

Central Minnesota NG911 Committee
Thursday February 8th, 2018 – 10:00 a.m.
Douglas Co EOC, 216 7th Ave W, Alexandria
Conference Call Bridge: 1-800-430-1833, Access 2557200#

Agenda

1. Call to Order
2. Roll Call and Introductions
3. Revisions and Approval of Agenda
4. Approval of Minutes from January 11th, 2018 Meeting **(P1-4)**
5. **Communications**
6. **CM NG911 Business**
 - a. Signature Sheet for the Mille Lacs County MOU
7. **Reports**
 - a. Updates from ECN
 - b. Statewide NG911 Committee
 - c. Statewide NG911 GIS Subcommittee
 - d. Mille Lacs County – Text-to-911
8. **Minnesota State Patrol**
9. **General Discussion**
 - a. APCO-NENA/MSA PSAP Conference
 - b. MN Public Safety Communications Conference – Registration begins March 15th
 - c. PSAP COOP Tabletop Exercise Beginning After Lunch (**Please [Register](#)**)
10. **Other issues**
11. **Upcoming Meetings**
 - d. March 8th, 10:00 Conference Call
 - e. April 12th, 10:00 Conference Call
12. **Adjournment**

Central MN
Next Generation 9-1-1 Committee Meeting
Thursday, January 11, 2018 – 10:00 AM

NG911 COMMITTEE MEMBERS/ALTERNATES PRESENT:

1. Joyce Zika, Benton County
2. Tom Egan and Mike Henrion, Douglas County
3. Jason Wendt, Grant County
4. Jody Norstegard, Kandiyohi County
5. Rich Christianson and Dan Miller, Meeker County
6. Al Fjerstad and Holly Martinson, Mille Lacs County
7. Victoria Ingram, Morrison County
8. Jason Karlgaard, Otter Tail County
9. Tim Riley and Donna Martin, Pope County
10. Laura Anderson, Sherburne County
11. Michelle Burke and Megan Kampa, Stearns County
12. Judy Diehl and Ross Tiegs, Stevens County
13. Tracy Koosman, Swift County
14. Sarah Booker, Todd County
15. Erika Pennar, Wadena County
16. Rick Fiedler and Billijo Porter, Wilkin County
17. Richard Nevala, Wright County

GUESTS:

1. Cathy Anderson and Dustin Leslie, from the State of MN Emergency Communications Network (ECN)
2. Chelsey Bagent, GIS specialist for Swift County
3. Caitlin Christensen, GIS specialist for Stevens County
4. Joe Zunker, GIS specialist for Douglas County
5. Mike Virnig, Mille Lacs County Technology Services Manager
6. Scott Wosje, Northland Business (Regional Logger)
7. Tuan Le, GeoComm

NG911 COMMITTEE MEMBERS/ALTERNATES ABSENT:

1. City of St. Cloud
2. Big Stone County
3. Traverse County

CALL TO ORDER:

Meeting called to order by NG911 Chair Judy Diehl at 10:05 a.m.

INTRODUCTIONS:

Introductions were conducted. There was a quorum for the NG911 Committee.

APPROVAL OF AGENDA

Ross Tiegs, Stevens County made a motion to approve the NG911 Committee Agenda. Douglas County seconded, motion carried.

APPROVAL OF MINUTES

Victoria Ingram, Morrison County made a motion to approve the December 14, 2017 NG911 Committee minutes. Sarah Booker, Todd County seconded, motion carried.

Communications

Al Fjerstad, Mille Lacs County on Text to 911. Will discuss under Reports.

CM NG911 Business

a. Elections for Chair and Vice Chair

Quorum was met this month so elections could be voted on. Judy Diehl, Stevens County nominated last month as Chair. Call made for other nominations. None noted. Vote to approve nomination – approval unanimous. Jody Norstegard, Kandiyohi County nominated last month's meeting for Vice Chair. Call for any other nominations. None noted. Vote to approve nomination –approval unanimous.

REPORTS:

a. Updates from ECN:

Cathy Anderson - Adam Iten has left for greener pastures, but the NG911 GIS work will continue. Regional StautsBoard members – had call in November for wish list items. Had meetings with Director Jackie Mines to see which updates we can do to the StatusBoard. Most important DO NOT bump Minneapolis from reservations until after February 5th. Sometime this week, I will be sending out a reminder to not to bump ANY Minneapolis StatusBoard reservations from January 15 thru February 5 because of the Super Bowl. Please make sure information gets to all dispatchers and anyone else who may access StatusBoard in your agency. MnIT is not doing any updates to StatusBoard until after the Super Bowl.

I am waiting to hear back from MnIT to set up a meeting to discuss everything to see if they can meet all our wish list requirements. Some of the items come with a hefty price tag, but these are the items that have been budgeted for work. I will let you know once I meet with MnIT.

PRIORITY 1: Warn me prior to overwriting a reservation.

When someone tries to make a reservation that will override/bump another, a warning will ask if they are sure they want to do this because it will bump someone else's reservation.

PRIORITY 2 – Alert me before my reservation expires.

Not sure if this is for both quick-schedule and calendar, but definitely quick-schedule reservations, which are currently three-hour reservations. The exact method isn't yet set, but we are hopeful that something should pop up or blink advising you that your reservation needs to be renewed within a certain time (like 15 minutes).

PRIORITY 3 – Search for a user account.

You will be able to search, find, and edit a user account by using a full or partial spelling of a name for the search.

REPORTS (continued):

- a. Updates from ECN (continued):

PRIORITY 4 – New calendar appointment default end date to same as start date

Calendar start and end date will be the same as a default, so it will be a one-day time frame. If you need more than that day, you will have to change the end date; however, right now if you only have a one-day reservation, you have to change the end date.

PRIORITY 5 – Super user account has no priority

Super user account profile will be the only one allowed to access “settings” under Admin.

PRIORITY 6 – Format screen better

iPads and mobile phone application will work with the StatusBoard application and allow users to see all fields.

- b. Statewide NG911 Committee
Nothing to report. Did not meet last month.
- c. Statewide NG911 GIS Subcommittee
Nothing to report. Did not meet last month
- d. Mille Lacs County – Text-to-911

Dustin Leslie said issues with not able to scroll text. Talked to Al; getting a plan to help with this. Dustin works with deaf and hard of hearing individuals and worked with PSAPs on this. Across the state Text-to-911 has been well received. Getting valid texts. Central Region has some difficulty but trying to work with the next media roll out.

Al Fjerstad stated that out of 41 texts – 60% were actual 911 texts. Talked to CenturyLink – after Dustin and Dana had a conversation with issues – when dispatch answers a text call they can’t scroll back to look at the text. Al assumed CenturyLink was working on the issue and thought the state knew about it too. After discussion – they have scheduled to RFAI to MSRP in February. Century Link/Qwest just converted airport asap to RFAI to MSRP two days ago. Went well – some clean up on NW side. Conversation with the airport was interesting. The airport was having the same issue but it cleared up when they went from RFAI to MSRP. They couldn’t say if the touch screen has any affect. Conversion to RFAI by Feb 7th on the updates.

Al said hats off to the dispatchers for figuring out how to work around the problem; they screen shot the phone so they can keep texting and go back and review the pictures. The Mille Lacs 911 contract will start mid to end of February – CAD and map update. GIS data bringing in Insight Center mapping from Pro West.

Scott Wosje, Northland Business said there will be a little clean up. CenturyLink is making progress but will come in and make the configuration. Happy to be clearing up some issues. Al said the date for the conversion was just confirmed late yesterday.

Chair Diehl asked if any questions. Victoria Ingram, Morrison County asked: with the 41 actual texts, how did it go? Al stated no issues with transfers as we’re aware of. It is a phone call, not a transfer. Mille Lacs County creates an agency assist event in CAD, and prints the data off the 911 text from MIS screen in the back room and attaches it to the agency assist. Anything that is actually texted, all the data is uploaded to the ICR.

MINNESOTA STATE PATROL

Not on meeting call. No report. Chair Diehl asked if there were any issues to take back? None noted.

GENERAL DISCUSSION

- a. Mille Lacs County MOU – Get Signature Pages Signed or to County Board for Approval
Shari sent out MOU signature pages on 12/28/2017. Find your County's page, print, and have signed. Jason Karlgaard, Ottertail County asked who to send back to. Needs to be sent back to Shari. Al Fjerstad, Mille Lacs County said he is going to board to get approved on January 16th. A lot of county boards don't meet every week. Chair Diehl said the Stevens County signature page will get signed hopefully on the 16th.

- b. PSAP COOP Tabletop Exercise
 1. Dispatch Evacuation Folder Contents
Chair Diehl said Sarah Booker, Todd County was kind enough to share very good things - page 9 of folder contents: evacuation lists, etc. Chair Diehl asked if there was anything to add – none was forthcoming. Chair Diehl said the material was a good start on COOPs. Attendance on page 10.

Cathy Anderson said the COOP Tabletop Exercise is set for February 8th at the Douglas County EOC and said the people that were at COOP training in October will be there to facilitate again. More to work on COOP plans and how to work in conjunction with neighbors. Will have 2 generic scenarios; there will be courses at the Interop conference that will do smaller scenarios. If you are not sure what kind of holes in COOP plan, this is a good time to figure out with neighbors and get it solved. The Tabletop will be on February 8th after the meeting. Then break for early lunch. Then start by noon on tabletop exercises. Order subway or pizza?? Either way, each person will pay for their own. Tabletop will be noon to 3pm but the facilitators from EOC will stay until 4pm for questions. COOP plans submitted with 911 plans. Due date March 31st (at least that is the goal).
The group was asked if any questions. One was, do we need to resubmit 911 plan with COOP? If 911 plan is current, just need to turn in COOP.
Talk to your emergency manager, they can help as well.

- c. NG911 Committee Attendance for 2017
Attendance not being counted currently for grants. Al Fjerstad, Mille Lacs County stated that at the RAC meeting last month it was stated that a dispatcher texted 911 from a PSAP wanting to know where the text was going. Mille Lacs County is taking all Text to 911 for the Central Region. The dispatcher said this is the first time I've heard of this. Need to talk about it to the PSAPs so they aren't in the dark.

OTHER ISSUES

None noted.

UPCOMING MEETINGS

- a. February 8, 2018 – 10:00 a.m. Douglas County EOC/Conference Call. Judy will send out email on subs/sandwiches for lunch.
- b. March 8, 2018 – 10:00 a.m. Conference Call

ADJORNMENT:

Chair Diehl, Stevens County made a motion to adjourn. Donna Martin, Pope County seconded and the motion was carried unanimously at 10:37a.m.

Minutes by Sara R. Stueve