

**Dakota Communications Center (DCC)**  
**Board of Directors**  
**Minutes of Meeting: 05/18/2017**

**Members Present:** Burnsville – Bill Coughlin; Dakota County – MaryLiz Holberg; Inver Grove Heights – George Tourville; Mendota Heights – Ultan Duggan; Rosemount – Jeff Weisensel; South St. Paul – Lori Hansen; West St. Paul – Dick Vitelli

**Members Absent:** Apple Valley – John Bergman; Eagan – Gary Hansen; Farmington – Jason Bartholomay; Hastings – Joe Balsanek; Lakeville – Colleen LaBeau

**Alternates Present:** Apple Valley – Clint Hooppaw

**Others Present:** DCC – Tom Folie, Cheryl Pritzlaff, Jen Hildebrandt; Executive Committee Chair – Justin Miller; Fiscal Agent – Jerilyn Erickson

**1. Call the Meeting to Order:**

There being a quorum Chair Tourville called the meeting to order at 8:05 am.

**2. Pledge of Allegiance**

**3. Roll Call:**

Members in attendance are noted above. Chair Tourville (Inver Grove Heights) initiated an around-the-room report from members in attendance, reporting something interesting that was currently going on in their communities.

**4. Approve Agenda:**

**Discussion:**

**Action:** Agenda approved by the Chair.

**CONSENT AGENDA**

**5**

- a. **Approve minutes from the regular Board meeting dated February 16<sup>th</sup>, 2017.**
- b. **Adopt and ratify the Executive Committee's approval of paid claims:**
  - **January 1<sup>st</sup> – 31st, 2017**
  - **February 1<sup>st</sup> – 28<sup>th</sup>, 2017**
  - **March 1<sup>st</sup> – 31<sup>st</sup>, 2017**
- c. **Approve Financial Report**
  - **Audited 2016 Year End**
  - **Unaudited February, 2017**
  - **Unaudited March, 2017**
- d. **Receive Report on Contracts & Service Agreements Executed by Executive Director between February 22<sup>nd</sup>, 2017 and May 3<sup>rd</sup>, 2017.**
- e. **Monetary Limit (Statutory Tort Limit)**

**Discussion:**

**Action:** Motion by Vitelli (West St. Paul) to approve the consent agenda. Second by Duggan (Mendota Heights). Motion passed unanimously.

## **REGULAR AGENDA**

### **Action Items**

#### **6. 2018 LOGIS Health Insurance Pool Participation**

##### **Discussion:**

Folie (DCC) reported that staff was requesting approval to remain in the LOGIS Health Insurance Pool for 2018. Folie noted that claims to premium experience for 2016 had come in at a very high 139%. Folie noted that under the protection of the LOGIS pool, the DCC would only be experiencing a 9% rate cap. Folie added that both the HR Task Force and the Executive Committee recommended remaining in the pool for 2018.

Weisensel (Rosemount) asked if there was an alternative. Hildebrandt (DCC) noted that there were always alternatives and they were evaluated each year but the issue was that with this high level of claims, stand-alone quotes were either refused or were coming in 30% or higher.

Vitelli (West St. Paul) questioned if the claims experience was for the entire pool or the DCC specifically. Hildebrandt (DCC) clarified that the claims experience reported was specific to the DCC. Hildebrandt acknowledged that starting in 2016, rates were banded within the pool to ensure that groups with good claims experience were benefiting from lower rates than groups with poor claims experience. Hildebrandt noted that 2015 and 2016 DCC experience was very high and rates would be reflecting the full 9% rate cap as a result.

**Action:** Motion by Vitelli (West St. Paul) to approve participation in the 2018 LOGIS Health Insurance Pool. Second by Hansen (South St. Paul). Motion passed unanimously.

#### **7. 2018 – 2019 Operating and Capital Budgets**

##### **Discussion:**

Folie (DCC) started the presentation by thanking Cheryl Pritzlaff, Jen Hildebrandt, BJ Battig, Ron Jansen, Jerilyn Erickson, David Lang, Justin Miller, Heather Johnston and David McKnight for their preparation and preliminary review of the budget being presented.

Folie (DCC) reviewed the proposed 2018 – 2019 Operating and Capital Budgets with members. Upon completion, Chair Tourville (Inver Grove Heights) opened the floor to questions.

Weisensel (Rosemount) referred to the addition of the PSAP abandonment feature and asked if there was a plan in place to test it. Pritzlaff (DCC) responded that there was nothing in place yet, but would be once the feature was active. Folie (DCC) noted that the DCC was the backup for Washington County who had the feature and was testing it periodically. Folie acknowledged the need for a regular scheduled testing.

Weisensel (Rosemount) asked if there was any interest in the cost for the facility loan. Folie (DCC) commented that he believed there was interest included as part of the bond.

Weisensel (Rosemount) referred to the capital projected 10 year plan and asked what was happening in 2025 that there was such a large jump. Folie (DCC) explained that in 2025 there was a placeholder for replacement of the radio system. Folie explained that the previous system lasted longer than the 10 year life-time and it was believed that this system would do the same.

However, because of the large dollar amount, he wanted to leave the replacement represented in the CIP at the forecasted 10 year mark as a placeholder.

Tourville (Inver Grove Heights) referred to the additional line for redundancy to LOGIS and asked if that was an annual operational expense. Folie (DCC) responded that the cost would be for a new line route to LOGIS through Hastings and then through back channels up to LOGIS in Golden Valley. Folie clarified that there was currently only one route from 160<sup>th</sup> street to LOGIS which was concerning. Folie explained that this would be a \$24,000/year usage charge from the state, not LOGIS.

Holberg (Dakota County) asked if there was any historical data on the per incident cost and if there had been any comparison done with other centers to determine if the DCC costs were high or low. Folie (DCC) responded that it was extremely difficult to make that sort of comparison. Folie explained that some neighboring centers were run by their sheriff's departments and so their costs didn't reflect all the same costs. Folie added that the DCC provided a much more detailed level of service than neighboring centers. Folie noted that a comparison would be very complex but he did know that the cost the DCC was charging continued to be very stable in the \$28/event range.

Duggan (Mendota Heights) referred to the facility operating costs and asked if there had been an evaluation on how that compared to similar sized facilities in the county. Folie (DCC) responded that he was not aware of an evaluation of that extent having been done. Folie noted that the costs were really a reflection of the exact amounts charged for water/gas and other utilities. Folie noted that the 2% of the building lease was part of the original agreement. Folie acknowledged that staff would attempt to make this comparison. Weisensel (Rosemount) agreed stating that it would be good to go through an analysis to see how this facility compared to other facilities of this size across the County. Folie (DCC) agreed and stated a report would be made at the next Board meeting.

Tourville (Inver Grove Heights) asked if staff was looking for a motion to approve this item. Folie (DCC) confirmed stating that the Executive Committee recommended approval at their May 10<sup>th</sup> meeting.

**Action:** Motion by Vitelli (West St. Paul) to approve the 2018 – 2019 Operating and Capital Budget as presented. Second by Holberg (Dakota County) .Motion passed unanimously.

### *Information Updates/Discussion Items*

#### **8. Strategic Planning Report**

##### **Discussion:**

Folie (DCC) reported that the strategic planning effort was progressing under the same directive made but tabled in 2016. Folie noted that the Board of Directors will not change, but the Executive Committee and Operations Committee would combine to form one governance group that included six administrators, three fire/ems chiefs and three law enforcement chiefs. Folie commented that the workgroup was attempting to keep a good balance within the group. Folie clarified that there was a need for South St. Paul and West St. Paul, because they had a shared fire/ems response, was not on the same schedule as each other. Folie added that Dakota County

didn't have a fire/ems department so it was proposed to have the Emergency Management Director fill that spot.

Folie (DCC) noted that on May 8<sup>th</sup>, he and Executive Committee Chair Justin Miller met with legal counsel Jay Stassen and it is believed that the rewritten JPA would be ready for review by the Executive Committee at their June meeting.

Holberg (Dakota County) asked if all the member cities had to adopt the new JPA and how long it was anticipated that the process would take. Folie (DCC) confirmed and noted that the group had an ambitious goal of January 1<sup>st</sup>. Folie noted that the re-working of the JPA was taking past experience into consideration and the attempt was to make the document a bit more generic so as time progressed, potential actions may not require total re-writes of the document.

Folie (DCC) reported that there is a directive in place that calls for a review of the member cost allocation every 5 years. Folie noted that was due and that it would be a topic of conversation coming up in future meetings.

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

## **9. Executive Director Update**

### **Discussion:**

Community Notification – Folie (DCC) reported that the Mass Telephone Notification System was used in April to help locate an Eagan missing vulnerable adult. Folie noted that there were lessons learned from this experience. He also reported that there were some voicemails left in support of the program and some voicemails left expressing great anger. Tourville (Inver Grove Heights) commented that there was likely the need for continued public education on this service. Folie (DCC) acknowledged and reminded that wired phone numbers could not opt out but wireless phone numbers could.

CAD Stability – Folie (DCC) noted that CAD had been very stable over the winter with the exception of one outage on New Year's Eve which was resolved very quickly. Folie acknowledged that with construction season, the possibility of outages increased. Folie updated on an outage at Tritech that took all users down and another blip due to some work that hit fiber in Eagan. Folie stated that the Tritech system could not tolerate network blips even for a few seconds. Because of this, the DCC was looking at going to Virtual Desktops which would allow CAD to work remotely and eliminate the network blips. However, this had been tested and caused such terrible lag time that it was deemed unacceptable. Folie noted that LOGIS was attempting to fix the lag time with the hardware upgrade and the DCC was waiting to see how it worked with other agencies before joining the effort.

Redundancy – Folie (DCC) referred to redundancy and assured that the dual redundancy to the facility was in place and active. Folie stated that the UofM was looking to have internet access to UMORE Park to the East of the facility which would require microwave access on the tower and also access to the DCC data room. Folie stated that MNIT was working on this project in an attempt to get the UofM pay ½ of the \$24,000 annual MNIT costs identified in the budget. Folie noted that it would require the DCC to give up 2 lines of fiber for UofM use, but the contract would be written to state if the DCC needed the fiber, the UofM would either abandon it or pay to have more fiber run. Folie clarified that this was all verbal discussion to date.

Staffing – Folie (DCC) noted that current staffing was at 50 with one pending retirement. Folie noted that the DCC was in the middle of a pre-employment process and was very pleased with the identified candidates who were currently in the background process. Folie stated that staff had modified the hiring process to include behavioral and situation evaluations. Hildebrandt (DCC) reported that a third party behavioral evaluation program had been identified and used in the current pre-employment process. Hildebrandt explained that the cost was \$25 - \$28 for the evaluation in comparison to a \$500 psych evaluation. Folie (DCC) noted that hiring/training costs were very expensive and staff was continually striving to streamline and improve the effort at as minimal cost as possible.

Statistics – Folie (DCC) informed members that staff believed the statistics being reported now were more accurate than they were previously. Folie acknowledged that not all statistics were being met but they were improving gradually. Folie assured that statistics were taken very seriously and staff was continuously working to improve them. Folie commented that a change was made in April that had incoming calls ring to all call takers when they were previously ringing to the call taker who had been idle the longest. Folie stated that statistic had improved.

DVS Lawsuit – Folie (DCC) reported that it was believed that the DCC participation in ongoing DVS lawsuits had come to an end with the last suit being settled a few weeks prior. Folie stated that members of staff had been previously reprimanded for misuse of DVS but could not be at this point because the data was no longer available. Folie (DCC) noted that everyone was much better about using DVS now.

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

***OTHER BUSINESS***

None

**Adjourn**

**Action:** Motion by Duggan (Mendota Heights) to adjourn. Second by Hooppaw (Apple Valley). Motion passed unanimously. Meeting adjourned at 8:51am.

**Next Meeting:  
August 17<sup>th</sup>, 2017  
8:00 am  
Location: DCC**

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George Tourville, Board Chair

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Date

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Executive Director, Tom Folie

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Date