

**Dakota Communications Center
Executive Committee
Meeting Minutes: 08/03/2016**

Members Present: Tom Lawell – Apple Valley; Heather Johnston – Burnsville; Dave Osberg – Eagan; David McKnight – Farmington; Justin Miller – Lakeville; Mark McNeill – Mendota Heights; Dwight Johnson – Rosemount; Steve King – South St. Paul; Matt Fulton – West St. Paul

Members Absent: Matt Smith – Dakota County; Melanie Mesko-Lee – Hastings; Joe Lynch – Inver Grove Heights

Alternates Present: BJ Jungmann – Burnsville

Others Present: Cheryl Pritzlaff, Jen Hildebrandt, Vicki Nelson, Troy Ruby – DCC; Brian Lindquist – LE Ops Sub-Committee Chair; Chief McDonald, Deputy Chief Johnson, Officer Nelson & Katie Jonas – Eagan; Chief Long – Lakeville; Chief Messerich – South St. Paul

1. Call the Meeting to Order

Chair Miller (Lakeville) called the meeting to order at 3:00p.m. Chair Miller reported that Rosemount Administrator Dwight Johnson, submitted his letter of intent to retire. Johnson (Rosemount) confirmed that he had provided his council with his letter of intent to retire no later than the end of the year, 2016.

2. Roll Call

Members in attendance are noted above.

3. Approve Agenda

Discussion:

Miller (Lakeville) noted that a revised agenda had been sent out earlier in the week with the addition of a call handling update.

Action: Motion by Battig (Dakota County) to approve the amended agenda. Second by Johnston (Burnsville). Motion passed unanimously.

Consent Agenda

4.

- a. **Approve minutes from the July 6th, 2016 executive committee meeting.**
- b. **Approve paid claims.**
 - **June 1st – 30th, 2016**
- c. **Receive financial reports & recommend approval.**
 - **June, 2016 Unaudited Financial Report**
- d. **Receive report on contracts and agreements executed between June 29th and July 27th, 2016.**
- e. **Receive operations committee meeting minutes**
 - **July Joint Operations Committee Meeting – Cancelled, no minutes**
- f. **Ancillary Benefits**
- g. **Dental Insurance**

Discussion:

None

Action: Motion by Osberg (Eagan) to approve the consent agenda. Second by Lawell (Apple Valley). Motion passed unanimously.

Regular Agenda

Action Items

5. 2017 Medical Insurance

Discussion:

Hildebrandt (DCC) provided a report of events and actions that lead up to the proposal being presented. Hildebrandt stated that staff was requesting recommendation to approve an increase/decrease split where the DCC would pay 90% of the single increase/decrease and 50% of the plus and family tier increases/decreases. Hildebrandt added that the proposed plan had been reviewed and endorsed by the HR Task Force. Hildebrandt also reported that the dispatch union had agreed to the proposal. Hildebrandt stated that response from the dispatch supervisory union was still pending but preliminary reports were favorable.

Action: Motion by Battig (Dakota County) to recommend approval of the 2017 Medical Insurance rates as proposed. Second by McKnight (Farmington). Motion passed unanimously.

Information Updates/Discussion Items

6. Interim Director Update

Discussion:

Text-to-911 – Pritzlaff (DCC) reported that Text-to-911 was still a work in progress. Pritzlaff clarified that while the state waited for the major carriers to buy-in, the MESB and ECN were working on a temporary solution. Pritzlaff stated that the MESB and ECN asked for a volunteer PSAP to take on text calls for the 9-county metro area. Pritzlaff commented that while Hennepin volunteered, they also asked the other agencies if they would want to try taking their own text-to-911 calls to help vet out some of the traffic. Pritzlaff stated that the DCC confirmed interest and would be getting a phone upgrade on August 9th to ensure the telephones were in compliance. Pritzlaff cautioned that it was not yet known how much traffic there would be and also that text-to-911 would slow response. Pritzlaff stated that the anticipated timeline for full-scale implementation was 4th quarter, 2016, but clarified that there was no word yet on how pictures and videos would come through or display.

Drills/Exercises – Pritzlaff (DCC) reported that the DCC was continuing participation in drills and exercises through the summer including a functional exercise scheduled for August 4th. Dakota

Community Outreach – Pritzlaff (DCC) informed members that as part of DCC community outreach efforts, Jen Hildebrandt and Rose Kruchten would be participating in the Dakota County "Ring of Fire" at the upcoming county fair. Pritzlaff added that one of the DCC supervisors volunteered to ride on National Night Out/Night to Unite, and the DCC offered informational flyers on community notification and how to call 9-1-1. Pritzlaff stated that nine of the twelve agencies accepted the offer and approximately 1500 flyers were provided to hand out at community block parties.

Staffing – Pritzlaff (DCC) reported that dispatch staffing was at 53, 9 of which were in training. Pritzlaff added that promotional interviews were being held at the DCC on August 4th to fill the upcoming supervisory opening. Pritzlaff stated that the interview panel would be made up of the Joint Ops Committee Co-Chairs and herself.

Pritzlaff (DCC) referred to the upcoming retirement of Dispatch Supervisor Assigned to Administration, Rose Kruchten, and stated that Supervisor Vicki Nelson had been identified as her replacement. Johnston (Burnsville) thanked Pritzlaff for including representatives from reaching out to members of the for feedback prior to making her decision.

Action: No action. Update only.

7. Executive Director Search Update

Discussion:

Miller (Lakeville) reported that the preliminary interview panel made up of himself, Melanie Mesko-Lee, BJ Battig, Tom Lawell, Mayor Baumann and Mayor Tourville interviewed seven candidates on July 29th and was able to bring the pool down to 4 finalists. Miller stated that The Mercer Group was still in the process of confirming with the finalists, 3 local and 1 from out of state, so names had not yet been made public. Miller continued stating that a considerable amount of time was put into how to involve the stakeholders in the final interview process, and that resulted in the handout being distributed.

Miller (Lakeville) stated that the intent was to hold a public reception the evening of August 25th at the DCC. Miller stated that the reception would be open to members from all agencies & DCC staff. Miller then stated that formal interviews would convene at the Northern Service Center the next morning, Friday, August 26th and would include representation from the Board, Executive Committee, Law and Fire/EMS sub-committees and DCC staff. Miller explained that there would be four panels and each panel would have representation from each group. The Executive Committee representative on each panel would compile findings and represent their group at an Executive Committee meeting that afternoon, where a recommendation would be formulated and presented to the Board of Directors.

Miller (Lakeville) stated that as prior to this process, candidates would be meeting with Martin-McAllister Consulting Psychologists and reports would be made available to the panels.

Osberg (Eagan) asked if the August County Managers meeting would be cancelled. Lawell (Apple Valley) confirmed stating that they would be looking to move that meeting up one week to the 19th.

Miller (Lakeville) explained that after this meeting, an email would be sent out looking for volunteers from each group. Miller added that an exact meeting time for the Executive Committee would also be made available.

Johnston (Burnsville) asked if the Executive Committee representation would be the same as the preliminary group. Miller (Lakeville) responded that the group felt it would be a good idea to have other members of the Executive Committee who had not participated in the preliminary interviews represent at the final interviews. Heather Johnston and Steve King offered to participate. Miller (Lakeville) stated that he would be looking for two more representatives and it was looking like it would be a full day on the 26th.

Action: No action. Update only.

OTHER BUSINESS**8. Call Handling Update****Discussion:**

Miller (Lakeville) informed members that this item was placed on the agenda at the request of the police chiefs, being represented by Chief McDonald from Eagan.

McDonald (Eagan PD) reported that the group had a service concern related to call handling of priority calls, specifically callers not being kept on the phone by dispatch staff. McDonald stated that this was not a new concern having been discussed repeatedly since DCC inception dating ten years prior and it didn't seem to be getting resolved. McDonald stated that the other Law Enforcement representatives present were in attendance to express their concern and support McDonald, identified as the spokesperson for the group.

McDonald stated that this concern was based on a system-wide issue that seemed to be due to the nature of what the DCC was and how it operated. McDonald expressed great concern over

the fact that after all the reported issues and concerns regarding priority calls not being kept on the line, nothing was changing.

Pritzlaff (DCC) provided information on how priority calls were currently being handled and cautioned that responders didn't know what else was going on at the time and sometimes, there was a need to do an urgent disconnect to allow for picking up of other incoming calls. Pritzlaff stated that staff was consistently encouraged to keep priority calls on the line but there were instances when, if the caller seemed stable, calls would be disconnected to allow for answering other incoming calls.

Action: Motion by Johnston (Burnsville) to direct DCC staff to work with the Fire/EMS and Law Enforcement operations personnel to immediately address the priority call policy. Motion further to have the Operations Director meet with the chairs of the operations committees to develop a prioritized policy review schedule that will be presented at the next Executive Committee meeting, and available for the incoming Executive Director to start working on upon hire. Second by Lawell (Apple Valley).

Further Discussion:

Osberg (Eagan) suggested if the group tasked with looking at the priority call policy wanted, they should feel free to invite representation from the Executive Committee. Miller (Lakeville) offered that if the group felt the need to invite Executive Committee representation, that could be expressed to Hildebrandt who could put that request out once the date had been identified. Miller suggested the priority call policy discussion be scheduled by the end of the week. Pritzlaff (DCC) agreed to work with the chairs to make this happen.

Other Business

Fulton (West St. Paul) suggested consideration of an organization audit and that it wasn't necessary to wait for the Executive Director to start working on development of a process. Fulton stated that an audit could aid in the overall governance restructuring effort. Fulton suggested this topic be added to the next meeting agenda, considering convening of an Executive Committee workgroup tasked with developing a process for an organization audit. Johnston (Burnsville) suggested this would be a good question for the candidates, whether or not they had been part of an audit before.

Fulton (West St. Paul) referred to the group home issue as it related to member costs due to the county voucher program. Fulton suggested it would help public safety to know where these group homes were located. Fulton stated that he would like to know how much was attributable to the county voucher program but was told that information was not available. Johnston (Burnsville) suggested the City Managers meeting might be the better forum for that discussion.

Adjourn

Action: Motion by Osberg (Eagan) to adjourn. Second by King (South St. Paul). Motion passed unanimously. The meeting adjourned at 4:29pm.

Next Regular Meeting:

September 7th, 2016

3:00pm

Dakota Communications Center
Training Room