

**Central Minnesota NG-911 Committee
Douglas County Public Works
Alexandria, MN
Wednesday August 19, 2015 2:00 PM**

Agenda

Meeting Convener: Micah Myers (CMNRAC Chair)

Call Meeting to order (Micah Myers)

Introductions

Opening Comments (Micah Myers)

Election of Committee Officers (Chair & Vice-Chair)

NG-911 Committee Chairperson Assumes Duties

Adoption of Temporary Interim Bylaws **(P1-4)**

Reports:

Demonstration of Web Site (www.cmnradio.org) (Micah Myers)

Regional Events (Summit, Training and Exercises) **(P5-7)**

Discuss use of Listserv (Shari Gieseke)

New Business:

Meeting Locations and Frequency

Next Meeting Date and Location

General Discussion Issues

Adjourn

Bylaws

Central Minnesota Emergency Services Board Next Generation 9-1-1 Committee

Submitted by:

Central Minnesota NG911 Committee

BY-LAWS
Central Minnesota Emergency Services Board
NG911 Committee

Adopted:
Amended:

ARTICLE I: Name

This organization shall be known as the **Central Minnesota Emergency Services Board Next Generation 9-1-1 Committee**. The committee may be referred to as the "NG911 Committee". The NG911 Committee is formed pursuant to the Joint Powers Agreement (hereinafter "Agreement") forming the Central Minnesota Emergency Services Board (hereinafter "Board").

ARTICLE II: Purpose

The purpose of the NG911 Committee is to:

- A. Promote the exchange of information, experience and concepts related to public safety answering points and system operations.
- B. Encourage decisions and planning leading to greater levels of continuity and standards of service among agencies public safety answering points.
- C. Promote and encourage the cooperation and sharing of resources among the members.
- D. Propose and develop policies and standards for adoption by the Central Minnesota Emergency Services Board when acting as the Regional Radio Board.
- E. Advise the Central Minnesota Emergency Services Board ~~when acting as a Regional Radio Board~~ on matters of protocol, procedures and operations.
- F. Provide a forum for the participation of public safety communications system managers to create an environment leading to effective operational use of Next Generation 9-1-1 systems between agencies and services in Central Minnesota.
- G. Such other duties as assigned by the Central Minnesota Emergency Services Board.

ARTICLE III: Membership

- A. Membership. The administration of each party to the Central Minnesota Emergency Services Board shall appoint, at the invitation of the Central Minnesota Emergency Services Board, **one individual engaged in the management and operation of a public safety answering point, and one 9-1-1 Telecommunicator**. The appointment shall be in writing and addressed to the Chair, Central Minnesota Emergency Services Board.
- 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

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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 NG911 Committee may establish an Executive Committee and establish rules for its conduct.

ARTICLE V: Officers

- A. Elected Officers. The elected officers shall be Chairperson and Vice Chairperson.
- B. Term of Office. All terms of office shall be for a period of one (1) calendar year, following election at the first regular meeting of each year, provided that the first elected officers shall serve through December 31, 2015.
- C. Duties.
 - 1. Chairperson – The Chairperson shall preside at all meetings of the Central Minnesota Emergency Services Board NG911 Committee. The Chairperson is responsible for making committee appointments and delegating assignments with the advice of the committee membership.
 - 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. 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.
- D. Vacancies. The membership shall fill all vacancies at the next regular meeting of the NG911 Committee.

ARTICLE VI: Voting, Nominations and Elections

- A. Voting. Each member appointed by a member jurisdiction shall be entitled to a vote on all matters considered by the NG911 Committee. Under no circumstances will any jurisdiction be entitled to more than one (1) vote per member actually present.
- B. Candidates. Any 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 members representing at least one-half (1/2) of the total member jurisdictions. Approval by a majority of the members in attendance shall be valid.

ARTICLE VII: Sub-Committees

The NG911 Committee may create and appoint such sub-committees as it deems appropriate to the completion of its purpose.

ARTICLE VIII: 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 NG911 Committee. The schedule may be modified by the membership at any time in a manner to be determined by the NG911 Committee.
2. The agenda and supporting materials for regular and special meetings shall be distributed electronically a minimum of seven (7) calendar 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 NG911 Committee. Business at special meetings shall be limited to those items specifically listed in the published agenda.

B. Fiscal Year

1. The fiscal year shall run from January 1 through December 31.

ARTICLE IX: Rules of Order

Robert's Rules of Order will prevail in all NG911 Committee or sub-committee meetings except as amended in the By-Laws of the Central Minnesota Emergency Services Board NG911 Committee. The Authorized Version shall be the most recent version available.

ARTICLE X: 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 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. All modifications and addendums to the NG911 Committee By-Laws must be approved by the Central Minnesota Emergency Services Board before taking effect.

ARTICLE XI: Limitations

- ### A. Membership Expenses.
- The NG911 Committee shall not be responsible for any expenses of members. All member jurisdictions shall be solely responsible for expenses incurred by their representatives.

ARTICLE XII: Dissolution

- ### A. Dissolution.
- The NG911 Committee may only be dissolved as provided by the parties to the agreement forming the Central Minnesota Emergency Services Board.

2015 Regional Training Road Map

<u>Class</u>	<u>When</u>	<u>Where</u>
Original TTT	Mar 4 & 5	Stearns Co
Refresher TTT	26-Apr	ECN Conference
Refresher TTT	22-Oct	Otter Tail Co
System Admn Refresher	11-Jun	Stearns Co
System Admin Training (Original)	Dec 7,8,9	Stearns County EOC
Dispatch Training	20-Feb	Alex Tech
Dispatch Training	10-Apr	Alex Tech
Dispatch Training	24-Jul	Alex Tech
Dispatch Training	8-Oct	Alex Tech
ICS/Communications Workshop	May 18 & 19	Douglas Co PW
ICS/Communications Workshop	Aug 13 & 14	Douglas Co PW
ICS/Communications Workshop	Sept 21 & 22	Douglas Co PW
CASM Workshop	19-Aug	Stearns County EOC
CASM Workshop	4-Sep	Douglas Co PW
CASM Workshop	7-Oct	Benton County Training Room
CASM Workshop	19-Nov	Stevens County EOC

Central MN Emergency Services Board

Emergency Services are changing.. Come to our Regional Summit to see how it impacts you!

October 12, 2015 – Alexandria Technical & Community College – Auditorium

1601 Jefferson Street, Alexandria, MN

SUMMIT 2015



9:00 AM Coffee and rolls
9:30 AM Welcome & Introduction

Meet and Greet - Welcome

State Agency Updates

9:45 AM **MnDOT** OEC Director Mukhtar Thakur; MnDOT, current status & related topics
DECN Strategic Initiatives Update and Next Steps: Jackie Mines

- **NG-911 Project Update** (GIS and Text to 911 Initiatives)
- **Wireless Broadband Data** (FirstNet) Project Update
- **IPAWS Integration**
- **Recurring Grant Programs**

HESM Strategic Initiatives Update and Next Steps: Joe Kelly (EMAC and MNWALK initiatives)

Updates from Committees

10:45 AM Updates from the Committees, current issues, efforts & initiatives

11:30 PM **FREE Lunch!**

General Discussion Items

12:15 PM **Expectations of the RICs:** Jackie Mines
Budget planning: Jackie Mines (State) & Micah Myers (Regional)
Standards & Training Update: Standards & Training Coordinator Cathy Anderson, DECN
Grant Update: Dave Denton (presentation)
Central Region Grant Process and Website Overview: Micah Myers & Tina Lindquist

Break-out Sessions

1:00 PM **MnDOT** – Colocation Agreements, Site Additions, BDA – Requirements, and 7.15 upgrade
Status Board – Support & Current Operational Issues
IPAWS – Presentation (ECN)

2:00 PM Issues from break-out sessions
3:00 PM Adjourn

Business Session

Confirm your **FREE** lunch by clicking here to register before September 25, 2015:

<http://summit2015-cmesb.eventbrite.com>



This Regional Summit is intended for:

- Central MN Emergency Services Board members and Central MN committee members: (RAC, Owners & Operators, Users, NG911, EMAC)
- County and City Administrators, County Board and City Council Members, etc.
- Public Safety Personnel, Law Enforcement Officers, Dispatchers/PSAP personnel, EMS, Fire Departments, Public Works Departments, etc.

Please pass along this flyer!



Minnesota
Department of Public Safety



Minnesota Department of
Transportation



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For more information visit cmnradio.org

Public Safety Wireless Broadband Tabletop Exercise

First-of-its-kind discussion on use of dedicated broadband network!

August 26, 2015 – Rockwood’s Banquet Center
9100 Quaday Avenue NE, Otsego, MN

Elk River
Public Safety Broadband Pilot
PROJECT



8:00 AM Registration with Coffee and Rolls
9:00 AM Welcome & Introduction

Registration & Welcome

What

The Department of Homeland Security Office of Emergency Communications is facilitating a unique tabletop exercise for Minnesota to allow first responders, communications professionals, emergency medical services, utilities, public works, schools and private partners to learn more about the benefits of a dedicated broadband network for public safety. The Elk River Fire Department and the Department of Public Safety Emergency Communication Networks division (DPS-ECN) is coordinating with NewCore Wireless, Great River Energy, Sherburne County Emergency Management and others to host this groundbreaking tabletop exercise.

Why

When traditional networks are overloaded, public safety officials need an alternate way to send data, maps, video and other information. This tabletop discussion will focus on a local incident in Elk River that requires the use of a variety of emergency communications tools including a dedicated public safety wireless broadband network. The facilitator will guide participants through the scenario and encourage discussion of when a dedicated broadband network would be useful, what type of information could be sent and who will benefit.

Lunch

Lunch will be provided following the Public Safety Wireless Broadband Tabletop Exercise.

Public Safety Broadband Pilot Project is intended for:

- ❖ Public Safety Personnel:
 - Law Enforcement Officers
 - Dispatchers/PSAP personnel
 - EMS
 - Hospitals
 - Fire Departments
 - Public Works Departments
 - Utilities Departments
 - Schools
 - Private Partners
 - Communications Professionals, etc.

Register here:

<http://public-safety-broadband-exercise.eventbrite.com>

Note: E-mail confirmations will be sent out to those who are confirmed to participate.



12:00 PM Adjourn & Lunch



Minnesota
Department of Public Safety



GREAT RIVER ENERGY
A Tachstone Energy Corporation



For more information contact:

T. John Cunningham
Fire Chief, City of Elk River
763.635.1105
tcunningham@elkrivermn.gov

Central MN
Next Generation 9-1-1 Subcommittee Meeting
Conference Call
Conference Bridge 1-800-430-1833 Access #2557200
May 14, 2015 – 10:00 AM

NEXT GEN 911 SUBCOMMITTEE MEMBERS/ALTERNATES PRESENT:

1. Pat Tarpenning – Benton County
2. Tina McPherson & Greg Windhurst – Douglas County
3. Jody Norstegard – Kandiyohi County
4. Al Fjerstad – Mille Lacs County
5. Judy Siggerud – Otter Tail County
6. Paul McIntyre – Stearns County/Mayo
7. Judy Diehl, Chair – Stevens County
8. Sarah Booker – Todd County
9. Karen Klemm – Traverse County
10. Luke Manderschied – Wadena County
11. Rick Juth – RIC

NEXT GEN 911 SUBCOMMITTEE MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Grant
3. Meeker
4. Morrison
5. Pope
6. Sherburne
7. Swift
8. Wilkin
9. Wright

CALL TO ORDER:

Meeting called to order by Next Generation 911 Subcommittee Chair Judy Diehl at 10:02 a.m.

Approval of Agenda

Al Fjerstad made a motion to approve the agenda. Luke Manderschied seconded, motion carried.

Approval of Minutes

Al Fjerstad made a motion to approve the minutes. Karen Klemm seconded, motion carried.

Judy started the meeting off by thanking everyone who came to the GIS Kickoff meeting in Central MN on Tuesday. We had 19 of the 20 entities there. Big Stone was the only one not present, but Kandiyohi was there and dispatches for Big Stone. ECN members did say how impressed they were with Central MN's presence and participation.

Communications and Incidents

Karen from Traverse stated they are receiving a lot of Phase 1 calls again. Al from Mille Lacs said they also were and the rebid time was 30-40 seconds. Al stated it didn't seem to be any one service provider but felt Sprint had the most. Karen said they are seeing Verizon the most. Judy Diehl said they are having similar issues and one just this morning that took forever to go to Phase 2. They have a system that is set up to auto rebid but even if manual rebid is applied it's still not going to Phase 2 for quite a while.

Al also stated they are in the final leg of their bad echo problem with Brainerd State Patrol. Scott with CenturyLink had to make an adjustment to the CPE and Intrado made hardware and software changes. They will know tomorrow if the problem is resolved. The problem has been unique to Mille Lacs and Brainerd State Patrol

Phase I vs. Phase II Calls

See Communications and Incidents.

NG911 Standards Committee

Still has not met.

State NG911 News and Updates, and next Meeting Date

Judy Diehl gave the Statewide NG911 Committee report from the last meeting that was held at the InterOp Conference in person. There was a small but nice turn out. Dar Pankonie the Chair joined the NENA Committee for Standards and asked for someone else to also be on the committee. Judy Diehl is now on there and they had a call last week. Judy stated that trying to get standards on how fast to answer 911 Nationwide is difficult. You deal with Metro vs. a 1 seat agency. Plus how do you track the busy hour? What % is answered at 30 – 60 – 90 seconds? If the time is not met then what? Judy stated they are now going to a weekly meeting and she will keep this committee updated.

Patty Kraft also let everyone know the power points for the InterOp Conference would be available on the ECN website.

The RFP's have been submitted and the group that's scoring had a May 4th deadline to get them returned. Now the process continues and possibly an in-person meet with that group and SECB from the vendors to present and explain.

The Text to 911 test has gone well with St. Louis County and Stearns County. The Viper is able to handle the text calls, but the Patriot systems are not yet. Judy Diehl spoke with Frank Jarmin of Airbus asking what was going to happen to those that had a relatively new Patriot system. Frank had no answers at this time.

Mille Lacs' audio issued were discussed. Also IES hired another technician.

Tina McPherson was elected Chairman of the Standards Committee.

Adam Iten discussed the GIS subcommittee and the kickoff meetings that were happening. The next GIS subcommittee call is set for 2pm today.

The SWATting calls from Anoka and Washington Counties were discussed and an audio sent to the committee members. Judy Diehl will email them to this committee so everyone can hear the scenario and understand what's going on with them.

State NG911 News and Updates, and next Meeting Date (Continued)

This month's State NG911 Committee meeting has been cancelled.

Just a note: Adam has not emailed the RFI out to Central MN yet. He also would like to appear quarterly at, probably the O&O/Users meeting in each region to give an update.

Issues, Problems, Ideas from the Subcommittee to take back to the State NG911 Committee

No meeting in May

NEXT MEETING:

Judy Diehl asked if it would be a problem to skip either the June or July meeting as she was possibly not going to be around. The group voted to skip both and resume meetings on August 13. Any concerns or updates can go out via email from anyone to the whole committee. Judy will also watch what's trending and send anything relevant out ASAP to the committee.

ADJORNMENT:

Al Fjerstad made a motion to adjourn the meeting. Judy Siggerud seconded, motion carried at 10:20 a.m.

Minutes by Tina McPherson

DRAFT

From: [Judy Diehl](#)
To: [Micah Myers](#); [Shari Gieseke](#)
Subject: FW: Important Information for tomorrow's NG911 Committee Kick-off
Date: Wednesday, August 19, 2015 6:17:40 AM

Good Morning Micah and Shari,

I received this email from Rick yesterday, should we add the emails from Jackie and Evelyn Bailey to our packets for today?

It's fun, Central MN is once again ahead of the curve! :-)

See you soon,

Judy

From: Juth, Rick (DPS) [Rick.Juth@state.mn.us]
Sent: Tuesday, August 18, 2015 12:04 PM
To: Judy Diehl; Tina McPherson
Subject: Important Information for tomorrow's NG911 Committee Kick-off

Hello,

I notice that there are more sessions at APCO talking about the convergence of NG911 and FirstNet. Nothing new for us as we are well ahead of the game in combining NG911 in our governance structure, completing what is available today for NG911, starting the implementation of a GIS database for NG911 call routing and identifying Text-to-911 as an initiative for the next two years.

The presentations are aimed at talking about the role of each network and the need for states to consider the above initiatives as well as be thinking about the need for standards, training and a transition on the role of the 911 dispatcher.

Thank you all for your support in helping MN be a leader in this transition.

Jackie

Sent from my iPad

Begin forwarded message:

From: Evelyn Bailey <evelyn.bailey@nasna911.org<<mailto:evelyn.bailey@nasna911.org>>>
Date: August 18, 2015, 11:30:44 AM EDT
To: Nasna Listserv <nasna911@googlegroups.com<<mailto:nasna911@googlegroups.com>>>
Subject: Experts stress importance of NG-911, FirstNet integration
Reply-To: <nasna911@googlegroups.com<<mailto:nasna911@googlegroups.com>>>
Dear NASNA Members,

This article about FirstNet and NG911 appeared in last night's TR State Newswire under Paul Kirby's byline. The panel discussion occurred at the APCO conference.

NATIONAL -- Experts stress importance of NG-911, FirstNet integration
Experts yesterday cited the benefits - as well as the challenges - of integrating the deployment of next-generation 911 (NG-911) services with the nationwide public safety network being overseen by the First Responder Network Authority (FirstNet).
During a session at the APCO 2015 conference in Washington, representatives of the Association of Public-Safety Communications Officials-International, FirstNet, and the National 911 Program observed the efficiencies that can

occur if NG-911 and FirstNet deployments occur in tandem.

They noted that NG-911 will allow the public to send pictures and videos to public safety answering points (PSAPs), while the FirstNet system will enable PSAPs to send that data to responders in the field.

"You have two halves of a whole," said Jay English, director-communications center and 911 services for APCO.

"Without both halves of this equation, you don't have a working system."

Laurie Flaherty, coordinator of the National 911 Program, said that among the issues to consider regarding NG-911/FirstNet collaboration are technical matters such as common interfaces and data formats, as well as cybersecurity. But she said, "The technical piece is, frankly, the easy part."

Potentially more difficult are operational/administrative, governance/policy, and resource/costing sharing matters, she said.

She also suggested that lessons PSAPs have learned as they have worked to deploy NG-911 might provide some learnings for FirstNet.

Ms. Flaherty said she urges state 911 administrators to make sure they are at the table during FirstNet consultation meetings with states and know the FirstNet state points of contact (SPOCs).

Four states have either combined governance at the state level for 911 and first response or are in the process of doing so, she said. They are Iowa, Michigan, Minnesota, and Vermont.

She also expressed optimism at the progress that states are making in getting ready for NG-911. Ms. Flaherty also said that a dozen states in 2013 had at least some infrastructure in place to process NG-911 voice calls and were able to send and receive location and number identification information. She said she expects more progress when updated figures are released at the end of September.

"This is not an 'if' proposition, this is a 'when' proposition, and it's happening as we speak," she said.

Brian Kassa, FirstNet's director-technical planning and development, stressed that NG-911 and FirstNet both are technology modernization efforts with a national focus that are designed to improve emergency response and need planning and governance to be successful. He said he sees PSAPs as the key to making the collaboration between the two work.

"It really is the PSAP that's going to integrate ... next-generation 911 with FirstNet," he said. "But we have an information overload potentially happening."

For example, PSAPs will need to decide which video, photos, social media inputs, and other data to forward to responders in the field.

He also stressed the need for interoperability and standardization so all PSAPs can process the same data, including pictures. "We have time, but we can't wait for too long," he added.

The panelists were asked whether PSAPs should consider consolidation.

Mr. English replied that "consolidation is inherently a local decision" and so APCO defers to localities on that issue.

He also noted that "there are different ways to consolidate," including consolidating only "core operations" while enabling PSAPs to continue their other functions.

During another session, Michael Dame, program director for the State and Local Implementation Grant Program (SLIGP), which is overseen by the National Telecommunications and Information Administration to help states plan for FirstNet, highlighted creative ways some states are reaching out to stakeholders about the nationwide network, including online discussions forums (Florida), a widely copied infographic called "FirstNet by the Numbers" (Oregon), and an e-learning portal that allows public safety personnel to get continuing education credit (Texas).

Mr. Dame also acknowledged that it can be difficult for states to reach out to tribes. In some cases, states have used existing relationships, while in others they have formed new relationships, he said. "Some states are struggling," he added. "It's just hard to build those relationships ... if they haven't existed before."

As for governance, Mr. Dame said states have used different models to ensure their governance processes address the needs of public safety broadband, with about half as of last spring using existing governance bodies. Others have established new governing bodies, added subgroups to existing bodies, or added new members to existing bodies, he said.

Mr. Dame also said that NTIA officials and the agency's grants officer at the National Institute of Standards and Technology are still reviewing modified budgets of states for SLIGP grant spending. A few states are getting close to running out of Phase I funds, he acknowledged, but NTIA has worked with its grants officer concerning Texas and hopes Phase II funds will be released in time. "We try to be as customer-focused as we can," he said.

Tom Sorley, deputy director-radio communication services for the city of Houston's Information Technology Department, expressed concern that Phase I funding in Texas would run out soon.

During another session yesterday, representatives of the National Public Safety Telecommunications Council (NPSTC) discussed the status of the FCC's 4.9 gigahertz band proceeding. In 2013, NPSTC proposed a plan for bolstering public safety use of the band.

In June, APCO established a task force to weigh increased public safety use of the band and other issues. The FCC has indicated that a further notice of proposed rulemaking is expected, although the timing is unclear, according to the presentation.- Paul Kirby, paul.kirby@wolterskluwer.com<<mailto:paul.kirby@wolterskluwer.com>>

Ev

Evelyn Bailey

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