

Central MN Emergency Services Board Standards, Protocols, Procedures

Document Section 7	Compliance and Conflict Resolution for Committee Attendance	CMN-RAC Workgroup: Complete CMN-RAC: Complete
CMNESB Standard Number	7.2.1	
Standard Title	Response to Non-Compliance	
Date Established	12/20/2017	CMNESB Approval:
Replaces Document Dated	XX/XX/XXXX	
Date Revised	XX/XX/20XX	

1. Purpose or Objective

The purpose of this standard is to describe the consequences of non-compliance with minimum attendance at Central Minnesota Emergency Services Board (CMNESB), Regional Advisory Committee (RAC), Owners & Operators Committee (O&O), and Users Committee.

2. Technical Background (Attendance Requirements)

Each member of the CMNESB Region shall appoint one representative and one alternate to the Emergency Services Board (ESB), Regional Advisory Committee (RAC), Owners & Operators Committee (O&O), and five (5) representatives to the Users Committee. Procedures for appointments to these committees can be found in Appendix A of this standard.

Meeting Attendance Minimums

Committee	Number of Meetings	Attendance Requirement
ESB	6	4
RAC	12	8
O&O	12	8
USERS	12	8

(*Note canceled meeting counts the same as an attended meeting)

3.Operational Context

The Central Minnesota Emergency Communications Board (CMNESB) is charged with setting standards and determining protocols and procedures for the smoothest possible operations between and among users of the ARMER system in the Central Region and may set more stringent criteria than Statewide Emergency Communications Board regarding non-compliance issues.

REVIEW BODY

RAC – Grants Workgroup

ROLE

Peer review, fact finding, recommend action

Regional Advisory Committee (RAC)

Endorse/ sign-off on action

Central Minnesota Emergency Services Board (SECB)

Approval or disapproval of recommended action

4.Recommended Protocol/ Standard

Consequences of failure to comply with this standard, protocols, and procedures fall into the following categories of non-compliance:

- **First violation**

Written warning calling attention to the non-compliant practice. The violator is asked to meet minimum attendance requirements or apply for a formal waiver or variance within 90 days. The CMNESB Chair will send the warning, with a copy to the RAC Grant Workgroup. The governing body of the violating agency shall be notified of the violation.

- **Failure to respond within 90 days or 2nd offense within 180 days**

Written order meets minimum attendance requirements or be subject to suspension or revocation of regional grant funding eligibility. The CMNESB Chair will send this letter, with a copy to the RAC Grants Workgroup.

- **Failure to respond to written order within 60 days or** Suspension or revocation of regional grant funding eligibility for current grant period.

The RAC Grants Workgroup will be the first review body for discovery or report of non-compliance.

All participants of the ARMER system, whether full or limited, have the right to appeal a procedure, a decision, or a sanction set forth by the RAC Grants Workgroup or RAC Chair or the CMNESB Chair or Vice Chair. **If lacking attendance is due to a need to replace representatives, review procedure for appointments to committees (Appendix A).**

5. Recommended Procedure

Non-compliance may come to the attention of various personnel as a result of routine monitoring, an audit, a committee report, or other sources. Regardless of how the issue arises, as soon as there is awareness of non-compliance:

- If the matter is determined to be urgent by the Grants Workgroup, RAC Chair or the CMESB Chair, it will be placed on the next RAC agenda.
- Should immediate action be required, the non-compliant agency will be notified of:
 - The required action. This will include a request to explain the reason for non-compliance.
 - The date the matter will come before the RAC.
- The CMNESB will hear the issue and recommend corrective action or consequences.
- These will be communicated to the violator within ten days.
- The Agency's Board/Council or Administrator/Auditor will follow up to ensure that all next steps and/or corrective action have been completed within the time frame established.
- The CMNESB Chair will review results, follow up with the Agency's Board/Council or Administrator/Auditor on next steps, study trends/impact, and take action if appropriate.

6. Management

The CMNESB Chair will manage this process. Any action taken by RAC or Grants Workgroup shall be reported to the SECB and shall be subject to review and/or appeal.

Procedure for Notification of Membership Change

By order of Central Minnesota Emergency Services Board (CMNESB), we are proposing to notify the Recording Secretary via email of any membership changes to the following:

1. Emergency Services Board
2. Regional Advisory Committee
3. User Committee
4. Owners and Operators Committee
5. NG-911 Committee
6. Emergency Managers Advisory Committee

The email should then be followed up by a written notification on the entity's letterhead and must include the following:

1. Name of Board or Committee they are a member of
2. Entity they are representing
3. Name
4. Mailing address
5. Email address
6. Phone number
7. Discipline representing

The Central MN Emergency Services Board By-Laws state, “Notification of changes. Each party to the Agreement creating the Central Minnesota Regional Radio Board shall notify the Chairperson of the Board following any changes to appointed members.”

The Central MN Regional Advisory Committee By-Laws state, “Each jurisdiction represented on the Regional Advisory Committee shall appoint one representative and one alternate. Each jurisdiction shall be responsible for appointing replacements as are consistent with their individual appointment policies.”

The Central MN User Committee By-Laws state, “The administration of each party to the Central Minnesota Regional Radio Board shall appoint, at the invitation of the Central Minnesota Regional Radio Board, at least one and not more than five individuals engaged in law enforcement, fire suppression, rescue, EMS, public works, emergency services and other public safety related activities. Not more than two appointees from each party to the Central Minnesota Regional Radio Board may be from the same discipline. The appointment shall be in writing and addressed to the Chair, Central Minnesota Regional Radio Board.”

The Central MN Owners and Operators Committee By-Laws state,

The administration of each party to the Central Minnesota Emergency Services Board shall appoint, at the invitation of the Central Minnesota Emergency Services Board, one individual engaged in the management and operation of a communications system serving public safety. The appointment shall be in writing and addressed to the Chair, Central Minnesota Emergency Services Board.

The Central MN NG-911 Committee By-Laws state,

The administration of each party to the Central Minnesota Emergency Services Board shall appoint, at the invitation of the Central Minnesota Emergency Services Board, one individual engaged in the management and operation of a public safety answering point, and one 9-1-1 Telecommunicator or any other person deemed appropriate, one delegate and one alternate per entity. The appointment shall be in writing and addressed to the Chair, Central Minnesota Emergency Services Board.\

The Central MN Emergency Management Advisory Committee By-Laws state,

Appointed Members - Appointed Members shall consist of those individuals appointed by the parties to the Agreement whose agencies are located wholly or partially within the defined boundaries of HSEM Region 4, who are staff members with specialized skills in the provision of Emergency Management focusing on policy, management and administration. Each appointing authority shall appoint one staff person to serve as the designated representative and may also appoint an alternate authorized to serve in the absence of the designated representative. The appointment should be made within the existing appointment policies of the appointing party. All appointments to the Committee should be in writing and directed to the Chair of the Board. The term of the appointment should be consistent with the appointing party's existing policies and should be valid until vacant or a successor is appointed. The appointing authority shall be required to complete an appointment within 45 days of a vacancy. All Appointed Members, or alternates in their absence, shall have the power to vote on any issue or matter brought before the Committee. All Appointed Members shall be eligible to serve as Representative or alternate of the Committee on the Board.

Central Minnesota Emergency Services Board
Appointment to Select...

The following appointments have been made by the governing body of County/City Name in accordance with the terms of the Joint Powers Agreement governing the Central Minnesota Emergency Services Board to provide authorized representation to serve a term commencing Date on the **Select....** representing County/City Name, a member of the Central Minnesota Emergency Services Board:

Delegate:

Alternate:

Delegate Name _____

Alternate Name _____

Title

Title

Address

Address

email _____

email _____

Email address

Email address

Phone

Phone

I certify the appointments herein listed have been approved by the governing body of County/City Name, a member of the Central Minnesota Emergency Services Board, this _____ day of Month, Year.

Signed: _____

Title: _____

Printed Name: _____

Central MN Emergency Services Board Appointment to USER Committee

The following appointments have been made by the governing body of County/City Name in accordance with the terms of the Joint Powers Agreement governing the Central Minnesota Emergency Services Board to provide authorized representation to serve a term commencing Date on the Central MN ESB User Committee representing County/City Name, a member of the Central Minnesota Emergency Services Board:

Members:

Name	Discipline	Agency/Employer	email
Name	Discipline	Agency/Employer	email
Name	Discipline	Agency/Employer	email
Name	Discipline	Agency/Employer	email
Name	Discipline	Agency/Employer	email

I certify the appointments herein listed have been approved by the governing body of County/City Name, a member of the Central Minnesota Emergency Services Board, this day of Month, Year.

Signed:	
Title:	
Printed Name:	