OFFICIAL PROCEEDINGS OF THE
RICE COUNTY RICE & STEELE 911 CENTER JOINT POWERS BOARD
Commissioner's Room / Government Services Building
Wednesday, March 1, 2023 at 4:00 PM

I. Call to Order

A. This meeting was called to order by Commissioner Jim Abbe.

B. Brian Becker added an addition to the Agenda, to move 911 Expansion Update to the Operations Committee and add the Fitness Room to the Agenda.
Motion by Brad Ness, seconded by Peter van Sluis, to approve the amended Agenda as presented.
RESULT: Approved, AYES: Galen Malecha, Brad Ness, Peter van Sluis, Jim Abbe, Dave Burbank, NAYS: None

C. **Motion by Galen Malecha, seconded by Brad Ness, requesting approval of Minutes for the Regular Meeting-February 1, 2023.**
RESULT: Approved, AYES: Galen Malecha, Brad Ness, Peter van Sluis, Jim Abbe, Dave Burbank, NAYS: None

II. Finance - Cathy Piepho

A. **Motion by Galen Malecha, seconded by Peter van Sluis, requesting approval of the Financial Report dated January 31, 2023, as presented.**
RESULT: Approved, AYES: Galen Malecha, Brad Ness, Peter van Sluis, Jim Abbe, Dave Burbank, NAYS: None

III. Administration - Brian Becker

A. Becker provided a staffing update to the Board. We had one full-time employee resign, leaving the Center with three full-time positions open. We currently have four employees in training. We will be conducting interviews on March 23, 2023. The Conditional Offer for the Operations Manager position was rescinded and will be opened back-up. There currently is a lack of training at the 911 Center, so we will be instituting monthly training starting this month that is online for staff. All Training Officers will be given CTO training starting this month also. Following the CTO training, we will be updating the training manual for the 911 Center. The Supervisors will also be attending a six-week course for Supervisory Training. We will be starting a Mentor Program. This program is meant to take and help new employees through their first year of employment.

B. There have been a few meetings in the last few weeks in regards to the flooring replacement work schedule that is moving forward and we have a tentative start date of the first week of April and we will be moving operations to the Faribault EOC during that time.

C. The TDS Analog Line Conversion project is moving forward. We have all our lines figured out and where they are going and the new Solacom equipment has already been installed at the center. TDS is in the process of scheduling the switch over, which is six weeks out.

E. **Motion by Galen Malecha, seconded by Brad Ness, to approve Pre-Employment screenings consisting of physical, background investigation and psychological screening.**
RESULT: Approved, AYES: Galen Malecha, Brad Ness, Peter van Sluis, Jim Abbe, Dave Burbank, NAYS: None

F. **Motion by Galen Malecha, seconded by Peter van Sluis, to approve delaying US Digital Project for this year and approve Guardian Tracking for $3,430.00 and then $2,990.00 annually.**
RESULT: Approved, AYES: Galen Malecha, Brad Ness, Peter van Sluis, Jim Abbe, Dave Burbank, NAYS: None

G. **Motion by Brad Ness, seconded by Dave Burbank, to approve Aladtec Software Scheduling Program for $1,800.00 per year.**
RESULT: Approved, AYES: Galen Malecha, Brad Ness, Peter van Sluis, Jim Abbe, Dave Burbank, NAYS: None

IV. Operations Committee- Jesse Thomas

A. The Operations Committee met on February 15, 2023. We discussed correcting the location of some of the calls in the CAD System. We also talked about the 911 Expansion needs and we are looking at where we are in that process and if there is a timeline when the expansion will take place.

Commissioner Malecha said there are some things that need to happen and we will be scheduling that here in March. First, we need to have a meeting with the City of Owatonna to find out the future of the LEC Building there and if there is going to be space there for the 911 Center. Second, we are going to schedule a meeting soon with some of the surrounding counties and possibly take a look at bringing another County into the Joint Powers.

D. **Motion by Galen Malecha, seconded by Peter van Sluis, to approve $2,000 towards renovation of the fitness room at the Owatonna LEC Building.**
RESULT: Approved, AYES: Galen Malecha, Brad Ness, Peter van Sluis, Jim Abbe, Dave Burbank, NAYS: None

V. Board Member Updates

Nothing new was discussed at this meeting.

VI. Adjournment

Motion by Peter van Sluis, seconded by Brad Ness, to adjourn the meeting.
RESULT: Approved, AYES: Galen Malecha, Brad Ness, Peter van Sluis, Jim Abbe, Dave Burbank, NAYS: None