



Board of County Commissioners Agenda Request

7C
Agenda Item #

Requested Meeting Date: January 23, 2018

Title of Item: Aitkin County Appointment Requests

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert	Estimated Time Needed: 5 minutes
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Summary of Issue:

Attached is a request to appoint Aitkin County Representatives to the Northeast MN Regional Emergency Communications Board (ECB) and Northeast MN Regional Advisory Committee (RAC). Included with the request are the meeting dates and times. Please note that every other month the ECB and RAC meet jointly.

In speaking with Sheriff Scott Turner, he recommends the following:

ECB: Appoint one Commissioner to the Board, and appoint Sheriff Scott Turner as the Alternate.

RAC: Appoint Patrice Erickson, Dispatch Supervisor / Emergency Management Coordinator, and appoint Sheriff Scott Turner as the Alternate.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

1. Appoint one Commissioner to ECB and appoint Sheriff Turner as Alternate
2. Appoint Patrice Erickson to RAC and appoint Sheriff Turner as Alternate.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

From: Holly Olson [<mailto:OlsonH@StLouisCountyMN.gov>]

Sent: Tuesday, January 16, 2018 11:47 AM

To: 'kpeysar@co.aitkin.mn.us'; 'mark.wedel@co.aitkin.mn.us'; 'scott.turner@co.aitkin.mn.us'; 'jessica.seibert@co.aitkin.mn.us'

Cc: Duane Johnson; 'Marv.Bodie@co.carlton.mn.us'

Subject: Aitkin Co Appointment Request for ECB & RAC

This message was sent securely using ZixCorp.

Hello,

In an effort to update our membership files for the **Northeast MN Regional Emergency Communications Board (ECB)** and **Northeast MN Regional Advisory Committee (RAC)**, we are requesting that your governing authority complete the attached forms indicating your representative member and/or alternate appointees for 2018.

This information will help us update our current email distribution list so we can share important information about upcoming trainings, grant opportunities, and meeting information.

Also attached is the following:

- 2018 NEECB and RAC meeting dates (*ECB meets jointly with RAC every other month*)
- The Joint Powers Agreement Section 2. Membership, Appointment, and Term

Please share these with your appointees and *encourage them to attend regularly*. Regular attendance by voting members is crucial to ensure all agenda items are reviewed quickly and efficiently, as well as ensuring a quorum is present to vote on necessary action items.

The attached form can be completed electronically or printed and filled in manually. Please return the completed forms no later than Tue, January 23rd to:

Holly Olson olsonh@stlouiscountymn.gov or via fax 218-726-2923

Appointees will be announced at the January 25th, 2018 Joint RAC & ECB face-to-face meeting.

If there are any changes in the future to the appointees you provide, please notify me so I can update our files.

Please feel free to contact me at (218) 726-2921 with any questions. Thank you in advance for your assistance.

Holly Olson | Information Specialist II

St. Louis County Sheriff's Office

911/Communications

2030 North Arlington Avenue

Duluth, Minnesota 55811

218-726-2921

olsonh@stlouiscountymn.gov

Section 2. Membership, Appointment, and Term.

Subd. 1. Requirements for Participation. Participation in the Board is restricted to counties and cities that meet the following minimum requirements:

1. A County within or immediately adjacent to the Northeast Minnesota HSEM Region 2 that has committed to participation in regional communications planning activities and planned, authorized, developed or implemented a local sub-system or integration of dispatch facilities into a cooperative communications system.
2. A City within or immediately adjacent to the Northeast Minnesota HSEM Region 2 that has committed to participation in regional communications planning activities and has planned, authorized, developed or implemented a local sub-system.

Subd. 2. Application for Participation. The Board will establish policies and procedures for application for participation in the Board.

Any County or City meeting the criteria for participation may request participation in the Board in accordance with policies and procedures established by the Board.

Subd. 3. Initial Participants. Initial participants include Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Kanabec, Koochiching, Lake, Pine, and St. Louis counties and the cities of Duluth, Hibbing, International Falls and Virginia. Each of these agencies is deemed to meet the minimum requirements for participation in the Board.

Subd. 4. Membership. The members of the Board shall be:

- One County Commissioner from each county party to the Agreement.
- One City Council member from each city party to the Agreement.

Subd. 5. Appointment - Members Representing Counties and Cities. The members representing counties and cities shall be appointed by their respective governing bodies from the membership of that governing body. A successor must be appointed no later than sixty (60) days following the date a member is no longer an elected official.

Subd. 6. Term - Members Representing Counties and Cities. The term shall be for one year and until a successor is duly appointed; however, a member so appointed shall serve at the pleasure of that member's appointing governing body. There shall be no limit on the number of terms a member may serve.

Subd. 7. Alternates - Members Representing Counties and Cities. Each appointing authority may designate an alternate who shall be authorized to act in the absence of the member.

Subd. 8. Other Members of the Board. In addition to those members previously defined the following shall also be voting members of the board:

- A member of the Northeast Minnesota Regional Advisory Committee.

- A member of the Northeast Minnesota Regional Radio System User Committee.
- A member of the Northeast Minnesota Owners and Operators Committee.

Subd. 9. Selection, Term, and Alternates - Other Members of the Board. The member of each of the committees designated to serve as members of the Board shall be selected by majority vote of the entire committee membership on an annual basis. There shall be no limit on the number of terms a committee member may serve on the board. Each of these committees shall select by majority vote, an alternate who shall be authorized to act in the absence of the member of the board. Committee members elected to serve as Board members and alternates shall serve a term of one year and until a successor is duly elected. If an individual elected to serve as a Board member or alternate ceases to be a member of the committee by resignation or action of the appointing authority or any other cause, the committee shall meet within sixty (60) days of notification of change and select, by majority vote, a replacement.

Subd. 10. User Committee Board Advisors. In addition to the positions defined herein the Board may authorize the Northeast Minnesota Regional Radio System User Committee to appoint not more than two additional representatives to advise the Board. Not more than one shall be a representative of a law enforcement agency and not more than one shall be a representative of a fire service or EMS agency. Any representative so appointed shall have the right to participate in discussion or debate and advise the Board on matters relative to pending issues but shall not be empowered to initiate any issue or matter or have a vote on any issue or matter before the Board.

Subd. 11. Modification to Board Composition. Modification of the composition of the Board subsequent to its initial creation shall only be through the process established for the amendment of this Agreement.

**Northeast Minnesota Emergency Communications Board [NEECB]
& Northeast Regional Advisory Committee [RAC]**

St. Louis County EOC, Pike Lake & ITV Locations
4th Thursday of the month @ 10:00AM

2018 Meeting Dates

January 25

RAC/ECB - Face-to-Face Meeting-NO ITV

February 22

RAC

March 22

RAC/ECB

April 26

RAC

May 24

RAC/ECB

June 28

RAC

July 26

RAC/ECB

August 23

RAC

September 27

RAC/ECB

October 25

RAC

November 22

No meeting - unless otherwise notified

Happy Thanksgiving

December 27

RAC

*All committee/board meetings will be held via ITV with the exceptions noted above.

ITV access: IP Address: 156.99.162.165 Region 2 Code: 2222#

It is advised to call the ITV site before the meeting to ensure your ITV system connection.

Usual ITV sites include: Aitkin County Sheriff's Office; Cook County LEC; Crow Wing County LEC; Itasca County-Sheriff's Dispatch Center, Lake County-Silver Bay Service Center; Pike Lake EOC and Pine County LEC.

Northeast Minnesota Emergency Communications Board

Appointment Form

The following appointments have been made by the governing body of Aitkin Co
representing agency
 County _____ in accordance with the terms of the Joint Powers Agreement governing
choose one from drop down list
 the Northeast Minnesota Emergency Services Board to provide authorized representation to serve a
 term commencing _____ on the ECB (Emergency Communications Board)
effective date choose Board/Committee name from drop down list
 _____ County _____, a member of the Northeast Minnesota
representing agency choose one from drop down list
 Emergency Services Board:

- Emergency Communications Board (ECB):** (1) Representative (1) Alternate
- Regional Advisory Committee (RAC):** (1) Representative (1) Alternate
- Users Committee:** (1-5) Representatives
- Owner & Operators Committee (O&O):** (1) Representative (1) Alternate

REPRESENTATIVE:

ALTERNATE:

Name

Name

Title

Title

Address

Address

City/State/Zip

City/State/Zip

Email

Email

Phone

Phone

I certify the appointments herein listed have been approved by the governing body of

_____ County _____, a member of the Northeast Minnesota
representing agency choose one from drop down list

Emergency Services Board, this _____ day of _____, 20____
date month year

Signature: _____

Printed Name: _____

Title: _____

Email: _____

About



The Statewide Emergency Communications Board provides leadership to set the vision, priorities and technical roadmap for interoperable communications and alert and warnings across the state.

Governance

The Statewide Emergency Communications Board (SECB), five Regional Communications Boards and two Regional Emergency Services Boards are at the center of Minnesota's interoperable communications governance structure. Reporting to each board are subcommittees and workgroups.

Regions of the SECB

Regions of the Statewide Emergency Communications Board (SECB).

Regions Websites

Browse a listing of the Minnesota Region websites.

Documents & Resources

Browse a variety of resources including documents, Requests for Proposals (RFP), and state resources.

Emergency Communication Networks (ECN)

The Emergency Communication Networks Division oversees the Statewide 911 Program, Allied Radio Matrix for Emergency Response (ARMER) radio communications network, and the Interoperability Program.

Emergency Radio

Police, Fire Department and Ambulance are the three emergency services that nowadays use an integrated communication system.

Interoperability

Discover options for regional resource sharing.

Minnesota Public Safety Communications Conference

The Minnesota Public Safety Communications Conference is a technology conference exploring the convergence and enhancing the interoperability of 911, Broadband, Land Mobile Radio and Public Alerting public safety communications.

SECB Strategic Plan

The Statewide Emergency Communications Board (SECB) is responsible for providing Minnesota residents and public safety responders with multiple and reliable means of communications before, during and after emergencies. This strategic plan will outline the SECB's priorities and funding strategies.

Contact Us

[Regional Issues](#)

[Website Issues](#)

[Emergency Communication Networks \(ECN\)](#) [IPAWS](#)

[Statewide Emergency Communications Board \(SECB\)](#)

Current Initiatives

[ARMER](#)

[Interoperability](#)

[Next Generation 911](#)

[Wireless Broadband](#)

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Regions of the Statewide Emergency Communications Board