

**Dakota Communications Center
Executive Committee
Meeting Minutes: 03/02/2016**

Members Present: Tom Lawell – Apple Valley; Dave Osberg – Eagan; David McKnight – Farmington; Melanie Mesko-Lee – Hastings; Justin Miller – Lakeville; Dwight Johnson – Rosemount; Steve King – South St. Paul; Matt Fulton – West St. Paul

Members Absent: Heather Johnston – Burnsville; Brandt Richardson – Dakota County; Joe Lynch – Inver Grove Heights; Mark McNeill – Mendota Heights

Alternates Present: BJ Jungmann – Burnsville; BJ Battig – Dakota County; Tammy Schutta – Mendota Heights

Others Present: Diane Lind, Jen Hildebrandt - DCC

1. Call the Meeting to Order

Chair Miller (Lakeville) called the meeting to order at 3:00p.m.

2. Roll Call

Members in attendance are noted above.

3. Approve Agenda

Discussion:

No modifications to the presented agenda.

Action: Motion by Johnson (Rosemount) to approve the agenda. Second by Mesko-Lee (Hastings). Motion passed unanimously.

Consent Agenda

4.

- a. **Approve Minutes from the February 3rd, 2016 Executive Committee Meeting.**
- b. **Approve Paid Claims.**
 - **January 1st – 31st, 2016**
- c. **Receive report on contracts and agreements executed between January 27th and February 24th, 2016.**
- d. **Operations Committee Meeting Minutes**
 - **Fire/EMS Operations Sub-Committee Meeting on February 25th**

Discussion:

Action: Motion by Jungmann (Burnsville) to approve the consent agenda. Second by Fulton (West St. Paul). Motion passed unanimously.

Regular Agenda

Action Items

5. Executive Director Replacement Process

Discussion:

Lind (DCC) referred to her letter of resignation stating that her last date with the DCC would be May 31st, 2016. Lind stated that she visited with the chairs of the Board of Directors and the Executive Committee to recap previous nation-wide search processes. Lind referred to the packet stating that a copy that the previous position profile was there for reference. Lind reminded members that the previous search process was managed by Brimeyer Fursman.

Miller (Lakeville) continued stating that at the February Board meeting, formal action was taken directing the Executive Committee to identify search firms, request proposals, and engage the final firm to develop a process that would be used to conduct preliminary screenings in anticipation of formal interviews. Miller reiterated that Brimeyer Fursman handled the last process and added that Springsted was also a viable option. Miller then asked members if there was a desire to broaden the span in looking for search firms.

Mesko-Lee (Hastings) commented that it was important to have a clear understanding of what the consortium was looking for. Lawell (Apple Valley) acknowledged and stated that was something the search firm should be compiling as part of their effort. Lawell commented that the process would be complicated with the current effort to restructure the governance. Lawell stated that he had no concerns about moving forward with efforts to engage a search firm to assist in that process, nor with asking for proposals from some identified agencies.

Miller (Lakeville) referred to the timeline and speculated that efforts could be taken to request proposals from identified agencies and be turned around fairly quickly. Recognizing that the Committee wasn't scheduled to meet for another month, asked if the group would like to see all the proposals sent out and then reviewed at the next Committee meeting, or if it was desired to form a smaller workgroup to handle that process. Battig (Dakota County) commented that it may make sense to have a workgroup convene to review a recommendation for the next meeting. Matt Fulton (West St. Paul), Melanie Mesko-Lee (Hastings) and Tom Lawell (Apple Valley) agreed to work with Chair Justin Miller (Lakeville) as members of the workgroup tasked with receiving and evaluating responses and preparing a recommendation for the April Executive Committee meeting. Miller continued stating that he would work with Jen Hildebrandt to get the requests out to identified agencies, and also get them back and compile in preparation for review by the workgroup.

Miller (Lakeville) reminded members that the previous process was handled by Brimeyer Fursman and that Springsted also offered this sort of service. Osberg (Eagan) added that The Mercer Group was an option and was the group who had aided the League of MN Cities in their director placement. Jungmann (Burnsville) stated that there were some other nation-wide options. Lawell (Apple Valley) agreed reminding members that costs would be higher due to added travel expenses.

King (South St. Paul) asked how quickly the group wanted someone new on board. Miller (Lakeville) responded that the desired should be as soon as possible given the current status of CAD. Lind (DCC) agreed, but assured members that staff was very well positioned for the CAD go-live. Lind stated that Rose Kruchten was spear-heading that project and was very in-tune with how efforts were progressing.

Miller (Lakeville) recapped that the intent would be for the Executive Committee to approve a search firm at the April 6th meeting. Miller stated that it would likely take 1 – 2 weeks to get everything lined up and postings sent out. Miller added that interviews would likely be in May. Fulton (West St. Paul) agreed, stating that might also be the time for the group, with participation from members of the Board of Directors, could review and finalize desired competencies and a final position description. Fulton commented that it would likely be July or August before the new director would be in place. Mesko-Lee (Hastings) reiterated the importance of identifying position competencies, stating that she was struggling with putting out a recruitment process without first having those identified. Lawell (Apple Valley) requested a copy of the position description be distributed to the group for review between today and the April 6th meeting. Hildebrandt (DCC) confirmed.

Lind (DCC) reported that the equipment installs had all been finalized and that the CAD project was still on track for go-live the beginning of June. Lind stated that other than that, the next project on the horizon was text-to-911, which was not anticipated until the beginning of 2017.

Lind referred to the 2017 budget and reiterated that it was still on track and if it went according to plan, would be approved prior to her departure.

Lind (DCC) referred to the last executive search process and stated that Brimeyer Fursman handled everything from beginning to the point of interviews. Lind stated that candidates cycled through three different interview panels made up of Board and Executive Committee members. Battig (Dakota County) commented that he may be able to find information from the last search. Osberg (Eagan) noted and said he would attempt to do the same. Osberg commented that the last process was a lot of work and encouraged everyone to prepare to be flexible with scheduling needs.

Miller (Lakeville) asked if the desire was to engage the search firm to handle the process through to interviews as was done in the previous search. Lawell (Apple Valley) suggested administering the prescreening first to filter through the proposals. Osberg (Eagan) agreed stating that a menu of options could be requested.

Johnson (Rosemount) reminded members that with the previous process, background information received on some of the identified finalists was quite interesting. Johnson commented that it was a bit late at that point to be receiving some of that information. Lind (DCC) commented that with the last process, three of the candidates were given one week to compile their background information and not only was that quite short turn-around time, but they were also at an industry conference. Lind suggested moving background investigations up in the process. Mesko-Lee (Hastings) asked if there were any conferences anticipated that the group should be aware of. Lind (DCC) confirmed that there were some that may impact candidate ability to adhere to deadlines.

Miller (Lakeville) noted that the Requests would be sent out by the beginning of the following week and upon receipt of proposals, the workgroup would be convened to make their evaluations and formulate a recommendation for the April 6th meeting. Miller noted that the group may want to be prepared to convene a special meeting the 2nd half of April.

Chair or at least four members working in concert may call a special meeting.

Action:

6. Non-billable CAD Calls

Discussion:

Lind (DCC) informed members that in the current CAD system, officers could put themselves into status changes for extra patrol, premise checks, other. Lind stated that it was also fairly easy to identify location of officers using the status changes. Lind reminded members that status changes were not billable and not all member agencies were handling extra patrol, premise checks, other the same. Lind stated that some were doing CAD calls (at a fee) to ensure the ability to locate their officers if needed.

Lind referred to the upcoming TriTech system and stated that there were a limited number of status changes available, which meant that not all current changes could be accommodated. Lind stated that as a result, DCC staff requested the law enforcement sub-committee consider doing Premise Checks, Follow-Up and Detail Events as non-billable CAD calls. Lind stated that with the support of the law enforcement sub-committee, staff was requesting the authorization to identify these three CAD call types as non-billable. Lind added that this would be a good step towards standardization of a process that had previously been a topic on some contention among the members. Lind stated that all agencies would use the same practice, would have increased officer safety and would have the ability to better track officer activity.

Mesko-Lee (Hastings) stated that it sounded fine as long as the law enforcement sub-committee

was in favor of it. Mesko-Lee asked if there would be any impact on the bottom line. Lind (DCC) clarified that there should be no impact to the bottom line.

Action: Motion by Mesko-Lee (Hastings) to recommend approval of identifying the three CAD call types of Premise Checks, Follow-Up and Detail Events as non-billable. Second by Osberg (Eagan). Motion passed unanimously.

Information Updates/Discussion Items

7. Strategic Planning Update

Discussion:

Lind (DCC) referred to the JPA that was in the packet stating that legal counsel had provided a modified JPA reflecting a consolidated governance structure as requested by the strategic planning workgroup. Lind acknowledged that while most of the modifications were very minor, one recurring topic of conversation was the makeup of representation. Lind stated that originally, the discussion revolved around an even split of 4 Executive Committee, 4 Fire/EMS Ops Committee and 4 Law Enforcement Ops Committee members. However, recently, desires of the Executive Committee to see a stronger Executive Committee representation was resulting in discussions of a 6/3/3 or 8/2/2 makeup. Lind stated that once the makeup was determined, staff could bring the determination back to the workgroup to iron out details. Lind recapped that the Board of Directors was very much in favor of governance consolidation, but also wanted to make sure there was adequate Executive Committee representation. Miller (Lakeville) added that the Board and workgroup agreed that there was still the need for a Board of Directors, realizing that may be an annual or semi-annual meeting. Miller stated that the Board was ready to grant autonomy and authority to the governance hybrid.

Osberg (Eagan) asked when the Board of Directors last visited about this. Lind (DCC) responded that it was in February. Osberg (Eagan) suggested putting this process on hold until the Executive Director search effort was finalized. Miller (Lakeville) stated that the Board hadn't discussed this in light of Lind's resignation, but that he didn't think they were strongly tied to continuing the process during the search. Osberg (Eagan) voiced concerns about potential candidates questioning the viability of the position given the governance restructuring discussions. Lawell (Apple Valley) asked if the structure was mentioned in the profile at all. Mesko-Lee (Hastings) confirmed stating that the full governance structure was laid out in the last profile. Fulton (West St. Paul) commented that he thought the change in the governance was going to happen one way or another and it could maybe be mentioned as a major project in the profile. Mesko-Lee (Hastings) commented that it was maybe not a foregone conclusion, but being considered, and the desire was for the new director to help walk through the process. Jungmann (Burnsville) suggested adding where the consortium thinks it is at having gone from start-up to operational as part of that.

Miller (Lakeville) reminded members that the original intent had been to work through the details and have this modified governance structure implemented for 1/1/2017.

Battig (Dakota County) commented that one of the main concerns was making sure that law and fire/ems had a good avenue directly to the Executive Committee and it appeared as though that was better than what may have been originally perceived. Battig stated that knowing that, a simple reinforcement that this line of communication will remain intact may be all that is needed for the interim until a new director is appointed. Jungmann (Burnsville) acknowledged, but reminded members that part of the problem was the number of meetings that were being held and poorly attended. Jungmann (Burnsville) expressed a concern with putting the governance restructure on hold.

Miller (Lakeville) commented that looking at a change could also be a strong selling point,

bringing fresh ideas into the mix. Johnson (Rosemount) agreed stating that the current structure was quite intimidating.

Lind (DCC) referred to the profile and where it talked about the DCC structure and history. Lind stated that the history could be updated to include the desire to evaluate governance restructuring.

Miller (Lakeville) stated that it was his belief that while the Board was looking forward to continuing further development of the governance structure, the executive director search would be top priority.

Johnson (Rosemount) asked if there were any continued discussions about putting this function under the sheriff. Miller (Lakeville) confirmed that there were a handful of chiefs that had been discussion this option at the law enforcement chiefs level. Lawell (Apple Valley) suggested the fire chiefs start talking about it, also, so they were prepared to discuss it when if/when brought to the table.

King (South St. Paul) commented that his chief was a supporter of the dispatching function going under the Sheriff. King acknowledged, however, that South St. Paul never had the luxury of their own dispatch center so it was all they had previously known.

Lind (DCC) acknowledged that there was state statute that supported the idea of the sheriff managing 911 communications. Lind stated that ultimately, communications and 911 were the sheriff's responsibility. Lind stated that how that was done, however, depended on the PSAP. Lind stated that Ramsey County had 60% of their budget from the County and 40% from the member cities. Lind strongly cautioned about "responsibility creep" including paperwork, records management and warrants administration that were not dispatch responsibilities, but were strongly desired by the sheriff's department to be a function of the dispatch center.

Miller (Lakeville) stated that while the sheriff was not going to initiate the discussion, he was willing to be a part of it. Miller recapped stating that the general consensus of the group was to put the strategic planning on hold until the executive director search had been finalized. Miller added that general consensus was also to incorporate some potential streamlining into the executive director position description.

Fulton (West St. Paul) asked how significant the executive director departure was and if there was the need for identification of an interim director. Lind (DCC) responded that training on CAD and MDCs was in April/May and was looking good. Jungmann (Burnsville) agreed stating that TriTech seemed very stable and there were not a lot of anticipated issues. Lind (DCC) added that the LOGIS manager and staff would also be present.

Lind (DCC) commented that appointment of an interim director was at the Executive Committee's discretion. Lind stated that Cheryl Pritzlaff was the current Operations Director.

Miller (Lakeville) asked that this topic be added to the April agenda for discussion.

Action: No action. Update only.

8. Executive Director Update

Discussion:

Technology

RapidSOS: Lind (DCC) reported that a new software application had gone live on March 1st. Lind clarified that while it had not yet been seen in Minnesota, this cell phone application

allowed callers a one-button push for police, fire or ems. Lind stated that in depressing the button, a call goes to the respective agency and was preceded with an announcement "this is a <police> emergency" after which time the call taker was connected with the caller. Lind stated that if the caller could not speak, it would be text-to-voice. Lind stated that it would be quite an adventure for dispatchers, who had all been trained on the app. Lind informed members that this was not a technology that centers had requested, nor been given the opportunity to give input on, but it was approved by the State of MN as a viable option for calling 911.

Battig (Dakota County) asked if the State Emergency Communication Board had approved the app. Lind (DCC) confirmed stating that the target audience was the general populous.

Lawell (Apple Valley) asked if there were concerns that this would result in unintentional calls for DCC service? Lind (DCC) confirmed and reiterated that it wet active in some of the larger markets and was expected in Minnesota in the next 60 days. Lawell (Apple Valley) asked who was paying for the software. Lind (DCC) stated that the app was free, but there was a monthly licensing fee that was paid by the customer.

Jungmann (Burnsville) stated that it wasn't in the app stores, but could be obtained by going to the RapidSOS website.

Text to 911: Lind (DCC) updated that the infrastructure RFP would be released the 1st quarter of 2017.

Budget: Lind (DCC) reported that the budget was with the fiscal agent for final review and staff was scheduled to meet with them the following week to address any outstanding questions. Fulton (West St. Paul) commented that he would appreciate the opportunity to get the funding of capital on the next agenda. Fulton commented that he would like to see capital funding a county expenditure arguing that whether you have 1 call or 1000 calls, you need the same equipment and charging by CAD event was disproportionately hurting aging communities.

Aggregate Industries: Lind (DCC) reported that Aggregate Industries was going to start mining the field between the DCC and highway 3. Lind stated that the County had requested feedback from the DCC identifying any concerns associated with mining this close to the dispatch center. Lind stated that DCC staff had concerns about vibration and the impact on the radio tower and building damages incurred because of it. Lind added that dust was a significant concern as was the fact that there was a large high-pressure pipeline running along the DCC property and then diagonally across the area identified to be mined. Lind stated that the mining was expected to last about five years.

Lawell (Apple Valley) commented that it would be worth knowing the rules and holding Aggregate Industries to them. Lind (DCC) agreed stating that Mike Lexvold with the County was compiling the information and bringing it to the Empire Township Board meeting, representing the DCC and count maintenance facility.

Action: No action. Update only.

OTHER BUSINESS

None

Adjourn

Action: Motion by Jungmann (Burnsville) to adjourn. Second by Mesko-Lee (Hastings). Motion passed unanimously. The meeting adjourned at 3:58pm.

Next Regular Meeting:

April 6th, 2016

3:00pm

DCC Training Room