

CENTRAL MINNESOTA EMERGENCY SERVICES BOARD (ESB)

Meeting Minutes

Wednesday, July 25, 2012 1:00 p.m.
City of St. Cloud City Hall, St. Cloud, MN

Members/Alternates Present:

1. Jim McMahon – Benton County
2. Roger Sandberg – Big Stone County
3. Ron Woltjer – Grant County
4. Dean Shuck – Kandiyohi County
5. Wally Strand – Meeker County
6. Dave Whitcomb – Mille Lacs County
7. Rich Collins – Morrison 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. Dave Hillukka – Wadena County
17. Tina Lindquist – Emergency Managers Advisory Committee
18. Micah Myers – Regional Advisory Committee
19. Kristen Lahr – Owners and Operators
20. Paul McIntyre – Users Committee

Members/Alternates Present via Phone Conference Bridge:

N/A

Members/Alternates Absent:

21. Douglas County
22. Sherburne County
23. Wilkin County
24. Wright County

Guests Present:

John Tonding – RIC

Call to Order:

Meeting called to order by Chair Otte at 1:00 p.m. followed by Pledge of Allegiance.

Introductions:

Introductions were conducted.

Approval of Agenda:

Meeker County moved, second by Big Stone County to approve agenda, motion carried.

Approval of Minutes:

Morrison and Meeker Counties were present at June 13th meeting, *City of St. Cloud moved, second by Pope County to approve minutes of June 13, 2012 as amended, motion carried.*

Reports:

SRB/RIC:

Update on regional tower sites provided, a list of acronyms will be in next ESB packet. MN Field Operations Guide used by first responders and COML is published, will be distributed electronically. National APCO Conference will be in Minneapolis on August 19-22.

Interoperability: (Jay Sikkink)

No quorum present, discussed SSA and SUA, change management committee process and use of LTACS. A new IC zone approved for this region which put all disciplines into one zone, new one indicates LTACS can only be put into law enforcement radios, therefore this region would have to remove the LTACS from the regional zone; discussed representation so a quorum could be present to conduct business.

Interoperability Data Committee: (Scott Busche)

SRB formed this committee in reference to broad band data and connectivity in rural areas.

Executive Committee: (Micah Myers)

Discussed software assurance, assistance upgrade memo and TIC process.

RAC: (Jay Sikkink)

Update from partners migrating: Douglas, Mille Lacs, Swift and Traverse, discussed missing items for STR trailer, SSA and recommended CASM/TIC RFP, had demo of analyzer and there is interest to purchase at a later date for region-wide use.

Owners and Operators: (Kristen Lahr)

Discussed change management process, proposed changes, the statewide meeting next week should provide more information and will provide more feedback at next month's meeting. Reviewed standard for qualification for assistance, maintenance and programming; working through process and/or standard for prioritizing CCGW's and a standard for region-wide major disaster.

User Committee: (Paul McIntyre)

Last meeting was joint; quorums were present at last several meetings, group chose to cancel August evening meeting.

EMAC: (Tina Lindquist)

Recently applied for a Homeland Security Grant (\$41,000) and will be notified in August if they received it, if received looking to hire a regional planner to fill gaps in a strategic plan, may create three sub-regions within the region for training, will be setting up a schedule of the 1st Wednesday of every month to test the regional emergency talkgroup.

OTC: (Jay Sikkink)

Approved request for radio ID's, discussed SSA and SUA, approved statewide standard for state-wide access and covers requested talk groups, there is a process and standard in reference to state-wide access.

Reports: (Continued)

EMS/Hospital Sub-Committee: (Paul McIntyre)

Have not met, putting together a list of all hospitals in the region.

Regional Leadership Group:

Next meeting is July 30th, will be reviewing the Change Control Process and is a main agenda item.

General Discussion and New Business:

CM-ESB 2013 Final Budget:

No changes since June meeting, adopted budget and will be sent out to the designated representatives at each county and they have 15 days to respond if they have any changes. Question asked about the purchase of a data analyzer and Micah indicated each member must agree to purchase before it could be put into the budget; therefore the entities interested in participating would need to meet and come up with a funding mechanism. Benton asked what the budget is spent on, Micah will send out a spreadsheet that breaks out costs for recording minutes, (administrative and professional costs) CASM/TIC will be paid out of it. Chair Otte asked it be included in the future, Micah will send it out electronically and it will be a detailed financial statement and indicate grant funding, etc. The Executive Board has received it although it would be good for the ESB to see as well. *Pope County moved to approve the budget, second by City of St. Cloud, motion carried.*

O&O Approved Standards:

CM-4.10 Background Standard:

Region approved a standard for background check for vendors to work on system; the region would like to align with the state standard. *Benton County moved, Meeker County second to sunset standard 4.10, motion carried.*

STR – Purchase Additional Supplies:

When using STR for Gone with the Wind training it was realized there are some items that would enhance the STR and are asking for approval of expenditures not to exceed \$1,000 and the funding will come from the \$12,500 funded by the state for the maintenance of the STR. Any entity who utilizes the STR is responsible to replace any missing items. *Morrison County moved, second by Traverse County to approve funding not to exceed \$1,000, motion carried.*

System Upgrade Memo:

Micah explained the upgrade regarding 7.7 to 7.9 should have input from regions as it involves a cost to participating members and should go through the change management process, as it could constitute reprogramming radios. *Todd County moved to forward the memo to the SRB, second by Otter Tail County, motion carried.*

DECN Change Management Appeal Memo:

O&O discussed the change submitted for a change was deemed a minor and there is language in proposal stating statewide LTACS to be restricted to law enforcement only. O&O voted to send a memo of appeal to reclassify this change as a major versus a minor change. If it passed it would restrict LTACS to law enforcement only and would prohibit usage of them in the statewide zone and radio would have to be reprogrammed as well as end users would need to have retraining. *Kandiyohi County moved, second by Wadena County to approve to forward memo to SRB, motion carried.*

SSA Update:

If the region continues to pay an annual fee the cost is less annually; although if we pay a little more then there would be no charge when the upgrade takes place. The state would save \$2.5 million by using the second scenario, working with Motorola to see if the upgrade can be pushed back a year to allow for budgeting. A spreadsheet was provided to indicate the cost savings to each member in the region. RAC is recommending to try and get extra cost into 2013 budget and increase the annual budget amount to cover the higher costs and avoid a large cost at the time of upgrade. The state is currently in negotiation with Motorola to see if they can avoid the one-time large cost for upgrading to 7.13.

Other:

None.

Old Business:

CASM/TICP Maintenance RFP:

RFP sent to a dozen consulting firms with three replies and two proposals. RAC recommended the On Target proposal, at the September ESB meeting will be discussing the length and term of proposal; state mandates the CASM/TICP be updated annually. *City of St. Cloud moved, second by Benton County to approve On Target Training and Consulting to maintain the CASM/TIC, motion carried.*

Regional Logger:

Request as how to connect the regional logger to the system received approval from MnDOT and will move forward the region's plan to OTC for review and should have an answer at the next meeting. Currently there are eleven of the 20 members participating, Meeker County asked how much counties will save and Micah indicated it will depend on final cost; Meeker will save approximately \$10,000 annually.

CM-EMAC National Weather Service:

Currently Stearns County will loan two of their mobiles be used until the East Grand Forks tower is up and running and then further testing can take place to see what equipment is needed; the ESB approved up to \$5,000 to purchase equipment although want to wait to see what equipment is needed before making a purchase.

Upcoming Meetings:

September 25th and December 26th.

Adjournment:

Morrison County moved, second by Benton County to adjourn at 2:00 p.m., motion carried.

Minutes recorded by Debbie Backes, Recording Secretary