

Central MN Emergency Management Advisory Council
Wright County Law Enforcement Center
3800 Braddock Ave NE – Buffalo MN 55313
July 20, 2016
1:00-3:00pm

AGENDA

1. Call to Order
2. Roll Call and Introductions
3. Revisions, Additions and Approval of Agenda
4. Approval of Minutes
5. Weather Reports/Updates from County Emergency Managers
6. Reports
 - a. Emergency Services Board/Executive Committee (EMAC Chair)
 - b. Users & Owners and Operators (Al Fjerstad)
 - c. Regional Advisory Committee (EMAC Chair)
 - d. Interoperability Committee (Mike Wisniewski)
 - e. Interoperable Data Committee (Mike Wisniewski)
 - f. IPAWS (Patrick Waletzko)
 - g. AMEM (Kim Lindahl)
7. Staff Updates
 - a. Regional Planner (Tom Justin)
 - b. Fiscal Agent (Mark McCabe)
 - i. Second Quarter
8. Workgroup Reports
 - a. Grants
 - b. THIRA
 - c. Strategic Plan/Work Plan
 - d. Training and Exercise
 - e. IPAWS
 - f. Pet Supplies
9. Old Business
 - a. By-Laws (**Action Required**)
10. New Business
 - a. Rick Juth – Severe Weather Communications
 - b. Regional Disaster Exercises (Bill McGeary)
11. General Discussion
 - a. Regional Public Health Meeting (Patrick Waletzko)
 - b. Regional Hospital Meeting (Lynn Siegel, Dona Greiner)
12. Upcoming Events & Announcements
13. Adjournment

**Central MN Emergency Management Advisory Committee
Draft Meeting Minutes
April 20, 2016 Wilkin County**

Members/Alternates Present:

1. Jim McDermott- Delegate Benton County
2. Jim Hasslen- Delegate Big Stone County
3. Mark McCabe- Alternate Douglas County
4. Tina Lindquist- Delegate Grant County - Greg Lillemon- Alternate Grant County
5. Don Ericson- Delegate Kandiyohi County – Kim Lindahl – Alternate Kandiyohi County
6. Stephanie Johnson- Alternate Meeker County
7. Al Fjerstad- Delegate Mille Lacs County
8. Victoria Ingram- Delegate Morrison County
9. Patrick Waletzko- Delegate Ottertail County
10. Tim Riley- Delegate Pope County
11. Erin Hausauer- Delegate Stearns County - Kristen Tschida- Alternate Stearns County
12. Dona Greiner- Delegate Stevens County
13. Bill McGeary- Delegate Swift County
14. Mike Wisniewski- Delegate Todd County
15. Lynn Siegel- Delegate Traverse County
16. Luke Manderschied- Delegate Wadena County
17. Breanna Koval- Delegate Wilkin County
18. Steve Berg- Delegate Wright County
19. Steve Wunderlich- Delegate City of St Cloud

Members/Alternates Absent:

1. Monty Headley- Alternate Benton County
2. Dawn Koch – Alternate Big Stone County
3. Troy Wolberson – Delegate Douglas County
4. Janelle Schroeder- Alternate Mille Lacs County
5. Shawn Larsen- Alternate Morrison County
6. Stacy Paulseth- Alternate Ottertail 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. Jim Mortenson- Alternate City of St. Cloud

Guests:

- | | |
|---------------------------------|--------------------------|
| 1. Tom Justin, Regional Planner | 4. Rick Juth, ECN |
| 2. Dan Miller Meeker County | 5. Kim Joos, Pope County |
| 3. Jeanna Sommers, HSEM | |

1. The meeting was called to order by Chair Erin Hausauer at 11:00am.
2. **Roll Call:** Roll call was taken with a quorum of members present.

3. **Revisions & Approval of the Agenda:** Mike Wisniewski made a motion to accept the agenda as written. Stephanie Johnson seconded the motion with the addition to the General Discussion c. West Central initiative daycare grant and d. VTC. Motion Carried.
4. **Approval of Minutes:** Tina Lindquist made a motion to accept the previous CM EMAC meeting minutes. Mike Wisniewski seconded the motion. Motion Carred.
5. **Training:** Review of function of ESB, joint powers boards are developed for common subjects. EMAC was developed so there was a group of already trained individuals to make decisions and recommendations to the ESB. Attendance to meetings need to reflect when and individual leaves a meeting.
6. **Reports**
 - a. **ESB/Executive Committee:** Erin Hausauer stated they discussed regional coordinator for ESB and attendance at all meeting was brought up.
 - b. **Users & Owners and Operators:** Al Fjerstad reported that Milacs County approved putting up a walk on tower. VPN issues with Milacs Moto-bridge but Ottertails is working, 2016 training road map is on ESB sight. Regional Coordinator for ESB is different than what is in place currently there is a list of duties for this person.
 - c. **RAC:** Dona Greiner gave update bill is being worked on for Joint Powers Agreement, talked about regional coordinator and meeting attendance same as other meetings. CASM possibly used for more than initially thought.
 - d. **Interoperable Committee:** Mike Wisniewski reported they discussed Firstnet as well as a regional coordinator. They would also like a list of all COML/COMT for deployment readiness.
 - e. **Interoperable Data Committee:** Mike Wisniewski reported that we need someone to be an alternate to this committee as we are the outstate region that was picked to be on this committee Al Fjerstad agreed to be the alternate. They had concerns about push to talk on cell phones with the concern being more of the public safety data. They also talked about attendance at this meeting as well.
 - f. **IPAWS:** Patrick Waletzko stated IPAWS funding will be under oil and train money. State is looking at a step by step of IPAWS use and attendance at this meeting was discussed as well.
 - g. **AMEM:** Kim Lindahl reported that AMEM is working on fall conference, Government affairs are rail safety would like to get rail plans.
7. **Staff Updates**
 - a. **Tom Justin, Regional Planner:** see report attachment.
 - b. **Fiscal Agent:**
 - i. 2015 report 38,000.00 was submitted for reimbursement to the state the region ended up sending back 4910.10 to the state.
 - ii. Mark McCabe reported that the region has paid to planner to date 10,012.22 break down is January-1922.36, February-5309.86, and March- 2780.00. Tom will send quarterly reports for Mark to send into the state.
8. **Workgroup Report**

Matti G. from the state reported that the planner application is approved with modification.

 - a. 2017 work needs a timeline, how does the process work when sending grant applications in to the state do we prioritize them or how does this process work. IPAWS grant was approved, probably not going to get individual county grant requests.
 - b. THIRA group needs to get meeting scheduled.
 - c. Strategic Plan/work plan has not met yet.

- d. Training and exercise has planned communication workshop exercise for May 24th register on event brite, still need to decide where it is going to be held. Possible DLAN or CASM exercise in September. Tina Lindquist motioned to have communication exercise at Alex Tech, Kandyiohi, or sterns Mike Wisniewski seconded motion carried. Motion amended to add Morrison County.
- e. IPAWS there was an attachment on how to get IPAWS setup and how to get reimbursement for it. Fill out paper work send to Mark McCabe then reimbursement will be sent to county. 2 counties have asked for help with the process. Cost for IPAWS next year (year 2) and beyond depends on how many jurisdictions participate using CodeRed.
- f. Pet supply list was provided by Breanna Koval items still need to be tagged and determine where it will be staged/stored. Pallets cannot be stacked looking for volunteers of locations. Asset policy draft is overall not item specific, talked about #5 and letting other regions use item. Tina Lindquist suggested the format of the policy to be changed so it looked like other standards Dona Greiner made motion to take policy as written and change to format suggested Mike Wisniewski seconded motion carried, with the addition of who is to insure the items when they are stored and adding a check list.

9. Old Business

- a. Kandyiohi has same type of mutual aid agreement as the region they will share their template, mutual aid agreement will stay as is with the possible addition of a special services agreement so services can be billed for. Tom Justin was given the task of developing a template for this and bringing back to the next meeting.
- b. CASM/DLAN when training was done it was clear there is a need for both. Support CASM for communication, DLAN is more applicable for resource tracking. Group is suggested DLAN and needs to contact John Blood to find out what the state DLAN can do before a regional purchase.
- c. EM/PH Best Practice Guide it was decided to eliminate public health from the document change all brand IC zones and STAC 1-12. Region 4 was told to make changes and submit up the government structure motion by Al Fjerstad seconded by Breanna Koval motion carried.

10. New Business

- a. Training opportunities for planner- Tom Justin was interested in THIREA, Critical Infrastructure and Under 1 Roof, this required spending additional money and to amend the work plan so motion was needed motioned by Tina Lindquist seconded by Al Fjerstad motion carried.
- b. Looking at strategic plan as it will tell us time lines to complete things (ie IPAWS, First Net). We are doing well will being involved with ESB.
- c. ESB want to amend our bylaws for meetings and notes going out to 7 days prior to meeting to align with all other boards.

11. General Discussion

- a. Patrick Waletzko attended public health meeting they encourage EMs to keep in touch with public health and to work and educate each other to send same message out when needed.
- b. Regional Hospital meeting report MNTRAC crashed during state wide exercise there is web based training being provided and it is going very well.
- c. West Central Initiative has project to give money to help develop daycare EOP template they are reaching out to Early Childhood program for this, legislation is trying to pass a bill that all EMs review all daycare EOP plans.
- d. VTC monthly training we are going to look and see if we can find another day to have these instead of first Wednesday of the month. Tom Justin proposed Radio and VTC at same time there will be a doodle survey sent out to find different date.

12. **Upcoming Events** None

13. **Next Meeting** Will be sent out when date gets closer

14. **Adjournment**

Tina Lindquist moved to adjourn the meeting Mike Wisniewski seconded the motion. Motion carried.

Minutes submitted by Lynn Siegel

BY-LAWS
Central Minnesota Emergency Services Board
Emergency Management Advisory Committee

ARTICLE I: Name

As provided in the Joint Powers Agreement (hereinafter "JPA") creating the Central Minnesota Emergency Services Board (hereinafter "Board") this committee shall be known as the **Central Minnesota Emergency Services Board Emergency Management Advisory Committee**. The committee may be referred to as the "Emergency Management Committee" or the "Committee".

ARTICLE II: Purpose

The purpose of the Emergency Management Committee is to:

- A. Coordinate planning, training, and the purchase and use of equipment to ensure the most effective response to emergencies, both natural and other, within HSEM Region IV, as directed by the Board.
- B. Promote and ensure distribution of grant funds consistent with the membership of HSEM Region IV, the purpose and program of the grants and the direction of the Board.
- C. Advise the Central Minnesota Emergency Services Board on matters of protocol, procedures and operations as it relates to Emergency Management.
- D. Recommend and support legislation for improving and increasing the effectiveness of emergency preparedness.

ARTICLE III: Membership

A.Membership.

Appointed Members - Appointed Members shall consist of those individuals appointed by the parties to the Agreement whose agencies are located wholly or partially within the defined boundaries of HSEM Region 4, who are staff members with specialized skills in the provision of Emergency Management focusing on policy, management and administration. Each appointing authority shall appoint one staff person to serve as the designated representative and may also appoint an alternate authorized to serve in the absence of the designated representative. The appointment should be made within the existing appointment policies of the appointing party. All appointments to the Committee should be in writing and directed to the Chair of the Board. The term of the appointment should be consistent with the appointing party's existing policies and should be valid until vacant or a successor is appointed. The appointing authority shall be required to complete an appointment within 45 days of a vacancy. All Appointed Members, or

alternates in their absence, shall have the power to vote on any issue or matter brought before the Committee. All Appointed Members shall be eligible to serve as Representative or alternate of the Committee on the Board.

Affiliated Members—Affiliated Members shall consist of those individuals appointed by the parties to the Agreement whose agencies are located within the defined boundaries of the Central Minnesota Emergency Services Board but not included in the definition of HSEM Region IV, who are staff members with specialized skills in the provision of Emergency Management focusing on policy, management and administration. Each appointing authority shall appoint one staff person to serve as the designated representative and may also appoint an alternate authorized to serve in the absence of the designated representative. The appointment should be made within the existing appointment policies of the appointing party. All appointments to the Committee should be in writing and directed to the Chair of the Board. The term of the appointment should be consistent with the appointing party's existing policies and should be valid until vacant or a successor is appointed. The appointing authority shall be required to complete an appointment within 45 days of a vacancy. All Affiliated Members, or alternates in their absence, shall have the power to vote on any issue or matter brought before the Committee except for those matters affecting grant planning, distribution, allocation or management. Affiliated Members shall not be eligible to serve as Representative or alternate of the Committee on the Board.

Associate Members— Associate members shall consist of those persons whose business, profession, or interest brings them into close relationship with the Committee. Associate members may participate in scheduled and special meetings of the Committee. Associate members shall be Non-Voting members of the Committee. Associate members are authorized to engage in debate or discussion of any issue before the Committee, when properly recognized in accordance with the rules of the Committee, but may not propose any action or amend any motion. Associate members are not eligible to hold any office or position representing the Committee. They shall not be counted in determining the presence of a quorum for the conduct of business. Any person desiring Associate Member status shall apply in writing to the Chair of the Committee setting forth in detail those circumstances qualifying the party for membership. The Chair shall submit the application to the Committee at the next scheduled meeting for decision under New Business.

B.Term. The term of appointment shall be determined by the appointing authority. Members, once appointed by their respective parties, shall remain the appointee of the Members agency until notified in writing of a change. There shall be no limit on the number of times a member may be reappointed by their respective party.

ARTICLE IV: Executive Committee

The Central Minnesota Emergency Services Board Emergency Management Committee may establish an Executive Committee and establish rules for its conduct.

ARTICLE V: Delegate/Alternate for CM Emergency Services Board

The Chairperson and the Vice Chairperson shall serve as the committee's appointments to the Central MN Emergency Services Board (CMNESB). The Chair will serve as the delegate and the Vice Chair will serve as the alternate.

ARTICLE VI: Officers

- A. Elected Officers. The elected officers shall be Chairperson, Vice Chairperson and Secretary.
- B. Term of Office, Vacancies. In December of every year, the Committee shall elect officers from its Appointed and Affiliated Members. The term of office shall be for one calendar year and until a successor is elected beginning in January of the year following election. Any vacancies occurring in the officer position shall be filled by the following succession: Chairperson, Vice Chairperson, and Secretary in that order. Subsequent vacancies shall be filled by appointment by the Chair, subject to a majority vote of the Committee. Membership shall fill all vacancies at the next regular scheduled meeting of the Emergency Management Committee.
- C. Duties.
 1. Chairperson – The Chairperson shall preside at all meetings of the Central Minnesota Emergency Services Board Emergency Management Committee. The Chairperson is responsible for making committee appointments and delegating assignments with the advice of the committee membership. He/She may appoint sub-committees and may be an Ex-Officio member of all work groups.
 2. Vice Chairperson – The Vice Chairperson shall act in the place of the Chairperson in his or her absence and shall hold responsibilities as directed by the membership.
 3. Secretary – The Secretary shall keep minutes of each meeting and perform other functions usually associated with such office. Additionally, the secretary is responsible for the archival of all minutes of meetings and retention of Committee records in accordance with the requirements of statute and the policies of the Board.

ARTICLE VII: Voting, Nominations and Elections

- A. Voting. Each member appointed by a party to the Agreement (JPA) shall be entitled to a vote on all matters considered by the Emergency Management Committee as provided in these By-Laws. Under no circumstances will any jurisdiction be entitled to more than one (1) vote per member actually present. In the absence of a Member and alternate, no vote shall be cast on their behalf (proxy vote). The following exceptions apply as noted in Article III Affiliated Members and Article V Delegate/Alternate to Serve on the Board:
- a. Affiliated members may not vote on those matters affecting grant planning, distribution, allocation or management.
 - b. Affiliated members may not vote for the selection of a representative or alternate to serve on the Board representing the Committee.
 - c. Associate members may not vote under any circumstances.
- B. Candidates. Any Appointed or Affiliated Member in good standing appointed by a member jurisdiction to a term fully inclusive of the proposed term of office may be nominated for office.
- C. Quorum and Voting. For the purpose of conducting business at any meeting, a quorum shall consist of at least 50% of the Appointed members or alternates. Approval by a majority of the members in attendance authorized to vote shall be valid.

ARTICLE VIII: Sub-Committees

Sub-Committees. The Committee may create Sub-Committees as needed. The Committee Chair shall appoint all work group chairs & members, subject to a majority approval of the full Committee. It shall be the function of the Sub-Committees to conduct studies and to make recommendations to the full Committee and to carry on such further activities as may be delegated by the Chair or Committee. All Sub-Committees shall meet at the call of the group leader and/or request of the Chair.

ARTICLE IX: Meetings and Fiscal Year

- A. Meetings.
1. Regular meetings shall be held at a time and place determined in accordance with a schedule adopted by the Emergency Management Committee. The schedule may be modified by the membership at any time in a manner to be determined by the Emergency Management Committee.
 2. The agenda and supporting materials will be distributed electronically at a minimum of ~~ten (10)~~ seven (7) days prior to the meeting date.
 3. Special meetings may be called by the Chairperson after polling, by phone or e-mail, and obtaining the consent of members representing at least fifty percent (50%) of the Appointed Members of the Emergency Management Committee.

4. The recording Secretary will deliver draft meeting minutes to all members via email, to review, at a minimum of ~~ten (10)~~ seven (7) days prior to the meeting.
- B. Fiscal Year. The fiscal year shall run from January 1 through December 31.

ARTICLE X: Rules of Order

All business shall be guided and governed by Robert's Rules of Order when not in conflict with the Joint Powers Agreement or the Bylaws. These rules are a reference for the conduct of the meetings. The Authorized Version shall be the most recent version available.

ARTICLE XI: Amendments to By-Laws

These By-Laws may be amended at any meeting by a minimum of two-thirds (2/3) vote of those Appointed and Affiliated members present, providing a quorum has been established (see Article VI, Section C, Nominations and Elections, Quorum/Voting). A minimum thirty (30) day written notice of the intent to change the By-Laws must be submitted to the entire Committee. Amendments may be initiated by any Member or Officer of the Committee. All modifications and addendums to the Emergency Management Committee By-Laws must be approved by the Central Minnesota Emergency Services Board before taking effect.

ARTICLE XII: Limitations

Membership Expenses. The Emergency Management Committee shall not be responsible for any expenses of members. All member jurisdictions shall be solely responsible for expenses incurred by their representatives.

ARTICLE XIII: Dissolution

Dissolution. The Emergency Management Committee may only be dissolved as provided by the parties to the agreement forming the Central Minnesota Emergency Services Board.