



CenCom Executive Committee

REGULAR MEETING AGENDA October 29, 2024

**4200 Coleman Street
Bismarck, ND 58503**

10:00 AM

REGULAR AGENDA

- A. Call to Order
- B. Approval of Meeting Minutes
 - i. **4/23/24 and 7/23/24**
- C. New Business
- D. Director Update
 - i. SIRN 20/20
 - ii. Budget 2025
- E. Adjourn

**CenCom Executive Committee
Central Dakota Communications Center
Tuesday, April 23, 2024, 10:00 AM
4200 Coleman St, Bismarck, ND 58503**

MEMBERS PRESENT: Mitch Bitz, Joel Boespflug, Kelly Leben, Jeff Solemsaas, Dustin Theurer, Jason Ziegler

OTHERS IN ATTENDANCE: Mike Dannenfelzer, Angie Moseman

Call to Order 10:02 AM by Joel Boespflug

Motions

- Approval of January 23, 2024, minutes. Motion: Dustin Theurer, seconded: Jason Ziegler, all in favor
- Recommend to the Board of Directors the reallocation of the 911 funding for the building from 55% to 60% based on CenCom usage of the first floor. Motion: Dustin Theurer, seconded: Kelly Leben. Roll call, in favor: Mitch Bitz, Joel Boespflug, Kelly Leben, Jeff Solemsaas, Dustin Theurer, Jason Ziegler; against: none
- Recommend to the Board of Directors to move the interest on the matured CD into the 911 enhancement account with a new CD investment of up to \$750,000 into a new nine-month CD with the best return. Motion: Kelly Leben, seconded: Jason Ziegler. Roll call, in favor: Mitch Bitz, Joel Boespflug, Kelly Leben, Jeff Solemsaas, Dustin Theurer, Jason Ziegler; against: none

SIRN 20/20

- Motorola status map showed the buildout of the coverage; there are 33 active sites with users and a target of 113 by the end of 2024
- ECI has a schedule for encryption retouches this year

2024 Budget

- Reallocation of the 911 building lease fund from 55% to 60% space allocation due to CenCom usage of first floor rooms with 40% from the general fund
- No new requests for the 2025 budget as CenCom has made changes in software agreements to absorb increases
- Projecting six percent requesting the salary of new employees to increase five percent at six months and this year adjusting current employee pool using allocated salary funds from vacant; moving of the supervisor and senior communication specialists range one grade, currently all are above this minimum pay range and would not affect the budget

New Business

- CenCom is the first Center in the nation to take Verizon IP calls
- The \$500,000 CD investment will mature April 20th with approximately \$22,000 interest earned, recommendation to the Board of Directors to move the \$22,000 to the enhancement account; with a recommendation of \$500,000 to \$750,000 to be invested into a new nine-month CD
- Requesting return of up to five percent at six month employment, one-time use of unspent salary policy to current staff, minor grade adjustment of senior and supervisor positions

Director Update

- The new State Radio director is looking to end the memorandum of understanding of reciprocation backup of 911; the attorneys are involved for the dissolution

Meeting adjourned at 10:43 AM, next meeting July 23, 2024, at 10:00 AM

**CenCom Executive Committee
Central Dakota Communications Center
Tuesday, July 23, 2024, 10:00 AM
4200 Coleman St, Bismarck, ND 58503**

MEMBERS PRESENT: Mitch Bitz, Dave Draovitch, Joel Boespflug, Kelly Leben

OTHERS IN ATTENDANCE: Mike Dannenfelzer, Angie Moseman, John Risch

Call to Order 10:07 AM by Joel Boespflug

Motions

- No motions
- Minutes from April 23, 2024 had errors, they will be presented at the next meeting

SIRN 20/20

- Paging discussion is ongoing no new information
- Fire station alerting will hopefully be completed by the end of the year

2024 Budget

- The 2025 budget was submitted as presented
 - Proposing promotional grade changes for new employees after completing EMD certification
 - Proposing grade adjustment for Senior Communication Specialists after completing CTO certification
 - Requesting Condry to consider moving Senior Communications Specialists and Supervisors in grade
 - Budget salary assumption is 5.6 percent

New Business

- April 23, 2024, minutes need revisions, will approve next quarterly meeting along with July 23, 2024, minutes

Director Update

- Four new employees start in August; three employees are still in training with one on their own in August; will start hiring again in November as we have six vacancies
- Overtime this year as of the end of June was approximately \$111,000 concerned with employee burnout
- Call volume for both 911 and non-emergency is down approximately 5,000 calls each with serious offenses calls for service up a little and non-serious calls for service down a little
- Purchasing nine laptop computers: four for dispatch, four for supervisors and one for director

Meeting adjourned at 10:57 AM, next meeting October 22, 2024, at 10:00 AM