

**SE MN Regional Emergency Communications Board/
SEMNRAC Annual Joint Meeting Minutes
February 6, 2014 @ 12:30 pm
RPU
Rochester, MN**

In Attendance:

ECB Members:

Marcia Ward/Winona County
James "Corky" Ebeling/Steele County
Mike Lee/Freeborn County
Dave Harms/Wabasha County
Mike Peterson/Winona County
Tony Bennett/Mower County
Bob Kindle/Freeborn County
Judy Storlie/Houston County

RAC Members:

Daryl Jenson/Fillmore County
Blaine Hentz/Wabasha County
Dave Pike/Mower County
Jim Jensen/Dodge County
Troy Dunn/Rice County
Lyle Lorensen/Goodhue County
Scott Yeiter/Houston County

Others in Attendance:

Nate Timm/Goodhue County SO
Steve Borchardt/ECN
Judy Indrelie/Olmsted County
Kevin Torgerson/Olmsted County HSEM
Rod Peterson/Dodge County
Tim Heroff/Rochester PD
Rick Freshwater/Olmsted County
Mark Darnell/Olmsted County
Tim Boyer/RSC-911
Dustin Dienst/Faribault Fire
Matt Maas/Dodge County

Dave Mueller/Olmsted County Sheriff
Shari Schmitz/Motorola
Melissa Burns/Rochester PD
Ken Jones/City of Rochester
Don Hauge/SE EMS
Kevin Beck/Fillmore County
Jon Eickhoff/Pine Island FD
Heath Dienger/MN Patrol
Brenda Wodele/Wabasha EM
Barb Brommer/Wabasha County
Chad Forystek/Steele County

- 1) Meeting was called to order by ECB Chair Marcia Ward at 12:33 pm.
Meeting was called to order by RAC Chair Scott Yeiter at 12:33 pm.
** New Board members: Jim Bryant is replaced by Ted Seifert. Teresa Walter is replaced by Judy Storlie.
- 2) Approval of Agenda: Amendments as follows: #6 should read, November prelim; #7 c. should read 2013 ECN grant; #7 f. line was deleted; #8 c. \$329.46 and \$273.60.
ECB: Motion by David Harms, Second Ken Brown to approve today's agenda with above amendments. **Motion carried.**
RAC: Motion by Daryl Jensen, Second Troy Dunn to approve today's agenda with above amendments. **Motion carried.**
- 3) Approval of RAC Meeting Minutes – September 2013:
Motion by Blain Hentz, Second Jim Jensen to approve RAC minutes. **Motion carried.**
- 4) Approval of RRB Minutes – December 2013 - ECB:

Motion by James Ebeling, Second Mike Lee to approve RRB minutes. **Motion Carried.**

- 5) Acceptance of RAC Minutes – September 2013 – ECB:
Motion by Rod Peterson, Second Ken Brown to accept the RAC Minutes. **Motion Carried.**
- 6) Approval of Financials – November 2013: (handout)
Motion by Tony Bennett, Second Rod Peterson to approve financials as presented. **Motion carried.**
- 7) **Open Issues:**
- a) JPA Update – Judy Indrelie: Need signature page from Winona. Mike Peterson will follow up on.
 - b) Insurance Update – Judy Indrelie: Insurance is in place for 2014. Cost reduction from \$2,633.00 to \$2,315.00
 - c) Grant Updates – Judy Indrelie: (handout)
 - Local Enhancement Grant – Extended to 6/30/2014.
 - Rice County working on completing their project. Grant will be done once completed.
 - 2013 ECN Grant – Ends June 30, 2014.
 - This is a State grant, not a Federal grant.
 - Accounting staff does not need to report funding received.
 - Can be used for April conference and trainings.
 - SLIGP – Ends June 30, 2016
 - Awarded shortly, waiting on contract.
 - \$46,611.00
 - For First Net initiative.

Motion by James Ebeling, Second Ken Brown to allow Marcia Ward and Judy Indrelie to sign off on, and implement SLIGP contract. **Motion Carried.**

****Note: There are several members needing to sign a conflict of interest statement.**

Please contact Judy Indrelie for needed paperwork.

****Note: 2014 membership payments are due from Fillmore, Freeborn, Goodhue, Mower, Rice and Wabasha Counties.**

- d) RIC Update – Steve Borchardt: The State has now put together a work group to work on a training standard that has more specificity, more content requirement and sanctioning teeth to it. *Question to group:* Should all new users be required to sit through all four of the online training modules, at a minimum? Group consensus was, yes. *Dispatch training:* Training should be offered to dispatchers to give them more authority and more responsibilities in managing resources. *Question to group:* Should ECN be contacted to providing more support to facilitate more robust dispatch training? Group consensus was, yes. Motorbridge gateway – Is it needed? Steve Borchardts suggestion is to not make that kind of investment at this point and time. COM-L – Class in Central first week in March, they have opened up additional seating if interested. The State will be putting one on the last week in May. Prerequisite of the ICS-300, can be deferred to get into the COM-L class, you **do** have to have it completed before your task book sign-off is complete. That gives you two years to get it completed and still attend COM-L. Central Region will be offering a COM-X this year. *Site trunking* – *Question to group:* Do you need more information on site trunking? Would it be helpful for the RIC to provide additional training for site trunking? Let Steve Borchardt know if they should get more robust in this area. MSP has said they will

take any rolling events transferred to them. Reminder: For all FirstNet grant opportunities, you will need to keep the documentation and bookkeeping separate.

- e) State Update- Brandon Abley: Steve covered most items. Status board update coming in a week or so. Many of the critical bugs have been worked out.
- f) OTC Meeting Update-Nate Timm: 310 sites are on air, which is 95% of the system. Six towers are currently under construction in the NW and NE MN. The SE region is all built out.
Reminder: Year-End reports are due by the system administrators.
- g) Statewide Radio Board Meeting – Commissioner Kaase: No Report.
- h) HSEM Update/Regional Exercise Update – Kevin Torgerson: FAD Grant is under way- will offer trainings and workshops. First session will be on February 12, 2014, in Austin. Funding is from the Department of Agriculture and will run through Mower County. SEEM got a grant to hire a planner to assist with ACAMS, Identisys, DLAN, THIRA and Family Crisis Centers. The Governors Conference is February 11-13, 2014.
- i) Radio Users and O & O Group – Mike Peterson: No Report.

8) **New Business:**

- a) AIS server relocations - Mark Darnell: The request is to move the server from Wabasha County to the Olmsted/Rochester PSAP.
RAC: Motion by Tim Heroff, second Dave Mueller to approve moving the AIS server to the Rochester/Olmsted PSAP. **Motion carried.**
ECB: Motion by Mike Peterson, Second James Ebeling to approve moving the AIS server to the Rochester/Olmsted PSAP. **Motion carried.**
- b) Approval to create a Governance subcommittee over voice logging: Group to include the Sheriff's and Commissioners from the following counties; Dodge, Fillmore, Goodhue, Olmsted, Wabasha and Winona, a Councilperson and RPD representative from the City of Rochester, plus the ECB Chair. This group will report to the ECB of who will sign such contracts.
RAC: Motion by Daryl Jensen, Second Jim Jensen to approve the creation of a sub-committee. **Motion Carried.**
ECB: Motion by David Harms, Second Ken Brown to approve the creation of a sub-committee. **Motion Carried.**
- c) Approval for Steele and Mower to utilize funds in 2013 SHSP grant for COM-L training - Scott Yeiter:
RAC: Motion by Blaine Hentz, Second Troy Dunn to approve training reimbursement request under 2013 SHSP grant for COM-L training of \$329.46 and \$273.60. **Motion Carried.**
ECB: Motion by Rod Peterson, Second Tony Bennett to approve training reimbursement request under 2013 SHSP grant for COM-L training of \$329.46 and \$273.60. **Motion Carried.**
- d) Approval for Security Access for Dave Thomson to the SE Reg. System Assets- Scott Yeiter:
RAC: Motion by Daryl Jensen, Second Jim Jensen to approve Dave Thomson to have access to the SE Security. **Motion Carried.**
ECB: Motion by Ken Brown, Second David Harms to approve Dave Thomson to have access to the SE Security. **Motion Carried.**
- e) Approval of Whitewater Wireless Subscriber Radio ID Request – Scott Yeiter:
RAC: Motion by Jim Jensen, Second Blaine Hentz to approve four additional subscribers for Whitewater Wireless. **Motion Carried.**
ECB: Motion by Tony Bennett, Second James Ebeling to approve four additional subscribers for Whitewater Wireless. **Motion Carried.**

d) Line deleted.

Other New Business:

- FirstNet to present after meeting.
- 1) Next RECB Meeting - **Monday, April 14, 2014** at 12:30 at RPU; Finance Committee – 11:00 AM at Bakers Square North.
 - 2) Next scheduled RAC Meeting is March 20, 2014 at RPU.

Adjournment:

Motion to adjourn Troy Dunn, Second Daryl Jensen at 1:20 pm. Motion carried.

Minutes respectfully submitted by Michelle Ridd.

SEMNRB website: <http://semnrrb.com>