

**CENTRAL MINNESOTA
EMERGENCY SERVICES BOARD (ESB)**

Wednesday, January 26, 2022 – 1:00 p.m.

St. Cloud City Hall – Conference Room #1, 400 2nd St S, St. Cloud, MN
Microsoft Teams Meeting

Members/Alternates Present:

1. Mike Conway – City of St. Cloud*
2. Jared Gapinski – Benton County*
3. Jeff Klages – Big Stone County*
4. Charlie Meyer – Douglas County*
5. Bill LaValley – Grant County*
6. Steve Gardner – Kandiyohi County*
7. Steve Schmitt – Meeker County*
8. Jeff Jelinski, Chair – Morrison County*
9. Kurt Mortenson – Otter Tail County*
10. Cody Rogahn – Pope County*
11. Steve Notch – Stearns County*
12. Robert Kopitzke – Stevens County*
13. Eric Rudningen– Swift County*
14. Gary Kneisl – Todd County*
15. David Salberg – Traverse County*
16. Jon Kangas – Wadena County*
17. Eric Klindt – Wilkin County*
18. Mike Kaczmarek – Wright County*

Members/Alternates Absent:

19. Mille Lacs County

Other Members/Alternates Present:

1. Micah Myers, Chair – Regional Advisory Committee (RAC)
2. Brandon Larson, Vice Chair – Owners & Operators Committee (O&O)
3. Paul McIntyre, Chair – User Committee (Users)
4. Stephanie Johnson, Chair – Emergency Management Advisory Committee (EMAC)
5. Sarah Booker, Chair – Next Generation 9-1-1 Committee (NG911)
6. Brandon Larson, Chair – Regional Logger Committee

CALL TO ORDER:

Meeting called to order by Chair Jeff Jelinski at 1:00 p.m.. Quorum reached with 18 of the 19 members present for the whole meeting.

INTRODUCTIONS:

Introductions were conducted.

- * Interactive Technology = Practicality
- ** Interactive Technology = Convenience
- *** Interactive Technology = Medical

APPROVAL OF AGENDA:

Wilkin County moved to approve the agenda. Grant County seconded. Myers would like to make 8c. Current Representative List an action item in reference to the Conference Advisory Group from our discussion at the Executive Committee. Motion and second has been amended. Motion carried. Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye; RAC – Aye; O&O – Aye; Users – Aye; EMAC – Aye; and NG911 – Aye.

APPROVAL OF MINUTES:

Douglas County moved to approve the minutes from December 15, 2021. Pope County seconded, motion carried. Roll Call Vote: City of St. Cloud – Aye; Benton – Abstain; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye; RAC – Aye; O&O – Aye; Users – Aye; EMAC – Aye; and NG911 – Aye.

COMMUNICATIONS:

1. Election of Chair and Vice Chair (Action Required)

Myers entertained a motion for nominees for Chair of the ESB. Stevens County nominated Jeff Jelinski. Benton County seconded. Myers called for further nominees. Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Morrison – Abstain; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye; RAC – Aye; O&O – Aye; Users – Aye; EMAC – Aye; and NG911 – Aye. Nomination carried.

Myers called for nominees for Vice Chair. Benton County nominated Steve Schmitt. Morrison County seconded. Myers called for further nominees. Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Abstain; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye; RAC – Aye; O&O – Aye; Users – Aye; EMAC – Aye; and NG911 – Aye. Nomination carried.

2. ECN Webinar Series View online.

3. Audit Engagement Letter (Action Required)

Myers reported this is our annual audit engagement letter. We have used BerganKDV for several years now to do our audit. It is the first step in starting the audit process. It lays out the deliverables and time frame that they will do the audit. We just need to get signature on this, so we can move the audit process forward. It is something we budget for on an annual basis. We simply need to have authorization for Myers or for Commissioner Jelinski to sign the attached engagement letter. Jelinski called for a motion granting the authority to sign on this. Pope County motioned. Stevens County seconded. Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. Motion carried.

REPORTS:

SECB:

1. MnDOT/ARMER/RIC Report: (Update)

Myers gave an update that was given at our RAC report from Dave Klema from MnDOT. They have a cybersecurity workgroup has identified some goals for improving ARMER, the ARMER Motorola Security posture. They are going to meet to facilitate feedback from Motorola and possibly MN.IT on security offers and suggestions in the area of these goals. They were looking for a representative from our region to sit in and participate, weigh-in and bring our concerns to the table, so we are working on that.

2. SECB: (Micah Myers)

Met December 23rd. We actually have a meeting tomorrow. We had Commissioner Harrington on the meeting discussing the goals and where we go with the governance side of the SECB; what is its role. The action items we had was the dispatcher's best practice guide that was approved. There was a waiver request from Egan Fire. There was a handful of waivers coming from the LMR Committee. The board voted on and approved the grant applications for the current SECB Grant. Which from our region will be going to Wilkin County for a console replacement. There was a couple of standards updates. The reports from the groups. One of the ones that is coming back and the one we need to keep on and it ties back to where the lion's share of the discussion was on the governance. The governance workgroup will be getting back together to take away from having Commissioner Harrington on. We wanted to come back with some identified goals as to how we see the SECB evolving. That group meets on Monday and that is laying the groundwork. Commissioner from the Metro area will be taking the lead on that group.

3. Finance Committee: (Micah Myers)

Met January 13th. We elected our officers for the 2022 year. Myers remained the Chair and our Vice Chair remained the same, that was Commissioner Swanson from the Northwest Region. We got a report on the format for the meeting that happened on Monday the Regional Quarterly Engagement meeting. It was a lengthy meeting, but a lot of information provided. Action items which we were using as the basis for one that we will have later in the agenda and that was our approval of the 2022-2024 SCIP. We are looking at the process of how we make updates from the Finance Committee. We approved it for the Finance Committee and also recommended they do that with the other committees. There were three standards that were originally going to be presented. Standard 7.2.0 was pulled because there was language change that came out of the LMR. We approved Standard 1.5.0. under the Governance and then there is the appeal process Standard 7.3.0. We did have some discussion on the Finance Committee vacancy which right now the primary vacancy is the Indian Council. We are looking at writing a letter to reach out to them to get representation. This is based on our SCIP discussions we had at previous meetings. If we are going to leverage the committees of the SECB to deliver guidance as to how we operate. We want to get input from all the participants and we are trying to fill those vacancies if those committees are going to be making those decisions. The Grants Workgroup did not meet as our chair of that group was sick, so we had no report. We did talk about some long-term funding strategies. We took three action items. We took one we are looking at trying to get a count and identify how big of a task it is going to be to come up with appropriating encryption in our radios. That means replacement for a lot of radios or some upgrades. There was a request from the Finance Committee to reach out to the regions to get a best guess count. We know we will not be 100%. Our plan is to use that to reach out to the legislative to look for appropriations from the Legislative Committee or the legislators for going after some of the current state surplus. The second item that was tied to that is looking at not only the subscribers, but what it would take for backbone infrastructure to manage the keys once we are able to determine what that is going to look like.

REPORTS: (Continued)

SECB: (Continued)

3. Finance Committee: (Micah Myers) (Continued)

Myers explained we were trying to get some numbers, so we could have a best guess document we can present for some appropriations. The last thing we took action on was an item to ask the board to commission a study to look at what does it cost not only to run a 9-1-1 Center, but to operate ARMER, so we have a true picture. It is a challenge when you want to go to legislators and say we need X-Y-Z for dollars, but we have to be able to justify that. We want to make sure we have real costs we can present when we are making our case for getting funding. Or, if we want to look at raising the 9-1-1 fee, because we have the ability to do it, but we have to justify that. Part of the discussion was making sure the scope is clearly defined so we get an accurate representation of what our costs are. We will meet again on February 10th to try and come up with an actionable item we bring back to the board that we can make the ask. If you hear from your boots on the ground as to what is up with trying to get subscriber counts that is why. We are trying to come up with a best guess as to what we have on the system.

Grant County Commissioner asked Stevens County Commissioner did you not bring up at an AMC meeting about representative Backer plugging in a standalone bill for financing for some of these ARMER radios, and if you know any feedback on that? Stevens County Commissioner replied he just got a notice about a half hour ago from Greiner the bill is moving forward. We are going to put together a letter of support for that bill. It is looking pretty good for support to buy ARMER radios for small different fire departments and anybody that uses ARMER. It is looking like it could move forward.

Grant County Commissioner replied the one thing he talked to representative Backer about what was going on here and LaValley gave him a tally on our radios. We have 314 in this county and we are small. That is a big ask to try to fund some of this moving forward.

Big Stone County Commissioner stated representative Backer is sponsoring the bill it goes to the House next week. They are looking for a Senator to sign on and Klages does not know if representative Backer would be open to it, but Klages would recommend everybody try and get ahold of their representatives and senators to see if we get a bunch of cosponsors on this for outstate.

Stevens County Commissioner would think it would be a no-brainer for Westrom right in our area with Backer. Kopitzke thinks that would be the perfect one. LaValley will reach out to him and see where he's at.

4. Legislative Committee: (Micah Myers)

Met on January 6. We did our appointments of committee Chair and Vice Chair. Talked about the stakeholders meeting. Went through the standards. Standard 7.2.0 was one that took up the lion's share of the meeting and it was a discussion on a word. Whether it is a 'shall' or a 'must' or 'this.' Ultimately came down to looking at depending on where the role of the SECB goes and to try and make soft language on it you need to have some bite in this. When we get clarity as to what the SECB's role is for governance and enforcing these you do not want to have to come back and touch the standards again to make it where it gives them the ability. After a pretty lengthy debate we agreed on the language on that one and approved that. However, then the standard there were some more changes that came by way of the LMR Committee, so that standard will still have to circle back to us at our next meeting. We received updates on several initiatives that are going through ECN from the 403 technical, which is the first 15 chapters of the 403, which has been reviewed by this group and sent on for approval. It has been up to the Governor's Office and that language is being crafted.

REPORTS: (Continued)

SECB: (Continued)

4. Legislative Committee: (Micah Myers) (Continued)

Myers explained as we talked about with the statewide governance, that was pending the discussion we had at the last SECB, the workgroup will get back to working on that one. The mental health crisis legislation there was a report from Stroud along with the telecommunicator workgroup for training and for pension. Then we talked about the process that we are going to go over here a little bit later on how do we note changes in our SCIP plan as we go forward?

5. Interoperability Committee: (Micah Myers)

Met January 18th. The regional stakeholder meeting there was a discussion on that. We took action on our portion of the SCIP from the Interop. We elected officers. Then we had several COMTs/COMLs. One was an initial application, two were renewals. Those were approved. We pulled the Standard 7.2.0 as the LMR had made some changes, but the other standards, Standard 3.3.2 Interoperable Plain Language great discussion on that one. And then Standard 1.5.0 were approved as well as the Standard 7.3.0 for the Appeal Process. Cathy Clark gave an update on where we are at for the 403 which that group gets back meeting again here starting Monday. Discussion of the SCIP goals. Then there was an after-action report. John Dooley gave a report on the COMEX.

6. Land Mobile Radio Committee: (Kristen Lahr)

No report.

7. Steering Committee (Kristen Lahr)

No report.

8. NG911 Committee (Sarah Booker)

Met on the 19th. We did have our election of officers. Pankonie will remain Chair; Booker will remain the Vice Chair. We did review and approve the two standards. We did pull the same 7.2.0 Standard from our agenda to go back for rework. We had updates from ECN on the PSAP COOP project. We are going to be working this year on refreshing the existing PSAP COOP plans. There is some discussion on getting a consultant in to assist with that process. We had group updates from all of our existing working groups. We are working on some new tasks and direction for those newly formed groups including the technical committee. The mental health workgroup is still working on their best practices guide. There is a smaller subgroup that is beginning to meet with the MDH group to help with that communication between the two disciplines, so we can try and streamline some processes when the 9-8-8 hotline rolls out here this summer. There was some discussion from ECN with the cybersecurity project.

9. Wireless Broadband & Applications Committee: (Brandon Larson)

Met in January. We did have election of officer for Vice Chair. Dave Pike from Mower County representing the Southeast Region will continue to be the Vice Chair this year. And Larson's appointment as Chair is dependent on this upcoming SECB meeting. We did have discussion of the regional stakeholder engagement meeting which was this past Monday. Similar to the other committees, we did take action and approve Standard 1.5.0 and 7.3.0. Similar to the other committees, 7.2.0 was pulled from our agenda for further work. We had a conversation regarding SCIP. Our committee we discussed our goals. Field communications users have a guide called the MNFOG, which has a lot of good information regarding communications, resources, and dos and don'ts. One of our goals is to include a chapter regarding wireless broadband. Many incidents require some sort of wireless broadband for cellular voice coordination or data with applications. It will help our partners to include a chapter.

REPORTS: (Continued)

SECB: (Continued)

9. Wireless Broadband & Applications Committee: (Brandon Larson) (Continued)

Larson explained we have got a couple of other goals that impact many of our stakeholders statewide including one regarding going out for an RFP and providing a resource to our stakeholders statewide to provide them with the capability to determine their cellular coverage from whatever provider would be identified. And another one would be data interoperability. Many of the public safety partners have a need for data on a daily basis. Right now, your agencies are utilizing computers in their vehicles to send information, but to be able to share that data more efficiently. These goals do require some financial backing which we will have to work with the Finance Committee to identify. We are just in the beginning of the strategic plan. We also had an after-action report from Operation Safety Net down out of the Metro area which was pertaining to the Derek Chauvin trial. We did have some action items in there that we have requested additional clarification. And a few updates from our partners.

10. Regional Coordinator Report

Myers stated this is not noted as an action item, but if the board so chooses. At our last meeting, we discussed the value prop for this report. We did not actually take official action on it. What we are seeking is based on the discussion we had, and the discussion we had earlier at the Executive Committee on this is that we sunset this report. When we discussed it at the last meeting no one is really using it. It is a resource intense report to get it. We asked if we could focus those on some of the other upcoming projects we have. If it is deemed there is something in the report that you want we can bring it back, but we are looking for official action from this board to sunset this report. Jelinski asked was there ever official action that said we have to have this on our agenda? And if there was not official action why don't we just get rid of it by consensus? Myers replied as part of what we are going to be taking up here in this section of the Regional Coordinator contract this is one of the items that we had put into the contract. And we just put it on the report here as a reminder that it is available. But if it is a portion of work that is assigned to the Regional Coordinator contract that there is no longer a need for it, we are asking not only to remove it from the agenda, but just to remove it all together. Jelinski would be in favor of getting rid of it, because it is just an additional thing that is on our agenda. It is additional work. Maybe everybody has looked at it and maybe it is important. If it is important than we need to keep it. Jelinski requested conversation. Grant County Commissioner asked is this in our Bylaws that we need to talk about it, where there is structuring there that has to be in language as we move forward through these agendas? It might be in our Bylaws where we have to revisit this and put it on our agenda every quarter when these meetings come up. Is that an issue that could surface being it has been here and on this agenda? Myers replied it is not. The agenda, the format, is more like a core like the reports section, this. This is an item that was put onto the agenda after this format was established. There is nothing in your Bylaws that requires it to be there. Jelinski asked can we make this an action item without having it as an action item at the very start of this meeting, or do we have to carry this forward to our next meeting and make it an action item? Myers replied we will have to carry it forward. We will make it a formal action to remove it unless someone sees fit. See #7a4.

EMS/Hospital Workgroup: (Paul McIntyre)

We recently got assigned a representative from ECN to our group that will be Melinda Miller. We are waiting to hear back if some of our distribution points are still valid and able to be addressed and used. We are hoping things calm down over the next month and a half and we are looking to get back together meeting in February/March.

REPORTS: (Continued)

Regional Leadership Group (Next Meeting January 24, 2022):

Met this past Monday. Jelinski reported it was a very lengthy virtual meeting. One of the big takeaways that Jelinski took from that call that Jelinski would anticipate that anyone talking radio, or radio replacement, would want to have further discussion on this would be regarding the encryption conversation that was had between the BCA, the regional leadership group, that includes the FBI, that includes a BCA audit, that could include an FBI audit. For those that are not familiar with either of those, Jelinski is. In Jelinski's former life, Jelinski was audited by the BCA on several different occasions. And Jelinski was also audited by the FBI. When you are audited by the FBI if you think the BCA can scare the living out of you the FBI makes sure that they do. It is in regard to the conversation of information that is transmitted from your dispatch center to the boots on the ground in the field. As an example, if a dispatcher is reading back traffic to a police officer in the field and if that information is generated through NCIC and/or the FBI, the FBI is now saying that NCIC is now saying, we can only do that if you have a special encryption on your radio. Should cost between zero and a billion dollars for the State of MN to add that to radios to make everything right again. Whether, or not, that is going to be something the FBI is going to jump on and insist be done sooner than later is not for Jelinski to say, but it is a huge conversation that everybody should be involved in as to what could come of that. And especially that conversation now that we are talking about the possibility of the legislature maybe helping us out with different radios.

Larson added encryption, something that Larson thinks is going to be ever growing used in Minnesota. There have been many incidents throughout the country where it is not even just law enforcement, but calls for service for medical or fire, are turning into violent situations as well. We could see more encryption needed or being used. One of the things Larson personally thinks is very important is this ARMER system was built on principles and recommendations from the September 11th Commission relating to interoperability. During the September 11th response there was not interoperability among different disciplines and agencies and so that is what ARMER was built upon. Right now, with no encryption we have the ability to talk to just about anyone across this state and respond to emerging incidents. We need to take that same approach with encryption. When there are groups that are looking at finding funds for radio replacement, or purchasing new radios, it is important they also consider adding encryption even if it is agency's fire, EMS, public works, that would not normally think about spending that and putting that resource on that radio, because encryption is just going to be utilized more and more as we go on.

GENERAL DISCUSSION AND NEW BUSINESS

Executive Committee Reports and Items:

1. 2022 SECB Grant Application (Update)

Myers reported the grant applications were approved at the December SECB meeting. We have in there for the Wilkin County console replacement project. We are in the process of getting the contracts finalized. Once that contract is finalized they can start spending and roll the project out.

2. Regional SCIP Plan (Update)

Myers explained this is the process he had discussed in several of the SECB Committee meetings and how they are going to be moving forward and looking to adopt that here in our region. Per the last go-arounds, we have made some updates. We changed the format to our regional strategic plan. We would like to publish it, but then we want to make it a standing item and use what you see in the packet. It is like a transfer form. Each of the committees they have portions of the regional plan they are responsible for maintaining or putting in processes to meet our objectives. What we are looking to do is publish the regional plan.

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

Executive Committee Reports and Items: (Continued)

2. Regional SCIP Plan (Update) (Continued)

Then take this document at the meetings as we discuss the committees portions of the plan these become footnote updates, so when the sections of the plan that are laid out you click on it. It will go and you will see what those committees are doing. It will be in the section, or appendix of the plan, that shows the notes, or the transfer sheet, and refer it linked in the document so you can click on it so you can see any changes that are there so it is easy to find. We are going to establish a base plan and then going forward we will maintain the plan through this transfer sheet. As Commissioner Jelinski had made mention in the Executive Committee when we were discussing this our hope with this is we can create this plan and put it on a shelf and let it collect dust and it was an epic waste of time. But this plan is a fluid document and it will be changing as we go through and either meet our objectives or determine we are not going to be able to meet it in the timeframe we have established. We want to make this an item on all the standing committee reports. We will report back to this group. You will be able to go in and link to the document and see the changes and see the work that the committees are doing. What we are asking for is going forward that we adopt this on our SCIP plan.

3. SHSP Grant Letter (Action Required)

Myers explained this is a letter that was started when we were looking at sustainable funding or funding opportunities to help offset our costs going forward. The EMAC had brought up when they cancelled their regional planner contact they had a chunk of change if we could repurpose it would help with some of our needs we had established on our monthly update for grant infrastructure. EMAC Chair had reached out many times and was not getting a lot of response back, so we said how about we craft a letter on behalf of the region stating that to the director as you see here in the letter and ask for that money that we could bring back into the region to help with some of our infrastructure projects. If you look at the table and we have had a couple versions of this from the last Executive Committee discussion Myers added the language, updated the table, and put in the ask. In the closing paragraph, this gives a little bit of history of how the turnback funds came available, but we are asking to get those funds and if there is any additional funds out of the 2020 SHSP Grant that we can put towards this list of projects. The other thing we wanted to get with this letter is to show that SHSP, because at one point we used to get some dollars that would go towards communication projects, we want to make sure HSEM sees we still have a need and we still have unfinished work to do. At minimum, we are looking to get the \$89,000 that was turned back in allocated back to the region that we can allocate out for some of the projects that are in this list. And if there are any additional funds that they could get. What we are looking for today is to give the Chair the ability to sign this letter and we can present it to Directory Kelly and send a CC copy to the Director of Emergency Communication Networks and to Public Safety Commissioner Harrington. *Meeker County motioned. Grant County seconded.* Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion passes.*

4. Regional Coordinator Contract Renewal (Action Required)

Jelinski reported City of St. Cloud is our agency that is our Regional Coordinator. In conversation with Myers earlier with the Executive Committee, there are no changes in regards to this. We need to act on it to further this contract to continue to have the Regional Coordinator be the City of St. Cloud. Myers stated the item #6a10 that we have for the Regional Coordinator report can we make the modification here and take that action item as well for removing it? As we go through there is the base contract we have on an annual basis it is brought to the board the first meeting whether, or not, we are going to continue. Each party per the agreement has the option to opt-out, otherwise the contract continues.

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

Executive Committee Reports and Items: (Continued)

4. Regional Coordinator Contract Renewal (Continued)

Myers explained we have added services. Back in our September meeting we added the coordination services for the RapidDeploy project being able that we had the time, but it was not going to be an additional cost. It is one of those items we could take on. When you look at the contract itself, there is the base contract, and there is the things we have added services to this contract over the years that are noted. We do not do a total rewrite we just bring those forward. The Regional Coordinator Report was one of the items that was put in back in 2018, because the contract started in 2017, but in 2018 we added the report. If that report is no longer needed we can remove that from here under the contract, or we can leave it and take action at your March meeting for the Regional Coordinator Report. What we need to take here today is whether, or not, the board wants to continue with the contract. The City of St. Cloud will continue to provide the services as long as the board wants it. We could actually kill two birds with one stone with this, because this is an action item on the agenda and it would meet the Robert's Rules requirement. Jelinski asked does anyone want to make a motion and that as Myers said would then take care of our #6a10 item also? *Big Stone County motioned. Pope County seconded.* Roll Call Vote: City of St. Cloud – Abstain; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carried.*

5. CMN800MHz List Serve (Action Required)

Jelinski reported we had very lengthy discussion in regards to this at the Executive Committee. Myers reported we did discuss this at your December meeting. What we are asking for action here today is to transition from our current list serve. It is how we send out notifications to utilizing the feature that is very similar on the website and does not have a cost. If we were to upgrade our current list serve there would be a financial impact. We would pay a cost to it. What started that was we had a mailbox of one of the members get compromised and it started spamming out on the list serve. As we went through the process we looked at a way to prevent that going forward. It requires an update to the list serve. Stearns County initially had set this up way back when and there was not a cost to the region and Stearns County was leveraging it. Stearns County no longer uses this list serve. And this list serve is kept alive for the purpose of this board. Going forward we would have the cost that is listed. There is a one-time set-up fee, there is some annualized cost, and there is some limitation and then there is recurring costs based on the number of times you utilize it. For every email you send out there is a per email count cost. It could get quite costly. We can accomplish the objective of the list serve in sending out communication for the meetings to features that are in our current website that we do not use. There would be some transition work we would have to do to move it from the current list serve to the website. Myers recommendation to the group is to move it from the current list serve to the website and forego the cost to upgrade the existing. *Meeker County motioned. Traverse County seconded.* Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carried.*

6. Attendance Recap 2021

Jelinski stated this is an informational item to find out where you, your staff are, how things are going. Myers added you have the attendance for RAC, Logger, O&O, Users, NG911. You do not see in there EMAC. That has not been reviewed yet, so that was not included in the packet. It is online for that group. That leads to another question we had. It takes some time to get these together. The reason why we have the ESB/RAC/O&O/Users was tied to a standard the region has for attendance. Is it the board's wishes to see the attendance from the other committees as well even though they do not tie to the standard? We can continue to provide it.

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

RAC Report & Items: (Micah Myers)

1. 2022 Budget (Update)

Budget was approved back in July. One of the caveats we put into the approval was because we were in a Census year we were going to update the table that is highlight in yellow. We are just bringing back to show the amount we allocated to the budget based on the population within the membership that is a set amount for that column. St. Cloud has more than 6,505 residents, what happened there when Sherburne County left the region the population of St. Cloud that is in Sherburne County became the responsibility of the City of St. Cloud. Stearns County and Benton County portions are allocated in theirs as part of the population numbers as well. If we tried to figure out there we would be double-dipping. The 6,500 you see there that is the population of Sherburne County only in St. Cloud, because it is not picked up by other counties. Your numbers were updated based on the Census numbers. It may have changed your allocation and dollar, but it is not a significant amount as Myers said before this column total that we divide amongst the total population within the region is a set amount of the overall budget, so it did not change a lot. We wanted to present this back, so if you have already presented from our July meeting to your Auditors Department, or whoever is going to be making the payment, there will be an adjustment and we did state that. This is just an update.

EMAC Report & Items (Stephanie Johnson)

We met on December 8th. We voted in our EMAC officers for 2022. They are remaining the same as 2021. The Chair is Stephanie Johnson. The Vice Chair is Richard Ward from Wright County. And the Secretary is Lynn Siegal from Traverse County. We did also approve the 2022 meeting schedule with the understanding that meetings are going to be hosted mainly virtually on an as needed basis due to COVID pandemic. We do want to get back to in-person just like all of our other groups here, but we completely understand that right now we need to be mindful of the current pandemic and the necessity to be in-person with each other and what business we can do virtually. Which most of our business we have been able to do virtually. We do also talk at our last meeting and also at this meeting that we are having today on the technology issues that we are facing with the blended meetings or even the ongoing discussion of blended meetings what that may look like. Not just in regards to our Bylaws, but for people to comfortably attend the meeting virtually and still be able to get business done whether you are attending in-person or virtually. We are continuing that conversation on technology what that looks like and going forward on planning in COVID verses post-COVID like we were all hoping we would be able to do in 2022.

NG-911 Report & Items: (Sarah Booker)

Met on the 13th. We did hold our elections for Chair and Vice Chair. They will remain the same as last year. Booker will remain Chair and Tom Egan from Douglas County is the Vice Chair. We did have numerous updates on the working group activities that were talked about earlier in the meeting. Our last two agencies in the region are within a couple of months of implementing text-to-911 in their Centers. Booker would anticipate by quarter 2 everyone in our region will be taking their own text to 9-1-1 calls.

1. RapidDeploy MOU Request (Update)

Booker reported we did take action on the RapidDeploy mapping project. This moves into our action item request here to make a formal request to ECN to draft an MOU with regard to this project so it can be clearly outlined with all of the project details, responsibilities, and where the costs are coming from. This was brought up out of some concerns that were brought up at not only at our committee meeting, but our other regional committee meetings to get that laid out on paper and get that formalized. Jelinski stated the action you are looking for is that NG911 drafts a letter to ECN regarding RapidDeploy, or can you follow-up with that? Booker replied that letter will run through the Regional Coordinator since they are heading up this RapidDeploy project. We would like approval to move that forward with a formal request to ECN to get that MOU drafted so we get everything in line. *Big Stone County motioned. Kandiyohi County seconded.*

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

NG-911 Report & Items: (Sarah Booker) (Continued)

1. RapidDeploy MOU Request (Update) (Continued)

Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Morrison – Aye; Otter Tail – Aye; Stearns – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carried.*

O&O Report & Items: (Brandon Larson)

Met in January. Elections were conducted and we retain the same officers for 2022. Kristen Lahr from Stearns County will be Chair and Brandon Larson will be Vice Chair. We did have some action items we approved. We had a COML renewal for Ace Bonnema out of Kandiyohi County. We had a regional encrypted talkgroup request from the US Postal Inspections Service which are licensed sworn law enforcement and that was approved. We had a request for our regional all-discipline encrypted resources from CentraCare which was also approved. Meeker County had a participation plan amendment adjusting some network connections they have rerouting from a direct from Meeker County a circuit straight to St. Cloud. Instead they are going to be diverting to a connection that will take them to the Dassel ARMER tower site and then wirelessly through microwave connect them to St. Cloud.

We had joint conversations between Users and Owners & Operators regarding regional encryption. Based upon the request from the SECB Finance Committee for inventory we have requested all our system administrators provide an inventory within the next week of the number of radios they have for police, fire, EMS, public works, etc. and what level of encryption capability they have. So, we can provide that information to the Finance Committee. We also had a good conversation regarding CASM which is a free to use tool from the Federal government for communications asset management and helps with communications planning for multi-discipline events.

User Report & Items: (Paul McIntyre)

Met in January with our joint meeting. Also had our elections for 2022. As with the Owners & Operators, our Chair and Vice Chair stayed the same. McIntyre being Chair; Chief Jim Hughes from Sartell being the Vice Chair.

1. Training Roadmap (Update)

We asked our members to take a look at our current training roadmap and by our next meeting also come back with any potential requests for additional training in 2022-2023, so we could potentially make requests at an upcoming board meeting for any funding that may be needed to put those classes on.

Logger Committee Report & Items: (Brandon Larson)

We have combined our meeting to tag on at the tail end of the RAC meeting. We have had some conversation regarding maximum capacity on our regional logger what that looks like. And what preparation we might need to look at for future expansion. Stemming from the BCA/FBI requirement for encryption that affects our committee as well requiring that our data both in transport transit from the agency that is recording it to the core equipment and residing at the core database is required to be encrypted. We have reached out to our vendor to provide some estimates on what that cost would be for encryption. We still have connections to be made with contracts and connections are still outstanding for our limited partners which would be Washington County that this board has already approved and Sanford Health EMS that this board has also approved. Once we get those contracts in place we can provide the connectivity. We have also received some interest, our committee has not reviewed any official asks or anything yet from CentraCare Health for potential joining in a limited user capacity as well.

Additional Agenda Items

None.

OLD BUSINESS:

- a. ECN Program Updates Newsletter
View online.

- b. Attendance Update
View online.

- c. Current Representative List (**Action Item**)

Myers reported this came up out of that regional quarterly on Monday. The conference planning group we need to put a representative on that group and give an official. We discussed this at the Executive Committee. Brandon Larson from Myer's team has participated in that and he threw his hat in the arena. We did not get anyone jumping in the arena with him right away. At least we would have someone there. Typically, when we appoint to state committees we take an official ask from this group. The ask to this group is to appoint Brandon Larson as the primary representative for the annual ECN conference planning group. *Meeker County motioned. Swift County seconded.* Roll Call Vote: City of St. Cloud – Aye; Big Stone – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Morrison – Aye; Otter Tail – Aye; Stearns – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. RAC – Aye; O&O – Aye; Users – Aye; EMAC – Aye; NG911 – Aye. *Motion passes.*

UPCOMING MEETINGS:

The next meeting will be held on March 30, 2022.

ADJOURNMENT:

Chair Jelinski made the executive motion to adjourn the meeting and the motion was carried unanimously at 2:31 p.m.

Minutes recorded by Shari Gieseke.