

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

Minnesota Statewide Emergency Communications Board

Policy and Procedures Manual

Policy Name	Responsibility of Membership		
Effective Date	January 23, 2025	Responsible Authority	SECB and Committees

Purpose:

To establish a baseline expectation of members appointed to serve on the Statewide Emergency Communications Board and its various committees.

Procedure:

Membership Responsibilities Common to All Committees and Board

- Regular attendance at meetings, or coordination with the alternate to ensure they are able to attend in the absence of the delegate.
- Member should make every effort to educate themselves about the committee/board appointed to.
- Review agenda and meeting materials prior to the board and committee meetings to be prepared and informed.
- During meetings, be engaged in discussion, ask questions, and make informed decisions when taking action on items
- Responsibility to report the activities of the board or committee back to the entity that member is representing
- Responsibility to communicate to the board or committee the concerns or needs to the entity that the member represents.

Committee Specific Expectations

- Statewide Emergency Communications Board
 - Importance: Having an active voice in leadership and the governance process for emergency communications throughout the state. An effective and engaged board will deliver better public safety outcomes for the citizens of Minnesota. Good governance decisions assist in the development of sound public safety systems and policies, leading to better public safety operations
 - Benefits: Provides insight into the strategic decisions that guide the maintenance and development of statewide emergency communications. Gives organizations a direct voice into the governance process, as well as projects, requests, and initiatives. Allows the organization the opportunity to participate in changes and solutions to public safety communications infrastructure and operation. Having a platform to provide direct input

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for each organization to create a better operating environment for all public safety entities and partners through increased collaboration proactively before critical events are taking place.

- Disadvantages: Lack of information and loss of input into decisions that affect public safety communications throughout the state. Not having stakeholder voices heard or ideas shared on issues that may have a direct impact on the organization.
- Steering Committee
 - Importance: Help inform what board and committees do. Provide direction and guidance
 - Benefits: See what concerns and needs are for all entities. Voice needs and concerns, educate others to ensure entities are aligned as a board, participate in committee functions
 - Disadvantages for not participating: Entities do not have a voice in the larger strategic plan and overall statewide direction
- Interoperability Committee
 - Importance: Being able to keep track of information that is being passed from one agency to another and being aware of concerns that could disrupt the interoperability of other agencies. Collaboration across all disciplines. Updates on major changes that could impact interoperability. Ensuring projects align with SAFECOM Interoperability Continuum principles
 - Benefits: Staying aware of concerns. Making sure recommendations align with agency. Assist organization in making sound decisions on training, equipment and personnel.
 - Disadvantages:
- Wireless Broadband and Applications Committee
 - Importance: To get updates from broadband carriers and experiences from other member stakeholders throughout the state. They feel that information regarding technology and industry news helps their entities conduct planning and implement operations more effectively
 - Benefits: Aiding entities in making informed decisions regarding which broadband carrier benefits them when it comes to coverage, cost, and interoperability. Provide opportunity to communicate with participating carriers regarding coverage and concerns.
 - Disadvantages: Miss out on opportunities to discuss broadband as it relates to statewide coverage, use, interoperability, and more.
- Finance Committee
 - Importance: Recommending how SECB funds are spent, which affects regions, counties and agencies. Defines and develops fiscal policies that affect the board, the committees, and regional boards. Ability to influence grant processes and policy.
 - Benefits: Ability to voice concerns and vote on how the board spends its funds. Education and understanding of fiscal policy decisions.
 - Disadvantages: Policy decisions could impact region and membership could be made without addressing your concerns.

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- Legislative Committee
 - Importance: Members can have input on statutory language
 - Benefits: Changes to legislation that have an impact on board and regional committees
 - Disadvantages: Lack of a voice in important legislative matters
- NG911 Committee
 - Importance: Allows for representation of all sizes of PSAPs/ECCs. To stay current and informed on issues impacting PSAPs/ECCs across the state and nationally. To have the ability to shape future response systems in the state.
 - Benefits: Representation allows for information being given at a state level to reach entities at the regional/local level and allows their ideas and needs to be communicated back to the statewide level. Having knowledge and input on decisions that affect all PSAPs/ECCs in Minnesota. Allows for advocacy for PSAPs/ECCs to be partners with law enforcement, fire, and EMS. Shared knowledge about issues, challenges, and new technologies that are occurring throughout the state.
 - Disadvantages: Decisions will be made without allowing for all voices to be heard, leading to directives rather than collaborative solutions to common issues. Missing out on new information and technology solutions that improve service.
- IPAWS Committee
 - Importance: Communication is essential in delivering effective public safety. Having the ability to get a better understanding of emergency warning and the ability to form relationships with other professionals. Gives various jurisdictions an opportunity to voice concerns and be informed on what is going on with emergency alerting.
 - Benefits: Organization has the ability to be kept apprised of any issues and will benefit from the enhanced knowledge obtained to be able to apply to keep communities safe by delivering effective and legitimate emergency messaging during events. Helps in collaboration with other agencies. Gain important understanding of the various policies, procedures, and methods of dissemination of warnings for both weather and non-weather emergencies.
 - Disadvantages: Not getting information that is critical to the mission. Not being aware of the most modern alerting tools and methods to keep community safe. Lose awareness of policies or changes on how emergency messages are requested or relayed. Lose the ability to help shape updates to the EAS state plan.
- Land Mobile Radio Committee
 - Importance: With ARMER being a statewide system. It is important to know what is going on with upgrades or issues that others may be having, whether local, regional, or statewide. Being able to have a voice in what is happening with ARMER at a statewide level as well as receive information back. Having communications about issues and possible fixes ensures communication remains safe and resilient.
 - Benefits: Have the ability to voice technical and operational concerns on behalf of the organization. Have the ability to hear the views of other committee members and reach consensus with the committee on issues. Have a vote and be able to take part in

discussions affecting the entire system. Having a voice on matters that may impact members of the organization.

- Disadvantages: Losing critical input to decisions that affect users and their ability to communicate with other agencies. Lack of information sharing coming back to organizations.