

Central MN Emergency Management Advisory Council
Meeker County
325 N Sibley Ave, Litchfield MN 55355
(Community rooms a/b in basement)
Wednesday April 26, 2017
Following Region IV quarterly meeting
AGENDA

1. Call to Order
2. Roll Call and Introductions
3. Revisions and Approval of Agenda
4. Approval of Minutes
5. Otter Tail County Annual Emergency Management Summit
6. Reports
 - a. Emergency Services Board/Executive Committee (EMAC Chair)
 - i. June 27 Tabletop – Technology Convergence
 - 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)
7. Staff Updates
 - a. Regional Planner (Tom Justin)
 - b. Fiscal Agent (Mark McCabe)
8. Workgroup Reports
 - a. Management/Grants
 - i. Regional Planner Evaluation
 - ii. Sheltering Survey
 - iii. SHSP Turnback Funds
 - iv. 2017 SHSP Applications
 - v. Go to Meeting
 - b. Regional Preparedness Report
 - c. Strategic Plan/Work Plan
 - d. Training and Exercise
 - ii. VTC how to guide
9. Old Business
 - a. IPAWS Information
10. New Business
 - a. Donation Management Inquiry
 - b. Exercise for region for the year
 - c. Minnesota Public Safety Communications Conference May 1-3
11. General Discussion
 - a. Regional Public Health Meeting (Patrick Waletzko)
 - b. Regional Hospital Meeting (Dona Greiner, Lynn Siegel)
12. Upcoming Events & Announcements
 - a. See cmnradio.org for upcoming ESB training
 - b. Next meeting is Thursday July 27, 2017 in Morrison County
13. Adjournment

Central MN Emergency Management Advisory Committee
Draft Meeting Minutes
January 26, 2017 Douglas County

Members/Alternates Present:

1. Dona Greiner – Delegate Big Stone County – Krista Hartman – Alternate Big Stone County
2. Mark McCabe – Alternate Douglas County
3. Tina Lindquist- Delegate Grant County
4. Ace Bonnema – Alternate Kandiyohi County
5. Stephanie Johnson- Alternate Meeker County
6. Patrick Waletzko- Delegate Otter tail County
7. Tim Riley- Delegate Pope County
8. Erin Hausauer- Delegate Stearns County - Kristen Tschida- Alternate Stearns County
9. Dona Greiner- Delegate Stevens County
10. Bill McGeary- Delegate Swift County
11. Mike Wisniewski- Delegate Todd County
12. Lynn Siegel- Delegate Traverse County
13. Tyler Wheeler – Delegate Wadena County
14. Breanna Koval- Delegate Wilkin County
15. Steve Wunderlich - Delegate City of St. Cloud
16. Steve Berg – Delegate Wright County

Members/Alternates Absent:

1. Jim McDermott- Delegate Benton County
2. Troy Wolberson- Delegate Douglas County
3. Greg Lillemon – Alternate Grant County
4. Kim Lindahl – Delegate Kandiyohi County
5. Dan Miller – Delegate Meeker County
6. Al Fjerstad – Delegate Mille Lacs County
7. Victoria Ingram – Delegate Morrison County - Shawn Larsen- Alternate Morrison County
8. Barry Fitzgibbons- Alternate Otter tail County
9. Nathan Brecht- Alternate Pope County
10. Jason Dingman- Alternate Stevens County
11. Bill McGeary- Delegate Swift County - John Holtz- Alternate Swift County
12. Trevor Wright- Alternate Traverse County
13. Bryan Savaloja- Alternate Wadena County
14. Rick Fiedler- Alternate Wilkin County
15. Jon Young- Alternate Wright County
17. Jim Mortenson- Alternate City of St. Cloud

Guests:

1. Rick Juth, ECN
2. Jeanna Sommers, HSEM
3. Tom Justin, Region IV Planner

1. The meeting was called to order by Chair Erin Hausauer at 1:01pm
2. **Roll Call:** Roll call was taken with a quorum of members present.
3. **Revisions & Approval of the Agenda:** Breanna Koval Wilkin County made a motion to accept the agenda as written. Mike Wisniewski Todd County seconded the motion.
4. **Approval of Minutes:** Breanna Koval Wilkin County made a motion to accept the 12/7/16 CM EMAC meeting minutes seconded by Mike Wisniewski Todd County Motion Carried.
5. **ECN Communications:** Rick Juth talked about a table top exercise that was going to be presented but is has been removed at this time, Tom Justin stated they will be looking for this region to participate.

6. Reports

- a. **ESB/Executive Committee:** Met December 21st, EMAC provided quarterly reports from planner and e-grants for 2015SHSP grant. Board thanked us for providing the reports with the detail about what the planner has been doing over the last year. They asked that we also provide attendance information for both the meetings and monthly VTC/radio check or meetings. They want to make sure that emergency management members are participating and if not find out what is preventing them from participating. The City of St Cloud is working with Civic Plus on the development of the website. A demo is planned for the January ESB meeting. A Statement of Work will be provided to all sub-committees of the ESB for the Regional Coordinator. The City of St Cloud is planning to bring contract to ESB meeting in January. Nex meeting January 25th 2017
- b. **Users & Owners and Operators:** Working step by step process for sending IPAWS messages and an online module ESN plans to employee temporarily for IPAWS help
- c. **RAC:** Meeting was held December 9th. Micah Meyers was elected Chair and Tim Riley was elected Vice-Chair. Reminder of the Regional Leadership meeting being held at MnDOT in St Cloud on January 30th. Micah provided an update about the ESB website and indicated that the contract for the Regional Coordinator will be brought to the Board in January. Next meeting January 13, 2017
- d. **Interoperable Committee:** See attached minutes
- e. **IPAWS:** State wide committee has 2 projects they are working on multilingual, and blue alert system to aid in ID and location of people who have wounded officers. Plan on taking lessons learned for Grant/Stevens incident John Doole was involved in debriefing. HSEM will provide help for IPAWS will hear more at Governor's Conference. Possible training with Cell phone carriers They are working on best practice for IPAWS will use each vendor to train
- f. **AMEM:** no report

7. Staff Updates

- a. **Tom Justin, Regional Planner:** Attended regional planner meeting, suggested to talk about redistribution of grant funds at directors forum, ask if HSEM will help fix VTC if needed, Planner would like strategic plan on website to find pertinent information, Jeanna asked if we want to do sub region training, Tina Lindquist Grant County stated she would like to see the groups and Tina Lindquist made a motion to do sub region training seconded by Steve Berg Wright County Tom Justin stated it would help with crossing state lines and other homeland security regions motion carried. Planners, fiscal agents from all regions are going to have a sit down meeting with Rose from HSEM to find out how she wants documents done for grants sometime in March.
- b. **Fiscal Agent:** See report, also Stevens, Grant, and Pope IPAWS money needs to be addressed problem with invoice. Pet supply report needs to be done.

8. Workgroup Report

- a. Please make sure to respond to surveys when they come out
 - i. Evaluation was based off of other regions and drafted up, should the evaluation go to the ESB as a report.
- b. Regional Preparedness Report Tina Lindquist and Tim Riley agreed to be on this committee
- c. Strategic Plan/work Plan Patrick Waletzko reported that West Central EMS Drone project wants to add region IV planner to help expand this project. The drone is an emergency management resource not West Central EMS so that it covers all of central region IV as drones can be assets in many different avenues. Under the approved work plan there is Technical assistance that can add additional duties to Tom, time at the meeting is not that long. This does cover all aspects of emergencies so will fall under other duties as assigned. There is a potential for Tom to look for grant money for this, Mike Wisniewski Todd County made a motion Al Fjerstad Mil Lacs County seconded motion carried.
- d. **Training/exercise:** Will be meeting Tuesday January 31st at 10am in Pope County, will be hearing from them about dates and will do a poll on what dates work the best.

9. Old Business

- a. VTC letter was drafted to and will be sent to MNIT and to Jim McMann chair of ESB and HSEM cc'd on it. Tina Lindquist Grant County made motion to change council to committee and add ESB chair and HSEM Stephanie Johnson Meeker County seconded motion carried.
- b. EMAC committee sign up is complete.

10. New Business

- a. **VTC:** VTC meetings are on the radio board website, each person hosting will run the meeting.
- b. **Communications & Listserv:** Erin and Lynn will use listserv for information being sent to EMAC
- c. **Regional Damage Assessment Planning Teams:** SE region has mini EOC teams that will help local/regionally in case of an event, can we get a template of how they do this to assemble teams to get this going. The EOC training coming up in June is was to work on teams we could build from there and get teams developed.

11. General Discussion

- a. Nothing to report
- b. Nothing to report

11. Upcoming Events

EOC training June 6-8 in Waite Park. Website just went live for West Central Initiative for small businesses www.stayopenforbiz.org

April 26th 2017 meeting will be in Meeker County, following HSEM meeting locations address is 326 N Ramsey Litchfield MN 55355.

12. Adjournment

Meeting adjourned at 2:13pm motion made by Stephanie Johnson Meeker County, seconded by Mike Wisniewski Todd County motion carried.

Minutes submitted by Lynn Siegel

ESB Report:

- MN Public Safety Communications Conference May 1-3 at Rivers Edge Convention Center in St. Cloud

- Grant funding that was applied for through SHSP and SECB was approved
- New website will be live in May
- Board approved change to SHSP2016 EMAC grant for IPAWS

ERIN HAUSAUER

RAC meeting was covered in ESB report.

The training/exercise committee: has met one time since the January quarterly meeting. At that meeting, we discussed the work plans goals for the subcommittee as well as monthly VTC's, and monthly planning session topics. Monthly VTC's will all begin with an HSEM update and planner update. The topic for the VTC will be determined on specific requests or the monthly planning session topic. We also sent out a survey monkey to determine what times and locations work best for the group. We are moving forward with monthly planning sessions on the second Monday of the month in Douglas County. Again, we will do our best to get a topic, speaker and Eventbrite notice out to you at least 30 days in advance. Most of these meetings will be held from 10-2, however those times are approximate. The grant writing seminar was hosted on Monday, April 10. We are in the middle of planning a mass fatalities/family assistance center tabletop for October/early November.

KRISTEN TSCHIDA

Statewide Emergency Communications Board Interoperability Committee

Call to Order

Approval of Agenda

- Approved with one addition to New Business IOC membership discussion

Approval of Previous Meeting Minutes - January

Action Items-

- Minnesota Power Request to Use VHF Interop Channels (Andrew Schwab)
- Passed

New Business

- Super Bowl 52 Planning (Jim Stromberg)
- Planning is under way. There have been monthly planning meetings.
- It was brought up on the strategic technology reserve (STR). Each region make the STR and radio caches available. Would like to have the equipment put into the pool and that pool to be pulled from when needed.
 - Would like the regions to volunteer their equipment and transportation of the equipment.
- IOC membership discussion.
 - Leave it to the HSEM Regions 1-5 to decide on rotation of the representation on the IOC.
 - Reviewed membership list and following the By-Laws. Still many Vacancies in the list.

Old Business

Reports

- • ECN Report (Stromberg)
 - May 1-3 Public Safety Conference open for registration.
 - MNFOG has been printed. First page error called VTAC'
 - CommU work group started meeting in March. Have done some brain storming.
 - Created Mission Statement in July 2016
 - Didn't meet January or February
 - Started creating a couple of standards then backed off and took another approach.
 - Working on create a strategic guideline program for the CommU

Adjourn

Statewide Emergency Communications Board Interoperability Committee

Call to Order [No Quorum]

Approval of Agenda [Not Approved No Quorum]

Approval of the Previous Meeting's Minutes [Not Approved No Quorum]

- December and January

Action Items [Not Approved No Quorum]

- Working Group Summary (Melinda Miller)

Discussion Items

- FirstNet Procurement Update (Melinda Miller)
 - AT&T liaison has contact Melinda and meeting set for April 25.
 - AT&T is working on 5G network right now.
 - Not much out of AT&T yet.
- FirstNet Outreach (Chair Risvold)
 - See attachment from articles is what we are seeing.

Old Business

- Interop Conference

Adjourn

Statewide: ECN IPAWS Committee

The Committee met on March 16 at Twin Cities Public Television.

- 1) The Committee observed that on the federal level, support for multilingual capabilities in notification (IPAWS & other) is declining; however Oregon recently enacted legislation requiring it; Minnesota (via DPS/ECN & TPT/ECHO) will also continue to pursue the capability.
- 2) Broadcasters will be sent a survey asking about their understanding of the need for multilingual capability in their market (& what languages). It was suggested that emergency managers also get a survey – % of multilingual in a multi-county market area is going to be different than the % within a single county that a broadcaster serves...and within pockets/communities where the % is even higher than county average.
- 3) There is a current disconnect between broadcasters knowledge of codes and emergency managers/public safety knowledge of how to program the codes & ensure messages are transmitted – ECN is working to add a staff member specifically for IPAWS, who would work with broadcasters to bridge this gap.
- 4) FEMA has approved use of IPAWS for Radiological Emergency Preparedness warning/notification.
- 5) HSEM & ECN's recent update that local 911 funds should be the primary source of IPAWS funding (beginning 2018) was mentioned & affirmed.

Patrick Waletzko

1. The committee has met, discussed, and drafted 2017 SHSP applications for the following projects:
 - IPAWS Continuation
 - Shelter/Family Assistance Center Supply Kits
 - EOC Supply Kits
 - Regional Planner

2. The Committee will be meeting with the regional planner after the quarterly meeting on April 26th, 2017 to go-over progress and survey comments from 1st quarter 2017.

Respectfully Submitted by: Breanna Koval, Wilkin County Emergency Management

Region IV: Work Plan / Strategic Plan Committee:

The Committee held a video conference with Region II Planner (Jennifer Olson) on February 23, to preview a spreadsheet tool being drafted by Region II to plan/develop activities & track progress. The Committee was impressed by the tool, and felt it could fit our Region's needs as well. Once approved by Region II, Jennifer will share it with the Committee, who will then decide future steps. Estimated Receipt: Week of April 24.

Patrick Waletzko

Region IV: Regional Preparedness Plan Committee:

The Region II spreadsheet tool viewed by the Work Plan / Strategic Plan Committee may also work as a tool to develop the Regional Preparedness Report. Once received from Region II, it will be assessed for applicability to the Report.

Patrick Waletzko