**RED RIVER REGIONAL DISPATCH CENTER  
Authority Board Meeting   
Thursday, January 11, 2024 1500hrs**

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

**Commission Room 105W**

1. **MEETING CALLED TO ORDER by Clay Commissioner Ebinger at 1500hrs**

**Present:**

RRRDC Interim Director Amanda Glasoe

Clay Commissioner Ebinger

Cass Commissioner Scherling

Moorhead Mayor Carlson

Clay Commissioner Campbell-Virtual

West Fargo Mayor Dardis-Virtual

Moorhead Commissioner Nelson -Virtual

**Also, in Attendance:**

Cass Finance Director Madrigga

Brian Bergstrom, SEH

Chad Bormann, SEH

Cass Commissioner Grindberg

Tracy Peters, Cass County

Fargo IS Todd Keel

Kristi Kanski, RRRDC

Gretchen Hjelmstad – Virtual

1. **APPROVAL OF AGENDA**

Approval of January 11th Agenda

Carlson made a **motion to approve** Scherling seconded the motion. All approved updated agenda; **motion carried.**

1. **APPROVAL OF DECEMBER 14TH, 2023 MEETING MINUTES**

Scherling made a **motion to approve**; Campbell seconded the motion. No Discussion. All approved; **motion carried**.

1. **ELECTION OF CHAIR AND VICE CHAIR**

Carlson made **motion to nominate** Ebinger as Chair, Scherling seconded the motion. All approved, motion carried.

Campbell made **motion to nominate** Scherling as Vice Chair, Carlson seconded the motion. Scherling advised her term ends December 2nd which would leave a one-month gap. **All approved**, **motion carried**.

1. **APPOINTMENT OF SECRETARY**

Scherling nominated Glasoe. No other nominations. Scherling made **motion to approve** Glasoe, Carlson seconded the motion. **motion carried.**

1. **CONFLICT OF INTEREST**

Glasoe distributed Conflict of Interest and signature page. Request it gets signed by members and turned into Glasoe.

1. **FACILITY UPDATE – SEH, Brian Bergstrom**

Building site update. Currently at end of site design phase, approximately 60% completed. Soil analysis showed roughly 3-4 feet of bad soil that will need to be removed. This is not uncommon and not a deal breakerbut will add to the cost.Central Utility plant will be in shelteredprotected area due to it being critical operation system.

Utility plant has backup generator with fuel tank that can operate facility for 72 hours. If main power and backup generator fail, space allowed to bring in second backup generator. Space included where it could be made as permanent generator. Duct work plan displayed. Will have variable air volume (VAV) system. Designed with two air handling units. One dedicated to dispatch floor, other serves rest of building. Will save energy for areas not being used and provide redundancy. Grindberg questioned noise from VAV. Bergstrom stated this is high volume low velocity. Concrete wall separates it from dispatch so didn’t think dispatch would hear it. Scherling had question if windows were on utility building. Bergstrom said it’s a screen mesh for ventilation, not windows.

Bergstrom addressed previous concerns of appearance of building. Was simplified and exterior will be simple gray concrete panel. Window will be above dispatch area. Scherling asked if there are windows on other side. Bergstrom said there are windows all the way around to the office staff. Minimized windows for dispatch floor for security and to minimize distractions. Bergstrom looking for guidance on what they would like for signage. Ebinger suggested small sign above the door but large signage for address. Bergstrom suggested small sign that says RRRDC, so others may not know what acronym is. Campbell, Carlson and Scherling agreed with Ebinger to have large address signage.

Discussion of flipping floor plan. Glasoe suggested flipping dispatch portion of floor plan and put offices on back side of building. Would provide more accessibility for staff to enter from parking lot. There would be no change in square footage. Ebinger ask if any cost impact? Bergstrom say in terms of construction no, but there would be on design since it’s 60% completed to update drawings. Bergstrom thought around a few thousand dollars. Bergstrom asked if staff could use main entry or is it preferred to have separate entrance. Ebinger asked if this been run by executive committee yet. Feels this is part of Executive committee and would like them to see if desirable. Next Executive meeting will meet Feb 28th which is after next Authority Board meeting. Scherling would also like their input prior to making decision to spending additional funds. Carlson understood benefits of employee entrance but asked if option for door to be put on south side of building near kitchen. Bergstrom thought it could be. Bergstrom said there is concern because future dispatch floor expansion was to go towards parking lot and if flipped it would have to go towards neighboring property. Scherling questioned if employees use main entrance currently. Glasoe said they do but there is also a back-door that employees use for direct access to locker room. Campbell asked if main door have card readers. Bergstrom said yes. Campbell feels we should leave it as is and have employees use main door as it would be designed to handle wet conditions. Thinks expansion would me more difficult if to the east versus the west also thinks it would be safer for employees to enter front of building. Campbell doesn’t think we should change the design. Scherling agreed with Campbell and to keep back door as emergency exit. Bergstrom believes he could work with Glasoe to make modifications without changing the building but could address concerns. Carlson liked Bergstrom suggestions for other options. Campbell thought it would be worth looking to modify entry on south side of building as possibility. Ebinger said consensus is that a tweak is better than a flip.

Bergstrom questioned intent of furniture would be part of package or if there will be other means to procure those. Recommends dispatch consoles purchased directly then be given to contractor for installation. Contractor would be responsible for making connections to work. Asked it should be planned to include furniture in bid package or outside of contractor’s scope. Contractor will add cost on versus buying direct. Ebinger said on MN side there are concerns for funding for 911. Redistribution of 911 funds in 2025 but funding is years away. MN will have 5 vendors for equipment. Could be beneficial for funding from MN side. Scherling asked how much can be repurposed from current consoles. Glasoe said likely none of it. Ebinger thought Brian Zastoupil would have a lot of knowledge, Scherling agreed and would like to see him at next meeting to share his perspective and possibly assist in providing specs for the bid. Mid-March is when the expected bid proposal will be. Glasoe said consoles have previously been replaced so have been through the process and know what to look for. Glasoe recommended having employee input since they spend so much time on consoles. Carlson not comfortable making decision today about this as there are many unknowns about this including MN funding. Ebinger said MN funding is an if and is years away. Carlson suggested Executive team could get feedback from staff and come back to make decision. Campbell asked if original estimate included for FF&E. Bergstrom said it was figured into budget. Ebinger would like more specs on this to help make decision.

1. **DIRECTOR SEARCH UPDATE**

Tracy Peters said HR group of Personnel Committee met and had scored and ranked the 11 applicants. All candidates have been forwarded to entire Personnel Committee. There was a recent applicant so may have 12 applicants. Will be scheduling interviews soon. Peters said screening has been done for minimum qualifications to narrow candidates. There is selected committee for interview panel. Ebinger said it will be chair and vice chair along with others from Executive Committee to serve on interview panel. If candidates are named finalists then it will be Open Record. Peters said they are not at that stage yet. Scherling recommended to make sure whoever is on the panel can be involved in all of it. Scherling wants to make sure it’s done correctly to meet ND Open Records. Carlson asked who is part of the group who will be meeting. Peters stated it was a cross group of MN and ND representatives. Campbell reminded on previous motion vice chair and chair would be on panel. Mary Phillippi will also consult on this hiring process. Scherling asked about salary range. Ebinger said it will be the same as what is currently in place.

1. **COMMITTEE REPORTS**
   1. **Budget and Finance Committee report – Cass Finance Director Brandy Madrigga**

Finance Committee met on 1/10/24. Reported 93% of expenditures have been spent. Revenues were as expected in addition to interest revenue that was received. Transition of fiscal agency to Cass County has been good. Confirmation of that last portion of payroll has successfully been transitioned over.

**Motion from Budget and Finance Committee:** *Amend current travel reimbursement policy to follow the higher of the state or GSA rate for travel expense reimbursement.* Proposed change is to change from City of Fargo policy to RRRDC own travel policy. Scherling would like to amend proposed motion to reflect it’s the ND state rate, no state had been specified. Carlson made **motion to approve** **addendum**, Scherling seconded motion. Moved to vote, **motion carried**.

* 1. **Executive Committee report- Did not meet**

1. **ADJOURNMENT** Scherling/Carlson second - **Meeting adjourned**.

*Meeting minutes by: Kristi Kanski, RRRDC*