

**CENTRAL MINNESOTA
EMERGENCY SERVICES BOARD (ESB)**

Wednesday, January 31, 2018 – 1:00 p.m.
St. Cloud City Hall Conference Room #1, St. Cloud, MN

Members/Alternates Present:

1. Jim McMahon, Chair – Benton County
2. Roger Sandberg – Big Stone County (*via phone*)
3. Charlie Meyer – Douglas County
4. Bill LaValley – Grant County
5. Rollie Nissen – Kandiyohi County
6. Mike Huberty – Meeker County
7. David Oslin – Mille Lacs County
8. Jeff Jelinski, Vice Chair – Morrison County
9. John Lindquist – Otter Tail County
10. Larry Kittelson – Pope County
11. Leigh Lenzmeier – Stearns County
12. Robert Kopitzke – Stevens County
13. Gary Kneisl – Todd County
14. Kevin Leininger – Traverse County
15. Dave Hillukka – Wadena County
16. Neal Folstad – Wilkin County

Members/Alternates Absent:

17. City of St. Cloud
18. Sherburne County
19. Swift County
20. Wright County

Other Members/Alternates Present:

1. Micah Myers, Chair – Regional Advisory Committee (RAC)
2. Kristen Lahr, Chair & Brandon Larson, Vice Chair – Owners & Operators Committee (O&O)
3. Paul McIntyre, Chair – User Committee (Users)
4. Seth Hansen, Chair – Emergency Management Advisory Committee (EMAC)
5. Judy Diehl, Chair – Next Generation 911 Committee (NG911)
6. Brandon Larson, Chair – Regional Logger Committee

Guests Present:

1. George Hontos – City of St. Cloud
2. Mike Kahl – Granite Electronics

CALL TO ORDER:

Meeting called to order by Chair Jim McMahon at 1:00 p.m. followed by the Pledge of Allegiance. Quorum reached with 16 of the 20 members present for the whole meeting.

INTRODUCTIONS:

Introductions were conducted.

ELECTION OF CHAIR AND VICE CHAIR:

Chair McMahon called for nominations for Chair. *Stevens County moved for the current Chair to remain as Chair. Grant County seconded, motion passes.* Chair McMahon called for nominations for Vice Chair. *Mille Lacs County moved to re-nominate Jeff Jelinski as Vice Chair. Wadena County seconded, motion passes.*

APPROVAL OF AGENDA:

Kandiyohi County moved to approve the agenda. Stevens County seconded, motion carried.

APPROVAL OF MINUTES:

Meeker County moved to approve the minutes from December 20, 2017. Todd County seconded, motion carried.

Communications:

a. FirstNet Roadshow – March 2, 2018

Larson reported the State of MN has reached out with grant dollars to the communications regions asking us to offer up space and time to bring people to a FirstNet Roadshow to understand more about FirstNet and AT&T services. Larson has sent out a survey asking for people to tell us their top 10 vendors for cell phone handsets to satellite to in-vehicle. Vendors are all FirstNet approved vendors. It will be a half day 4-hour presentation. We are looking at Friday, March 2nd at Alex Tech. Please forward the email on to more than just those who attend the meetings, please send it to anyone who could have a say in purchasing cellphone equipment. Myers explained we will publish this on the website so that you can register if you would like to attend. If you click register it will ask you if you want to sign-in or register as a guest. Myers explained the fields in the Activities Module on the website. This is something new that we will be putting out there. If you are interested in registering it will be prominently displayed on the website. We have been reaching out to vendors. It is not a closed meeting. Larson explained on the MNECB.org website the sign-up will be on the Calendar. A Commissioner asked if AT&T was taking over now. Larson explained FirstNet awarded AT&T the contract last fall, they are the provider. There are news articles that Verizon will be doing the same thing. Larson explained the plan is for AT&T to add 23 towers. It will be a good conversation if you are able to come to this roadshow. It will be a phased 5-year, but it is advertised that AT&T is offering similar services on current sites. We are paying attention to coverage and discussing it at the state level. Grant County Commissioner asked is there parameters they have to provide the services? Larson responded for the RFP the Federal Government had the parameters. It was something in the high 90th percentile of the state. Larson said he does not know the AT&T plans they are supposed to cover. Agencies need to identify if they need to expand upon coverage. There are lease agreements with AT&T and cellular towers. Counties have a significant number of their own towers. Myers added AT&T is required to get a subscriber amount or there are penalties. Myers discussed Verizon competing. Myers explained in the southwest corner of the state there was very little AT&T coverage, but less than 6 weeks later there was significant coverage. They are hoping to draw it out at the FirstNet Roadshow. Larson explained Melinda had said there will be large county maps and markers where they would like people to highlight where there is no coverage. Where are the needs for infrastructure? Chair McMahon noted the AFC Legislative Conference is the 2nd of March. There may be some of us that cannot attend, but do pass it on to sheriffs, IT and purchasing agents. It may affect us financially down the line. Larson added it is not just those full-time agencies, but also Fire, EMS, city-based services, etc.

REPORTS:

SECB:

1. MnDOT/ARMER/RIC:
Myers reported the update at the Regional Quarterly was 86 of 87 counties; finalizing their build. MnDOT is doing upgrades to sites, tower replacement, there is lead paint or black iron sites that have to be replaced.
2. SECB: (Micah Myers)
SECB has met a couple of times. Impact to the Central Region was the Mille Lacs Band of Ojibwe full ARMER participation plan request that was approved by the O&O Committee. It has made its way through the state level approved. They will be able to have full participation. For the Central Region request to temporarily allow CM talkgroups statewide, the Central Region took the lead on that and it was approved by the state as to a communication work around with resources tied up for that event.
3. Finance Committee (Micah Myers)
Approved the state's application on SLIGP 2.0. Approved 2018 fiscal year 2017 SHSP grant. Central will get \$26,000 towards training. We will have to reapply items in SECB application.
4. Interoperability Committee: (Micah Myers)
Went over Super Bowl planning with a presentation from folks for Super Bowl planning; COML/COMU.
5. Interoperable "FirstNet" Data Committee: (Kristen Lahr)
Met in January. Larson reported they went over the submission of SLIGP 2.0. Melinda Miller discussed the Regional Leadership meeting, FirstNet workshops and dates. If you have people that cannot attend they can attend other regions. Department of Homeland Security is doing testing of applications like cellphones. FirstNet is opening it up if you know any programmers that program Apps. Went over device specific sheets for Kyocera. ECN is in talks with Verizon, T-Mobile and Sprint regarding what plan to offer Public Safety. Larson will send survey link.
6. Legislative Committee: (Micah Myers)
Will meet tomorrow. Myers reported from the last meeting the group worked on the 403 Statute reviewed by Legislative Committee. Changes largely impact the providers allowing provisions for regional communication centers at State Revisors office now.
7. OTC: (Kristen Lahr)
Met on the 9th. Lahr reported the Central Region request for statewide access for Central Regional talkgroups for the operational period of Super Bowl was approved. In the event you need a statewide resource for a pursuit normally used by LTAC this will ensure ARMER coverage no matter where the pursuit leads. Greater Northwest EMS and Pine County ARMER Plan amendments were approved. IRS ARMER Interoperability Plan request. Mille Lacs Band of Ojibwe Full ARMER Participation Plan was approved at the December O&O and approved at the OTC as well.
8. Regional Coordinator Report
This is a standing item that we open up for questions. City of St. Cloud is by the ESB for Regional Coordinator services. Highlights is IV&D, update on attendance standard, notifications for individual membership activities. Anything noteworthy send to Micah, Shari or Brandon.

EMS/Hospital Sub-Committee: (Paul McIntyre)

Formally started the process to bring the group back together to discuss formal membership, or they can drop down to a workgroup. Started a subcommittee of OTC, currently under Interoperability, under SECB.

Regional Leadership Group (Next Meeting July 23, 2018):

Meeting was a week ago. Myers reported there were a lot of folks from the South not in attendance due to weather. Went through grant changes, strategic planning, we gave a report on IV&D and there was a presentation on gateway. Next one is scheduled for July 23rd. The second meeting falls on the ECN Conference. There was good discussion from all the regions. Vice Chair Jelinski added even if you go to that meeting one time to see how that operation is handled, you hear from a lot of different people.

GENERAL DISCUSSION AND NEW BUSINESS

Executive Committee Reports and Items:

1. Website (Update)

Myers showed the Emergency Services Board (ESB) page on the website and explained the contents of the page. Myers told the group to bookmark the ESB page.

2. Rep for Upcoming State Strategic Planning Mtg. March 8th – 9th, 2018

Myers explained the state's Strategic Planning meeting is on March 8-9. Each region is asked to send representatives from different disciplines. Central Region is sending the Sartell Police Chief, Mille Lacs County, etc., We have a couple of alternates that we will request if there is room that we will send a few more. We are required to notify the state. We will send the list with the alternate list to have Chair McMahan sign-off. Chair McMahan stated this should be an action. *Grant County moved. Pope County seconded, motion passes.*

3. ESB Board and Committees Attendance 2017

Board did approve and complete as of the first of the year. We had four meetings in the month and you had to be in attendance in 3 of the 4. Your county will be notified if you are out of compliance. Notices should be going out in the next week to 10 days. When the SECB grant comes out and we are making the application, if you want to apply you will not be able to apply if you are not in compliance. Wadena County Commissioner asked who will you send the notices to. Myers replied the Sheriff, County Administrator and a copy to the Board members.

4. Minutes and Recording

Myers stated we are looking for review purposes to record minutes and for questions for clerical staff. For the invoice in the packet, we are looking at getting a recording solution. We will ask the board to cover the \$1,000 cost out of reserve. It is portable, we will use it in this meeting and the 3 other committees in conjunction with the board tied to the attendance standard. Chair McMahan stated the request has been made to the board. *Otter Tail County motioned, Todd County seconded.* Vice Chair Jelinski asked you researched this? Myers replied I can record on a phone, but this has remoted mics. When we meet in Douglas County we can set-up the mic, and with the RAC meeting moving around. We looked at several options. *Motion passes.*

5. Sherburne County Withdrawal

Myers stated there was discussion at the Executive Committee meeting, and on the screen you will see the potential impact. At the last meeting it was added to the agenda that Sherburne County was withdrawing from the region. This is showing what happens if Sherburne County moved radio resources from Zone 4 to 2. Mille Lacs, Benton, City of St. Cloud and Wright County would be impacted. Ring towers; they could add loading to your systems.

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

Executive Committee Reports and Items: (Continued)

5. Sherburne County Withdrawal (Continued)

We talked about loading that could happen to all the parties. Wright County has inside the ring all towers that act as one system. If Sherburne County wanted to move resources to the Metro and Wright County does not, we are looking for official correspondence for support for putting together a letter to MnDOT and Sherburne County for if there are costs if Sherburne splits their system and to add channel capacity for loading resolution; or a memorandum assuring us they are not moving, but if the system is reconfigured at a later time, we need to have something in writing that they will cover those costs. Myers has talked to admin to make a case to them. Myers explained we understand their business move, but if there is a resource constraint then they should bear the cost. Chair McMahon stated the letter indicates that Sherburne County signs-off, and we understand and support their business needs, but if there are costs to the Central Region, then Sherburne County has to cover the costs. *Stevens County motioned. Kandiyohi County seconded.* Myers added if the move creates system loading, which right now they can, we looked at resources Sherburne County would be using. Right now, if they key up there could be loading to ring collar. We have to clarify not even switching zones, because they could do that. They did the design work when they created the regions. A Commissioner asked if St. Cloud will send a letter too. Myers replied St. Cloud would be included in the letter. It has more weight when coming from the region. Douglas County Commissioner asked what is the problem with staying in the Central? Myers responded Sherburne County closely aligns with 911 Metro verses having a person in house to do that. Their Emergency Management zone is already a part of the Metro. Chair McMahon said they are also withdrawing from EMS. City of St. Cloud Commissioner asked what would be the exposure? Myers replied if we had to add another channel we are looking at a ¼ million dollars, everything you do is done by 3 for the sites. Each site houses 6 repeaters, you have to add \$50-60,000 x 3. \$25,000 per repeater for each site. Installation to add one channel to the simulcast would be ¼ million. Myers added we are the subsystem owner, we have the ability to restrict and control. We would have to go through conflict resolution with the state. A Commissioner asked if we send the letter to the costs what do we have to demand that? Myers replied they are saying they are not moving anything. For Mille Lacs/Benton we added capacity on that subsystem, they are part owner. It has not come to that, but we want to prevent that. McMahon reiterated we understand that is not your intent, but elected officials change and that handshake may not be remembered. Myers added it would probably end up in mediation. McMahon called the question. *Motion passes.*

RAC Report & Items: (Micah Myers)

1. 2018 CMNESB Budget – Addition of Mille Lacs Band

Mille Lacs Band presented a resolution and presented back to the tribe. We do not want to be looked at that we strong-armed them, there has to be willingness for them. Tribe sits in two regions; they are operating in Mille Lacs County. There are fees to be a member of the Central Region. Clarification was given they will pay fees to both regions. Discussion at the next RAC will be what, if any, do we charge cost share and maintenance? There is nothing in the state statutes or our JPA that prohibits them. Mille Lacs County Commissioner asked if the Mille Lacs Band of Objibwe was the first entity that belongs to two regions? Myers replied that is correct. The question was then asked if they could apply for grants in two regions? Myers replied they cannot apply for the same project in both regions. If they had a project doing subscribers they could through both regions. Myers stated he is on the Finance Committee. If Northeast said yes we approve, the governance is taken care of. Myers said in a way tribes can already apply. This gives us the ability to govern them.

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

RAC Report & Items: (Continued)

1. 2018 CMNESB Budget – Addition of Mille Lacs Band (Continued)
Vice Chair Jelinski asked if a tribe builds a tower could they apply for funding from Central and Northeast and qualify for both, but only accept from one region? Myers replied submitting competing project in the same pool does not make sense, but there is nothing to say they cannot take two separate projects.
2. RAC 2018 Meeting Schedule – You're Invited!
Included in the packet is the RAC's approved meeting schedule. You are welcome to attend.

O&O Report & Items: (Kristen Lahr)

There have been two meetings. As a group, we worked to host a roadshow with ECN. We did contingency planning for the operation period of the Super Bowl. Mille Lacs Band participation plan was approved. There was a forum for discussion on the technical part of Sherburne's move to Metro.

User Report & Items: (Paul McIntyre)

1. Training Roadmap
Formality of leadership changes; everything stayed the same. Training roadmap was approved with the dates they will be hosted. All the trainings are posted on the Training Calendar.

EMAC Report & Items (Seth Hansen)

Meeting was last Wednesday. Discussed going to web video conferencing. Decided on Go To Meeting. If we need a secure connection we will still have the state's. Regional Planner has been busy meeting with every Emergency Manager. Set-up a threat liaison course. Will be setting up on the website. Next meeting will be at the Governor's Conference in February.

NG-911 Report & Items: (Judy Diehl)

Conference call was on January 11th. Adam Item has left ECN, he was the GIS person. Talked about upgrading StatusBoard after the Super Bowl. Dustin Leslie has been busy with the deaf and hard of hearing community. Al Fjerstad reported 40% texts have been legitimate calls. In December, we worked on COOPS (Continuity of Operations Plan) and on February 8th we will be doing a tabletop exercise. GIS is continuing to work without Adam Item.

Logger Committee Report & Items:

Larson reported the logger is working well. Working on spinning up another server. Project we are working on now is to support the regional admins to have a paper trail with a data request form.

Additional Agenda Items

None.

OLD BUSINSS:

None.

UPCOMING MEETINGS:

The next meeting will be held on March 28, 2018 in the City of St. Cloud Conference Room #1.

ADJOURNMENT:

Wadena County made a motion to conclude the meeting. Wilkin County seconded and the motion was carried unanimously at 2:05 p.m.

Minutes recorded by Shari Gieseke.