

**Central MN**  
**Owners & Operators and User Committee Meeting**  
**Douglas County Public Works, Alexandria, MN**  
**Thursday, May 19, 2016 – 10:00 AM**

**Agenda**

1. Call to Order
2. Roll Call
3. Communications and Incidents
4. Revisions and Approval of Agenda
5. Approval of Minutes from April 21, 2016 (P1-8)
6. **Reports**
  - SECB/ARMER:
    - a. RIC (P9-10)
    - b. OTC (Operations and Technical Committee)
    - c. Interoperability Committee
    - d. IPAWS
    - e. Interop Data Committee
    - f. SMG / 7.15 Upgrade
    - g. Statewide Leadership – next meeting July 25
    - h. EMS/Hospital Sub Committee
  - CMESB:
    - i. ESB
    - j. Executive Committee
    - k. RAC
    - l. Next Gen 911
    - m. EMAC
    - n. Training Sub-Committee
    - o. CM 2016 Summit Update
    - p. Grant Updates
7. **Users Business**
  - a. Regional Exercises (updates on County/local exercises)
    1. Big Stone County
  - b. Communication Exercise
  - c. Open Discussion
8. **Joint Business**
  - a. ECN Conference Reimbursement – **Due June 30, 2016**
  - b. Status Board Update
  - c. Regional Project Priority List for Grant Allocation (P11)
  - d. Regional Coordinator Update
9. **Owners & Operators Business**
  - a. CASM – Standard Update
  - b. Radio Programming Best Practice Guide - Discussion
  - c. NWS Severe Weather Notification Standard - Update
  - d. Mille Lacs MotoBridge - Update
  - e. Regional Logger - Update
  - f. Change Management – Update
  - g. STR Tower – Stand-up Exercise
10. **Upcoming Meetings**
  - a. June 16, 2016 – Douglas County Public Works
11. **Adjournment**

**Central MN  
Owners & Operators and User Committee Meeting  
Douglas County Public Works, Alexandria, MN  
April 21, 2016 – 10:00 AM**

**OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:**

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Mike Henrion – Douglas County
3. Jason Wendt – Grant County
4. Ace Bonnema – Kandiyohi County
5. Randy Celandier – Meeker County
6. Al Fjerstad – Mille Lacs County
7. Victoria Ingram – Morrison County
8. Laura Anderson – Sherburne County
9. Kristen Lahr, Chair – Stearns County
10. Judy Diehl – Stevens County
11. Rick Teberg – Wilkin County
12. Richard Nevala – Wright County

**USERS MEMBERS/ALTERNATES PRESENT:**

1. Jennifer Super – City of St. Cloud
2. Shane Carlberg – Douglas County
3. Tina Lindquist, Vice Chair & Jason Wendt – Grant County
4. Ace Bonnema – Kandiyohi County
5. Randy Celandier, Rich Christianson, & Joel Engler – Meeker County
6. Laura Anderson – Sherburne County
7. Paul McIntyre, Chair; James Hughes, Kristen Lahr, & Erin Hausauer – Stearns County
8. Judy Diehl & Ross Tiegs – Stevens County
9. Rick Teberg – Wilkin County

**GUESTS:**

1. Rick Juth – RIC
2. Troy Heck – Benton County Sheriff
3. Jeff Jelinski – Morrison County Commissioner
4. Marion Larson – Central MN EMS
5. Bruce DeBlieck – MnDOT
6. Sara Moulzolf – Granite Electronics
7. Dan McCoy – Granite Electronics

**OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:**

1. Benton
2. Big Stone
3. Otter Tail
4. Pope
5. Swift
6. Todd
7. Traverse
8. Wadena

**USER MEMBERS/ALTERNATES ABSENT:**

1. Benton County
2. Big Stone
3. Mille Lacs
4. Morrison
5. Otter Tail
6. Pope
7. Swift
8. Todd
9. Traverse
10. Wadena
11. Wright

**CALL TO ORDER:**

Meeting called to order by Users Chair Paul McIntyre at 10:04 a.m.

**INTRODUCTIONS:**

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

**COMMUNICATIONS AND INCIDENTS:**

- a. Industry Experts Say Opting Out of FirstNet will be Difficult (Separate Handout)
- b. Will mission-critical PTT be FirstNet's 'killer app'? (Separate Handout)

**APPROVAL OF AGENDA:**

*Stearns County made a motion to approve the O&O/Users Agenda. City of St. Cloud seconded, motion carried.*

**APPROVAL OF MINUTES:**

*'CJIS' is misspelled under the OTC report. Stevens County made a motion to approve the March 17, 2016 O&O/Users minutes. City of St. Cloud seconded, motion carried.*

**REPORTS:**

**SECB/ARMER:**

**RIC**

March Zone 4 busy report includes the two sites of Site 13 Long Prairie and Site 97 Hewitt. Included are the talkgroups utilized on those sites, and requested talkgroups for those sites. The site busy report is compiled from SWIC Stromberg in the month of April. There were no zone site outages in the month of March, but one on April 9<sup>th</sup> at the Benson site.

**OTC (Operations and Technical Committee)**

Kristen Lahr reported the action items were 6 additional IDs for testing. Approved EF Johnson/Motorola portable radio. Marshall County had a full participation plan in the Northwest, it is a phase plan to migrate to ARMER; Law Enforcement is going on first, then phase in Fire Departments. Change Management Standard was approved. Metro Region had a motion to table it so the regions could review it, but the regions have had it so the motion failed. This will go to SECB. Central Region SOAR Change Management was presented for the Change Management process; motion was to follow the new standard. Two standards were approved, 2.17 and 3.32. They wanted feedback from agencies still using 10-codes or plain language to get a trend. Stearns County is still using 10-codes regularly and the City of St. Cloud. Approved Mille Lacs County 6-channel for Wahkon.

## **REPORTS: (Continued)**

### **SECB/ARMER: (Continued)**

#### **Interoperability Committee**

Meeting was cancelled in April. In March, Rick had pointed out that will affect the regions. SWIC Stromberg is working on 4 tasks:

- (1) Review of STR equipment; will sit-down with the Central Region to discuss.
- (2) There has been a lot of updates on the ECN website on the ARMER pages.
- (3) Border assessment
- (4) COMU direction and plan to define what the program should be doing.

#### **IPAWS**

Rick said after yesterday's meeting Central Region is ahead of the regions. There are challenges in the south of the state. Governor's priority is in any county with a Class 1 rail line. They have set aside \$60,000 to provide funding for counties that want to implement IPAWS. In the Strategic Plan, there are a number of tasks that have to be completed related to IPAWS. Draft is to produce a one-page sheet to provide to sheriffs for the potential use of IPAWS for alerting citizens.

Al Fjerstad shared at yesterday's meeting that he has IPAWS in Mille Lacs County with CodeRed, but it is not user-friendly. Al talked to Patrick from Otter Tail to get end-user training. As a region, we will have to push for end-user training. Benton County is just starting with IPAWS and asked how other's plan to use it. Stearns County responded that all their dispatchers go through training, and their Emergency Management staff; it is easy in Everbridge if you use it all the time. Grant County has been resistant to IPAWS for the amount of information that goes out to the public. How do we keep current on training? They are looking at a collaborative effort and talking to CodeRed to share one IPAWS. Grant County has a policy to only use CodeRed in emergency cases. They do not foresee all their dispatchers going through training. In Stevens County it is just Dona Greiner and Judy Diehl.

Tina said at the EMAC meeting yesterday they were told that HSEM was going to be changing the way grants are handed out, there would be regional applications. CodeRed was questioned.

#### **Interop Data Committee (FirstNet)**

Met on Tuesday. There is an extension on RFP deadline from May 13<sup>th</sup> to May 29<sup>th</sup>. FirstNet does still think there will be a November contract award. Consultation task teams will be meeting via webinar with Televate and FirstNet for priority and preemption components of the network. Melinda Miller mentioned the state will be moving forward with education and outreach to Public Safety, so agencies are aware of what FirstNet is. If you have exercises or county-wide meetings please let Melinda know if you would like a presentation. Rick mentioned at the EMAC meeting yesterday that ECN would really like to break into the fire service and EMS community. If you know of forums out there to fire service, law enforcement or EMS in your counties, please let Rick know. It would most especially be the fire service which is not well-attended at these committees. ECN and SECB want to keep people aware. This is another network, no agency will be required to go on FirstNet. At some point in time there will most likely be grant money for band class 14 devices to drive people to FirstNet. Where is all the data going to go? FirstNet provides a network for secure network for that data.

#### **SMG (System Managers Group)/7.15 Upgrade**

Kristen provided a quick synopsis timeline in the packet for the key dates on how Motorola plans to roll out 7.15 upgrade. Al suggests you make a copy and give this to your dispatchers, so that if something goes weird they can look at the timeline to see why things might have happened.

**REPORTS: (Continued)**

**SECB/ARMER: (Continued)**

**SMG (System Managers Group)/7.15 Upgrade (Continued)**

(1) They went over the feature changes with the new releases, certified Verint loggers with 7.15; and (2) Correction of emergency declaration, if you declare an emergency on your active talkgroup. Kristen will send out the two slide shows. Paul McIntyre noted that infrastructure with ISSI and Wave comes along with this upgrade. Wave technology might be an opportunity for us. Brandon added IV&D. If you have made any changes since April 1<sup>st</sup>, keep track of all your changes in case you have to resort back.

**MTUG**

Next meeting is at 10 a.m. on Tuesday, May 3<sup>rd</sup>. There is an MTUG Executive meeting occurring during the statewide conference. Brandon Larson noted that they will talk about radio management.

**Statewide Leadership**

Quarterly meetings starting with the July 25<sup>th</sup> meeting: Tom Hannon has stepped down, they will now be facilitated by the regional interop coordinators on a rotational basis. Marcus Brunning will be facilitating the first meeting. If you have any suggestions for topics, forward them to SWIC Stromberg and he will work with the RICs to plan meetings.

**EMS/Hospital Sub Committee**

Have not met for a while, will meet at the end of May. Work on perceptions. Hoping Best Practice Guides EMS/Hospital will be next after Public Works.

**CMESB:**

**ESB**

Melinda Miller presented at the last ESB and the Stevens County's commissioner thought it was beneficial. Grant submissions were put before the board and approved. Potential to have funding for Jammer exercise in New Mexico for travel expenses to be approved by the board. If anyone wants to join, Brandon needs information this week for background checks.

**Executive Committee**

Regional Coordinator is moving into an RFI phase for what it will cost the region for that contract.

**RAC**

See above. Synopsis of what we just went over.

**Next Gen 911**

Conference call was April 14<sup>th</sup>. ECN report was given by Adam Iten. RFP is in the Department of Admin for negotiations; will announce after ECN conference. All regions have been trained for WERM, anyone that needs training should contact Judy Diehl or Joe Zunker. 911 change plans are going through alphabetically by Dustin Leslie at the state. GIS update, MnGEO is reaching out to GIS and PSAP managers, will be reaching out to Central next. NextGen GIS standards have been sent out, comments are due by April 29<sup>th</sup>. The 3<sup>rd</sup> GIS newsletter will be coming out soon. Wadena County had an issue with calls going to Phase I from different carriers. Kandiyohi had issues after an upgrade. RapidSOS now has an Android beta version available. Traverse County tried testing it, and they had 5-10 meter accuracy. RapidSOS went live, but they will not publicize until the Android app is ready. They are encouraging PSAPs to test it. App will cost money for end users, but not for PSAP personnel. Tina Lindquist mentioned the possibility of using GIS maps in the future to collaborate maps with Emergency Managers. State is starting to encourage local entities to regionalize their plans.

## **REPORTS: (Continued)**

### **SECB/ARMER: (Continued)**

#### **EMAC**

Five applications were successful in two: Regional Planner and IPAWS. Approved the recommendation to remove Public Health in Best Practice Guides. There are changes in a few counties for membership. DLAN vs. CASM discussion: From the Emergency Manager's perspective we support the region's desire to use CASM. Emergency Managers would lean more towards using DLAN for supplies. They will be supportive with whatever the region decides.

#### **Training Sub-Committee**

Trainings are on the website, please register. Waiting on Regional Logger workgroup to develop training, hope to be ready in the 4<sup>th</sup> quarter. Stevens County full-scale exercise is in June. You can sign off on task books.

#### **CM 2016 Summit Update**

No updates.

#### **Grant Updates**

1. Grant Opportunities – ECN 50/50

No updates.

## **USER BUSINESS:**

### **A. Regional Exercises (Updates on County/Local Exercises)**

#### **1. Benton County**

Sheriff Troy Heck said Benton County has an upcoming training radiological release tabletop on May 26<sup>th</sup> and they are gathering in their EOC. What would that look like for radiological release? Foley PD is looking to organize an active shooter drill in December. National Sheriff Conference is in Minneapolis in June. [NSAconference.org](http://NSAconference.org) is a once in a career opportunity to meet with vendors in the show. Some lessons learned in training or real-life events, pay attention to communications. Troy would add it is his experience that you still get people that are lost. You need to have somebody in your agency assigned; making sure everyone is where they need to be. Troy gave examples of a real life chase trying to talk to a helicopter. In another similar chase, they had someone tell the officers which talkgroup to be on. You sit and listen to this radio, and see if you can hear everyone talking on the radio.

Tina Lindquist said this is a way for us to get input and feedback from each agency's users. Jeff Jelinski pointed out to keep training. Tina added in Grant County they had a chase that crossed county lines with Stevens County. Later that day clips of audio were being shared via Facebook. Whether your people do a good job or not, the public will become aware of it. Paul McIntyre said anything major will be on police clips. Stevens County said the dispatchers did a good job on both sides. Next County up on the agenda to share is Big Stone.

### **B. Local Weather Spotter Communication Plans/SOPs**

We have always taken a statewide or regional response. Today local county or city policies on severe weather. Tina discussed Grant County's procedures. When we get notified from National Weather Service this ensures everyone gets the same information at the same time. If you look at the talkgroup layout each community has their own talkgroups. Dispatch does not monitor or hear these talkgroups. If they speak to Dispatch they do so on FIRE Main.

## **USER BUSINESS: (Continued)**

### **B. Local Weather Spotter Communication Plans/SOPs (Continued)**

Agencies had the opportunity to present and discuss local severe weather planning. Grant County started off. Each town has a town specific talkgroup, Dispatch will go on Main, law enforcement knows how to get there. Grant County pages weather spotters and they page the cities. Mille Lacs County does similar, but they wait for fire chiefs to call them. Some agencies go out and some do not so they rely on the agencies for what they want. Wilkin County lets their fire chiefs make decisions to a point. Most of the time they are volunteers. Most of the time their deputies are there first. Licensed officers on the road make the decision. Two departments in their county are allowed access to the 'I am Responding' app so they can send it to their own people. Stearns County individually gets a hold of departments. Stevens County does page all the fire departments. Law enforcement officers do a good job of watching the weather. They have protocols to call schools. Any officer can authorize sounding sirens. Tina Lindquist received calls about a tornado warning saying the public should be trained. Wilkin County agreed, they received negative feedback for a missing child notice that was sent out at 1/2 a.m. Last year, Rick Teberg sat down one-on-one asking dispatchers to go through their radios. Wright County has a training for CodeRed where he has set it up to only receive the email. Paul McIntyre gave an example on Perham and how EMS works with their local agencies. They talk on Perham Fire Department or Otter Tail County.

### **C. Open Discussion**

None.

## **JOINT BUSINESS:**

### **A. StatusBoard Update**

Al said every month at OTC they get information from MnIT and there are no pertinent issues. Kristen pointed out that they had to reapply for a web URL; hopefully by the end of May it should return to the permanent URL for StatusBoard.

### **B. Regional Project Priority List for Grant Allocation**

None.

### **C. Regional Coordinator – Update**

The group reviewed the latest task list for Regional Coordinator. This is what the region is going with for an RFI to hire or contract with someone to do these services. Micah is putting together an RFI.

## **O&O BUSINESS:**

### **A. ByLaw Amendment**

Looking for a motion to approve the amended ByLaws changes: "The Chairperson and the Vice Chairperson shall serve as the committee's appointments to the CMNESB"... These changes were made at our last meeting and published for a month. *Al Fjerstad made a motion to approve the amended ByLaws. Judy Diehl seconded, motion carried.*

### **B. CASM – Regional Direction discussion/recommendation**

Included in the packet is the state standard for CASM administration. There was a subcommittee created where the region wanted to go on it's decision to update CASM. We had it included in our TICP maintenance, but there is no longer a requirement for regions to maintain a TICP. Region needs to decide if we create a standard to maintain CASM. Consensus of subgroup that met to discuss CASM is that the region does find value in maintaining information in CASM.

**O&O BUSINESS: (Continued)**

**B. CASM – Regional Direction discussion/recommendation (Continued)**

We need a decision on whether or not to recommend to the ESB that the region maintains CASM. We would then look at creating a standard. There might be agencies without the staff to update CASM. Is it each individual agency's responsibility, or can the region do it on behalf? If you take a look at the standard there is item #4 Recommended Protocol, each region will identify a delegate/alternate and provide it to ECN. We no longer have a contract with On Target. We would still look at appointing. Al Fjerstad has volunteered to be our representative. Al Fjerstad stated that Brandon Larson has expressed interest. Tina asked if it would be the Regional Coordinator. Al asked if the region would consider having On Target or a third party vendor be an administrator. The response was that the Coordinator would coordinate and keep track of where our regional assets are. It is Al's recommendation that in this program you do not want 3-4 people doing it because people enter information differently. Looking for a recommendation from O&O to ESB to continue updating CASM, or that it is not a priority for the region. *Judy Diehl made motion to maintain CASM as a priority for the region. Brandon Larson seconded. Motion carried.* Administrator would get a hold of agencies if there are issues. If you can do it yourself that is a good thing. Ace thinks it should be a state thing, not just a region. If only the region is keeping it up, but if the state is not willing to take care of it, it is a waste of resources. Kristen would agree to some extent. It is an asset for our region, an even greater asset if information is maintained statewide. We need to get the information sparked to create an initiative statewide, and make it a priority for the region to bring in statewide CASM discussions. Metro is keeping theirs up. Steve Olson in the Northeast is doing his region. We do have subscriber information in there. The big thing is this CASM tool is valuable to a COML/COMT. CASM and TICP are completely different. We need to take TICP out of our minds, CASM is a tool. Al stated you could use CASM to create an ICS 2015 form on the fly.

We need to look at creating a regional standard as to what information will be maintained, and how, with a recommendation to the ESB. Is anyone interested in being on subcommittee: Brandon Larson and Al Fjerstad. *Randy Celandier made a motion for the O&O to recommend Al Fjerstad as the delegate and Brandon Larson as the alternate CASM administrator. Judy Diehl seconded, motion carried.*

**C. NWS Severe Weather Notification Standard – Update**

Rick stated there has been nothing new on this. Kristen stated that the region has a strong interest in the direction of updates to this standard.

**D. Mille Lacs Motobridge Station – Update**

VPN is not working at all now, and John Anderson confirmed. He is trying to confirm where the problem is.

**E. Regional Logger – Update**

Al Fjerstad was elected delegate and Brandon Larson is the Vice Chair. Troy reached out to Al to make sure there will be no issue with the update process. Al has reached out to Northland. Redundancy there, the other should be recording.

**F. Change Management – Update**

OTC report, standard was approved moving to SECB. Stevens County item was accepted into the Change Management process.



**O&O BUSINESS: (Continued)**

Kristen noted that the regional GENESIS workstation was dropped off at Stearns County, but John Anderson needs to do an adjustment on the server. This should be up and running shortly.

Change Management is perpetually open. Is it a Change Management to allow other regions to have additional STACs? There is a COMU panel at the conference where this could be discussed. This would also be a good discussion for the statewide leadership meeting. What do we do when all the STACs are in use? Rick is guessing that there are many regional events that for simplicity are using statewide talkgroups when they do not need to be. Paul McIntyre said on May 19<sup>th</sup>, he needs to not for simplicity, his people are coming from 3 different regional agencies. As we work on Best Practices, standard practice that all the regional stuff will be in there as well.

**NEXT MEETING:**

The next Owners & Operators/Users meeting will be May 19, 2016 at 10:00 AM at Douglas County Public Works.

Reminder that Brandon Larson is making arrangements in Douglas County for the STR training at May's meeting.

**ADJORNMENT:**

*Stevens County made a motion to adjourn the meeting. Stearns County seconded and the motion was carried unanimously. The meeting adjourned at 12:05 p.m.*

Minutes by Shari Gieseke.

Report – April 2016

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

**Site 13 – Long Prairie Talkgroup Usage during April:**

TALKGROUP	SECONDS	Requested Talkgroups
TD-LAW	107054	DOT-D3-DISPATCH
MSP-2600	106235	DOT-D3A-HAIL
TD-FIRE	29209	DOT-D3B-HAIL
DG-LAW	13868	DOT-D4-DISPATCH
ST-VOTF2	4512	DOT-D4A-HAIL
DOT-D3-DISPATCH	4351	DOT-D4B-HAIL
		MSP-2600
		TD-FIRE
		TD-LAW

During the month of April there were 30,838 grp calls on the site, with total duration of 295,509 seconds, of those there were 16 busy grp calls with total busy grp call duration of 11 seconds. There were 6 emergency calls with a total duration of 104 seconds. There was also 2 phone call with a duration of 29 seconds.

Report – April 2016

**Site 97 – Hewitt Talkgroup Usage during April:**

<b>TALKGROUP</b>	<b>SECONDS</b>	<b>Requested Talkgroups</b>
WD-CALL	122236	DOT-D3-DISPATCH
WD-PW-4	111350	DOT-D3A-HAIL
TD-LAW	107123	DOT-D4-DISPATCH
MSP-2900	97453	DOT-D4A-HAIL
TD-FIRE	29207	DOT-D4B-HAIL
OT-LAW	28997	MSP-2900
WD-FIRE/EMS	24865	TD-FIRE
CM-CALL	9068	TD-LAW
DG-WCMDTF8E	7453	
OT-FIRE/EMS	6688	
WD-PW-3	6506	
OT-2	5116	
DOT-D3-DISPATCH	4351	

During the month of April there were 73,482 grp calls on the site, with total duration of 585,392 seconds, of those there were 37 busy grp calls with total busy grp call duration of 32 seconds. There were 5 emergency calls with a total duration of 70 seconds.

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	\$402,002.26			\$201,001.13	\$201,001.13	\$0.00	
<b>Stevens</b>								
Hancock & Chokio	SOAR	\$30,649.54			\$15,324.77	\$15,324.77	\$0.00	
<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	\$7,500	\$0.00	
<b>Wilkin</b>								
Breckenridge	ASR GTR equipment, 5 channel equipment	\$300,000			\$150,000.00			
<b>Douglas</b>								
Alexandria	In-Door BDA Alexandria High School	\$53,068			\$26,533.94	\$26,534	-\$0.06	
	<b>Subtotal</b>	<b>\$1,100,720</b>	<b>\$0</b>		<b>\$550,360</b>	<b>\$250,360</b>	<b>\$0</b>	
	<b>TOTALS</b>	<b>\$1,100,720</b>	<b>\$0</b>		<b>\$550,360</b>	<b>\$250,360</b>	<b>\$0</b>	