

**Dakota Communications Center
Executive Committee
Meeting Minutes: 08/01/2018**

Members Present: Tom Lawell – Apple Valley; Dave Osberg – Eagan; Melanie Mesko-Lee – Hastings; David McKnight – Farmington; Justin Miller – Lakeville; Mark McNeill – Mendota Heights; Logan Martin – Rosemount; Joel Hanson – South St. Paul; Ryan Schroeder – West St. Paul

Members Absent: Dana Hardie – Burnsville; Matt Smith – Dakota County; Joe Lynch – Inver Grove Heights;

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

Recognizing a quorum, Chair McNeill called the meeting to order at 3:00pm.

2. Roll Call

Members in attendance noted above.

3. Approve Agenda

Discussion: None

Action: Motion by McKnight (Farmington) to approve agenda. Second by Martin (Rosemount). Motion passed unanimously.

Consent Agenda

4.

- a. **Approve minutes from the June 6th, 2018 Executive Committee meeting.**
- b. **Approve paid claims.**
 - **May 1st – 31st, 2018**
 - **June 1st – 30th, 2018**
- c. **Receive Financial Reports**
 - **Unaudited May, 2018 Report**
 - **Unaudited June, 2018 Report**
- d. **Ancillary Benefits**
- e. **Dental Insurance**

Discussion:

Action: Motion by Miller (Lakeville) to approve the consent agenda. Second by Osberg (Eagan). Motion passed unanimously.

REGULAR AGENDA

Action Items

5. 2019 Medical Insurance

Discussion:

Jen Hildebrandt (DCC) presented the 2019 medical insurance recommendation to members. Hildebrandt recapped how the DCC was originally slated for a 10% premium increase but due to improved claims experience and a moratorium on the ACA fees, the DCC would be experiencing a 2% premium increase for 2019. Hildebrandt noted that the DCC recommendation was to mirror what was endorsed and implemented in 2018, pay 90% of the single premium increase and 75% of the plus and family premium increases. Hildebrandt

added that staff was not seeking increases to the employer HRA or HSA contributions. Hildebrandt noted that the union stewards had expressed support for this recommendation. Miller (Lakeville) asked for a reminder on how the union contract plays into the discussion. Hildebrandt (DCC) clarified that whenever there was a premium change, it was cause for reopener.

Action: Motion by Schroeder (West St. Paul) to approve the staff proposal for DCC 2019 medical insurance. Second by Battig (Dakota County). Motion passed unanimously.

Information Updates/Discussion Items

6. Workstation Replacement Direction

Discussion:

Folie (DCC) reviewed a PowerPoint presentation with members. Folie reminded members that he had requested the Board of Directors approve contract engagement within the already approved \$325,000 budget amount. Folie noted that the topic is back for discussion because the quote received that seemed to best address needs was approximately \$100,000 over budget due to the ancillary costs that would be needed for this project.

Folie (DCC) reminded members that workstation replacement was in the capital improvements budget as the equipment was breaking down and wearing out. Folie further noted that feedback from the Law Observation Study overwhelmingly expressed that the proximity and physical layout of the floor was not efficient. Folie acknowledged that it was a very large room that was often noisy and necessary verbal exchanges were often times across the room.

Folie (DCC) reported that he had just received the costs breakdown from the consultant earlier in the day, after ongoing conversations with the vendor attempting to bring the quote more in line with the approved budget. Folie clarified that staff had worked to identify some potential cost-savings like not replacing the training room dispatch consoles, etc. Folie commented that the good news was that the capital budget was healthy and would be increasing over the next couple of years with minimal expenditures.

Folie (DCC) stated that he was looking for some feedback as right now he saw a few options.

1. Request additional funds.
2. Further layout modifications to decrease costs.
3. Reject proposals and reissue the RFP.

McNeill (Mendota Heights) referred to the project estimate breakdown and noted that Motorola stated that the \$33,600 portion of the estimate was a "best case scenario" so it could be even higher. Folie (DCC) acknowledged stating that he would likely ask for a contingency that would bring the project total to \$450,000 based on the current estimates.

Battig (Dakota County) noted that the base furniture costs were the vast majority of the cost and were likely fixed unless someone could do better or the consortium were to go out for another RFP. Folie (DCC) confirmed but noted the consultant did not feel that reissuing the RFP would change costs dramatically without lower quality vendors bidding.

Mesko-Lee (Hastings) commented that when the 2018 budget was approved in 2017, it was \$325,000. Mesko-Lee questioned what happened that would have increased the costs so significantly. Folie (DCC) responded stating that the \$325,000 had been the number since the doors opened and that was believed to be a safe assumption. Folie acknowledged that if the project was to replace the current workstations in the current layout, the \$325,000 mark would likely be accurate. However, since that time it was determined that the layout should also be changed per the feedback from the Law Observation Study and that brought in a series of additional costs. Folie noted that the current layout seemed appropriate and worked when the facility was first built but fairly early on, the DCC abandoned answering 911 calls by zone.

Schroeder (West St. Paul) referred to the 19 workstations and asked for clarification on why there were so many. Folie (DCC) acknowledged that there were not generally 19 dispatchers working at one time. However, there were other things that needed to be taken into account. Pritzlaff (DCC) concurred stating that while overnight minimums are 8, and day minimums were 10, staffing levels generally ranged up to 12-14 dispatchers. Pritzlaff then stated that when there were trainees, they also took positions. Pritzlaff noted that member agencies had safe and sober events, warrant detail or other large community events that had additional dispatchers. Finally, there can be 1 -2 stations in maintenance mode on any given day. Pritzlaff acknowledged that while it might not look like it at any given time, there was the need for 19 workstations.

Schroeder (West St. Paul) asked if while planning the new layout, the effort considered full build-out for County growth. Folie (DCC) responded stating that he had read at one point that the Dakota County population would rise nearly 500,000 by 2030 which would necessitate additional staffing. Folie commented that it was difficult to estimate what the need might be greater than ten years down the road but staff would consider and get back to the group. It is felt that there is some room for growth with the current number.

Schroeder noted that in looking at the floor layout, it appeared as though there might be the ability to compress the proposed layout and allow for space for another whole pod of workstations for future growth. Schroeder suggested taking future potential growth into consideration. Folie noted that the schematics took into account ADA and other regulations but agreed they should be as close together for expansion and communication.

McNeill (Mendota Heights) recapped stating that it was clarified that 19 positions was not overly large and allowed for room to expand. However, the issue was that the cost was currently significantly over budget. Pritzlaff (DCC) confirmed stating that the group had revisited possible budgetary cuts, but was to the point that it could jeopardize the intent of the project.

Miller (Lakeville) referred to the building fund that members had been paying into and asked if that could be used toward the electrical (or any other portion) of the costs. Folie (DCC) noted that the contract was pretty specific as to what the funds could be used for however electrical work likely fall within the contract. Folie also confirmed that it could be used for the carpet replacement of the project, so that was not included in the estimate. Folie noted that maybe the cost of the supervisor platform replacement could be covered by the building fund. Battig (Dakota County) concurred and suggested meeting with Dakota County Facilities to see what could be included in the building capital and maintenance funds.

Lawell (Apple Valley) asked if there was any recollection of what was agreed could be taken out of the building fund. Lawell noted that it would be good to go back to the Board and say that the project will take "x" amount of dollars out of the building fund and that leaves us with a balance of "x" for the additional costs. Folie agreed he would meet with Dakota County Facilities to determine what costs would be covered by the building maintenance and reserve fund.

Martin (Rosemount) asked if there was any sort of resale or salvage value in the current equipment. Folie (DCC) noted that there was, but that was already taken into consideration. Folie explained that the current frames were reusable but other than that it was panels and cabling.

Schroeder (West St. Paul) questioned if staff felt the value of the floor layout modifications was worth the price tag (whether at or over budget). Folie (DCC) responded the he thought it was worthwhile. Folie reminded members that the current workstations were falling apart and were at their end of lifespan. It would make sense that any layout changes take place during the workstation replacement schedule. Folie noted that the added costs were related to floor layout modifications suggested by the operations users group. Folie added that staff agreed with the

recommended layout modifications and felt it would help improve service and efficiency. Folie commented that he hoped this layout modification would also future-proof, allowing for growth as needed. Schroeder (West St. Paul) asked if the person on the street would recognize an enhancement. Folie (DCC) responded that there would be efficiencies but they are hard to quantify. He added that with improved communication there is less chance of mistakes being made.

Lawell (Apple Valley) asked if the new layout would require additional modification considerations like lighting. Folie (DCC) responded that there was task lighting at the consoles and it is included in the current project cost. It isn't believed there would be any additional overhead lighting modifications. Pritzlaff (DCC) concurred.

Mesko-Lee (Hastings) asked how the expense impacts the overall capital budget and future needs. Folie (DCC) clarified that the Capital Funds would be at 1.1 million dollars at the end of 2019 assuming all forecasted expenditures were made. Folie added that looking out to 2020, there were almost no forecasted capital expenses which would increase the capital budget to nearly 1.5 million. If the entire project were to come from capital funds it would drop those estimates by about \$125,000.

Battig (Dakota County) recognized that staff had just received the information earlier in the day and commented that maybe there would be a way to review the maintenance fund and develop/provide a schedule of forecasted expenditures. Battig noted that if the expenditures came in under the fund balance, maybe staff could work with the County to reallocate some funds for use toward this workstation replacement project.

Osberg (Eagan) asked how long the quotes were good for. Folie (DCC) responded that typically it was ninety (90) to one hundred eighty (180) days, but he expected that vendor(s) would hold it open longer to get the business.

Miller (Lakeville) asked why there was only one bidder. Folie (DCC) clarified that there was only one bidder under budget but there were 4 different bidders with 5 total quotes.

Osberg (Eagan) suggested staff talk to the vendors and see if there were modifications that could be made to bring the bid closer to budget. Osberg speculated that effort, along with considering the different funding source might be an option. Folie (DCC) agreed to further refine the costs and noted that staff and the consultant had gone back to the vendors once already and discussed different options including reusing current frames and other efforts that might decrease costs. Osberg (Eagan) suggested the option of writing a check by a certain time to get an additional discount.

Schroeder (West St. Paul) asked if there was anything in the other designs that was interesting. Folie (DCC) responded that staff felt Xybix, vendor of the current workstations, was by far the best layout. Folie noted that there others were more expensive and didn't improve upon the Xybix design.

Miller (Lakeville) asked if the staff desire was to go to the Board with this quote. Folie (DCC) responded that ultimately, yes, that was the desire. However, staff had not yet had time to visit with facilities on the funding. Folie noted that he was hoping this discussion would provide some additional thoughts and/or feedback that he could go back to the consultant to discuss further.

McNeill (Mendota Heights) suggested tabling the discussion for one month to allow staff additional time. Folie (DCC) concurred stating that originally, the intent was to do the workstations replacements before summer, 2018. Folie added that at the last Board meeting,

he was authorized to engage a vendor up to the \$325,000. Folie noted that this project is now looking to be pushed to 2019 given the current discussion, production time and coordinating efforts with numerous vendors.

Schroeder (West St. Paul) suggested staff include the desire to go to the data/video screen in future planning efforts to ensure it is planned for. Schroeder also suggested staff look at how the electrical design might allow for current and future needs and consider identifying how the proposal might allow for future staffing needs. Folie acknowledged and speculated it would be safe to project ten years out which is the expected lifespan of the workstations.

Action: Motion by Lawell (Apple Valley) to table this item to the September meeting. Second by Mesko-Lee (Hastings). Motion passed unanimously.

7. Executive Director Update

Discussion:

Staffing – Folie (DCC) noted that the dispatch staffing level was the single biggest issue facing the DCC. Folie stated that two trainees had resigned earlier in the week resulting in a current staffing level of 48. Folie clarified that four of those 48 were in training, one was on FMLA and one was on military leave. Folie stated that there was much mandated overtime. Folie assured that the overtime was still within budget. Folie reported that the DCC was not alone as other agencies have been experiencing the same issues. Folie stated that Anoka County, the only other large PSAP in the area was currently in better shape than the DCC, but it wasn't so long ago they were down 13 – 14 positions. Folie added that one more person from the previous hiring process was scheduled to start on August 13th and another hiring process would be starting up right after Labor Day. Folie reported that one dispatcher had also taken advantage of the recently implemented advance retirement incentive, notifying the DCC of their intent to retire January 31st, 2019.

CAD to CAD – Folie (DCC) informed members that CAD to CAD was in place with Allina and working very well. Folie noted that HealthEast had been anxious to get CAD to CAD moving and believed they had the costs covered until TriTech gave a 6-figure quote. Folie stated that there was a proposed alternative on the table and if that were to proceed, the cost to the DCC would likely be about \$10,000/year. Folie expressed the importance of getting this effort in place.

PSAP Abandonment Device – Folie (DCC) noted that the PSAP Abandonment Device quote came in within budget. However, CenturyLink then identified that a device was needed for each of the three incoming lines. Folie stated that staff was working with CenturyLink to identify what that looks like in terms of cost. The Hennepin County Sheriff's Office had run into the same issue. Folie reminded members that having the device would allow staff to flip a switch and reroute all incoming calls to another center immediately. Folie added that it was currently a manual process that took at least one hour.

Winbourne Consulting – Folie (DCC) reported that staff was still waiting for the report from Winbourne and would report to the group as soon as it was received.

Text-to-911 – Folie (DCC) informed members that changes had been made to the phone system and equipment to ensure the DCC was capable of receiving text-to-911. Folie clarified, however, that text-to-911 would continue to be answered by another center until the DCC was able to get staff trained.

IPAWS Training – Folie (DCC) noted that several of the supervisors had been to the IPAWS emergency training. Folie commented that the general understanding for use of IPAWS was that it should only be used for large scale emergencies, but that has seemed to change a bit

making it a bit more flexible. Folie thanked Dakota County Emergency Management for coordinating the training with the Minnesota Homeland Security Emergency Management group.

Prairie Island FEMA drill – Folie (DCC) reported that the drill went flawlessly on the DCC end and was a success all the way around. Battig (Dakota County) agreed stating that report on the State exercise reflected Minnesota met all 328 requirements.

FirstNet Wireless – Folie (DCC) noted that public safety broadband was provided by AT&T and it was likely that the DCC would be moving the wireless devices over to FirstNet Wireless. Folie noted it had better bandwidth and came with priority and preemption. The FirstNet plans were slightly less than what the DCC's current plans.

CAD Upgrade – Folie (DCC) commented that the CAD Upgrade took place on July 10th and went very smoothly.

Metro Traffic Control Cameras – Folie (DCC) informed members that the DCC was one of the last PSAPS to actually have direct access to these cameras. Folie noted that staff was working with LOGIS on the necessary firewall changes to make this happen.

FBI-CJIS Management Control Agreement - Folie (DCC) reported that the MCA had been finalized and was in place. Folie thanked all members for expediting this effort.

Action: No action. Update only.

OTHER BUSINESS

Mesko-Lee (Hastings) asked for an update on the DCC governance discussion. Folie (DCC) noted that the County was still working on their evaluation/study. Folie noted that the operational evaluation that the DCC went through was likely to touch on this as it relates to operations. Battig (Dakota County) added that the report would likely be done in September. Battig noted that the department administering the study had an opportunity to meet with the operational study vendor and obtain a lot of good benchmark information. Battig noted that a lot of additional information was gathered from agencies across the Country. Osberg (Eagan) asked if the people administering either study visited with users. Battig (Dakota County) responded that the Governance effort focused on models. Folie (DCC) responded stating that members of both Fire/EMS and Law Enforcement were engaged for the operational study but they had no plans for contacting additional members.

Adjourn

Action: Meeting adjourned at 3:48pm by Chair acclamation.

Next Regular Meeting:

September 5th, 2018
3:00pm
Dakota Communications Center
Training Room