

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

Wednesday, January 25, 2017 – 1:00 p.m.  
City Hall Council Chambers, 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 (*via phone*)
8. Jeff Jelinski, Vice Chair – Morrison County
9. John Lindquist – Otter Tail County (*via phone*)
10. Larry Kittelson – Pope County
11. Felix Schmiesing – Sherburne County
12. Leigh Lenzmeier – Stearns County
13. Robert Kopitzke – Stevens County
14. Eric Rudningen – Swift County (*via phone*)
15. Kevin Leininger – Traverse County
16. Dave Hillukka – Wadena County
17. Neal Folstad – Wilkin County
18. Charles Borrell – Wright County
19. Micah Myers, Chair & Sheriff Tim Riley, Vice Chair – Regional Advisory Committee (RAC)
20. Kristen Lahr, Chair & Brandon Larson, Vice Chair – Owners & Operators Committee (O&O)
21. Paul McIntyre, Chair – Users Committee
22. Erin Hausauer, Chair – Emergency Management Advisory Committee (EMAC)
23. Judy Diehl, Chair – Next Generation 911 Committee (NG911)

**Members/Alternates Absent:**

24. City of St. Cloud
25. Todd County

**Guests Present:**

Rick Juth

**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 18 of the 20 members present for the whole meeting.

**INTRODUCTIONS:**

Introductions were conducted.

**ELECTION OF CHAIR AND VICE CHAIR:**

*Vice Chair Jeff Jelinski renominated Jim McMahon as Chair. There was a motion for nominations cease. Wright County and Kandiyohi County seconded. Stevens County renominated Vice Chair Jeff Jelinski. Pope County seconded. Motions carried.*

**APPROVAL OF AGENDA:**

O&O Chair requested to move 2017 Grant Application for Stevens County from O&O Report item #8C1 to RAC Report item #8B. *Kandiyohi County moved to approve the amended agenda. Meeker County seconded, motion carried.*

**APPROVAL OF MINUTES:**

*Douglas County moved to approve the minutes from December 21, 2016. Wright County seconded, motion carried.*

**Communications:**

None.

**REPORTS:**

**SECB:**

1. MnDOT/ARMER/RIC:

ARMER system is 98% complete across Minnesota with only four remaining sites. Those are not in the Central Region they are in the Northeast part of the state where land acquisition is challenging. 331 of 335 ARMER sites are on the air functioning. Moving through to the year 2017 you will hear more about convergence of technology: 911, radio system, and FirstNet. County Commissioners represent decision makers in your county to be involved and engaged in this. All of these projects, last year's text to 911 delays, it will be here this year. Mille Lacs County will be the designated PSAP originally for the Central Region. What does it mean for your county? There is a conference and a meeting coming up. Regional Leadership meets quarterly and is meant for the regional leadership to come together to discuss regional challenges. Coming up January 30<sup>th</sup> is the primary discussion criteria developed to discuss and review criteria for evaluating the state's FirstNet plan. FirstNet timeline is being pushed back by litigation, one bidder that was not selected has submitted a protest, earliest award date is March. In the interim, the State of Minnesota has workgroups to evaluate the state plan. Interoperability Conference has been renamed to Minnesota Public Safety Communications Conference May 1-3 focused on technology convergence. What does this mean for voice and data communications? Rick Juth encouraged attendance at the executive tabletop exercise designed for leadership.

2. SECB: (Micah Myers)

Meeting cancelled.

3. Finance Committee (Micah Myers)

Next meeting February 9<sup>th</sup>.

4. Interoperability Committee: (Micah Myers)

None.

5. Interoperable "FirstNet" Data Committee: (Kristen Lahr)

January meeting was cancelled, next meeting is in February.

6. Legislative Committee

No meeting.

7. OTC:

Next meeting is scheduled for February

**EMS/Hospital Sub-Committee: (Paul McIntyre)**

No update.

**Regional Leadership Group (Next Meeting January 30, 2017):**

Next meeting is Monday at MnDOT. One item is the regionalization of the website.

**GENERAL DISCUSSION AND NEW BUSINESS:**

**Executive Committee Reports and Items:**

1. Regional Coordinator Contract

Regional Coordinator agreement is on pages #11-19. Professional Services is through page #13. Scope document, Appendix A, is through page #19. Executive Committee made changes: Page #15 typo corrected to “would be billed.” In the footer section add a line for Chair to sign each page of the Appendix. Page #18 costs and fees item to add language as to further define monthly report to ESB and Executive Committee. You will get updated monthly reports for project and financial. *Stevens County made a motion to approve the Regional Coordinator Contract. Pope County seconded, motion carried.*

2. Regional Website MOU

In the packet is a document framework for the new website we are working on. Micah explained the areas: Navigation links, header, photos change, etc. Color palette that we will be using is blue and mustard yellow to align ourselves with the branding for SECB board. Current logo is subject to change. Tentative go live is the first part of May. At Executive Committee, we talked about the regions we have, so far 6 of the 7 regions plan to be participating on the website. Central Region took the initiative and this is the framework we are seeing. We need to define what services we will provide to them. We will not put up their content, they will be trained. Bring to Executive Committee next month, and sign off at the March meeting for other regions to come on. Vote on the layout. The sign-in is the admin side of the website to create pages. Down in the bottom of the page we will put an Intranet. Example in the meeting was NG911 plans to have a page for documents that you do not want put out to the public. Approve the framework, this will be the framework for pictures and content. Chair Jim McMahon thinks we should do a consensus on it, they have been doing a lot of hard work, and it should move forward. Unless there is objection or comments? There were no comments.

3. 2016 ESB Board and Committees Attendance

Based on last year’s attendance we will do a standard. Out of compliance we are developing a notification process. Looking at going live with the standard in 2018. Out of Executive Committee we will make the columns more noticeable with highlighting all the way down. If a meeting is cancelled it counts towards the averages. The question was asked what percent are you expecting them to attend? Micah responded 70%. If a meeting is cancelled it counts towards attended. On the phone, Mille Lacs County said it shows who you have to attend committees and their attendance record if you would be in compliance. If they are not showing up, it would be in your best interest to make sure they start attending. Notification process if you are not in compliance and how you get notified. Two commissioners are listed for each county, for the Users Committee you have the ability to appoint up to five, but you only have to have one. Traverse County Commissioner asked if you are not in compliance what is the penalty? Micah responded eligibility to grants for that year. Phoning in counts as attendance. Swift County’s Commissioner Eric Rudningen noted that he was five minutes late on the phone and he was wondering on the subcommittees option for phoning in as well. ESB and Executive Committee have the ability to phone in. At the Alexandria Public Works for O&O they did not want to make the phone available.

4. Long Distance Charges in 2016

Conference Bridge charges. We have a bridging service. Next Gen 911 actually meets primarily by conference bridge. We also use it for workgroups.

## **RAC Report and Items:**

### 1. 2017 Grant Application

In the process we have three grants. The first is SHSP, ECN is awarding each region \$25,000 for training. Next item was under PSAPs, three PSAPs are eligible for SIP connection firewall applications: Benton, Morrison and Mille Lacs \$4,182 to upgrade firewalls. It does need to be included in grant application although it is a predetermined amount.

GIS initiative is under the SECB Grant for Swift County \$27,250 MnGEO or another vendor. Under infrastructure we have \$600,000. Completion of Wilkin County is approximately \$10,000. Stearns County with two projects microwave and redundant links. Mille Lacs County BDA/site. You already approved the infrastructure. Approval of Stevens County application and accepting the state's application for training dollars, GIS and firewall project.

Funding was reallocated to SLIGP grant. Last year the board approved Jamming Exercise in White Sands New Mexico, follow-up is in Idaho. We do not have dollar amounts. Looking for the ability to apply to send out an observation or tactical team. If we put in for a tactical team we would like to bring the STR portable radio. Action item is they can apply for the program. Event is in July if our application is accepted. Dollar amount at the March meeting.

O&O Chair Lahr reported in 2016, Stevens County submitted for Change Management to pilot test SOA3 low cost coverage solution in rural areas where coverage was poor in buildings. Project was vetted by SECB Interop/OTC and a workgroup was asked to explore the project. Support ATAK over SOA-R removes project from Change Management process. Standard was drafted. Adhering to the standard, Stevens County must reprogram repeater, relicense and reprogram radios. Approval to submit as part of grant application. *Wadena County moves, Grant County seconded.* Stevens County Commissioner said the real reason is that we have two schools where it is totally dead and we need to communicate. *Motion passes.* Micah added GIS and firewall projects. *Wilkin County moved. Kandiyohi and Pope counties seconded, motion carried.*

### 2. RAC 2017 Meeting Schedule – You're Invited!

Included in the packet so that the board is aware when the RAC is meeting if you want to attend.

### 3. Other

None.

## **O&O Report & Items:**

### 1. 2017 First Responder Electronic Jamming Exercise

As Micah had mentioned, in 2017 the U.S. Department of Homeland is hosting a Jamming Exercise in Idaho. Last year a group of three went, Brandon Larson and two sergeants from SCPD. How electronic jamming can impede electronics. Request is to send an observational or tactical team to utilize SLIGP grant dollars. *Morrison County made a motion, Pope County seconded.* Stearns County asked if the cost is the same for tactical or observational? SLIGP funds cover travel expenses, tactical would have infrastructure which would be a road trip with longer time. *Motion carried.*

## **User Report & Items:**

### 1. Training Roadmap

Pages # 37-40 is the proposed training roadmap for 2017. The only change right now is Radio Programming from 8 hours to a 3-day class. All Hazard Dispatch Class. Approval to move forward with 2017 with money coming from grant funds. *Douglas County motioned, Grant County seconded. Motion carried.*

### **User Report & Items: (Continued)**

#### 2. Facility Use Agreement

In the packet is the required insurance certification to sign the contract for the March 6 engagement to use their facility. *Kandiyohi County made motion, Meeker County seconds.* One Commissioner asked if the board was insured by League of MN Cities? *Motion carried.*

### **EMAC Report & Items:**

Meeting is tomorrow. We will have the year-end report when we meet in March. It is due at end of the month.

### **NG-911 Report & Items:**

#### 1. Mille Lacs County PSAP Text-to-911 Implementation

#### 2. RRRDC Text-to-911 MOU

RFP has been awarded and the State of Minnesota will move forward with text to 911. Mille Lacs County submitted the letter to the State of Minnesota on page #47. Mille Lacs County will be the county to receive text messages for the region. Other counties can as well when they have a SIP connection. We will have to come up with a memorandum with Mille Lacs and the other counties. We have an example MOU that is available on the website under NG911.

WERM is now live. For firewalls, the RFP should be awarded by March 1<sup>st</sup>. It will cover up to 48 firewalls. ECN is hopeful they will have funding in 2018 and 2019. ECN new hires Dan Craigie will manage firewalls and Kelli Peters is working with Dave Denton on 911 audits and will be presenting at the Regional Leadership. Dana would not be surprised if the Central Region will be first with text to 911. Statewide meeting presented last week Mission Critical Partners. Dustin Leslie gave NASNA document of early adopters. RRRDC has a standard operating procedure.

Working on a CM 911 Emergency Telecommunicator Best Practices guide. Metro area has minimum training standards that we used to finish our draft. At the next meeting we will bring it for final approval. If anyone has questions about plans submitted, Judy can answer questions. Wright County inquired how Mille Lacs would work with the other counties. Judy explained how the county that has the incident would talk on the phone. Judy responded if counties have 911 equipment and a SIP connection then counties can take their own texts. A Commissioner said the region is fairly big, are you aware of any other counties in the region that are able to accept those calls? Judy responded Sherburne has equipment, but she was not sure if they have the SIP (Session Internet Protocol) connection. It costs \$1,000's.

### **Logger Committee Report & Items:**

#### 1. Approval of the Central MN Regional Logger Plan

Chair of Logger Committee reported he was bringing the Logger Plan forward. The plan has been worked on with members of the Logger Group. It is not the full JPA. On the budget appendix formulas did not transfer over. Budget that you are looking at is going forward, negotiated after the budget was sent out. This figure is for 2018. \$93,800 with the \$7,825/entity. We could take action for 2018. *Stearns County motioned, Wadena seconded.* The entire board votes on this. \$93,000 is total \$7,825 for each entity. *Motion passes.*

### **Additional Agenda Items**

None.

**OLD BUSINESS:**

Rick Juth put out the invitation if you are ever interested in a board level or county level presentation that Rick would be willing to facilitate.

Stearns County Commissioner said the buzzword in media is cyber security. He would appreciate a document emailed to all membership to discuss elements of cyber security into the system we are working on. If it is 10-pages he will not read it and if it is 1-page it is not detailed enough. Rick Juth asked on the state level on ARMER system as a whole? Rick responded the documentation that exists on cyber security of ARMER system. One thing thoroughly discussed was on wireless broadband network what needed to be in place. Judy touched on this in her NG11 installation of firewalls, two firewalls per PSAP will be in place to address security issues like cyber security. Vice Chair Jelinski suggested maybe a presentation to break the ice for security. We will be talking at Regional Leadership group, and specific presentations at the conference on May 3<sup>rd</sup>. Stearns County is looking for something to discuss with the Service Club, for example. Judy Diehl added the pre-conference at Arrowwood is for cyber security.

**UPCOMING MEETINGS:**

The next meeting will be held on March 29, 2017 in the City of St. Cloud Council Chambers.

**ADJOURNMENT:**

*Stearns County made a motion to conclude the meeting. Grant County seconded and the motion was carried unanimously at 2:00 p.m.*

Minutes recorded by Shari Gieseke.