

**CENTRAL MINNESOTA EMERGENCY SERVICES BOARD (ESB)
SUMMIT 2016**

Wednesday, September 28, 2016 – 9:45 a.m.
Alexandria Technical & Community College, Alexandria, MN

Members/Alternates Present:

1. Jim McMahon, Chair – Benton County
2. Roger Sandberg – Big Stone County
3. John Libert – City of St. Cloud
4. Bill LaValley – Grant County
5. Rollie Nissen – Kandiyohi County
6. David Oslin – Mille Lacs County
7. Jeff Jelinski – Morrison County
8. Gordy Wagner – Pope County
9. Leigh Lenzmeier – Stearns County
10. Robert Kopitzke – Stevens County
11. Eric Rudningen – Swift County
12. Dave Hillukka – Wadena County
13. Neal Foldstad – Wilkin County
14. Charles Borrell – Wright County

Members/Alternates Absent:

15. Douglas County
16. Meeker County
17. Otter Tail County
18. Sherburne County
19. Todd County
20. Traverse County

Committee Chairs and Vice Chairs Present:

21. Micah Myers, Chair – Regional Advisory Committee (RAC)
22. Kristen Lahr, Chair & Brandon Larson, Vice Chair – Owners & Operators Committee (O&O)
23. Paul McIntyre, Chair & Tina Lindquist, Vice Chair – Users Committee
24. Erin Hausauer, Chair & Kristin Tschida, Vice Chair – EMAC Committee
25. Judy Diehl, Chair – Next Generation 9-1-1 Committee (NG911)

Guests Present:

Tom Justin – EMAC Regional Planner/On Target
Rick Juth – Central MN/Metro RIC
Shane Carlberg – Douglas County
Ace Bonnema & Kim Lindahl – Kandiyohi County
Al Fjerstad – Mille Lacs County
Victoria Ingram & Jane Holman – Morrison County
Judy Siggerud – Otter Tail County
Megan Kampa & Michele Burke – Stearns County
Dona Greiner, Ross Tiegs & Tom Loew – Stevens County
Blaine Hill – City of Morris
Lynn Siegel – Traverse County
Jason Burke – St. Cloud Police Department
David Miller – Central & West Central MN Healthcare Preparedness Coalition
Paul VanVoorhis – DPS State Patrol

Summit Presenters Present:

Jackie Mines – Director of ECN
Dana Wahlberg – DPS ECN
Melinda Miller – DPS ECN
Joe Kelly – DPS HSEM
Mukhtar Thakur – Mn.DOT

CALL TO ORDER:

Meeting called to order by Chair Jim McMahon at 9:45 a.m. followed by the Pledge of Allegiance. Quorum reached with 14 of the 20 members present for the whole meeting.

INTRODUCTIONS:

Introductions were conducted.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Swift County moved to approve the minutes from July 27, 2016. Wright County seconded, motion carried.

Communications:

None.

REPORTS:

SECB:

1. MnDOT/ARMER/RIC: (Rick Juth)
Rick Juth stated he would defer his report to the individual project managers that are here today as part of the Summit. Mukhtar announced there are 326 towers up and running statewide.
2. SECB: (Micah Myers)
The agenda for the SECB board is in the packet. Finance Committee presented the three items at bottom of page #5. The fourth item is reference on page #7 in an email from Director Mines, quick meeting to refinance bonds, details the savings the state will incur due to refinancing. Also see other reports, GIS, Text to 911, 7.19 and FirstNet.
3. Finance Committee (Micah Myers)
See SECB above.
4. Interoperability Committee: (Micah Myers)
Met with no quorum. Discussions on SOAR proposal. This is pertinent to the Central Region as Stevens County is going through Change Management for SOAR. Discussion on an alternative. State SWIC gave his report.
5. Interoperability “FirstNet” Data Committee: (Kristen Lahr)
Met last Tuesday. We are in the next stage of the consultation process for Minnesota to receive the plan.
6. Legislative Committee: (Micah Myers)
Did not meet. Next meeting is October 6th via conference call.

REPORTS: (Continued)

SECB: (Continued)

7. OTC

Met September 13th. Approved Fire Service Communications Best Practices Guide. There were additional radio I.D. requests by Life Link and Sherburne County that were both approved. TriTech Interface to MCC7500 was approved tentatively as long as Motorola signs off.

EMS/Hospital Sub-Committee:

A phone meeting was held with Linda from the Tech College about wrapping up the module for hospitals. At some point we would like to clean up our Best Practice Guides.

Regional RRB/RAC/O&O/User Committees (Next Meeting October 24, 2016):

Held on October 24th. Continued discussion on PSAP personnel. Micah will give a presentation of the regionalization of the website. It was approved in the budget that the Central Region will be upgrading the website. Two other regions are interested. Chief Langlie requested more information on the impact of adding more statewide encrypted. Contact Rick Juth if you have more information.

GENERAL DISCUSSION AND NEW BUSINESS:

Executive Committee Reports and Items:

1. Regional Coordinator RFP

Executive Committee met on September 19th to review two proposals. There was a request to Stearns County for more clarification. In the packet was the Chair's effort in doing a comparison. Stearns County will bring their clarification. Chair Jim McMahon put together a comparison from reading the RFPs.

Erin Hausauer of Stearns County responded that she thinks having this outline helps. There were two questions: (1) Admin support for committee meetings, minutes, packets, etc. Administrative support to board and committee, yes, it would be reasonable to assume duties could be provided by the Regional Coordinator. (2) With talking to the City of St. Cloud, Stearns County is prepared for the management, but not prepared to take on the development and training of the website.

Chair Jim McMahon stated that the Executive Committee was to except a proposal from the City of St. Cloud.

Commissioner Lenzmeier of Stearns County said about St. Cloud's proposal, I learned more about EMS than ever before. Because of the location, both in St. Cloud, to turn into an opportunity to work together. *Stearns County made a motion to approve the City of St. Cloud Regional Coordinator proposal. Stevens County seconded. Motion passes.*

2. 2017 Meeting Schedule

Shari did a best guess to give you as much time as possible to get on your schedules. A Commissioner questioned the 2nd Wednesday in June. Micah responded we can push it back asking who would be in favor of moving the date. The change would need to be in the ByLaws of the JPA for the ESB. Tom Justin noted the reason was to give a 30-day notice to go back to your boards for approval. Pushing that meeting back could affect Budget issues.

RAC Report and Items:

1. 2018 CMNESB Budget

Per our last meeting, there was good discussion on the adopted budget. There was instruction to go back and have the RAC look at potential alternatives to the budget. The only change was the addition of the admin services in 2015. There was a 25% base share based on radio, and 25% share on population. As we have added more services, the numbers are going up. With this last increase the smaller counties have expressed concerns. RAC made a motion to leave the budget as is. Charles Borrell said Wright County has 130,000+ people, while some counties have 350,000 they are utilizing the system a lot more and he agrees to leave as is. Vice Chair Jelinski agreed, the only thing that has changed is the 'x' amount of dollars for the coordinator. Jelinski went on to say, small county or large county, this entity has grown and Micah and Shari cannot do this in the same way anymore.

Additional LTACS, recommendation to Interop group. Micah was on the workgroup. They continually have a hard time to schedule a meeting with the group, SWIC Stromberg is working towards the end of October.

2. Other None.

O&O Report & Items:

1. CM Standard 3.40.0 – Regional CASM

O&O Chair Kristen Lahr stated the O&O has had discussions in length regarding the importance of the region maintaining assets in CASM. Extensive work was done from On Target to enter all the regions and local assets. The O&O drafted a standard outlining the type of information we would like to see maintained regionally and by its entities. Cache radios, gateways, communication vehicles, etc. Outlined how this information would be maintained. All members should designate an individual with minimum awareness and it would either be the responsibility of that individual, or for them to provide up-to-date information to our regional CASM administrator. *Kandiyohi County made a motion to approve the CM Standard 3.40.0 – Regional CASM Standard. Pope County seconded.* Chair McMahan asked if there was a timeframe. Will anyone do a surprise inspection? Chair Lahr responded, at one point each region was required by the state to do a TICP which is no longer required. So there is no longer anyone doing checks and balances. We want to make sure if there is a significant event a COML would be able to utilize CASM. Chair McMahan said the checks and balances will be through O&O. *Motion passes.*

2. Regional Analyzer – Extended Warranty

O&O Chair Kristen Lahr stated the O&O had several discussions regarding the life cycle of our region's analyzer, replacement or upgrade. Upgrade would allow additional nodes, to allow for more than one tower site. Discussions on the benefits, cost and a continuing discussion on maintaining equipment. Concluded that the extended warranty on the existing analyzer should be purchased until the end of manual support at the end of 2020. Extended warranty would cover hardware, software, and firmware software updates. O&O Vice Chair Brandon Larson talked to Locus to get a quote for \$19,192 dollars. Micah Myers said one thing we can do is to pay for the contract, we have room, a portion in 2016 to do a prepay or its \$4,000 each year. With impending system upgrades that will not work until we pay the maintenance. Cost of a new one is \$50,000+. It expired February of this year. Labor is included in maintenance. *Wadena County made motion to approve the extended warranty for the regional analyzer. Morrison County seconded. Motion passes.*

3. Other

User Report & Items:

User Chair Paul McIntyre gave thanks to Vice Chair Tina Lindquist and the counties for additional training and presentations during the meeting. The fact that we are meeting jointly maximizes efforts.

EMAC Report and Items:

1. ByLaw Amendment

EMAC Chair Erin Hausauer made a request to amend their ByLaws like all the other committees have for providing meeting materials a minimum of 7 days prior to meetings. We previously had 10 days. We approved at EMAC. *Morrison County made motion to approve the EMAC ByLaws. Grant County seconded. Motion passes.*

EMAC completed DLAN training with the Northeast region. Our committee had investigated a resource tool. Today you may receive information on alert system test. This will be a nationwide test. Next meeting is in October. Approved recommendations for Emergency Managers Best Practice Guide will be going through on October 7th.

NG-911 Report and Items:

NG-911 Chair Judy Diehl stated our committee met in person in August at Douglas County Public Works. We had an online FirstNet presentation from John Hunt to our committee. Dana Wahlberg explained several call routing variables. The RFP is still in negotiations. Dustin Leslie is sending out the 911 Plans for each county, and they will need to be updated with current information from each PSAP. We discussed minimum training standards. Adam Iten gave the GIS update.

September's meeting is a conference call. Adam Iten mentioned the Central Region is doing a good job with submitting our GIS data, and the Data Readiness Profiles for Central MN will be starting later this year. They are finishing up in the Northeast region and will start with Central Region next. You can invite sheriffs and commissioners to the meeting. Meeting with APCO for regional trainings for things changing with Next Gen 911. Dustin Leslie is chairing the Best Practices workgroups. Statewide NG911 Committee meeting ideas and questions will be discussed by ECN.

OLD BUSINESS:

Acronym List:

UPCOMING MEETINGS:

- December 21, 2016

Stearns County stated, "Building on Wright County's comment, do not assume that every county runs law enforcement operations the same. Wright County had the 3rd largest sheriff department in the state. The sheriff department in Wright County provides law enforcement for all of the small cities, an unusual phenomenon in the state."

ADJOURNMENT:

Kandiyohi County made a motion to conclude the meeting. Mille Lacs County seconded and the motion was carried unanimously at 10:31 a.m.

Minutes recorded by Shari Gieseke.