

CENTRAL MINNESOTA EMERGENCY SERVICES BOARD (ESB)

Meeting Minutes

Wednesday, January 18, 2012 1:00 p.m. – 4:00 p.m.

City of St. Cloud City Hall, St. Cloud, MN

Members/Alternates Present:

1. Jim McMahon – Benton County
2. Paul Anderson – Douglas County
3. Ron Woltjer and Tom Amundson – Grant County
4. Dean Shuck – Kandiyohi County
5. Wally Strand and Dave Gabrielson – Meeker County
6. Dave Whitcomb – Mille Lacs County
7. Rich Collins – Morison County
8. John Lindquist – Otter Tail County
9. Larry Kittelson – Pope County
10. Sonja Berg – City of St. Cloud
11. Don Otte – Stearns County - Chair
12. Larry Sayre – Stevens County
13. Doug Anderson – Swift County
14. Gary Kneisl – Todd County
15. Kevin Leininger – Traverse County
16. Lane Waldahl – Wadena County
17. Elmer Eichelberg – Wright County
18. Scott McKellep – Owners and Operators
19. Paul McIntyre and Gordy Vosberg – Users Committee

Members/Alternates Present via Phone Conference Bridge:

20. Big Stone County

Members/Alternates Absent:

21. Sherburne County
22. Wilkin County
23. Regional Advisory Committee

Guests Present:

Tom Hannon – ARMER

Jon Tonding – RIC

Call to Order:

Meeting called to order by Chair Otte at 1:03 p.m. followed by Pledge of Allegiance.

Introductions:

Big Stone participated via phone conference, introductions were conducted.

Approval of Agenda:

*Additions - Elections of Chair, Vice Chair and Old Business Clarification of Agenda Electronic Items.
Sonja Berg moved, second by Paul Anderson to approve agenda as amended, motion carried.*

Elections:

Election of Chair – *Don Anderson moved to nominate Don Otte as Chair, second by Rich Collins, motion carried. John Lindquist moved to close nominations, second Elmer Eichelberg, motion carried. Sonja Berg moved to cast white ballot, second Larry Kittelson, motion carried to elect Don Otte as Chair.*

Election of Vice Chair – *Larry Kittelson moved to nominate Paul Anderson as Vice Chair, second by Ron Woltjer, motion carried. Wally Strand moved to cease nominations and cast white ballot, second by Elmer Eichelberg, motion carried to elect Paul Anderson as Vice Chair.*

Approval of Minutes:

Dean Shuck moved, second by Gary Kneisl to approve minutes of September 28, 2011, and December 21, 2011 motion carried.

Reports:**SRB:**

MnDOT/ARMER: (Jon Tonding)

ECN – Statewide Interop Conference April 16-18, open seats for COML trainer in North area.

RIC: (Jon Tonding)

Thanked Commissioners for their staff's time to meet with him and bring him up to date.

Interoperability Committee: (Jay Sikkink and Micah Myers)

Approved Standard 5.2 Disaster Relief, approved additional goals for SCIP plan, discussed EMS and other discipline workgroups, central region is represented on all committees. Listed attendance and trying to replace individuals to meet a quorum. Discussed interop conference, grant workgroups reports, STR report, towers will be received at the ECN Conference. Question why conference is held April 17th when most commissioners are in training, reported it was due to retaining a facility and even have 2013 dates booked unless want to change to 1st week of January.

Executive Committee: (Micah Myers)

No report.

RAC: (Micah Myers)

No report – action items are below.

User Committee: (Paul McIntyre)

Surveyed users to see what they thought about the meeting structure going forward and hope to get increased representation.

Owners and Operators: (Scott McKellep)

Met jointly with Users and will meet jointly on odd months and separately on even, will revisit in June. Discussed region specific talkgroups i.e. Public Works, Emergency Management and Hospital; talkgroups were tabled until more information is obtained from disciplines involved. Discussed SOA if should go to specific or use a common, Tom Justin will draft and Jon Tonding will discuss with Metro.

OTC: (Jay Sikkink)

Advance system key was resolved, Meeker changed participation plan, more radio ID were requested; 120,000 ID's are approved on system and are getting close to limit again. Emergency Best Practices Guide was changed to a Plan and is more of a formal document; EMS is now a formal committee from OTC to Interop; Mayo Plan for Gold Cross was approved by all regions as they are looking at a full participation plan versus a limited as originally presented.

Reports: (Continued)

EMS/Hospital Committee: (Paul McIntyre)

Hospital Best Practices will remain a document and EMS is a plan, after next meeting will ask region to appoint a representative to the committee. Will be drafting bylaws, group will move from OTC to Interoperability Group; this region secured grant funding for training and will have train the trainer for EMS and Hospital staff.

STR Committee: (Al Fjerstad)

Minutes from last meeting is in packet; a group went to Florida to review prototype, trailer came with a cache of 30 radios which will be stored at Alexandria Tech, Stearns County will program radios and Tom Egan from Douglas County will be responsible for deployments.

Regional RRB/RAC/O&O/User Committees:

Next meeting is January 30th; a number of issues requested for topics SE – a way to facilitate discussion among regions to use talkgroups between regions.

General Discussion and New Business:

Emergency Services Board By-Laws:

Changes were recapped i.e. name and purpose of board changed to allow for additional committees; made modifications to meeting schedule and added Emergency Managers Advisory Committee. *Paul Anderson moved to adopt bylaw changes, second by Dan Whitcomb, motion carried.*

Convene Emergency Managers Advisory Committee:

Once the board convenes committee, letters will be sent to each member asking them to assign a member and alternate, already working on bylaws for ESB to adopt. This is another advisory committee and would take a current group and bring them under the umbrella of the ESB so they can enter into Joint Powers Agreements. *Sonja Berg moved to approve convening Emergency Managers Advisory Committee meeting, Wally Strand second, motion carried.*

Select Vendor for Regional Logger:

History of researching a regional logger and its validity was provided with 14 entities showing an interest in participating; Motorola and Verint responded to RFP; extensive research conducted prior to recommending Verint as preferred vendor and considered support after the sale, cost of ownership based on five years and utilization of current resources. Region received a \$600,000 grant towards logger with additional grant funding available for the project; balance of the cost comes from entities that become part of the regional logger. Participating entities' costs would depend on the number of entities participating; Motorola's estimate is \$1.45 million, Verint is \$1.1 million. Currently there are 11 entities interested in participating; group needs to come up with a fair and equitable solution for entities which will not be using their current equipment as part of the solution. City of St. Cloud and Benton County are unsure, Big Stone, Douglas, Grant, Otter Tail, Pope, Stevens, Todd, Traverse, and Mille Lacs are interested. Traverse and Wilkin are interested in costs although will not move forward. *Moved by Wally Strand to accept Verint proposal and move forward to obtain additional funding, firm up numbers and come back in March with final numbers, second by Dan Whitcomb, motion carried.*

Approve 2012 Meeting Schedule:

Rich Collins moved to approve 2012 schedule, Dean Shuck second, motion carried.

Application for Membership Standard:

Based on joint powers regions are required to have a process and application for an entity to become a member of the board and the process was explained; when the JPA changed there now are entities such as tribal entities that can apply when the board is functioning as a RRB and not ESB. *Wally Strand moved to accept Application for Membership Standard, second by Paul Anderson, motion approved.*

General Discussion and New Business: (Continued)

Change Management Request:

Region submitted two change requests, one asked for state-wide site trunking talkgroup and the other request is for a JSOA talkgroup for jails to utilize. *Jim McMahon moved, John Lindquist second, motion carried.*

50/50 Grant Allocation:

Recommendation is to retask funds for other projects in region. RAC recommended that counties need to have commitment of fund utilization and any new requests to Micah Myers by March 1st so any unspent funds could be reallocated at the March meetings. Micah will send out a notice to all entities which have been allocated funding and ask for any new requests; notices will be sent to Board and RAC Members and Auditors or whoever receives annual billing; suggestion was to include Sheriffs in notices. *Dan Whitcomb moved if entities do not commit by March 1st to spend funds, the funding will be reallocated to other entities, second Jim McMahon, motion carried.*

ECN Conference Allocation:

RAC recommended the board authorizes to reimburse at same rate as last year for both members ESB and up to four members from each entity; hotel, conference registration, dinner and lunch. *Rich Collins moved, second by Kevin Leininger to approve recommendation, motion carried.*

Other:

Discussed with elections this fall and changing of board members it is beneficial to have alternates attend meetings so they are up to speed when serving on board. Suggestion is counties should make recommendation to pay per diem to both alternate and member for attending.

Old Business:

Participation Plan Modification Process:

Memo from December referencing State Standard 1.10. Want to streamline process for participation plan changes. O&O will review changes and forward to OTC for approval.

JSOA Update:

Being considered in change control process – see above for detail, had consultant contracted to find one and currently on hold depending how the state proceeds with change management process.

TICP Maintenance RFP:

State standard indicates regions need to update its TIC Plan annually. Region needs to come up with a process on how to update their TIC Plan document which is due in December.

STR MOU:

Last March region adopted MOU and the State misplaced the paperwork.

Agenda:

Request to have agenda items marked or numbered for easier review; perhaps a synopsis of each item, where the funding would come from, etc. When sending out future meeting documents, Micah Myers will try and create a cover page to the agenda, provide numbering and list funding source if applicable.

Upcoming Meetings:

March 28, 2012.

Adjournment:

Dan Whitcomb moved, second by Wally Strand to adjourn at 2:42 p.m., motion carried.

Minutes recorded by Debbie Backes, Recording Secretary