

**Dakota Communications Center
Executive Committee
Special Meeting Minutes: August 5th, 2020**

Members Present: Tom Lawell – Apple Valley; Melanie Mesko-Lee – Burnsville; Matt Smith – Dakota County; Dave Osberg – Eagan; David McKnight – Farmington, Dan Wietecha – Hastings; Joe Lynch – Inver Grove Heights; Justin Miller – Lakeville; Mark McNeill – Mendota Heights; Logan Martin – Rosemount; Joel Hanson – South St. Paul; Ryan Schroeder – West St. Paul

Members Absent:

Alternates Present: BJ Battig – Dakota County

Others Present: Tom Folie, Cheryl Pritzlaff, Jen Hildebrandt – DCC; Bryan Schafer; Helen Brosnahan

Call to Order

Recognizing a quorum, Chair Martin called the meeting to order at 3:02pm.

1. Roll Call

Members in attendance are noted above.

PRIMARIES	ALTERNATES
<input type="checkbox"/> Apple Valley - Lawell	<input type="checkbox"/> Apple Valley - Grawe
<input checked="" type="checkbox"/> Burnsville - Mesko-Lee	<input type="checkbox"/> Burnsville - Jungmann
<input checked="" type="checkbox"/> Dakota County - Smith	<input type="checkbox"/> Dakota County - Battig
<input checked="" type="checkbox"/> Eagan - Osberg	<input type="checkbox"/> Eagan - Miller
<input type="checkbox"/> Farmington - McKnight	<input type="checkbox"/> Farmington - Rutherford
<input type="checkbox"/> Hastings - Wietecha	<input type="checkbox"/> Hastings - Flaten
<input type="checkbox"/> Inver Grove Heights - Lynch	<input type="checkbox"/> Inver Grove Heights -
<input checked="" type="checkbox"/> Lakeville - Miller	<input type="checkbox"/> Lakeville - Long
<input type="checkbox"/> Mendota Heights - McNeill	<input type="checkbox"/> Mendota Heights - Ruzek
<input checked="" type="checkbox"/> Rosemount - Martin	<input type="checkbox"/> Rosemount - Foster
<input checked="" type="checkbox"/> South St. Paul - Hanson	<input type="checkbox"/> South St. Paul - Messerich
<input type="checkbox"/> West St. Paul - Schroeder	<input checked="" type="checkbox"/> West St. Paul - Sturgeon

2. Approve Agenda

Discussion:

Action: Motion by Miller (Lakeville) to approve the agenda. Second by Mesko-Lee (Burnsville). Motion passed unanimously.

CONSENT AGENDA

3. Consent Agenda – Executive Committee Chair

- a. Approve the April 29th, 2020 regular meeting minutes
- b. Recommend approval of 2021 medical insurance proposal

Discussion: No discussion.

Action: Motion by Osberg (Eagan) to approve the Consent Agenda as presented. Second by Hanson (South St. Paul). Motion passed unanimously.

Attendance Update: Tom Lawell (Apple Valley) and BJ Battig (Dakota County Alternate) joined the meeting.

REGULAR AGENDA

Action Items

4. 2021 Operating and Capital Budgets

Discussion:

Folie (DCC) reviewed the proposed 2021 Operating and Capital budgets with the group. Folie reminded members that at the April 29th meeting, the group tabled the discussion for reconsideration in August at this special meeting to allow additional time for

1. Staff consideration of further cuts, and
2. COVID 19 experience that may further impact budget considerations

Folie reported that the final proposal reflects a 2.5% increase in expenditures, and a 1.64% decrease to member fees. Folie clarified that member fees were proposed based on the calls for service calculation. Folie further clarified that member fees included the fund balance rebate discussed at the April meeting

Folie reminded members that negotiated personnel fees made up 72% of the expenditures.

Folie thanked Jerilyn Erickson and David Lang from City of Lakeville for their efforts in preparation of the budget, and Logan Martin, Melanie Mesko-Lee and Matt Smith, members of the workgroup, who helped to review the proposed budget prior to presentation.

Action: Motion Smith (Dakota County) to approve the 2021 Operating and Capital Budgets. Second by Miller (Lakeville). Based on vote, the motion passed unanimously among members present.

Yes	Apple Valley		Inver Grove Heights
Yes	Burnsville	Yes	Lakeville
Yes	Dakota County		Mendota Heights
Yes	Eagan	Yes	Rosemount
	Farmington	Yes	South St. Paul
	Hastings	Yes	West St. Paul

Information Updates/Discussion Items

5. DCC Funding Task Force Update

Discussion:

Folie (DCC) updated that the funding discussion was still a work in progress. Folie noted that the Funding Task Force had met a number of times, with the most recent meeting having been Monday morning, August 3rd.

Martin (Rosemount) reminded that the Funding Task Force was made up of Commissioners Slavik and Holberg and Councilmembers Weisensel and Volk from the Board of Directors, himself, Justin Miller and Matt Smith from the Executive Committee, Sheriff Leslie from Dakota County, Chief Messerich from the Law Enforcement Sub-committee, Chief Elvestad from the Fire/EMS Sub-committee, and Tom Folie from the DCC. Martin (Rosemount) thanked Justin Miller and Matt Smith for their participation on the task force and specifically, Dakota County representation for all their efforts to help arrive at a possible solution.

Martin informed members that the funding task force discussed numerous proposals that included:

1. Dakota County taking over 100% of DCC expenses,
2. Dakota County taking over 50% of DCC expenses,
3. Dakota County taking over all fixed expenses
4. Modification of member fee calculation to be based on tax capacity

Martin acknowledged that there was an extensive discussion on frustrations associated with use of calls for service in the member fees model currently being used. Martin clarified that manipulation, member agency tax capacity, and ability to pay were all topics identified in the member fees calculation discussion.

Martin noted that ultimately, a proposal for Dakota County taking over all fixed expenses seemed to be the most supported option by members of the Funding Task Force. This proposal would then be two-fold:

1. Dakota County cover all fixed costs, and
2. Membership cover all variable costs based on the calls for service calculation currently in place.

Martin noted that with the help of DCC Staff and Fiscal Agent, budget line items were identified as fixed or variable. Martin added that if this proposal were to be endorsed by the Board of Directors, and accepted by the Dakota County Board of Commissioners, the fixed costs in the 2021 budget would be approximately \$1,997,000. Miller (Lakeville) clarified that the 2021 fixed numbers were being used as an example and that it wasn't believed, if approved, the proposal would be put into place until probably the 2022 budget at the soonest. Martin agreed stating that a discussion would need to be held on implementation of this proposal which could be partial, 100% or phased in over a 5-year period and it was not expected to be in place for 2021. Smith (Dakota County) agreed.

Martin recapped that the next step would be presentation to the DCC Board of Directors, followed by presentation to the Dakota County Board of Commissioners at their September 1st, 2020 meeting for consideration.

Smith (Dakota County) added that the County was also considering a way to bill townships directly for their services as to avoid a county-wide levy.

Hanson (South St. Paul) thanked the group for their efforts and stated that it was nice to see some progress. Osberg (Eagan) agreed. Smith (Dakota County) thanked DCC Fiscal Agent representative Jerilyn Erickson for her assistance in this effort.

Action: No action. Update only.

7. Executive Director Report

Discussion:

COVID Data –

Pandemic Protocol Card - Folie (DCC) informed members that there were a number of available tools for use with COVID. Folie clarified that EMD had a pandemic protocol card #37 that staff had been using since mid-March. Folie added that the Fire/EMS/Law groups also had access to the protocols on the card.

LOGIS “Heat Map” - Folie reported that LOGIS provided a “heat map” that could be used by members to see “hot spots” in their jurisdictions. Folie added that members could also see how they compared to other ember jurisdictions in terms of cases.

Social Services - Folie stated that Social Services had a behavioral health dashboard that showed some of their calls in relation to COVID. Folie added that this information was available publicly.

Minnesota Department of Health - Folie noted that the Minnesota Department of Health directed identification of residences with reported positive COVID cases. Folie noted that to date 629 addresses had been flagged, many of which were duplicates. Folie clarified that currently, there were 189 active COVID residences in the system.

FEMA – Folie referred to disaster recovery funds related to COVID available through FEMA. Folie clarified that any expenses deemed eligible may be reimbursed up to 75%. Folie explained that when the emergency schedule was put into place as a result of Executive Order, each employee had 8 hours of OT per pay period. This cost is something that is being submitted for consideration of reimbursement through FEMA. Folie stated that these expenses, coming in over \$90,000, had been submitted and were pending. Folie added that additional expenses including thermometers, and assigned keyboards/mice were also submitted.

Folie informed members that FEMA submittals would continue to be made on a routine basis through the end of the year. Folie referred to maintaining staff health in the office and noted that some centers were purchasing temperature check kiosks that automatically took an employee's temperature upon entry into the facility. Folie noted that coming in at \$3,000 - \$4,000, the equipment was not cheap, but it did save a lot of supervisor time as they were currently meeting employees at the entrance and manually taking temperatures.

Next Meeting – Folie (DCC) reminded members that the next regular meeting was scheduled for Wednesday, September 9th, 2020.

Action: No action. Update only.

OTHER BUSINESS

ADJOURN

Action: Motion by Mesko-Lee (Burnsville) to adjourn. Second by Sturgeon (West St. Paul). Motion passed unanimously. Meeting adjourned at 3:35pm.

NEXT REGULAR MEETING

September 9th, 2020

3:00pm

DCC Training Room