**RED RIVER REGIONAL DISPATCH CENTER  
Executive Committee Meeting  
Wednesday, May 24th, 2023**

**Clay County/Moorhead Law Enforcement Center**

**911 11 St N Moorhead, MN**

**Training Room**

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

**Present:**

RRRDC Director Phillippi

West Fargo Fire Chief Fuller

Clay Co Sheriff Empting

Barnesville Police Chief Voxland

Cass Co Sheriff Jahner

Moorhead Police Chief Monroe

Moorhead Fire DC Conrad

Fargo Police Chief Zibolski  
Fargo Fire DC/FM Erickson  
Sanford Ambulance Sr Dir Meyer  
Cass Co EM Prochniak  
West Fargo PD Chief Otterness

**Also, in Attendance:**

Fargo IS Brandon Palubicki

Assistant County Administrator Peters  
Division Chief Binfet

Deputy Chief Anderson

RRRDC Assistant Director Glasoe

1. **Agenda**

Approval of May 24th, 2023, Agenda. Zibolski made a **motion to approve the agenda**; Monroe seconded the motion. No discussion. All approved; **motion carried.**

1. **Approval of minutes from February 22, 2023 meeting**

Zibolski made **motion to approve the minutes**, Monroe seconded the motion. *Corrections*: Names for those present – Glyndon changed to Barnesville Chief Voxland, Chief to Sheriff Empting for IV. V; Prochniak, update on members listed for radio communications committee, Phillippi will send out updated members. Motion holds as amended. All approved; **motion carried.**

1. **Approval of minutes from May 9,2023 meeting**

Correction to those present: Cass Sheriff Empting should be Clay Sheriff Empting: Zibolski made **motion to approve the minutes**, Prochniak seconded the motion. No discussion. All approved; **motion carried.**

1. **Facility Planning**

Phillippi advised project moving forward with schematic design.Location determined/selected is Public Safety Building site. Both in the works.

1. **New World Update – Brandon Palubicki**

ND IBR upgrade, which is police reporting to state, updating protocols data type. Reports to make features available, should only affect ND agencies.

Regional GIS data change request, pushing change to allow city name for cities outside of consortium (Becker, Ottertail). Will see most changes in global jackets. LE will have more accurate data for information outside consortium.

Fargo PD looking at book and release process when jail is full.

Tyler Tech Conference: Information sharing focus, getting away from sales aspect which adds value.

1. **Director’s Report**

**Personnel:**

Currently staffed with thirty-four (34) full time communications operators, which includes five (5) shift supervisors. RRRDC is authorized to hire up to forty-seven (47) communication operators/shift supervisors for full staff. One (1) part time communication operator who works 62% of the hours of a full-time position; she is a previous employee who requested rehire. One previous employee who works on call hours.

* Thirty (30) full time employees and both part time employees are fully trained and able to work the floor.
* Currently have four (4) employees in the training program with expected training completion dates in September and October.
* Currently have two (2) outstanding conditional job offers in process of background with anticipated start dates in June pending successful background.
* Two shift supervisors left their positions. One requested a voluntary demotion and is working as a communications operator. One resigned for employment elsewhere.
* Shift supervisor promotional process was initiated and interviews were conducted this week. Offers of promotion will be made on Friday May 26. Two positions will be filled and two position will remain unfilled and will be filled as we increase staffing.
* Interview monthly and are interviewing on May 25th

**Budget:**

As of May 1, 2023, 33% through the year and 29% of the budget has been expended.

Tyler Technologies annual maintenance invoices have been received. Phillippi is working with Tyler Technologies with one of the invoices for the civil product that needs to be revised and maintenance will be paid as soon as I receive this. Special assessments will be going out to agencies when this is paid.

The 2022 annual audit conducted by Widmer Roel is scheduled to begin the week of June 12, 2023.

The 2024 draft budget was presented to the Budget and Finance Committee with the reduction to the Repair and Finance budget line. The draft 2024 budget currently shows an annual increase of 5.83%. Phillippi will revise the budget with the changes in shift supervisor positions which will decrease the budget a small amount.

The switch from Fargo to Cass County as the fiscal agent for RRRDC has been delayed at the request of Cass County. The transition will occur on January 1, 2024. Phillippi will be sending out notification to all agencies as per the JPA.

**Operational Updates:**

First Link notified Director Phillippi that they expect to have adequate staffing in mid-July to begin taking calls transferred from RRRDC to 988. RRRDC will use the procedures approved by the BOA for appropriate transfer. Erik Johnson asked to create and MOU between RRRDC and First Link for transfers.

An all staff meeting for RRRDC employees was held in April. Several lifesaver pins and stork pins were given out. RRRDC employees participated in an active assailant tabletop exercise during this meeting.

**Other Updates:**

The State of Minnesota contracted with a vendor to complete a cybersecurity assessment on RRRDC. This assessment is at no cost to RRRDC and was on a voluntary basis. RRRDC received the report and forwarded it to the IS department. There were no high or critical vulnerabilities found in the assessment.

RRRDC staff attend an Integrated Preparedness Workshop hosted by Emergency Management from Cass County, Fargo and West Fargo. RRRDC staff determined a number of items that RRRDC could put into SOP and training that would be helpful during emergencies and we will be working as an organization to do so.

Amanda Glasoe and Mary Phillippi attend the MN NG911 Workshop in Moorhead. The state of MN has partnered with Mission Critical Partners to determine future needs and costs to move forward with NG911. MCP will be conducting surveys of the PSAPs.

Director Phillippi met with Sheriff Empting and ECN related to 911 fee compliance review for Clay County.

**Discussion**: Zibolski asked about after action for outage. Phillippi advised it will go to the State of ND. Asked if concerning and no, not concerning, will take time for RFO to come out.

1. **Committee Reports**
   1. **Law Enforcement Operations: Chief Monroe Chair**

Met April 20, 2023. Amanda Glasoe/Brian Zastoupil available for radio training, mental health update, Sanford emergency button use, BOLOs.

* 1. **Operations Fire/EMS: Division Chief Tim Binfet Chair**

Met April 27, 2023. Call times unavailable, pipeline notification call guide, digital paging backup procedures requested to be changed to notify only groups needed, mental health, radio communications between Fire/EMS, third party apps, Everbridge notifications, Fire request for LE assistance, body removals.

* 1. **Personnel: Assistant County Administrator Tracy Peters Chair**

Met April 6, 2023. Discussed staffing levels, recruitment/retention/hiring, inquiries, complaints, recognition, 2022-year review, communications operator classification retitling. Tracy was involved in Supervisor Interviews on 5/23, great candidates. Phillippi brought forward a request to retitle communications operators as PSTs. Retitling push across nation to professionalize the position.

*Motion made*: Authorize Director Phillippi to retitle position and work on job description Otterness, second by Dirksen. No discussion. Motion Carried.

**Discussion**: Zibolski -Agencies that have done that, has it helped? Phillippi answered State of MN looking to move to consistent title. National 911.gov pushing this to get nationwide title to help professionalize the career and recognize the work done. Current definition is vague and not specific to work done.

* 1. **Radio Communications: Deputy Chief Joe Anderson Chair**

Met April 25, 2023. FirstNet has released deployable option, ARMER - Clay 769 users, Cass 2091 users, Fargo High Rise to be razed soon, Fargo VA will be going to ARMER, acquired radios but not yet on system, SWAT will reprogram GF SWAT, ND SIRN – Program manager now State Radio director, new program manager in place, Cass/Clay SIRN interop, Cass will need to be reprogramed but won’t impact operations, MN BCA will require all agencies be encrypted, will add zones. Delay in getting equipment of 6 month for awareness.

1. **Other business**

Monroe: Personnel change on LE Operations Committee – Detloff removed, Lt. Bata will take over.

Zibolski: Police Chief Association of ND June 26 – 28, held in Fargo, Holiday Inn 13th Ave.

1. **Adjournment**

Monroe made a motion to adjourn; Zibolski seconded. All approved. Meeting adjourned.

**Next Meeting: August 23, 2023**

*Meeting minutes by: Amanda Glasoe, RRRDC*