**June 8, 2023 10:00 A.M.**

**Cass County Courthouse, 211 9 St S, Fargo, ND Commission Room 105W**

**Attendance: Virtual:**

**Clay Co Commissioner Kevin Campbell Cass Commissioner Chad Peterson**

**Clay Co Commissioner David Ebinger**

**Fargo Mayor Timothy Mahoney**

**Moorhead Mayor Shelly Carlson**

**Moorhead Council Member Ryan Nelson**

**WF Commissioner Bernie Dardis**

**Cass Finance Director Brandy Madrigga**

1. Call to order 1002am – Commissioner Peterson
2. Approval of agenda – motion by Mayor Mahoney, Commission Dardis second, no discussion. All approved.
3. Approval of May 11, 2023 Authority Board minutes – motion by Mayor Mahoney, second by Commissioner Ebinger. No discussion, all approved.
4. Facility Plan Update - contract
   1. Director Phillippi – Worked with SEH on ph2 contract. Agreement given and reviewed by RRRDC attorney, Robert Wilson, and Cass Co administrators and Commissioners. Was signed on Monday. Commissioner Peterson advised this was to help with refining the budget. Robert Wilson confirmed that. Original estimate was conservative as specifics couldn’t be refined until getting down to detail of this plan. Agreement was entered into, representatives from Cass States Attorney’s Office also reviewed and mechanically it does everything that RRRDC needed it to do. Signed off on after review. Only change/addition was that Erik Johnson recommended some standard items with AIA contracts (addendums). Erik Johnson brought up that discussions brought up a need for a point of contact for the architects and everyone agreed it should be Director Phillippi. Looking for approval from board that she can act as a decision maker for Cass Co. Recommend a motion authorizing on behalf of Cass Co. **Motion by Mayor Carlson, second by Commissioner Ebinger.** Mayor Mahoney question – Director Phillippi can make decisions but is there someone with technical expertise she can go to? I.E. City Hall – had an engineer to consult if it’s a major change. Who would Director Phillippi’s go to be? Director Phillippi said it’s a valid point as she hasn’t been involved in construction previously. Looking for a good recommendation on wise counsel on this. Robert Wilson – from administrative position with Cass Co, usually cc: Director Phillippi and Commissioner Peterson with anything from SEH. If it was something detailed in terms of the building we’d probably put heads together and might need additional expertise. Collectively decide who the next reach out should be. Commissioner Campbell – wants clarification on what responsibilities would be. Would this go to Director Phillippi for approval on schematic design changes? In building jail, once to bid and into potential changes, if you don’t make rapid decisions your prices can rapidly escalated if not made timely. Authorized 2 commissioners to approve something like that. Want to understand what authority is given to Director Phillippi. Dardis agreed, schematic is one thing and technical is different. Would have fiduciary responsibility if there’s a change. Erik Johnson – Cass County is delegated per JPA to acquire and build the structure. In terms of day to day functions, Robert Wilson is that person and he wants to delegate to Director Phillippi as she’s the subject level expert of Dispatch needs. Trying to figure out how new Authority Board operates and discussion needs to happen. May not be major decisions at this point in the process. Commissioner Campbell – where we are now, giving preliminary decisions to Director Phillippi, she has expertise on layout and internal operations. Another story once we accept a construction bid. Proposed change order could change budget drastically. Wouldn’t want to give Director Phillippi authority to change those types of things, would want to bring back for approval. Example when building jail – had two Clay Co board members on construction committee that met 2x month. If something came through w/ significant change they were given preapproval up to a certain dollar amount to avoid delays. (Changes up to $50,000 to $75,000 on recent facility – not jail). Erik Johnson – delegated authority to Cass Co. Executive Board drafted JPA so that a lot of decision making could be made to that board. How do you make a hasty decision? Mayor Mahoney – Commissioner Peterson/Erik Johnson, outline how this would work to see it at next meeting. Would need input for financial issues. Commissioner Peterson – at this point architect just wants to know who to talk to. Should be Director Phillippi and Robert Wilson. Not near allocation of resources or change orders yet. Mayor Carlson – would like to revisit closer to schematic design. Similar structure to diversion project with giving a price limit before having to be brought to Board. Commissioner Campbell just wanted to make sure what was being decided in this motion. No further discussion. All in favor.
5. Facility Site Update
   1. Director Phillippi – since last meeting, met with Nancy Morris, Erik Johnson, Robert Wilson and Director Phillippi. How do we move forward w/ City of Fargo site. Cass Co need agreement with City of Fargo – lease or donation of land for part of cost or how this will work? Nancy Morris going to reach out to City of Fargo to see how they wanted it completed. Fargo City Commission would be made aware. FFD Chief Dirksen – working w/ Nancy Morris on agreement with Erik Johnson. Will be on Monday’s Commission meeting. Will wait for agreement. Mayor Mahoney - Commission aware of location but not many details, Chief Dirksen has been good about getting information out, just waiting on it now.
6. Committee Reports
   1. Budget and Finance Committee – meeting 6/7/23 Finance Director **Brandy Madrigga** -Chair
      1. Reviewed draft budget. One small change with downward motion of salary item, went from 5.83 to 4.14% increase for overall budget, caused due to staffing. Budget was presented to Authority Board, asking for approval today. Mayor Carlson – one decrease was with promotion and then voluntarily demoted. Prudent to keep salary difference in anticipation there would be a promotion? Director Phillippi advised promotions already completed and put into budget. Person was at top of supervisor scale; new person would be at step 3 of 10. Mayor Mahoney – COLA for 2024? 3.7% - based on agencies in JPA (5) and is an average of the COLA from 2023 for RRRDC’s 2024 COLA. Mayor Mahoney – what happens if COLA is 0 for City of Fargo – would bring down average. Robert Wilson advised 5.1% is suggested for Cass Co employees for 2024 but Commission still needs to approve, currently in discussion. 2023’s was 4%. RRRDC is one year behind because of budget approval needs and often times their budgets aren’t ready before RRRDC’s needs to be completed. **Motion by Commissioner Campbell to approve budget, Second by Nelson.** No other discussion. Roll Call all yes, motion passes.
      2. Confirmation of fiscal agent transition status. Move to Cass Co by 2024 – letters have been sent. Started to engage in year end 2022 audit.
   2. Executive Committee – meeting 5/24/23 Chair **Sheriff Mark Empting-** Chair
      1. Provided update on facility planning – main update was location of the Public Safety Building. NW update – ND agencies getting upgrades for IBR and field reporting. Only ND agencies. Director Phillippi provided directors report – 34 full time staff, 7 supervisors, 30 fully trained, 4 in training, 1 part time. First Link fully staffed and taking 988 calls. All staff meeting in RRRDC in April – several recognitions given and all participated in an active assailant exercise. Cybersecurity assessment was completed (no cost, voluntary). No high or critical vulnerabilities found. Some members attended emergency preparedness tabletop – found things to add to SOP. Director Phillippi and Assistant Director Glasoe attended NextGen workshop. Help determine future needs. Director Phillippi and Sheriff Empting met with ECN on MN side related to 911 compliance fee and nothing found out of compliance. Chief Zibolski asked for 911 outage after action plan. Waiting for RFO to come out - hadn’t come out at the time but is out now. Director Phillippi – related to Lumen ESI – vendor partner had an outage and it hadn’t been addressed. Lumen then had loss of their line due to diversity. ND Association of Counties holding Lumen to get feet to the fire. Putting more language into contract with Lumen so that better info on if we lose diversity in ND how it would be addressed. MPD Chief Monroe provided LE synopsis: mental health calls for service, Sanford emergency buttons and BOLO’s, no action items, discussion meeting only. Fargo Fire Division Chief Tim Binfet – Fire/EMS. Discussion only – call times, pipeline notifications, digital backup paging, mental health, radio between fire and EMS, 3rd party apps, fire requesting LE and body removal. Tracy Peters – personnel. Discussed staffing levels, recruitment, retention, inquiries, complaints, recognition, 2022 year review, operator reclassification. Chief Otterness made motion to work on retitling positions and work on job descriptions. Second made by Chief Dirksen. Dispatchers will be retitled as Public Safety Telecommunicator – a standard across state and country. No other items, only discussion. FPD Deputy Chief Joe Anderson – Radio. MN BCA moving to encrypted talk groups for radio communication. Federal requirement and Fargo already doing this. VA will be moving to MN ARMER system. NDHP will be on SIRN by 2025 (equivalent to MN ARMER). Clay Co has 769 radios and Cass 2891 on ARMER system. Chief Monroe advised Lt Bata will now be rep on LE committee. Zibolski updated on ND Chiefs Conference. Mayor Mahoney – would like to know about awards RRRDC staff is receiving so they can stop by to congratulate staff on their good work. Plan is to do awards during NTW in April to recognize staff in the future. Would be held separate ceremony then. Robert Wilson – question on discussion on removal of bodies. Coroners greatly appreciate help with ND LE on scene. Nature of conversation? Sheriff Empting – just an item of discussion, no concerns. Discussed if it’s fire’s responsibility? Robert Wilson noted that coroner and commission authorized removal vehicle with updated abilities (power cots, other equipment) to help lesson physical toll. Vehicle acquisition is problematic. Order placed 6 months ago but still waiting. Mayor Carlson – 34 dispatchers including supervisors? Yes. Commissioner Dardis asked if there were reservations with Clay Co on correct site selection? Sheriff Empting said Board was comfortable with Public Safety Building site once all things were considered. No further questions.
7. Questions:
   1. Mayor Carlson – where are minutes stored? Not on website although agendas are. Director Phillippi as secretary keeps them. Mayor Carlson asked if we want them kept somewhere more accessible. Usually open for public. Might need to put them onto the website, too. Other meeting minutes/agendas? I.E. all meetings and subcommittee meetings are listed for Diversion. Director Phillippi will work with City of Fargo to get a spot on the website to keep them.
8. Adjournment Motion, Commissioner Ebinger, second Commissioner Campbell. Adjorned @ 1043hrs.