

**Dakota Communications Center  
Executive Committee  
Meeting Minutes: 11/01/2017**

**Members Present:** Tom Lawell – Apple Valley; Heather Johnston – Burnsville; Dave Osberg – Eagan; 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; David McKnight – Farmington; 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; Fire Chief Mike Meyer

**1. Call the Meeting to Order**

Observing a quorum, Chair Miller called the meeting to order at 3:04.

**2. Roll Call**

Members in attendance noted above.

**3. Approve Agenda**

**Discussion:**

Chair Miller noted that there was a correct agenda available to members on the table. He also noted that he was adding a governance discussion as item 5.5.

**Action:** None

**Consent Agenda**

**4.**

- a. **Approve minutes from the October 4<sup>th</sup>, 2017 Executive Committee meeting.**
- b. **Approve paid claims.**
  - **September 1<sup>st</sup> – 30<sup>th</sup>, 2017**
- c. **Receive Financial Reports**
  - **September, 2017 Unaudited Financial Report**
- d. **Operations committee meeting minutes**
  - **October 26<sup>th</sup>, 2017 Fire/EMS Ops Sub-Committee**
  - **October 26<sup>th</sup>, 2017 Law Ops Sub-Committee**
- e. **Employee Handbook Modifications**
- f. **2018 Meeting Schedule**

**Discussion:**

Folie (DCC) noted that an itemized list had not been originally provided for Item 4e and that it was available in handout form for anyone who desired to see it before action was taken.

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

**REGULAR AGENDA**

***Action Items***

**5. FBI-CJIS Management Control Agreement**

**Discussion:**

Folie (DCC) reported that while the Sheriff was questioning the amount of staff time it might take on his end, he agreed to enter into an MCA with the DCC. Folie noted that the Sheriff

directed him to work with Captain Schroeder who was out of the office through the end of the week. Folie stated that he would be looking to meet with the Captain upon his return.

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

## **5.5. Governance**

### **Discussion:**

Miller (Lakeville) reported that the three volunteers, Manager Johnston, Administrator Osberg and himself met and attempted to put the governance discussion to paper. Miller added that he and Johnston had a conference call opportunity with County Administrator Smith and Legal Counsel Stassen and that there was nothing substantive to report yet. Chair Miller opened the floor for group discussion and member feedback. Discussion ensued and Chair Miller recapped stating that the workgroup would pursue continued advancement of the topic.

### ***Information/Discussion Items***

## **6. Executive Committee Chair and Vice-Chair Appointment Reminder**

### **Discussion:**

Miller (Lakeville) noted that per DCC by-laws, the Executive Committee was to appoint a chair and vice-chair at their first meeting of even-numbered years. Miller noted that he would not be looking to sit as Chair for a second term. Johnston (Burnsville) agreed to sit as Chair for the 2018 – 2019 term. Miller (Lakeville) noted that there would be the need for appointment of a vice-chair and anyone willing should contact him or Director Folie prior to the December meeting.

Action: No action. Update only.

## **7. Executive Director Update**

### **Discussion:**

Staffing – Folie (DCC) informed members that earlier in the week he accepted a resignation from a long-time dispatcher who was looking to go back to their original field of mechanics. Folie assured that the most recent hiring process resulted in a list of very strong candidates, two of whom were scheduled to start on the 7<sup>th</sup> of November and two more were anticipated to accept and ultimately start on the 14<sup>th</sup> of November.

VHF Paging Contract – Folie (DCC) stated that there was no action requested at this meeting and that he wanted to remind the group that this topic would be an action item on the December agenda. Folie noted that it would be important to have a quorum at both the Executive Committee and the Board of Directors meetings as he will be requested early engagement of the contract in order to experience a \$45,000 savings when the project is started in 2018.

Text-to-911 – Folie (DCC) noted that Hennepin County had done a soft go-live in October and ran into some issues with information transferring into their CAD system. Folie commented that he didn't think they were back up and running yet. He speculated that this would likely cause a delay in the process. Folie added that while it was believed that the current DCC telephone system was equipped for Text-to-911, that was not correct so the original cost savings would not be observed in the budget. Folie reiterated that the money was in the capital budget, it was just erroneously believed it would not need to be spent to make upgrades to the phone system. Lawell (Apple Valley) asked if this confusion was due to information provided by the vendor or how information was received by DCC staff. Folie (DCC) noted that he didn't believe the vendor could be held responsible since the information could have been taken two different ways.

Board appointment reminders – Folie (DCC) noted that Board Appointment letters had been sent out and reminded that Apple Valley, Burnsville, Dakota County, Eagan and Lakeville would

need to designate DCC Board of Directors appointees at their January Council/Commission meetings. Folie reminded that formal notification would need to be made to the DCC upon appointment. Folie added that if any of the other members had Board of Director appointment changes due to turnover or internal policy, that would also need to be notified to DCC staff.

LOGIS Audit – Folie (DCC) Informed members that the DCC had been randomly selected as part of the LOGIS security audit and that it went very well.

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

**DCC staff and others present, excluding the HR Coordinator, were excused prior to the closed personnel discussion.**

## **OTHER BUSINESS**

### **8. Executive Director Evaluation**

#### **Discussion:**

Chair Miller (Lakeville) presented findings from the 2017 evaluation of the Executive Director.

**Action:** Motion by Johnston (Burnsville) to recommend a 2% merit increase effective retroactively to the Executive Directors anniversary date. Second by McNeill (Mendota Heights). Motion passed unanimously.

## **Adjourn**

**Action:** The meeting adjourned by Chair acclamation at 4:15.

### **Next Regular Meeting:**

December 6<sup>th</sup>, 2017

3:00pm

Dakota Communications Center  
Training Room