

**Dakota Communications Center
Executive Committee
Meeting Minutes: 09/05/2018**

Members Present: Tom Lawell – Apple Valley; Matt Smith – Dakota County; Dave Osberg – Eagan; 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; David McKnight – Farmington; Melanie Mesko-Lee – Hastings; Joe Lynch – Inver Grove Heights;

Alternates Present:

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 3:03pm.

2. Roll Call

Members in attendance noted above.

3. Approve Agenda

Discussion:

Chair McNeill (Mendota Heights) added agenda item #7, Executive Director Annual Evaluation process.

Action: Motion by Martin (Rosemount) to approve modified agenda. Second by Miller (Lakeville). Motion passed unanimously.

Consent Agenda

4.

- a. **Approve minutes from the August 1st, 2018 Executive Committee meeting.**
- b. **Approve paid claims.**
 - **July 1st – 31st, 2018**
- c. **Receive Financial Reports**
 - **Unaudited July, 2018 Report**

Discussion:

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

REGULAR AGENDA

Action Items

5. Workstation Replacement

Discussion:

Folie (DCC) recapped discussions at the August meeting noting that the item had been tabled to this meeting as the group requested a few additional considerations prior to considering any recommendation.

1. Request that staff meet with the vendor to further discuss potential cost savings.
2. Request that staff meet with Dakota County Facilities to discuss consideration of use of the Building Capital fund to help cover some of the workstation costs.
3. Request that staff consider future expansion needs as part of the project.

Folie referred to the future expansion considerations and noted that it had been speculated that the Dakota County population could rise to 475,000 by 2030. Folie commented that this would require an addition of up to seven dispatch positions based upon a dispatcher per capita calculation. He was confident the number of dispatch floor workstations was capable of handling this without adding more stations. Folie added that the workstation vendor, Xybix, was requested to compress the workstation layout slightly. Folie explained this would allow for one additional row of workstations in the future. Folie added that moving the workstations closer together could also further improve communications.

Folie noted that staff had an opportunity to spend a day with representatives from Xybix, reviewing the proposal in an effort to reduce costs. Folie commented that the ancillary costs were included in this review and after looking under the dispatch floor, Xybix was very impressed with the cable organization. Folie commented that unfortunately, the review of the subflooring layout resulted in the determination that almost all of the electrical drops and half of the data drops would have to be moved. Folie stated that at the end of the conversation, Xybix noted that their best and final offer would be \$304,791.38. Folie noted that this was approximately \$12,500 in savings since the last Executive Committee meeting. Folie informed members that Xybix felt strongly that the modifications would be a vast improvement to communications. Folie added that the DCC was not alone in having to consider layout modifications and some remodeling as Xybix reported in about 50% of their projects, end users wound up with some level of remodeling.

Folie referred to the ancillary costs associated with the project and after having met with Dakota County personnel, it was determined that the County would cover the costs of data cabling, electrical wiring, moving the supervisors station, carpeting materials and carpet installation. Folie noted that staff was looking for a 7.6% contingency, but was hoping it would not have to be used. Folie then reviewed a handout that detailed the workstation project cost breakdown, the current capital budget and the forecasted capital budget.

Smith (Dakota County) referred to the items on the forecasted Capital Budget that were in boxes and asked for clarification on what they were. Folie (DCC) commented that those were items that he felt were either not needed in that year, or were estimated at a higher cost than what would be needed.

Miller (Lakeville) referred to the fund balance at the bottom of the forecasted Capital Budget and asked if that was just for Capital. Folie (DCC) confirmed. Miller (Lakeville) then referred to the financial report and noted that the 1.6 million dollar fund balance for the year was tied strictly to the general fund. Folie (DCC) confirmed. Finally, Miller (Lakeville) referred to the fund balance policy and asked if the balance considered both Capital and General budgets. Folie (DCC) responded that he believed it to be just the operating budget but that he would confirm back to the group.

Folie (DCC) commented that he was confident the numbers for the workstation project were solid at this point and that he didn't think there would be much further movement. Folie stated that staff was looking for a recommendation to the DCC Board of Directors to authorize expenses up to \$400,000 for the workstation replacement project that was slated to take place in early 2019. McNeill (Mendota Heights) asked how long the installation would take. Folie (DCC) responded that staff was expecting it to take approximately one month.

Action: Motion by Lawell (Apple Valley) to recommend the DCC Board approve use of up to \$400,000 from the capital funds to cover the workstation replacement project needs. Second by Smith (Dakota County).

Motion passed unanimously.

Information Updates/Discussion Items

6. Executive Director Update

Discussion:

Staffing – Folie (DCC) noted that the DCC lost another trainee earlier in the week who had been struggling to get through training. Folie noted that like organizations everywhere, staffing was extremely difficult right now. Folie informed members that staff would be interviewing twenty candidates on September 11th and 12th and was hoping for good results. Folie added that the dispatch schedule had been altered for the upcoming bid starting on October 9th to help mitigate some of the overtime. Folie added that DCC staff was putting in over 1,000 hours of overtime a month and the forced overtime was proving very difficult for staff.

Severe Storms – Folie (DCC) referred to the storms that rolled through Dakota County on August 27th and stated that the DCC was extremely busy for that two hour period of time. Folie reported that staff received several compliments from Lakeville and other agencies. Folie commented that one thing that came out of the experience was the identification of phone lines that were not properly grounded. Folie added that staff was hopeful this would address some dropped call issues experienced during lightning strikes in the past.

Empire Transportation Facility – Folie (DCC) reported that the ETF was expanding and that the facilities staff currently located in the DCC would be relocating to another building on the campus likely toward the end of 2019.

Winbourne Operation Report – Folie (DCC) informed members that the operational evaluation report had been received a couple of weeks prior and he had been working with the consultant to clear up numerous factual errors in the report. Folie commented that he was hopeful findings could be presented at the October meeting.

Server Room – Folie (DCC) noted that he had heard that Motorola was looking for a location to house some equipment that would offer software as a service for 911. Folie commented that it was rumored that the DCC was Motorola's second location preference after an agreement with Kandiyohi County fell through due to redundancy issues. Folie commented that this could be a consideration for future discussion and could potentially have a positive budget impact.

Calendars – Folie (DCC) informed members that FEMA was going to be doing a nation-wide emergency warning system test on September 20th. Folie noted that if the 20th didn't work, they would be looking at October 3rd. Folie expressed concerns that people would call 911 looking for clarification on what was going on since this had not been widely advertised. Hanson (South St. Paul) suggested staff compile a message for members to put out on social media. Folie (DCC) agreed.

Meeting Location – Folie (DCC) Thanked Logan Martin and the City of Rosemount for hosting the meeting and noted that the October meeting would be back at the DCC.

Action: No action. Update only.

OTHER BUSINESS

7. Executive Director Evaluation

Discussion:

McNeill (Mendota Heights) noted that October would mark Tom Folie's second year as DCC Executive Director and that meant it was time for his performance review. McNeill commented that he was hoping to compress the process and have it finalized in time for the October 3rd meeting and for presentation to the Board of Directors at their October 18th meeting. McNeill noted that Jen Hildebrandt would send the evaluation form out to members by September 7th

and that he was asking that one form be completed and returned to Jen no later than September 28th. McNeill noted that the group could then expect a discussion at the October 3rd meeting with presentation to the Board of Directors at their October 18th meeting. McNeill stressed that the timeline was dependent on members getting their evaluations returned.

Schroeder (West St. Paul) asked for clarification on the process. Miller (Lakeville) explained that each Executive Committee member compiled one evaluation on behalf of their organization, sourcing feedback from their Board representative and Chiefs. Miller noted that the Executive Committee managed the process and presented a recommendation that was accepted or rejected by the Board of Directors.

Adjourn

Action: Motion by Miller (Lakeville) to adjourn. Second by Martin (Rosemount). Motion passed unanimously. Meeting adjourned at 3:28pm.

Next Regular Meeting:

October 3rd, 2018
3:00pm
Dakota Communications Center
Training Room