
STATEWIDE EMERGENCY COMMUNICATIONS BOARD

MEETING MINUTES

January 22, 2015

Attendance

Members:

<u>PRESENT</u>	<u>MEMBER/ALTERNATE</u>	<u>REPRESENTING</u>
X	Mark Dunaski (Chair)/Jackie Mines	DPS
	Mukhtar Thakur/Tim Lee/Jim Mohn	MnDOT
X	Dave Van Thiel /vacant	MNIT
X	Rodmen Smith /Dan Kuntz	DNR
	vacant /vacant	MN State Patrol
	Vince Pellegrin/Thomas Humphrey	METC
X	Bill Droste / Vacant	League of MN Cities, Metro
X	Eric Anderson /Pat Novacek	League of MN Cities, Greater MN
X	Liz Workman /vacant	Assoc. of MN Counties, Metro
X	Jim McMahon /Tom Kaase	Assoc. of MN Counties, Greater MN
X	Jim Bayer /Darlene Pankonie	MSA, Metro
X	Dan Hartog /Scott Turner	MSA, Greater MN
	/Jeff Marquart	
X	Mike Gamache /Ted Bearth	MESB
X	Mike Risvold /vacant	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher /Dave Thomson	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal /Vacant	MN Fire Chiefs Assoc., Metro
X	T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	Joe Glaccum /vacant	MN Ambulance Assoc., Metro
X	Brad Hanson /Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Scott Camps /	RRBs

Also in attendance:

Cathy Anderson, DPS-ECN
Carol-Linnea Salmon, DPS-ECN
Adam Iten, MN.IT/DPS-ECN
Dana Wahlberg, DPS-ECN
Victor Wanchena, DOC
Rick Juth, DPS-ECN
Jill Rohret, MESB
Mike Fink, Motorola
Mary Jo McGuire, MESB

CALL TO ORDER

Commissioner Dunaski calls the meeting to order at 12:37 p.m.

APPROVAL OF AGENDA

Joe Glaccum asks to amend the agenda to delete the MAC Talkgroup item which was added to the agenda in error. He also notes a typo—the Standards to be considered under the Operations and Technical Committee report should be listed as 3.17.0 and 3.17.3.

Jim McMahon moves to approve the agenda as amended.

Ulle Seal seconds the motion.

Motion carries.

APPROVAL OF PREVIOUS MEETING MINUTES

Scott Camps moves to approve the November meeting's minutes.

William Droste seconds the motion.

Motion carries to approve the November minutes.

CHAIR AWARDS COML CERTIFICATION

Chair Dunaski announces the completion of COML Certification by Tom Groninga, MAC Emergency Communications Center and congratulates Mr. Groninga.

OFFICER ELECTIONS

Seal nominates Joe Glaccum for Vice Chair and Jim McMahon for Secretary. There are no other nominations.

The board votes and approves Joe Glaccum as Vice Chair and Jim McMahon as Secretary.

REPORTS OF STANDING COMMITTEES

Operations and Technical Committee Report (Glaccum)

Chair Glaccum introduces a request to amend Scott County's Participation Plan.

Scott County requests to amend its participation plan to upgrade to MCC 7500 consoles. Two eight port CCGWs will be installed; eight ports will be used at this point.

On behalf of the OTC, Glaccum moves to approve Scott County's request to amend its participation plan.

Camps seconds.

Motion carries.

Chair Glaccum introduces the Department of Correction's request to amend its participation plan.

Glaccum reports that the Department of Correction has a participation plan jointly with the Department of Human Services. It was developed as a combined plan but both agencies would like to have separate plans now. The DOC's amended plan removed the DHS portions and took out some of the early parts of the plan that have already been completed.

On behalf of the OTC, Glaccum moves to approve the Department of Correction's request to amend its participation plan.

Cari Gerlicher seconds.

Motion carries.

Glaccum introduces the revised Standards 3.17.0 and 3.17.3 (COML and COMT).

Cathy Anderson summarizes the modifications to the revised Standards. This includes a new form at the end to collect additional information such as contact information and an agency signature. Another change is that volunteers will be allowed to become certified but can only act as a COML or COMT when deployed by a sponsoring agency.

On behalf of the OTC, Chair Glaccum moves to approve the revised Standards 3.17.0 and 3.17.3 Gerlicher seconds.

Motion carries.

Glaccum introduces Otter Tail County's request to amend its participation plan.

Otter Tail County is requesting to add a 5 channel site ASR in Fergus Falls to address some coverage issues within the city of Fergus Falls.

On behalf of the OTC, Glaccum moves to approve Otter Tail County's request to amend its participation plan.

Dave Van Thiel seconds.

Motion carries.

Glaccum introduces Todd County's request to amend its participation plan.

Todd County is requesting to add three MCC 7500 consoles. The upgrade would include three MCC7500s operating positions plus one in patching position. The county would use 24 ports off of CCGWs and we have the capacity in that zone.

On behalf of the OTC, Glaccum moves to approve Todd County's request to amend its participation plan.

Jim Bayer seconds.

Motion carries.

Glaccum introduces Washington County's request to sponsor St. Paul Park Refinery.

This is covered under Standard 1.10.2 allowing agencies to use the ARMER system but requiring a sponsoring agency. Washington County signed an agreement with St. Paul Park Refinery for 20 radios that Washington County will maintain ownership of. Washington County will be responsible for programming the radios and for training.

On behalf of the OTC, Glaccum moves to approve the Washington County's request to sponsor St. Paul Park Refinery.

Droste seconds.

Motion carries.

Chair Dunaski asks if this is an example of a model of the process for a sponsorship plan. Glaccum says yes.

Glaccum introduces Douglas County's Talk Group request.

This is for a requested site. That means that tower will key up regardless of whether the radio is affiliated with Douglas County. Douglas County is asking for Douglas County Law to be able to hit the ring towers. We don't know what the impact will be on the system. If it is negative, we will take corrective action.

On behalf of the OTC, Glaccum moves to approve Douglas County's Talk Group request.

Van Thiel seconds.

Motion carries.

Report on Standard 1.10.2 -Requesting Participation by Non-Public Safety/ Non-Public Service Organizations

Glaccum reports that the committee had put out a solicitation to try and capture who is sponsoring whom as a non-public safety/non-public service entity. That process has been going on for a few months with a deadline of December 31st. There was some confusion. Some areas, such as the Metro, got all of their documents in on time. But there was some confusion expressed from other regions about what was required. We sent a clarifying memo as to what we are requiring and extended the deadline to February 14.

Interoperability Committee (Thomson)

The committee did not meet in January; no report.

Legislative & Government Affairs Committee (Kaase)

The committee did not meet in January; no report.

Steering Committee (Hartog)

Chair Hartog was unable to attend the last meeting and asks if Mr. Glaccum or Director Mines would present the items from the meeting.

Director Mines introduces the Strategic Plan as submitted in the meeting materials.

Mines reports that the Steering Committee has been working with the information that came out of the Strategic Planning Session and using it to develop a strategic plan for the SECB. The Steering Committee is continuing with that work but has created a two-page document as submitted in the

meeting materials. That document lists the three primary strategic goals that came out of the Strategic Planning Session. The Steering Committee identified a statewide goal, a vision and a mission. This is presented as a first version and a living document that can be changed at any time.

Mines reports that one reason to have a version of this document right now is because we have been talking to regions about funding priorities and we will be talking with legislators about our funding request so we wanted to make sure that there was a communication of the strategic planning that the board is doing. Having a document listing our goal, vision and mission will help elected officials and others to understand what the Board's role is as it relates to public safety communications.

Mines says that the fact that we have a vision and mission identified will also help us stay focused in each committee as we are posed with questions, problems, issues, especially from a funding perspective, and we can always go back to see if a proposed project meets one of our primary initiatives. This is really meant for each committee chair to take with them and use as a guideline while working with your committee.

The Steering Committee will continue to work on the extensive plan which will lay out who is going to do the work that is involved in accomplishing these goals and what the tasks are and the timetable.

Mines asks for feedback or questions about the document.

Liz Workman asks, under the 911 goals, if the phone service providers were consulted about this at the Strategic Planning Session.

Mines agrees that it would be good to meet with the carriers. She says we work with them very closely on 9-1-1 and have talked about setting up quarterly meetings with the wireless carriers and MN Telephone Association to keep them informed and to work together. We plan to do this going forward. This will come out in the larger plan about how to achieve these goals.

Glaccum says the Steering Committee does recognize that it has a larger document to assemble. It would be nice if there were no time constraint and this document was driven off of that. It seems like it was sensitive in its timeliness to get this shorter version out to elected officials and others. We were not able to finalize this at our formal meeting. The membership continued to work on it via email and it was pretty much approved by consensus but not formally.

Gerlicher says this closely mirrors the Finance Committee meeting last month. There was a lot of discussion about making sure that emergency managers, law enforcement officials, public safety, and county commissioners are all on the same page as the legislators ask questions, particularly around the projects for NextGen911 and grants and the increase of 9-1-1 fees. We need to have a consistent message. The Finance Committee discussed a lot of these issues specifically last month and is on the same train of thought as the Steering Committee.

Dunaski says at the legislature there is very little knowledge about the emergency communications systems in the State of MN. They do not know the complexities behind these systems and more importantly they do not know about the changes and costs associated with these new communications systems. Consider that this document is a first push to get people to understand that emergency communications in the State of Minnesota will not go back to the way that it was.

We have to look at how we manage it, roll it out, and fund it. It's not like the legacy systems where you bought a VHF legacy system and it sits there for 20 years until you have to buy a new radio to replace the tubes in it. We are caught in the throes of should we upgrade and why and of counties trying to figure out how they are going to pay for the expensive equipment that's coming on the backside of these new upgrades. Should the state have skin in the game and how much should the counties have in it. Those are the political discussions that are going to have to take place. He says the Steering Committee has done their best shot at putting the fundamental pieces of this information out. He asks the County Commissioners on the Board if this document makes sense to them—is this something they can bring back to their boards and say here is what we are doing at the SECB and this is why we have to be on the side of this.

Liz Workman says it was written in a way that she can understand it and if she can understand it she can explain it. She says that Jim McMahon described it to her as infrastructure –like the roads. She can explain that.

Jim McMahon says the document so far is the primer or intro and he thinks it will be very helpful.

Mike Gamache says it is very straight forward, concise, easy to understand.

Glaccum moves that the board adopt this as Version 1 of the Strategic Plan and authorize its distribution.

Liz Workman seconds.

Motion carries.

IPAWS Committee (Seal)

No action items. We ran a required weekly test the first week of December sending required CAD messages in different languages and had some trouble with it. Some messages did not go through, some took several attempts to go through. We had people at the radio stations to monitor the messages. We identified the issues are working on fixing them.

NG911 (Pankonie)

We met yesterday. The regional boards are developing subcommittees and are reaching out to get representatives from all of the PSAPS. We have good communication and representation. It's a great forum to work with each other on the technical challenges we are facing. Every day we have new technical challenges in our PSAPS. We are looking forward to everything that is coming up with GIS.

Interoperable Data Committee (Risvold)

The committee did not meet this month. There is nothing new other than what you see in the status summary. There is a new workgroup being formed about system security. There will be security requirements on a wireless broadband network and this committee would weigh in on what are those requirements. Mines says the committee has had four workgroups: Devices, Applications, Coverage and Systems. Those all met over the past few months. We are working on the final reports and will have those ready for review probably at the end of February.

She says we have about 50% of our coverage assessment completed. A couple of regions need a little encouragement to finish this –the southern region and some of the northern parts—so if you can encourage counties to get their information in that would be greatly appreciated. We think this will have a lot of value as we look at where are the coverage holes in the state by commercial

carriers and where would we need to build out more. We are looking at the possibility of partnering with the Broadband office and MN.IT to do a drive test around the state to see if we are looking for border to border coverage where would our issues be. We are working on this behind the scenes and will report when we have information.

We are working on an RFI for all those who have assets.

We requested that FirstNet meet with us as a region. Mines is also meeting with other states to see what we can learn from them. She met with Iowa today. They meet with carriers a couple of times of year, so we may do that too. She has invited them to come to the Interop Conference to see what the other vendors have to offer.

Finance Committee (Gerlicher)

Chair Gerlicher introduces a request to authorize distribution of the 2014 SHSP funds, as submitted in the meeting materials.

Chair Gerlicher reports that the Finance Committee had a large working meeting in St. Cloud the first week of January. There was a robust discussion and it was a good educational opportunity. The Committee moved to approve the distribution of the HSEM SHSP grant based on the recommendations of the grant workgroup. The grant workgroup recommended to divide half of the money evenly between the seven regions and to distribute the other half based upon the population of the regions.

The workgroup also decided that in order to prevent individual entities from becoming dependent upon State funding, there would be a required 50% matching requirement on all equipment purchases.

The Finance Committee approved these recommendations and Gerlicher is presenting them to the Board today for approval.

On behalf of the Finance Committee, Chair Gerlicher moves to approve the authorization of the 2014 SHSP funds as presented in the meeting materials.

Camps seconds.

Motion carries.

Reports – Other

- ***ARMER Project Status Report (MnDOT OEC)***

No report

- ***ECN Update***

Director Mines reports that ECN is working on the Interop Conference which will be April 27-29 in St. Cloud. There will be several tracks -- one for elected officials, commissioner including a panel on

the strategic plan session. There will be tracks for NextGen911 and GIS messaging, a track for ARMER and a track for FirstNet / Wireless Broadband.

Mines is looking for volunteers from the Board to be on a panel to talk about the strategic plan and on a funding strategies panel. There will also be a panel with neighboring states on what they are doing with FirstNet.

It will be different this year because in addition to the different tracks, we are also going to talk about leadership as a theme. We have a very dynamic speaker coming in to talk about this and how to go back with the information to your agency or region.

Mines introduces Adam Iten, who is ECN's new GIS Project Manager. She reports that Dana Wahlberg was named to an FCC Committee to represent PSAPs. This committee is considering what an optimal PSAP for architecture is and what it will need for NextGen911. MN has probably the most deployed NextGen911 of anywhere in the country and Wahlberg has also managed a PSAP so she is perfect for it.

Old Business

None.

New Business

NG911 Presentation (Wahlberg)

Wahlberg continues her series on NG-911. This presentation focuses on Text-to-911.

Other Business/discussion

- Attendance and membership

Mines says in past years ECN has provided information on attendance for the SECB and committees. The reason we do this is to encourage full representation. We encourage the primary representative or the alternate to attend every meeting. We also encourage this at the committee level. We really appreciate the time and talent and efforts and participation and also want to encourage that you are well represented by your organizations. We would like to get the vacancies on the Board and committees filled so the regions and agencies are fully represented.

Chair Dunaski adds that the purpose of the Board is to hear from different perspectives so please voice the ideas and issues of your regions. It is okay to come and dissent and bring those messages from your regions. He emphasizes that it is also important to carry the messages back to your regions and agencies.

Meeting Adjourns at 1:54 p.m.