

**Central MN Emergency Management Advisory Committee**  
**Stearns County Best Western Plus Kelly Inn-St. Cloud Hotel**  
**100 4<sup>th</sup> Ave South St Cloud, MN 56301**  
**Wednesday April 25, 2018**  
**Start Time following HSEM Regional Meeting**

**AGENDA**

1. Call to Order
2. Roll Call and Introductions
3. Revisions and Approval of Agenda
4. Approval of Minutes
5. Reports
  - a. Emergency Services Board/Executive Committee (EMAC Chair)
  - b. Users & Owners and Operators (Al Fjerstad)
  - c. Regional Advisory Committee (EMAC Chair)
  - d. Interoperable Communications (Mike Wisniewski, Tina Lindquist)
  - e. IPAWS (Patrick Waletzko, Erin Hausauer)
  - f. AMEM (Lynn Siegel)
6. Staff Updates
  - a. Regional Planner (Paul VanVoorhis)
  - b. Fiscal Agent (Mark McCabe)
7. Workgroup Reports
  - a. Management/Grants
  - b. Regional Preparedness Report
  - c. Strategic Plan/Work Plan
  - d. Training and Exercise
8. New Business
  - a. NWS Standard update Consoles/portables
  - b. IPAWS representative
9. Old Business
  - a. FAD exercise
10. General Discussion
  - a. Regional Public Health Meeting (Patrick Waletzko)
  - b. Regional Hospital Meeting (Dona Greiner, Lynn Siegel, Erin Hausauer, Jim McDermott)
11. Upcoming Events & Announcements
  - a. Next meeting is July 26<sup>th</sup> Stevens County
12. Adjournment

**Central MN Emergency Management Advisory Committee**  
**Draft Meeting Minutes**  
**January 24th, 2018 Pope County**

**Members/Alternates Present:**

1. Jim McDermott- Delegate Benton County
2. Dona Greiner – Delegate Big Stone County - Krista Hartman – Alternate Big Stone County
3. Troy Wolberson- Delegate Douglas County - Mark McCabe – Alternate Douglas County
4. Tina Lindquist- Delegate Grant County - Greg Lillemon – Alternate Grant County
5. Ace Bonnema – Alternate Kandiyohi County
6. Stephanie Johnson- Alternate Meeker County
7. Al Fjerstad – Delegate Mille Lacs County
8. Patrick Waletzko- Delegate Otter tail County
9. Tim Riley- Delegate Pope County
10. Dona Greiner- Delegate Stevens County
11. Bill McGeary- Delegate Swift County
12. Mike Wisniewski- Delegate Todd County
13. Lynn Siegel- Delegate Traverse County
14. Tyler Wheeler – Delegate Wadena County
15. Breanna Koval- Delegate Wilkin County
16. Steve Berg – Delegate Wright County - Seth Hansen – Alternate Wright County
17. Steve Wunderlich - Delegate City of St. Cloud

**Members/Alternates Absent:**

1. Kim Lindahl – Delegate Kandiyohi County
2. Dan Miller – Delegate Meeker County
3. Victoria Ingram – Delegate Morrison - Shawn Larsen- Alternate Morrison County
4. Barry Fitzgibbons- Alternate Otter tail County
5. Nathan Brecht- Alternate Pope County
6. Erin Hausauer- Delegate Stearns County - Kristen Tschida- Alternate Stearns County
7. Jason Dingman- Alternate Stevens County
8. John Holtz- Alternate Swift County
9. Trevor Wright- Alternate Traverse County
10. Bryan Savaloja- Alternate Wadena County
11. Rick Fiedler- Alternate Wilkin County
12. Steve Wunderlich - Delegate City of St. Cloud - Jim Mortenson- Alternate City of St. Cloud

**Guests:**

1. Kim Joos, Pope County
2. Paul VanVoorhis
3. Jeanna Hayes, HSEM
4. Julie Anderson, Douglas County

1. The meeting was called to order by Chair Seth Hansen at 12:50am
2. **Roll Call:** Roll call was taken with a quorum of members present.
3. **Revisions & Approval of the Agenda:** Dona Greiner Stevens County made a motion to accept the agenda Stephanie Johnson Meeker County seconded the motion with removal of FAD Training from old business.
4. **Approval of Minutes:** Breanna Koval Wilkin County made a motion to accept the 01/24/18 CM EMAC meeting minutes seconded by Dona Greiner Stevens County Motion carried with amendments to minutes.
5. **Reports**
  - a. **ESB/Executive Committee:** Sherburne County will be moving out of Central Region there are EMS, radio, and budget concerns.
  - b. **Users & Owners and Operators:** Users committee chair and vice chair are Paul McIntire and Tina Lindquist, O&O chair and vice chair is Kristen Lahr and Brandon Larson. Text to 911 was started 50 to 60% were valid calls most came from Wright County, several were domestic calls. The training road map has been worked on, the 1<sup>st</sup> Net road show is going around and demonstrating their products. Super Bowl has some communication problems.
  - c. **RAC:** Same as ESB
  - d. **Interoperable Committee:** There was a variance request form from the NWS to their talk between each other if there is no other way.
  - e. **IPAWS:** Schedule for meetings have been changed a bit. Next meeting Tuesday evening at the governor's conference. Bylaws to the committee are being looked at 1 member from each radio region in the state.
  - f. **AMEM:** AMEM all conference will go through conference coordinators with executive director, the new website is up and running please look at it.
6. **Staff Updates**
  - **Paul VanVoorhis, Regional Planner:** EOC and Operations are common topics around the state.
  - Talked about training and exercise going to happen in the region, this list will be sent out to all regional members, training will have dates of each time updated.
  - Threat and Liaison Officer Training was well received Paul will find some dates to do this training possibly 2 classes one west and one east. Fire, EMS, Public Works, law enforcement, and EM can take this class
  - Everyone is in support of regional EOC team.
  - Minnesota League of Cities does cover volunteers
  - Need to check into coverage of personnel going to another location to help who covers them
  - If we want to do classes we should do an assessment to see where the region is at, Paul stated that the NE region has a tool to do this
  - Tyler Wheeler asked about a drill setting up and EOC
  - NE and SE regions are doing EOC TEEX class, and SE is doing more EOC training
  - Tina Lindquist asked about specific ops planning drill if this can be a project, Dona Greiner stated we should exercise all positions, Seth Hansen stated they have cheat sheets for these positions they could maybe share
  - NW region is working on whole community and regional assets.
  - NE S&R annex and the COOP
  - SE working on Salamander Command system exercise SARA title III

- Are we interested in an annual report at the end of the year like other regions do Steve Berg stated he thinks it's a good idea
- All the rest of the Regions have pulled out of the animal exercise in May Jeanna says Mike Starky is wondering what we want to do, it was stated that we are looking to see what we need to do and how we can accomplish it but that information is not being answered or shared. Tina Lindquist stated that we need to have a closure to this with or without the state input. Seth Hansen asked if we should draft a letter to Mike Starky stating if we don't have a direction of what the exercise will entail we may not participate, Jeanna said she will get a hold of Mike and invite to our meeting in February at the Governor's Conference

a.

- b. **Fiscal Agent:** Mark McCabe handed out report, Tom Justin has been paid final payment, \$4000 dollars was not spent. All paperwork has been submitted to state for IPAWS, progress report was submitted by Tom Justin. Tracking will be different so Mark and Paul will meet to figure out how this will be accomplished.

#### 7. **Workgroup Report**

- Management/Grants:** No report
- Regional Preparedness Report:** Draft summary prep tool is being completed across the board the highest ranking was planning, lowest was recovery as there is not a lot of experience in this, gaps that were recognized were developed but continued education and training and test of plans lacked. Lack of resources for education and training support. Committee will take a look at this and chart a course of action for training and exercise. The tool is good but could be improved.
- Strategic Plan/Work Plan:** Work plan is working with prep report looking to revamp strategic plan to make a useful tool. Tina Lindquist handed out shelter guides to all counties.
- Training/exercise:** No report.

#### 8. **New Business**

- Looking at continuing with VTC or changing over to Go To Meeting what do we want to do we need to make a decision. Paul explained that Go To Meeting is not that expensive maybe would need to do 2 licenses that would be about 800 dollars for the 2, multiple ways to connect to this also Wilkin and Mille Lacs stated they would sponsor the Go To Meeting to obtain this.
- Presented a tool that will work for strategic plan - core capabilities looking to see if everyone is agreeable to get this done Paul will send out sheets for us to have.
- TLO training will be set up

#### 9. **Old Business**

Meeting schedule needs to be shared.

#### 10. **General Discussion**

11.

- Regional Public Health meeting: Phone call just working on grant things, also working on exercise and closed pods. PH has requirements based on their capability list. Their requirements are much more stringent than the EM requirements.
- Hospital coalition: No report

11. **Upcoming Events**

a. Next Meeting April 25<sup>th</sup> Stearns County at 1:00pm

12. **Adjournment** Meeting adjourned at 2:09pm motion made by Bill McGeary Swift County, seconded by Mike Tyler Wheeler Wadena County motion carried.

Minutes submitted by Lynn Siegel

DRAFT