

NEECB Owners & Operators/Users Committee Meeting minutes

Location: Virtual
Date: January 20, 2021
Time: 1000hrs

Attendees:

Member:	Present (X)
Aitkin County	X
Carlton County	X
Cass County	X
Cook County	X
Crow Wing County	
Itasca County	X
Knanbec County	
Koochiching County	
Lake County	
Pine County	
St Louis County	X
City of Duluth	X
City of Hibbing	
City of International Falls	
City of Virginia	
Grand Portage Tribe	
Leech Lake Tribe	X
Mille Lacs Tribe	X
Lake County Ambulance	X

Guest:	
Duluth Superior Coms	X
MNDOT	
Northland Business Systems	X

Agenda items

- I. **Call to Order:** Meeting called to order by Dylan Bridges at 1003hrs.
- II. **Roll Call:** See Attendees Roster above.
- III. **Approval of Minutes:** Motion by Itasca, Seconded by Cass. Motion passed.
- IV. **Special Presentations:** None
- V. **Reports of Standing Committees**
 - a) NECB/RAC Reports: (Dylan Bridges/Monte Fronk): Nothing to report NECB and RAC meeting is scheduled for January 28, 2021.
 - b) Standards Committee (Mark Lallak): Really nothing to report, but we will work on it. Monte Fronk– Kathy Anderson has been doing the statewide standards, updating them and or removing some because they are outdated. Dylan Bridges – We will have to bounce ours off of those in the future. Monte Fronk – Maybe get Kathy to join for an update on the statewide standards. Dylan Bridges – Okay will have to look at what they updated and what they have taken out then.
 - c) Yearly Training Committee: Mark Lallak – Border to Border first quarter or second quarter of this year. And a Train the Trainer. T-CPR, we have gotten the final and I will be sending out some information to the whole group on where we are with that. We have to have who is going to the class and registered by February 22, I believe. It's really going to be a struggle for the state to get to July 31st. There are 1280 dispatchers that need to be trained. Dylan Bridges – The Feb 22nd deadline. Is if you are planning to use grant money? Mark Lallak – Yes, but again I think as a region, strategically we should get that information out to the RAC and the regional radio board as soon as we can. They gave us such short notice, if we can come together as a region we should be able to use that grant money nobody should have to be paying for this on their own. Jason Mathias - What I sent out was the latest information that the

committee has. The committee will be working with the state this week or next week. I agree with Mark that it should happen sooner rather than later and I don't think we are going to have a horrible time getting this together. In the fall I reached out to all the PSAPs, getting what your current staffing is and what your doing, so I will be using that list and double checking with the PSAPs as we move forward here. I don't think it is going to take too much work if we can just focus our efforts. No pricing for the training from providers yet, but I hope that will be finalized here soon. Mark Lallak – Jason I appreciate that email you sent out because I did not know that, there is going to be an opportunity to do it virtual or in person my only concern is I hope they are prepared for 1280 dispatchers. Jason Mathias – Yes, and we admit it is short notice, and for some of the PSAPs that are doing the full EMD they are not going to need the training. There is going to be quite a few that need it and there are going to be some decisions that the counties are going to have to make as far as what option they are going to go with. We just need to be focused when those final figures for training are known and how many people are going to need the training. Dylan Bridges – For example in Carlton we are going full EMD we have the funding. Hopefully we can get it done in time. If not, we are not going to look for state grants, it is too much of a pain, we are just going to pay for it out of our 911 funds. We will have a backup plan if we don't get our EMD done by then. Any questions for Mark or Jason on the T-CPR?

- d) RIC Report (Marcus Bruning): See attached RIC Report – Marcus Bruning – I appreciate the work that Jason and Mark have done on that T-CPR compliance. I think the committee has taken their time to make sure they are doing it right. Keep in mind that those grant funds are available until June 30th, 2021 by legislation appropriation. Jason is doing a good job of trying to figure out what people need. The group should know that the committee is really focusing on, there is 27 PSAPs in the state that are doing nothing, so its not the 1280 that are going to need the training it's the certain PSAPs that are either not providing prearrival instructions or not transferring, or do not have EMD, those are the ones the committee is focusing on first. I agree that it feels pretty tight but the committee is working hard to make sure that it happens, I appreciate your work on that. (See attached report) Mark Lallak - Jason Mathias has been a rock star on this, he has done all the work. Dylan Bridges – I am on the strategic planning committee, if anyone has any ideas on what you would

like to see in that plan send me an email and I can bring it forward from the owners and operators. Marcus Bruning – Yes you and Marv so far, but again I would like to have multiple disciplines on there, Dylan Bridges – If you want to be on the committee let us know or let Marcus know or if you have any ideas let us know. Mark Lallak – We should have a regional plan, I think they are looking for what you need as a region. Dylan Bridges – That is the group we are doing from our region. Any other questions for Marcus? Jason Mathias – I'll just say I'm excited for the training offerings this year, I think that is a good compromise, I appreciate the work on that. Marcus Bruning – Good, thanks.

VI. Old Business

- a) CPR Telephone Standard: - See above item (C).
- i) Calling to 988 Suicide Hotline and how it affects 218 and 952 area codes (Steve Olson): Dylan Bridges – Steve is not here, not sure what he wanted to cover. Marcus Bruning – I believe it is that you will need to use a 10-digit phone number instead of seven to transfer. Would affect your 911 CPE system programming.
- ii) Restructure of 911 Governance, oversight, etc. (Steve Olson): Dylan Bridges – No information.
- b) Appointment Letters Owners/Users: Dylan Bridges – New year so need appointment letters, they are on the website.
- c) IPAWS (Steve Olson): Dylan Bridges – Nothing to report.
- d) NG911 Grant: GIS: Dylan Bridges – Nothing to report.
- e) NLTF (Dylan Bridges): Dylan Bridges – Nothing new really to report. Did add NE 5 to com plan for non-governmental agencies to communicate with EOCs. Marcus Bruning – A lot of hard work by a lot of smart people. Moving from planning to operations, just working on some tweaks now. Working on some notification projects should mutual aid be required. Dylan Bridges – There has been a lot of action in Aitkin County and it is starting to pickup in Carlton, they now have a campsite here. Patrice and I have been talking about how long it would take them to get to EOC and if Rapid Deploy is in all the PSAPs it may be easier to backup from a PSAP. Jason and I have also discussed this, may need to put a small group together to look at dispatching. Mark Lallak – The group has done a good job on getting this together. Reminder we did have a small demonstration in Grand Rapids, don't be supervised if you

have an event outside of the pipeline, use the resources available.

VII. New Business

- a) Upcoming Training: Dylan Bridges – Cover some training (see above) and there will be the 20 virtual classes put on during the year instead of the Public Safety Conference. Mark Lallak – Should look at Incident Command type class as a high priority in the future. Dylan Bridges – We are using unified command here, it would be good to look for something like that. Monte Fronk – FEMA has put a new toll kit for your EOCs to do these types of things.
- b) COVID-19 Updates: Dylan Bridges – We are getting numbers together for who wants the vaccine and added plastic dividers between the dispatchers. Michael Reyes – Is meeting in person an option, in person help you ne more involved. I don't know what is preventing us from meeting in person if we practice social distancing and mask wearing. Just wondering thoughts on that? Dylan Bridges – First I don't know of a place big enough for us to meet with the amount of people we have. And I am leery of meeting face to face because I have not received the vaccine and I am limited in dispatchers. I think we would have to poll the group and see who in comfortable to meet. Anybody else thoughts on it. Duane – Ultimately, we are trying to get back to normal operations maybe we should look at setting a criterion for returning to meeting in person, like a percentage of vaccinated people or natural immunity, thoughts? Dylan Bridges – Someone is going to have to help me out with that, I don't see how we can even get that information. Mark Lallak – One problem would be the different county restrictions. I agree especially when we are talking about strategic plans, you really need to see that paperwork in front of a group to work it out. I think we need an all clear from every part of our region before we even look at it. Dylan Bridges – I would agree with you, especially with all the different guidelines and how each county is responding to it. I think it still could be a while before we have face to face meetings. For my group – Carlton County – I still a dispatcher and can't bring that in here and be down more dispatchers. Duane – I agree, I just think we should set a trigger point that once a certain percentage or something in place so we know when we can go back to normal operations. Maybe that is a bit far out, could be a year, but it is something to swim towards. Dylan Bridges – I think it is a long way out yet and I would not know how to set that

trigger point because we are talking about, they don't have to tell us if they got the vaccine, we are talking about medical information. I'm not sure how we could set a trigger point, other than going by how the other meetings are going. Marcus Bruning – I think at some point it would be nice to set where we have an option of in person and virtual. I think some are getting worn out, maybe we can have a discussion next week at the RAC/ECB on it, but it would be good to work toward it. Mark Lallak – I would certainly volunteer to help with the strategic planning, if the group is small enough we could do it here, I would volunteer Itasca. Dylan Bridges – we are covering two different things here. For Duane and Mike, I think we can bring it to the RAC/ECB and see what their thoughts are and if anyone has any ideas bring them forward to the next meeting. Will that work for everyone, I tend to agree you get more out of a face to face meeting.

- c) 5 Year Grant Plans (Mark Lallak): Mark Lallak – we met just before the shutdown we have not met since then. Will talk to Dewey this afternoon to get it back on the schedule for meeting. Marcus Bruning – This is something we could include in the strategic planning meeting. We will be setting a date to meet at the next RAC meeting. Part of doing the strategic plan for the state will be our region plan we could do the grant and training as part of the process. Dylan Bridges – Is anyone else interested in being on the strategic planning committee? Mark Lallak from Itasca and Crystal Nykiel from Lake County Ambulance.
- d) MCC7500E Loan Out (Steve Olson): No report.
- e) Election of Owners & Operators/Users Officers: Dylan Bridges – Does not appear that election have to held face to face – Mark Lallak – We can do it aye votes by roll call. Dylan Bridges – Will see if anyone else volunteers, otherwise we can do a white ballot. Mark Lallak – I would nominate Dylan Bridges continue because I know what you are doing for the project. Dylan Bridges - I am willing to do it one more year but I can not speak for Monte of Jason Mathias. Monte Fronk – I would support that and also be the User Chait for one more year for the continuity and team effort. Dylan Bridges – Jason what are your thoughts for vice chair? Jason Mathias – That's fine. Dylan Bridges – Monte who is the vice chair for the users? Monte Fronk – I believe it is Duane. Mark Lallak – Can we postpone the vote? I believe it was Duane as the vice chair. Marcus – Duane is the region rep to the SECB. Mark Lallak – I nominate Jeremy Hanson as vice chair. Dylan Bridges – I'll

keep going down the list. The Secretary position is still open I ask every month is anybody interested in filling that position? And is there a user rep to the ECB on the ECB or just the owners rep. Mark Lallak – I believe we have one rep for the combined group. Dylan Bridges – I pretty sure that is Steve and myself, is everyone okay with us still doing it. All we need then is to vote on Jeremy for user vice chair and white list the other positions. Motion made for Jeremy Hanson as vice chair, Second by Lindsey, Cook County

Roll Call Vote:

Aitkin County

Carlton County – Aye

Cass County – Aye

Cook County – Aye

Itasca County – Aye

St. Louis County – Aye

City of Duluth – Aye

Leech Lake Tribe – Aye

Mille Lacs Tribe – Aye

Lake County Ambulance – Aye

Any Opposed – None

Jeremy Hanson is vice chair of Users Committee.

White Ballot all other positions. Looking for a motion to keep the other positions as filled for this next year. Motion by Chad Cass County, Second by Leech Lake.

Roll Call Vote:

Aitkin County

Carlton County – Aye

Cass County – Aye

Cook County – Aye

Itasca County – Aye

St. Louis County – Aye

City of Duluth – Aye

Leech Lake Tribe – Aye

Mille Lacs Tribe – Aye

Lake County Ambulance – Aye

Any Opposed – None

Motion Carries:

Owners & Operators Chair: Dylan Bridges

Owners & Operators Vice Chair: Jason Mathias

Users Chair: Monte Fronk

Users Vice Chair: Jeremy Hanson

Secretary: Vacant

RAC Rep: Dylan Bridges/Monte Fronk

ECB Rep: Steve Olson/Dylan Bridges

VIII. Jurisdictional Updates

Carlton County – We continue work on our new EOC and backup dispatch.

Cass County – Nothing to report

Cook County – Working on kinks in new 911 system, has problem with ANI/ALI feeding into CAD. And starting to train two new dispatchers in February.

Itasca County – On 28th we will be going live with hosted solution and SMS text. EOC remodel going on as we speak. Still looking for a radio tech.

St Louis County – five of ten dispatchers trained in rapid deploy should have seven done after tonight.

City of Duluth – Nothing to add

Leech Lake – Nothing

Mille Lacs – Nothing to report

Lake County Ambulance – Nothing to report

IX. Review of Incidents

a) Nothing to report

X. Adjournment

- a) Next meeting is March 17th, 2021 at 1000hrs unless anything urgent comes up.

Motion to adjourn by: Itasca. Second by Mille Lacs.

Action Items	Owner(s)	Deadline	Status
Members for NE Long Range Strategic Plan	Dylan Bridges	01/28/21	Mark Lallak, Itasca County. Crystal Nykiel, Lake County Ambulance
NE O&O/Users Standards	Mark Lallak, Dylan Bridges	TBD	Statewide Standards are being updated – Need to look at them when complete
Calling 988 Suicide Hotline	Steve Olson	3/17/21	Need information and update
Restructure of 911 Governance	Steve Olson	3/17/21	Need information and update
New FEMA Tool Kit	Monte Fronk	3/17/21	Will send out the new kit to group.
Face to face meetings	Dylan Bridges	3/17/21	Looking at where if possible/blend of virtual and in person, looking into some tech requirements. Bring forward to RAC/ECB
[Action item]	[Name(s)]	[Date]	[Status, such as In Progress or Complete]



RIC Report: Northeast ECB Region

January 28, 2021

TCPR Compliance

The TCPR Committee continues to meet and is working to provide a training program to bring Minnesota PSAPs into compliance with the law. ECN will be extending grant funds to the region to support any required training.

Public Safety Communications Conference

At yesterday's Statewide Emergency Communications Board (SECB) meeting, DPS-ECN Director Dana Wahlberg announced that the in-person format for the 2021 Public Safety Communications Conference would not be a viable option due to COVID-19 restrictions. It was certainly a tough announcement to make because we all understand the networking and educational value that comes from participating in our annual conference.

After some internal discussion at ECN regarding potential solutions that could be offered in our 'new normal' of virtual interactions, it was decided that we would host a series of monthly webinars beginning in February 2021. These webinars would be offered on a consistent date/time for ease of scheduling, be 60-90 minutes in length, and address a wide range of emergency communications related topics. Although it's not quite the same as being able to get everyone together in one location for 2.5 days, we believe that this is the next best option.

As a next step, we would like to engage our regional stakeholders to obtain support for this initiative and assist us in developing a list of presentation topics.

Action items:

- Identify representatives from your region that would like to participate in the planning meeting scheduled for Tuesday, January 5, 2021 from 1300 to 1500 hours. Please send me their names and e-mail addresses so I can get them added to the MS Teams meeting invite.
- Engage the members of your region (all disciplines) to identify and prioritize potential emergency communication related topics that you would like addressed during these webinars.
- Identify subject matter experts within your region that might be interested in serving as a panelist, presenter, and/or facilitator for one or more of the webinar sessions.

Strategic Planning

Under the guidance of the SECB Steering Committee, the process for creating the 2022-2024 SECB Strategic Plan is currently underway. This plan will help chart the course for board-and committee-led initiatives designed to build and/or sustain Minnesota's emergency communication capabilities across all four of ECN's program areas (9-1-1, ARMER, IPAWS, and Wireless Broadband).

To facilitate the development of the 2022-2024 plan, DPS-ECN has secured the services of Judy Plante. Judy was instrumental in leading the discussion to generate content for the current strategic plan. She will serve in the same role as we work to assemble the 2022-2024 plan.

A key element of the upcoming plan will include guidance received from each of the state's seven Emergency Communications Board (ECB) and Emergency Services Board (ESB) regions. The SECB will obtain each region's identified needs and priorities through a series of regional workshops conducted in Q1 2021.

Next steps:

- We need to schedule your regional workshop sessions. These sessions will be conducted virtually via WebEx and each will last approximately 2.5 hours. I anticipate the region will need to schedule 3 separate sessions to work through the planning process. I recommend grouping the region's workshop dates relatively close together to help facilitate continuity from session to session.
- Identify key stakeholders to participate in the regional planning sessions. Ideally, your planning team will include representatives from multiple disciplines (law enforcement, fire, emergency medical services, emergency management, etc.) and backgrounds (leadership, technical, operational, etc.).

DPS-ECN Staffing Update

- DPS-ECN is pleased to announce that Sandi Stroud has been hired as the new 9-1-1 Program Manager. Sandi brings a wealth of passion and experience to the DPS-ECN Team. Sandi can be reached at 651-201-7551 or sandi.stroud@state.mn.us.
- DPS-ECN is in the process of hiring an administrative assistant and a grant program manager to support regional/statewide governance activities. DPS-ECN hopes to have these positions filled in early 2021.
- DPS-ECN is currently revising the position description for the ARMER Program Manager. Once this task is completed, DPS-ECN will obtain a hiring freeze waiver to post and fill the vacant position in early Q1 2021.

Strategic Technology Reserve (STR) Cache Resources

- Several of the state's seven Emergency Communications Board (ECB) and Emergency Services Board (ESB) regions have submitted requests to DPS-ECN regarding the need to replace aging equipment and/or acquire new equipment for their regional Strategic Technology Reserve (STR) cache. DPS-ECN has acknowledged receipt of these requests and is working to identify potential funding mechanisms and implementation strategies. As this project evolves, DPS-ECN will be engaging the ECB/ESB regions, other state agencies, and the appropriate SECB committees to help ensure that these acquisitions meet the emergency communication needs of our stakeholders.

Upcoming Events

Q1 2021 Regional Stakeholder Engagement Meeting - Monday, January 25, 2021

The Q1 2021 Regional Stakeholder Engagement Meetings will be conducted in a virtual environment on Monday, January 25, 2021. Two sessions (9:00 am to 11:00 am and 7:00 pm to 9:00 pm) will be conducted to accommodate attendee schedules. The tentative agenda for each session includes:

- SECB Update
- ECN Update
- Grant Program Update
- Strategic Planning Update

Stay tuned for additional information regarding the registration link for these sessions.

Virtual ICS 300

February 17-19, 2021. Contact Cathy Anderson at ECN for registration information.

Resources

MN DPS-ECN Regional Interoperability Coordinators (RICs):

The MN DPS-ECN Regional Interoperability Coordinators (RICs) are available to assist the members of each of the state's seven ECB/ESB regions with any questions or concerns they may have regarding emergency communications related training, grants, technology, and voice/data interoperability.

<p>Steve Tait Regional Interoperability Coordinator (RIC) (Central, SW, South Central, & SE Regions) steven.tait@state.mn.us Mobile: 612-221-6636</p>	<p>Marcus Bruning Regional Interoperability Coordinator (RIC) (NW, NE, & Metro Regions) marcus.bruning@state.mn.us Mobile: 218-232-3762</p>
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Websites:

Minnesota Department of Public Safety - Emergency Communication Networks Division (MN DPS-ECN):

<https://dps.mn.gov/divisions/ecn/Pages/default.aspx>

Statewide Emergency Communications Board (SECB):

<https://dps.mn.gov/entity/secb/Pages/default.aspx>

Regional Emergency Communications Boards (ECBs) and Emergency Services Boards (ESBs):

<http://mneceb.org>

Regional Representation on SECB Committees/Workgroups

SECB Finance Committee	Primary: Marv Bodie Alternate: Lindsay VanGuilder
SECB Grants Workgroup	Primary: Mark Lallak Alternate: Dewey Johnson
SECB Legislative Committee	Primary: Brian Smith Alternate: Mark Lallak

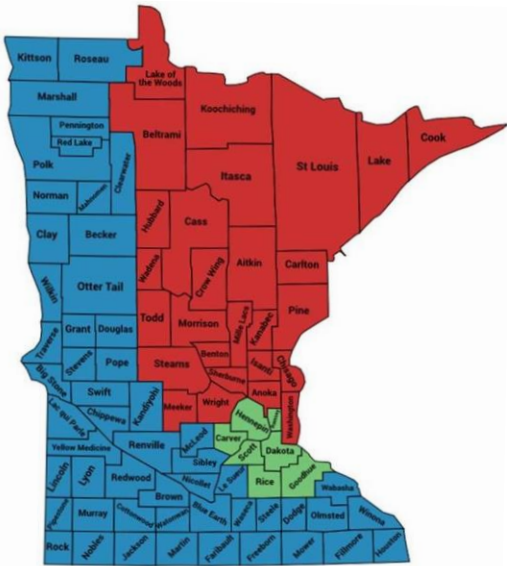
SECB Steering Committee	Primary: Mark Lallak Alternate: Jeremy Hanson
SECB NG 9-1-1 Committee	Primary: Steve Olson Alternate: Jason Matthias
SECB Land Mobile Radio Committee	Primary: Tom Semmelroth Alternate: Rowan Watkins
SECB Wireless Broadband & Applications Committee	Primary: Rowan Watkins Alternate:
SECB IPAWS Committee	Primary: Alternate:
SECB Interoperability Committee	Primary: Chris Wittwer Alternate: Dylan Bridges
SECB COMU Workgroup	Primary: Alternate:
SECB STR Workgroup	Primary: Alternate:

Updates, questions, or concerns regarding regional representation on SECB Committees and Workgroups should be directed to ECN Deputy Director Cathy Clark at cathy.clark@state.mn.us.

Industry Partners

MN DPS-ECN maintains strong relationships with representatives from a number of partners in the public safety communications industry. Vendor specific comments, questions, or concerns regarding the products, services, and support available to public safety agencies can be directed to:

FirstNet Built with AT&T:

	<p><u>Metro / State Agencies (Green Area)</u> Shane Olsen so273v@att.com Mobile: 612-417-8915</p>
	<p><u>Southern/Western/Northwestern Minnesota (Blue Area)</u> Kyle Senne ks306m@att.com Mobile: 612-961-7675</p>
	<p><u>Northeast/East Central Minnesota (Red Area)</u> Rus Poser rp8081@att.com Mobile: 612-391-5045</p>
	<p><u>FirstNet Customer Support</u> 24/7/365 Support 1-800-574-7000</p>

Verizon Wireless:

<p>Erik Perschmann Client Partner - Government erik.perschmann@verizonwireless.com Mobile: 612-360-3660</p>	<p>Nicki Cullen Managing Partner - Public Sector Sales for IA nicki.cullen@verizonwireless.com Office: 763-595-2528</p>
<p>Dave Kleyman Government Account Manager david.kleyman@verizonwireless.com Mobile: 612-590-3680</p>	<p><u>Verizon Response Team</u> 24/7/365 Support 1-800-981-9558</p>

Motorola Solutions:

<p>Joe Fick Senior Account Manager joe.fick@motorolasolutions.com Mobile: 951-395-3463</p>	<p>Chris Meier Senior Account Executive chris.meier@motorolasolutions.com Mobile: 612-581-7308</p>
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