

**MetroGIS Emergency Preparedness Workgroup
Steering Committee**

Meeting Summary

January 26, 2004

**Dakota County Northern Service Center, Room 310
West St. Paul, MN**

Attendees: Randy Knippel, Dakota County
Rick Gelbmann, Metropolitan Council
Tim Zimmerman, Hennepin County
Dave Brandt, Washington County
Carla Coates, Ramsey County
Chad Bergo, City of Maplewood

Agenda:

1. Discussion on First Annual Governor's Homeland Security Symposium (1/14)
 2. Update on Governor's Council on Geographic Information (GCGI) Emergency Preparedness Committee
 3. Status updates from each MetroGIS subgroup
 4. 2004 workgroup objectives
 5. Workshop scheduling and agenda
 6. MetroGIS Coordinating Committee / Policy Board presentations
 7. Websites
 8. Workgroup members
 9. Meeting schedule
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1. Rick, Tim, and Carla attended the Symposium, as did several other members of the GCGI Committee. They reported that it was a good educational experience for them; however, the topic of GIS was notably absent from all presentations and discussions. Following the symposium they had an opportunity to have a discussion with Public Safety Commissioner Rich Stanek about our efforts.
 2. Rick reported that the GCGI committee has been mainly focused on an inventory of available data. They have already identified related data collection efforts and will continue to expand on this awareness to take advantage of them. They are also monitoring activities at the federal level to develop metadata and symbolization standards data related to homeland security. They will continue to expand their membership to include a good cross-section of representation for the state. Matt McGuire (Met. Council) will be the data liaison between the GCGI committee and the MetroGIS data subgroup. We also discussed the general issue of coordination between the GCGI committee and the MetroGIS workgroup and felt there was adequate overlap to facilitate a strong communication link. They will also be exploring issues related to mutual aid agreements with respect to GIS resources.
 3. The workgroup is now composed of four subgroups: Data Development and Standards, Outreach to Emergency Management and Response Communities, Organization of GIS Resources, and Strategic National Stockpile (SNS) Planning Support.

- Randy reported for the data subgroup in Keith Anderson's absence. This subgroup is focused on getting a metro-wide ArcIMS application running on the Met. Council website. Formal permission to do so has been granted by the Council's GIS Manager, Rick Gelbmann. They will continue to refine the related data with an emphasis on those needed to support SNS Planning. They will also begin developing basic metadata for these datasets.
 - Tim reported for the SNS Planning subgroup. The group is composed of a GIS technical representative of each of the seven metropolitan counties. This subgroup was formed to organize GIS support for a regional effort to develop a plan for distribution of the Strategic National Stockpile of pharmaceuticals for the Twin Cities metropolitan region. This effort is being driven by the Minnesota Department of Health through the Bio-Terrorism (BT) Coordinators committee. Tim and Todd Lusk (Dakota County) have provided preliminary map products using census data to the committee and attended a retreat of the BT committee to perform preliminary planning. The SNS planning effort has a report due date of June 30, 2004. Tim will determine what additional metro county resources will be required for this effort.
 - Carla reported for the outreach subgroup. The group met to perform initial strategizing and had subsequent meeting with Kim Ketterhagen of HSEM. Kim is very interested in leveraging our efforts to promote GIS with emergency managers. The HSEM is looking into creating a GIS position as well. Kim offered the Emergency Operations Center (EOC) in St. Paul as a meeting place for future meetings. Kim publishes a monthly newsletter to around 4,000 people and would like an article on GIS each month. Randy Knippel provided an article for the February issue (see <http://www.hsem.state.mn.us/metroipc.asp>). The workgroup and GCGI Committee will also be represented at the 39th Annual Governor's Homeland Security and Emergency Management Conference (March 2-4). Randy Knippel and David Windle will be giving a presentation. Carla will organize a display booth with the GCGI Committee.
 - Dave reported for the GIS resources subgroup. They will be revisiting the database web application developed for the 2003 GIS/LIS Conference and developing a plan to build an awareness of this database and its purpose to recruit GIS professionals for involvement in the workgroup. Randy has been talking with the Chair of the MnGIS/LIS Consortium Board regarding the potential role of the Consortium in helping to organize GIS resources and assisting with outreach efforts. Randy and Dave plan to meet with the Board at their next meeting.
4. The committee discussed the workplan that has been included in the MetroGIS 2004 Detailed Work Program and since been approved by the MetroGIS Policy Board. There was general agreement that the objectives are realistic and achievable.
 5. The committee discussed an idea to conduct workshops for the entire workgroup and other people closely involved in the workgroup efforts, including the GCGI Committee. We decided to conduct a workshop in the spring and fall. Carla will check on the availability of the EOC with Kim Ketterhagen for this purpose.

6. Our workgroup has been scheduled to give a presentation on our activities at the next MetroGIS Policy Board meeting (4/28/04). Each subgroup leader will be present and potentially involved in the presentation, if time and scheduling permits.
7. Steve Fester, MetroGIS staff, has created a website for our workgroup (http://www.metrogis.org/data/info_needs/emergency_prep/index.shtml). We need to make an effort to provide him with updates on a regular basis. Randy will provide meeting summaries for each Steering Committee meeting.
8. We discussed the fact that there are certain people that are involved in multiple subgroups. This is mostly due to limited staff resources at certain counties. Each subgroup will review their members and discuss this topic with them to accommodate them as best we can to eliminate overlap where possible. Randy will send an email to the entire group to give them an update and reinforce this point.
9. The Steering Committee has decided to meet every other month to maintain momentum until such a time that it is determined no longer necessary. Randy will set the meeting dates for the rest of the year in coordination with the other members.