

MEETING MINUTES

SOUTH CENTRAL REGION NG911 COMMITTEE

March 24th, 2020, 1:00pm

- I. Call to Order at 1:04pm
- II. Roll Call: Blue Earth County, Brown County, Faribault County, Le Sueur County, Martin County, McLeod County, Nicollet County, Steve Tait – RIC
- III. Introduction of guests/new members – non present
- IV. Approval of Agenda – motion by Gina, 2nd by Dan
- V. Approval of Minutes – motion by Joanne, 2nd by Tim
- VI. ECN/RIC Update – Steve Tait
 - a. Thanks to all the PSAP managers and dispatchers for what you do on behalf of ECN
 - b. The Metro Region is experiencing an increase in call volume, which is creating an issue with cell carriers. Extra bandwidth is being used across the cell networks and resulting in fast busies.
 - i. Nicollet – Blue Earth – Brown have noticed problems with certain cell carriers (Verizon). The calls have not been going through as they should.
 - ii. Martin County experienced problems twice in the past week
 - c. Grants workgroup met – each region should come up with a list of spending priorities. PSAP needs will come first. Dan Davidson is the point of contact for the South Central Region and there is a March 30th deadline.
 - i. SECB grant can be used for training or equipment needs
 - d. Cathy Anderson sent emails for upcoming COOP plan table-top exercise this fall – there will also be a pre-plan session and a post-plan session. Register directly with Cathy.
- VII. Old Business
 - a. T-CPR update – state NG911 wanted to create a sub-group to focus on Best Practice/How-To guide for compliance. The expectations and responsibilities were broken down. There has not been any further correspondence since COVID-19 issues came up. The NG911 group will look at the sub-committee work before the standard is pushed out regionally.
- VIII. New Business
- IX. Other Business
 - a. PSAP Conference – cancelled
 - b. Communications Conference – postponed until 2021
 - i. ECN would like to use some of the topics planned to do 1-day trainings throughout the state; dates will be worked out
 - c. PSTC classes in Nicollet County – cancelled
 - d. Emergency contacts request

- i. Suggestion to share contact numbers for supervisors in the event of after-hours emergencies. Peggy will compile a list if everyone sends their contact information to her.
 - ii. Steve suggested the use of Everbridge/Code Red to send out messages. Grant money could be used. The county PSAPs are pretty split on whether they use Everbridge or Code Red.
 - e. Regional Backup
 - i. Gina suggested the use of grant money to fund a 1-2 seat backup Dispatch that can be utilized if an agency center had to be evacuated.
 - ii. SW MN is looking at something similar in Marshall for backup/training.
 - iii. The biggest concern is the location – finding a space that can house this as well as this space being accessible to each agency. Short-term the 5th District Comm Truck could be used. Joe Fick may be able to advise on ability to dispatch from another location or the comm. Truck.
- X. Round Table
 - a. Nicollet County – county has 3 confirmed cases of COVID. The jail and dispatch center have been put in lockdown and all staff are encouraged to clean and sanitize the areas. If personnel are needed in the future, deputies can step in. Low-level warrant arrests are not being accepted (court dates given), and no work release.
 - b. Blue Earth County – staffing is going well – no OT needs at this time. Tim has looked seriously at how low they can let their dispatcher numbers go, and feels they can do the job with 6 personnel (allowing for 12 to be out). Their backup PSAP is Waseca County if necessary. BECO's center is in lockdown and they have the same jail/warrant orders as Nicollet County. Projected numbers of COVID are expected to increase in the next couple weeks.
 - c. Brown County – under similar jail/warrant orders as others in the area. Currently the lobby is open, but there are discussions about closing that. Dispatch is locked down and the staff are told to disinfect. There are concerns about staff that work for local Fire Departments and/or Ambulance services.
 - d. Faribault County – staffing levels are good. The lobby/government buildings are closed to the public, and the jail/warrants are restricted.
 - e. Le Sueur County – 3 dispatchers on quarantine because due to travel. Sheriff's lobby is open – government buildings and court is closed. Court papers are being accepted at the front desk. Dispatch and Jail are in lock down.
 - f. Martin County – have the most COVID cases in the area so far but holding steady. Same restrictions for warrants. Employees were told to cease 2nd jobs – 1 dispatcher works for local ambulance and was asked to discontinue that work until this is over. Court papers get emailed instead of accepted physically.
 - i. How is everyone dealing with anxiety from the dispatch staff – how can they be helped?

1. McLeod is giving advice to employees on how to stay healthy and offering the use of the EAP programs.
 - ii. How do you get other employees to recognize they cannot come into dispatch?
 1. Brown County had this issue and have since locked their dispatch doors
 2. BECO – doors are closed and most do not have key card access to enter.
 - g. McLeod County – have similar restrictions put in place. Dispatch is quarantined. They do allow maintenance to collect garbage and sweep floor. They are discussing cross-training jail staff since their population is down.
- XI. The next NG911 meeting will be May 26th at 10am – officially.
 - a. There is a desire to have a PSAP phone conference during this time. Tuesdays at 1pm was decided until further notice – the conference bridge through the state will be reserved through the end of May.
- XII. Motion to adjourn by Jen, 2nd by Tim.