

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM

January 21, 2016

MEETING MINUTES

ATTENDANCE

MEMBERS, REPRESENTING
PRESENT (Highlighted):

Chair: **Ulrie Seal**, MN Fire Chiefs Association
Vice Chair: Michael Martin, MN Cable Companies
John Dooley, Committee Coordinator/ HSEM
Janell Rasmussen/**David Kravik**, BCA
Dana Wahlberg/**Cathy Anderson**, DPS/ECN
Randy Willis, Minnesota Sheriffs Assn.
Todd Krause/Joe Calderone, National Weather Service
Don Sheldrew, MN Dept. of Health
Jim duBois/Steve Woodbury, MN Broadcasters Assn.
Bryan Green/Terry Stoltzman, AMEM
Amy Hass, Xcel Energy
Scott Williams, Metro Radio Region/Ramsey County
Vacant – Region 4
vacant– NE Radio Region
Nancy Shafer/vacant, NW Radio Region
Don Heppleman/vacant, Twin Cities Public Television
Lillian McDonald, tpt/ECHO Minnesota
Bryan Gorman – Region 5
Mike Bromberg – Southeast Radio Region
Denison Hanson—MPR
Patrick Waletzko – Central MN RAC
Diane Lind—Dakota County
Bill Schmidt-- Dept. of Health
BJ Kohlstedt--Lake County Emergency Management
Joel Glaser, Ampers
*Members attending are marked with yellow highlight.

Guests reporting

Name **Representing**

Carol Salmon, ECN

Jackie Mines, ECN

CALL TO ORDER

Chair Seal calls the meeting to order at 1:05 p.m.

MINUTES

Jim duBois moves to approve the November meeting minutes.

Lillian McDonald seconds.

Motion carries.

REPORT OF STANDING COMMITTEES

- ***Policy (duBois/McDonald)***

McDonald reports that the subcommittee's focus has been on revising the IPAWS work plan and brainstorming with other partners on how to keep moving the work forward.

duBois adds that he, McDonald and Steve Woodbury were on a conference call with the Communications Security, Reliability and Interoperability Council (CSRIC) IPAWS national group. He reports that they head the multilingual subgroup and shared what Minnesota is doing. Minnesota is well ahead of the curve on multilingual messaging and what we are doing may serve as a template for the rest of the country.

McDonald presented on the IPAWS exercises executed in Minnesota at events in Washington, D.C. and New York City. She adds that other states are facing the same funding challenges and some states are suspending efforts because of lack of funding. Many states are looking to Minnesota to keep blazing the trail.

- ***Infrastructure (Dooley)***

No report.

- ***Public information (Williams)***

No report. Scott Williams adds that he is trying to reestablish his county COG workgroup. He is hoping within a couple of months they will announce that they are live.

COMMITTEE ITEMS REPORTS

OLD BUSINESS

NEW BUSINESS

- **Discussion on the 2016 IPAWS Committee Work Plan (Chair Seal)**

Chair Seal reports that he and committee members and others have worked to develop a new IPAWS work plan. Chair Seal met with Deputy Commission Mark Dunaski, Chair of the

SECB, Joe Kelly, Director of HSEM, Jackie Mines, Director of ECN, and Bruce Gordon and Julie Anderson from DPS Communications to discuss the need for increased support and priority for the work of the IPAWS committee. A decision was made to dedicate one full time employee to the IPAWS effort. The employee will likely be at ECN at this point with continued participation from HSEM. The work plan initially focusses on counties along the rail corridors. There is funding available from the rail emergency management funds to support the counties along the rail lines in become alerting authorities and for training on how to send alerts and for testing the system. The key focus on the work plan is to ensure that the jurisdictions along the rail lines are alerting authorities or have access to an alerting authorities and to then do exercises and training and to implement the multilingual aspects. After the counties along the rail lines are completed, the work will continue through the rest of the state. There is a roughly three year timeline for the entire state to have access to IPAWS capability.

Deputy Commissioner Dunaski is committed to this effort and to the full time employee. Chair Seal will submit the plan to Dunaski for comments before sending it to the SECB.

Jackie Mines reports that she has been working with John Dooley to identify goals and objectives by quarter. She would like to meet with Chair Seal and committee members to get a sense of what things need to happen first. Over the next month there will be additional planning with HR on the job requisition. She adds that the way she sees this working is with a lead person who manages the day-to-day operations and pulling in vendors from the outside as a need is identified. She has gained insight into what some of the roadblocks may be and will work together with the committee to find opportunities to remove them. It is important that we understand what motivates people and what the concerns are and then address those areas where there is hesitancy. She plans to talk with the Minnesota Sherriff's Association because in Greater Minnesota a lot of the sheriffs make the decision about this program.

Seal says the committee had reached its peak on its ability to get this rolled out without additional support and he sees nothing but positives coming out of this partnership. There are cross competencies between the divisions. Members of the committee are committed to continuing to provide the voice and education for this effort across the state. We have tremendous support and dedication from D.C. Dunaski for the work this committee has been doing. We are on the cusp of moving this forward across the state.

ANNOUNCEMENTS

- Review Update on Public Alerting Authorities Workshops in Regions 1 and 5 Southern Minnesota

Dooley reports that he presented two workshops, one in Slayton and one in Glencoe. There were a total of 52 participants.

In Glencoe, the greatest percentage of participants were Emergency Managers. In Slayton, Emergency Mangers and PSAPs were about equally represented.

Participants felt that the handouts and the discussion of scenarios were helpful. They liked the Best Practices Guide and the message template indicating the number of characters available for messages. It was helpful to practice creating messages.

For improvements, it was suggested to ask for RSVPs. There were many more participants in attendance than had been planned on.

Dooley notes that Bobbie Harder, a county commissioner from Gaylord, was in attendance and sent a thank you note saying that the training was useful

OTHER BUSINESS ANNOUNCEMENTS

Speaking Engagements

- **Public Alerting Authorities Workshop at the 51st Governor's Homeland Security and Emergency Management Conference, February 9 – John Dooley**

Dooley reports that 25 participants have registered for this workshop. Chair Seal asks if Dooley needs assistance. Seal will try to find some help. Scott Williams will check his calendar. Todd Krause will be at the conference and may be able to help.

ADJOURN

duBois moves to adjourn.
Stromberg seconds.

Chair Seal thanks everyone for their work and dedication to making this a priority.

Motion carries.

MEETING ADJOURNS at 1:40 p.m.