

**ECHO BOARD OF DIRECTORS
ACTIVATION AND EMERGENCY RESPONSE COMMITTEE
MEETING SUMMARY: DECEMBER 4, 2008**

Present: Jill DeBoer (Board Member and Chair, Activation and Emergency Response Committee), Buddy Ferguson (Minnesota Department of Health), Chris Burns (Saint Paul – Ramsey County Department of Public Health). Kristi Rollwagen (HSEM/City of Minneapolis Emergency Preparedness)

TOPIC	DISCUSSION	ACTION
Introductions	Chris Burns, new Public Information Officer, at Saint Paul – Ramsey County Department of Public Health was welcomed to the Committee. Kristi Rollwagen has been detailed to HSEM until March to prepare Minnesota’s 2009 grant package to DHS.	None.
Review Current Status of Committee Membership	<p>DeBoer sent an email to all original members to share the status report, “working group” concept based upon the ECHO strategic plan, and the new meeting schedule. Members were asked to indicate their interest and willingness to continue with the committee. Responses have been received from the following original committee members:</p> <ul style="list-style-type: none"> - Mary Jo Fritz, Hennepin County Public Health Protection, will now be represented by Bill Belknap. - Robert Einweck, St. Paul-Ramsey County Public Health, will now be represented by Chris Burns. - Kristi Rollwagen, HSEM/City of Minneapolis Emergency Preparedness, will continue to serve on the committee. - Deb Paige, Washington County, will continue to serve on the committee (but was unavailable for December meeting). - Buddy Ferguson, Minnesota Department of Health, will continue to serve on the committee. <p>Responses have not yet been received from:</p> <ul style="list-style-type: none"> - Aggie Leitheiser, Minnesota Department of Health - Larry Edmonson, Olmsted County Public Health - Kris Eide, Minnesota Public Safety, Division of Emergency Management - Marvin Klug, Stearns County Emergency Management - Shannon McNulty, Saint Paul Department of Emergency Management - Kim Ketterhagen, Minnesota Public Safety, Division of Emergency Management 	None.
ECHO Activation Funding Options	<p>Members discussed the options for securing emergency response funds for ECHO activation. The “Options for State Duty Officer Resource Classification” document was reviewed again. Members reinforced the need to ultimately seek classification as a State Asset. In the meantime, the ECHO Board of Directors has approved a line item for Emergency Response as part of the ECHO budget; however, availability of those funds over time will be dependent upon successful fundraising for the organization.</p> <p>One existing source of funding, and some new ideas for funding were discussed. ECHO has once again requested funds from the Minneapolis-St. Paul Metropolitan Medical Response</p>	Rollwagen will further investigate the possibility of ECHO eligibility for Homeland Security grants.

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	<p>System (MMRS). Current funds awarded from MMRS for 2008 are \$75,000; funds requested for 2009 are \$125,000. Although a decision has not been announced, it is anticipated that ECHO will receive some continued funding, although less than requested. It was noted that there may be other Homeland Security grant program areas where ECHO may fit, although it is unclear whether 501(c)3 organizations are eligible. Rollwagen will investigate this further with the ECHO Executive Director.</p> <p>Members discussed the challenge that all grants will require deliverables for funds received, when what is really needed is reserve funds set aside for activation expenses which will only be expended when needed.</p> <p>Members discussed the need for further awareness, buy-in, and support from local jurisdictions in greater Minnesota. Presentations at emergency management and public health conferences, specifically covering response capabilities and processes would be helpful.</p>	
Maximizing ECHO Tools by Function	Belknap was unable to attend the meeting. This item was moved to the next meeting.	Belknap will share his presentation on maximizing ECHO tools by function.
ECHO Activation Document for State and Local Agencies	Ferguson has not had an opportunity to draft this document. This item was moved to the next meeting.	Ferguson will draft an ECHO activation document for insertion into state and local emergency response plans. Belknap will review and edit/enhance as needed.
Other Notes	In order to allow for sufficient time to draft the activation document and learn more about the Operation Northern Lights and Snowball IV exercises, the next meeting will be held in February. There will be no Activation and Emergency Response Committee meeting in January.	Ferguson and Belknap will explore opportunities to include ECHO in the Snowball IV exercise through the Metro Health PIO Group.
Next meeting	February 5, 2009 2:30 – 3:00 pm. Board of Directors Business Meeting 3:00 – 4:30 pm. Committee Meetings	None.