

CENTRAL MINNESOTA EMERGENCY SERVICES BOARD (ESB)

Wednesday, December 16, 2015 – 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 (*via phone*)
4. Mike Huberty – Meeker County
5. David Oslin – Mille Lacs County (*via phone*)
6. Jeff Jelinski, Vice Chair – Morrison County
7. Larry Kittelson – Pope County
8. Bruce Anderson – Sherburne County (*via phone*)
9. Robert Kopitzke – Stevens County (*via phone*)
10. Eric Rudningen – Swift County (*via phone*)
11. Dave Hillukka – Wadena County
12. Micah Myers – Regional Advisory Committee (RAC)
13. Ace Bonnema – Owners & Operators Committee (O&O)
14. Paul McIntyre – User Committee
15. Judy Diehl & Tina McPherson – Next Generation 9-1-1 Committee (NG911) (*via phone*)
16. Patrick Waletzko – EMAC Committee

Members/Alternates Absent:

17. City of St. Cloud
18. Grant
19. Kandiyohi
20. Otter Tail
21. Stearns County
22. Todd County
23. Traverse
24. Wilkin County
25. Wright

Guests Present:

Michael Potter – Wright County Commissioner

Erin Hausauer – Stearns County

Jeanna Sommers – MN HSEM

CALL TO ORDER:

Meeting called to order by Chair Jim McMahon at 1:07 p.m. followed by the Pledge of Allegiance. Quorum reached with 11 of the 25 members present for the whole meeting.

INTRODUCTIONS:

Introductions were conducted.

APPROVAL OF AGENDA:

Micah Myers added the action item Recommendation for State Change Management Workgroup under #6 item b3. *Meeker County moved to approve the amended agenda. Pope County seconded, motion carried.*

APPROVAL OF MINUTES:

Chair McMahon noted that Shari did take wording verbatim from the last meeting, but Rick should rather be identified as Rick from ECN. Stevens County moved to approve the amended minutes from September 23, 2015. Morrison County seconded, motion carried.

REPORTS:

SECB:

1. MnDOT/ARMER/RIC: (Micah Myers)
Rick Juth gave the report at the RAC on Friday. He went through busy reports. We experienced outages in the central region where several sites had brief outages. Rick forwarded information to Jim Stromberg. Central region will present information at the leadership meeting.
2. SECB: (No Mtg.)
Meeting is tomorrow in Arden Hills.
3. Interoperability Committee: (Next Meeting January)
Met in November. Stevens and Kandiyohi 8SOA resource. Working on a draft standard.
4. Interoperability "FirstNet" Data Committee: (Kristen Lahr)
We concluded the pilot project in Elk River. FirstNet committee agreed to release an RFP. Looking at roaming agreements to get the site on the air quicker.
5. OTC: (Ace Bonnema)
Central was not present due to System Admin training. They covered standards and talked about the Change Management process.

EMS/Hospital Sub-Committee (Paul McIntyre):

Met a couple of weeks ago, continue to meet quarterly. Welcome to attend via phone conference. Best Practice guidelines were reviewed. Discussion with Cathy Anderson. ECN is looking to create an Alex Tech training video related to communications. There was concern with EMS traffic on the system.

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

There was discussion at the RAC on the validity of this group. We gave Rick Juth items to present. We will give a presentation on the website for hosting. Looking at training initiatives and following needs that the state addresses. There will be a report on the wireless broadband project that we did in Elk River.

GENERAL DISCUSSION AND NEW BUSINESS:

Executive Committee Reports and Items:

1. CMNESB Summit (ECN, MnDOT, and TeleVate)
Summit presentations are available on the website. After-action was to make this an annual event. Possibly make this in conjunction with your September meeting, looking at having it at Alex Tech. Target audience is also boots on the ground. Make note to add summit to the agenda.
2. Committee Attendance
Micah wanted to present this to the members. If you see absentees it is asked that you look at who is on your committee and consider your agency's representation.
3. Committee Long Distance Charges in 2015
As our committees continue to meet and with the start-up of NG911, that group meets mostly by conference bridge. We need to make sure that we are putting this into our administrative costs.

GENERAL DISCUSSION AND NEW BUSINESS: (Continued)

Executive Committee Reports and Items: (Continued)

4. Meeting Schedule 2016
Micah Myers proposed for the September 28th meeting to leave the meeting time as is, but to also hold the Summit. The plan is to host the summit at Alex Tech. *Meeker County made a motion to approve the meeting schedule for 2016. Wadena County seconded, motion carried.*
5. CMNESB Legal Review
Legal has confirmed for all matters outside of the JPA that they will review contracts and legal matters from the board. We will send something out on the list serve to all legal members to see if there is any objection.
6. System Admin
Workgroup reviewed the System Admin contract and are looking at making modifications to that. One possible thing is to roll the System Admin under a regional coordinator.
7. 2015 DECN 50/50 Grant Application
Grants workgroup will meet before the next RAC meeting to finalize the grant applications. The grant is a competitive grant this year with each region receiving \$25,000 for training. State will review all of the applications submitted and if they reach the hierarchy.

RAC Report and Items:

1. Logger Update
Logger is up and running. There is one component left. Meeker County IES. Will be pulling down and moving to MnDOT facility and then bring online. Still have training on the books. We are up and logging. We may get additional membership since there has been some expressed interest in joining the logger. Would start in May with the 7.15 upgrade.
2. Regional Coordinator
Looking at bringing on a regional coordinator position. Region has grown and we have a lot of needs. This regional coordinator would handle grants, equipment management, regional projects such as the Logger, the website and being the lead as well. When we do the budget we will look at that. They would attend state meetings, FirstNet, look at issues affecting PSAPs with 911 changes, etc. This person would be a traffic cop doing follow-up. In the Metro region they have the MESB which is staffed. We are looking at something very similar to that. With the Regional Planner, System Admin and our other needs we are looking at putting them all into one position. If we move forward this will be a 2017 action. Grant services, annual budget to cover the costs. One agency asked the cost. We do not have a cost for it at this time. Jeff said when we talk about a regional coordinator we are talking about Micah and Micah's staff. We need to ask Micah to come up with a figure on how many hours it takes him. Micah said that covers what we are currently doing, but we are also asking for extra hours. Jim said this entity that we are involved in is evolving daily and we need to sit down to see how we want this to run. He asked the group to stay on top of this one because this will shape the way Central MN is. Micah would also like to hear from the ESB members on their needs and how they would like to see this coordinator.
3. Recommendation for Change Management Workgroup
There are concerns with the current process and a group is tasked with what provisions are necessary for the process. Looking at putting in exception clauses. Mille Lacs County should have been put into Change Management for example. We are going to do a re-write of that standard. *Morrison County made a motion for Al Fjerstad and Micah Myers to be the representation on that statewide board for Change Management. Pope County seconded, motion carried.* Micah thanked Ace and Tom for their work.

GENERAL DISCUSSION AND NEW BUSINESS: (Continued)

O&O Report & Items:

1. Training Roadmap 2016

Training committee has put together a training roadmap. We have \$25,000 from state grants to offset costs. We do have a line item for training. Training is an integral part of keeping things running correctly. Looking at continuing courses. All Hazards Incident will be in 2017. We still have training on the books from Verint for Regional Logger. GIS scenario-based that the state is working on. Regarding FirstNet, building on the tabletop from the Elk River project. It is Director Mines wish to modify this and have one in each region. At the last O&O there was discussion that there are different levels of CASM training needed. We would look at setting a not-to-exceed budget amount so that the training committee can have something to work with. Micah suggested not to exceed \$40,000 which would be an additional \$15,000. *Meeker County made a motion to approve. Douglas County seconded, motion carried.*

2. Standard 1.11.1 Memo

OTC has been having troubles getting the System Administrator's standard passed. Al Fjerstad is our representative and he will go to the January meeting.

3. Other

The O&O is meeting tomorrow.

User Report & Items:

Meeting is tomorrow. Discussion will be continued on the direction of the Users group. Leadership for Chair and Vice Chair is on the agenda.

EMAC Report and Items:

1. Regional Planner RFP

The group decided to add December as a meeting month. Wrapped up other items for the year. By-Laws require annual elections. Erin Hausauer has been elected as the new Chair.

There is a new item of business that we request today, it is the approval of a contract for Regional Planner. This will help emergency managers accomplish their duties and other tasks. HSEM Award from \$74,500 in addition to auxiliary expenses. *Pope County motioned to approve the contract for Regional Planner. Meeker County seconded, motion carried.* Vice Chair Jelinski complimented HSEM Region 4 as they have a plan and they know what they want.

NG-911 Report and Items: (Judy Diehl)

1. By-Laws for NG-911 Committee

Last meeting was on December 10. There were 19 in attendance and we met in Douglas County. We had a guest Adam Iten from ECN to present on GIS portion of 911. He commended the Central Region for being the first to complete data gathering. Dana Wahlberg will ask for a one-time state ANI records. Judy handed out a list of call definitions at the meeting. Proper definitions will help 911 call takers to know if there is a problem. Ace Bonnema came up with an idea that if one PSAP has issues to go on CM CALL to inquire if others have the same issue. Judy exclaimed what a great use of our interoperability. Our next meeting is January 14.

For the State report, the state board RFP has not yet been awarded. They are working on interoperability. Trying to make sure that we can train for 911. Director Jackie Mines was at our meeting. Meeting was cancelled, will be meeting in January.

GENERAL DISCUSSION AND NEW BUSINESS: (Continued)

NG-911 Report and Items: (Continued)

1. By-Laws for NG-911 Committee (Continued)

ByLaws were reviewed in August, September and October. We seek approval for our ByLaws. *Meeker County made a motion to approve the Next Generation 911 ByLaws. Stevens County seconded, motion carried.*

OLD BUSINESS:

Acronym List:

TTX stands for Table Top Exercise. If there is something that you want on this list let Micah, Shari or your committee representatives know.

Wadena County noted that he was at the last meeting because he got a ‘second’ in.

Jeff Jelinski is our representative on the SECB representing the Emergency Communications Boards in greater Minnesota.

Chair McMahon reminded the group about committee changes and said to make sure to get your information in.

UPCOMING MEETINGS:

The next meeting will be on January 27, 2016 at the City of St. Cloud Council Chambers.

ADJOURNMENT:

Wadena County made a motion to conclude the meeting. Meeker County seconded and the motion was carried unanimously at 1:54 p.m.

Minutes recorded by Shari Gieseke