

# TODD COUNTY BOARD OF COMMISSIONERS

## *Work Session Agenda*

Date: November 15th, 2016

Time: Immediately Follow County Board Meeting approximately 10:00 A.M.

Meeting to be held at the Historic Courthouse 215 1st Avenue So, Long Prairie, Minnesota

<b>Item #</b>		<b>Approx. Time</b>
<b>1</b>	<b>Lisa Herges &amp; Mike Wisniewski - COOP Presentation</b>	<b>10:00 A.M.</b>
<b>2</b>	<b>Jackie Och - Staff Introductions CMS - Home Care Audit Results</b>	<b>10:15 A.M.</b>
<b>3</b>	<b>Don Asmus &amp; Sarah Booker - Update existing 911 Committee</b>	<b>10:30 A.M.</b>

**Standing Reports**

**Adjourn**

The County Board Meeting will begin promptly at the prescribed time. The County Board reserves the right to alter the order of the agenda items and the amount of time allowed for an item based on business needs.

## TODD COUNTY 911 PLAN

County: Todd County  
Mailing Address: 115 3<sup>rd</sup> St. S.  
Long Prairie, MN 56347

The following persons are members of the County 911 Planning Committee:

2005

Sheriff David G. Kircher, Chair  
Todd County Sheriff's Office  
115 3<sup>rd</sup> St. S.  
Long Prairie, MN 56347

Gloria Stevenson, Manager  
Todd County GIS  
215 1<sup>st</sup> Ave. S.  
Long Prairie, MN 56347

Tony Haasser  
Todd County Coordinator  
212 2<sup>nd</sup> Ave. S.  
Long Prairie, MN 56347

Sandy Rohr  
21327 State 287  
Long Prairie, MN 56347

Robert Cuchna, Jr.  
Todd County Dispatch Supervisor  
115 3<sup>rd</sup> St. S.  
Long Prairie, MN 56347

Mark Blessing  
Todd County Commissioner  
602 5<sup>th</sup> St. NE  
Staples, MN 56479

Mark Nelson  
Todd County Commissioner  
306 8<sup>th</sup> St. SE  
Long Prairie, MN 56347

+ addition of  
Emergency Manager in  
2007

The County's 911 Plan was originally submitted to the Minnesota Department of Administration on the following date: July 2, 1990.

Dear MN PSAP Managers~

Once all of our 104 MN PSAPs migrated from the legacy network to the ESInet IP backbone, it became very apparent that our County 9-1-1 Plans that were last formally updated in 2005, were in need of a significant revision.

Both MN State Statute and MN Administrative Rules make reference to a requirement for each county or any other governmental agency which has a PSAP to *maintain* and *update* 9-1-1 system plans.

In the past, this has been a very labor intensive and time consuming process for PSAP Managers. This time around, in an effort to minimize the amount of work on the local level, DECN made an effort to provide for each individual plan, PSAP-specific documents to fulfill portions of the required plan rather than have the PSAP designee seek it out. We hope this will be beneficial for those assigned to this project.

This was a process that we anticipated would launch in July 2015. However, due to staffing constraints in our DECN office at that time, we did not feel we were prepared to support the initiative in the manner in which we desired. Thus, it was put on hold. Since many documents had already been filed electronically in individual PSAP folders, we made the determination not to adjust the date from 2015 to 2016. We hope you will embrace this decision.

Below are excerpts of the MN State Statute and Administrative Rule that address the requirement for 9-1-1 System Plans:

403.05 911 System and Operation

**Subd. 2. Rule requirements for 911 system plans.** Each county or any other governmental agency shall maintain and update its 911 system plans as required under Minnesota Rules, chapter 1215. (Now chapter 7580).

**7580.0400 SUBMISSION OF FINAL PLANS.**

Each county shall submit a final plan to the Department of Administration and the Department of Public Service before December 15, 1979, and shall include the following information:

- A. the mailing address of the county, the names of the members of the county 911 planning committee, the date the plan is submitted to the Department of Administration, the scheduled implementation date of 911 telephone service, and the signature of the person authorized to submit the county 911 plan;
- B. a map of the county which shows the telephone exchange boundaries, and the PSAP location(s), and any other pertinent jurisdictional boundaries;
- C. the name and mailing address of the agency operating each PSAP and the name and telephone number of the PSAP manager;
- D. a description of the procedures and agreements for responding to 911 calls which are routed to a PSAP other than the one which serves the area from which the call originates;

E. a description of the 911 system routing and switching configuration with pertinent technical equipment specifications;

F. a description of the trunk routing, a description of the central office equipment to be used, and the trunk mileage computations if the proposed 911 system included selective routing;

G. an itemized list of estimated recurring and installation costs for all proposed telephone equipment and service (these estimates shall be provided by the telephone companies at no charge and shall be signed by an authorized telephone company employee);

H. a certification from the county board that the plan meets the requirements of those public service agencies whose services will be available by dialing 911;

I. a list of all participating agencies whose services will be available by dialing 911 with the following information for each listed agency:

- (1) agency name;
- (2) agency mailing address;
- (3) name and telephone number of the agency head;
- (4) a brief description of the services to be provided; and
- (5) a description of current and proposed dispatching procedures;

J. a description of the secondary means of providing service in the event of the failure of either or both of the following: all or a portion of the 911 emergency telephone system; or failure of PSAP primary electrical power.

#### The Process:

Each Greater MN PSAP Manager will be provided with a DRAFT electronic word document template specific to your own PSAP attached to the email. **We request that you review the entire contents of the template and make updates to inaccurate information that has been pre-populated. As well, please insert information in those sections that have not been pre-populated. Your changes may be made and saved directly on the template.**

Upon completion, **please return the entire template as a word document** to Dustin Leslie at [dustin.leslie@state.mn.us](mailto:dustin.leslie@state.mn.us). Dustin is the project manager for this initiative and will be your contact in the event you have questions or need clarification at any time during the process.

Once you return your completed template, Dustin will prepare a FINAL electronic copy that will remain on file in our DECN office and will be provided back to each PSAP manager via email. As well, he will prepare a single hard copy version separated by tabs and placed in a 3 ring binder that will be delivered to your PSAP. This will serve as a new living document and should be updated regularly going forward. It will serve as a valuable resource going forward as new features and functionalities on the end state to next generation 9-1-1 are implemented.

#### The Table of Contents:

There are eight sections in the 911 Plan. They are separated by color coded divider tabs numbered 1-8 as follows:

**Section 1 (RED) – This section is an informational overview stating the purpose, requirements and framework of the plan. No action is necessary on the part of the PSAP for this section.**

**Section 2 ( DARK ORANGE) – This section requests three pieces of information**

1. Name and address of the PSAP (pre-populated). Please correct if necessary.
2. List the members of your 911 planning committee as described in the explanation paragraph.
3. Provide a signature of the person authorized to submit 9-1-1 Plan updates. In most cases today this is either the PSAP Manager or the Sheriff.

**Section 3 (LIGHT ORANGE) – This section contains two pieces of information.**

1. List of PSAP contacts for specific initiatives (pre-populated) Please correct or add if necessary.
2. A list of all your public safety agencies. This information was previously gathered and provided to us via the wireless broadband initiative in the state of MN (FirstNet). It is not necessary to update this information, unless you have something that you wish to include to augment to what has been provided or feel what has been attached is inaccurate. In most cases, we anticipate this information was provided by your PSAP to FirstNet. It is not our desire to duplicate work for you. There is an icon you may click on that will display a spreadsheet listing the public safety agencies currently on file for your agency on this page.

**Section 4 (YELLOW) – This section will contain standards and best practices documents as well as other pertinent information that have been adopted by the SECB. Once these documents are approved, they will be distributed electronically that they be copied and placed within this section.**

1. You will find an icon on this page which you may click that will display the final version of the Federal Engineering PSAP Funding Assessment that was adopted by the SECB in June 2016. As additional materials are developed by the NG911 Advisory Committee for PSAPs and are approved by the SECB, they will be distributed electronically and may be added to this section.

**Section 5 (GREEN) – This section requests that you identify and include copies of any cooperative agreements you have with surrounding PSAPs for 9-1-1 call handling. For the most part, with the implementation of NG9-1-1 network, all exchanges are selectively routed to the correct PSAP. However, on state borders, there may be some lingering exchanges that are answered in your PSAP for customers who reside in a bordering state or vice versa. Secondly, if you share a call handling system with a group of other PSAPs, please include a copy of your cooperative agreement for the shared system in this section.**

**Section 6 (DARK BLUE) - This section contains all of your PSAP specific 9-1-1 network. Much of it this is being supplied. We are aware of several cases in which PSAPs have completed 9-1-1 Plan Change Letters to make network configuration changes for such items as: Session increases, Direct SIP connectivity to your CPE, Host/Remote shared call handling systems, PSAP Abandonment Devices (PADs) since we completed this section. Thus you may need to update this section.**

1. Review your number of sessions. (pre-populated) Please correct if necessary.
2. Next in this section is your signed letter of authorization permitting the DPS/ECN to enter into carrier network agreements appropriate for your County/PSAP. This is just informational documentation for your plan and requires no action on your part.
3. The final information in this section will contain the circuit inventory for all carriers who have customers in your county, along with an associated network drawing. Also included is a copy of the network paths for the two diverse IQ circuits that connect your PSAP to the ESInet.

**Section 7 (LIGHT BLUE) – This section will need to be completed by each PSAP Manager and is specific to your PSAP Back Up Procedures.**

1. Please respond to questions 1-2 regarding the presence of a UPS and a back up generator. Note the requirement for recording monthly testing.
2. Please respond to question 3 regarding the presence and placement of a PAD. Note the requirement for quarterly testing.
3. Review the informational sheets entitled Alternate and Abandonment Routing to ensure you understand the terminology and options. Review what has been pre-populated for your Alternate Route(s) as well as for your Primary Abandonment Route and Additional Abandonment Route(s). Please correct if necessary.

**Section 8 (PURPLE) – This section contains several County 911 Plan Change templates for your use when you have a need to make changes to current network configurations documented in Sections 6 and 7. When you receive your final 9-1-1 Plan, copies of all 9-1-1 Plan Change Letters that have been executed on your behalf since NG9-1-1 ESInet migration will be included in this section as supporting documentation. You are responsible to file all future 9-1-1 Plan Change Letters in this section as they are executed. Also in this section will be a copy of the MN 403 Statute and the MN Administrative Rule 7580 which are specific to 9-1-1 governance in the State of MN.**


If you have any questions as you work through the electronic word document template to review what we have populated on your behalf or as you enter information that is absent, please contact Dustin. He will assist you in understanding the expectations or requirements necessary for proper completion.

Not only are updated 9-1-1 plans a requirement of each PSAP by State Statute, we anticipate they will serve as a valuable resource for the status quo configuration for PSAP staff. This will also set a baseline upon which future adds/moves/changes/deletions will be documented.

Please return the updated template by Wednesday August 31, 2016.

Thank you for your consideration in assisting with this very important initiative.

*Thanks for  
all you do to keep  
MN citizens and visitors  
safe! You and your  
staff ROCK! 🎸*



# Minnesota Administrative Rules

Authenticate

## **7580.0300 ESTABLISHMENT OF COUNTY 911 PLANNING COMMITTEE.**

Each county board of commissioners in the state of Minnesota shall establish a committee to develop 911 emergency telephone service plans for the county. The committee so established shall be known as the "county 911 planning committee." Members on this committee shall not be considered public officers or employees by virtue of their membership on the committee.

The county 911 planning committee shall include representation by emergency service providers and shall be responsible for developing the 911 telephone system plan as required by this chapter.

**Statutory Authority:** *MS s 403.01 to 403.12*

**History:** *L 2003 1Sp1 art 2 s 102 to 110*

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