

**Central MN Emergency Management Advisory Committee**  
**Meeting Minutes** *(Approved 04/22/15)*  
January 21, 2015 Pope County

**Members/Alternates Present:**

1. Jim McDermott- Delegate Benton County
2. Mark McCabe- Alternate Douglas County
3. Don Ericson- Delegate Kandiyohi County
4. Kim Lindahl- Alternate Kandiyohi County
5. Brian Cruze- Delegate Meeker County
6. Stephanie Johnson- Alternate Meeker County
7. Al Fjersted- Delegate Mille Lacs County
8. Scott MacKissock- Delegate Morrison County
9. Patrick Waletzko- Delegate Otter Tail County
10. Tim Riley- Delegate Pope County
11. Erin Hausauer- Delegate Stearns County
12. Kristen Beste- Alternate Stearns County
13. Dona Greiner- Delegate Stevens County
14. Jason Dingman- Alternate Stevens County
15. Bill McGeary- Delegate Swift County
16. Mike Wisniewski- Delegate Todd County
17. Lynn Siegel- Delegate Traverse County
18. Luke Manderschied- Delegate Wadena County
19. Breanna Koval- Delegate Wilkin County
20. Steve Berg- Delegate Wright County
21. Dean Wrobbel- Delegate City of St. Cloud

**Members/Alternates Absent:**

Monte Headley- Alternate Benton County  
Jim Hasslen- Delegate Big Stone County ~ Dawn Koch- Alternate Big Stone County  
Troy Wolbersen, Delegate Douglas County  
Tina Lindquist- Delegate Grant County ~ Greg Lillemon- Alternate Grant County  
Jeff Oxtan- Alternate City of St. Cloud  
Stacy Paulseth- Alternate Ottertail County  
Nathan Brecht- Alternate Pope County  
John Holtz- Alternate Swift County  
Bryan Savaloja- Alternate Wadena County  
Rick Fiedler- Alternate Wilkin County  
Jon Young- Alternate Wright County

**Guests:**

1. Kim Joos, Pope County
2. Kathy Wevley, WCEC - Regional Planner
3. Jeanna Sommers, HSEM
4. Rick Juth, ECN

1. **The meeting was called to order by Chair Patrick Waletzko at 11:08.**
2. **Roll Call:** Roll call was taken with a quorum of members present.
3. **Revisions and Approval of the Agenda:** Don Ericson made a motion to accept the agenda with one addition; Guest Speaker: Rick Juth, New CM Radio Interop Coordinator. Mike Wisniewski seconded the motion. Motion Carried.
4. **Approval of Minutes:** Breanna Koval made a motion to accept the CM EMAC meeting minutes held in Otter Tail County October 22, 2015. Dean Wrobbel seconded the motion. Motion Carried.

## 5. Reports

Patrick requested that we clarify committee members; the Delegates and Alternates should provide CM EMAC updates during the committee meetings and bring back information to the CM EMAC from the meeting.

### **Central Minnesota Emergency Services Board**

Emergency Services Board: Mike Wisniewski reported. The link to update our county appointments was provided. Patrick will now be the new Delegate and Breanna will be the new alternate.

### **Radio Advisory Committee**

An explanation was provided to the group- the RAC decides what goes to the ESB (Regional Advisory Committee), 80 % of the discussion pertains to ARMER. Al will now be the Delegate and Mike will be the new Alternate.

### **User & Owners and Operators Committee**

A written report to the committee; it was included in the meeting packet. Anyone may attend the meetings, they are held the third Thursday at 10:00 am in Alexandria at the Public Works building. Dean Wrobbel will continue to be the Delegate and Al will be the new Alternate.

### **Interoperable Communications Committee**

Discussion regarding the STR- tower trailer, ISSI and equipment to provide connectivity to surrounding states. Working on standards for connectivity, example is a request for a BDA. Mike will remain the Delegate and Al is the new Alternate

### **IPAWS**

A written report was provided in the meeting packet. The committee is looking at putting together a best practices workshop. Patrick is the Delegate and Erin is now the Alternate.

### **Wireless Broadband/Next Gen 911**

Discussion regarding communication coverage assessments and FirstNet. Tina will be the new Delegate and Dona will be the new Alternate.

Rick Juth provided additional information; the Sheriff is the point of contact for each county, he spoke about the Geocode system issues, CAD coverage, and critical infrastructure issues.

### **Association of Minnesota Emergency Managers**

They are working on the Fall conference; Break-out sessions, speakers and awards. Tomorrow there is a meeting regarding standardizing the warning siren best practices. Jim Halstrom will be retiring after this year.

## 6. Staff Updates

### **Regional Planner**

Kathy Wevley provided a written report; it was included in the meeting packet. Kathy provided additional information regarding the TEPW which she attended in December.

The IAP training and exercise summary report has been submitted to the state.

The Regional Planners have been holding conference calls; THIRA processes and the validation process have been discussed.

County THIRA revisions are due to Danielle at HSEM by the end of February; Kathy has been working with each county to ensure they are submitted in time.

Patrick passed around the last three invoices from WCEC and asked for questions or comments. None were noted.

### **Fiscal Agent**

Mark McCabe reported that he is working on administrative closeouts.

### **7. Unfinished Business**

Nothing noted or discussed at a different time.

### **8. New Business**

#### **Nominations and Election of Officers**

RPC Jeanna Sommers requested nominations and voting for the Officers. Patrick was nominated and voted in as the Chair with all members voting in favor. Breanna was nominated and voted in as the Vice-Chair with all members voting in favor. Dona was nominated and voted in as the Secretary with all members voting in favor.

#### **ESB and Appointments**

ESB: Patrick and Breanna

RAC: Al & Mike

O & O & User: Dean & Al

SRB Interop.: Mike & Al

IPAWS: Patrick & Erin

~~Wireless Broadband: Tina & Dona~~

#### **Work plan & Strategic Plan**

A sign-up sheet was passed around for all counties to register for work groups and other committees as needed.

#### **SHSP Grant Status**

We need to start identifying our gaps and strategies before we receive application notification from the state.

#### **Monthly Meetings**

The Officers would like to start holding monthly meetings to work on the new MNWALK items together. These will be work sessions to work on our THIRA, EOP's and other items that Emergency Managers may require assistance or have questions. These gatherings will not take the place of the quarterly meetings. There was a request to set a standing schedule to include the location and to survey everyone in advance to see who will attend.

VTC could be utilized, Patrick will send out a doodle and look at a central location. Patrick mentioned that the Planner will attend on a case-by-case basis.

#### **9. General Discussion**

Monthly communication tests were discussed; remember to reserve the talkgroups, make the reservation on the status board.

A recommendation was made to start including VCT in our monthly tests. We will add this to the communication schedule and each county will host quarterly- Patrick will modify the list and email it out to everyone.

#### **10. Upcoming Events & Announcements**

Nothing noted.

#### **11. Next Meeting**

Stearns County April 22, 2015 (following the HSEM Region IV meeting).

#### **12. Adjournment**

Scott MacKissock moved to adjourn the meeting. Dean Wrobbel seconded the motion. Motion carried unanimously.

Minutes submitted by Dona Greiner