

**CENTRAL MINNESOTA
EMERGENCY SERVICES BOARD (ESB)**
Wednesday, June 8, 2022 – 1:00 p.m.
St. Cloud City Hall – 1201 7th 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 & Dwight Walvatne – Grant County*
6. Rollie Nissen – Kandiyohi County*
7. Steve Schmitt, Vice Chair – Meeker County*
8. David Oslin – Mille Lacs County*
9. Jeff Jelinski, Chair – Morrison County*
10. Kurt Mortenson – Otter Tail County*
11. Gordy Wagner – Pope County*
12. Steve Notch – Stearns County*
13. Robert Kopitzke – Stevens 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. Swift County

Other Members/Alternates Present:

1. Micah Myers, Chair – Regional Advisory Committee (RAC)
2. Kristen Lahr, Chair & 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

Guests Present:

1. Nancy Schulzetenberg – BerganKDV

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:

Pope County moved to approve the agenda. Meeker County seconded, motion carried. Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stevens – 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:

Stevens County moved to approve the minutes from March 30, 2022. Traverse County seconded, motion carried. Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – 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. BerganKDV 2021 Audit Reports (Action Required)

BerganKDV talked about the components of the audit. The biggest goal we have as your auditors is to issue an opinion on your financial statements. You will find that in a three-page letter in the front of your financial statement document. It summarizes the responsibility for those financial statements as being management. Then it talks about our responsibility as the auditors; indicate some of the things we do as your auditors. The most important paragraph is now in the front of that letter. It is the opinion paragraph indicating that everything is fairly stated based on the results of our audit. So, an unmodified opinion, which is the best we as your auditors can offer. In addition to that opinion letter, we have a couple of other formal communications, the first one being a report on our results in accordance with government auditing standards. These standards are in addition to our generally accepted auditing standards and they are required based on some of the funding you receive as an organization. They require us to look closer at internal controls and also compliance with laws, regulations, contracts and grants. Based on the work we did related to those standards, no written findings for the organization for the year. Congratulations on that; very uncommon. Then our last official report is the report on Minnesota legal compliance. This comes to us from the office of the State Auditor of Minnesota. They provide a checklist that covers broad categories of legal compliance as statutes relate to accounting matters. And based on the completion of that checklist for 2021, we also had no findings related to that compliance that came to our attention. Finally, in the communications letter, which is a separate document, you will see several pages that are titled required communication. These are things that our standards as auditors require to put in writing to you as the governing board for the Central Minnesota Emergency Services Board and it would be our tool if we had any difficulties or disagreements with management or anything significant that we uncovered. Happy to report we had none of that. It also discusses things like estimates used, policies that the organization has, and also risks that were identified as part of the audit. Want to tell you today that nothing strays from our standard language in that area.

BerganKDV has a couple of slides that go over the financial information, just very high level. We will take a look at those starting with the budget to actual report. In the middle column, you will see your actual results for the year. Just under \$680,000 in revenues; just under \$635,000 thousand in expenditures. Overall fund balance did increase by about \$45,000 for the year. You had anticipated a break-even year, so you did outperform that budget. The thing you will see in the variance column is in the budget that includes just the regional operating expense and revenue and the actual column includes all of your grant funds as well.

COMMUNICATIONS: (Continued)

1. BerganKDV 2021 Audit Reports (Action Required) (Continued)

BerganKDV explained the variance is showing over in both revenues and expenditures related to that grant activity. You ended the year with \$378,000 in fund balance. The last chart BerganKDV has takes a look at the balance sheet for the general fund. You can see primarily that fund balance is in cash. Very liquid cash and investments of \$333,000. Some amounts due to and from other governments. Some of the pass-through items that you experienced. Some prepaid items for maintenance contracts and other contracts that stand over year end. Those amounts are prepaid and set aside as non-spendable fund balance. That is about \$44,000 for the year. Then if you look at that fund balance, you will see two other categories. First of all being assigned those are amounts you have set aside internally for specific purposes. Then the unassigned, which is what is available for future spending and that number ended at \$263,000 for the year. So very positive position at the end of 2021. *Douglas County motioned. Kandiyohi seconded.* Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carried.*

2. Sheriff Fiedler leaving end of June

Central Region members thanked Sheriff Fiedler for his service to the region.

REPORTS:

SECB:

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

No report.

2. SECB: (Micah Myers)

Met on the 26th. We had several action items, several standards we approved. Wisconsin State Patrol Interoperability requests. Change management work group this is stemming from the encryption component. They requested to be able to bring that back and start working on the encryption process that is going on behind the scenes on the ARMER. Then we approved a handful of interop standards there. We will talk about those in the Interop report. The Finance Committee is going to be having a retreat next month going into a deeper dive in our goals as they align to the statewide interop plan. We requested to be able to have lunch because it is going to be a working lunch on that one. Then we got the funding report. It was provided from ECN staff and myself. This is a report that was presented to the Finance Committee at their last meeting that generated a lot of discussion and looking at how we remedy the process because there were some turnback dollars. We want to get away from turning back dollars. This is part of the \$2,000,000 appropriation that comes by way of the SECB every year through the legislation appropriations. Then we had the budgetary forecast from MnDOT. MnDOT as required every year they present to the Finance Committee and then onto the SECB as to the cost of their operations a very detailed report. Chatleain took that report as he will be transitioning as Tim Lee will be leaving MnDOT this month. Then we got the standing committee reports and we got reports from Commissioner's Office and from ECN.

3. Finance Committee: (Micah Myers)

Met on May 12th. We meet tomorrow. We will be finalizing our agenda for our retreat on July 14th. Some of the items we were looking at in there were different funding strategies, reaching out through other various grant programs, pending grant programs that are coming up and then at part of that \$2,000,000 allocation we talked about with ECN as to anything that is left over from the first half because they operate on a 2-year budget.

REPORTS: (Continued)

SECB: (Continued)

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

That we roll into and make those dollars available that are rolled back in from unused funds in the first half of their budget into grant opportunities. We go over SCIP goals as we do. Looking at one of the things is filling vacancies on our committees. We reached out to the Minnesota Indian Affairs Council and we have got an appointee to that group now, just waiting for his agency to clear. That spot has been vacant for some time. We had our discussion on the retreat and we will finalize that tomorrow. We had the MnDOT report from Shane Chatleain. We had a follow-up discussion on the encryption summit.

4. Legislative Committee: (Micah Myers)

Met last Thursday. We went through had updates, a lot of old business items. We did have an item that was brought to the committee for action and that was on the 403 governance. In the last round of the legislation, we had made some updates to the first 15 chapters of the 403 statute. That was not approved at the state. It got pushed back from they call them Originating Service Providers (OSP). We are starting a process now to socialize the changes in working with the folks that had pushed objection to the language and getting them on board. The action they took was allowing that work group to be able to complete their project in a whole sense instead of having to come back every time they ran into some concerns and then present back to Legislative Committee, which would then present to the SECB. We also had the balance of the 403 statute we had some discussion on that as well. We are at a process right now where we have changed and this is on the governance side of it and it also deals with regional governance. We had made some language changes that we sent back to the Governor's Office liaison and he has not got back. We are not moving that language forward to share with the groups for comments until we get the language back from the Governor's Office. We felt if we provided the soup before they actually got a language, then you are going to be doing multiple rewrites. We are waiting to hear from that, but the 403 group still meets on that. We talked about filling vacancies. And gave the standing reports from the other state committees.

5. Interoperability Committee: (Micah Myers)

Met on May 17th. Action items we approved the National Weather Service Radio standard IOP-25. They had a couple other standards we brought IOP-21 the use of the Duty Officers Talk Group and IOP-4 Use of Statewide Emergency Management Talk Group.

Those are approved. We had discussion on our SCIP goals. We also had some discussion on filling vacancies. That is an initiative across all the committees that are working on reaching out to the Sheriffs' associations, to the other organizations that have typically been absent, we are looking at getting them represented on those committees. We reviewed a discussion on the MNFOG draft from April 22nd. Got reports from the STR group, COMU work group and EMS/Hospital work group.

6. Land Mobile Radio Committee: (Kristen Lahr)

Met on May 10th. The main focus we did approve a couple of standard revisions, very minor changes on both of those. We did discuss some LMR encryption planning. Chair Thompson gave a report of the statewide encryption summit that took place in early May. A group of about 40 representatives across the state, in both operational positions and technical positions, came together to talk about encryption planning as a whole for the ARMER system. There is a couple aspects of that that prompted these discussions, both perceived or a mandate from the FBI/BCA about encrypting CJI or criminal justice information over the air. As well as a desire to meet, move the ARMER system toward a more federal P25 encryption standard of AES. We are not quite at that encryption standard right now with our current encryption algorithms on the ARMER system.

REPORTS: (Continued)

SECB: (Continued)

6. Land Mobile Radio Committee: (Kristen Lahr) (Continued)

We are interested in moving to that federal encryption standard as well as some agencies around the state for various changing considerations in day-to-day law enforcement traffic moving their general dispatch, their day-to-day traffic, to an encrypted channel versus a clear mode channel. There is just a bunch of different discussions on that that prompted that discussion. That summit did yield some recommendations for the state. The group did make a recommendation to incorporate AES-256 as the state standard for encrypted interoperable communications on ARMER. It recommends that in doing so that we maintain interoperability for and with all agencies and disciplines as they decide to incorporate or consider encryption of talkgroups.

The group anticipates that the migration from our current encryption standard off to the new AES encryption will take several years, probably about 8 to 10 years. It is a slow-moving situation when you are changing a policy or a standard of operations for the entire state for public safety, so that may take quite some time. But it is in the planning stages right now, so at LMR they reviewed these recommendations and moved to start a change management process on the ARMER system and move that toward the SECB for approval to start looking at how the state moves toward a higher standard of encryption and maintain interoperability across the board and potentially look at funding sources for those folks that are looking to get equipment that is capable of the new AES standard. That was all discussed and considered and approved at LMR to be moved to the SECB and the SECB did accept those recommendations and approve that change management process there as well. Aside from the encryption, which was probably the key piece of that meeting, there was a request for some radio IDs for interoperability purposes from the State of Wisconsin for the Wisconsin State Patrol that was approved.

7. Steering Committee (Kristen Lahr)

Met on May 11th. We had an update from Deputy Director Clark regarding the status of the governance language changes in Minnesota Statute 403 that is currently still in the office of the legislative liaison for DPS. He was currently in session with the legislature, so had not had time to review it. That work is certainly ongoing but on hold for the moment until we can get an opinion from the legislative liaison for DPS. There was a discussion regarding recommendations from the Next Gen 911 GIS work group. They have some recommendations for SECB and SECB asked us to review those recommendations and see where they should go as well. Continued discussion on that and the Steering Committee is looking for additional feedback from the SECB as to exactly what our role is in forwarding those recommendations on continuing work on those recommendations. We did review our committee goals for the statewide SCIP plan and we will be looking at setting up a cooperative work group with the Finance Committee on some information on educating and informing key stakeholders and decision makers on the four programs of the SECB governance and ensuring we have active participation in the governance process so we can get input from all of the regions across the state.

8. NG911 Committee (Sarah Booker)

Met on May 18th. The first portion of our meeting did deal with the petition to the Public Utilities Commission for regulatory review and ruling. This is part of the work group working on that first section of the 403 statute and the difficulties we have come into with those telcos. ECN has been in communication with the local exchange carriers to renegotiate the cost recovery from the tariff rates that are currently being charged to the actual cost to connect to the 9-1-1 network. And while most have been receptive, there is a small group that are opposed to changing cost recovery. With the transition to the Next Gen 911 system versus the old legacy system those connections are considerably less complicated and so there really is not a lot of justification to continue to pay the higher rates. With that opposition from those telcos, ECN did file a petition with the Public Utilities Commission for a review and a ruling on the issues that surround this.

REPORTS: (Continued)

SECB: (Continued)

8. NG911 Committee (Sarah Booker) (Continued)

We were notified yesterday that the petition has now been accepted by the PUC and is open for a 30-day comment period. There is a presentation scheduled our report to the SECB on the on the June 23rd meeting. There is a request that has gone out for a joint meeting of the legislative and 911 committees the week of the 20th to discuss a potential draft letter of support for this petition. The work groups have identified the need for some more information gathering from all of our PSAPs, so there will be a two-part questionnaire that is sent out to all the PSAPs in Minnesota shortly. There is going to be an additional one sent out later on with regards to some technology specific questions, but development of that questionnaire is still in the works. There was also discussion about holding periodic topic specific in-person workshops for the 911 community that was well received. The operations work group will be working on the logistics. We also received updates on the current legislative initiatives. As of the time of our meeting, it was still pending the public safety omnibus, as we know that did not pass. We are waiting for word on special session otherwise those initiatives will be represented at the next session.

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

Met May 17th. Larson was not present for that meeting, but what has been relayed to Larson, the action item at that meeting it was a letter of support that the committee took action and approved that was then taken to the SECB and approved there. A letter of support from the SECB to the City of Marine on Saint Croix, which is in Washington County. AT&T built with FirstNet is committed to building a FirstNet tower site in that community. It has been noted by local government that it is a need. They are having some hiccups moving through the process, and that letter was destined for their planning committee meeting. The committee continues to work on their strategic planning goals. The committee has a work group that has been working on gathering information for a recommended chapter in the Minnesota Field Operations Guide, which is for communications personnel, a little flipbook that gives them all the resources from radio resources to our committee is trying to create a section on wireless broadband. In the event that severe weather comes through your community and takes out cell towers and public safety still needs to respond and have accessibility information for those communications field workers of who they contact and how they can get different types of resources to temporarily restore connectivity in that community. And then Operation Safety Net items, those aligned with our strategic plan goals so those are already being accomplished and we do, similar to other committees on the SECB, have vacancies that Larson is hopeful through the work of Steering and Finance Committee, we can have a single voice coming from the SECB to all of the different groups that have either vacancies or positions that are not attending the meetings.

EMS/Hospital Workgroup: (Paul McIntyre)

We are finally back functioning and going to start meeting again. Our first meeting will be on June 17th at 10:00. We will set our schedule for the rest of the year. Our structure for the rest of the year and where we are headed. Thanks to efforts from both of the RICs, we have had people from other regions agree to meet. We have appointed people. We have also heard from the MSRB about being interested in meeting. It has been shared with both of the EMS regional committees and the hospital the Central, West Central and other state HPP regions. Hopefully, we will be able to bring our meeting back online with all the infrastructure and people we had in the past and start having good conversation related to all parts of communications related to EMS and hospitals.

Regional Leadership Group (Next Meeting July 18, 2022):

Myers reported that is at MNDOT in St. Cloud and that date was changed. Originally it was the 25th. They moved it up for a scheduling conflict with ECN staff. And that is the tentative agenda there is still stuff to be determined.

REPORTS: (Continued)

Regional Leadership Group (Next Meeting July 18, 2022):

If there are items you would like to have discussed that are regional in nature or statewide nature, Myers would suggest putting those in. It is a good meeting. One of the topics we will be taking a deeper dive into is giving more information on the encryption. One of the things that tends to happen is the message becomes inconsistent and there you have the ability to hit all the regions and have an open discussion so everyone's on the same sheet of music.

GENERAL DISCUSSION AND NEW BUSINESS

Executive Committee Reports and Items:

1. Regional SCIP Plan (Update)

Myers reported the Executive Committee met this morning prior to this item. One is the regional SCIP plan. One of the things we found over the course of the SCIP is that this board has not officially taken action and adopted the base plan. Since its inception back in March when the group a year old this past March we sat down and met with representatives from all the ESB committees and came up with some priorities in the base report that was presented or draft report. It has the priorities numbered, but we took action on today at the Executive Committee is to remove the numbering and then group the similar topics together so it reads a little bit clearer and then have you guys adopt that. Then we can use the change management form that was created with the O&O and Users group which has now been adopted by the RAC to provide updates back to this group as we complete tasks that are assigned to our priorities we have within region. We are going to look for action to adopt the base plan and then move forward. We can do that when you guys do your final budget meeting next month in July.

2. CMN800MHz List Serve (Update)

List serve went to the new format on May 16th. There has been some changes. You have the ability to go to and sign up. At the bottom of the agenda there is a sign-up for the notification. If you are not on those lists, you can go through and sign-up for those lists.

3. Meeting In-Person vs. Virtual

Myers explained we had a really good discussion at the Executive Committee on the meeting in-person versus virtual. One of the things we are learning as a result of the new post-COVID and looking at the gas pricing and at logistics. There were changes made to the Open Meeting Laws to do this. We just want to have this discussion. It seems to be a recurring discussion. We would like to come up with a model that works so we had a discussion as a hybrid. We are not totally looking to go virtual, but at meeting in-person when it makes sense, and then looking at finalizing that. One of the things per the Open Meeting Law, whatever we decide we have to make available to the general public. Per today for this meeting we have a room that was reserved here at City Hall. It is set-up that if the general public wanted to come in, they could participate in this meeting.

Chair Jelinski's personal feelings are that we conduct an awful lot of business and we have conducted that business virtually and we have succeeded virtually. If anybody wants to remember, Jelinski was the guy that stood up and said this was never going to work. Jelinski is now standing up and saying this works very well. Obviously Jelinski cannot look at your eyes. However, Myers said at \$5/gallon gas, and if part of our job is to watch out for the budget, Jelinski does not think we are doing a very good job of it doing that. Jelinski does not believe we have to meet as often as we meet in-person. The world has changed and if Jelinski can adapt to the world changing, anybody can. Jelinski is just one person on this committee that gets to be the chair. Every year you get to pick somebody that gets to be the chair. Do you really understand that what we are doing here is we take care of a meeting that lasts about an hour maybe an hour and a half. Or, should we do that same meeting, make it last an hour and for anybody drive 2 hours this way or an hour that way, because you can because you got to see everybody and shake everyone's hand.

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

Executive Committee Reports and Items: (Continued)

3. Meeting In-Person vs. Virtual (Continued)

Jelinski's personal thought is we certainly do not need to do this when its 20 below 0. Jelinski sees absolutely zero sense in the world we live in today that we have any meetings in-person ever November, December, January, February, March. Jelinski has absolutely no idea why we do that. We live in Minnesota and we have learned of a new technology. Jelinski believes this organization if we sit down twice a year and meet as a Central Minnesota Emergency Services Board and conduct business and make it worth our while we would do that and that would be our absolute in-person meetings. Understanding that if you cannot make it, there is always that virtual element that we can pull together. But, Jelinski is just one person, just one vote, one conversation. And Jelinski would open it up for any other conversation.

Pope County Commissioner asked in our new St. Cloud City Hall how far are we apart for sitting during the meeting? How big of a meeting room do we have?

Myers replied we have several meeting rooms. One of the things we did get with this building we got a lot more meeting space and we do have several rooms that could accommodate the board very comfortably. The challenge we have has been the challenge in part of the discussion we had earlier, the one Myers is eyeing up is 'B' if we go to the in-person meeting. They are still working on some of the technology aspects of it, but that will have the ability once that is done, to be able to accommodate that hybrid if you have some folks that are either on the phone or in Teams we will be able to make the meeting space conducive for that. That is one of the things we are working towards, but that is not complete yet. That is what Myers was talking about pre-meeting the supply chain issues, we still have stuff we are waiting for. But the room is probably three times the size of the room we were meeting in before. It is a good sized room, there is multiple TV's hanging in the space so you can see, space to spread out. It could accommodate it. Like Myers said, we are just waiting for a few components in the technology to be completed and then we will be able to handle the hybrid, or a form of a hybrid meeting, when you have folks that are either on phone or on the Microsoft Teams.

Stevens County Commissioner would be in favor of a hybrid. Stevens County does not think we should not ever meet, but hybrids maybe budget time, things like that Stevens County thinks it is important to meet in-person, but otherwise a hybrid would work just fine.

Otter Tail Commissioner said Otter Tail is in favor of the hybrid approach that you just outlined.

Mille Lacs County asked in the space today and with the new Open Meeting Laws you mentioned there could be people there from the public. Is that happening today on this meeting, or will it happen in the future? Myers replied we have the space available, we do not have anyone in there. We have the room reserved and set-up that if the general public wants to come in we do to meet that provision for the Open Meeting Laws so we do that. In the instance when you say hybrid Myers looks at hybrid in a couple ways. Hybrid is that we are not meeting in-person every meeting we select like your annual budget meeting. The first meeting of the year our January meeting where we elect to accommodate for those meetings. But then as the balance of the meetings that if we needed to do a hybrid meeting itself where you have folks in the room and folks using the two different technologies for the virtual meeting instance we will be able to accommodate that in the big meeting room here very soon.

Mille Lacs County Commissioner asked if we go to a hybrid meeting on any given date one of our members can still come in-person and attend in that room rather than by computer, is that correct? Myers replied that is correct.

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

Executive Committee Reports and Items: (Continued)

3. Meeting In-Person vs. Virtual (Continued)

Mille Lacs County Commissioner asked with the new Open Meeting Law are the votes counted if you are by phone rather than by computer? Myers replied that portion had not changed. It has to be audible that is why we do a roll call vote for items when you have folks meeting in a virtual sense. They did not say in like the Teams they just said in virtual which is an audible that you can hear that they are voting in favor of the items, so that is correct. Mille Lacs County Commissioner stated he is in favor of exactly what the Chair was proposing and what others have chimed in on.

Grant County Commissioner concurs with everything the Chair said.

Stearns County Commissioner noted if the City cannot accommodate it could the west service center of Stearns County work for a hybrid? Notch is offering it, but we would have to have the discussion with the county folks to see if that would work. Myers replied he knows the west end facility we have met out there and it is capable of doing it. We have the resources. Myers stated the one item Myers does not know for sure and Myers would have to check with your county IS on is the in-meeting hybrid where you can have the folks that are either participating via Teams that they can see and hear the people in the room. Myers knows they have projection screens in there. It is having the ability so everyone can see each other in there.

Kandiyohi County Commissioner likes in-person meetings, because you can read the faces and the mannerisms of people that are speaking. Nissen thinks a hybrid in-person where you can either attend in-person or virtually is a good model.

Pope County Commissioner agrees with Kandiyohi County completely. Wagner thinks we should leave it up to each representative if they want to attend in-person if we can safely distance in the facility and if we have the technology to let people be on their computer/phone. A hybrid model to Wagner is the best.

Klages stated being from Big Stone County it is hard for him to justify to his constituents down here to drive 270-300 miles for a one-hour meeting and then submit a mileage especially with gas at \$5/gallon. Klages totally agrees with Chair Jelinski, Klages would prefer a virtual and if we need to a couple times a year go with a hybrid model. We have proven in the last two years that we can do the work of the committee virtually and do it successfully. And we have done that with other committees too.

4. Grant Letter (Update)

Myers reported we drafted a letter back in January. You approved it. We sent it early March. Had not heard anything, and then at our March meeting we asked for the ability for Commissioner Jelinski to reply back to Director Kelly. In your packet, you can see the thread that came through and we found it an interesting reply. It took some time to get this reply, but he did reply back. We are working on this. This is a two-phase issue and we had a really good discussion at the Executive Committee on how we are going to approach this. One of the things we have already started with as looking at the letter from Director Kelly is reaching back to ECN. We did that at the Grants Workgroup meeting here last Tuesday and it will be a topic of discussion at our next month's SECB Finance Committee retreat. We are going to do an all-day meet going with funding goals and strategies for the SECB. And this is one of those and looking at the SHSP was a grant that we received on a regular basis. And then the last two cycles of it, we have not received anything. We use that to offset training costs and BDAs, etc. as the SECB dollars we are told were not eligible source of doing that. We are still moving forward as this is one of our regional goals as long as one of the SECB SCIP goals and sustainable funding and looking at any opportunities.

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

RAC Report & Items: (Micah Myers)

1. CMNESB 2023 Draft Budget

Myers reported we are going to be reducing it as part of what we had discussions here with BerganKDV. Talking about we have achieved a sustainable reserve. We are looking at for a later action item to tap into that reserve, but we can start bringing our contribution cost down because we have built that reserve for future expenditures. There is a couple things that are will change in this. If you look at the column that says radio counts, Myers has had a handful of the agencies in the region update their counts. That really does not change in the overall scheme of the budget. As you can see the distribution for radio counts is 25% of the base budget which is \$8,000. The first column there is the equal share. There is a \$0 by Sherburne County, because Sherburne County just uses the Logger, so they are not an active member. You can see the \$844.74 is that portion. Then there is a portion of the Regional Coordinator services that everyone pays an equal part and that comprises your first components. Then we base it on population and these numbers have been updated with the latest Census we have done. Then you can see over in the column what your 2022 costs were and looking at what your costs are going into 2023. The Logger is pretty close it might move a little bit. We are working on that as we have additional members that come on that will change it a little bit, but not a significant amount. This overall is your numbers.

If you look at the detail page you can see some costs we are looking at. Underneath administrative you will see those costs went down as printing. That is one of the benefits of being in the virtual meeting space. We are not printing packets, we are not doing a lot of that stuff, so that cost went down. The insurance is pretty consistent. Then if you get down into professional services as you can see the system admin Myers was talking about in the column where we get the equal shares. Then you will see the audit service. It has been going up right around \$100. Then this is the analyzer maintenance and then we have a training which we held over. We have a baseline training and we will talk to that a little bit later. There is the website maintenance and the website redesign, we pay for annual maintenance and then we prepay the expense for every four years we have the ability to refresh and redesign the website instead of having to come up with money we already have a bucket of money set for that. There is the Genesis reporting and then this item where you see the laptop PC. This is one of the things that tied back to the Genesis. The laptop we have right now, Myers wants to say that is going on about 10 years old. It is overdue for a replacement. We are looking at replacing it, but what Myers is looking at doing is the cost of it for that laptop that we paid was a little over \$2,000 last time and prices have held serving that. What we are looking at doing what Myers does with the rest of the PCs that Myers acquires here for the City, we do not purchase them, we lease them and we flip them. We get this in a replacement cycle on a 3-year replacement. And so it will hit the budget for \$800 annually, the annual spend on that. This was more of a contingency we have built. We were moving this line item so you will see there is no longer the \$10,000 there so that is where a lot of the reduction in the budget is coming from is right there.

This is what we anticipate for the Logger budget, bringing our budget total to the \$186K and we have this subtraction here. This is what we get for the participation giving us our budget of \$180,213.38 total. With Washington County we are finalizing that agreement and for the first four years of Washington County coming on their annual contribution will be like a prepaid. They are giving us an asset that we have established a value on. That is how the region is paying them back in year five, you will see a bump in this because they will be paying twice the normal membership because they have they have a significant volume of talkgroups they will have us logging. First year, it's about \$100 we added into the kitties so the numbers will kind of stay the same. It is when we bring in the other entity where you will see a drop. It is about a \$400 drop per member on the Logger when we bring in that third one. Until Washington County has been made whole for the hardware they are contributing to the region, it will be very little impact on the Logger budget.

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

RAC Report & Items: (Micah Myers) (Continued)

1. CMNESB 2023 Draft Budget (Continued)

Myers explained this is just a draft. As we clean up the numbers on the radio counts it will change it maybe a hundred dollars there. If there is anything else we decide between now and then that we would like to see included in the budget, we will bring that back for your final budget adoption, but this is pretty close to what your budget will be for the 2023 year.

2. SECB Committee Appointments

Myers explained the reason this is in your packet is we added Mary Lieser to the Operations Workgroup under the NG911 Committee. Jelinski explained if there is an alternate we should do our best to fill those slots.

EMAC Report & Items (Stephanie Johnson)

Met April 27th in Stevens County. It was our first meeting back in-person. Part of the reason why we decided to meet in-person is EMAC oftentimes has a Homeland Security Emergency Management meeting in the morning and then we do our EMAC meeting in the afternoon. HSEM really wanted to have the in-person meetings again. After discussion EMAC also saw the value in it, however many of us also saw the value in virtual. It came down to if they want to have an in-person meeting it does not really pay for us to leave after that in-person meeting and then go to a virtual meeting for the afternoon, because most of us would not make our final destination before that meeting. We also have been working with a subcommittee in our EMAC group to work through National Weather Service doppler radar coverage. It has been a topic with our group for a while. Many of the counties in our region have what would be considered dead zones. We met with the National Weather Service and our subcommittee to open the dialogue of what it may look like to continue that conversation in our region and then maybe expanding it to statewide and larger as needed since we are more so the stakeholders of that radar coverage. The way it works in our region is we have three National Weather Service offices that cover our region and all of them utilize similar resources for that coverage for that radar. In talking with those offices they said ultimately it is the big guys upstairs at the National Weather Service office who would make the decision on what we would do if we could get additional radar coverage. Right now, that conversation is a long work in-progress, but we definitely see it as a need for life safety. We also discussed the Salamander badging system. The region decided to not go with the Salamander badging system which is supported by the State of MN for the base product. Since many of the counties are already utilizing it in their local counties we decided to leave it as a county by county decision. We also talked about the COMU workgroup and their goal to be a little more formal. We talked about what we thought as an EMAC group. We were very supportive of the formalization of that.

1. EMAC Bylaw Amendment (Action Required)

At our January meeting we decided we wanted to look at the process that we elect officers since the way it was is we were nominating officers at our October meeting. Then we were electing them into office in December and then come January 1st they were taking office. What we noticed in that is kind of like an oh yeah that is right we need to elect our officers. Part of the reason why we want to do this change is to elongate that process so those who might be interested with the nominations of officers if we put that at the July meeting and then still keep election of officers in the October meeting we now can elongate that so once they are nominated they can learn about what that office might be. Once they are elected in they then have a few months before they officially take over the responsibilities. It more so just allows for the shadowing of the current officers if those positions change. Also the intent of the December meeting was to be more of an if needed meeting. Which the verbiage of our Bylaws right now we have to hold a meeting. That is purely just to facilitate elections. What this change would also do is it would allow us if we do not have enough business we do not have to have that December meeting.

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

EMAC Report & Items (Stephanie Johnson) (Continued)

1. EMAC Bylaw Amendment (Action Required) (Continued)

Johnson stated we would be looking for a motion for the EMAC Bylaw amendment approval. EMAC has approved it to come to the ESB then what we are looking for is the motion to approve it pending the final EMAC vote on July 27th. *Stevens 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; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion passes.*

NG-911 Report & Items: (Sarah Booker)

Our Radius mapping project is in-progress. Most of the connection devices are shipped or shipping soon. And agencies are starting in on the training portion. Hopefully shortly everybody will be up and running on that and start our pilot. We did also have a review of the draft Mental Health Best Practices guide that was produced by the 988 Mental Health workgroup. That is more of a best practice for policy making guide, because it was determined with the varied mental health resources around the state making a one-size fits all actual operation guide is difficult. That has been out for comment. We did have the update from Swift County, they were our last Central Region agency to go live on taking their own text-to-911. They are up and going, they did have some hiccups, but Booker has not heard that they have not been able to work through those. Chair Jelinski asked every county in the region now takes their own text-to-911 messages? Booker replied yes, with the exception of Big Stone who is contracted with Kandiyohi County. Chair Jelinski asked maybe next time this board meets could you give us an update as to what is happening within the region. Jelinski would be curious as to number of texts-to-911 within the region. It does not matter per agency. It was a big deal when we first started talking about it. Jelinski just wants to know what is happening with it. Booker can bring that up for discussion here at our meeting this week.

O&O Report & Items: (Kristen Lahr)

Lahr stated we have been focusing on some of the regional priorities we have identified for our Regional Strategic Plan. Specifically, around providing training and exercise opportunities for the region. We are doing that in coordination with the Users Committee. Also increasing stakeholder awareness and usage of our communications unit resources as well as increased awareness and usage of CASM throughout the region.

User Report & Items: (Paul McIntyre)

1. Training Roadmap (Action Required)

At our last board meeting, we approached the Board about the training funding for the proposed classes you see before you. The members of the committees that represent you under the Board have felt we still need to do it. It is important to continue training. We had asked for approval to go and see if we could find additional funding or come back to you at this meeting and request funding through the reserves which we have available to do so. Unfortunately, we were not able to find any other type of grants or training mechanisms to supplement that training request. So, before you you see a request for \$32,300. \$4,500 of that was previously okayed for last year's Radio Trainer that was moved to April. That was cancelled last year due to COVID. The original was around \$27-28,000 of additional classes that all the groups felt were still important. Before you is what we would like to present as the training for this year for all the agencies related to public safety communications. We would like to ask the board to allow us to use reserve funds in the total of \$32,300 to support those. *Big Stone County moved. Wilkin County seconded.* Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carried.*

GENERAL DISCUSSION AND NEW BUSINESS (Continued)

User Report & Items: (Paul McIntyre) (Continued)

2. MN Public Safety Communications Conference Reimbursements (Update)
Just a reminder to get your reimbursements in. We are hoping to get them all in this month.

Logger Committee Report & Items: (Brandon Larson)

We have been having conversations around encryption related to the BCA requirements. We already meet BCA requirements, so Larson does not feel those conversations need to continue at this time. We will re-evaluate later. We are awaiting final completion of contracts with Sanford Health EMS and Washington County. We will be looking forward to having them connecting and finalizing their join with the Logger.

Additional Agenda Items

None.

OLD BUSINESS:

- a. ECN Program Updates Newsletter
View online.
- b. Attendance Update
Jelinski noted there are a couple of counties that are now joining Stevens County with 100% scoring.
- c. Current Representative List
View online.
- d. Sign-up for Notifications
View online.

UPCOMING MEETINGS:

The next meeting will be held on July 27, 2022.

ADJOURNMENT:

Chair Jelinski made the executive motion to adjourn the meeting and the motion was carried unanimously at 2:39 p.m.

Minutes recorded by Shari Gieseke.