**RED RIVER REGIONAL DISPATCH CENTER  
Executive Committee Meeting  
Wednesday February 22, 2023**

**Clay County/Moorhead Law Enforcement Center**

**911 11 St N Moorhead, MN**

**Training Room**

1. **MEETING CALLED TO ORDER by at 1330hrs**

**Present:**

RRRDC Director Mary Phillippi –

West Fargo Fire Chief Dan Fuller

Clay CO Sheriff Mark Empting

Barnesville Police Chief Joel Voxland

Cass Co Sheriff Jesse Jahner

Moorhead Police Chief Shannon Monroe

Moorhead Fire DC Dave Conrad

Fargo Police Chief David Zibolski  
Fargo Fire DC/FM Ryan Erickson  
Sanford Ambulance Sr Dir Tim Meyer  
Cass CO E.M. Jim Prochniak

Virtual:  
 WFPD Chief Dennis Otterness

**Also, in Attendance:**

Fargo IS Todd Keel

Fargo IS Brandon Palubicki  
RRRDC Asst Director Amanda Glasoe

RRRDC Supervisor Chelaine Anderson

MPD Lt Tory Jacobson

Clay CO Deputy Sheriff Chris Martin

1. **Agenda**

Approval of February 22, 2023, Agenda. Zibolski made a **motion to approve the agenda**; Jahner seconded the motion. No discussion. All approved; **motion carried.**

1. **Election of Executive Committee Chair**

Discussion surrounding appointments for having Chair but no Vice Chair. **Empting was nominated by Jahner to stay as chair**, agreement not to have a vice chair. No discussion or other nominations. All approved; **motion carried.**

1. **Appointment of Members to Committees:**
   1. **Personnel –** Phillippi read the requirements for who is to make up this committee.
      1. West Fargo: PD Chief Otterness, Fire Chief Fuller as alternate; HR Jena Wilm
      2. Cass Co: CCSO Chief Deputy Dean Haaland, Sheriff Jahner alternate; HR Tracy Peters
      3. Moorhead: Fire Chief Wallin, Moorhead HR TBD
      4. Fargo: Chief Zibolski, Fire Chief Dirksen alternate; HR Jill Minette
      5. Clay Co: Chief Deputy Chris Martin, Sheriff Empting alternate; Darren Brook HR

**Motion made** by Zibolski, second by Prochniak**.** All approved; **Motion carried.**

* 1. **Law Enforcement Operations**
     1. **West Fargo: Lt Anderson & Asst Chief Neilsen**
     2. **Cass Co: Cpt Joel Stading & Sheriff Jahner**
     3. **MPD: Chief Monroe & Lt Detloff**
     4. **FPD: Cpt Helmick & DC Nelson (FFD), Alternate Lt Ahfeldt**
     5. **Clay: Lt Shroeder & DPD Chief Ty Sharpe**
     6. **Sanford Ambulance: Rick Cameron**

**Motion made** by Zibolski, second by Monroe. No discussion. All in favor; **Motion carried.**

* 1. **Fire/EMS Operations**
     1. **WF: DC’s Frost & Clark**
     2. **Cass: EM Prochniak & Sheriff Jahner**
     3. **Fargo: DC Binfet & AC Stefonowitz**
     4. **Moorhead: DC Conrad & BC Hicks**
     5. **Clay: EM Lt Gabe Tweten & Glyndon Fire Chief Bob Cuchna**
     6. **Sanford Ambulance: Chad Mickelson**

**Motion made** by Zibolski, second by Fuller. No discussion. All in favor: **motion carried.**

* 1. **Radio Communications**
     1. **WF: Sgt Pat Hanson & Training Chief Matt Berg**
     2. **Cass: CD Dean Haaland & Sgt Myron Canales**
     3. **Fargo: DC Joe Anderson, DC Binfet**
     4. **Moorhead: Cpt Swenson & Cpt Dave Allen**
     5. **Clay: Lt Tweten & Chief Backlund (HPD)**
     6. **Sanford: Don Martin**

**Motion made** by Zibolski, second by Prochniak. No discussion. All in favor; **motion carried.**

1. **Annual Conflict of Interest**

If there is any type of conflict of interest please email Empting with those. Phillippi passed around conflict of interest papers to sign for all. Copy will be sent to Otterness as he attended virtually.

1. **Facility Planning – Director Mary Phillippi**
   1. Authority Board Meeting: Eric Johnson spoke about Sanford lease – ongoing and nothing has been signed yet as they’re still working on easement information with Sanford with SEH and attorneys. There’s a contract (50 years) but nothing has been signed. SEH did presentation for Authority Board. First proposal was $13mil although that was not an all in price. MP asked for an all in price including radio, technology, etc. Price jumped to $15.3mil – no agreement on that yet but sent to attorney in case Authority Board wants to take action. Legal limbo right now. JPA lists $12.5mil amount on the JPA that could be moved forward on. Obviously number now is higher. Unkn if that number is just the building portion or if it involves soft costs (technology, etc). General design is ready to go – Authority Board was willing to move forward with that**.**
2. **New World Update – Todd Keel**
   1. NW upgrade to 2022 on 2/14. Server upgrade went fine. Number of issues were small but they affected a high number of clients so very visible to users. Revolved around a process that updated configurations from old to new servers that didn’t fire like it was supposed to. Looking to see if can be prevented in future. This is first time in 10 years where ever server name and IP address changed and new servers being added – complesity of this upgrade was “up there.” File storage too longer than expected. Interfaces took awhile but all are now back up and running excluding justware? Having to manually transfer files to States Attorneys 3x a day. Resolution by mid next week is goal. Non Tyler reporting (not in approved interfaces that IS has had to build on back end to avoid purchasing an interface). These all had to be manually rebuild and they underestimated the time that would take. All are now up and running, in testing to make sure. No outstanding issues reported by committee in regards to upgrade. No other discussion.
3. **Director’s Report**
   1. Personnel: 32 fully trained employees including 7 shift supervisors. An additional fully trained part time operator and another fully trained employee who is working on call hours. Authorized for 47 fully trained staff. 1 employee currently in training. 2 additional will be starting on March 6th, 2023. 5 outstanding conditional job offers out with April and May start dates. Advertising is ongoing and we are interviewing monthly.
   2. Budget: as of 2/1/23 we were 100% through the 2022 budget and 90% of it was expended. Below authorized staffing contributed to the 10% difference.
   3. Operational updates: First Link will not be able to take transfer calls to 988 as they are experiencing significant staffing shortages and can’t handle the additional calls. Added 2 new CTO’s to our CTO program in December bringing the total of CTO’s to 7.
   4. **Other Updates:** 
      1. RRRDC Authority Board held an initial meeting on 1/12/23 and will meet monthly. At the organizational meeting, the board appointed the Budget & Finance Committee members and the Executive Committee members. A meeting was held on 2/9/23 where SEH provided a presentation on the facility project and costs.
      2. Budget & Finance Committee held first meeting on 2/8/23 and will meet monthly before each Authority Board meeting. Audit was presented during this meeting. Cass CO Finance Director Brandi Madrigga was elected as chair.
      3. State of MN is working with a consultant on a cybersecurity assessment on PSAPs on a voluntary basis. This is at no cost to RRRDC. RRRDC had a site visit in December 2022 and follow up virtual meeting in January 2023. Report is expected to take some time and will be used by RRRDC and IS to determine what vulnerabilities might need to be addressed.
      4. RRRDC Moved their Employee Manual and SOP’s to PowerDMS. It has been working well and we will continue to transition documents there after some technical issues are worked out.
      5. Amanda Glasoe and Mary Phillippi met with Cass County Finance to start the transition from the City of Fargo to Cass County for RRRDC’s fiscal agent. The JPA has a 6-month transition period. No changes in our process at this time.
      6. Mary Phillippi has been given the opportunity to co-teach leadership training with retired Cass County Sheriff Paul Laney. She will be doing that during time off and it will not impact her work at RRRDC.
   5. Discussion: Empting had questions on if the First Link issue will cause issues with Travis’s Law in MN. Monroe didn’t think it would as Mobile Mental Health is still in tact. Procniak had questions on the 988/911 calls. Phillippi explained that both still worked but 988 wouldn’t be able to take transfers from 911 until First Links staffing was up.l North Dakota has legislation in the works to add a fee to telephone wills charging for 988 use to help fund the program in the state. States were told they had to it but were not given funding so this is a good protentional step for ND.
4. **Committee Reports:**
   1. **Operations LE – No meeting**
   2. **Operations Fire/EMS – No meeting**
   3. **Personnel – No meeting**
   4. **Radio Communications – No meeting**

Discussion: Phillippi will keep all the same meeting date criteria for all groups except for Personnel. That group will take more work to get everyone together. Will need email contacts for members sent for meeting notifications. Phillippi will be sending a poll to determine the date of the first personnel meeting date/time.

1. **Other business**

Empting brought up meeting locations and suggested they stay held at the LEC training room and all agreed and meetings will stay quarterly.

Empting requested to receive a notice when rural paging systems go down. EM Tweten got inundated with messages from rural responders when they go down as to why they’re getting certain messages. They want to get messages to responders to stay ahead of the outages. Glasoe mentioned this has been discussed previously and it was determined not to send a message about the outage but made the message sent to responders more clear so they knew who was required. This was best because some outages were extremely short and some were in the middle of the night. Everbridge is easier than CodeRED to break out the responder groups so it might need to be looked at to change the policy to change specific responder groups instead of all groups to each call. Empting requested this be put on the agenda for the next Fire/EMS meeting.

1. **Adjournment**

Jahner made a motion to adjourn; Voxland seconded. No further discussion. All approved. Meeting adjourned.

**Next Meeting:**

*Meeting minutes by: Chelaine Anderson, RRRDC*