

**Owners & Operators and User Meeting
Douglas County Public Works Facility
May 16, 2013 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Pat Tarpenning – Benton County
2. Tom Justin – City of St. Cloud
Dave Hotchkiss – City of St. Cloud
3. Tom Egan – Douglas County
4. Troy Langlie – Grant County
Greg Lillemon – Grant County
5. Ace Bonnema – Kandiyohi County
6. Brad Lindgren – Meeker County
7. Al Fjerstad – Mille Lacs County
Brad Hunt – Mille Lacs County
8. Scott Mackissock – Morrison County
9. Judy Siggerud – Otter Tail County
10. Nathan Brecht – Pope County
Tim Riley – Pope County
11. Judy Diehl – Stevens County
12. Trevor Wright – Traverse County
13. Dawn Mund – Wilkin County

USERS MEMBERS/ALTERNATES PRESENT:

1. Pat Tarpenning – Benton County
2. Dean Wrobbel – City of St. Cloud
Tom Justin – City of St. Cloud
3. Greg Windhurst – Douglas County
Dave Pedersen – Douglas County
4. Troy Langlie – Grant County
Tina Lindquist – Grant County
5. Ace Bonnema – Kandiyohi County
Brad Hanson – Kandiyohi County
6. Greg Gilbertson – Meeker County
7. Brad Hunt – Mille Lacs County
8. Mark Ebeling – Otter Tail County
9. Laura Anderson – Sherburne County
10. Ross Tiegs – Stevens County
11. Trevor Wright – Traverse County
12. Gordy Vosberg – Wright County

GUESTS:

1. Charlie Meyer – Douglas County Commissioner
2. Dan McCoy – Granite Electronics
3. Sara Moulzolf – Granite Electronics
4. John Tonding – RIC
5. Todd Philippi – State Patrol
6. Dawn Walker – St. Cloud PD
7. Kathy Struffert – Stearns County

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Sherburne
3. Stearns
4. Swift
5. Todd
6. Wadena
7. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Morrison
3. Pope
4. Stearns
5. Swift
6. Todd
7. Wadena
8. Wilkin

CALL TO ORDER:

Meeting called to order by Owners & Operators Chair Troy Langlie at 10:06 a.m.

INTRODUCTIONS:

Introductions were conducted. There was a quorum for both Committees.

COMMUNICATIONS:

A collection for Commissioner Otte will be taken at the end of the meeting.

Ace asked the committee if anyone has a solution for when a radio goes into site trunking. He has tried to patch to a console that is not in site trunking but that creates a bad echo-like feedback. Some suggestions were that the radios may be in too close of proximity of each other, confirm that the control station is locked on the correct site, turn off smart zone, or program the radio (or do it manually) to site lock on a specific site.

APPROVAL OF AGENDA:

Judy Diehl made a motion to approve the agenda for May 16, 2013. Judy Siggerud seconded, motion carried.

APPROVAL OF MINUTES:

Tina Lindquist made a motion to approve the O&O/Users minutes from April 18, 2013. Tom Justin seconded, motion carried.

REPORTS:

Interop

Brandon Abley was named the Statewide Interoperability Coordinator.

A RFP will be sent out for the Northern and Southern RIC, Bill Bjernheim will not be continuing past June but Steve Borchardt is planning on continuing.

Upcoming Trainings:

There is a workshop put on by ICTAP geared toward incorporating communications into exercise planning in Arden Hills on August 15th.

SCIP revision workshop in Arden Hills on May 29-30.

Next Gen Training at St. Cloud PDHQ on May 22nd.

If you are interested in any of these trainings contact John Tonding.

John asked everyone to remember that if you are going to be using a statewide regional resources for a preplanned event or exercise to work backward with the resources to keep the lower number talkgroups available.

John thanked the region for the involvement and attendance at the Interop conference.

ESB

No Report.

RAC

No Report, meeting tomorrow.

Executive Committee

No Report

CMEMAC

No Report.

SMG

At the last meeting the committee went over the final rollout of the 7.13 upgrade. The current maintenance standard was discussed and revised, a lot of the required protocol was taken out to leave the standard more open and an appendix was added as a guideline

Grant Funding Updates

The region got an additional \$15,000 grant.

O&O BUSINESS:

A. List of Talkgroup Sharing at the Console Level

Jackie will email out the spreadsheet for counties to document which counties they are sharing talkgroups with. Please return ASAP and we will put together a master list for MnDOT.

B. WC MN SWAT Talkgroups

Lac Qui Parle County in the SW Region would like to join the WC MN Swat and would need talkgroup access for day to day use.

Originally they were granted region wide access, but do not necessarily need it so when the new site access profile is created this could be taken away so they only have the counties that are needed.

Ace Bonnema made a motion to build a special profile that meets the WC MN SWAT team's needs. Brad Hunt seconded, motion carried.

SW Region will also need to approve this.

Tom Justin made a motion to build the same similar special profile to meet the needs of any other multi-jurisdictional, multi-agency special teams. Judy Diehl seconded, motion carried.

There will be a standard coming to address this so action does not have to be taken on it repeatedly.

C. Zone Labels

In the original proposal that was approved, the proposed zone label prefixes were SW and CV, which are the same prefixes for Southwest region and Carver County. Since time was an issue, the SRB approved to change the SW prefix to MN and CV to 8C, with the contingency that no region objects.

Tom Egan made a motion supporting the change approved by the SRB to rename the SW prefixes to MN and the CV prefixes to 8C. Dave Hotchkiss seconded, motion carried.

D. Review CM Standard 3.19.0, CM Interop Talkgroups

This standard shows the added language under constraints “CM CALL talkgroup is reserved as a hailing resource for incident management, and hailing for preservation of life or property”. Also discussed was adding into this standard a line saying that clear speech is necessary on these resources.

Discussion came up about whether CM CALL can be used to hail when transporting prisoners. PSOA2 was set up for this purpose to keep the traffic minimal on CM CALL so it isn't turned down, but not everyone is utilizing this. Change Management will change the name of PSOA2 to ASOA4. General consensus was that transporting prisoners should be done on a different talkgroup if possible.

Troy will put together a standard with the proposed changes and the committee will vote on the standard at the next meeting.

E. State Patrol Loading Update

Judy Siggerud talked to Rick Juth about taking the patch down during large events such as Fourth of July and We Fest. If there are any large events that come up contact the State Patrol and they will take the patch down and switch to multi select for that timeframe.

Al will pull reports to see where the busies may have occurred for the Fire that took place in northern Wadena County recently.

MnDOT took down the document showing tower information and Ace is wondering if that information can be accessible, especially for COMLs. Tom Justin will add an appendix to the TICP showing if each site is multicast or simulcast and how many channels are on each site. Al pointed out that there is also a public website (www.radioreference.com), updated by the public, that shows this information.

F. Regional System Administrator Update

The region is in the process of putting out an RFP for a regional system administrator. The committee came up with approximately fifteen duties for this position and any applicants will itemize each duty with time and cost. This will allow the region to cut out duties if the RFPs are not within the region's budget.

G. Analyzer Data – Create Best Practices

The subcommittee will meet after today's meeting and the committee should have a standard to review soon.

H. Genesis Software – Create Standard

The region is waiting on answers from MnDOT on the T1 and virtual server, however with the upgrade going on MnDOT will probably not get around to this until after the upgrade.

USER BUSINESS:

A. Open Discussion

The question was brought up about when the change management programming updates can begin. John said that if a county wants to start programming before the November timeline they should file a variance asking for approval to start earlier. All programming needs to be completed by April 30, 2015. If you are unable to meet that deadline a variance will also need to be filed. John Tonding will verify what needs to be included in the variance and who to send it to.

If any additional talkgroups or hexcodes are being created the changes to the participation plan updates will need to be approved by the O&O.

JOINT BUSINESS:

A. STR Trailer Training

Currently there are five members of the region who are trained to set up the STR. Tom Egan anticipates that the training would take 2-3 hours.

Judy Diehl made a motion to start the June 20th O&O/User meeting at the regular time of 10:00, the STR training will start at 12:30 and will be held in the Public Works Facility parking lot with the alternate location of where it is stored in case of rain. Lunch will be available for purchase. Dean Wrobbel seconded, motion carried.

Butch from Bloomington has a step by step manual for setting up the STR that the region will try to get a copy of as well as inviting him up to the training if he is available.

B. Statewide COM L/T Certification Exercise

There will be a Statewide COM L/T certification exercise in St. Cloud on July 9-12. Twelve slots are available, if interested contact Ace Bonnema or Tina Lindquist.

Tina or Erin Hausauer will send out an email with the details.

The committee is looking for dispatch volunteers to help with the exercises.

If the region is interested we could send out a request of information on who in the region is interested in taking the COML class.

C. 7.13 Upgrade

Some major issues in the region as a result of the upgrade are:

Meeker County's logger crashed. Benton County lost their ability to use their conventional resources at the console level, therefore MCC7500 and Gold Elites will not be updated until this issue is resolved. In the meantime do not reboot your radio consoles. Mille Lacs County had a console fail and was able to bring it back up by repowering the VPN.

There were several sites in Zone 4 that went unknowingly off the air so they had to downgrade those sites to 7.9. MSOs have been upgraded.

D. Change Management Update

See User Committee Open Discussion.

E. DECN Conference Review

Overall there was good feedback on the conference. The classes offered were useful and better than the previous year, and there were positive comments about the case studies. DECN put out a RFP to secure the Odyssey Group and River's Edge Convention Center for the next four years which will allow people to lock in the dates in advance and get information out earlier.

If you have any suggestions or comments for next year's conference contact Dave Hotchkiss.

NEXT MEETING:

The next Owners & Operators and Users meeting will be June 20, 2013 at 10:00 AM at the Douglas County Public Works Facility. STR Training will begin at 12:30.

ADJORNMENT:

Dave Hotchkiss made a motion to adjourn the meeting, Trevor Wright seconded it and the motion was carried unanimously. The meeting was adjourned at 12:14 PM.

Minutes by Jackie Kraus.