

Central MN Emergency Management Advisory Council
Meeker County
325 N Sibley Ave, Litchfield MN 55355
(Community rooms a/b in basement)
Wednesday December 7, 2016
Begins at 10:00am

AGENDA

1. Call to Order
2. Roll Call and Introductions
3. Revisions and Approval of Agenda
4. Approval of Minutes
5. Reports
 - a. Emergency Services Board/Executive Committee (EMAC Chair)
 - 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)
 - g. AMEM Government Affairs
6. Staff Updates
 - a. Regional Planner (Tom Justin)
 - b. Fiscal Agent (Mark McCabe)
7. Workgroup Reports
 - a. Committee Sign-Ups
 - i. Grants
 - ii. THIRA-discussion
 - iii. Strategic Plan/Work Plan
 - iv. Training and Exercise
 - v. IPAWS
8. Old Business
 - a. DLAN
 - b. 2017 meeting Schedule
9. New Business
 - a. 2017 VTC Schedule and Discussion
 - b. 2017 workgroup discussion/sign up
 - c. Voting for EMAC officers
 - d. 2017 Work Plan
 - e. Regional Planner 2017 contract update
 - f. 2016 SHSP Grant Status
10. General Discussion
 - a. Regional Public Health Meeting (Patrick Waletzko)
 - b. Regional Hospital Meeting (Dona Greiner, Lynn Siegel)
 - c. Daycare EOP Plan <https://edocs.dhs.state.mn.us/lfsrver/Public/DHS-7414-ENG>
11. Upcoming Events & Announcements
12. Adjournment

Draft Meeting Minutes
October 20, 2016 Wright County

Members/Alternates Present:

1. Jim McDermott- Delegate Benton County
2. Troy Wolberson- Delegate Douglas County
3. Tina Lindquist- Delegate Grant County – Greg Lillemon – Alternate Grant County
4. Kim Lindahl – Delegate Kandiyohi County – Ace Bonnema – Alternate Kandiyohi
5. Stephanie Johnson- Alternate Meeker County
6. Al Fjerstad – Delegate Mille Lacs County
7. Victoria Ingram – Delegate Morrison County
8. Patrick Waletzko- Delegate Otter tail County
9. Tim Riley- Delegate Pope County
10. Erin Hausauer- Delegate Stearns County - Kristen Tschida- Alternate Stearns County
11. Dona Greiner- Delegate Stevens County/Big Stone County
12. Bill McGeary- Delegate Swift County
13. Mike Wisniewski- Delegate Todd County
14. Lynn Siegel- Delegate Traverse County
15. Breanna Koval- Delegate Wilkin County
16. Steve Berg – Delegate Wright County
17. Jim Mortenson- Alternate City of St. Cloud

Members/Alternates Absent:

1. Monty Headley- Alternate Benton County
2. Wade Athey- Alternate Big Stone County
3. Mark McCabe – Alternate Douglas County
4. Dan Miller – Delegate Meeker County
5. Shawn Larsen- Alternate Morrison County
6. Barry Fitzgibbons- Alternate Otter tail County
7. Nathan Brecht- Alternate Pope County
8. Jason Dingman- Alternate Stevens County
9. John Holtz- Alternate Swift County
10. Trevor Wright- Alternate Traverse County
11. Bryan Savaloja- Alternate Wadena County
12. Rick Fiedler- Alternate Wilkin County
13. Jon Young- Alternate Wright County
14. Steve Wunderlich - Delegate City of St. Cloud

Guests:

1. Tom Justin, Regional Planner
2. Jeanna Sommers, HSEM
3. Kim Joos, Pope County

1. The meeting was called to order by Chair Erin Hausauer at 1:02 pm.
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. Victoria Ingram Morrison County seconded the motion.
4. **Approval of Minutes:** Breanna Koval Wilkin County made a motion to accept the previous CM EMAC meeting minutes with the correction of spelling of Dennis Walters name. Stephanie Johnson Meeker County seconded the motion. Motion Carried.
5. **Reports**
 - a. **ESB/Executive Committee:** Board moving forward with City of St Cloud to be ESB Regional Planner there will be more details in December.
 - b. **Users & Owners and Operators:** No report given
 - c. **RAC:** Cancelled
 - d. **Interoperable Committee:** See attached minutes
 - e. **IPAWS:** See attached report
 - f. **AMEM:** Nothing to report
6. **Staff Updates**
 - a. **Tom Justin, Regional Planner:** see report attachment.
 - b. **Fiscal Agent:** see report attached
7. **Workgroup Report**
 - a. Nothing back for HSEM about RFP it was sent out more than one has applied the interviews will be held November 10th in Glenwood.
 - b. THIRA group looked at surveys found that some people did not submit information for survey but they are still allowed to submit information once that is done the information will be collaborated together and sent out to the group.
 - c. Still need to work with Tom Justin to get the verbiage correct
 - d. Waiting for a date that Jeff can go through TTE for mass casualty possibly December 7th.
 - e. Don't forget to submit paper work for reimbursement for IPAWS.
 - f. Pet supply grant has been submitted and complete.
8. **Old Business**
 - a. IPAWS paperwork is attached in case it is needed for reimbursement.
9. **New Business**
 - a. **DLAN-** see attached reports, the \$15,000.00 does include the server annual maintenance will be around the \$7000.00 dollar mark and yes we can drop if we want to in the future. They are willing to let this be and entire region or just individual counties however it works best for the region. Damage assessment component is working, Dona Greiner and Breanna Koval were part of the DLAN exercise that was held they stated participation from that region was lacking and it was not that successful of and event. Mike Wisniewski presented information on DLAN that he received from Brian Carrier of Buffalo Graphics see attached report. Jeanna Sommers stated the state was looking at DLAN and Web EOC ask which we were more interested in or would like to see more about. She also asked us to get her information to share with the state as to how can we utilize state system or what to improve. Question was asked if we want to keep moving forward with DLAN, Tina Lindquist made a motion to see if we could collaborate with the state DLAN Seconded by Dona Greiner Stevens County, Mike Wisniewski wants more details on how it can be used everyday motion carried. Tom Justin will organize a DLAN demo for our region and

work with Jeanna Sommers for state collaboration. Also state feels this would be an allowable grant expense if there is any leftover EMPG monies

- b. **Communications:** looking for better information sharing between EMs and all the other committees we attend. Question was brought up who should send information to all the EMs in the region it was decided that the information will be sent to the secretary and that person will send the information to the region. When we attend meetings please forward a report to the secretary so that it can be sent to the region so that we have the most current information available as the EMAC only meets quarterly.
- c. **Special meeting:** will be held November 16th via VTC consider this to be the second notice.
- d. Al Fjerstad is the alternate to the First Net Data Communication committee
- e. Nominations for Chair, Vice Chair, and Secretary are as follows: Chair- Erin Hausauer nominated by Tina Lindquist Grant County seconded by Mike Wisniewski Todd County no other nominations, nominations ceased. Vice Chair – Breanna Koval nominated by Mike Wisniewski Todd County seconded by Dona Greiner Stevens County no other nominations, nominations ceased. Secretary – Lynn Siegel nominated by Tina Lindquist Grant County seconded by Mike Wisniewski Todd County no other nominations, nominations ceased voting will be held December 7th, 2016 in Meeker County at 10:00am.
- f. 2017 meeting schedule was updated Jeanna Sommers RPC will update and send out to the region.
- g. December meeting will be in Meeker County, December 7th, 2016 at 10:00am location address is 326 N Ramsey Litchfield MN 55355. January meeting will also be held in Meeker County.

10. **General Discussion**

- a. Nothing to report
- b. Regional Hospital meeting report November 3rd there will be an infectious disease exercise.

11. **Upcoming Events**

12. **Adjournment**

Breanna Koval Wilkin County moved to adjourn the meeting Mike Wisniewski Todd County seconded the motion. Motion carried adjourned 2:29

Minutes submitted by Lynn Siegel

CM EMAC - Special Meeting

DRAFT VTC - Phone Conference

November 16th, 2016 - 9am

A special meeting for the CM EMAC was called to order at 8:45am for the purposes of voting on a recommendation from the grants committee for the regional planner position for the 2017 fiscal year.

The following voting entities were present:

Grant County

Kandiyohi County

Meeker County

Morrison County

Pope County

Stearns County

Todd County

Traverse County

Wilkin County

Wright County

The following non-voting entities were present:

HSEM Region IV RPC

The meeting began with an overview of the interview process and the applicants. The grants committee then submitted a recommendation that the region move forward with awarding On-Target Training (Tom Justin) the 2017 regional planner contract.

A motion was made to approve the grant committee's recommendation (On-Target Training) for the 2017 regional planner contract - Grant County; Meeker County - Motion Passed.

A brief explanation was then made on how the process will move forward with notification of all applicants and seeking approval from the Emergency Services Board on December 21st, 2016.

Meeting was adjourned at 8:59AM.

Respectfully Submitted: Breanna Koval, Wilkin County

Committee Work Synopsis:

Grants Committee:

- The Grants Committee submitted SHSP applications for the following projects: Regional Planner, EOC Go-Kits, IPAWS. Funding was approved for the Regional Planner project. HSEM has stated that IPAWS will be funded but through a source other than IPAWS.
- In October/November, the committee distributed a request for proposals for the 2017 Regional Planner contract. In early November, the committee interviewed 3 candidates and ultimately recommended that the CM EMAC award the contract to On-Target Training (Tom Justin). The request for approval will be submitted to the Emergency Services Board for Approval on December 21st. The regional planner has a start date of January 1st, 2017.

Strategic Plan/Work Plan Committee:

- The Committee developed the work plan (as attached) and it was submitted to HSEM in conjunction with the SHSP Regional Planner project application.
- The Regional Planner was notified in November of the desired changes/reformatting requests for the strategic plan. It is hoped that the changes will be complete by December 1st for distribution to the region and then to be voted/approved at the regional meeting on December 7th.

Pet Supplies:

- The Pet Supplies work group successfully spent down the grant with a remaining amount of \$2.71 (-\$12,497.29).
- Supplies are being stored on pallets in Wilmar, MN and Breckenridge, MN.
- Each pallet contains:
 1. 24 small bowls
 2. 26 large bowls
 3. 12 small cages
 4. 12 large cages
 5. 1 XL cage
 6. 4 small collars
 7. 4 medium collars
 8. 4 large collars
 9. 1 XL collar
 10. 7 heavy weight leashes
 11. 2 medium weight leashes
 12. 1 light weight leash
- There is one pallet that has “extra” supplies on it and contains:
 1. 42 Small Bowls
 2. 41 Large Bowls
 3. 21 Small Cages
 4. 7 Large Cages
 5. 0 Extra Large Cages
 6. 1 Extra Large Collar
 7. 2 Large Collars
 8. 2 Medium Collars
 9. 2 Small Collars
 10. 8 Heavy Weight Leashes
 11. 4 Medium Weight Leashes
 12. 5 Light Weight Leashes
- Wilkin County also has 2 additional large cages and 8 heavy weight leashes.

- The committee also worked with the Regional Planner to host a pet shelter/supply workshop in Wilmar on July 27th. Kerry Swenson (Cass County, MN) presented on their regional pet sheltering plan.
- The committee also completed work on the asset request forms and procedures for requesting equipment from the pet supply cache.

Respectfully Submitted by: Breanna Koval, Wilkin County Emergency Management

The workgroup has not met. Tom is working on coordinating an MCI TTX with Jeff Lanenberg.

Thanks!

Kristen Tschida

ESB - no report, next meeting December 21

RAC - no report, next meeting December 9

Erin Hausauer

Yesterday at the special meeting the grants committee recommended On-Target Training and Consulting to EMAC for our Regional Planner. EMAC voted unanimously to recommend On Target to ESB at December 21 Board meeting. We are working on developing a contract over the next few weeks. Minutes from the meeting will be made available before the end of the week.

Thank you,

Erin Hausauer

INTEROPERABILITY COMMITTEE

Tuesday, November 15, 2016 1:00 p.m.

MEETING NOTES

Call to Order

Approval of Agenda

Approval of Previous Meeting Minutes – August (no quorum in Sept.)

Action Items

SOA-R Change Management (Stromberg)

Suggestion received that a simplex SOA be allowed as an option as well as repeated 8TACs. OTC supported using 8TACs and simplex SOAs. Tim Lee suggested that IOC should formally endorse this use of 8TACs. Motion to move to IOC for further consideration. Also included in motion was to send to MnDOT for Technical Review, SMG for System Admin review, regions, and Finance Committee. Recommended that a Standard be drafted to address this topic. In progress. Passed

MN Communications Field Operations Guide (MNFOG) Version 2.0 (Stromberg) MNFOG was redone in an 8 1/2 X 11 size and with discussion with the printer it is a usable size to print the pocket size. Will post 2.0 MNFOG will be posted on website for a period of time to make sure there are not errors before printing. Motion to except the MNFOG Friendly amendment to allow subversion updates without have to come back to the committee for approval. Passed with Friendly amendment.

Public Notice from FCC Regarding Railroad Police and Interoperability Channels (Stromberg) this was from the FCC to have a letter from the SECB to allow rail road to use VHF resources in an emergency. This was for Rail Police and Hazard Mat teams. Passed to send letter.

New Business

Interoperability Conference (Ron Whitehead)

Planning is on its way looking for liaison volunteers from the Interoperability.

Committee to work with the Interoperability. Conference Committee and bring information back to the Interoperability. Committee.

Meyers is one volunteer Chair to make calls to get others.

Record retention of the regional logger.

Currently it is one year retention right now.

Who is responsible of the data retention policy on the regional loggers?

Old Business

Reports

Change Management (Stromberg)

SOA-R change

Addition LTAC E because metro is using them up.

ECN Report (Stromberg)

Working on DRO talk group and participation

Updated the DRO Standard on its way to OTC

If you are DRO wants to own radios they would need to have a participation plan.

Red Cross has submitted a participation plan. Moving to SECB. This is a statewide plan.

Website update has stalled because of no web master.

Boarder state/counties interop. map is done still working on getting more information from the Iowa counties.

2017 Regional Project Work Plan: Region IV

Project:	Regional Preparedness Strategic Planning Workshop
Goal:	Utilize a Regional Preparedness Report to Identify Strategic Plan Objectives.
Work Period:	January 2017 – December 2017
Planner Tasks:	<ol style="list-style-type: none"> 1. Identify technical expert on preparedness planning tools 2. Facilitate workshop. 3. Document outcomes & next steps 4. Coordinate jurisdiction information & submissions 5. Update Region IV Strategic Plan. 6. The planner will report quarterly on the progress of plan revisions.
Committee Tasks:	<u>Strategic & Work Plan Committee</u> <ol style="list-style-type: none"> 1. Assist the coordination jurisdictional information. 2. Review strategic plan updates.
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Attend Workshop. 2. Discussion & input on regional preparedness report & approach. 3. Follow Up: Complete jurisdiction preparedness report.
Deliverables:	<ol style="list-style-type: none"> 1. Updated regional strategic plan
Additional Notes:	Proactive discussions as to methods of risk assessment and management. Reference: State Preparedness Report (<i>in THIRA spreadsheet/tool</i>)

Project:	2017 MNWALK Updates Seminar
Goal:	Provide information so as to enable Region IV emergency managers with the knowledge to complete the 2017 MNWALK requirements.
Work Period:	January 2017 – March 2017
Planner Tasks:	<ol style="list-style-type: none"> 1. Organize a seminar/information session to discuss plan requirements. 2. (As needed) Organize additional VCT work sessions for those who are interested in working through the process together.
Committee Tasks:	None
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Attend seminar/information session. 2. Participate in VCT work sessions as needed. 3. Complete 2017 MNWALK requirements.
Deliverables:	<ol style="list-style-type: none"> 1. Provide information as needed to EM's to assist with local planning efforts.
Additional Notes:	This event will be added to the regional training and exercise calendar.

Project:	Donations Management Seminar
Goal:	Each jurisdiction will be provided with information necessary to develop local donations management standard operating guidelines (SOGs) in accordance with best practices.
Work Period:	April 2017 – June 2017
Planner Tasks:	<ol style="list-style-type: none"> 1. Facilitate & coordinate info session, speakers, and supporting logistics
Committee Tasks:	None
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Participate in Seminar 2. Develop SOGs
Deliverables:	<ol style="list-style-type: none"> 1. Completion of seminar; best practice guidance
Additional Notes:	

2017 Regional Project Work Plan: Region IV

Project:	Volunteer Management Seminar
Goal:	Each jurisdiction will be provided with information necessary to develop local volunteer management standard operating guidelines (SOGs) in accordance with best practices.
Work Period:	April 2017 – June 2017
Planner Tasks:	Facilitate & coordinate info session, speakers, and supporting logistics
Committee Tasks:	None
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Participate in Info Session 2. Develop SOGs
Deliverables:	<ol style="list-style-type: none"> 1. Completion of seminar; best practice guidance
Additional Notes:	

Project:	Public Information Seminar
Goal:	Each jurisdiction will be provided with information necessary to develop local public information SOGs in accordance with best practices.
Work Period:	July 2017 – September 2017
Planner Tasks:	<ol style="list-style-type: none"> 1. Facilitate & coordinate info session, speakers, and supporting logistics
Committee Tasks:	None
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Participate in Seminar 2. Develop SOGs
Deliverables:	<ol style="list-style-type: none"> 1. Completion of info session; best practice guidance
Additional Notes:	

Project:	Monthly Training via Video Conferencing Technology (VCT) & Communications Testing
Goal:	<ol style="list-style-type: none"> 1. Provide monthly updates and training on topics of interest/need. 2. Continue monthly communications testing for Region IV emergency managers.
Work Period:	January 2017 – December 2017
Planner Tasks:	<ol style="list-style-type: none"> 1. Coordinate &/or facilitate monthly training topics. 2. Retain documentation of participants that is prepared by the host county.
Committee Tasks:	None
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Participate in training & testing. 2. Host County: Forward test results to the regional planner to retain documentation
Deliverables:	<ol style="list-style-type: none"> 1. EMs in attendance will have an understanding of the topics presented.
Additional Notes:	

Project:	Utilization of DLAN
Goal:	Region IV members will enter resource data into the state DLAN system.

2017 Regional Project Work Plan: Region IV

Work Period:	January 2017 – December 2017
Planner Tasks:	<ol style="list-style-type: none"> 1. Organize a training session on data entry, to include an instruction guide. 2. Assist Region IV emergency managers as requested. 3. Monitor progress; report to Region IV.
Committee Tasks:	<u>DLAN Committee</u> <ol style="list-style-type: none"> 1. Determine the extent of data needed to be entered into DLAN. 2. Report recommendation.
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Attend DLAN training. 2. Enter jurisdiction data into DLAN.
Deliverables:	<ol style="list-style-type: none"> 1. DLAN Instruction Guide 2. Data Entered/Formatted into DLAN
Additional Notes:	

Project:	Tabletop Exercise (TTX) Based Upon 2016 Regional Exercise AAR / IP's
Goal:	Alleviate training gaps and strengthen Region IV member knowledge of functions previously identified as needing improvement.
Work Period:	January 2017 – December 2017
Planner Tasks:	<ol style="list-style-type: none"> 1. Create & facilitate scenario-based TTX
Committee Tasks:	<u>Exercise Committee</u> <ol style="list-style-type: none"> 1. Coordinate planning & facilitation of exercise. 2. Work with Planner to address necessary planning considerations & logistics.
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Participate in exercise and after-action process
Deliverables:	<ol style="list-style-type: none"> 1. Tabletop exercise and AAR/IP
Additional Notes:	This event will be added to the regional training and exercise calendar

Project:	Mass Fatalities/Family Assistance Center Tabletop Exercise
Goal:	Test jurisdiction plans and identify gaps related to mass fatality/casualty management. The exercise will cover: morgue operations, victim identification, counseling, and reunification.
Work Period:	January 2017 – December 2017
Planner Tasks:	<ol style="list-style-type: none"> 1. Organize and facilitate tabletop exercise. 2. Document exercise gaps & develop an improvement plan.
Committee Tasks:	<u>Exercise Committee</u> <ol style="list-style-type: none"> 1. Coordinate planning & facilitation of exercise. 2. Work with Planner to address necessary planning considerations & logistics.
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Attend tabletop exercise. 2. Update EOP SOGs in accordance with gap analysis.
Deliverables:	<ol style="list-style-type: none"> 1. Validated plans.
Additional Notes:	This event will be added to the regional training and exercise calendar.

Project:	Design/Facilitate Individual County TTX's
Goal:	Design, deliver, and facilitate a customized table top exercise for each county in region IV.
Work Period:	January 2017 – December 2017

2017 Regional Project Work Plan: Region IV

Planner Tasks:	<ol style="list-style-type: none"> 1. Assist jurisdiction emergency manager design tabletop exercises for each county in Region IV upon request. 2. Conduct on-site facilitation of the tabletop exercise that would allow the emergency management director to take an active role in exercise play. 3. Assist each emergency manager with the creation of an AAR/IP for their respective exercise.
Committee Tasks:	None
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Coordinate planning & facilitation of exercise with Planner. 2. Participate in the exercise
Deliverables:	<ol style="list-style-type: none"> 1. Completed AAR/IP for each exercise.
Additional Notes:	

Project:	Grant Writing Training & Assistance
Goal:	Provide Region IV emergency managers & CM EMAC grant writing assistance.
Work Period:	January 2017 – December 2017
Planner Tasks:	<ol style="list-style-type: none"> 1. Facilitate grant writing training. 2. Provide assistance to Region IV emergency managers & CM EMAC on grant writing opportunities.
Committee Tasks:	<u>Grants Committee</u> <ol style="list-style-type: none"> 1. Recommend initiatives and assist in preparation & review of SHSP and other grants as available. 2. Provide final applications to CM EMAC Chair & Fiscal Agent for submission to E-Grants.
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Participate in grant writing training. 2. Assist Grants Committee with grant applications.
Deliverables:	<ol style="list-style-type: none"> 1. Grant writing training/supporting materials. 2. Approved SHSP Grants
Additional Notes:	

Project:	Technical Assistance From Planner
Goal:	Make assistance available to county emergency managers for technical/planning support to aid in the completion of projects listed in the 2017 work plan.
Work Period:	January 2017 – December 2017
Planner Tasks:	<ol style="list-style-type: none"> 1. Upon request, the planner will assist counties with technical assistance and planning support for projects.
Committee Tasks:	<u>Grants and Strategic & Work Plan Committees</u> <ol style="list-style-type: none"> 1. Approve technical assistance and planning support in excess of 10 hours per county.
Individual EM Tasks:	<ol style="list-style-type: none"> 1. Request Planner assistance for projects identified in this work plan.
Deliverables:	<ol style="list-style-type: none"> 1. Contingent upon requests from individual emergency managers.
Additional Notes:	<ol style="list-style-type: none"> 1. This project is not required but is recommended.

Project:	Other Projects as Requested & Approved
Goal:	Assist the region with additional planning, training, and exercise tasks as may be identified that conform to existing or emerging regional projects.
Work Period:	January 2017 – December 2017

2017 Regional Project Work Plan: Region IV

Planner Tasks:	Upon request, assist the region with related existing and emerging regional projects.
Committee Tasks:	None
Individual EM Tasks:	Coordinate with the Planner in the execution of project planning and implementation.
Deliverables:	Determined on a case-by-case basis, depending upon project needs.
Additional Notes:	Assistance for projects must be solicited via CM EMAC leadership and approved by the region's collective membership. HSEM will also be consulted to ensure activities are within the scope of the funding source.

DRAFT