

**Dakota Communications Center
Board of Directors
Meeting Minutes: November 10th, 2022**

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

Members Absent: Cara Schulz – Burnsville; Katie Bernhjelm – Farmington; Jen Fox – Hastings; Ultan Dugan – Mendota Heights; Lori Hansen – South St. Paul; Dick Vitelli – West St. Paul

Alternates Present: Mendota Heights – Stephanie Levine; South St. Paul – Todd Podgorski

Others Present: Logan Martin – Executive Committee Chair; Tom Folie, Jen Hildebrandt – Dakota 911

1. Call to Order

Recognizing a quorum Chair Weisensel (Rosemount) called the meeting to order at 8:03am.

2. Pledge of Allegiance

3. Roll Call

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

4. Approve Agenda

Discussion:

No discussion.

Action: Motion by Bergman (Apple Valley) to approve the agenda. Second by Supina (Eagan). Motion passed.

CONSENT AGENDA

5. Consent Agenda – Board of Directors Chair

- a. Approve Minutes from the September 15th, 2022 regular meeting
- b. Receive Adopted and Ratified August and September 2022 Paid Claims
- c. Receive and Approve August and September 2022 Unaudited Financial Reports
- d. Receive executed contracts and agreements
- e. Approve resolution assigning depository
- f. Approve audit engagement agreement
- g. Approve 2023 Board of Directors meeting schedule
- h. Approve resolution approving agreement with the State for access to CJDN

Discussion:

No discussion.

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

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

Motion passed.

REGULAR AGENDA

Action Items

6. Enterprise Resource Planning (ERP) Update

Discussion:

Folie (Dakota 911) informed members that LOGIS had recently undergone an effort to identify a new Enterprise Resource Planning (ERP). Folie explained how this ERP discussion, as it pertained to Dakota 911, was specific to finance and payroll services being received through Fiscal Agent, City of Lakeville. Folie noted that the LOGIS

consortium had selected the Oracle cloud-based system and it requesting all members agree to a 10-year commitment no later than November 15th, 2022. Folie reported that at the same time as the LOGIS effort, City of Lakeville, was administering their own ERP process and the end result of that effort was selection of a different software provider, BS&A. Folie acknowledged that the BS&A software that was not only significantly cheaper, but it also provided capabilities that City of Lakeville deemed better for their specific needs, including providing fiscal agent service to Dakota 911.

Folie referred to costs and noted that while there hadn't been any definitive numbers provided yet, it was anticipated the one-time cost for the BS&A product would be approximately \$94,000 cheaper than the one-time cost for the Oracle product. Folie added that the BS&A annual costs were also speculated to be about \$20,000 cheaper than the Oracle annual costs.

Folie noted that there were a couple of alternative options that could be considered including having another member provide fiscal agency services and bringing financial services in-house. Folie noted that both options had been provided for consideration at the September and November Executive Committee meetings and neither seemed to be viable options at this time.

Weisensel (Rosemount) shared that many other organizations were participating in the LOGIS ERP process and moving to Oracle. Weisensel inquired if staff knew how many organizations were part of that effort. Martin (Executive Committee Chair) noted that he believed there were approximately 27 organizations involved in that effort and that City of Rosemount was proceeding with the Oracle product through LOGIS.

Supina (Eagan) inquired how the current fiscal agency relationship with City of Lakeville worked. Folie (Dakota 911) explained that there was a Financial Services Agreement signed in August 2021 for the 2022 year. The terms of the agreement state that it would renew for an additional one (1) year term on every anniversary date unless terminated earlier. Folie noted that the 2022 cost for the services was \$124,800. Folie added that the cost for 2023 and 2024 would be adjusted each year by the annualized rate of inflation using the Minneapolis – St. Paul Minnesota CIP-U for the previous calendar year. Folie continued noting that effective January 1, 2025, the calculation would be updated to reflect current time commitments and compensation costs for the Fiscal Agent.

Volk (Lakeville) acknowledged the thorough ERP effort administered by the City of Lakeville and noted there were a number of reasons for Lakeville's engaging a software vendor. Volk explained these included the ability to trouble-shoot issues directly with the vendor, accommodating the needs of all departments, and knowing what the fixed cost would be regardless of consortium participation.

Action: Motion by Supina (Eagan) to direct Dakota 911 staff to work with Dakota 911 Fiscal Agent, City of Lakeville, to implement the financial and payroll services of BS&A and to further notify LOGIS of Dakota 911’s intent to withdraw from the Oracle ERP effort as a member of the LOGIS consortium. Second by Bergman (Apple Valley).

Further Discussion: Volk (Lakeville) inquired if she was allowed to participate in the vote on this agenda item. Chair Weisensel (Rosemount) confirmed.

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

Motion passed.

Chair Weisensel recognized the arrival of Director Slavik.

Information Updates/Discussion Items

7. Executive Director Recruitment Process

Discussion:

Folie (Dakota 911) reported that the Executive Director profile was made public on October 21st and application acceptance would close on November 17th. Folie encouraged members to share the profile as they saw fit. Folie informed the group that the recruiter noted there had only been three applicants so far, but that was not uncommon as applicants often didn’t express interest until right before the deadline.

Martin (Executive Committee Chair) reminded the group that between November 17th and December 8th the recruiter would review applicant qualifications in an effort to bring candidate selection down to a manageable group. Martin continued stating that the hiring committee, made up of two members from the Board of Directors, two members from the Executive Committee, the Fire/EMS Operations Committee Chair, the Law Operations Committee Chair and Dakota 911 Administration would convene on December 8th to administer preliminary interviews and identify finalists. Martin acknowledged that the hiring committee was scheduled to administer finalist interviews on December 27th, but there had been some concerns expressed about interviews the

week between the holidays. Martin noted that while the desire was to remain on track with the published timeline, there may be the need to delay final interviews. Folie (Dakota 911) reminded members that because Dakota 911 personnel had access to Criminal Justice Information, the identified finalist would need to be endorsed by Dakota County Sheriff's Office. Folie noted this necessary process shouldn't take more than a day or two. Folie continued stating that the Dakota 911 Board of Directors had final hiring say so there would likely be the need for a special meeting in January.

Martin (Executive Committee Chair) inquired if the group felt the need for a meet and greet opportunity with the finalists. Supina (Eagan) noted that if it were offered, he would likely show up, but he felt it may be better suited for Dakota 911 staff. Bergman (Apple Valley) agreed. Weisensel (Rosemount) commented that if the opportunity was made available, it would be nice for governance members to be made aware of it so they could attend if so desired. Piekarski-Krech inquired if the desired result of a meet and greet would be to obtain feedback or just for a social opportunity. Piekarski-Krech noted that if it was just a social opportunity, it may not be needed. Martin (Executive Committee Chair) acknowledged that if offered, the desire would be that participants provide any feedback that could be compiled for consideration at the final interviews on December 27th. Weisensel (Rosemount) suggested the mechanics of providing and collecting feedback be worked out prior to any meet and greet opportunity. Weisensel commented that he felt the profile created by DD&A was very well done based on all the information provided the consultant. Weisensel encouraged anyone who may have suggestions for added considerations during interviews share that information with a member of the hiring committee.

Action: No action. Report only.

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

8. Executive Director Report

Discussion:

911 Upgrade Project – Folie (Dakota 911) noted that this large-scale project where Dakota 911 was changing their 911 system from on-premise to a cloud solution was progressing well.

Admin Phones Project – Folie (Dakota 911) reported that recognizing that keeping the administrative phones on the 911 system was going to be costly, the decision was made to move them to the LOGIS VoIP system. Folie assured that this effort would be cheaper and greatly improve functionality. Folie added the effort was anticipated to be completed by the end of the year.

Encryption of Law Radio Mains for CJIS Compliance and Fire Department Access – Folie (Dakota 911) noted that if members hadn't been made aware of this topic currently being discussed by the operations groups, they would be eventually.

Folie explained that one significant outcome of the September 11th attacks was the understanding of the need of improved interoperability among first responders. Folie continued explaining that the consortium had moved communications to the ARMER 800 MHz system which allowed for interoperability across the state, and the law enforcement agencies were planning to encrypt their law mains in September of 2023. Folie reported that recently, Eagan Fire Department was told by the BCA that fire responders were not considered law enforcement and should not have access to Criminal Justice Information even if they went through the process for unescorted access to a facility with Criminal Justice Information. Folie noted that this message defies reason and while there is no requested action at this time, it was important for members to be aware of the discussion.

RadiusPlus – Folie (Dakota 911) noted that until recently, mobile phone location capabilities weren't great, often times only identifying a location within 9,600 meters which was a huge area. Folie noted that currently in use, RapidSOS could take data from a phone and communicate better location data to Dakota 911. Folie noted that RadiusPlus further improved those capabilities providing extremely accurate location information as well as a number of other enhancements. Folie noted that not only could staff receive text messages, but if those messages were in a foreign language, it would translate the messages back and forth which would eliminate the need for language line support. Folie continued stating that callers could also allow Dakota 911 access to their camera which would allow real-time visual access to in-progress events. Folie noted that the intent was to have RadiusPlus in place by the end of 2022.

IT Tracking System – Folie (Dakota 911) informed members that Spiceworks, a no-cost IT tracking system had been selected and implemented and was already in use by staff in an effort to streamline technology efforts.

Data Wall Sound Restoration – Folie (Dakota 911) noted that the desired addition of sound to the data wall was being put on hold after receiving a \$33,000 quote. Folie

noted that the project would be included in future budgeting efforts as the need for sound with the data wall was likely to become increasingly important.

Employee Engagement Survey – Folie (Dakota 911) reported that the 2022 employee engagement survey had been completed and while there hadn't been huge changes from 2021, there were a couple of key questions that had improved, including the belief that Dakota 911 valued collaborative activities. Folie noted that staff would continue efforts to improve employee engagement on an ongoing basis.

Life Saved – Folie (Dakota 911) shared a picture of telecommunicator Mary Watry with a couple from Eagan who had stopped by to express their gratitude for her assistance when they were in need in September. Folie explained that while at home the husband experienced a heart attack and while the wife was panic-stricken, telecommunicator Watry was able to get her and a contractor working at their home to aid the husband by providing life-saving CPR until Eagan Fire and Police could arrive to take over. The husband noted that he would now be able to be part of his daughter's wedding in a few months thanks to Mary and the responders.

Slavik (Dakota County) inquired how staffing was going. Hildebrandt (Dakota 911) noted that current telecommunicator staffing was at 52 of 53 positions filled. Hildebrandt cautioned that seven (7) of the positions were in training so the net staffing level was still quite low. Hildebrandt noted that hiring efforts through the year had been very successful, but reminded the group that with a training period of 6 – 8 months, it was taking time to get the new hires where they needed to be to fully contribute to the staffing schedule needs. Folie (Dakota 911) acknowledged trainer efforts. Slavik (Dakota County) asked how Dakota 911 staffing experience compared to neighboring agencies. Folie noted that Dakota 911 was sitting better than many organizations who were still experiencing significant staffing issues. Slavik (Dakota County) commented that in visiting with commissioners from across the state, the feedback he was receiving was that telecommunicator positions were the most difficult position to fill.

Action: No action. Report only.

OTHER BUSINESS

9. Executive Director Performance Evaluation

Discussion:

Martin (Executive Committee Chair) reported that the executive director performance evaluation had been completed and results were going to be shared with Director Folie the week of November 14th. Martin reported that Folie had received an excellent ranking on his October 2021 to October 2022 evaluation and much positive feedback. Martin noted that some of the comments about Folie's performance included his ability

to maintain operations through civil unrest and the pandemic which allowed the administrators to focus on their own organizations.

Martin noted that earlier in 2022, governance changed the compensation structure for the executive and operations director positions, and at that time, Folie's wage fell between the top two steps. Martin continued stating that the Executive Committee was recommending Folie's wage be moved to the top step of the 2022 compensation structure, \$80.15/hour retroactively to October 10th. Martin noted that while this increase was nominal, it would put Folie at the top step in his compensation structure. Martin added that on 1/1/2023, the compensation structure would be increasing by 3% at which time Folie's wage would also increase to \$82.55/hour.

Action: Motion by Bergman (Apple Valley) to approve the recommendation to increase Folie's wage to \$80.15/hours retroactively to October 10th, 2022. Second by Piekarski-Krech (Inver Grove Heights).

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

Further Discussion: Bergman (Apple Valley) inquired if Folie would be given the opportunity for an exit interview as his retirement approached. Martin (Executive Committee Chair) acknowledged that could be done. Bergman (Apple Valley) suggested the idea be considered by the Executive Committee.

Weisensel (Rosemount) recognized that Director Folie's intended retirement date was the end of January and asked if this would be Folie's last Board meeting. Martin (Executive Committee Chair) noted that the timing was going to be very tight and Folie had graciously agreed to extending his retirement date if needed. Folie (Dakota 911) reminded members that because the Board of Directors had Executive Director hiring authority, there would be the need for a special meeting in January, which he would be a part of.

Motion passed.


10. Other Business

None


ADJOURN

Action: Motion by Slavik (Dakota County) to adjourn. Second by Supina (Eagan).
Motion passed. Meeting adjourned at 8:47am.

Next Regular Meeting:
February 16th, 2023
8:00am
Dakota 911 Training Room
2860 160th Street W, Rosemount, MN 55068




Jeff Weisensel, Board of Directors Chair



01/06/2023



Tom Folie, Executive Director



01/06/2023