**RED RIVER REGIONAL DISPATCH CENTER  
Authority Board Meeting  
Thursday, February 9th, 2023**

**Cass County Courthouse, 211 9 St S, Fargo, ND**

**Commission Room 105W**

1. **MEETING CALLED TO ORDER by Authority Board Chair, Commissioner Peterson at 1000hrs**

**Present:**

Director Mary Phillippi – RRRDC Director

Cass Commissioner Peterson - Chair

West Fargo Commission President - Mayor Dardis

Fargo Mayor Mahoney

Moorhead Commissioner Nelson Clay Commissioner Ebinger

Clay Commissioner Campbell

Cass Commissioner Scherling

**Virtual**:

Cass Commissioner Scherling

Fargo Commissioner Kolpack

Moorhead Mayor Carlson

Attorney Erik Johnson – RRRDC Legal Counsel

**SEH**:

Brian Bergstrom – SEH

Daniel Taylor – ADG, Project Manager (Virtual)

Ian Reeves – ADG, President (Virtual)

Juan Perez – TLC (Virtual)

**Also, in Attendance:**

Amanda Glasoe, RRRDC

Ron Gronneberg – Chief Information Officer

Todd Keel Fargo IS

Tracy Peters – Assistant Cass County Administrator

Robert Wilson – Cass Administrator

Brian Zastoupil – RRRDC Radio Coordinator - Virtual

Fargo Fire Chief Dirksen

1. **APPROVAL OF AGENDA**

Approval of January 12th, 2023, Agenda.

Commissioner Campbell made a **motion to approve the agenda**; Mayor Dardis seconded the motion. Discussion: Director Phillippi requested an additional agenda item to discuss **Facility – Sanford Location**. Commissioner Peterson amended agenda to include agenda item as # 5, with subsequent agenda items to follow order. All approved amended motion; **motion carried.**

1. **APPROVAL OF JANUARY 12, 2023 AUTHORITY BOARD MINUTES**

Commissioner Ebinger made a **motion to approve the agenda**; Mayor Dardis seconded the motion. No Discussion. All approved, **motion carried.**

1. **REVIEW/CONFIRMATION OF COMMITTEE MEMBER APPOINTMENTS TO BUDGET AND FINANCE COMMITTEE AND EXECUTIVE COMMITTEE**

Director Phillippi reviewed appointments to Budget and Finance Committee as well as Executive Committee for any corrections/revisions. No discussion

1. **FACILITY – SANFORD LOCATION**

Director Phillippi turned over to legal counsel for RRRDC – Attorney Erik Johnson. Erik reviewed conversations with Sanford between himself, Chief Dirksen, Robert Wilson in regards to land lease/property development near current Ronald McDonald house, to now include easement for access to public street. Sanford term is $36,000 lease payment/50-year term.

Commissioner Peterson is pleased the relationship has been confirmed but expressed disappointment that Sanford would no longer be partnering in building as there would be benefit for combined resources (fire suppression, ingress/egress, etc.) but understands their dynamics.

Mayor Mahoney confirmed cost and asked if calculation is based on square footage and if any political communication could aid in the agreement and asked who has been in primary conversation with Sanford – Chief Dirksen. Chief Dirksen spoke to communication with Sanford and advised that initially, there was strong consideration with joint facility however recently the priority for the project on their end has decreased and didn’t foresee it to be a project for some time at Sanford. Commissioner Scherling added that she appreciated Commissioner Peterson’s comment but added that the cost increased significantly when looking at joint building space. Mayor Dardis asked if RRRDC has employees that use public transportation – Director Phillippi answered there were not.   
No further discussion.

1. **FACILITY – BRIAN BERGSTROM SEH PRESENTATION**

Brian Bergstrom with SEH Architecture introduced his partners, Ian Reeves (Architects Design Group), Juan Perez (TLC Engineering).

Brian referred to slides/presentation packet beginning with what goes into the build out of a 9-1-1 dispatch center. Daniel Taylor gave high level overview of standards and guidelines followed. Daniel reviewed space designations for building spaces.

**Discussion**:

Commissioner Peterson asked if Director Phillippi was comfortable with the ability to grow staff in this facility, building space is not going to decrease in cost in the future. Director Phillippi replied she was comfortable and that future administration office needs need to be taken into consideration as well and are in this plan. Mayor Carlson asked what the projected length of time before the space is full as well as what the maximum occupancy is of the training space. Brian answered that the training space account for 34 individuals in a classroom setting.

Commissioner Peterson asked for conformation to Mayor Carlson’s question, how far out is coverage for growth with new facility, 5/10/20 years. Mayor Carlson clarified that based on growth, how many consoles are going to be needed and does this accommodate. Director Phillippi answered that the plan is for 14 consoles, 8 current, which is a good amount for growth. On the dispatch floor there is additional room for growth and future consoles. Director Phillippi feels the facility plan is good for 20 years.

Ian added that the training consoles have a folding glass wall partition that can be opened up during significant events and those training consoles could become live.

Daniel continued to review space designation to include support spaces; kitchen, break rooms, locker/shower rooms, etc. Daniel noted the use spaces for lactation, de-stress, bunk rooms are intended to be multi-use. Daniel reviewed the facility support spaces and requirements. Brian reviewed that in total, there is approximately 15,300 sq. feet planned for the new facility. Commissioner Peterson asked regarding discussion about multi use meeting rooms and reducing the footprint. Director Phillippi stated the meeting room could be reduced to encompass the training room and use it for multi-purpose but that room should not be beyond security of the dispatch center. This space would include training, interviews, meetings, etc. and is critical for the security of the dispatch center.

Brian added that efficiency factors are built into these areas and when laying out final version, numbers will be more efficient. Commissioner Peterson asked if there is anything else that the dispatch center wants or needs or does this take care of all of the needs. Chief Dirksen spoke in regards to the facility plan and commented that this is well laid out and feels that everything asked will enhance the dispatch workspace and he’s hopeful this will help with retention and recruitment, having a kitchen off the dispatch center is important for the community of the staff and will help the employee morale. Chief Dirksen feels the plan meets the needs for the center. Director Phillippi concurs that this meets the needs of the dispatch center, the space for dispatch, administrative staff, and amenities such as breakroom, bunk rooms, etc. Phillippi acknowledges that there could be more discussion regarding the meeting and training room but feels that there has not been an ask for more than is needed.   
Daniel added that over 2,000 sq. feet have been cut from initial plan and that this really does cover the needs and not wants. Brian added that this hasn’t been coordinated with Sanford and reductions such as parking may be needed.

Brian reviewed project budget. Commissioner Peterson asked if the number was more accurate in regards to technology, Director Phillippi confirmed discussion and feel in the right ballpark now. Brian ended with total project cost of $15,390,420.00.

Commissioner Campbell asked if contingency numbers are expected to lower once project moves forward and goes to BID, etc. Brian answered that it is conceivable for that to go down and fine tune some of the allowances. Commissioner Peterson wants to be sure contingency numbers are allocated properly. Mayor Dardis asked what structure would be built from, Brian answered it will likely be concrete or concrete block. Mayor Dardis felt 8-10% was modest in his experience with building a new WF Fire Station. Brian commented that the design team is not in control of market costs but will work heavily with trades and suppliers and contractors to get best value. Mayor Mahoney asked if there was a way to lock down electronic costs early. Ron Gronneberg (Fargo IS) stated they have not looked into upgrading any systems, trade channels are back to normal for routine items however equipment needed for RRRDC is more specific. Mayor Mahoney asked what equipment was needed, Director Phillippi stated she’s started to review, is working with vendors (Lumen, Motorola) to extend end of life to satisfy until new facility. The 9-1-1 system is used by both RRRDC and GF would need to coordinate an upgrade at the same time and will need to hold until the new facility.   
Mayor Dardis asked if there was any grant money available and if SEH researches these options? Brian answered that SEH has a team of lobbyists and grant researchers that could be made available if interested. Mayor Dardis then asked if any of the agencies have grant writers on staff. Commissioner Peterson commented that the Association of Counties is looking at getting grant writer internally due to missed opportunities. Mayor Mahoney asked for a completion date – Commissioner Peterson expects end of 2024 is reasonable and is hoping to break ground fall of 2023. Commissioner Peterson added that he does not see this as a debatable expense. Commissioner Peterson feels that this is a necessary building, as it is infrastructure and it must be built sooner rather than later.

No further discussion.

1. **COMMITTEE REPORTS**
   1. **BUDGET AND FINANCE COMMITTEE – Brandy Madrigga**

The Finance Committee met February 8th, 2023 for the first time under the new JPA Agreement.

RRRDC Audit Presentation: 2021 audited financial statements were presented by Widmer Roel with the opinion that the financial statements present fairly, in all material respects, the assets, liabilities, and net assets of RRRDC as of December 31st, 2021 and 2020, and its support, revenue and expenses for the years then ended in accordance with the modified cash basis.

Total revenues for 2021: $5.2mm, Total Expenses 2021: $5.1mm resulting in a increase of assets of $146k. This is primarily the result of unfilled FTE’s.   
Total net assets as of December 31, 2021 is $2.677mm.

The BOA designated $72k in 2020 and 2021 towards the IS Capitalized Equipment costs which is expected to be around $400k in 2024. Finance committee recommended the Finance Director work with the auditor to determine if the $144k designated as of December 31, 2021 should be added to the board designated line on the balance sheet of the audited financial statements. Final audit expected to be presented to Authority Board at next meeting.

2022 Financial Statements presented with revenues totaling $5.58mm and 2022 expenses at $5.0mm resulting in a net increase in assets of $581k.

Consistent with 2021, 2022 was a year filled with recruitment challenges and is budgeted for 46 FTE’s (50 authorized) and on average 10 positions remain unfilled.

* 1. **EXECUTIVE COMMITTEE**

No chair elected, committee has not met. Commissioner Ebinger asked if there will be rotation as was done in past, Director Phillippi stated the current JPA doesn’t specify rotation.

**No other business**

1. **ADJOURNMENT**

Mayor Mahoney made a motion to adjourn; Ebinger seconded. No further discussion. All approved. **Meeting adjourned**.

**Next Meeting: Thursday, March 9th, 10:00am at Cass County Commission Room 105W**

*Meeting minutes by: Amanda Glasoe, RRRDC*