

CENTRAL MINNESOTA EMERGENCY SERVICES BOARD (ESB)

Wednesday, December 21, 2016 – 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. Jeff Johnson – City of St. Cloud
4. Charlie Meyer – Douglas County
5. Bill LaValley – Grant County
6. Mike Huberty – Meeker County
7. Genny Reynolds – Mille Lacs County
8. Jeff Jelinski – Morrison County
9. John Lindquist – Otter Tail County (*via phone*)
10. Larry Kittelson – Pope County
11. Leigh Lenzmeier – Stearns County
12. Robert Kopitzke – Stevens County
13. Eric Rudningen – Swift County
14. Gary Kneisl – Todd County
15. Kevin Leininger – Traverse County
16. Dave Hillukka – Wadena County
17. Charles Borrell – Wright County
18. Micah Myers, Chair – Regional Advisory Committee (RAC)
19. Kristen Lahr, Chair & Brandon Larson, Vice Chair – Owners & Operators Committee (O&O)
20. Paul McIntyre, Chair – Users Committee
21. Erin Hausauer, Chair – Emergency Management Advisory Committee (EMAC)

Members/Alternates Absent:

22. Kandiyohi County
23. Sherburne County
24. Wilkin County
25. Next Generation 911 Committee

Guests Present:

Sheriff Tim Riley – Pope County (*via phone*)

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 17 of the 20 members present for the whole meeting.

INTRODUCTIONS:

Introductions were conducted.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Pope County moved to approve the minutes from September 28, 2016. Swift County seconded, motion carried.

Communications:

None.

REPORTS:

SECB:

1. MnDOT/ARMER/RIC:
Rick Juth is at the MESB meeting today.

2. SECB: (Micah Myers)
In the packet are both the last SECB's agenda and tomorrow's agenda. November's meeting had several participation plan amendments. One pertinent to the Central Region is SOA-R Change Management in Stevens County. Made a change to take it out of Change Management. Stevens County can go forward with what they are testing. It is working well for them. MnFOG is under the Interop Committee. SWIC Stromberg will bring forward an 8x11 and an electronic form for the first two months for changes to be done on those. The flip guide is a more expensive print so they did not want to reprint right away. FCC public notice regarding public railroad channels. Reports from Legislative Committee. One item going in there now, ECN is working on 403 Legislation. Changes to the document pertaining to NG911 had to be updated. Department of Health and Human Services will replace a seat. Tomorrow's meeting has more participation plan amendments, and sunsets standards 2.9.0 and 2.11.0 radio site access permissions.

3. Finance Committee (Micah Myers)
Met a couple of times. Had a workgroup with ECN, MnDOT and Micah, wanted to make sure everything was accounted for with that group. Concerns are with the upcoming legislation session, any pool of money not spent will be gone after.

4. Interoperability Committee: (Micah Myers)
Next meeting is in January. See also SECB report. Interop Committee appointed someone to CAG for the newly named Emergency Communications Conference.

5. Interoperability "FirstNet" Data Committee: (Kristen Lahr)
Met last week. Review of the tasks completed in 2016. Technical and business workgroups have finished their weekly calls. Televate will summarize. The nation is waiting for a decision by FirstNet regarding the RFP. AT&T is in a competitive range. Rivada Mercury filed a grievance. There is more information included in the packet.

6. Legislative Committee
See SECB.

7. OTC:
Most of the items reviewed at OTC were included in the SECB agenda.

EMS/Hospital Sub-Committee: (Paul McIntyre)

No report for EMS. Hoping in 2017 to get back to set quarterly meetings.

Regional RRB/RAC/O&O/User Committees (Next Meeting January 30, 2017):

Meeting is a Monday in January. Items on the agenda pertaining to Central Region is the regionalization of the website. Follow-up on training certification for PSAPs. Always looking for content for this meeting. If you want something addressed send it to Rick Juth as RICS are responsible for putting together this meeting.

GENERAL DISCUSSION AND NEW BUSINESS:

Executive Committee Reports and Items:

1. Regional Coordinator Contract
Upon completion of review for legalizing, looking at having Benton County review. Statement of Work component will be sent out to all the committees. Looking to have a contract by your January meeting.
2. Regional Website MOU
Central Region is moving forward. In the Budget request for 2017 was moving to an active response website design. A lot of government agencies are using CivicPlus. We had a kickoff meeting and we met with other regional committees around the state. Originally we had two regions, now it looks like we will have all regions but the Metro. They will bring down the shared maintenance cost. Since we are driving the bus we are doing the design element, but they will have some responsibilities on their part of the website. They will assign people to manage their content. Going into the MOU, concerns are making sure agencies can put out their own content, and we have the ultimate ability to take it down if necessary. Making sure they are understanding that we are not putting their content out. Hoping to have MOU ready to sign off. Plan to have a mockup of the website. Shari has put together documents.
3. 2017 Meeting Schedule
Meeker County made a motion to approve the 2017 Meeting Schedule. Swift County seconded, motion carried.

RAC Report and Items:

1. 2018 CMESB Budget
Included in the packet is a revised budget. This is what we are looking at putting into our grant requests. Wilkin and Stearns counties were approved at the September meeting. New request is an outdoor BDA at Princeton for Mille Lacs County. If the funding is there the Princeton project will be partially funding. It will be put into our grant application for 2017. Wilkin County has \$8,000 more for a total of \$16,000. We are working with Kristen Lahr from Stearns County. They have assured that they have the match to complete both projects. We do have another grant period in the middle of the year. We keep moving our projects through the grants. Request is if there is funding, that the Mille Lacs County's Princeton project gets approved as well. *Mille Lacs County moves. Grant County seconded, motion carried.*
2. Other
None.

O&O Report & Items:

Joint discussion regarding interoperability between National Weather Service (NWS) and public service agencies. We reviewed a standard with a different protocol than what the NWS currently uses. The revision would impact taxed personal and agencies that operate a control station. It does allow for an alternate. We are going to draft a regional standard similar to the one we currently employ, expecting to have a draft standard at January's meeting. Approved a COML recommendation for Jason Karlgaard of Otter Tail, will go to SECB for approval with two additional COMTs.

User Report & Items:

Meeting jointly works well. Thanks to all agencies that have done interop presentations.

GENERAL DISCUSSION AND NEW BUSINESS: (Continued)

EMAC Report and Items:

1. 2015 SHSP Grant Progress and Financial Reports for 2nd and 3rd quarters
In the packet are financial reports for the 2nd/3rd quarter Homeland Security grants. Earlier this year, you requested to receive copies of the documents we submit to the State of Minnesota.
2. 2016 SHSP grant for HSEM Region IV/CM EMAC
We were notified that we received \$90,000 to secure a planner for EMAC again. We are asking today for approval to accept that grant award from January 1st – December 31st. *Stevens County moves. Douglas County seconded, motion carried.*
3. Regional Planner Quarterly Report & Monthly Invoice
In the packet are the quarterly report and monthly invoices from the current planner. We did not include all of the receipts, it is a summary of activities. A commissioner asked, meetings are not well-attended can you talk to that? Erin Hausauer replied we have worked on making adjustments. We meet monthly on a video conference. One of the greatest challenges is where equipment is located. It can be hung on a wall in board room where Emergency Management staff are not allowed to reserve the room, but you can go to a neighboring county, we provide agendas well in advance. Greater struggle was at the beginning of the year. Wright County asked for an attendance list to be given out at this board. They have their equipment in another room not just the board room so that is not an issue. The list was requested to be included in quarterly reports. Who at our counties should be attending for Emergency Managers? In December was the Department of Agriculture.
4. Regional Planner Contract
Included in the packet is the planning grant contract for 2017, we are looking to once again contract with On Target for 2017. Included in the packet is the 2017 work plan. If you look at the quarterly reports they should all tie together. Approved by EMAC Committee was the approval of the contract including the work plan to enter into an agreement. *Meeker County made a motion, Traverse County seconded.* Vice Chair Jelinski asked did the EMAC go through an RFP earlier this year? Erin Hausauer responded we did interview three different entities and our committee selected On Target. A county asked if this was for the \$40,000? If you look under compensation, it is not to exceed \$90,000. Billable hours are in the work plan. \$90,000 is not all salary, it includes training and exercising, and encompasses things to hire other trainers. Planner would make sure those costs were paid. *Motion carried.*
5. EMAC ByLaws Cover Page
Included in the packet is a coversheet for the EMAC ByLaws. No content has changed, it is just an action item to include the coversheet to update when changes are made. *Swift County made a motion to approve. Wadena County seconded, motion carried.*

At the December meeting, EMAC elected officers. Erin Hausauer will remain Chair, Breanna Kovel from Wilkin County will be Vice Chair, and Lynn Siegel remains secretary.

NG-911 Report and Items: (Chair Judy Diehl's report was read)

The CM NG911 Committee met in person on December 8th, and we had good attendance both present at the meeting, and on the conference bridge. Dana Wahlberg called in and gave her report, the RFP has been awarded to Century Link and West (formerly Intrado). The State will be moving forward with text to 9-1-1, and any county interested in receiving the text messages should let Dana know. You will need to contact your CPE Vendor to see what upgrades you will need, and get a cost estimate. The State is still planning on having one or two PSAPs per region to accept the text messages for the whole region until everyone is ready to accept their own.

GENERAL DISCUSSION AND NEW BUSINESS: (Continued)

NG-911 Report and Items: Chair Judy Diehl's report was read (Continued)

There is a new RFP going out January 1st for Vendor Support for the purchase of firewalls for each 9-1-1 circuit. This is not to replace firewalls already in place, but rather to add them to PSAP's that have or are migrating to a SIP connection. There will be grant dollars available for the purchase and installation of these firewalls. The FCC is now requiring a BRIX device to replace the old PP30's. There has been a new person hired at ECN, Dan Craigie, his job will be to manage the firewalls, as well as other duties.

Adam Iten's GIS Report:

Data Collection and Assessment

We are collecting GIS data from all regions in the state. The GIS data are being compared to corresponding 911 data (MSAG, ALI, ELT) to gain a better understanding of data readiness for each County and PSAP. The results are being compiled into Data Readiness profiles and reports, which are shared with each county and PSAP during the Data Preparation kickoffs.

Data Preparation Projects

We have completed 10 of 11 Data Preparation kickoff meetings in the NE region. The initial Central and SE region meetings have been scheduled. Stevens County is meeting on Monday, 12/12 and Douglas County is meeting on 12/13. We plan to meet individually with each PSAP and their GIS agencies/vendors to discuss our Data Readiness findings and the necessary work to prepare their GIS data for NG911. The remaining Central region kickoff meetings will be scheduled in the months ahead.

MN NG911 GIS Standards

The second stakeholder review and comment period closed on November 4. A huge THANK YOU to everyone who took time to review the draft standards and respond with comments – we greatly value your feedback! We are compiling everyone's comments and plan to respond as necessary, similar to the initial review. From there, we will revise the existing sections and add the boundary sections (PSAP, Fire, Law, EMS, Data Maintenance Authority) in preparation for the third stakeholder review. The third review period is anticipated to take place in January 2017 and from there, we will seek formal stakeholder approval of the standards.

Newsletter

Issue #5 of the project newsletter is currently being drafted. Issue #4 is available on the [GIS Information page](#) of the ECN website.

We discussed the ECN/MSA Telecommunicator Minimum Training questionnaires, and Judy still need replies from Stearns, Swift, Pope, and Wadena Counties.

We went through and used the Metro's template for the CM 911 Best Practices for Emergency Communications Professional, and came up with our first draft. There was good discussion from everyone, and the new document will be emailed out to the committee members for their review.

Micah Myers told the group that at the Logger Committee meeting after the last RAC it was discussed to have a PSAP in the region from the Logger Committee. We reached out to Mille Lacs County who is willing to be the test agency and we made that request to Dana Wahlberg. Mille Lacs County will be our test PSAP for 911. It was asked do we have any states where this is operational? Micah responded there is not a state-wide implementation.

OLD BUSINESS:

Acronym List:

The Acronym list was requested. Micah replied we will make it more prominent on the website.

UPCOMING MEETINGS:

The next meeting will be held on January 25, 2017 in the City of St. Cloud Council Chambers.

ADJOURNMENT:

Chair Jim McMahon made the executive decision to adjourn the meeting and it was carried unanimously at 1:39 p.m.

Minutes recorded by Shari Gieseke.