

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

Wednesday, January 27, 2016 – 1:00 p.m.

City Hall Council Chambers, St. Cloud, MN

**Members/Alternates Present:**

1. Jim McMahon, Chair – Benton County
2. Roger Sandberg – Big Stone County (*via phone*)
3. Charlie Meyer – Douglas County
4. Pete Hoff & Bill Lavalley – Grant County
5. Rollie Nissen – Kandiyohi County
6. Mike Huberty – Meeker County
7. David Oslin – Mille Lacs County
8. Jeff Jelinski, Vice Chair – Morrison County
9. John Lindquist – Otter Tail County
10. Larry Kittelson – Pope County
11. Robert Kopitzke – Stevens County
12. Eric Rudningen – Swift County
13. Dave Hillukka – Wadena County
14. Micah Myers, Chair – Regional Advisory Committee (RAC)
15. Kristen Lahr, Chair – Owners & Operators Committee (O&O)
16. Paul McIntyre, Chair – Users Committee (*via phone*)
17. Erin Hausauer, Chair & Kristen Tschida, Vice Chair – EMAC Committee
18. Judy Diehl, Chair – Next Generation 9-1-1 Committee (NG911)

**Members/Alternates Absent:**

19. City of St. Cloud
20. Sherburne County
21. Stearns County
22. Todd County
23. Traverse County
24. Wilkin County
25. Wright County

**Guests Present:**

Tom Justin – City of St. Cloud

Kyle Breffle – Sherburne County (*via phone*)

Mike Kahl – Granite Electronics

Andrew Munyon – Northland

**CALL TO ORDER:**

Meeting called to order by Chair Jim McMahon at 1:02 p.m. followed by the Pledge of Allegiance. Quorum reached with 13 of the 25 members present for the whole meeting.

**INTRODUCTIONS:**

Introductions were conducted.

**ELECTION OF CHAIR AND VICE CHAIR:**

*Pope County made a motion to re-nominate Jim McMahon as Chair of the ESB. Otter Tail County seconded, motion carried. Douglas County made a motion to re-nominate Jeff Jelinski as Vice Chair of the ESB. Wadena County seconded, motion carried.*

**APPROVAL OF AGENDA:**

Micah Myers added under the Executive Committee: (1) Attendance at meetings; and (2) System Admin contract discussion, because this board will meet next right before this System Admin contract renewal is up. Micah will update to an action item for attendance. *Stevens County moved to approve the amended agenda. Kandiyohi County seconded, motion carried.*

**APPROVAL OF MINUTES:**

*Meeker County moved to approve the minutes from December 16, 2015. Swift County seconded, motion carried.*

**REPORTS:**

**SECB:**

1. MnDOT/ARMER/RIC:  
None.
  
2. SECB: (Micah Myers)  
Douglas County request for requested site is going through. Standard 1.11.1 System Administrators Definition and Minimum Training Requirements was approved at the last OTC. CASM standard needs changes. Stevens County repeater will get interim use on it. For the Legislative, JPA groups are still subject to sales tax, so right now when this committee makes a purchase it is subject to sales tax. They're looking to remove that provision. Micah Myers would recommend that you sit in on this board. Jeff Jelinski is in the rotating seat for the SECB.
  
3. Interoperability Committee: (Next Meeting March)  
Interop Committee met last week. Approved Stevens County repeater request. This is a permanent change.
  
4. Interoperability "FirstNet" Data Committee: (Kristen Lahr)  
January meeting was cancelled. FirstNet nationwide released RFP on January 14<sup>th</sup>. This was a major step forward for a nationwide broadband network. RFPs are due April 29<sup>th</sup>. ECN has hired a new project coordinator, Melinda Miller. She will also serve as the deputy SWIC.
  
5. OTC:  
An item to note was the Douglas County requested site access with a caveat for a letter from Todd County, was questioned if that was needed. Standard 1.11.1 discussion took up most of the meeting.

**EMS/Hospital Sub-Committee:**

None.

**Regional RRB/RAC/O&O/User Committees (Next Meeting July 25, 2016):**

**1. Shared Website (PPT)**

This group met this past Monday. Central MN did a website presentation. There was a discussion on the potential of how the state will handle grants. Presentations from IPAWS, MnDOT, etc. There was good discussion if the meeting should continue. Tom Hannon is leaving and the RICS will take over. Next meeting is in July. MESB is almost maxed out on their channels. A lot of it has to do with private entities on channels, when they allow private people to be sponsored by agencies. Chair McMahan said he could not find any standards that address this, because sooner or later this could affect all of us. If it comes back to system loading that is monitored by MnDOT.

**Regional RRB/RAC/O&O/User Committees (Next Meeting July 25, 2016): (Continued)**

**1. Shared Website (PPT) (Continued)**

A shared website concept was talked about. You will see this in the Budget request for 2017. One challenge that we have is keeping the content current. 90%+ of the updates are done by here. We have a vision to have committee chairs add information, currently they would have to be on the City's network. We are looking at a hosting solution for a website similar to what the City of St. Cloud uses. This gives end users the ability to update content and they can assign content to expire. When we pitched this at the Regional Quarterly, we had two regions that would like to participate with us so the cost would be shared. It would make sense for all the regions to be together on one website. In discussions with Director Mines there is also a potential for grant funding to offset the costs. As our boots on the ground are changing they are getting younger and they are using social media. A hosted solution integrates into those social media forms. You will see that in your 2017 Budget request. Initial cost is \$10,000 with \$1,800 annual maintenance, we are not talking a lot of money. The question was asked, if there is another agency that will upload by themselves is there not a risk of a mess, is there a secondary check? Micah responded that is having a traffic cop with the Regional Coordinator. They can only edit their areas of the website that they have permissions to and their content, they cannot hurt it as a whole.

**GENERAL DISCUSSION AND NEW BUSINESS:**

**Executive Committee Reports and Items:**

1. CMNESB Summit (ECN, MnDOT, and TeleVate)

The Summit will be held during your September meeting. In the morning will be the Summit and your ESB meeting will be at 1:00 p.m. Right now there is Dispatcher training going on there too. We also made a pitch at the Regional Quarterly for the other regions to join.

2. ESB 2016 Meeting Schedule with CMNESB Summit

September 28<sup>th</sup> is the Central Region Summit. We might move the meeting time a little bit.

3. ESB 2015 Committee Attendance

Attendance was a discussion at the Executive Committee. We have presented all committee's attendance. If you look at our budget it is broken down into four components. Based on last year's attendance, we looked at two items: (1) Based on pass/fail to pay a higher cost attributed to attendance; or (2) your grant money will have to wait if you do not have good attendance. It is imperative that we have representation at meetings from all the members. We would look to you to see what other ways we can boost attendance at these committees. In the packet is the ESB's attendance. Some committees especially the Users just do not show up. Chair McMahon said he is at a loss to get his county to come. We talked about tying it into grant opportunities. We would use the 2015 attendance record as an example. Vice Chair Jelinski said if you have the same individuals that are running the meeting they should be the ones to be in line for a grant. Mille Lacs County agreed that we are going down the right path with grants. They should have skin in the game if they do not have coverage in an area. Perhaps ambulance and fire managers can get their folks to the table that way. Pope County also agreed stating that we need to let the people know. Pope County is good as far as the sheriff, but how do you get the others to come? Chair McMahon replied we will send out letters to say this is how it will be in 2017. Executive Committee or the committees will do the wording. Swift County mentioned their volunteer ambulance service, when the new radios came to us we were swimming in it. We should make sure we are asking the right people who have a passion for it. Chair McMahon agreed that is important. Micah Myers told the group if your folks are not attending let your county board/administrator know who is not attending. We can send out the list of representatives on all the committees. It is up to us to figure out why they are not attending.

## **GENERAL DISCUSSION AND NEW BUSINESS: (Continued)**

### **Executive Committee Reports and Items: (Continued)**

4. CMNESB Legal Review

We approached City legal and the attorney is willing to take on the role. We did it with the Regional Planner. If there are matters to the JPA that still has to go before your individual counties for matters of review.

5. System Admin

We started reviewing the contract and found there needs to be changes to it. It is asked that Board action will not renew the current contract, but will be going out for an RFP. It is a requirement to notify the current System Admin 30 days in advance. Chair McMahon asked for a quick overview. Micah replied Sherburne County is the current vendor and Kyle Breffle is on the phone. Listed was the Analyzer which measures radio health on your sites and System Admin works with your membership to deploy it. STR strategic reserve. Being able to turn the radio off, house the Genesis, etc. *Kandiyohi County made a motion to approve notice of termination for the existing System Admin contract. Mille Lacs County seconded, motion carried.* Sherburne County was asked how many counties have they been to with STR. Kyle Breffle replied in conjunction with Douglas County no individual county has requested deployment other than for training purposes.

6. 2015 DECN 50/50 Grant Application

We are putting in an application for \$316,000 that will expire on 12/1/2016 with no extensions. Micah reviewed the table of grant requests on page #11 in the packet. The question was asked how do you manage something that comes after. This Board has already approved the Douglas County request. *Grant County made a motion to approve the grant application. Douglas County seconded, motion approved.*

Chair McMahon stated that meeting materials need to be sent out in a uniform timely fashion. Committee Chairs are to get all information submitted no later than 5 p.m. on the Wednesday before an ESB meeting, and materials need to be posted online by 5 p.m. on the Friday before the meeting, notifying all members via email. Micah stated that is in your ByLaws and if you are going to make a change to the ByLaws there is a required 30 days to post it for review, then they can be changed and posted. *Pope County made a motion to make the change to the ByLaws. Meeker County seconded, motion carried.*

### **RAC Report and Items:**

1. Logger Update

O&O meeting on Thursday went long so we handled the Logger update in a report. We are looking at putting the Logger on the back of RAC meetings. Right now we are reviewing additional members. Stearns and Morrison counties and the Department of Corrections are looking at coming on. We are going to be going through training.

2. Regional Coordinator

When we were reviewing the System Admin contract we had discussion based on Regional Planner. There are 12 items from the list after going through all the committees. At the Executive Committee we will put more meat around it to present at your next meeting. Vice Chair Jelinski asked if we were to hire a Regional Coordinator today what would that do to you and Shari? Micah replied it would add relief to the role that Shari and I play, for the committees it would make sure their initiatives continue. It would also be a full-time job for someone to play traffic cop for the new website. Micah mentioned all the staff roles that the Metro has as an example. The Regional Coordinator might be an entity.

## **GENERAL DISCUSSION AND NEW BUSINESS: (Continued)**

### **RAC Report and Items: (Continued)**

3. RAC 2016 Meeting Schedule – You're Invited!

You are welcome to attend RAC Committee meetings. If it is in your area, please make sure to attend!

### **O&O Report & Items:**

Elections of office were held: Kristen Lahr of Stearns County is the new Chair and Brandon Larson from the City of St. Cloud is the new Vice Chair.

1. CM Standard 3.33.2 – STR Transportable Tower/Repeater

This pertains to STR Transportable Tower/Repeater. It mimics what we have for the STR portable radio cache. There was none for maintenance and deployment of the repeater. O&O Committee drafted a standard and those were reviewed and approved by the O&O. There is a note for page #17 that the committee wanted a recommended size of vehicle to bring for the STR transport. Douglas County had agreed that would be beneficial for people who are going to pick it up. We do have to fill that in yet. *Pope County made a motion to approve the standard. Stevens County seconded, motion carried.*

2. Training Roadmap 2016

This week the Training Subcommittee posted an RFP. We did assign an aggressive deadline of February 17<sup>th</sup>. We are looking to meet our goals and hold an ARMER Dispatcher training in March. We will hopefully award at our next O&O in February.

3. Other

None.

### **User Report & Items:**

Paul McIntyre stated that we had election changes. Paul was re-elected Chair and Tina Lindquist of Grant County was voted the next Vice Chair. They will meet for a plan on how to work together.

### **EMAC Report and Items:**

Regional Planner is on board in January. Established four standing workgroups. We are amongst consensus to merge our training calendars with the Training Committee of the O&O/Users.

### **NG-911 Report and Items: (Judy Diehl)**

There were 19 or more in attendance in December and 20-21 in January. Dana Wahlberg provided an update on the state. They have taken results from MESB and Northeastern MN to determine what will be needed for the rest of the state. The next GIS newsletter will come out next month. Approved by Director Jackie Mines was a study that will highlight and find out what each agency has for equipment, CAD, what software they are using, etc. to see if 911 fees will need to be raised. Discussed Wireless Emergency Routing Management (WERM) deployment and spreadsheets that 911 or GIS have been doing. Online application will be in May of this year and training will start in March/April. The two WERM points of contacts for Central MN are Joe Zunker of Douglas County and Judy Diehl. Statewide level RFP was supposed to be completed by now. Every vendor responding to RFP was supposed to give a line-by-line so it has gone back out to them. Discussed NENA/APCO conference that will be held in March. Right now the Statewide NG911 meeting is happening. They will discuss the guidelines for text to 9-1-1. Vice Chair Jelinski asked do you have anyone that is really not attending? Judy replied that they have had really good attendance. Big Stone County does not have 911 in their county, they go through Kandiyohi County.

**OLD BUSINESS:**

Acronym List:

No update.

**UPCOMING MEETINGS:**

The next meeting will be held on March 30, 2016 in the City of St. Cloud Council Chambers.

Interop Conference is April 25-27<sup>th</sup> at the River's Edge Convention Center. It is good to attend there are a lot of breakout sessions. Micah stated what we have done in the past is that we have the region cover the cost of the conference/lodging for both the ESB delegate and alternate. Each county can also send up to 4 additional members. They can send more than that but we will only reimburse for those 4. They are looking at finalizing the conference agenda at the end of February. We will send that out to the board members.

Vice Chair Jelinski wondered if we should send Tom Hannon, the father, grandfather, uncle of ARMER, a letter from the ESB congratulating him on his other retirement. *Morrison County made a motion to send a letter. Stevens County seconded, motion carried.*

Micah would like to thank Tom Justin. His last day with the City of St. Cloud will be on Friday. He has been our representative on the OTC and we thank him for all of his service.

**ADJOURNMENT:**

*Mille Lacs County made a motion to conclude the meeting. Kandiyohi County seconded and the motion was carried unanimously at 2:08 p.m.*

Minutes recorded by Shari Gieseke