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

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

**Commission Room 105W**

1. **MEETING CALLED TO ORDER by Fargo Commissioner Kolpack at 1004hrs**

**Present:**

Director Mary Phillippi – RRRDC Director

West Fargo Commissioner Olson

Moorhead Commissioner Nelson Clay Commissioner Ebinger

Fargo Commissioner Kolpack

**Virtual**:

Fargo Mayor Mahoney

Cass Commissioner Scherling

Moorhead Mayor Carlson

Attorney Erik Johnson – RRRDC Legal Counsel

**Also, in Attendance:**

Amanda Glasoe, RRRDC

Todd Keel Fargo IS

Nancy Morris

Clay County Sheriff Empting

Brandy Madrigga

Moorhead Police Chief Monroe

WDAY Tom Tucker (Virtual)

1. **APPROVAL OF AGENDA**

Approval of March 9th, 2023 Agenda.

Commissioner Ebinger made a **motion to approve the agenda**; Commissioner Nelson seconded the motion. Discussion: All approved amended motion; **motion carried.**

1. **APPROVAL OF FEBRUARY 8th, 2023 AUTHORITY BOARD MINUTES**

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

1. **FACILITY LEASE UPDATE**

Erik Johnson reviewed the work being done on the lease agreement with Sanford – terms are coming together. Work now involves discussion regarding easement as the parcel doesn’t have direct access to adjacent road. Will discuss with architect team to determine what requirements are needed.

1. **FACILITY CONTRACT SEH**

Director Phillippi requested a contract from SEH with the updated terms. Johnson is in legal review. Contract is clear, makes sense but advises that his review is looking at business aspect and may need additional review regarding what design team and construction would include.

1. **JPA – FACILITY COSTS**

Commissioner Kolpack advised the finance meeting was held the day prior and the original terms in JPA listed the amount of 12.5mil and the contract came in with a greater cost – determining how to move forward due to the dollar difference. Johnson advised that there is a cost share agreement and if the total cost exceeds the amount of 12.5mil project arrangements need to be made or would not move forward. SEH did not have soft costs described so will need to work with SEH to get further description. Phillippi added that the hard costs are at ~9.3mil and with technology, soft cost, etc. the total project is coming in at 15.3mil. Johnson suggested tasks to be completed prior to next meeting: Need to get better estimate from SEH; Fargo/West Fargo determine due to the budget exceeding what that looks like between the two cities to make up the cost difference. Johnson suggested Commissioner Peterson be involved in that conversation. Scherling asked what will be outside of the soft costs and needs to be determined. Johnson advised that it includes cost of furniture, equipment, digital hardware for dispatch consoles and supporting equipment for initial set up, not continuing costs. Scherling asked if equipment is being moved from current center – Phillippi advised that the new center will need new equipment due to increase in consoles and upgrades that will be necessary to include radio and phone system. Kolpack recommended a report be given at next meeting.

1. **RRRDC BACK UP SITE**

Phillippi explained current back up site and its limitations are something to be considered. Ebinger stated there was an assumption that the current facility would act as back up following new center but felt it costly. Phillippi stated the equipment at current location could be repurposed and kept in place, RRRDC owns the space and cost would be for CAM fees. Current location will need to be kept in place during the transition to new location. Nelson asked how the back up site has been used in past. Phillippi shared that West Fargo is a ‘cold’ back up where it needs to be set up prior to use, equipment kept in a closet. Previous uses include: Initial Covid times to keep employees separate, distanced to prevent outbreak, during active shooting event, civil unrest. In the past, back up was critical during a power outage at 300 NP in which the UPS (uninterrupted power supply), which had a run time of ~1 hour, was exceeded. Main location when dark due to generator not kicking on in time. There is a system in place to tell when on UPS and employees had been sent to staff the back up during this outage. WF Back up is not a mirrored site but was able to run operations for short amount of time until generator came on at 300 NP. Scherling suggested looking at what the needs are to move forward including cost. Mahoney agreed and suggested discussion to include EOC and other facility option. Carlson would like consideration to locate on MN side due to the use of the MN ARMER system throughout the consolidation. Ebinger added that there is legislation pending for ARMER upgrades and perhaps there will be funds to be available for this project, something he will watch.

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

The Finance Committee met March 8th, 2023 for the first time under the new JPA Agreement. Two items to report. RRRDC revised audit was presented and recommended to approve. RRRDC reserve fund invested CD, recommended to let CD mature and place into new account at FIB&T which will receive a 4% interest rate (fluctuating). Current rate is .01%. No changes to the purpose of the funds (142k).

Commissioner Nelson made a **motion to approve the revised audit as presented for 2021**; Commissioner Ebinger seconded the motion. No discussion, all approved. M**otion carried.**

Commissioner Ebinger made a **motion to move current funds from CD into RRRDC checking account**; Commissioner Nelson seconded the motion. No discussion, all approved. M**otion carried.**

* 1. **EXECUTIVE COMMITTEE – Sheriff Empting**

Inaugural meeting held in February, committee voted Sheriff Empting as Chair with meeting location at Clay LEC. Mary will be sending out committee members as discussed. Director Phillippi distributed contract of interest forms to be returned. Executive committee received an update on facility, no action was taken. Todd Keel reported regarding recent upgrade to include a number of issues that were identified and team worked to resolve. Sheriff Empting expressed gratitude for the work done by the Public Safety Team to resolve all issues quickly. Director report given to advise, RRRDC had 32 full time trained employees to include 7 shift supervisors, 1 fully trained part time employee and 1 fully trained dispatcher working on call/PRN. Budget update given advised that 90% of budget expended, difference due to staffing shortages. Phillippi advised the group that First Link would not be able to take transfers from 988 at this time due to their own staffing shortages. State of MN working with a consultant on cybersecurity of PSAPS across MN, no cost to RRRDC. RRRDC moved policies into PowerDMS system, will continue to transition documents. Phillippi and Glasoe met with Cass Finance. Sheriff Empting advised that Phillippi was given an opportunity to co-teach leadership training with retired Sheriff Laney and will do so on part time basis. No operations meeting reports as not organized/set up. Sheriff Empting reviewed the request for review of rural paging outage notices at the Fire/EMS Operations meeting.

**No other business**

1. **ADJOURNMENT** Commissioner Kolpack - **Meeting adjourned**.

**Next Meeting: Thursday, April 13th, 10:00am at Cass County Commission Room 105W**

*Meeting minutes by: Amanda Glasoe, RRRDC*