

**Regional Advisory Committee**  
**Friday, March 11, 2016 - 10:00 a.m.**  
**Grant County Herman Community Center**  
**416 Atlantic Ave. S., Herman, MN – Grant County**  
**Agenda**

1. Call to Order
2. Roll Call
3. Revisions and Approval of Agenda
4. Revisions and Approval of Minutes from February 12, 2016 **(P1-6)**
5. Communications
6. Reports
  - a. SRB/ARMER Update; MnDPS/MnDOT
    1. MnDOT (Rick Juth) **(P7-10)**
    2. SECB (Micah Myers) **(P11-12)**
    3. OTC (Micah Myers) **(P13-14)**
    4. Interop (Micah Myers)
    5. Finance Committee (Micah Myers)
    6. Legislative Committee (Micah Myers) **(P15-21)**
    7. Steering Committee (Tina Lindquist) **(P22-23)**
    8. State Interop Data Committee (Kristen Lahr)
  - b. Regional Leadership Group **(Next Meeting July 25, 2016)**
  - c. NG-911 Committee (Judy Diehl)
  - d. EMAC Update (Erin Hausauer)
  - e. Owners and Operators (Kristen Lahr)
  - f. User Committee (Paul McIntyre)
  - g. EMS/Hospital Sub-Committee (Paul McIntyre)
  - h. RIC Report (Rick Juth)
  - i. Executive Committee (Micah Myers)
7. Emergency Services Board – **(Next Mtg. March 30, 2016)**
8. Updates from Partners on Current Projects
  - a. Regional Logger
  - b. Kandiyohi and Stevens Counties Project
9. General Discussion and New Business
  - a. Regional Project Priority List for 2015 SHSP Grant
    1. 2016 Training Roadmap **(P24)**
    2. Regional Coverage Issues (See Table) **(P25)**
    3. Planning/TICP Maintenance
  - b. MnFCP Weekly Status Report **(Separate Handout)**
  - c. Policy on CMNESB Contracts
  - d. Regional Coordinator
  - e. Regional CASM Standard **(P26-27)**
  - f. Change Management Update **(P28-31)**
  - g. Agency Auditor/Treasurer Contacts for 2016 (Auditor list serve) **(P32)**
  - h. Other
10. Old Business
11. Upcoming Meetings
  - a. April 8 – Kandiyohi County
  - b. May 13 – Meeker County
12. Adjournment

**Regional Advisory Committee**  
**Friday, February 12, 2016 – 10:00 a.m.**  
**Douglas County Public Works**  
**526 Willow Drive, Alexandria, MN – Douglas County**

**Members/Alternates Present:**

1. Micah Myers, Chair & Brandon Larson – City of St. Cloud
2. Kyle Dusing – Benton County
3. Michael Henrion – Douglas County
4. Troy Langlie, Vice Chair – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander – Meeker County
7. Al Fjerstad – Mille Lacs County
8. Barry Fitzgibbons & Judy Siggerud – Otter Tail County
9. Tim Riley & Donna Martin – Pope County
10. Kyle Breffle – Sherburne County
11. Kristen Lahr – Stearns County
12. Dona Greiner – Stevens County
13. John Holtz – Swift County
14. Sarah Booker – Todd County
15. Lynn Siegel – Traverse County
16. Luke Manderschied – Wadena County

**Members/Alternates Absent:**

17. Big Stone County
18. Morrison County
19. Wilkin County
20. Wright County

**Guests Present:**

Rick Juth – RIC  
Melinda Miller – FirstNet Program Manager, ECN  
Adam Meierding – City of St. Cloud  
Jeff Jelinski, ESB Vice Chair – Morrison County Commissioner  
Erin Hausauer – Stearns County  
Paul McIntyre, Users Chair – Stearns County  
Judy Diehl – Stevens County  
Andy Faith – Granite Electronics  
John Brinkman – Granite Electronics  
Mike Kahl – Granite Electronics  
Chris Meier – Motorola  
Greg Stepan – MN DOC

**Meeting was called to order by Chair Micah Myers at 10:03 a.m.**

16 of the 20 members in attendance with a quorum present.

**Revisions and Approval of Agenda:**

*Stearns County made a motion to approve the RAC Agenda. Pope County seconded, motion carried.*

## **Approval of Minutes:**

*Kandiyohi County made a motion to approve the RAC minutes from January 8, 2016. Swift County seconded, motion carried.*

## **Communications:**

1. Introduction of Melinda Miller ECN's FirstNet Project Manager  
FirstNet Project Manager Melinda Miller introduced herself to the group. Melinda started at ECN with the state about two weeks ago. She stated that the FirstNet RFP just went out and we have been talking to vendors to see what they can do for us with FirstNet.
2. NG911 News Story - <http://kstp.com/news/minnesota-adopts-next-generation-911/4042262/?cat=1>  
Micah pointed out that Channel 5 did a News Story about Next Gen 9-1-1. The video was played.
3. FirstNet Road to an RFP (Separate Handout)  
This handout talks about different road projects and how they came about.
4. Top Considerations for Connecting First Responders to FirstNet (Separate Handout)  
There is a webinar on March 10<sup>th</sup> at 12:30 p.m. on Charlotte PD/Fire and what they have done in equipping their vehicles with dual band. Take into consideration band class 14 in your new vehicles.
5. First Responder Electronic Jamming Exercise (Separate Handout)  
Department of Homeland Security is looking for participants for an exercise in July to look at what happens when electronics are disrupted. You have to have your application in by the end of the month. One requirement is that you have to do one exercise. We can bring resources like the STR.
6. OEC – Emergency Communications Forum (Separate Handout)  
These stories talk about interoperability and the 2016 emergency plan. Story about how they did interoperability planning for the U.S. Open. When you are doing a large scale event make sure to have your communications plan in place.

## **Reports:**

### SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT: (Rick Juth)  
Two sites made the January zone 4 site busy report: Long Prairie site #13 and Hewitt site #97.
2. SECB: (Micah Myers)  
Met January 28. Approved CASM standard with its changes. SOAR repeater was approved and will go through Change Management. Legislative Committee gave report for legislative session.
3. OTC: (Micah Myers)  
The majority of the meeting was spent on the discussion of capacity issues and how to address them. Chair McMahon had mentioned this at SECB and ESB. What do we do when we hit capacity? We are bringing in a lot of agencies that are not deemed 'Public Safety.' An individual in the southeast went after Gold Cross, but EMS has always been a provider. Gold Cross and Joe Glaccum are putting in a time commitment. Regions will have to address, they are not willing to put this at the state level yet. Jim Stromberg presented the SECB communication templates at the OTC. Jeff Jelinski asked what happens when we do get too crowded. Micah responded you will have to have the discussion, as the sponsoring agency you are responsible for agencies that you bring on when you hit those busies. You can pull the traffic reports. You will be able to figure out a solution. The state does not want to mandate this, they want to leave it at the local level. Kandiyohi County asked if anyone has looked at the 700 and possible setting up a separate network for 700? Micah replied the real issue is that their subscribers are not capable of it.
4. Interop: (Micah Myers)  
Interop went through the Stevens County request which was approved. There are changes to Change Management.

## **Reports: (Continued)**

### SRB/ARMER Update; MnDPS/MnDOT: (Continued)

5. Finance Committee: (Micah Myers)

Met yesterday. Approved the 2015 SHSP grant. You will see our application in the packet. Micah talked to Sheriff Fiedler from Wilkin County. Every region looked at what they were willing to pull off the table. There are three projects that got grant funding for portables and mobiles because this is the only grant with money for those. We looked at the hierarchy. Sheriff Fiedler was willing to pull his project off until July. We received \$191,000 of our grant request with everything funded but Wilkin. Stevens, Alexandria will all have funding. This will clear up everyone on the list and then we will start working with Todd County. Another thing that came out was doing a Needs-Base. We are looking at dealing with the needs and putting a portion on training. What the Central Region has done is going to be a standard.

6. Legislative Committee: (Micah Myers)

Nothing has changed. Those are the items moving forward with next month's session.

7. Steering Committee

Cancelled.

8. NG-911 Committee (Judy Diehl)

Twenty people were on the conference call and Dana Wahlberg called in. Dana had mentioned that Melinda Miller, new FirstNet State Program Manager had started. ECN staff did a presentation at the Governor's Conference to get the word out on the upcoming initiatives to other public safety groups. The next GIS newsletter will be coming out in the next couple days, it will also be on ECN's website. GIS Standards Committee has been working on GIS standards. They have standards from other states for a framework. MnGEO is working on a portal to correct GIS data. You will be able to work on your own county's data. Judy described a recent medical emergency call issue with a femtocell. Dana had explained to us that if you get a femtocell call it should show up on your screen in all caps as 'FEMTO.' Micah mentioned a similar hot desk issue. Micah asked if there are any requirements that we are putting on those service providers. All responses have been turned in for the RFP and ECN will go over them next week. Dana got really good feedback regarding the Federal Engineering survey. There was discussion on text messages. Active 9-1-1 is now using a beta form of mapping using a county's GIS data rather than Google Maps. Stearns County had a 911 issue during a fire. The Central MN NG911 Committee will no longer be doing video conferencing. On March 10<sup>th</sup> we will be meeting here in Alexandria. Cathy Anderson and Dana Wahlberg will be here to present a 2-hour WERM application training.

### Regional Leadership Group – (Next Meeting July 25, 2016)

Tom Hannon has stepped down. This meeting will be taken over by the RICs.

### EMAC Update: (Erin Hausauer)

Update on IPAWS: Received authorization to bring counties onto IPAWS. It is a reimbursement grant. Make requests to our committee. Two IPAWS trainings, Fergus Falls and Stearns County.

### Owners and Operators: (Kristen Lahr)

Held elections: Kristen was elected chair; Brandon Larson was elected Vice Chair. Status on Motobridge, Al Fjerstad said he does have Motobridge connectivity in Mille Lacs County. Reviewed and made revisions to a draft standard for STR repeater trailer which were approved at the January ESB meeting. Discussed 2015 meeting attendance and sign-in. Next meeting is next Thursday.

## **Reports: (Continued)**

### SRB/ARMER Update; MnDPS/MnDOT: (Continued)

#### User Committee: (Paul McIntyre)

Met jointly did do elections. We need to revisit the Chair and Tina Lindquist was voted Vice Chair. The four Chairs/Vice Chairs had a conference call recently for the direction of the group.

#### EMS/Hospital Sub-Committee: (Paul McIntyre)

Continue to meet. Do have a draft Best Practices standard ready to go, were asked to run it through Cathy Anderson. Maybe we can get ours in next.

#### RIC Report: (Rick Juth)

Steering Committee had four items on their agenda with a fifth one added. Report from Jim Stromberg on DRO and disaster relief. Sponsorship issue was discussed. MESB has a contract with MnVOAD. Recommendation that remains in place. Department of Health is willing to sponsor Red Cross and Salvation Army, but can they actually sponsor them, according to the standard they cannot. Can MnDOT authorize another department to sponsor, they believe they can. Jim Stromberg will provide an update at the next meeting. Next item on the agenda was an update on the Ed & Outreach workgroup. They have had only one call so far and the next call is on March 1<sup>st</sup>. Item #3 was a presentation by Marcus Bruning regarding the Red River Regional Dispatch Center. Ray Freeman has been contracted by Cass County, ND to be on the Minnesota ARMER system. They will build a 3-site. This is being driven by the sheriff of Cass County. Red River Regional PSAP receives MN 9-1-1 funds. Goal is by 2017. Item #4 was a review of attendance. And item #5 was the loading discussion that came out of the OTC, but this was tabled until the next meeting due to time.

NWS are not sponsored by anyone. Kristen Lahr said this is on the O&O agenda to discuss potential sponsorship. This has been discussed with Pope County. If regional sponsorship is the route then Central would not have any.

#### Executive Committee: (Micah Myers)

Reviewed the grant application. Discussion of Regional Coordinator, which will be the bulk of our next meeting. We are going to put more definition around the bullet points listed. Next meeting is first Wednesday of March.

#### State Interop Data Committee: (Kristen Lahr)

No meeting in January. Agenda is out for next Tuesday the 16<sup>th</sup>. There will be a presentation by Televate on RFP FirstNet summary.

## **Emergency Services Board: (Next meeting March 30, 2016)**

Training Committee, System Admin contract and Regional Coordinator will all be brought forward.

## **Updates from Partners on Current Projects:**

### Regional Logger:

There is a training by Verint on Tuesday the 16<sup>th</sup>. We still have training on the books. We expressed interest from two other members of the region plus another agency. Did cleanup on resources. Micah asked if the key issue was resolved? Al said the LE-SIU's were still not recording. Dave Theis touched base with Al and Randy and he has taken Randy's backup VPN starting an upgrade on the Regional Logger for upcoming maintenance for 7.15. We found out the regional key loader does not have ADP. If you want to listen to that you have to load that keystring into the console. We will need that upgrade to ADP. Al has a keyloader that does have ADP and he said that Brandon can borrow it. Micah told Al to get a number for the cost of the upgrade and bring it back to the group. Al does not know if we have a keystring issue. Dave had told Randy there was a keycard issue that is a bigger issue. John Anderson wants our AIS shut down. Al asked if Andrew was the initial go to for hardware and software.

## **Updates from Partners on Current Projects: (Continued)**

### Kandiyohi and Stevens Counties Project

Dona Greiner received an email from Rick that everything is moving ahead like we need it to. It is a Change Management issue right now. Micah said there was an item out of the OTC for Change Management. Stevens County is the only one in Change Management right now. City of Atwater in Kandiyohi is complete. Al listed an example of testing and their solution would be \$10,000.

## **General Discussion and New Business:**

### Regional Project Priority List for 2015 SHSP Grant:

Was approved by the board and has been submitted. We were awarded ~\$191,000 for this grant period.

1. 2016 Training Roadmap

Waiting on proposals for 2016 calendar. Then we will schedule dates.

2. Regional Coverage Issues (See Table)

By July we will be down to only one project on this list. If you are having coverage issues we need to get them addressed.

3. Planning/TICP Maintenance

Will no longer be required to be completed, it is up to the regions. Do we want to continue to update this? This decision came from the state. Micah asked has anyone ever used it? One of the largest feeders to it is the CASM tool. What do we do with the entities that are not keeping it up? Document does have value. We can focus our energy that everyone is updating CASM data, but there is no mandate for agencies to update. The region could present back if we see value in it. Do we put in a regional requirement? The TICP is a paper document generated from CASM. It is more efficient to update the CASM, but some of the TICP needs to be updated too.

4. 2015 SHSP FY 2016 Grant Application

Approved.

### MnFCP Weekly Status Report

Separate handout.

### Policy on CMNESB Contracts

Need a group to put together an SOP for how CMNESB handles contracts.

### Regional Coordinator

See Executive Committee.

### Change Management Updated

There was a four-hour Change Management meeting. They looked through the workflow diagram and that got pulled out. In the packet is the first draft. We suggested as a requirement that the agency bringing it needs to make sure that it gets put on the agenda for each committee. Then the other regions can weigh in. Jim is looking for our feedback by the 19<sup>th</sup> so that he can present back. If there is anything that you think is missed you have until the 19<sup>th</sup> for approval at the OTC.

### Standard 3.35.0 National Weather Service ARMER Radio Operations

Standard is in the packet. This is on the O&O agenda for next week.

### Agency Auditor/Treasurer Contacts for 2016 (These are on the Auditor List Serve)

Please take a look at this list and provide your agency's updates. These people are automatically put on the Auditor list serve.

**General Discussion and New Business: (Continued)**

Other:

None.

**Old Business:**

None.

**Upcoming Meeting Date and Location:**

Please provide your location information for the website.

- March 11 – Grant County
- April 8 – Kandiyohi County

We will be modifying the website in 2017 to an active response website which will allow committee chairs to update content on their own. There is potential regional collaboration with two other regions. The cost right now is \$10,000 for initial setup with \$1,800 annual maintenance. Rebuilds are built into the cost. Randy with Southwest was initially interested. There was support from ECN and branding across through the regions that we would have the same look, with regions being able to have their own picture backdrop.

**Adjournment:**

*Mille Lacs County made a motion to adjourn the meeting. Swift County seconded, and the motion was carried unanimously to adjourn at 11:28 a.m.*

Minutes recorded by Shari Gieseke

DRAFT

## Report – February 2016

Based upon information provided in the monthly MnDOT reports the following sites in Zone 4 had busies during the month of February 2016.

### Site 13 – Long Prairie Talkgroup Usage during February:

TALKGROUP	SECONDS
MSP-2600	105413
TD-LAW	100818
TD-FIRE	29302
DOT-D3-DISPATCH	10170
DOT-D4-DISPATCH	7308
DOT-D3A-LTLEFLLS	6409
MSP-2900	5678
DG-LAW	5269
MO-SO MAIN	4915

During the month of February there were 29,302 grp calls on the site, with total duration of 292,414 seconds, of those there were 24 busy grp calls with total busy grp call duration of 40 seconds. There were 2 emergency calls with a total duration of 29 seconds. There was also 1 phone call with a duration of 26 seconds.

### Site 40 – Enfield Talkgroup Usage during February:

TALKGROUP	SECONDS
WR-LE-1	293711
SH-MAIN	233045
SH-JAIL 1	162888
MI-LAW-1	135609
EMHST-SC-SEC	106778
MSP-2600	105339
WR-LE-3	103252
MC Police West	95127
EMSAL-AL-N	86031
MSP-2500	65430
EMSAL-AL-W	60529
AN TG7	53521
AN TG1	51559
EMHST-SC-ER	51444
SH-MAIN 2	46997
H-NORTH	46876
ST-SCPD ADM CL	39994
WR-FIRE	39274
ST-LE-1	36891
SH-CO-FIRE	35885



## Report – February 2016

ST-LE-2	34681
EMSNM-FL	32519
BN-MAIN 1	32063
LTAC1	31166
DOT-D3B-LAKE	26600
EMSNM-PZM	24287
H-FMAIN	22575
DOT-MT-C MAIN	20540
EMSCC-MAIN	20163
EMSNM-MNFLIGHT	19661
SH-CAMPUS	19172
IS-ISSO MAIN	17363
DOT-D3B-METRO	17165
AN CO FIRE	16285
ST-CCTRL	15974
WR-PW-1	15514
EMSAL-INTFAC	14384
WR-BUF PD	13577
DOT-D3B-RIVER	13414
EMSRV-ALS	12987
EMSMM-STC-DISP	11523
SH-PW	10345
SH-MAINT	10344
DOT-D3-DISPATCH	10170
WR-LE-2	8961
CM-CALL	8623
EMS WEST MRCC1	8461
SH-ELKR-PD	8025
H-SOUTH	7968
EMSHC-MAIN	7958
MSP-26T1	7634
MSP-4600	7556
WR-AnnPD	7534
DOT-MAPL-GRV	7430
MI-FIRE	6917
IS-CO FIRE	6730
MI-3	6516
EMSNM-ALLSTATE	6106
SH-ELKR-CTY	6034
MK-HWY 1	5803
ST-SCPW-OPS-2	5354
ST-SCPW-OPS-7	5153
MK-LAW 1	4692
WR-SIU-2	4189

## Report – February 2016

WR-Court	4150
CM-2	4033
SH-TASK-2 E	3720
SH-SHER-TAC	3666
ME TAC 3-P3	3635
EMSNM-AC-PNM	3604

During the month of February there were 342,893 grp calls on the site, with total duration of 2,594,165 seconds, of those there were 19 busy grp calls with total busy grp call duration of 23 seconds. There were 11 emergency calls with a total duration of 952 seconds.

### Site 97 – Hewitt Talkgroup Usage during February:

TALKGROUP	SECONDS
WD-PW-4	105710
TD-LAW	100819
WD-CALL	92823
MSP-2900	88578
TD-FIRE	29302
OT-FIRE/EMS	22066
OT-LAW	18936
WD-FIRE/EMS	17622
DOT-D3A-BRAINERD	10975
DOT-D3-DISPATCH	10166
CM-CALL	8624
DOT-D4-DISPATCH	7308
EMHWD-ER-TCH	4174
WD-PW-3	3665

During the month of February there 68,332 grp calls on the site, with total duration of 542,601 seconds, of those there were 25 busy grp calls with total busy grp call duration of 31 seconds. There were 5 Emergency Calls with a total duration of 77 seconds.

## Report – February 2016

### Site 99 – Aldrich Talkgroup Usage during February:

TALKGROUP	SECONDS
WD-CALL	92820
MSP-2900	88575
MO-SO MAIN	84949
WD-PW-4	34009
TD-FIRE	29303
WD-FIRE/EMS	17622
TD-LAW	15230
MSP-2800	12409
DOT-D3-DISPATCH	10166
DOT-D4-DISPATCH	7308
DOT-D3A-BRAINERD	5257
CA-LAW-1	5145

During the month of February there 44,571 grp calls on the site, with total duration of 410,166 seconds, of those there were 23 busy grp calls with total busy grp call duration of 46 seconds. There were 4 Emergency Calls with a total duration of 76 seconds.

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# STATEWIDE EMERGENCY COMMUNICATIONS BOARD

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February 25, 2016

12:30 P.M.

Chair: Mark Dunaski

MnDOT Arden Hills Training Center  
1900 West County Road I Shoreview, MN 55126

*Call in Number: 1-888-742-5095*

*Call in code: 2786437892#*

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## MEETING AGENDA

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### **Call to Order**

### **Approval of Today's Agenda**

### **Approval of Previous Meeting's Minutes**

### **Announcements**

### **Officer Elections**

### **Reports of Standing Committees:**

#### ***Operations and Technical Committee (Glaccum)***

- |  |                    |
|--|--------------------|
| 1. MN Task Force One Talkgroup Request       | <i>Action Item</i> |
| 2. Hennepin EMS Participation Plan Amendment | <i>Action Item</i> |
| 3. Standard 2.10.0 Telephone Interconnect    | <i>Action Item</i> |
| 4. Standard 2.12.0 Scanning                  | <i>Action Item</i> |
| 5. Standard 2.14.0 Private Call              | <i>Action Item</i> |
| 6. Standard 1.3.0 Database Management        | <i>Action Item</i> |

#### ***Interoperability Committee (Thomson)***

#### ***Legislative & Government Affairs Committee (Workman)***

- Letters to Legislators Regarding Sales Tax Exemption

#### ***Steering Committee (Hartog)***

#### ***IPAWS Committee (Seal)***

#### ***NG911 (Pankonie)***

#### ***Interoperable Data Committee (Risvold)***

- FirstNet RFP Summary Presentation
- FirstNet Update (Tim Pierce)

#### ***Finance Committee (Gerlicher)***

- Request for authorization of 2015 SHSP funds

*Action Item*

## **Reports - Other**

- ARMER Project Status Report (MnDOT OSRC)
- ECN Update (Mines, DPS ECN)
  - Status of SECB Initiatives
    - GIS Project
    - Text-to-911
    - 7.19 Upgrade
    - FirstNet

## **Old Business**

## **New Business**

## **Adjourn**

# STATEWIDE EMERGENCY COMMUNICATIONS BOARD OPERATIONS & TECHNICAL COMMITTEE

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March 8, 2016  
1:00 – 3:00 p.m.  
MnDOT Arden Hills Training Center  
1900 West County Road I, Shoreview MN  
Chair: Joe Glaccum

Call-in Number: 1-888-742-5095  
Code: 2786437892#

## AGENDA

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### Call to Order

### Approval of Agenda

### Approval of Previous Meeting's Minutes

### Announcements

### Action Items

1. North Memorial Logging Solution Request (Joe Glaccum)
2. Stearns County Requested Site Addition (Kristen Lahr)
3. LOGIS Consortium Request (Tom Folie)
4. Standard 1.1.0 Operational Management (Cathy Anderson)
5. Standard 3.16.2 Use of Statewide 800 MHz STAC 1-12 Talkgroups- Air Ambulance Emergency Landing Zone Coordination (Cathy Anderson)
6. Standard 3.28.0 Use of Statewide Emergency Management Talkgroup SEMTAC (Cathy Anderson)
7. Standard 3.28.2 Use of Duty Officer Talkgroup, MNDO (Cathy Anderson)
8. Standard 4.10.0 System Maintenance: Programming and Qualifications (Cathy Anderson)
9. Dispatchers Best Practices Guide (Cathy Anderson)

### New Business

- New representatives from the Central Region (Kristen Lahr and Al Fjerstad replacing Tom Justin and Ace Bonnema)
- New representative from the Northwest Region (Neil Dolan replacing Shane Richard, Brian Zastoupil remains the alternate)

### Old Business

### Regional Reports

- Northwest (Dolan)
- Northeast (Hegrenes)
- Northern RIC (Bruning)
- Central (Lahr)
- Metro (Gundersen)
- Central/Metro RIC (Juth)
- South Central (Wesley)
- Southeast (Freshwater)
- Southwest (Hamann)

- Southern RIC (Donahue)

### **Other Reports**

- MnDOT (Lee)
- System Managers Group (Lee)
- DPS Standing Report (Stromberg)
- Status Board Report (Anderson)
- Change Management Workgroup (Stromberg)

### **Adjourn**

## STATEWIDE RADIO BOARD

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# LEGISLATIVE COMMITTEE

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March 3, 2016 10:00 a.m.  
Conference Call: 1-888-742-5095  
Code: 2786437892#  
Chair: Liz Workman

## MEETING AGENDA

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CALL MEETING TO ORDER

APPROVAL OF AGENDA

APPROVAL OF PREVIOUS MEETING MINUTES

NEW BUSINESS/DISCUSSION ITEMS

OTHER BUSINESS

OLD BUSINESS

- Letters to Representatives Cornish and Davids
- Legislative Initiatives Updates

ADJOURN



STATEWIDE EMERGENCY COMMUNICATIONS BOARD  
LEGISLATIVE COMMITTEE

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January 7, 2016  
10:00 a.m. Conference Call

MEETING MINUTES

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**Attendance:**

**Members/alternates present:**

Liz Workman/vacant - Assoc. of MN Counties, Metro  
JimMcMahon /vacant - AMC Greater MN  
Bill Droste/vacant - League of MN Cities  
Thomas Egan/ Karla Bigham/Jill Rohret - MESB  
Mukhtar Thakur/Tim Lee- MnDOT  
Buck McAlpin/vacant-MN Ambulance Assn. Metro  
Joe Newton/vacant – MN Ambulance Assn, Greater Minnesota  
Sandra Westerman/vacant-MSA  
Wayne Kewitsch/vacant – Minnesota State Fire Chiefs Association  
Cari Gerlicher/vacant – Minnesota Police Chiefs  
Jeff Jelinski/Micah Myers – Central ESB  
Craig Buness/Doug Krier – NW ECB  
Brian Smith/Mark Lallak – NE ECB  
Kent Wilkening/Randy Hanson – SW ECB  
Marcia Ward/vacant –SE ECB  
Vacant/vacant – SC ECB  
\*members attending marked with highlight

**Others Present:**

Jackie Mines, ECN  
Carol Salmon, ECN  
Jim Stromberg, ECN  
Randy Donahue, ECN

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CALL TO ORDER

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Chair Workman calls meeting to order at 10:03 a.m.

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APPROVAL OF AGENDA

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**Marcia Ward moves to approve the agenda.**  
**Wayne Kewitsch seconds.**  
**Motion carries.**

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## APPROVAL OF PREVIOUS MEETING MINUTES

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**Kent Wilkening moves to approve the minutes from November.**

**Karla Bigham seconds.**

**Motion carries.**

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## NEW BUSINESS /DISCUSSION ITEMS

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### LEGISLATIVE INITIATIVES UPDATES

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Jackie Mines reports that one of the objectives the committee set last fall was to build up committee membership. A lot of the vacancies have now been filled. One spot still potentially outstanding is the one for the AMC from Greater Minnesota. This had been filled by Jim McMahon but there was discussion about whether he was aware that he was listed on the committee roster.

Chair Workman will call McMahon to see if he is interesting in participating on the committee. Marcia Ward suggests also contacting the AMC. Mines says if McMahon is not interested we could do a follow up call to the AMC but might need help from the other commissioners for support.

Mines says the other two vacant positions are the South Central ECB and possibly Sandra Westerman from the Sheriff's Association. Westerman has expressed interested in being on the committee but she was going to get verification from the Sheriff's Association and get back to us. Mines will give her a call. She has tried a couple of times to get Westerman to say for sure if she is able to join. We may have to go to Jim Franklin. The South Central we have not heard anything from.

Mines reports that the legislative initiatives the committee identified have been posted on the SECB website along with the chairs of the House Public Safety Committee and the Senate Judiciary Committee.

The initiatives the committee identified are:

- 1) Preserve the integrity of the 911 fund for only those items listed in statute.
- 2) Support making the sales tax exemption for items purchased for the ARMER system by joint powers boards.
- 3) Support the Governor's Border-to-Border Broadband initiatives.
- 4) Track any bills on how MN.IT may conduct business with local and state government agencies.

Discussion about the joint powers sale tax exemption. It was approved last year for 2016 but then in the special session it was attached to another bill and delayed until 2017. The committee supports pushing it back to 2016. The committee should add its support to other entities that are pushing for overall correction of the joint powers tax exemption (for example the Metropolitan Mosquito Control District). The committee's support should be broadened to say public safety communications.

Mines will change the wording on the website to say, "Support adding joint powers boards to the sales tax exemption for cities and counties and make it effective for 2016."

Chair Workman suggests the committee take proactive steps to support this. Discussion about writing a letter signed by the committee chair and also to suggest a brief meeting to explain the fiscal impact. Allowing exemptions on large equipment purchases helps tax money go further.

Chair Workman asks Karla Bingham to attend the meetings with her and asks Jackie Mines to help draft a letter.

**Marcia Ward moves that the committee send a letter to the chairs of tax and public safety finance committees supporting moving the joint powers sales tax exemption back to July 2016 and requesting a meeting.**

**Mark Lallak seconds.**

**Motion carries.**

Mines reports that the League of Minnesota Cities also supports broadband infrastructure funding and sales tax exemption on construction materials.

Chair Workman asks if we could put that on our website. Mines says we could put a link on our website to other organization's sites.

Tom Egan is on the Minnesota Inter-County Association (MICA) Board which has been developing its legislative platform. It should be available by next month. He will keep the committee informed of the MICA positions.

Mark Lallak asks about approaching the legislature to use some of the budget surplus for NextGen and FirstNet.

Mines responds that any requests that go the legislature for anything related to public safety communications will be requested to come out of the 911 funds. Last year we raised the fee to the maximum amount we can raise it to – 95 cents—to cover the board's initiatives for the next five years. She would be hesitant to go to the legislature to ask for money from the surplus. Her experience is that we don't give out 911 funds beyond the PSAPs because that opens up the possibility of diluting the funds for the PSAPs.

Mines reports that ECN has commissioned a study by Federal Engineering to identify the long term costs associated with NextGen and FirstNet. The study will look at the newer technologies and how much it will cost counties and cities to keep their 911 centers up-to-date and how often they will need to upgrade the software and also the related cyber security issues. The hardware might not have to be upgraded as quickly but the software will. The study will look at understanding the lifecycle of equipment and software and identifying how often PSAPs upgrade today versus what will be needed in the future and how much counties and cities who have PSAPs are funding them through 911 funds and over and above how much are they funding through county dollars. It will look at what other states are spending 911 fees on that Minnesota doesn't spend them on. We spend it on the radio system which other states do not. She anticipates that we will need more money for the counties, particularly the metro counties, so we need to have a study to support us at the legislature if we go to the legislature to ask for more money for the PSAPs in the next few years. Once we get the data and have the report, Mines recommends that the NextGen Committee would put forth a plan for the SECB to add to its strategic initiatives and then look for funding. The concern is that in the future there will need to be more frequent upgrades and there won't be as

much time to save for them. There are a lot more costs on a yearly basis than ever before. We are going to have to really start to focus on the training costs as well.

Discussion about training. Jeff Jelinski reports that in Morrison County it is difficult to find capable people to run a 911 center. More training is needed now than in the past.

Lallak reports that the NE region will be submitting a SHSP grant proposal for the concept of making Pike Lake in Duluth a regional training center for both phones and ARMER radio. They are going through an initiative right now—the sheriff has advanced the dollars—to certify dispatchers. They can only certify them through Itasca County. It's gotten to the point where a two week or four week training program for a communicator is not enough. At some point we are going to have to make a move to go to the legislature and say this is not just answering a phone anymore. He says in South Dakota when a dispatcher is hired for any agency they have to go through a training program that is certified by the state. That has been in place for eleven years.

Rohret says this discussion is also happening in the Metro. We need to figure out exactly what it is that we are asking for so we can create a plan. She says it's nice to hear that other areas of the state are considering it as well so maybe we can look at it statewide. The Metro has tasked itself to look at exactly what we are talking about for certification so we can have a package and maybe something ready potentially for next year. We need to work over the course of this year to figure out exactly what we want.

#### **OTHER BUSINESS**

None.

**Meeting is adjourned at 10:50 a.m.**

## STATEWIDE EMERGENCY COMMUNICATIONS BOARD

The Honorable Tony Cornish  
Minnesota House of Representatives  
369 State Office Building  
100 Rev. Dr. Martin Luther King, Jr. Blvd.  
Saint Paul, MN 55155

February 19, 2016

Dear Representative Cornish,

I am writing to you on behalf of the Statewide Emergency Communications Board (SECB) and as Chair of its Legislative Committee. I am respectfully requesting an opportunity to meet with you to discuss the SECB's concerns about the status of the sales tax exemption for joint powers boards and special taxing districts and, the effect of this on public safety agencies.

As you know, a couple of legislative sessions ago, local governments received a general sales tax exemption in statute. The change was vague in relation to joint powers boards and special taxing districts, so in the following session, language was approved to extend the sales tax exemption to joint powers boards and special taxing districts as well. At that time, the exemption was to be effective January 1, 2016 however, during the 2015 Special Legislative Session, language was added to the K12 funding bill that moved the effective date of the sales tax exemption forward to January 1, 2017.

Many boards and taxing districts planned on making large purchases in 2016 to obtain the exemption and save money. Because the date was pushed forward during a Special Session, many groups were caught off guard. On behalf of its public safety partners, the SECB supports moving the effective date back to July 1, 2016, thereby allowing agencies to complete their planned purchases during 2016 without the additional expense of sale tax.

An example of how this affects public safety is that when the Metropolitan Emergency Services Board (MESB) makes a purchase for the 9-1-1 system on behalf of a county or city (which has the sales tax exemption) the MESB has to pay sales tax because at this time it does not have the exemption. At times, that additional sales tax may have to get passed on to those cities or counties if the MESB is acting as a pass-through agency (which it frequently does). Pushing the sales tax exemption back to July 1, 2016 would save these funds which could be used for further investments in public safety. Allowing sales tax exemptions on large equipment purchases helps tax money go further and more directly toward ensuring the safety of Minnesota's citizens and visitors.

I look forward to having an opportunity to meet with you to discuss the fiscal impact to our public safety partners of delaying the sales tax exemption for joint powers boards and special taxing districts. I will contact your office to determine your availability. Should you or your staff have any questions in the meantime, I can be reached at \_\_\_\_\_ . Thank you in advance for your consideration.

Sincerely,

Liz Workman  
Chair, Legislative Committee of the SECB  
Commissioner, Dakota County

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

The Honorable Greg Davids  
Minnesota House of Representatives  
585 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
Saint Paul, Minnesota 55155

February 19, 2016

Dear Representative Davids,

I am writing to you on behalf of the Statewide Emergency Communications Board (SECB) and as Chair of its Legislative Committee. I am respectfully requesting an opportunity to meet with you to discuss the SECB's concerns about the status of the sales tax exemption for joint powers boards and special taxing districts and, the effect of this on public safety agencies.

As you know, a couple of legislative sessions ago, local governments received a general sales tax exemption in statute. The change was vague in relation to joint powers boards and special taxing districts, so in the following session, language was approved to extend the sales tax exemption to joint powers boards and special taxing districts as well. At that time, the exemption was to be effective January 1, 2016 however, during the 2015 Special Legislative Session, language was added to the K12 funding bill that moved the effective date of the sales tax exemption forward to January 1, 2017.

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I look forward to having an opportunity to meet with you to discuss the fiscal impact to our public safety partners of delaying the sales tax exemption for joint powers boards and special taxing districts. I will contact your office to determine your availability. Should you or your staff have any questions in the meantime, I can be reached at \_\_\_\_\_ . Thank you in advance for your consideration.

Sincerely,

Liz Workman  
Chair, Legislative Committee of the SECB  
Commissioner, Dakota County

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

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STEERING COMMITTEE

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*March 9, 2016 1 p.m.*

*Chair: Dan Hartog*

*Call-in number: 1-888-742-5095*

*Code: 2786437892#*

*North Memorial Ambulance Service*

*4501 68<sup>th</sup> Ave N,*

*Brooklyn Center, MN 55429*

## **Meeting Agenda**

**Call to order**

**Approval of Agenda**

**Approval of Previous Meetings' Minutes**

- February 2016

**Action Items**

- Strategic Plan (Jackie Mines)
- Subsystem Roaming (Joe Glaccum)

**Discussion Items**

**Adjourn**



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**STATEWIDE EMERGENCY COMMUNICATIONS BOARD**

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**STEERING COMMITTEE**

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WEDNESDAY, FEBRUARY 10, 2016

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1 P.M.

CHAIR: DAN HARTOG

NORTH MEMORIAL AMBULANCE SERVICE  
4501 68TH AVE N  
BROOKLYN CENTER, MN 55429

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**MEETING MINUTES**

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**Attendance**

**Members:**

**Present**

**Member/Alternate**

Dan Hartog, CHAIR  
Joe Glaccum, Vice Chair  
Mike Slavik/Tom Wolf/Troy Tretter  
Mukhtar Thakur/Tim Lee/Jim Mohn  
VACANT  
VACANT  
Tina Lindquist/Kristen Lahr

**Representing**

Minnesota Sheriff's Assn.  
Minnesota Ambulance Association  
Metropolitan Emergency Services Board  
MnDOT OSRC  
MN State Patrol  
MN.IT  
Central MN ESB

**Guests:**

Jim Stromberg, DPS ECN  
Marcus Bruning, DPS ECN  
Rick Juth, DPS ECN  
Carol Salmon, DPS ECN  
Scott Wosje, Northland Business Systems

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**CALL TO ORDER**

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Chair Hartog calls the meeting to order at 1:03 p.m.

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**APPROVAL OF AGENDA**

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Joe Glaccum requests to add to the agenda a discussion about system loading.

**Glaccum makes a motion to approve agenda as amended.**

**Mike Slavik seconds the motion.**

**Motion carries.**

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**APPROVAL OF PREVIOUS MEETING'S MINUTES**

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2016 CMESB Training Roadmap

<u>Training</u>	<u>Track</u>	<u>Hours</u>	<u>Date</u>	<u>Location</u>		<u>Who</u>
Original Dispatch Training	Dispatch	8	18-Mar	Alex Tech		Any dispatchers
Radio Programming	ARMER Radio	72	May 2-4	Stearns Co		End Users/Programmers
CASM - Level 1 (View Only Users)	Planning	8	5-May	Douglas Co EOC		EM, PSAP, IT, GIS
CASM - Level 2 (Administrator/Refresh)	Planning	8	23-Sep	Stevens Co EOC		EM, PSAP, IT, GIS
Refresher TTT	ARMER Radio	8	27-Oct	Otter Tail EOC		Radio Trainers
Original TTT	ARMER Radio	16	Dec 6-7	Stevens Co EOC		Radio Trainers
Regional Logger Training	PSAP/LSA	8			Micah	Members 1st/Additional
Basic GIS/Scenario-based	NextGen911	8		Alex Tech	Judy D	IT, GIS, PSAP
Regional TTX	FirstNet				Micah	All
OEC/ICTAP All Hazard Incident Dispatcher Training	Dispatch	72	2017			Experienced dispatchers

County/Location	Item Description	Total Budgeted Cost	Total Actual Cost	Resolution	Total		Match Available	Project Start Date
					Match Eligible	Match Received		
<b>Mille Lacs</b>								
Isle & Wahkon	ASR GTR equipment, 5 channel equipment	\$383,000.00			\$191,500.00	\$74,774.58	\$116,725.42	
<b>Stevens</b>								
Hancock & Chokio	SOAR	\$30,649.54			\$15,324.77			
<b>Todd County</b>								
Eagle Bend	ASR GTR equipment, 5 channel equipment	\$300,000			\$150,000.00			
<b>Kandiyohi</b>								
Atwater & Mobile	SOAR	\$15,000			\$7,500.00			
<b>Wilkin</b>								
Breckenridge	ASR GTR equipment, 5 channel equipment	\$300,000			\$150,000.00			
<b>Otter Tail</b>								
Fergus Falls	ASR GTR equipment, 5 channel equipment	\$163,000	\$153,000		\$81,500.00	\$47,914.82	\$33,585.18	
<b>Douglas</b>								
Alexandria	In-Door BDA Alexandria High School	\$53,068			\$26,533.94			
<b>Subtotal</b>		<b>\$1,244,717</b>	<b>\$153,000</b>		<b>\$622,359</b>	<b>\$122,689</b>	<b>\$150,311</b>	
<b>TOTALS</b>		<b>\$1,244,717</b>	<b>\$153,000</b>		<b>\$622,359</b>	<b>\$122,689</b>	<b>\$150,311</b>	

# Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

Document Section 3	<b>Interoperability Standards</b>	<b>Status:</b> Complete
State Standard Number	<b>3.40.0</b>	
Standard Title	<b>CASM/TICP Standard for Data Entry and Maintenance</b>	
Date Established	<b>11/15/2011</b>	<b>SRB Approval:</b> 11/17/2011
Replaces Document Dated		
Date Revised		

## **1. Purpose or Objective**

The purpose of this standard is to define entry and maintenance for CASM (Communication Assets Survey and Mapping Tool) data entry for radio/homeland security regions to ensure accurate TICP (Tactical Interoperable Communications Plan) reports.

## **2. Technical Background**

For CASM to work properly, the data entry needs to be kept up-to-date. This tool provides detailed information on interoperability to the Communications Unit Leader (COML) assigned to manage the communications for a large-scale or mutual aid event/incident. The program and server is maintained by the Office of Emergency Communications (OEC) and the Interoperable Communications Technical Assistance Program (ICTAP) hosted by Space and Naval Warfare Systems Center (SPAWARSYSCEN).

## **3. Operational Context**

CASM houses information on shared channels and talkgroups for all public safety and public service entities across the United States. Each state is responsible for the breakdown of information. Minnesota breaks the information down to radio regions, entering and maintaining resources for communications interoperability.

## **4. Recommended Protocol/Standard**

It is required that all radio regions have a designated CASM representative, along with a TIC plan, to enter and maintain communications resources for their designated region.

## **5. Recommended Procedure**

Any region entering and maintaining data must adhere to the structure in place:

- Only shared radio systems
- Only shared talkgroups and channels (shared channels are common radio channels or talkgroups established and programmed into radios prior to an incident, providing a conduit for interoperable communications among agencies)
- Only shared resources (emergency resource personnel, gateways, cache radios, and Strategic Technology Reserve (STR) equipment)

## **6. Management**

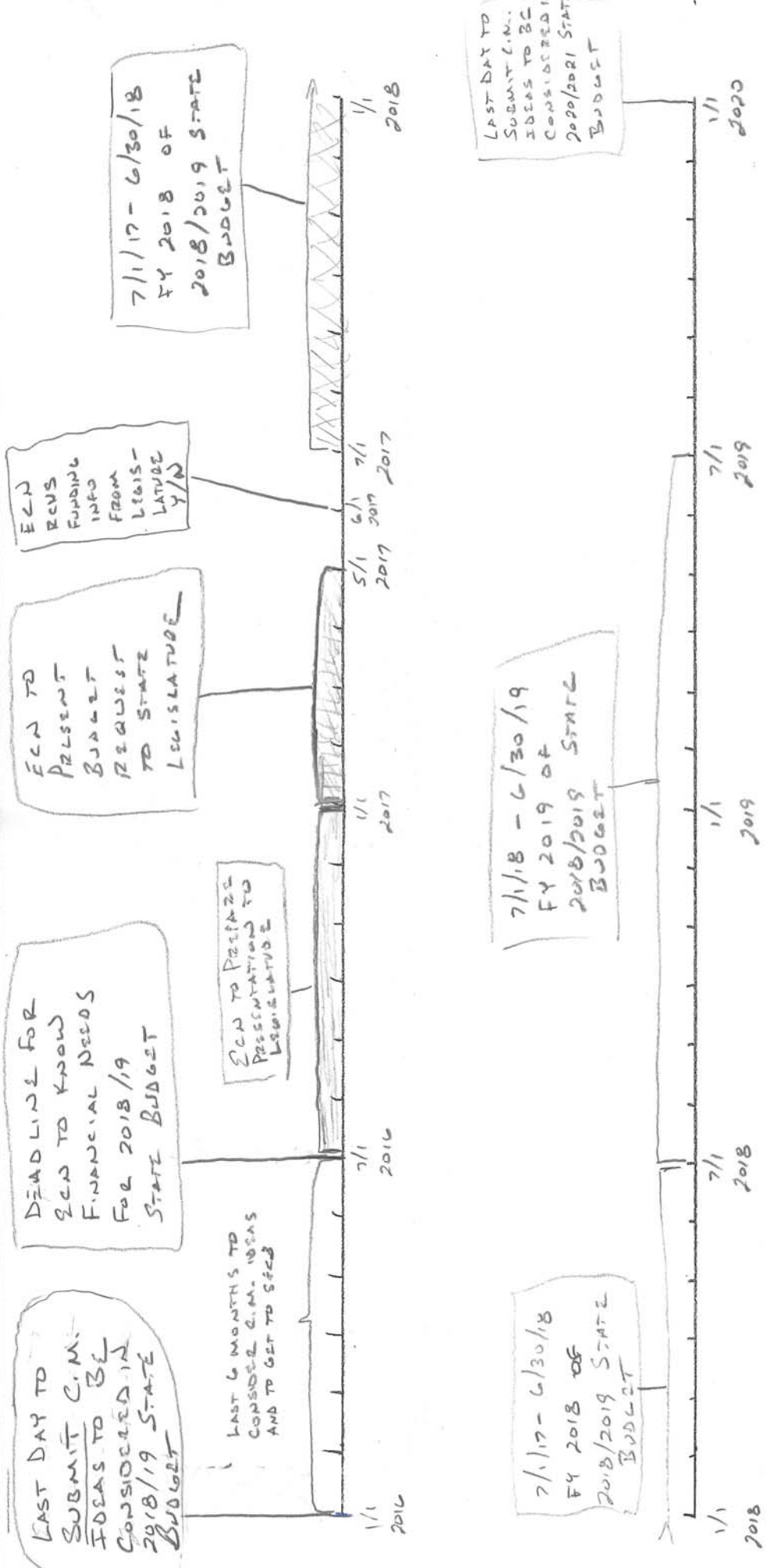
The Regional Radio Boards (RRBs) will be responsible for the CASM-TICP data entry and management/maintenance process within their regions, which includes updating the Regional TICP. Upon ~~annual~~ completion of the data entry and TICP, [by March 31 of each year](#), ~~on December 30~~, the Regional Radio Boards will submit an electronic version to the State CASM Administrative Manager (State Communications Officer) for official use only.

Minnesota State agencies that own shared resources, as defined in #5 above, will be responsible for CASM data entry and the management/maintenance associated with those resources.

Issues involving the data entry and maintenance process will be reviewed by the State CASM Administrative Manager. The State Communications Officer from the Division of Homeland Security Emergency Management (HSEM) is responsible for the maintenance of this standard.

The following areas should be reviewed prior to submitting the electronic version:

- Points of contact – Update any that may have moved on or have had telephone number changes.
- Additions to the agency's usage – Additional interoperability talkgroups, gateways, and radio caches.
- Facility changes/PSAP consolidations – Deletion of old facilities absorbed in a consolidation.
- Cache radio – Additions, deletions, talkgroup changes - does the code plug include the interoperable resources for CASM?
- If a jurisdiction changed to ARMER during that year, have the VHF assets been removed if no longer necessary?



7/1/17 - 6/30/18  
FY 2018 OF  
2018/2019 STATE  
BUDGET

ECN  
FCVS  
FUNDING  
INFO  
FROM  
LEGIS-  
LATURE  
Y/N

ECN TO  
PRESENT  
BUDGET  
REQUEST  
TO STATE  
LEGISLATURE

DEADLINE FOR  
ECN TO KNOW  
FINANCIAL NEEDS  
FOR 2018/19  
STATE BUDGET

LAST DAY TO  
SUBMIT C.M.  
IDEAS TO BE  
CONSIDERED IN  
2018/19 STATE  
BUDGET

ECN TO PREPARE  
PRESENTATIONS TO  
LEGISLATURE

LAST 6 MONTHS TO  
CONSIDER C.M. IDEAS  
AND TO GET TO ECN

LAST DAY TO  
SUBMIT C.M.  
IDEAS TO BE  
CONSIDERED IN  
2020/2021 STATE  
BUDGET

7/1/18 - 6/30/19  
FY 2019 OF  
2018/2019 STATE  
BUDGET

7/1/17 - 6/30/18  
FY 2018 OF  
2018/2019 STATE  
BUDGET

## Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

Section	THIS BOX IS NOT APPROVED
Standard Number	THE TEXT FROM THIS FORM
Standard Title	NEEDS TO BE MOVED TO AN
Date Established	APPROVED FORM
Date Revised	
SECB Approval	

### **1. Purpose or Objective**

(Why is this standard needed? What is its purpose?)

This standard sets forth the process for considering operational and technical changes to the **ARMER backbone**. This process should ensure that change requests are managed, vetted, timed to correspond with budgets, and efficiently implemented.

**Comment [SJ1]:** Heath suggested that if we are to define "ARMER Backbone" we should ask the OTC for their input.

### **2. Technical Background**

#### **Capabilities**

(What are any special technology features related to or which may enable this standard? For example, many features of the ARMER system would be documented as technical capabilities when writing a standard.)

This standard relates to future changes to the ARMER backbone but, in and of itself, is not a technical standard.

#### **Constraints**

(What are any special technical limitations related to this standard? For example, many features of the ARMER system have certain limitations that would be documented as technical constraints when writing a standard.)

The ARMER backbone is defined by Minnesota State Statute 403.21, subd. 9 and its definition limits the scope of this standard. The statute reads:

"System backbone" or "backbone" means a public safety radio communication system that consists of a shared, trunked, communication, and interoperability infrastructure network, including, but not limited to, radio towers and associated structures and equipment, the elements of which are identified in the region wide public safety radio communication system plan and the statewide radio communication plan under section 403.36.

### **3. Operational Context**

(What are the operational considerations related to following this standard?)

The Statewide Emergency Communications Board (SECB) is responsible for:

- Ensuring that ARMER maximizes interoperability
- Establishing and enforcing performance and technical standards for ARMER
- Establishing and enforcing priorities or protocols that facilitate uniformity

The SECB adopts ARMER Standards, Protocols, and Procedures to achieve these goals. Changes to the ARMER system are sometimes necessary and those changes must receive due consideration for economic impacts, operational impacts, and other issues that may compromise the integrity and use of the system.

## Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

### **4. Recommended Protocol/ Standard**

(Under which conditions is it appropriate to follow this standard?)

Changes that have the following impact on the ARMER system, region(s), or users are subject to the procedures prescribed in this Standard:

- Changes impacting the majority of users in multiple emergency communication regions
- Changes mandating the placement of resources in communications equipment
- Changes requiring updated user training
- Changes requiring reprogramming of console and/or subscriber equipment
- Changes resulting in costs beyond routine maintenance costs

### **5. Recommended Procedure**

(How is the task performed? Include each individual step, location of reference documents and materials, etc.)

Individuals or entities with a change suggestion that they believe may be subject to this standard should present their suggestion to the Operations and Technical Committee (OTC) of the SECB. Items brought before other committees of the SECB that appear subject to this standard should be directed to the OTC by that committee. Items may be brought to the OTC at any regular meeting.

After receiving a request to change the ARMER system, the OTC should make a determination if the suggestion is subject to this standard. If the OTC determines that the suggestion is subject to the terms of this standard, then the OTC will ask the requestor to bring their request to specific entities to inform, solicit feedback, or to seek its formal approval. The OTC may establish a Workgroup to facilitate this process.

The OTC shall first assign the requestor to consult the Minnesota Department of Transportation (MnDOT) for technical review and the Emergency Communication Networks (ECN) for an operational and financial review of the request. MnDOT and ECN should provide their report to the OTC at or before the second meeting following the meeting when the idea is presented to the OTC. The requestor may consult with MnDOT and the ECN prior bringing the request to the OTC and the input of MnDOT and the ECN may be provided when the request is first introduced.

Upon receipt of input from MnDOT and the ECN, the OTC will assign the requestor to consult the Finance and Steering Committees of the SECB and the Emergency Communication Boards of each potentially impacted region. The OTC may also require the requestor to consult other committees or workgroups of the SECB or any other entity the OTC deems necessary.

The OTC *may* consider and grant provisional authority (subject to SECB ratification) for portions or the entire change request to be enacted. Temporary authority will allow for prompt implementation and may provide data about the proposal to assist with a permanent decision.

The requesting entity should consult each of the entities identified by the OTC about their change request and follow through with those entities as directed. The requesting entity may modify their original request based on new information or suggestions received. The requesting entity should report back to the OTC within six months.

Upon return to the OTC, the requesting entity should provide a report detailing their follow up. Modifications to the original request may be offered. Supporting materials such as meeting minutes or

## Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

letters of approval should be submitted at this time. Relevant parties should be present for testimony. The OTC may then commence deliberations about the request. Approved requests should be forwarded to the SECB for consideration.

Requesting entities may appeal decisions by the means provided in standard 7.3.0.

Suggestions approved by the SECB should be jointly managed by MnDOT and the ECN. Generally, MnDOT will manage technical items and the ECN will manage operational items.

The ECN will be responsible for tracking requests subject to this standard.

The following points related to timing should be followed during the implementation of this standard:

- Change suggestions may be submitted to the OTC at any time and this standard may be applied at any time.
- The process established in this standard should be expected to take at least six months so change suggestions subject to this standard should be submitted at least six months prior to consideration.
- Approved changes involving reprogramming of consoles or user equipment may be held up to two years so that multiple changes may be consolidated into one reprogramming.

A timeline should be followed to ensure adequate timing to prepare and request funding. In the below table, Change Management matters follow a four-year timing cycle and letters represent years:

- Year AAAA: 2016, 2020, 2024, ...
- Year BBBB: 2017, 2021, 2025, ...
- Year CCCC: 2018, 2022, 2026, ...
- Year DDDD: 2019, 2023, 2027, ...

January 1, AAAA	The last day to <u>submit</u> changes subject to the Change Management standard to the OTC for consideration in the CCCC/DDDD Minnesota budget.
July 1, AAAA	Deadline for the ECN to know financial needs to be considered for the CCCC/DDDD Minnesota Budget.
July 1, AAAA to January 1, BBBB	ECN to prepare financial request for state legislature.
January 1, BBBB to May 1, BBBB	ECN to present budget request to legislature.
June 1, BBBB	State legislature approves budgets.
July 1, BBBB to June 30, CCCC	Fiscal Year CCCC of CCCC/DDDD budget.
July 1, CCCC to June 30, DDDD	Fiscal Year DDDD of CCCC/DDDD budget.

### **6. Management**

(Who is responsible for supervising and managing this procedure?)

The OTC with administrative support from the ECN is responsible for supervising and managing this process.



Karri Thorsten, Auditor/Treasurer  
Benton County  
531 Dewey Street, P.O. Box 129  
Foley, MN 56329

Michelle R. Knutson, Auditor  
Big Stone County  
20 Second Street SE, Suite 103  
Ortonville, MN 56278

Char Rosenow, Auditor/Treasurer  
Douglas County  
305 8th Avenue West  
Alexandria, MN 56308

Chad Van Santen, Auditor  
Grant County  
10 2<sup>nd</sup> Street NE  
Elbow Lake, MN 56531

Mark Thompson, Auditor  
Kandiyohi County  
400 SW Benson Ave., P.O. Box 896  
Willmar, MN 56201

Barbara Loch, Auditor  
Meeker County  
325 Sibley Avenue  
Litchfield, MN 55355

Philip Thompson, Auditor/Treasurer  
Mille Lacs County  
635 2nd Street SE  
Milaca, MN 56353

Deb Lowe, Auditor  
Morrison County  
213 SE 1st Avenue  
Little Falls, MN 56345

Wayne Stein, Auditor  
Otter Tail County  
510 Fir Avenue West  
Fergus Falls, MN 56537

Donna Quandt, Auditor/Treasurer  
Pope County  
130 East Minnesota Avenue  
Glenwood, MN 56334

Dave Kleis, Mayor  
City of St. Cloud  
400 2nd Street South  
St. Cloud, MN 56301

Diane Arnold, Auditor  
Sherburne County  
13880 Business Center Dr NW  
Elk River, MN 55330

Randy Schreifels, Auditor  
Stearns County  
705 Courthouse Square, Room 148  
St. Cloud, MN 56303

Amanda Barsness, Auditor/Treasurer  
Stevens County  
400 Colorado Avenue, Suite 303  
Morris, MN 56267

Kim Saterbak, Auditor  
Swift County  
301 14<sup>th</sup> St N, P.O. Box 288  
Benson, MN 56215

Denise Gaida, Auditor  
Todd County  
221 1st Avenue South, Suite 201  
Long Prairie, MN 56347

Kit Johnson, Auditor  
Traverse County  
702 2nd Avenue North, P.O. Box 428  
Wheaton, MN 56296

Judy Taves, Auditor  
Wadena County  
415 South Jefferson Street  
Wadena, MN 56482

Janelle Krump, Auditor  
Wilkin County  
300 5<sup>th</sup> St. S, P.O. Box 409  
Breckenridge, MN 56520

Robert Hiivala  
Wright County  
10 Second Street NW  
Buffalo, MN 55313