

CENTRAL MINNESOTA EMERGENCY SERVICES BOARD (ESB)

Wednesday, June 10, 2015 – 1:00 p.m.
City Hall Council Chambers, St. Cloud, MN

Members/Alternates Present:

1. Jim McMahon – Benton County– Chair
2. Roger Sandberg (*via phone*) – Big Stone County
3. Charlie Meyer – Douglas County
4. Pete Hoff – Grant County
5. Rollie Nissen – Kandiyohi County
6. Mike Huberty – Meeker County
7. David Oslin – Mille Lacs County
8. Jeff Jelinski – Morrison County – Vice Chair
9. Larry Kittelson – Pope County
10. Bruce Anderson – Sherburne County
11. Robert Kopitzke – Stevens County
12. Eric Rudningen – Swift County
13. Gary Kneisl – Todd County
14. Dave Hillukka – Wadena County
15. Micah Myers – Regional Advisory Committee (RAC)
16. Ace Bonnema (*via phone*) – Owners & Operators Committee (O&O)
17. Paul McIntyre (*via phone*) – User Committee
18. Patrick Waletzko – EMAC Committee

Members/Alternates Absent:

19. City of St. Cloud
20. Otter Tail County
21. Stearns County
22. Traverse County
23. Wilkin County
24. Wright County

Guests Present:

Kyle Breffle – Sherburne County
Andy Faith – Granite Electronics
Mike Kahl – Granite Electronics

CALL TO ORDER:

Meeting called to order by Chair McMahon at 1:06 p.m. followed by the Pledge of Allegiance. Quorum reached with 18 of the 24 members present for the whole meeting.

INTRODUCTIONS:

Introductions were conducted.

APPROVAL OF AGENDA:

Micah Myers added Standard 1.1 System Admin Training to Executive Committee Reports and Items. Stevens County moved to approve the revised agenda. Meeker seconded, motion carried.

APPROVAL OF MINUTES:

Pope County moved to approve the minutes from March 25, 2015. Douglas County seconded, motion carried.

REPORTS:

SECB:

1. MnDOT/ARMER/RIC: (Micah Myers)
They are at 97% buildout with all but one county. Finance Committee approved their participation plan. Rick Juth did not have much to report except a reminder to complete the survey: (1) First Responders broadband network; and (2) all PSAPS must complete (broadband) report.
2. SECB: (Micah Myers) (P6-7)
This was approved, and has been signed. We are having a discussion on standard language. They wanted to get approval. Legislative committee and the Steering committee have been reviewing their Bylaws for quorums. Regarding planning/outreach there was a presentation from DECN on IPAWS. There was a report of NG911. State has made their second. There was StatusBoard reports.
3. Interoperability Committee: (Micah Myers)
Representatives are Kristen Lahr from Stearns County and Ace Bonnema from Kandiyohi. What will be the requirement for training on System Admin?
4. Interoperability "FirstNet" Data Committee: (Micah Myers)
Met last week. Televate presented. Micah discussed the priorities given.
5. OTC: (Ace Bonnema)
Met yesterday. Approved participation plans for people going to new consoles, outdoor BDA approved. Discussion on local repeater coverage, Kandiyohi and Stevens counties presented this. There was lengthy discussion on Standard 1.11. Conference calls will be every Monday at 9:30.

EMS/Hospital Sub-Committee (Paul McIntyre)

Still working on a few updates and going through EMS Communication plans.

Regional RRB/RAC/O&O/User Committees (Micah Myers): (P8-9)

This group meets quarterly in St. Cloud. Note the new proposed agenda items in the highlighted areas: (1) standards; and (2) site profile access. Our Chair and Vice-Chair are regulars in attendance. Please consider attending. One county asked how many regions there are in the state. Micah responded that we are the largest by member number, but the NE is the largest by area, and we touch all but one region. Micah described the different committees.

GENERAL DISCUSSION AND NEW BUSINESS:

Executive Committee Reports and Items: (Micah Myers)

1. 2016 CMNESB Budget (P10-11, P12)
This memo talks about how our budget works. They have until August 15th to object, otherwise the budget is approved. Micah described how the budget is dispersed. A county asked what the highlighted areas mean. Micah stated that the counties highlighted have responded back. Chair Jim McMahon asked the group if they all knew what they were doing, explaining that they are bringing it back to their counties for their budget for next year.
2. By-Law Revision for Committee Appointments (ESB)
The proposed language change is that the Chair and Vice Chair are to be the appointed delegates to the ESB.

GENERAL DISCUSSION AND NEW BUSINESS:

Executive Committee Reports and Items:

3. CMNESB Summit (ECN, MnDOT, and TeleVate)
We are looking at doing a pared down meeting of the Regional Quarterly. This summit is scheduled on October 12th at the Alexandria Technical College. We have a preliminary agenda. Micah described the preliminary agenda and some of the speakers. Micah will give an update on the budget, and Jackie Mines will give a state update. The Central Region has adopted a process for submitting grant funds. We have a 2-hour reservation on StatusBoard that will be discussed. At the last O&O the state did an IPAWS presentation that will be repeated. Vice Chair Jelinski asked who should attend. Micah responded that the CMESB membership committees should be well-represented, Fire, Police, Public Works, boots on the ground, our Emergency Managers, etc. There will be a flyer that will go out for this summit.
4. (Page 14-15) One of the challenges that we have is that people are getting inundated with emails. We would like to have a point person for each county to sign people up for these lists on the list serve. Micah went through the list serve describing each one to the group. We ask that you let us know which lists that you want to be signed up for, or not.
5. System Admin Training – At the OTC there was quite the discussion on the process. Micah discussed the 5-day Schaumburg, IL training and how 3 days of the training were not necessary for the job. Right now as it is presented, Motorola is the only one that can conduct the training. We have contracted with Motorola for a course. With our Training Roadmap we developed a System Admin Refresher course. Tomorrow we have one of our System Admin Refresher trainings. The action item that Micah wants to present from the board is a memo to the state, and to grant our contracted vendor the approval to invite people from other agencies to view the System Admin Refresher training. Micah went on to discuss how the process works: (1) you go through training; (2) then meet with John Anderson of MnDOT. This is the training that we created so that you do not have to go to Schaumburg. *Douglas County made a motion to send the memo stating our opinion about the current actions on standard 1.1; and to show that we have a certified curriculum from Motorola that replaces the Schaumburg training. Chair Jim McMahon added to also state that we allow our current training company to invite others to come to the System Admin Refresher course. Jeff Jelinski seconded, motion carried.*

RAC Reports and Items:

1. 2014 DECN 50/50 Grant
We have looked at Otter Tail County and we have resolutions for a 50% match. We have resolutions from Mille Lacs, Wilkin, Douglas and Otter Tail counties, and there is one more resolution to come.
2. Logger Update
Have been logging for 4-5 months. There are 12 entities that are participating. Looking at hosting the final trainings at the end of July.

Two forms that the Chair passed around were to verify if your county has submitted for grant reimbursement.

O&O Report & Items: (Ace Bonnema)

Ace reported that the last O&O was May 21st. We discussed Regional System Administrators, gave a Regional Logger update, Stevens and Kandiyohi counties repeater request, Standard 1.1., and Regional Status Board priorities.

1. Training Roadmap
We are looking to add standard 1.1.11. and to utilize a credit that we have with Motorola. Still working to get a date. The other one is on our TICP. We are looking at putting on the training.

GENERAL DISCUSSION AND NEW BUSINESS: (Continued)

O&O Report & Items: (Ace Bonnema) (Continued)

2. Other
None.

User Report & Items: (Paul McIntyre)

1. NG-911 Committee

Paul McIntyre stated at our last meeting there was a motion approved to create a formal committee for Next Generation 911. *Sherburne County made a motion to approve the creation of a Next Generation 911 committee. Stevens County seconded, motion carried.*

EMAC Reports and Items: (Patrick Waletzko)

The advisory committee continues to meet on a quarterly basis for overall planning requirements. In between our meetings, we have been working on Avian Influenza. Upcoming items are a Search and Rescue information session. At the end of July we will be bringing a re-evacuation course. We noticed recently that it is an opportune time to look at our mutual aid between counties. The last item is that from the state level we have received notice that 3 of our 4 projects will be moving forward: Regional Planner, Pet Supply cache and IPAWS. In total we may receive \$146,000 to the 18 county region. The fourth project that we were unsuccessful in for grants was Go-Kits.

OLD BUSINESS:

Acronym List:

See Acronym List

UPCOMING MEETINGS:

The next meeting is July 29, 2015 (Final Budget Adoption) at the City of St. Cloud Council Chambers. One county asked if we have to have a perfect attendance. Micah Myers responded that it does require all 20 members to vote on it, or to approve via e-mail.

OnTarget Consultation and Training Services for the end of the year: We put together a perpetual contract that was renewable. At the last meeting there was a request from Elk River. We are close to getting the planner. We got a variance through the FTC. We are looking at doing a pilot splash in the field training. Elk River Fire had requested an exercise. We are working with Director Mines.

ADJOURNMENT:

Pope County made a motion to conclude the meeting. Mille Lacs County seconded and the motion was carried unanimously at 2:14 p.m.

Minutes recorded by Shari Gieseke