

**Owners & Operators and User Meeting
Douglas County Public Works
May 17, 2012 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Tom Justin – City of St. Cloud
Dave Hotchkiss – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Mike Henrion – Douglas County
4. Troy Langlie – Grant County
Greg Lillemon – Grant County
5. Ace Bonnema – Kandiyohi County
6. Jeff Jelinski – Morrison County
7. Judy Siggerud – Otter Tail County
8. Kristen Lahr – Stearns County
Jay Sikkink – Stearns County
9. Judy Diehl – Stevens County
10. Bob Cuchna – Todd County
11. Scott McKellep – Wadena County
12. Dawn Mund – Wilkin County

USERS MEMBERS/ALTERNATES PRESENT:

1. Pat Tarpenning – Benton County
2. Tom Justin – City of St. Cloud
Chuck Koetter – City of St. Cloud
Dean Wrobbel – City of St. Cloud
3. Dave Pederson – Douglas County
Rick Wagner – Douglas County
4. Troy Langlie – Grant County
Tina Lindquist – Grant County
5. Ace Bonnema – Kandiyohi County
Brad Hanson – Kandiyohi County
6. Jeff Jelinski – Morrison County
7. Dan Andren – Sherburne County
8. Kristen Lahr – Stearns County
9. Mike Moser – Stevens County
Ross Tiegs – Stevens County
10. Bob Cuchna – Todd County

GUESTS:

1. Tom Zabinski – City of St. Cloud Public Works
2. Paul Anderson – Douglas County Commissioner
3. Greg Windhurst – Douglas County
4. Dan McCoy – Granite Electronics
5. Sara Moulzolf – Granite Electronics
6. John Tonding – RIC
7. Kathy Gilson – State Patrol
8. Twylla Vickmark – State Patrol
9. Jay Sikkink – Stearns County
10. Kathy Struffert – Stearns County

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Meeker
3. Mille Lacs
4. Pope
5. Sherburne
6. Swift
7. Traverse
8. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Meeker
3. Mille Lacs
4. Otter Tail
5. Pope
6. Swift
7. Traverse
8. Wadena
9. Wilkin
10. Wright

CALL TO ORDER:

Meeting called to order by Owners & Operators Chair Kristen Lahr at 10:04 a.m.

INTRODUCTIONS:

Introductions were conducted. There was a quorum for Owners & Operators, but not for Users.

COMMUNICATIONS:

Kandiyohi utilized CM-CALL to hail Meeker when they lost all of their telephones and it worked well.

APPROVAL OF AGENDA:

Judy Diehl made a motion to approve the agenda for May 17, 2012 with the addition of Item "J. Patching of Local and State Resources. Jeff Jelinski seconded. Motion carried.

APPROVAL OF MINUTES:

Jeff Jelinski made a motion to approve the minutes from the April 26, 2012 Owners & Operators meeting with the change of taking the word "cell" out of Item D. Scott McKellep seconded. Motion carried.

No quorum to approve User Committee Minutes.

REPORTS:

Best Practices Committees

Public Works met yesterday, a draft will go out to the workgroup members soon and they hope to have it finalized in June.

Law Enforcement will have a teleconference tomorrow. Troy and Ace are working on finishing up section three.

Dispatch had no report.

Emergency Management/Public Health is making progress, but nothing new since last meeting.

Interop

There will be an incident command system training coming up. ICS 300 training will be July 24-26 and ICS 400 training will be September 11-12.

Bruce West, the former Elk River Fire Chief, has offered to assist any entities that are applying for AFG grants. John will get his contact information out to the region.

There is discussion of possibly creating a standard in the Central Region that sets some guidelines up for multi-jurisdiction drills being done, including that a COM-L must be involved in the planning process. The Metro has a similar standard. This led into a discussion regarding the Gone With The Wind Event at Camp Ripley next month.

There were arguments that there are multi-jurisdictional drills that are done frequently and to expect a COM-L to be involved in each one may take up a great deal of the COM-L's time, taking this into consideration, there was agreement that a standard is well needed and a COM-L should be involved in some part of the communications process of drills taking place. The O&O standards committee will begin working on a standard.

Ideas to help lessen the impact of the communication load for the Gone With The Wind Event were discussed. One was to temporarily change the local public safety talkgroups in Morrison to a higher priority, preferably priority 2, so that they would not get busies due to the event traffic, however there is a statewide standard that prevents this, but they could be moved to a priority 3 and with Council approval then be brought up to a priority 2.

Tom Justin argued that this is a good time to test the capability of the system. Being that the event is monitored if there is a problem an adjustment can be made to the communications plan right away.

ESB

No Report. The next meeting (June) will be the preliminary budget meeting.

RAC

Meets tomorrow in Douglas County.

CMEMAC

The Central Minnesota Emergency Managers Advisory Committee held their first formalized meeting where they set up the bylaws and elected officers. They had a lot of discussion on how the group will transition and are looking at taking on the project of getting the Grand Forks National Weather Service some radios.

Grant Funding Updates

None.

County Migration Updates

None.

GENERAL DISCUSSION AND NEW BUSINESS:

A. Alexandria Technical College

No Update.

B. North Memorial EMS – First Responder Communications

Mille Lacs County created a new talkgroup called MI EMS COMN. This talkgroup can be used by any department or first responder communications with North, Mille Lacs Health System Ambulance (Isle/Onamia Ambulance), or any other EMS provider that wants to put it in their subscriber for first responder use. Kristen will follow up with AI on site access for the talkgroup.

C. First Wednesday Weather Test Roll Call

The State Patrol ran into some overlapping issues with their first Wednesday weather test roll call. Some ideas that are being looked at to solve the issue is to have one entity do the roll call for the whole region on CM-CALL. They may also have that same entity do the warnings as well to avoid confusion.

There is also discussion on creating weather forecast talkgroups for each forecast office throughout the State. This would need to be discussed regionally to decide if this option would make sense to do and Tina Lindquist suggested that any local weather watcher standards be taken into consideration as well.

State Patrol is also talking about realigning some of their boundaries to match ARMER boundaries.

D. Practice for Assigning Talk Groups on the Status Board

The protocol for anyone who does not have direct access to the status board will be in emergency situations to use CM CALL to contact a neighboring PSAP to assign a resource on the Status Board. For pre-planned resource assignments, contact the neighboring PSAP by phone.

E. Request for Region-wide Site Access – CEE-VI Regional Drug Task Force (Kandiyohi)

Kandiyohi's C6 Drug Task Force covers multiple sites and it would be easier to allow them regional site access rather than creating another site access profile.

Troy Langlie made a motion to allow the CEE-VI Regional Drug Task Force region wide access, to be monitored the same as all of the talkgroups granted region wide access. Scott McKellep seconded. Motion carried.

F. STR

Kristen is working with Al Fjerstad to have him do a overview/demo of the STR repeater and trailer at one of the upcoming meetings.

G. CCGWs Update

It is necessary to devise a prioritization list for CCGW use, this is still on the table for review.

H. Change Management Item Review

A separate packet was handed out with all of the change management documents. Everyone can review the packet on their time and bring questions or comments to the upcoming meetings. At the July Regional Leadership meeting each "author" of a change management proposal will have the opportunity to give a presentation on it and answer questions.

I. Training and Education

See Interop Report/Gone With The Wind Event.

J. Patching of Local and State Resources

The SE and SW Regions recently did two tests and discovered that there is an issue with patching a local talkgroup to a statewide resource. Pre-upgrade that would give the talkgroup the same characteristics of the higher priority talkgroups and the same site access, but post-upgrade if someone drives out of range it is dropping them. This will be discussed at tomorrow's RAC meeting and anyone who has a chance to test this should.

STANDARDS:

A. 3.14.2 Utilization of CM-EMSHAIL, EMH-CMHSP, EMH-WCHSP

EMS CALL has been renamed to EMSHAIL to avoid confusion. CALL implies that the talkgroup is being monitored by someone, which is not the case in this situation so HAIL is more appropriate. *Bob Cuchna made a motion to approve standard 3.14.2 Utilization of CM-EMSHAIL, EMH-CMHSP, EMH-WCHSP. Scott McKellep seconded. Motion carried.*

B. ARMER Standard 4.8.0- Notifications for System Changes and Outages

This standard was passed by the OTC and now will go to the SRB for approval. Each entity is responsible for providing a PSAP address to John Anderson to be on the notification list.

C. Other Discussion on Standards

CMEMRGMGT – If this standard's name is too long to fit in your radio CMEM is another alternative.

A discussion on whether there is a need for two hospital preparedness talkgroups was also brought up. Paul McIntyre stated that there are at least two hospital preparedness groups in the Central Region and both have separate grant funding and having two separate talkgroups matches with the State's plan. A map can be found on the MN Dept of Health's website, search for Regional Hospital Preparedness Program. Paul will take this discussion back to the State group for more input.

NEXT MEETING:

Judy Diehl made a motion to move the next Owners & Operators meeting to June 14th to avoid conflict with the Gone With The Wind Event. Bob Cuchna seconded. Motion carried.

The next Owners & Operators meeting will be June 14, 2012 at 10:00 AM at the Douglas County Public Works Facility.

The next Users meeting will be June 19, 2012 at 6:30 PM at the Douglas County Public Works Facility.

ADJORNMENT:

Jeff Jelinski made a motion to adjourn the meeting, Bob Cuchna seconded it and the motion was carried unanimously. The meeting was adjourned at 12:05 PM.

Minutes by Jackie Kraus.