

**Dakota Communications Center  
Executive Committee  
Meeting Minutes: 07/06/2016**

**Members Present:** Tom Lawell – Apple Valley; Heather Johnston – Burnsville; David McKnight – Farmington; Melanie Mesko-Lee – Hastings; Joe Lynch – Inver Grove Heights; Justin Miller – Lakeville; Dwight Johnson – Rosemount; Steve King – South St. Paul; Matt Fulton – West St. Paul

**Members Absent:** Matt Smith – Dakota County; Dave Osberg – Eagan; Mark McNeill – Mendota Heights

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

**Others Present:** Cheryl Pritzlaff, Jen Hildebrandt – DCC; Mike Meyer – Fire/EMS Ops Sub-Committee Chair; Shelley Calvert – Inver Grove Heights

**1. Call the Meeting to Order**

Chair Miller (Lakeville) called the meeting to order at 3:05p.m.

**2. Roll Call**

Members in attendance are noted above.

**3. Approve Agenda**

**Discussion:**

**Action:** No action.

**Consent Agenda**

4.

- a. **Approve minutes from the May 11<sup>th</sup>, 2016 executive committee meeting.**
- b. **Approve paid claims.**
  - **April 1<sup>st</sup> – 30<sup>th</sup>, 2016**
  - **May 1<sup>st</sup> – 31<sup>st</sup>, 2016**
- c. **Receive financial reports & recommend approval.**
  - **April, 2016 Unaudited Financial Report**
  - **May, 2016 Unaudited Financial Report**
- d. **Receive report on contracts and agreements executed between April 27<sup>th</sup> and June 29<sup>th</sup>, 2016.**
- e. **Receive operations committee meeting minutes**
  - **June Fire/EMS Operations Sub-Committee Special Meeting**
  - **June Fire/EMS Sub-Committee Meeting**
  - **June Law Enforcement Sub-Committee Meeting**

**Discussion:**

None

**Action:** Motion by Johnston (Burnsville) to approve the consent agenda. Second by Mesko-Lee (Hastings). Motion passed unanimously.

**Regular Agenda**

*No Action Items*

*Information updates/Discussion Items*

## **5. DCC Medical Insurance Plan Philosophy**

### **Discussion:**

Hildebrandt (DCC) reported that in an effort to streamline the medical insurance approval process, the HR Task Force was convened to meet with Executive Committee Chair Justin Miller and herself to discuss plan philosophy. Hildebrandt explained that the philosophy had morphed over the years from being a consent agenda item to being a full-scale plan discussion and staff was struggling to understand what the group was looking for from year to year.

Miller (Lakeville) stated that given staff concerns about some varying direction received, and given the upcoming negotiations, it seemed like a good time to convene a workgroup and discuss a philosophy that the group could support going forward. Miller suggested the workgroup include members of the HR Task Force, and representation from the Executive Committee. Johnston (Burnsville) and Battig (Dakota County) offered to participate on the workgroup. Miller (Lakeville) thanked the volunteers and asked that members with representatives on the HR Task Force encourage workgroup participation. Miller stated that in addition to the current HR Task Force representation of Apple Valley, Burnsville, Dakota County, Eagan & Lakeville, it was suggested a representative from a smaller agency also participate. McKnight (Farmington) offered Farmington HR services on the task force.

Johnston (Burnsville) suggested consideration of a conference call if more palatable to the Task Force. Johnston also reiterated a number of topics that may be part of the philosophy discussion including High Deductible Health Plans, Employee/Employer costs, whether the splits be based on dollars or percentages, whether single coverage should have to contribute toward the premium, etc.

**Action:** No action. Discussion only.

## **6. Interim Director Update**

### **Discussion:**

CAD – Pritzlaff (DCC) reported that the consortium went live with the new TriTech CAD on June 1<sup>st</sup> and other than the fiber cut which brought everything down temporarily, everything was performing really well. Pritzlaff acknowledged that staff was still working on addressing little quirks and glitches, and member agencies were still submitting recommendation changes after having had a month to experience the system.

Pritzlaff (DCC) referred to the Fiber Cut on go-live and reiterated that LOGIS addressed the redundancy issue experienced when the fiber was cut and assured that it had been resolved and tested.

Pritzlaff (DCC) referred to the power outage earlier in the day and explained that there had been a major lightening strike to the LOGIS building that took the whole consortium down. Pritzlaff clarified that TriTech did not go down. Pritzlaff stated that the backup site went online but was just enough to keep some of the smaller platforms running. Pritzlaff assured that the system was back up and running and LOGIS was working through a full detail report that would be shared the following day. Pritzlaff commented that DCC staff did a great job and she was very impressed with how well they worked as a team having the trainees working as runners and calling utilities as needed. Pritzlaff stated that she had received a number of compliments from members of the Board of Directors, Lakeville PD, Hastings Fire, etc. Johnston (Burnsville) acknowledged the timely updates that Pritzlaff had been sending out on the outages and thanked her for being proactive on that front.

Drills – Pritzlaff (DCC) informed members that the DCC had been participating in a number of drills that would continue through the summer. Pritzlaff referred to the large-scale FEMA drill with Prairie Island and stated that the full report had been received and the DCC had no deficiencies. Pritzlaff stated that upcoming exercises would require two dispatchers for each

drill, operating out of mobile command vehicles.

Staffing – Pritzlaff (DCC) reported that the DCC currently had 53 dispatchers, nine of which were in training and doing very well. Pritzlaff then reported that she had reluctantly accepted Rose Kruchten's letter of intent to retire in September. Pritzlaff stated that Kruchten's retirement would open the door for a dispatcher promotion, and would also require the appointment of one of the supervisors to the position of Supervisor Assigned to Administration. Pritzlaff acknowledged that Kruchten's resignation notice was causing concern among the jurisdictions for a number of reasons. The first was Kruchten's experience with CAD. The second was the bottleneck much-needed training for this position could cause. The third was the fact that the jurisdictions were not being asked to participate in the selection process.

Pritzlaff acknowledged that given Kruchten's knowledge, having been through a number of CAD conversions where this was her main focus, no supervisor could immediately replace the skills Kruchten had developed over the years. Pritzlaff assured, however, that staff would work to provide the new supervisor as much training as possible. Pritzlaff reminded members that due to her ability, Kruchten was being looked at as a CAD administrator when in actuality, CAD administration & Mobiles were LOGIS services. Pritzlaff assured that whoever replaced Kruchten would have full access to the LOGIS staff who could assist with any CAD needs until they were able to handle them directly. Pritzlaff then referred to the jurisdictions not being asked to participate in the selection process and reminded members that this was not a promotion, but an appointment. Pritzlaff clarified that the Fire/EMS and Law Ops Chairs would be engaged to participate in the dispatcher promotion process as has been done in the past. Pritzlaff stated that letters of interest were to be submitted by July 6<sup>th</sup> for both the promotion and the appointment opportunities.

Johnston (Burnsville) asked for some clarification on the determination that the Supervisor Assigned to Administration would be a 3 year rotating appointment stating that it seemed like a very technical position that would require considerable expertise. Pritzlaff (DCC) responded that the position had been a three-year appointment since inception, however, it is the director's prerogative to extend that appointment, which is what happened with Kruchten due to CAD implementation attempts. Pritzlaff stated that both supervisors who put in for the appointment were very skilled. Pritzlaff reminded members that CAD was only one piece of the position and should be getting easier as CAD experience progressed. Johnston (Burnsville) voiced concern about replacing a key position before an executive director was named and asked if the director was normally engaged in that process. Pritzlaff (DCC) responded that the appointment could be made by the operations director, but a promotion involved operations committee participation and formal interviews. Johnston (Burnsville) then asked if Pritzlaff would be open to external input. Pritzlaff (DCC) responded that she didn't believe an appointment needed to have external participation.

Miller (Lakeville) referred to the timing and opportunity for thorough training of whoever was appointed to the position. Pritzlaff (DCC) assured that Kruchten was willing to come in on evenings & weekends to accommodate training needs. Meyer (Fire/EMS Ops Chair) commented that the biggest concern was making sure that Kruchten's replacement was able to fill the needs of the position. Meyer acknowledged the concerns about "backfilling" stating that it is difficult to pull someone out of a position that is already minimally staffed, for training. Meyer then referred to succession planning and how that would be addressed going forward. Pritzlaff (DCC) acknowledged stating that part of the reason the position was identified as rotating was to help ensure all supervisors were acquiring the skills necessary to answer questions from member agencies.

Battig (Dakota County) asked what the schedule of the position would be. Pritzlaff (DCC) clarified that whoever was appointed to the position would be moved to the day schedule of

Monday through Thursday to better assist member jurisdiction needs.

Lawell (Apple Valley) commented that he didn't have an issue with the rotating position as it would give everyone an opportunity to learn the position and keep their skills fresh. Johnston (Burnsville) commented that she was concerned not engaging the member agencies to participate in the appointment process was a lost opportunity.

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

## **7. Executive Director Search Update**

### **Discussion:**

Miller (Lakeville) reported that he had spoken with Jim Miller the previous day and it was reported that 35 applications had been received as of July 1<sup>st</sup>. Miller stated that The Mercer Group was working on phone interviews/screenings minimizing the pool down to 11. Miller stated that while there was a strong Midwest influence, there were national and international candidates. Miller stated that he anticipated receiving a list of 6 – 8 candidates early the following week and was looking at scheduling the 1<sup>st</sup> round of interviews the last week of July. Miller reminded the group that the members who volunteered to join him on the first round interview panel were Matt Fulton, Melanie Mesko-Lee Tom Lawell and BJ Battig from the Executive Committee and Kerrin Swecker, George Tourville and Beth Baumann from the Board of Directors. Lawell speculated that after identifying the top candidates, he would work with The Mercer Group and Hildebrandt to schedule an open house for the full Board, Executive Committee and Joint Operations Committee to meet the candidates.

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

## **OTHER BUSINESS**

Battig (Dakota County) reported that there would be two additional exercises going on in the County over the next couple of months. The first would be a damage assessment drill with building officials and the second would be a mobile morgue operation with the medical examiner.

## **Adjourn**

**Action:** Motion by McKnight (Farmington) to adjourn at 3:42pm. Second by Johnson (Rosemount). Motion passed unanimously. The meeting adjourned at 4:26pm.

### **Next Regular Meeting:**

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

3:00pm

Dakota Communications Center  
Training Room