

**Dakota Communications Center
Executive Committee
Meeting Minutes: 06/06/2018**

Members Present: Tom Lawell – Apple Valley; Heather Johnston – Burnsville; David McKnight – Farmington; Justin Miller – Lakeville; Mark McNeill – Mendota Heights; Logan Martin – Rosemount; Steve King – South St. Paul; Ryan Schroeder – West St. Paul

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

Alternates Present: BJ Jungmann – Burnsville

Others Present: Tom Folie, Jen Hildebrandt – DCC; Police Chief Brian Lindquist – Joint Ops Co-chair

1. Call the Meeting to Order

Observing a quorum, Chair Johnston called the meeting to order at 3:01 pm.

2. Roll Call

Members in attendance noted above.

3. Approve Agenda

Discussion: None

Action: Motion by Battig (Dakota County) to approve agenda. Second by Schroeder (West St. Paul). Motion passed unanimously.

Consent Agenda

4.

- a. **Approve minutes from the May 9th, 2018 Executive Committee meeting.**
- b. **Approve paid claims.**
 - **April 1st – 30th, 2018**
- c. **Receive Financial Reports**
 - **Unaudited April, 2018 Report**

Discussion: None

Action: Motion by McKnight (Farmington) to approve the consent agenda. Second by McNeill (Mendota Heights). Motion passed unanimously.

REGULAR AGENDA

Action Items

5. Executive Committee Chair Appointment

Discussion:

Johnston (Burnsville) opened the floor for nomination for appointment of her replacement as Executive Committee Chair for the remainder of the 2018 – 2019 term. Schroeder (West St. Paul) nominated Mark McNeill from Mendota Heights. Hearing no other nominations McNeill agreed to sit as chair for the remainder of the 2018 – 2019 term.

Action: Motion by Schroeder (West St. Paul) to appoint Mark McNeill as Executive Committee Chair for the remainder of the 2018 – 2019 term. Second by McKnight (Farmington). Motion passed unanimously.

6. Executive Director Update

Discussion:

Personnel/Staffing – Folie (DCC) noted that PSAPs across the metro were all experiencing staffing issues. Folie commented that this was not the first time the DCC struggled with staffing, nor would it be the last. Folie recapped a number of steps taken to help address staffing struggles longer term:

1. Overcomp – Folie stated that the two overcomp positions had been done away with and staff was given the authority to hire positions as long as costs stayed within the approved budget.
2. Advance resignation notice – Folie reminded that an advance resignation notice policy had been approved and put into place effective June 1st, 2018. This will allow the DCC to have a replacement nearly done with training before the employee's resignation.
3. Accelerated Training – Folie reported that normal training ran 6 – 8 months. However, experienced hires were put through accelerated training whenever possible/appropriate.
4. Psych Evals – Folie commented that the addition of psychological evaluations seemed to be doing it's job by identifying potential hiring risks prior to investing time and money into them.
5. Interview Processes – Folie explained that the hiring process was fluid and constantly evolving to better meet staffing needs. Folie noted that this included two interview panels, one tasked with operational evaluations and the other tasked with behavioral evaluations.
6. Part Time/Job-Sharing Positions – Folie stated that staff was currently discussion the possible addition of part-time and/or job-sharing positions. Folie clarified that numerous exiting employees stated they would stick around longer if they had the option of part-time. Folie acknowledged that the addition of part-time brought a number of complications that would need to be worked out before presenting for consideration.
7. Scheduling considerations – Folie exclaimed that by far the biggest issue seemed to be the current schedule. Folie assured that there was a scheduling committee in place working on possible options. Folie acknowledged, however, that staff was hoping to find something that would work for the operation and be fair to the employees.

Folie commented that all of these efforts were focused on improving personnel/staffing issues and getting good candidates in place that considered this a career for the long-term.

Workstations Replacement – Folie (DCC) reported that the DCC had received 5 responses to the RFP, two of which were from the same company. Folie added that only one of the proposals came in at/under budget. Folie added that the consultant was currently evaluating the proposals. Folie clarified that it is important that the proposals are equated to make sure none are over/under bidding. Schroeder (West St. Paul) asked if there was any feeling on why the proposals were coming in so high. Folie (DCC) responded that he wasn't certain yet. Schroeder asked if there might be the need for a re-bid. Folie (DCC) noted that he would like to see what the consultant's findings were before considering a re-bid. Folie noted that the response that came in at/under budget was from the current vendor so staff was hopeful the project could continue as planned.

July Meeting – Folie (DCC) noted that the current agenda was very light and he didn't have any action items planned for July. Folie noted that the July meetings were usually cancelled since they were on/around the 4th of July and asked how the group felt about cancelling the July 11th meeting. Consensus agreed with cancelling the July meeting. Folie noted that the next meeting would be August 1st.

Thanks – Folie (DCC) thanked Steve King and Heather Johnston for their contributions to the DCC over the years. Folie noted that this meeting was the last for both of them.

Action: No action. Update only.

Adjourn

Action: Motion by Miller (Lakeville) to adjourn. Second by King (South St. Paul). Motion passed unanimously. Meeting adjourned at 3:09pm.

Next Regular Meeting:

August 1st, 2018

3:00pm

Dakota Communications Center
Training Room