

**Dakota Communications Center  
Executive Committee  
Meeting Minutes: 03/06/2019**

**Members Present:** Melanie Mesko-Lee – Burnsville; Matt Smith – Dakota County; Dave Osberg – Eagan; 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:** Tom Lawell – Apple Valley; Julie Flaten – Hastings; Joe Lynch – Inver Grove Heights

**Alternates Present:** Charles Grawe – Apple Valley

**Others Present:** Tom Folie, Cheryl Pritzlaff, Jen Hildebrandt – DCC; Lakeville Fire Chief Mike Meyer – Fire/EMS Operation Committee

**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 are noted above.  
Chair McNeill called for introductions.

**3. Approve Agenda**

**Discussion:**

No Discussion

**Action:** Motion by Osberg (Eagan) to approve the agenda. Second by McKnight (Farmington). Motion passed unanimously.

**CONSENT AGENDA**

**4.**

- a. **Approve minutes from the February 6<sup>th</sup>, 2019 Executive Committee meeting.**
- b. **Approve paid claims.**
  - **January 1<sup>st</sup> – 31<sup>st</sup>, 2019**

**Discussion:**

No discussion.

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

**REGULAR AGENDA**

*Action Items*

**5. Budget Workgroup**

**Discussion:**

Folie (DCC) reminded the group that prior to presentation to the full Executive Committee in May, a subgroup of the Committee normally convened to review the line items of the budget with staff. Folie noted that he was looking at convening this subgroup the week of April 15<sup>th</sup>, preferably the 18<sup>th</sup> or 19<sup>th</sup>, and that he was looking for volunteers. Mark McNeill, Logan Martin and Matt Smith volunteered to participate on the subgroup. Folie will administer a Doodle poll in an effort to get a meeting on the schedule.

**Action:** No motion. Discussion only.

### *Information Updates/Discussion Items*

#### **6. Executive Director Report**

##### **Discussion:**

Workstation Project – Folie (DCC) reported that the project was well underway and was expected to be completed in about 1 ½ weeks. Folie commented that the project was ahead of schedule and had not yet encountered any significant issues.

HealthEast CAD to CAD – Folie (DCC) informed the group that the HealthEast CAD to CAD project was also getting started. Folie noted that while HealthEast stated they were going to pay for the project, that did not include the small expense LOGIS would incur. Folie assured that this expense was anticipated so there should be no additional budget impact. Folie added that the project should be completed no later than June 1<sup>st</sup>, and when completed, all ambulance services in Dakota County will either be serviced directly by the DCC or will have the CAD to CAD interface. Folie exclaimed that this would vastly improve services and decrease the potential for human error involved in making the phone calls.

May Meeting – Folie (DCC) asked if the group could consider delaying the start time of the May 1<sup>st</sup> meeting. The group noted that they would not be available May 1<sup>st</sup> at all so the entire meeting would need to be rescheduled. Consensus was to reschedule the May Executive Committee to May 8<sup>th</sup> at 3:00 pm in the DCC Training Room. Hildebrandt (DCC) will send an updated meeting invite.

#### **OTHER BUSINESS**

#### **7. Governance Report**

##### **Discussion:**

McNeill (Mendota Heights) reminded the group that a subcommittee including some of the administrators and managers, along with two fire chiefs, two police chiefs and the DCC Executive Director had convened to further discuss how to proceed with a governance recommendation. McNeill noted that the end result was consensus that a smaller group would meet to develop a recommendation for the DCC Board of Directors to consider at their May meeting. Mark McNeill, Justin Miller and Dave Osberg will be joined by the DCC Executive Director, a Fire Chief and a Police Chief. Lakeville Fire Chief Mike Meyer agreed to reach out to the Fire Chiefs to get a volunteer. Executive Director Tom Folie agreed to seek a volunteer at the upcoming Police Chiefs meeting. McNeill noted that discussion about some of the other projects including digital evidence, etc may come back to the managers meeting at some point but this subgroup would be solely tasked with preparing a recommendation for what members felt DCC governance restructuring would look like.

Smith (Dakota County) noted that the original intent was to ask the County Manager to come up with a plan, but based on the desires expressed by the group, he wasn't able to support a recommendation. Smith suggested it might be better for the cities to come up with a proposed plan of action and present it. Consensus recognized the difficult position Smith was in. Miller (Lakeville) reiterated that he didn't think all members felt the County should pay for the cost of the DCC in it's entirety. Smith acknowledged and noted that he may refrain from participating in this discussion and speculated that Commissioner Holberg may do the same at the Board meeting.

Osberg (Eagan) commented that he thought the original charge of the group was to work on a transition plan and propose that to the County. Miller noted as the Executive Committee, a recommendation could be developed and presented to the DCC Board for a vote at their May meeting. The recommendation could include a formal request of the County whether or not they would take on DCC governance. If not, the consortium would have their response and

could move on to other options. Miller noted that the intent was just to keep the discussion moving forward.

**Action: No action. Discussion only.**

**ADJOURN**

**Action:** Motion by Mesko-Lee (Burnsville) to adjourn. Second by Miller (Lakeville). Motion passed unanimously. Meeting adjourned at 3:13pm.

**Next Regular Meeting:**

April 3<sup>rd</sup>, 2019  
3:00pm  
DCC  
Training Room