

**Dakota Communications Center
Executive Committee
Meeting Minutes: 05/10/2017**

Members Present: Tom Lawell – Apple Valley; Heather Johnston – Burnsville; Dave Osberg – Eagan; David McKnight – Farmington; Melanie Mesko-Lee – Hastings; Justin Miller – Lakeville; Mark McNeill – Mendota Heights; Logan Martin – Rosemount; Steve King – South St. Paul

Members Absent: Matt Smith – Dakota County; Joe Lynch – Inver Grove Heights; Ryan Schroeder – West St. Paul

Alternates Present: BJ Battig – Dakota County

Others Present: Tom Folie, Cheryl Pritzlaff, Jen Hildebrandt – DCC; Brian Lindquist – LE Ops Sub-Committee Chair; Mike Meyer – Fire/EMS Ops Sub-Committee Chair; Jerilyn Erickson – DCC Fiscal Agent

1. Call the Meeting to Order

Observing a quorum, Chair Miller called the meeting to order at 3:00.

2. Roll Call

Members in attendance are noted above.

3. Approve Agenda

Discussion:

Action: Hearing no modifications, Chair Miller approved the agenda.

Consent Agenda

4.

- a. **Approve minutes from the March 1st, 2017 executive committee meeting.**
- b. **Approve paid claims.**
 - **February 1st – 28th, 2017**
 - **March 1st – 31st, 2017**
- c. **Receive Financial Reports**
 - **2016 Year-End Audited Financial Report**
 - **February, 2017 Unaudited Financial Report**
 - **March, 2017 Unaudited Financial Report**
- d. **Receive report on Contracts & Service Agreements executed by Executive Director between February 22nd ad May 3rd, 2017.**
- e. **Operations committee meeting minutes**
- f. **Monetary Limit (Statutory Tort Limit)**

Discussion:

None

Action: Motion by Johnston (Burnsville) to approve the consent agenda. Second by McKnight (Farmington). Motion passed unanimously.

Regular Agenda

Action Items

5. 2018 LOGIS Health Insurance Pool Participation

Discussion:

Folie (DCC) reported that 2016 claims experience was very high coming in at 139.2%. Folie noted that as a member of the LOGIS Health Insurance Pool, the DCC would receive a 9% rate cap. Folie stated that this information was presented to the HR Task Force in February where continued participation in the LOGIS Health Insurance Pool for 2018 was fully supported.

Johnston (Burnsville) asked if there was any indication as to why the claims experience was so high. Hildebrandt (DCC) responded that staff had received and evaluated numerous reports working to identify causes including where the claims were coming from and what diagnosis pools they were falling in. Hildebrandt noted that the majority of the claims experience was due to uncontrollable factors including cancer, pregnancy, etc. Hildebrandt did acknowledge that one area identified was hypertension. Hildebrandt stated that the Wellness Committee was quite active this year and receiving some great participation so staff was hopeful that claims would improve going forward.

Miller (Lakeville) noted that staff had received rates for 2018 and that they capped at the 9% increase. Hildebrandt (DCC) confirmed and stated that efforts were underway to identify the premium splits. Hildebrandt cautioned that the IRS had recently directed the single premium deductible minimum would be increasing from 2600 to 2700 so staff would have to work accordingly. Hildebrandt also stated that normally she would be presenting this information directly to the unions but since negotiations had recently started, it was determined this topic would be included in those discussions.

Action: Motion by McNeil (Mendota Heights) to recommend continued participation in the LOGIS Health Insurance Pool for 2018. Second by Johnston (Burnsville). Motion passed unanimously.

6. 2018 – 2019 Operating and Capital Budgets

Discussion:

Folie (DCC) started by thanking DCC staff Jen Hildebrandt and Cheryl Pritzlaff for their work on the budget. Folie also acknowledged BJ Battig and Ron Jansen from the County, Jerilyn Erickson and David Lang from City of Lakeville, and Executive Committee members Heather Johnston, David McKnight and Justin Miller for their efforts leading up to this presentation.

Folie (DCC) reviewed a presentation on the 2018 – 2019 budget with members.

Miller (Lakeville) referred to the \$720,000 balance in the Facility Repair and Maintenance fund and asked if it had been drawn on at all. Folie (DCC) responded that the security system upgrade that just took place would be coming out of that fund. Folie added that there were some battery and generator costs that were also taken out of the fund. Battig (Dakota County) added that the UPS replacement was scheduled to be done in the next year or so and would be drawn from that fund.

Osberg (Eagan) referred to the \$35,000 added to the operating budget for professional assessment and asked for clarification. Folie (DCC) explained that when he was hired, one of the projects he was tasked with was to have an operational evaluation done on the organization. Folie reminded that a similar review had been done in 2010 by APCO and that was

who he contacted to obtain a quote. Folie acknowledged that the evaluation could be done by another entity, but APCO was the public communications and 911 organization experienced in this sort of project. Folie noted that the review would be a full operational evaluation including procedures, staffing levels, technology, where do we go from here, etc. Johnston (Burnsville) acknowledged stating that this would be the operational audit the group requested. Osberg (Eagan) asked if that evaluation would include review of the 2-stage system v. the single stage. Folie confirmed and added that he would like to see feedback from the law and fire groups as part of the audit.

Battig (Dakota County) referred to Text-to-911 and the additional staffing that was estimated because of it. Folie (DCC) noted that originally, the assumption was that the dispatch staffing level would need to be increased by three FTEs in order to facilitate the addition of Text-to-911. Folie explained that those additional three positions were assumed in the 2018 budget, but it was not yet determined if they would be necessary. Folie clarified that entities who had been doing Text-to-911 were reporting that it had not been very burdensome to date. Pritzlaff (DCC) commented that the project kept getting delayed at the state level and when it was ready to push out, there would be a state-wide campaign, "Call if you can, text if you can't". Battig (Dakota County) acknowledged that the three positions were really place-holders. Folie (DCC) confirmed.

Folie (DCC) acknowledged that one question raised by the budget workgroup was that some member agencies fees were changing radically. Folie explained that was a function of the call volume being generated by that agency. Miller (Lakeville) acknowledged, stating that Lakeville was one of those agencies and it had to do with growth and the fact that Lakeville PD had a very proactive traffic unit. Both of which were driving Lakeville fees.

Johnston (Burnsville) commented that there had been discussion at the budget workgroup level regarding member fee allocation and how some member agencies may be working around the system to keep their fees down. Johnston stated that the workgroup had concerns that wasn't good for member communities in general and so there was a brief discussion on how to address that going forward. Miller (Lakeville) acknowledged stating that some member agencies seemed to be going to certain lengths to not create CAD events. Folie (DCC) also acknowledged stating that the CAD system was expensive and it didn't make sense not to use it. Folie cautioned that any discussion on this topic would not be popular as there would be winners and losers.

Osberg (Eagan) thanked staff for the projection of fees and clarified that it was strictly based on current allocation. Erickson (Fiscal Agent) confirmed stating there was no assumption of change reflected in the information.

Miller (Lakeville) thanked DCC fiscal agency staff, Jerilyn Erickson and David Lang for their contribution to the DCC budget effort.

Action: Motion by Osberg (Eagan) to recommend approval of the proposed 2018 Operating and Capital Budgets. Second by King (South St. Paul). Motion passed unanimously.

Information Updates/Discussion Items

7. Strategic Planning Report

Discussion:

Folie (DCC) reported that he and Executive Committee Chair Miller met with legal counsel Jay Stassen on Monday to discuss updates to the JPA and Bylaws. Folie explained that the revisions would reflect the desired governance composition of six administrators, three fire chiefs and three police chiefs. Folie noted that Stassen agreed to have the documents ready in time for

the next executive committee meeting. Folie suggested that while not related to the JPA nor Bylaws, the group consider also reviewing the governance policies as staff and noted the need for some additional modifications.

Miller (Lakeville) reported that legal counsel seemed very supportive of the route the group was going. Miller added that Stassen was given the green light to also clean up anything else he saw may need to be cleaned up during this review.

Action: No action. Update only.

8. Executive Director Update

Discussion:

MTNS – Folie (DCC) reported that the Mass Telephone Notification System had been used three times in April for one incident to assist in locating a vulnerable adult. Folie explained that the first notification was sent to a very small area of about 5800 contacts. It was then expanded to a larger group that targeted approximately 102,000 contacts. Finally, it was expanded further south hitting 115,000 contacts. Folie noted that there were a few lessons learned in the process, one of which was to ensure the callback number was that of the notifying police department. Folie clarified that the callback number provided was to a DCC supervisors direct office line where they got numerous calls from disgruntled citizens. Folie assured that with the complaints also came compliments from citizens and the end result was that the vulnerable adult was safely located. Osberg (Eagan) asked what the complaints were about. Folie (DCC) clarified that they were mostly about not wanting to be bothered by something they felt they couldn't help with.

Lindquist (Joint Ops Law Co-Chair) encouraged that when these calls crossed city borders, DCC provide the callback number for the agency of origination as the other agencies would likely not be able to assist. Folie (DCC) acknowledged.

CAD Stability – Folie (DCC) reported that there were two brief CAD outages in April. Folie clarified that the first was an outage that affected all Tritech users across the area. The second was a couple days later when a blip of the network took DCC cad down due to lines being worked on in Eagan.

Folie referred to the Virtual Desktop Interface (VDI) previously discussed and noted that the effort was still underway. Folie explained that it was being used in Bloomington and went great for the first two weeks but then they started seeing issues that were becoming a real concern. Folie stated that there was still the hope that the graphics cards solution was still an option, but that the DCC was going to wait and see how it worked for Bloomington before engaging the option. Folie speculated that if it worked, the DCC would likely be testing it come summer.

Redundant Fiber to Building – Folie (DCC) confirmed that it was active, but reminded members that was only redundancy into the building as once the lines went back out to 160th street, they converged into one route back to the State. Folie noted that efforts were still underway to engage a secondary route to the State.

UofM – Folie (DCC) noted that the UofM wanted to put an antenna on the tower. Folie stated that if allowed, that would mean that they also needed access to two of the DCC fiber lines into the DCC facility. Folie assured that if this went through, the UofM would pay for half of the DCC MNIT costs (approximately \$12,000) and would also agree to contract language that if the DCC were to ever need the fiber space, it would be returned. Folie clarified that this was all verbal discussion and nothing

had been put to paper yet.

Statistics – Folie (DCC) reported that the recent statistics report that went out for April activity provided much more accurate information. Folie acknowledged that the DCC was not yet hitting the mark and staff was working to address this need for improvement. Folie noted that one effort that had been put into place in April was moving calls to a “ring all consoles” status instead of “ring console that had been idle the longest”. Folie noted that members would see a slight improvement in April call taking stats, and it was believed to be the result of this change. Folie noted that staff would continue to evaluate and make modifications wherever possible to make improvements.

DVS Lawsuit – Folie (DCC) acknowledged that it was previously reported that the DCC had been identified as a defendant in some DVS access lawsuits. Folie noted that while the DCC had to pay some deductible fees to the League of Minnesota Cities for representation, he was pleased to report the final lawsuit had come to a close. Johnston (Burnsville) asked if the DCC had to do audits similar to some of the member agencies. Folie (DCC) noted that the DCC would likely be called if there was any activity that seemed to be “out of the norm”.

June 7th meeting – Folie (DCC) reported that he would be at a conference the week of June 5th. Folie added that the July meeting was normally cancelled. Folie suggested combining the two meetings into a mid-June meeting. Mesko-Lee (Hastings) suggested June 21st. Consensus supported the suggestion and staff agreed to cancel the July meeting and move the June meeting to the 21st.

Action: No action. Update only.

OTHER BUSINESS

Adjourn

Action: Motion by Mesko-Lee (Hastings) to adjourn. Second by Johnston (Burnsville). Motion passed unanimously. The meeting adjourned at 3:42pm.

Next Regular Meeting:

June 21st, 2017

3:00pm

Dakota Communications Center
Training Room