

ND 911 ASSOCIATION QUARTERLY MEETING MINUTES

March 9th & 10th, 2004

AT THE COMFORT INN, BISMARCK, ND

March 9th, 2004

Meeting called to order by Becky Ault at 1:00 P.M.(CT).

Round Table Introductions.

Training & Exercise Action Team Leader, DEM, Valarie Lovedahl: Severe Summer Weather Awareness Exercise Week is April 26-30, 2004. Valarie passed out the schedule on planned exercises by county. This list will be updated bi-weekly as counties add exercises. DEM has contracted with NDACo and the League of Cities to do training and exercises with the counties statewide. Valarie encouraged the 911 Coordinators to be involved in these activities.

PSFA Grant Recipient Panel-How we wrote it & what may help your county: The following persons talked about how they applied for and received PSFA Grant funds: Brent Nelson, Walsh County 911, explained how his County applied for and received \$71,150 grant award. Call Brent if you want a copy of his grant proposal.

Bill Martin, Barnes County 911, applied for a \$100,000 for Wireless PSAP equipment. If Bill had questions he called the PSFA people, very easy to work with. These grant monies are only for Wireless PSAP equipment. Received a \$79,545 grant award.

Jill Bruer, Richland County 911, applied for an upgrade to her equipment. Presently Phase I ready, needed upgrade for phase II. Asked for \$24,000 with a 20% match. Got Letters of Support from different Departments. Received a \$19,000 grant award.

Becky Ault, Pembina County 911, received a little over \$40,000 grant award. The PSFA Grant's primary focus is to support projects specific to the receipt and processing of 911 calls from wireless telephone devices. Contact Becky for a copy of her grant proposal.

Russ Lindblom-911 Wireless Project Manager- The PSFA organization is concerned with timely completion of projects that they fund. At this time it is unknown if they will have any more rounds. When you are awarded these grants you do not receive monies, you need to send them invoices of costs. A quarterly report, which lets them know if there have been any changes to the project and any additional comments, is sent in with the invoices. PSFA wants all documents signed and mailed in, no internet mailings or faxes. For a sample of these quarterly reports, contact Russ Lindblom.

Rick Robinson%DEM, Planning & Operations Support Team- Discussed the recent Amber Alert that was sent out. To initiate this Alert a blast fax/email was sent out, then the emergency alert system was used, and finally the national weather alert system was used. Message went out in a timely matter. Everyone involved in this amber alert, which was a first for the state of North Dakota, said it went well.

Rick is the Operations Process Improvement Team Leader (Ops Pit). One of the concerns of this group right now is the transfer of 911 calls from the PSAPs to State Radio. Multiple calls transferred on the same incident tend to tie up all the emergency lines. Rick has sent out a letter requesting information on call transfer policies used by PSAPs. Talked about information received regarding policies in place from PSAPs. Will be emailing out a template

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for PSAPs to follow when setting up or changing policy on handling call transfers to State Radio. If you have any questions you can email Rick at rnrobinson@state.nd.us or call at #328-8100.

Topics of Interest for Future Meetings: The group discussed different topics for future meetings which include: 911 Operations Plan Upgrade?? Signal 100 Plan??

Russ Timmreck-Chief, State Operations Center, DEM, ND 911 GIS Sub Committee Panel, "Statewide GIS Basemap RFP Progression: The RFP is presently with Sherry Neas% Central Services Division. She is verifying that all wording and structure of the RFP is up to the State standard and according to the law. Once she has completed her work then the RFP will go out. Estimated time-line for this project is 18 months to 2 years after bid is awarded. Russ states that he can not force the counties to use their 50% of homeland securities monies for this GIS Mapping. No one will be forced to use this map if they do not wish to. All of the GIS Sub-committee members will be invited to the bidders' conference & it is open to the public. You will not be forced to give updates to the state for this map. Sub-meter is defined as +/- .5 meter. This GIS money is 50/50 and the counties would get this money for critical infrastructure that can be used for mapping that includes the county's own mapping projects. States that we are trying for the best +/- .5 meters and if this is too expensive we will back down and go to +/- 1 meter.

Meeting adjourned until tomorrow morning at 8:30 am.

March 10th, 2004

Terry Traynor-NDACo-ND Language Options for 911 Vote at County Level: Terry handed out a paper with wording for the 911 Fee Resolution and Ballot Issue. Your County Commission has to make a motion to put this on the ballot. Make sure your States Attorney approves of all wording in resolution & ballot. Publication requirements are suggested to publish the analysis of the measure in the paper two weeks before the two weeks of the ballot language publication. This gives the voter information regarding the measure four weeks before the election. You can educate the public on the issue, but you can not solicit a "yes" vote.

Letter & Contract from DOT stating standards/agreement to share Sign Posts- You have to contact your district office to begin this type of a signage project. Ask DOT for information on signs that are already out there.

Business Meeting:

Meeting called to order by Becky Ault at 8:30A.M. (CT)

Approval of Minutes for December 9th & 10th, 2003: Janelle Peple made a motion to correct the minutes on

Page 4, Line 3, to read, "The North Dakota Chapter of APCO has donated \$1000 to the South Dakota Chapter of APCO to offset costs & expenses for the North Central Conference." Fred Debowey seconded this motion. All members in favor. Motion passed.

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Allen Morken made motion to approve the minutes for December 9th & 10th, 2003 as corrected. Dana Scherr seconded this motion. All members in favor. Motion approved.

Treasurers Report: Carmen Reed reported a balance of \$5,097.36 as of 03/04/04. The Association Website Advertisers need to pay annually to continue advertising; Carmen will check records for these dates and get back to Terry Volk. Janelle Peple made a motion to approve the Treasurer's report. Lynn Arthaud seconded this motion. All in favor. Motion passed.

Old Business:

ND EMD Card Set Update: Janelle Peple, ND APCO President, stated that the EMD Card sets will be ready on next week. Janelle will email the PSAPs to see if they are interested in receiving a set of cards to review. These cards will be available to the PSAPs for \$150 per set. 100 Sets of cards has been ordered and \$17,000 was spent for printing fees. Minnesota & South Dakota are also waiting to review these cards. The ND APCO Association will maintain the card sets and get all changes to these cards approved by the State Health Department. After approval is received for changes, these changes will be dated and sent out to PSAPs at cost. APCO will maintain a list of all cards purchased and by whom. The Medical director for each PSAP will need to review and approve these cards. All EMD instructors will now be training off these cards. Jerry Bergquist made a motion that the ND 911 Association give \$450 to the APCO Association to pay for three sets of cards, to be used by the EMD Instructors. Bill Martin seconded this motion. All members in favor. Motion passed.

New Business:

Committee Reports

I. Russ Lindblom-911 Wireless Project Manager: Presently North Dakota has 15 PSAPs with at least one carrier turned up in Phase I, nine of these PSAPs are turned up with 2 carriers. Russ has made a commitment to be in the PSAP when they get their initial 911 Wireless call. Phase II has been requested for Stark/Dunn (Western Wireless Only), the Red River Regional Dispatch, Traill County, all State Radio Counties & Bismarck/Burleigh for Western Wireless & Verizon. As your PSAP becomes ready, Russ will make this request for Phase II. Please note that both Verizon & Western Wireless continue to put in new towers, testing new towers will be an ongoing process. Russ would like to see Phase II completed by the end of this year.

Conferencing/Transferring Phase I & II calls will have to be done with Wireless calls. You need to stay on the line until you have confirmed that the call has been received by the PSAP that you are transferring the call to. The call with the data is pulled from the transferring PSAP. Qwest is putting together a 3-number speed call list for every PSAP in the State. You must program these on your 911 trunks in your 911 system.

The NDACo, sometime in April, will be sending a Press Release to all Counties to give to the local papers for an update on Wireless Implementation throughout the state.

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Gary Kostelecky pointed out how Russ Linblom has done a phenomenal job on the statewide Wireless Implementation in ND. Gary is now receiving bills for Phase I service, which was billed by Western Wireless before the statewide agreement was reached. NDACo, wireless monies collected from all counties/cities, will be helping to pay these bills, because the State has benefited from this project.

The Trakphone Company has requested a refund for 911 fees paid. Taxpartners, LLC, which does taxes for these smaller carriers, said they did not know why they wanted a refund. Richard Salsman %TrakPhone, stated that they are a prepaid seller, does not know who their customers are. The only information they get is a zip code, so they know which cellular phone company to assign the phone to. Difficult to refund these funds. This is a nationwide problem. Russ will continue to monitor this situation.

Some counties are receiving monies from ONSTAR. Terry Traynor states that prepaid cellular phone plans may or will have to be addressed in the future for collecting 911 fees from these services. Our legislation today does not cover this.

Comnet Wireless has four towers in the state, with no Wireless Phase I. The towers are located near Ashley, McClusky, Velva and New Rockford. Comnet Wireless only sells roaming to cell sites. Three of these sites go to state radio, and one goes into the Lake Region, with wireless phase zero. These sites are called pirates. The cost is very high for building these four towers into our wireless infrastructure. Russ thinks these towers will go away, but will continue to monitor the situation.

II. APCO - Janelle Pepple, ND APCO President: The North Central Regional Conference, is in Rapid City. The Conference schedule was emailed out to everyone. The ND Chapter Meeting will be held at this conference. The National APCO Conference is in Montreal, Canada this year. The ND Chapter receives one paid registration for the National Event. Will email out further updates.

III. Dakota NENA - Mike Dannenfelzer, ND NENA Vice President: The Dakota NENA will hold a meeting in Rapid City, at the APCO North Central Regional Conference. At this Dakota NENA Meeting, they will be talking about by law changes. Let Mike or Gary Kostelecky know if you are interested in joining NENA.

The 2-1-1 System is North Dakota's intervention, health & human service information and referral service. Trained crisis management specialists are available 24 hours a day, 7 days a week, to help locate assistance with issues such as: Abuse/Domestic Violence, Addictions, Advocacy, Aging/Elderly Concerns, Compulsive Gambling, Depression & other Mental Illnesses, Emotional/Behavioral Problems, Grief & Loss, Hear-O Program, MHAND Resource Center, Parenting, Referrals for Food Pantries & Financial Assistance, Relationships, Rural/Farm Stress, Social Clubs for People with Mental Illnesses, Social Services Programs, Stress, Suicide, Including Emergency Intervention Services, Support Groups, Terrorism, Victims of Crime & Youth-at-Risk. This 2-1-1 System went live in February, 2004 and presently covers 12 counties in North Dakota. We will try to get them to do a presentation

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at the June Meeting. The PSAPs need to know how 2-1-1 calls that may need 911 help will be handled.

The question of how the HIPPA Laws effect 911 Dispatching was requested from the States Attorney's Office. A Letter of opinion stated that the HIPPA Law does not affect the 911 operations for dispatching.

Presently, Todd Porter, Chairman of Bismarck/Burleigh 911 User Board has requested the "appropriate uses of the 911 funds" official definition from the Attorney General's Office.

Todd Porter Chairman of the Emergency Services Committee, requested ND 911 Association representation at the meeting held on March 2-3, 2004. Mike Dannenfelzer attended this meeting. For complete minutes of this meeting see "<http://www.state.nd.us/lr/assembly/58-2003/interim-info/minutes/index.html>."

Becky Ault announced that she may be resigning her position and taking another position, will know within two weeks. If Becky leaves her present position she will then be resigning from the Presidency of ND 911 Association.

Round Table Discussion:

Emergency Alert System(EAS): Russ Timmreck wants to know the status of the EAS System and what can be done to fix it. Jerry Bergquist asked if he made a motion to recommend to the DEM to reactivate the EAS Committee, would this help Russ get things moving?? DEM is the lead agency on the EAS System. Nothing can be done until the EAS Committee is reactivated. Grand Forks works with the National Weather Service to send out Amber Alerts and emergency notices to the Public. This topic was tabled for now and will be on June agenda.

The Next Meeting will be decided on at a later date. The June Meeting will be in Fargo. Maureen will help set up Hotel & conference room.

Motion to adjourn: Motion to adjourn was made by Jerry Bergquist. Fred Debowey. seconded. Meeting adjourned at 12:00 P.M.

Respectfully submitted,

Carmen Reed/Secretary-Treasurer