**May 9, 2023 1:00 P.M.**

**Clay County/Moorhead Law Enforcement Center**

**911 11 St N Moorhead, MN**

**Training Room**

Present:

Clay County Sheriff Empting – Chair

Fargo Police Chief David Zibolski

Sanford Ambulance Senior Director Tim Meyer

Moorhead Police Chief Shannon Monroe

Cass County Sheriff Jesse Jahner

Fargo Fire Chief Steve Dirksen

Barnesville Police Chief Joel Voxland

Cass County Emergency Manager Jim Prochniak

Not present:

West Fargo Police Chief Denis Otterness

West Fargo Fire Chief Dan Fuller

Moorhead Fire Chief Jeff Wallin

Meeting called to order by Chair Empting

Approval of Agenda: Motion by Dirksen to approve agenda. Second by Jahner. Motion passed.

Phillippi reviewed each line in the 2024 draft budget.

* Full time staff: Increase due to annual step increases, 3.7% COLA which is the 2023 average COLA of the agencies served, includes 3 admin, 9 shift supervisors, 35 communication operators; does not include the 4 that were authorized and allocated to be paid from cash reserves when hired. Those 4 are still allocated in cash reserves.
* Employee Benefits:
* Health, dental and vision increase based on recommendations of Vaaler Insurance, suggested 8% health increase, 9% dental and 9% vision. Dental and vision increase higher because there was a two year contract in place and no increase in 2023.
* FICA/Medicare: increased is percentage of payroll
* Pension: increase based on percentage of payroll for employees who have been employed 1 year
* Workers Comp: no change. Dirksen asked if there was any news regarding the potential move to federal classification of public safety telecommunicators into protective services because it would change work comp rate. Phillippi said this has been ongoing for quite a few years and nothing has changed yet. The state of ND has supported this in previous years legislation but there has been no movement federally. RRRDC discussion related to the request at the Personnel Committee meeting to change the name from Communication Operators to Public Safety Telecommunicators is name change only and does not change classification. Will watch federal legislation.
* Life Insurance: no change
* Flex benefits: decrease due to expected participation in 2024 based on 2023 participation
* Professional: decrease due to 2023 including a market survey
* Other Services: Accounting, Psychological tests, Drug testing, background checks/polygraph records management no changes. Legal service- increase due to legal representation being at all Authority Board meetings, Empting asked if that was a request of the board that Erik Johnson be involved, Phillippi stated that he has been involved in meetings to answer JPA questions and has been involved in facility planning. Personnel Recruitment increase based on previous year’s hiring. Phillippi added the RST program for increased mental health services for RRRDC employees and asked if the committee would agree to leave it in. Committee agreed that it would be good to leave in. Dirksen asked if it was a requirement or if employees are required to go once a year. Fargo PD and Fargo Fire are requiring their employees to go once a year for a mental health check.
* Technical Services: Increase IS Public Safety Personnel and RRRDC Technical Services. Includes step increases and 2024 COLA increase. Actual technical services for RRRDC are based on
* Custodial Services: increase due to better information
* Repair and Maintenance: building repairs – decrease, general equipment repair – decrease, computer equipment decrease, maintenance service agreements- increase, Tyler Tech maintenance – increase
* Rentals – increase included for anticipated annual increase for parking, operating leases - no change
* Insurance- increase based on current costs
* Communications – decreased overall based on cell phone contract decrease and better numbers for the Grand Forks/Fargo Viper connection
* Advertising – no change
* Printing Publishing – decrease – more items done electronically
* In State Travel – no change
* Out of State Travel – no change Have not met travel and education for several years because of Covid and staffing but are looking forward to being able to get employees to training and conferences on a rotational basis.
* Education - no change
* General Supplies – decrease office supplies and postage decreased based on previous budget years use
* Clothing – no change for uniforms
* Misc – no change
* Capital Replacement – Increase – request for a new radio consolette be added to the budget for interoperability to ND SIRN system
* Lease payment – decrease – fluctuates but decrease due to previous years’ cost
* 2024 Cash Reserves Request to allocate $93,730 from Cash Reserves for IS hardware expenses – 2024 is year 5 of 5 for this allocation and hardware replacement will occur in 2024
* Request to continue allocation of $280,000 for four FTE who have been approved for hire but not yet hired. They will be hired as we get to full time staffing.

Overall 5.98% increase over 2023

Voxland asked how much was in cash reserves, Phillippi indicated that about $1.4 million after the allocations for IS hardware expenses and four FTEs not in the budget.

Empting asked about always being under in repair and maintenance and it has been under in previous years. Phillippi said that she felt confident that the amount budgeted for maintenance and repair was good and that she would reduce the areas where we were under in previous year that were not specific items.

Asked why there was a zero-dollar budget for electrical – Phillippi indicated these were tower shelters that were now the responsibility of the ND ARMER project as they were ND only, not used by consortium members.

Dirksen moved to forward to Authority Board with reduction in repair and maintenance/ 2nd by Monroe. Motion passed.

Phillippi said that the Authority Board has asked that the Executive Committee give feedback pros and cons for the three site locations for a new facility to include the land near the Cass County Jail, the Public Safety Building and adjacent to what will be Fargo Fire Station 8.

* Jahner had concerns about expansion of the jail in the future and potential safety risk as he had had past incidents with some devices and protests there. Did not know if it was the best spot
* Empting said he didn’t know anyone who protests fire departments
* Zibolski asked if there was a facility site assessment for all of them. One site (PSB) has been previously reviewed and came in 2nd after the Sanford site
* Phillippi said that the she had reached out to Lumen and the costs for 911 cost was north of 70k for PSB and about 15k for Jail and Station 8. City of Fargo said there were no red flag locations but fiber was best for the two city locations. Regarding radio connections, Brian Zastoupil had indicated that all were acceptable and needed a 60 foot monopole $150k costs. Station 8 may require larger dishes due to location which would require a larger structure. Brian Bergstrom from SEH indicated there were no red flag locations on any of the sites.
* Zibolski said that there was limited information to make a recommendation but he saw that 2 of the 3 had railroad tracks near them and a derailment could be hazardous
* Jahner said the jail was also fairly close to the incoming air traffic lane as well
* Dirksen said the traffic that goes near the PSB does not typically carry hazardous material. The train traffic is very slow. Derailments at this sight have been grain, coal and lumber, never had hazardous materials. Would be more concerned about the BN traffic that goes east and west.
* Monroe said that the Station 8 location was very far south and difficult to get to from Moorhead.
* Phillippi said that she had done a survey of her employees and the jail came first and the
* Jahner said that he was concerned about people getting released and walking from the jail and his own people had concerns about that too.
* Dirksen said he would have no problem recommending the PSB since it had been evaluated already and was the 2nd site after Sanford and they were very close
* Empting said he had no problem with the public safety building since his personnel were there all the time anyway
* Prochniak said that he did not think the jail property in his opinion should be off the table. It is a terrible location from a safety standpoint for. He was on the parole board for three years and there were people in and out the parole/probations
* Voxland asked if there were any advantages to using some of the spaces in the PSB that could be used. Dirksen said that he would not count on the PSB training room for providing use as it is busy 4 out of 5 days a week and nights a lot of times. Prochniak said there had been some nice updates and it is only increasing requests for use. Dirksen said there was nothing to say that we could not put the block in for use and others would be told no. Others would have to find other places.
* Dirksen said that the dirt pile and storm water were the issues that took out the Sanford site as the cost was $950,000 for a piece of land we did not own. The dirt on the site was not good dirt.
* Prochniak said that the neighbors to the PBS are very good neighbors, property is taken care of and they are understanding and supportive. Good relationship
* Dirksen said that we could probably take advantage of PSB for overflow parking as well
* Based on the information presented and that they are aware of Dirksen motioned to recommend to go to 2nd location that had been evaluated in the formal evaluation, which was the public safety building. Second by Zibolski. Motion carried.

Motion to adjourn Jahner, second Voxland. Meeting adjourned