

CENTRAL MINNESOTA EMERGENCY SERVICES BOARD (ESB)

Wednesday, September 23, 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
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. Bruce Anderson – Sherburne County (*via phone*)
12. Robert Kopitzke – Stevens County
13. Eric Rudningen – Swift County (*via phone*)
14. Kevin Leininger – Traverse County
15. Dave Hillukka – Wadena County
16. Charles Borrell – Wright County
17. Micah Myers & Al Fjerstad – Regional Advisory Committee (RAC)
18. Troy Langlie – Owners & Operators Committee (O&O)
19. Greg Windhurst – User Committee
20. Judy Diehl & Tina McPherson – Next Generation 9-1-1 Committee (NG911)

Members/Alternates Absent:

21. City of St. Cloud
22. Stearns County
23. Todd County
24. Wadena County
25. Wilkin County
26. EMAC

Guests Present:

Tom Justin – City of St. Cloud
Jason Burke – City of St. Cloud
Kyle Breffle – Sherburne County (*via phone*)
Kristen Lahr – Stearns County
Sara Moulzolf – Granite Electronics

CALL TO ORDER:

Meeting called to order by Chair Jim McMahon at 1:03 p.m. followed by the Pledge of Allegiance. Quorum reached with 20 of the 25 members present for the whole meeting.

INTRODUCTIONS:

Introductions were conducted.

APPROVAL OF AGENDA:

Micah Myers noted that 6e is an action item coming from the Executive Committee. *Wright County moved to approve the agenda. Douglas County seconded, motion carried.*

APPROVAL OF MINUTES:

Kandiyohi County moved to approve the minutes from July 29, 2015. Meeker County seconded, motion carried.

REPORTS:

SECB:

1. MnDOT/ARMER/RIC: (Micah Myers)
Rick from ECN is not here today so there is no report.
2. SECB: (Micah Myers)
August meeting was cancelled.
3. Interoperability Committee: (Micah Myers)
Meeting was cancelled, next meeting is in November.
4. Interoperability “FirstNet” Data Committee: (Kristen Lahr)
Met on Tuesday to review MN’s response to FirstNet’s data elements request. Many hours have gone into this from workgroups. Kristen Lahr listed what that included. FirstNet laid out a coverage map and it was laid out by priority areas. MN has done it’s best to review those priority areas. We get data from gathering CAD data from PSAPs. We base the coverage map on road count data. The response was reviewed by the committee on Tuesday and will be presented at the SECB tomorrow to be forwarded on to FirstNet as MN’s response.
5. OTC: (Ace Bonnema)
Lt. Justin had connection issues, but he did submit a memo to the chair.

September 1st from the state communication board about upgrading to the 7.19 upgrade: Wright County asked if this upgrade was just with the towers and transmission stuff, or will we have to update our PSAP? What will it all involve, and is this the total cost? Micah Myers responded this only impacts core early members of the system: City of St. Cloud, Stearns, Sherburne and Wright counties. There are components of the hardware that needs to be updated. The state will help impacted agencies to upgrade their hardware. You technically do not have to do your system upgrades until later. Overall your costs will go down. All the other agencies will see reduction in their SUA costs. You do not have to change your answering point.

EMS/Hospital Sub-Committee

None.

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

Our quarterly meeting at MnDOT on October 26th. This is a chance for you to meet your counter parts from other regions.

GENERAL DISCUSSION AND NEW BUSINESS:

Executive Committee Reports and Items: (Judy Diehl)

1. By-Laws for NG-911 Committee
On page #6 are the newly formed NG911 committee’s ByLaws. There were only a few changes made. In the membership portion, the sheriff from Pope County asked for the language, “or anyone deemed appropriate,” because he wanted his IT Director to be a member. Judy Diehl felt strongly for this language. The Chair/Vice Chair will be the delegate/alternate to ESB board. One county made the request that the changes be highlighted next time.

GENERAL DISCUSSION AND NEW BUSINESS:

Executive Committee Reports and Items: (Micah Myers)

2. CMNESB Summit (ECN, MnDOT, and TeleVate)
On page #10 we have the Summit which will be at Alex Tech College. There were a couple of minor changes with the presenters. Columbus Day is a holiday for some agencies. We are hoping to get the word out about what we do here. We are foreseeing this as an annual event.
3. Committee Attendance
This is for the NG911 subcommittee. We will get out all the committee attendance for your December packet. If your agency is not attending, it starts with you, and you can make the recommendation back to your agencies.
4. CMNESB Legal Review
Right now anything needing legal review has to go through all 20 attorneys. What we are looking at is for matters besides the JPA. Micah Myers has reached out to the City's attorney. What we are looking at from this group is a recommendation to have the City of St. Cloud's Attorney for legal review. Chair Jim McMahan stated that we were just discussing this at the Executive Committee and it makes sense to him.

RAC Report and Items:

1. 2014 DECN 50/50 Grant
This is an addendum to the grant we already have. What we are looking for is to cover the costs. We already had the tabletop exercise, looking at covering the cost of the functional exercise. We have this \$25,000 grant. If the state does not put on the functional exercise, then the balance can be applied back to our infrastructure. We are looking for a motion to approve. *Pope County moved, Wadena County seconded, motion passed.*
2. Logger Update
Getting the groups into a central repository. We have to do some work with agencies I.T. staff. We will reach out and do one-on-one with each agency.

O&O Report & Items: (Kristen Lahr)

1. Training Roadmap – System Admin Training
(Pages #15-19) Our training committee has put together a training with Motorola scheduled for December. The following item on Standard 1.11.1 could impact this training. We would like to send a memo from the region with our region's concerns because this memo from June was not responded to. *Jeff Jelinski made a motion, Stevens County seconded, motion passed.*
2. Standard 1.11.1 Memo
Troy Langlie stated that this is being discussed at the state level. A workgroup was formed through ECN which was tasked with coming up with a curriculum for System Admin to be trained by. As the workgroup started working on this, it went beyond what we believe they were tasked with. You will find a letter in your packet from Lt. Tom Justin, and these are mimicked in the August O&O meeting minutes. The other item when we discussed 1.11.1 was there are numerous members from the region, one being the owner of On Target Training and Consulting, that have been called out in this workgroup as having a 'conflict of interest.' It is our belief that they are representing the region. What Troy is looking for from the Board is a letter that states that Al Fjerstad and Lt. Tom Justin have no conflict from this region. *Stevens County moved, Mille Lacs County seconded, motion passed.* Vice Chair Jeff Jelinski stated that Lt. Justin and Al have been on the O&O since almost it's conception, they are the best of the best, and he would hope that this organization would support them.

3. Other

User Report & Items: (Greg Windhurst)

Continue to meet with the O&O. The last few meetings we took on updating the best practice guides. We did not do Public Health because that is being reviewed by EMAC. All our findings were documented and sent back to the state.

EMAC Report and Items: (Micah Myers)

1. Regional Planner RFP

Based on discussions at the Executive Committee this RFP goes against our governance issues because there was no formal action by this board to post this. We by no means want to stop this, we would like to have these items addressed by the Executive Committee when they meet in two weeks. We would ask that you grant the Executive Committee the authority to review. *Wright County moved, Traverse County seconded, motion passed.*

NG-911 Report and Items: (Judy Diehl)

We had our kickoff meeting on August 19th with 23 people and 15 of 20 agencies represented, in September via ITV/conference call we had over 20 call in. State program manager Dana Wahlberg called in and gave some good information. One thing 9-1-1 operators do is a rebid, either auto or manually. We are getting a lot more Phase 1 verses Phase 2 calls which is a concern because we do not know where the caller is. Dana said we have to await at least 30 seconds to rebid. Judy gave an example in her county of it taking 1 minute 40 seconds. This is an issue now because more people are using cell phones indoors, also part of the issue is the IP-based calls are coming in faster than on copper lines. The FCC issued a new mandate that an outage would have to be reported to PSAPs. We also discussed our list serve, ByLaws and meeting schedule. In December we plan to have an in-person meeting at Douglas County Public Works.

With wireless calls we do not get the same information, with wired you get ALI. On a wireless call you have an uncertainly level: On Phase 1 you can have thousands of meters of uncertainty, Phase 2 information pinpoints a better location. Verizon is GPS based, Sprint and AT&T are using triangulation.

A county asked if in Texting to 911 they will be able to pinpoint location. Tina responded currently the workgroup is working on an RFP with includes text and video to 911. We just finished the pricing, they are planning in 2 weeks to award the RFP, then negotiations. Currently PSAPs with the Viper system will be able to receive 911, Vesta will be the only one with the others. They are looking at possibly May of next year. Vice Chair Jeff Jelinski said it's his belief that this needs to be in the Summit.

OLD BUSINESS:

Acronym List:

See separate handout, Micah has highlighted two news ones. If there is something that you would like to see let us know.

Morrison County asked what would happen if something ever happened to Motorola? The concern would be the dispatch area and if there would be glitches. Do we have a plan in place so we could circumvent this, if so, what would we do? Micah responded that we would look at whether we update or continue to update. Micah would think it would take an act of congress for that to happen. The system could run without future updates. What we present now is the advancements, NG911, those are happening. This system could function for quite some time because you can buy parts, MnDOT stores back-up parts. The system is set-up so that we would not have to move forward.

UPCOMING MEETINGS:

The next meeting will be on December 16, 2015 at the City of St. Cloud Council Chambers.

ADJOURNMENT:

Otter Tail County made a motion to conclude the meeting. Pope County seconded and the motion was carried unanimously at 1:49 p.m.

Minutes recorded by Shari Gieseke