Dakota Communications Center
Board of Directors
Special Meeting Minutes: February 17th, 2022

Members Present: John Bergman – Apple Valley; Cara Schulz – Burnsville; Mike Slavik – Dakota County; Mike Supina – Eagan; Jen Fox – Hastings; Rosemary Piekarski-Krech – Inver Grove Heights; Jeff Weisensel – Rosemount; Lori Hansen – South St. Paul

Members Absent: Katie Bernhjelm – Farmington; Michelle Volk – Lakeville; Ultan Dugan – Mendota Heights; Dick Vitelli – West St. Paul

Alternates Present: John Bermel - Lakeville

Others Present: Logan Martin – Executive Committee Chair; Tom Folie, Cheryl Pritzlaff, Jen Hildebrandt – DCC, Matt Smith – Dakota County; Jen Wolf, Dain Olson – Dakota County Attorney's Office

1. Call to Order
Recognizing a quorum Chair Weisensel (Rosemount) called the meeting to order at 8:02am.

2. Pledge of Allegiance

3. Roll Call

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

Members and staff in attendance are noted above.

4. Approve Agenda
Discussion:
No discussion.
Action: Motion by Weisensel (Rosemount) to approve the agenda as presented. Second by Hansen (South St. Paul). Motion passed unanimously.

CONSENT AGENDA
5. Consent Agenda – Board of Directors Chair

a. **Approve Minutes from the November 18th, 2021 meeting**
b. **Receive Adopted and Ratified Paid Claims**
c. **Receive and Approve Unaudited Financial Report**
d. **Receive Executed Contracts and Agreements**
e. **2022 Legal Newspaper Designation**

Discussion:
Action: Motion by Fox (Hastings) to approve the consent agenda as presented. Second by Bergman (Apple Valley).

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

Motion passed unanimously.

Burnsville representative, Director Schulz arrived for the meeting.

REGULAR AGENDA
Action Items
6. Compensation Study and Proposed 2022 Structure
Discussion:
Folie (DCC) reminded members that per Board policy direction dating back to 2014/2015 staff was to administer a compensation study every 3 – 5 years. Folie noted that in 2018, staff suggested it may be time for a compensation study, but at the time, the topic was delayed due to overall governance discussions. Folie continued, stating

that in 2021, staff received authorization to engage Keystone Compensation for a compensation study that was two-fold. Folie explained that study was to ensure DCC positions were being competitively paid, and to consider transitioning the operations and executive director merit-based compensation structure to a step system. Folie acknowledged that the merit-based system had been cause for annual confusion.

Folie referred to the Keystone Compensation study, authored by Saado Abboud and noted that Mr. Abboud had been in remote attendance at the February Executive Committee, and despite audio difficulties, accepted the Keystone Compensation report.

Folie provided a side-by-side comparison of the current and proposed compensation study and noted that while union-represented wages already negotiated for 2022 and 2023 were found to be competitive, there was the need for some non-union position adjustment considerations.

Folie directed attention to the two director positions in the proposed compensation structure and explained that the ranges reflected a 9-year structure. Folie assured that the structure did not limit starting wages and that employment candidates could be hired at a higher step based on experience. Folie noted that the total salary impact was $11,666, and that the "fringe" added an additional 15.15% resulting in an overall budget impact of approximately $13,433.

Slavik (Dakota County) referred to the dispatcher position and asked if the study found the DCC wages to be competitive. Folie (DCC) confirmed noting that DCC wages were coming in at or slightly above the average in a bell curve.

Action: Motion by Fox (Hastings) to receive the Keystone Compensation study and approve the proposed 2022 DCC compensation structure as presented. Second by Schulz (Burnsville).

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

Motion passed unanimously.

7. 2022 Goals
Discussion:
Folie noted that the 2022 goals fell into three specific groupings:

- Enhance emergency response to calls for service through processes and technology,
- Improve work environment for employees, and
- Improve the business and governance efficiency of the DCC.

Folie then recapped the goals within each grouping.

Bergman (Apple Valley) referred to the goal to improve the work environment for employees. Bergman recognized the increase in mental health awareness, and asked how the dispatchers were doing and if there was an avenue for them to escape and debrief if needed. Folie (DCC) acknowledged that COVID experiences had been extremely stressful on staff. Folie explained that for a number of months, dispatchers were on an emergency schedule, and many of them had children whom they also had to homeschool. Folie reported that in 2021 the DCC implemented an annual effort where the DCC paid for dispatchers to attend a mandatory appointment with a mental health professional. Assuring that the appointments were entirely confidential, the only report the DCC received was that the employee attended their appointment. Pritzlaff (DCC) added that the DCC also implemented a new work schedule that allowed dispatchers to work in teams. Pritzlaff noted that this new work schedule also allowed employees the ability to have every other weekend off. Hildebrandt (DCC) noted that the Employee Assistance Program (EAP) had been expanded to provide an offering specific to first responders. Hildebrandt noted that it included a robust mental health support program that could potentially allow for employees who may otherwise need professional mental health support but who can't afford it, the ability to engage services at no cost for a course of therapy. Weisensel (Rosemount) inquired if there was any sort of EAP experience report that staff would be privileged to. Hildebrandt (DCC) confirmed, stating that it was very protected raw data.

Weisensel (Rosemount) referred to improving the work environment for employees and noted that some of the goals may be "squishy" and a bit more difficult to gauge. Weisensel then referred to the employee satisfaction survey and asked how that is communicated to staff, and how improvement was gauged. Folie (DCC) agreed that "success" may look different to different people. Folie reminded members that when the 2021 goals were originally presented, they were deemed to be more of a task list oriented. Folie added that the annual employee satisfaction survey was going to be used in an attempt to track this more difficult goal. Folie added that administration would need to keep employee engagement in mind whenever opportunities presented. Folie commented that the goal was ultimately to "involve and engage" with a desire of

the annual survey findings recognizing that effort. Weisensel (Rosemount) acknowledged that quantity was easy to gauge, quality was more difficult.

Action: No action. Chair Weisensel (Rosemount) acknowledged receipt of the 2022 goals as presented.

8. Legal Services Agreement through the Dakota County Attorney's Office
Discussion:
Folie (DCC) acknowledged that the legal services agreement that was currently in place for civil services dated back to 2007. Folie added that the agreement fee increased based on the CPI which was currently quite high. Folie noted that the new agreement was for a 3-year term, identified set rates that were not connected to the CPI, and included costs for paralegal services. Folie assured that Campbell Knutson, legal counsel used when there was the potential for conflict of interest, had reviewed the agreement and did not have any concerns. Folie noted that staff was looking for Board approval of the agreement.

Slavik (Dakota County) complimented the services received from Dakota County Attorney's Office thus far, and suggested that when the term of the contract ended, it would be appropriate to do due diligence in considering how to proceed. Bergman (Apple Valley) acknowledged but also expressed concerns related to looking at alternatives to member-based providers that had done exceptional service to date. Hansen (South St. Paul) noted that with any agreement, it didn't hurt to make sure the organization was doing its due diligence. Folie (DCC) acknowledged this would be done when the contract is due to expire at the end of 2024.

Action: Motion by Slavik (Dakota County) to approve the Legal Services Agreement with the Dakota County Attorney's Office as presented. Second by Bergman (Apple Valley).

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

9. 2023 Budget Calendar
Discussion:
Folie (DCC) noted that DCC staff and fiscal agent were striving to return to the regular budget schedule with approval in May. Folie added that per the Joint Powers Agreement, the budget needed to be approved no later than September 1st. Folie acknowledged that the Board Chair had a conflict with the upcoming May 19th meeting, and was requesting consideration of changing the meeting date as identified in the packet. Folie reminded members that it would be extremely important to have a quorum at the May meeting.

Action: Motion by Supina (Eagan) to change the May 19th meeting date to May 5th. Second by Hansen (South St. Paul).

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

Motion passed unanimously. DCC staff will make necessary notifications.

10. Chair and Vice-chair Election 2022-2023 Term
Discussion:
Folie (DCC) reminded members that nominations taken in November, 2021 needed to be formalized by election.

Action: Motion by Piekarski Krech (Inver Grove Heights) to elect Director Weisensel as Board of Directors Chair, and to elect Director Slavik as Board of Directors Vice-chair. Second by Supina (Eagan).

Aye	Apple Valley	John Bergman		Clint Hooppaw
Aye	Burnsville	Cara Schulz		Dan Gustafson
Aye	Dakota County	Mike Slavik		MaryLiz Holberg
Aye	Eagan	Mike Supina		Gary Hansen

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

Information Updates/Discussion Items

11. Executive Director Report

Discussion:

FBI-CJIS Encryption Requirement – Folie (DCC) explained that encryption was in place on computers when querying FBI databases. Folie added that once information was obtained, it had always been aired unencrypted. Folie informed members that the FBI requirement that all criminal justice information be encrypted on computers and radios was not new, but radio encryption had not been previously enforced. Folie assured that there had been much discussion about this requirement among member police and fire/ems committees and how member agencies would be encrypting radios. Folie added that the FBI was finally catching up with enforcing the radio encryption which included dispatch centers airing CJI information and was proving to be a big deal. Folie explained that there was simply no way a dispatcher, in the midst of an emergency, would be able to differentiate between what information could be aired over the radio and what information needed to be encrypted. Folie clarified that encryption of the Law Mains and Info Channels was in the works for completion by 2023. Folie noted that the DCC backup portables were not currently encryption-capable and would need to be replaced. Folie noted that members could expect to see this discussion in the May budget meeting. Weisensel (Rosemount) asked for clarification on what someone who was monitoring those channels would hear. Folie (DCC) clarified that they wouldn't hear anything aired on any channel that is encrypted. Folie acknowledged there were concerns related to transparency. Schulz (Burnsville) acknowledged, asking how the DCC planned to respond to "Freedom of Information" requests. Folie (DCC) explained that the DCC practice would not change stating that current practice, for a number of reasons, was to require all information requests go through the member agency. Folie added that recordings were released to member agencies, and the agency could then release the information according to their internal policy. Folie (DCC) recapped that this is a current requirement of the FBI that needed to be addressed and resolved. Bermel (Lakeville) asked what the penalty would be if an organization were to fail an FBI audit. Folie (DCC) explained that ultimately, access to the data could be denied. Weisensel (Rosemount) noted that there was likely more to come on this topic.

Governance Survey – Folie (DCC) referred to the governance survey that was sent out to primary and alternate representatives of the Board of Directors, the Executive

Committee, the Fire/EMS Operations Sub-committee and the Law Enforcement Operations Sub-committee and noted that 34 responses had been received. Folie shared results of the survey with the group and added that results would also be shared with the operations sub-committees at their meetings on February 24th. Weisensel (Rosemount) clarified that while Dakota County agreed to start taking over fixed capital costs, there was a caveat that allowed for consideration of increased contributions if progress was made on some other governance efforts. Weisensel noted that the survey was one step toward satisfying this caveat. Supina (Eagan) acknowledged that there seemed to be some disparity between the governance responses and the operations responses and asked if there was a theory on why that was. Folie (DCC) speculated that it had to do with lack of meetings due to limited action items and new members to the committee feeling disconnected. Folie added that some law operations responses were possibly reflecting of the desire for the County taking over DCC operations.

COVID impacts – Folie (DCC) noted that COVID impact experience had been improving dramatically however November through the first part of February had been the worst part of the pandemic for staff.

Dispatcher and Dispatch Center Role Classification – Folie (DCC) noted that dispatching was not currently recognized as a public safety occupation by Bureau of Labor Statistics, but as administrative occupation. As such, there was an effort underway to transition the Dispatcher title to Public Safety Telecommunicator. Folie added that Public Safety Answering Point was also transitioning to Emergency Communication Center. Folie noted this was being brought up since these were name changes that members might start seeing.

Dakota County Attorney's Office – Folie (DCC) reported that previous representative Helen Brosnahan was no longer with the Dakota County Attorney's Office as she was being appointed a Judge in Washington County. Folie acknowledged that Brosnahan's successor as DCC Legal Counsel Representative had already been identified. Chair Weisensel (Rosemount) recognized Jen Wolf and Dain Olson from Dakota County Attorney's Office. Wolf (DCAO) noted that Dain was transitioning from the criminal division with Dakota County Attorney's Office and had a lot of experience in civil with Kandiyohi County. Olson (DCAO) noted that he had extensive conversation with Brosnahan and was up to speed on current goings-on with DCC governance. Weisensel (Rosemount) welcomed Olson as Dakota Communications Center's new civil representative with Dakota County Attorney's Office.

Cheryl Pritzlaff Retirement – Folie (DCC) informed members that he had accepted Cheryl Pritzlaff's letter of intent to retire effective July 28th, 2022, after 38 years of public safety service. Pritzlaff (DCC) noted that after starting as a CSO in Edina in 1984 she transitioned into dispatching. She accepted a dispatch position in Burnsville in 1990

and through consolidation, became a DCC Dispatch Supervisor in 2007. Pritzlaff was promoted to DCC Operations Director in 2010. Folie acknowledged how exhausting the Operations Director position can be, having to be available to staff around the clock. Folie thanked Pritzlaff for all she has done for public safety. Folie then acknowledged that administration was already working on the replacement process which would include filling a supervisory position. Bergman (Apple Valley) asked if the replacement process was going to remain internal or if it was necessary to look outside the organization. Folie (DCC) there was great potential in the current DCC supervisory group and that he intended to keep the process internal to the organization. Weisensel (Rosemount) commented that it was good for the organization to be able to say there was internal potential. Bergman (Apple Valley) agreed. Hansen (South St. Paul) also agreed and complimented that there were people internally that were capable and ready to step up to the challenge. Hansen added that it was good for employees to see that there is room to grow within their organization. Hansen encouraged continuation of succession efforts.

Action: No action. Update only.

OTHER BUSINESS

ADJOURN
Action: Motion by Bermel (Lakeville) to adjourn. Second by Hansen (South St. Paul). Motion passed unanimously. The meeting adjourned at 8:57am.

Next Regular Meeting:
May 5th, 2022
8:00am
DCC Training Room

Jeff Weisensel, Board of Directors Chair — **02/17/2022**

Tom Folie, Executive Director — **02/17/2022**