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## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

### Special Meeting

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February 25, 2021

9:00 AM

Board of Pembina County Commissioners met in Special session at 9:00 AM in the Commissioners Meeting Room of the Courthouse with the following members present: Jim Benjaminson, Laverne Doyle, Nick Rutherford, and Hugh Ralston. Available by telephone was Hetty Walker. Others in attendance were Tanya Wieler and Revel Sapa, Human Resources, Samantha Weeks, 911/ IT/GIS Coordinator, Terry Meidinger, Sheriff, Marcus Ramsay, Chief Deputy, Andrew Kirking, Emergency Manager/Weed Officer, and Samantha Diemert, Dispatch Supervisor.

Chairperson Doyle called the meeting to order.

The meeting is being held to discuss the combination of the 911 Coordinator with Emergency Management and Dispatch, upon the resignation of Andrew Kirking. Per NDCC the 911 Coordinator is responsible for all 911 equipment and the dispatch function and the Sheriff is responsible for jail administration. Tanya presented two options for combination of the offices. Option 1 is to have the Dispatch and Corrections Coordinator move to a full supervisory role and be appointed as Emergency Manager. Option 2 would be to relocate the dispatch equipment to the lower level of the Emergency Operations Center, combine the 911/IT/GIS Coordinator and Emergency Management/Dispatch Center departments and leave the corrections officer's department upstairs under the direction of the Sheriff's Department. An additional dispatcher would need to be hired to fill the vacant position left by the Dispatch Coordinator. Samantha Weeks expressed her concerns with the current dispatch center not being large enough to handle the updated equipment that will need to be installed in the future. With this in mind, the best option may be to move the Dispatch Center to the lower level of the Emergency Operations Center. Ms. Weeks received quotes to move the dispatch center to the lower level and a timeline for the project. Sufficient funding is available to relocate the dispatch center. Sheriff Meidinger discussed costs to restructure the current dispatch center for the correctional officers. The cost would be minimal and can be taken from the Buildings and Grounds budget. Discussion followed on staffing and housing female prisoners. The Weed Officer position will be discussed at the March 2, 2021 regular meeting.

Motion made by Nick Rutherford and seconded by Hugh Ralston to combine the 911/IT/GIS Coordinator and Emergency Manager/Dispatch Center departments, move the dispatch center to the lower level of the Emergency Operations Center and appoint Samantha Diemert as Emergency Manager/ Dispatch Supervisor, effective immediately. Discussion followed. Roll call vote; Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford- yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Motion made by Jim Benjaminson and seconded by Nick Rutherford to restructure the 911 Advisory Board. The user advisory board would include the County Sheriff, 911 Coordinator and the Portfolio holder for the 911 Coordinator and Sheriff's Department. Discussion followed. Roll call vote: Jim Benjaminson – yes; Laverne Doyle – yes; Nick Rutherford – yes; Hugh Ralston – yes; Hetty Walker – yes. Motion carried.

Motion made by Nick Rutherford and seconded by Jim Benjaminson to adjourn the meeting. All voting in favor; motion carried. Meeting adjourned at 10:00AM.