Discussion:**

Battig (Dakota County) reminded members that the Elected Officials training was scheduled for March 2<sup>nd</sup> from 6 – 8pm at the Northern Service Center. Battig stated that an official announcement would be sent out to Administrators/Managers yet this week.

### **Adjourn**

**Action:** Motion by Osberg (Eagan) to adjourn. Second by Mesko-Lee (Hastings). Motion passed unanimously. Meeting adjourned at 3:30pm.

### **Next Regular Meeting:**

February 3<sup>rd</sup>, 2016

3:00pm

DCC Training Room