

**Dakota Communications Center
Executive Committee
Meeting Minutes: 05/08/2019**

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

Members Absent: Melanie Mesko-Lee – Burnsville; David McKnight – Farmington; Julie Flaten – Hastings; Joe Lynch – Inver Grove Heights; Ryan Schroeder – West St. Paul

Alternates Present:

Others Present: Tom Folie, Cheryl Pritzlaff, Jen Hildebrandt – DCC; Lakeville Fire Chief Mike Meyer – Fire/EMS Operation Committee; Jay Stassen, Dakota County Attorney's Office

1. Call the Meeting to Order

Recognizing a quorum, Chair McNeill called the meeting to order at 3:06pm.

2. Roll Call

Members in attendance are noted above.

3. Approve Agenda

Discussion:

No Discussion

Action: Motion by Miller (Lakeville) to approve the agenda. Second by Hanson (South St. Paul). Motion passed unanimously.

CONSENT AGENDA

4.

- a. **Approve minutes from the April 3rd, 2019 Executive Committee meeting.**
- b. **Approve paid claims.**
 - **March 1st –31st, 2019**
- c. **Receive and Approve Financial Reports**
 - **Audited 2018 Year-end Financial Report**
 - **Unaudited March, 2019 Financial Report**
- d. **Executed Contracts & Agreements**
- e. **Operations Committee Meeting Minutes**

Discussion:

Staff noted that the Audited 2018 Financial Report was missed to be distributed to the group prior to the meeting. The report was printed and distributed for separate consideration later in the meeting.

Action: Motion by Hanson (South St. Paul) to approve the consent agenda with the exception of 4c, Audited 2018 Year-end Financial Report. Second by Osberg (Eagan). Motion passed unanimously.

REGULAR AGENDA

Action Items

5. Governance Resolution

Discussion:

McNeill (Mendota Heights) reminded members that at the April meeting, the resolution in the packet had been endorsed and recommended for approval. McNeill asked if there was any further discussion on this item before it went to the Board of Directors on May 16th.

Lawell (Apple Valley) referred to item E where it referred to existing bargaining units and labor agreements to remain in place as was the practice when the DCC was created. Lawell reminded that there were no bargaining units that transferred over to the DCC upon consolidation. Lawell questioned if that should be removed. Further discussion determined that since the resolution had already been approved, with an opening statement of desires, clarification would be made upon presentation to that point and further modifications would likely need to be discussed anyway.

Smith (Dakota County) noted that he understood the desire of the group to get this discussion to the County Board for consideration. Smith explained, however, that he would not be able to recommend approval to the County Board. Smith noted that he wanted everyone to understand that up front. Martin (Rosemount) asked for clarification on how the political connection between the DCC and County Boards would start and urged a balanced discussion. Smith (Dakota County) acknowledged and stated that the biggest hurdle was the \$9,000,000. Smith then asked DCC Counsel to speak as to what would happen to the consolidation in the event the County agreed to take over DCC control. Stassen (County Attorney's Office) explained that it would require a significant rewrite of the JPA. Stassen noted that there would be a couple of options. The first option would be to work with member cities on how to dissolve the JPA and transfer assets/management to the County. The second option would be to amend the JPA and insert terms into the actual agreement with a transition plan. Stassen acknowledged that any modification of the JPA would require action by all members of the JPA. Stassen noted that if not all members were in agreement, those who wanted out of the agreement would have the right of withdrawal at which time the members remaining would likely be working to identify how to proceed. Osberg (Eagan) noted that he believed either option would likely end in dissolution of the JPA. Stassen (County Attorney's Office) acknowledged that possibility and noted that there would be a number of topics that would need to be worked out. Miller (Lakeville) commented that didn't want the effort to be looked upon as an insurmountable obstacle.

Lawell (Apple Valley) commented that he wasn't certain there was anything in the JPA about complete dissolution. Lawell added that he didn't want to lose track of the need for a Law/Fire advisory group.

Miller (Lakeville) commented that speaking for Lakeville, the City Council was ready to start pushing their commissioners on this topic sooner rather than later. Smith (Dakota County) commented that he would assume a letter from the DCC Board Chair with a directive for discussion by the County Board. Smith noted that it would likely be reviewed by the General Government & Policy Committee, which was also a Committee of the Whole.

McNeill (Mendota Heights) recapped that the resolution was going to proceed as approved in April, and that all members were encouraged to talk to their Board members prior to the meeting, and also attend the meeting if possible.

Action: No action. Discussion Only.

6. 2020 Operating and Capital Budget

Discussion:

Folie (DCC) reviewed a PowerPoint presentation with members recapping the presented 2020 Operating and Capital Budget in the agenda packet. Folie noted that after compilation by DCC and Fiscal Agent staff, the budget was reviewed by a workgroup made up of Mark McNeill, Matt Smith and Logan Martin.

Smith (Dakota County) noted that there had been some discussion about the fund balance policy. Erickson (Fiscal Agent) clarified that the fund balance identified was just a projection with much variability and it was believed to be premature to make any fund balance decisions for 2019 at this point. Erickson reminded that in looking at 2020, the proposed budget reflected a fund balance that was within policy. Folie (DCC) agreed and stated that if the .8% that the fund balance was currently forecasted to be over was rebated, it would impact future years since the rebated dollars were not considered in the proposal. Erickson (Fiscal Agent) clarified that .8% over the 14% maximum fund balance translated to approximately \$598,000. McNeill (Mendota Heights) commented that it sounded a bit optimistic.

Folie (DCC) reminded that while the non-union positions and wages had already been reviewed, staff was just beginning to collect comparable information for the union-represented positions. Folie reminded that negotiations would be starting in June with the dispatch and dispatch supervisor unions for 2020. Smith (Dakota County) asked how the DCC negotiations were handled. Folie (DCC) explained that in the past, the Executive and Operations Directors joined labor counsel and the Executive Committee chair in negotiations. After tentative agreements were made, information was presented to the Executive Committee for recommendation and ultimately to the Board of Directors for approval.

Miller (Lakeville) referred to the 61 dispatch positions and asked for more information on that. Folie noted that the DCC was currently authorized for 53 dispatchers and 7 dispatch supervisors. The budget reflected an additional supervisor position that would be responsible for quality assurance, statistics and analysis. Erickson (Fiscal Agent) reminded members that as of mid-2019, levels were forecasted to be at full-staffing. Osberg (Eagan) asked for more information on the proposed additional supervisory position. Folie (DCC) explained that the addition of this position was a muted response to the Winbourne study that suggested many additional staff members. Folie acknowledged that there wasn't anyone on staff whose job was to look at trends, identify causes and recommend solutions. Folie added that with the upcoming implementation of EFD, there was increased need for another supervisor to administer the required quality assurance. Pritzlaff (DCC) added that QA evaluated various calls and analyzed them for a variety of points including use of protocols, accuracy of information, courteousness, etc. Pritzlaff stated that currently, unless a complaint was received, dispatch supervisors didn't have time to do regular quality assurance as it pulled them off the floor and required undivided attention. Pritzlaff continued stating that with different supervisors administering QA, there were also varying opinions on performance. Osberg (Eagan) speculated that if the person was approved and hired, he/she would work a variety of shifts, etc. Folie (DCC) confirmed that the position would likely work into the evening. Folie acknowledged, however, that level of detail hadn't yet been fully considered. Osberg (Eagan) acknowledged. McNeill – questioned if everyone was comfortable with recommending the proposed budget to the board.

Lawell (Apple Valley) referred to the Data Wall that was identified in the budget and asked for more information. Folie (DCC) explained that the wall would allow staff to see traffic cameras, real-time performance statistics, how many people were on phone calls at any given time, etc. Folie noted that it would allow for immediate information on current performance instead of seeing performance statistics once a month when it was too late to adjust. Folie commented that the center wanted to be more data driven.

Action: Motion by Miller (Lakeville) to approve the budget with minor presentation adjustments. Second by Smith (Dakota County). Motion passed unanimously.

Information Updates/Discussion Items

6. Executive Director Report

Discussion:

2019 Capital Budget Adjustments – Folie (DCC) noted that there were two items/categories in previous approved capital budgets that were coming in over their line item budgets. Folie noted that the updated quotes were just recently received, and the need for the hardware/equipment was necessary. Folie explained that the two items were a) PSAP abandonment devices and also Network equipment, and the total adjustment being requested came in at \$17,348.

Osberg (Eagan) asked if this item was on the agenda and if it was in the budget. Folie (DCC) explained that it wasn't on the agenda however the updated costs were included in the proposed 2020 budget under the 2019 estimates. Folie noted he neglected to include this item separately in the packet but was hoping the item would not be help up.

Action: Motion by Smith (Dakota County) to recommend approval of the requested 2019 capital budget adjustments. Second by Lawell (Apple Valley). Motion passed unanimously.

Northfield EMS – Folie (DCC) began that Northfield EMS had reached out to him reporting that Allina planned on increasing their costs three fold effective 1/1/2020. Folie noted that they had asked if the DCC might be interested in responding as the desire was to go with someone who administered EMD protocols and pre-arrival instructions. Folie asked if the group was interested in responding to the request. Folie recapped the requirements of the JPA with members and that it appeared to him that they would qualify for membership.

Miller (Lakeville) expressed concerns that this may be "biting off more than the DCC could chew at this time". Lawell (Apple Valley) agreed noting that in addition to all the other considerations, there was significant buy-in from current members on the capital side that would need to be considered. McNeill (Mendota Heights) also agreed. General consensus was to pass on the request. Folie (DCC) acknowledged.

Staffing – Folie (DCC) reported that with two retirements in the first 4 months of 2019, the DCC had lost 65 years of dispatch experience. Folie added he believed that there were no planned retirements in the near future so unless someone were to leave early, a plateau had been reached. Folie noted that the 9 recent hires were doing well and there were three additional hires starting on May 20th. Folie added that a dispatcher who had been out on military assignment was also returning to the DCC on May 20th.

National Telecommunicator's Week – Folie (DCC) thanked member law and fire/ems agencies for their kindness during NTW. Folie also noted that Cindy Ryan, former Lakeville dispatcher, was the 2018 dispatcher of the year.

OTHER BUSINESS

Miller (Lakeville) referred to the July meeting asking if anyone else had concerns about meeting on the 3rd. Consensus agreed that the June and July meetings should be combined into one meeting later in the month of June. DCC staff will facilitate scheduling of that meeting.

Consent Agenda Item 5c

Discussion:

Returning to item 5c, Audited 2018 Year End Financial Report, Fiscal Agent Jerilyn Erickson noted that the only item identified by auditors was the fact that the bank signatory still reflected

a retired Executive Director. Erickson assured that the banking had been changed since that time so it had been addressed.

Action: Motion by Osberg (Eagan) to recommend approval of the Audited 2018 Year-End Financial Report as presented. Second by Martin (Rosemount). Motion passed unanimously.

ADJOURN

Action: Chair McNeill (Mendota Heights) adjourned the meeting at 4:15pm.

Next Regular Meeting:

TBD
3:00pm
DCC
Training Room