

**Dakota Communications Center
Board of Directors
Special Meeting Minutes: May 20th, 2021**

Members Present: John Bergman – Apple Valley; Mike Slavik – Dakota County; Mike Supina – Eagan; Rosemary Piekarski-Krech – Inver Grove Heights; Michelle Volk – Lakeville; Jeff Weisensel – Rosemount; Lori Hansen – South St. Paul

Members Absent: Vince Workman – Burnsville; Katie Porter – Farmington; Jen Fox – Hastings; Dick Vitelli – West St. Paul

Alternates Present: Mary Fasbender – Hastings; John Bermel – Lakeville; Stephanie Levine – Mendota Heights; Paul Essler – Rosemount; Julie Eastman – West St. Paul

Others Present: Logan Martin – Executive Committee Chair; Tom Folie, Cheryl Pritzlaff, Jen Hildebrandt – DCC; Helen Brosnahan – DCC Legal Counsel

1. Call to Order

Recognizing a quorum Chair Weisensel (Rosemount) called the meeting to order at 8:01am.

2. Pledge of Allegiance

3. Roll Call

x	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Vince Workman		Dan Gustafson
x	Dakota County	Mike Slavik		MaryLiz Holberg
x	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Porter		Katie Bernhjelm
	Hastings	Jen Fox	x	Mary Fasbender
x	Inver Grove Heights	Rosemary Piekarski-Krech		John Murphy
x	Lakeville	Michelle Volk	x	John Bermel
	Mendota Heights	Ultan Duggan	x	Stephanie Levine
x	Rosemount	Jeff Weisensel	x	Paul Essler
x	South St. Paul	Lori Hansen		Todd Podgorski
	West St. Paul	Dick Vitelli	x	Julie Eastman

Members and staff in attendance are noted above.

4. Approve Agenda

Discussion: No discussion.

Action: Motion by Piekarski-Krech (Inver Grove Heights) to approve the agenda as presented. Second by Supina (Eagan). Motion passed unanimously.

Aye	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Vince Workman		Dan Gustafson
Aye	Dakota County	Mike Slavik		MaryLiz Holberg
Aye	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Porter		Katie Bernhjem
	Hastings	Jen Fox	Aye	Mary Fasbender
Aye	Inver Grove Heights	Rosemary Piekarski-Krech		John Murphy
Aye	Lakeville	Michelle Volk		John Bermel
	Mendota Heights	Ultan Duggan	Aye	Stephanie Levine
Aye	Rosemount	Jeff Weisensel		Paul Essler
Aye	South St. Paul	Lori Hansen		Todd Podgorski
	West St. Paul	Dick Vitelli	Aye	Julie Eastman

CONSENT AGENDA

5. Consent Agenda – Board of Directors Chair

- a. Approve Minutes from the February 18th, 2021 meeting
- b. Receive Adopted and Ratified Paid Claims
- c. Receive Audited Financial Report
- d. Receive and Approve Unaudited Financial Report
- e. Receive Executed Contracts and Agreements
- f. Consider Monetary Limit

Discussion: No discussion.

Action: Motion by Slavik (Dakota County) to approve the consent agenda as presented. Second by Hansen (South St. Paul).

Aye	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Vince Workman		Dan Gustafson
Aye	Dakota County	Mike Slavik		MaryLiz Holberg
Aye	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Porter		Katie Bernhjem
	Hastings	Jen Fox	Aye	Mary Fasbender
Aye	Inver Grove Heights	Rosemary Piekarski-Krech		John Murphy
Aye	Lakeville	Michelle Volk		John Bermel
	Mendota Heights	Ultan Duggan	Aye	Stephanie Levine
Aye	Rosemount	Jeff Weisensel		Paul Essler
Aye	South St. Paul	Lori Hansen		Todd Podgorski
	West St. Paul	Dick Vitelli	Aye	Julie Eastman

Motion passed unanimously.

REGULAR AGENDA

Action Items

6. Approve Asset Disposal

Discussion: Folie (DCC) directed attention to the asset disposal list that was included in the agenda packet. Folie explained that Quantars were repeaters for the VHF radio system and that some were going to be given to Scott and Washington Counties for use. Folie noted that in doing this, it was not only helping a neighboring jurisdiction, but also saving the cost associated with disposal. Folie then referred to the PCs listed on the list and assured that the DCC would insure all data was wiped clear according to the BCA standards. Folie noted that the DCC would be using a vendor identified in the State Venture Cooperative Purchasing for this service. Folie noted that the monitors, and TVs would be destroyed and out-of-service chairs would be sent to auction. Folie noted that this would normally be handled in a consent agenda however the Executive Committee had not weighed in on this and the JPA in the next item.

Action: Motion by Levine (Mendota Heights) to approve asset disposal as presented. Second by Piekarski-Krech (Inver Grove Heights).

Aye	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Vince Workman		Dan Gustafson
Aye	Dakota County	Mike Slavik		MaryLiz Holberg
Aye	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Porter		Katie Bernhjelm
	Hastings	Jen Fox	Aye	Mary Fasbender
Aye	Inver Grove Heights	Rosemary Piekarski-Krech		John Murphy
Aye	Lakeville	Michelle Volk		John Bermel
	Mendota Heights	Ultan Duggan	Aye	Stephanie Levine
Aye	Rosemount	Jeff Weisensel		Paul Essler
Aye	South St. Paul	Lori Hansen		Todd Podgorski
	West St. Paul	Dick Vitelli	Aye	Julie Eastman

Motion passed unanimously.

7. Approve Joint Powers Agreement to Utilize Dakota County Employee Relations for Ad Hoc Human Relations Services

Discussion:

Folie (DCC) informed members that from inception to 2019, when the DCC needed human resources support staff reached out to an HR group of member agencies. Folie noted that over time, that group had changed and the DCC had encountered numerous times when requests of the group went unanswered or responses differed. Folie explained that in 2019, the DCC and Dakota County developed a Memorandum of Understanding for Human Relations Services which allowed for a single point of contact for HR questions. Folie assured there was nothing in the agreement that required DCC use of Dakota County nor Dakota County response and it had been working very well.

Folie explained that as the MOU expired on December 31st, 2020, it was replaced with a Joint Powers Agreement which was approved by the Dakota County Board of Commissioners. Folie assured the terms were the same and requested authorization to sign.

Action: Motion by Bergman (Apple Valley) to approve Joint Powers Agreement to Utilize Dakota County Employee Relations for Ad Hoc Human Relations Services as presented. Second by Eastman (West St. Paul).

Aye	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Vince Workman		Dan Gustafson
Aye	Dakota County	Mike Slavik		MaryLiz Holberg
Aye	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Porter		Katie Bernhjelm
	Hastings	Jen Fox	Aye	Mary Fasbender
Aye	Inver Grove Heights	Rosemary Piekarski-Krech		John Murphy
Aye	Lakeville	Michelle Volk		John Bermel
	Mendota Heights	Ultan Duggan	Aye	Stephanie Levine
Aye	Rosemount	Jeff Weisensel		Paul Essler
Aye	South St. Paul	Lori Hansen		Todd Podgorski
	West St. Paul	Dick Vitelli	Aye	Julie Eastman

Motion passed unanimously.

8. Appointment of Board of Directors Vice-Chair for the remainder of the 2020-2021 term.

Discussion:

Folie (DCC) reminded the group that at the February meeting, Mike Slavik agreed to sit as Vice-chair of the Board of Directors for the remainder of the 2021-2021 term. Temporary appointment was made, pending formal action at this meeting.

Weisensel (Rosemount) opened the floor for nominations and then nominated Director Mike Slavik for the position of Dakota Communications Center Board of Directors Vice-chair for the remainder of the 2021-2022 term. Weisensel then called for other nominations three times before entertaining a motion to close nominations.

Action: Motion by Bergman (Apple Valley) to close nominations for the position of Dakota Communications Center Vice-chair for the remainder of the 2021-2022 term. Second by Piekarski-Krech (Inver Grove Heights).

Action: Motion by Piekarski-Krech (Inver Grove Heights) to elect Director Mike Slavik to the seat of Dakota Communications Center Vice-chair for the remainder of the 2021-2022 term. Second by Supina (Eagan).

Aye	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Vince Workman		Dan Gustafson
Aye	Dakota County	Mike Slavik		MaryLiz Holberg

Aye	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Porter		Katie Bernhjelm
	Hastings	Jen Fox	Aye	Mary Fasbender
Aye	Inver Grove Heights	Rosemary Piekarski-Krech		John Murphy
Aye	Lakeville	Michelle Volk		John Bermel
	Mendota Heights	Ultan Duggan	Aye	Stephanie Levine
Aye	Rosemount	Jeff Weisensel		Paul Essler
Aye	South St. Paul	Lori Hansen		Todd Podgorski
	West St. Paul	Dick Vitelli	Aye	Julie Eastman

Information Updates/Discussion

9. 2022 Budget Update

Discussion:

Folie (DCC) reminded the group that the JPA required a budget be in place by September 1st of each year. Folie acknowledged that while the budget had historically been presented in May, 2021 was the second year that the May presentation expectation had been extended to August. Folie noted that staff and DCC fiscal agent intended to have the proposed budget compiled by June 30th and reviewed by an Executive Committee Workgroup made up of Logan Martin (Rosemount), David McKnight (Farmington), Dan Wietecha (Hastings) and Justin Miller (Lakeville) mid-July. Folie noted that the proposed budget would be considered by the Executive Committee at their August 4th meeting and by the Board at the August 19th meeting.

Folie (DCC) acknowledged that the current governance funding discussions would likely require the consortium to consider the proposed 2022 budget based on the current cost allocation. Folie noted that adjustments could be made at a later date based on the results of the funding discussions.

Slavik (Dakota County) noted that Dakota County was now meeting in-person and asked if the Board could plan to do the same for the August 19th DCC Board of Directors meeting. Folie (DCC) responded that he was hopeful the group would be meeting in-person in August. Folie noted that the DCC Training Room had experienced some water damage that rendered the room technology currently inoperable. However, the expectation is that it would be fixed by then. Folie noted that if it wasn't, there may be the need to meet at another location. Brosnahan (DCC Legal Counsel) noted that if the decision was to change meeting location, that notification would need to be made three (3) days in advance of the meeting.

Action: No action. Update only.

10. DCC Funding Update

Discussion:

Folie (DCC) recapped discussions from the Executive Committee meeting on April 28th stating that furtherance of this topic was currently sitting with the County. Folie noted that it sounded as though the subordinate tax district legislation did not, or was likely not going to get approved.

Slavik (Dakota County) noted that the subordinate tax district legislation had encountered some road blocks. However, the Dakota County legislative group was still pursuing it as the issues encountered seemed to be less due to actual policy and more due to politics. Slavik acknowledged that this legislation was largely considered to be the most favorable option in relation to Dakota County considering picking up more of the costs associated with Dakota Communications Center. Slavik noted that the Board of Commissioners would be meeting on June 22nd to consider if there was another way to keep this effort moving forward. Slavik then encouraged members to reach out to their respective Commissioner as the decision was based on a majority vote.

Folie (DCC) noted that as any updates to the funding of the DCC would require JPA modifications, the consortium felt it was also a good time to review the JPA document and identify any other potential changes. Folie noted that there were a couple things identified. The first was allowing the Board of Directors representative designations be a primary only. Folie noted this would allow any other member currently sitting on the member Council/Commission to participate in meetings in the event the primary could not attend. Weisensel (Rosemount) acknowledged the idea but also cautioned that it could open the door for any council/commission member to be authorized to speak/vote on behalf of their jurisdiction. Weisensel suggested consideration of designating a Primary and Alternate and then even a third or fourth level individual who could fill the seat as long as appropriate prior notice is given. Folie identified the second potential change to be related to meeting frequency. Folie noted that the current Board of Directors meeting frequency was quarterly, and the question had been asked if decreasing that to semi-annual would satisfy the “frequent and regular” review of paid claims. Supina (Eagan) noted that a quarterly meeting frequency didn’t seem onerous and if that was the reasoning behind decreasing the meeting frequency, it didn’t seem justifiable. Hansen (South St. Paul) agreed that a quarterly meeting frequency didn’t seem difficult. However, if the justification for the decreased meeting frequency was staff time, it seemed to make sense. Piekarski-Krech (Inver Grove Heights) noted that quarterly meetings seemed to be a fairly standard practice and made sense. Brosnahan (DCC Legal Counsel) agreed that quarterly statements seemed to be standard practice so quarterly meetings would likely be more defensible in relation to “frequent and regular” requirements.

Slavik (Dakota County) reported that in DCC history, some of the concerns expressed were that the Board was meeting “just to meet” and he appreciated and encouraged efforts to streamline meetings. Slavik speculated that quarterly meetings may have a more intentional purpose. Weisensel (Rosemount) agreed noting in years past, an

increased meeting frequency was likely necessary. However now that the DCC had been a number of years into continuity of operations, that was no longer needed. Weisensel commented that a quarterly meeting structure seemed feasible.

Folie noted that two other changes were very minor and reflected a need to update the JPA to reflect how things have worked out. A current JPA requirement is that the Operations group meet 6 times per year and that rarely happened. Another JPA requirement is that the Executive Director provide the Executive Committee with a proposed budget by May 1st. Ordinarily this is not an issue however the last two years show a need to allow the Executive Committee to adjust that date if needed.

Action: No action. Update only.

11. Executive Director Update

Discussion:

Civil Unrest: Folie (DCC) noted that after much preparation, there was little to report on civil unrest. Folie commented that the preparation allowed a great opportunity for the metro-area PSAPS to come together and foster an already great relationship. Folie added that while there wasn't much unrest expected locally, Dakota County was the backup to Ramsey County so the preparation allowed for development of some needed framework for future needs. Folie complimented Chiefs Dahlstrom and Chiodo and Mark Erickson for their efforts in preparing the EOC in anticipation of civil unrest.

COVID: Folie (DCC) noted that DCC staff was very lucky as there were no reports of positive COVID cases until November, 2020. Folie acknowledged that there had been a steady stream of positive cases and quarantines since that time, but he believed most DCC personnel were now vaccinated and working in-office. Folie informed the group that any staff member who was fully-vaccinated could be at work without their mask and without taking their temperature. Folie explained that the current plan was to keep the facility closed to outside guests until July 1st.

FEMA Grants: Folie (DCC) reported that the DCC had received \$163,000 in FEMA grants in 2020. Folie added that \$98,000 was pending and another approximately \$98,000 was anticipated to be received sometime in July.

National Telecommunicators Week: Folie (DCC) noted that April 11th – 17th was undoubtedly the strangest National Telecommunicators Week the DCC had experienced. Not only was some of the staff still working from home due to COVID restrictions, but the week started out with the Brooklyn Center shooting and plans were in place to activate the EOC to deal with anticipated civil unrest. Folie thanked Eagan for lighting the Sperry Tower in gold in recognition of telecommunicators. Folie noted however that due to the Governor's curfew put in place that night, no one got to see it.

Dispatcher of the Year (DotY): Folie (DCC) informed members that DCC dispatcher Sarah Weissner had been selected as the 2020 DotY. Folie noted that Sarah was hired in 2017 with little experience and hit the ground running. Sarah is the complete package and is well-deserving of this award.

2021 Goals Update:

Laserfiche - Folie (DCC) noted that the laser fiche effort was well underway, starting with personnel records management.

JPA Review – Folie (DCC) reiterated that the goal to review the JPA was completed and pending action.

Open Enrollment – Folie (DCC) added that the annual open enrollment effort was being brought in-house, eliminating the vendor. Folie explained that the decision to bring the process in-house would decrease costs and streamline administration efforts.

Employee Satisfaction Survey Folie (DCC) referred to the Employee Satisfaction Survey noting that the survey was ready to be sent out in July thanks in large part to the efforts of Stephanie LeGros with Dakota County. Folie assured the survey would be administered annually going forward.

Mental Health Check-up – Folie (DCC) commented that the Mental Health Check-up effort was also well underway but noted that this effort is so wide-spread that agencies are strolling to identify providers who will take new customers. Folie speculated this effort would be in place prior to third quarter.

Water Damage: Folie (DCC) referred to the water damage previously identified in discussions and noted that it was the second significant water issue experienced in the past year, taking out the Training Room control panel.

Action: No action. Update only.

OTHER BUSINESS

Bergman (Apple Valley) requested Folie share Apple Valley’s gratitude and congratulations on continued success through the unprecedented times over the past 1 ½ years. Bergman noted that DCC staff dedication and hard work was going to continue the success of the DCC. The rest of the Board agreed with the sentiments and desired that staff be made aware. Folie acknowledged.

ADJOURN

Action: Motion by Supina (Eagan) to adjourn. Second by Levine (Mendota Heights).

Aye	Apple Valley	John Bergman		Clint Hooppaw
	Burnsville	Vince Workman		Dan Gustafson
Aye	Dakota County	Mike Slavik		MaryLiz Holberg
Aye	Eagan	Mike Supina		Gary Hansen
	Farmington	Katie Porter		Katie Bernhjelm
	Hastings	Jen Fox	Aye	Mary Fasbender

Aye	Inver Grove Heights	Rosemary Piekarski-Krech		John Murphy
Aye	Lakeville	Michelle Volk		John Bermel
	Mendota Heights	Ultan Duggan	Aye	Stephanie Levine
Aye	Rosemount	Jeff Weisensel		Paul Essler
Aye	South St. Paul	Lori Hansen		Todd Podgorski
	West St. Paul	Dick Vitelli	Aye	Julie Eastman

Motion passed unanimously. The meeting adjourned at 8:40am.

Next Regular Meeting:
August 19th, 2021
8:00am
DCC Training Room



Jeff Weisensel, Board of Directors Chair



Tom Folie, Executive Director

8.19.21

08/19/2021

8.19.21

08/19/2021