

Regional Advisory Committee
Friday, August 14, 2015 - 10:00 a.m. (Please RSVP for lunch)
Wadena County Courthouse – lower level multipurpose room
415 South Jefferson Street, Wadena MN – Wadena County
Agenda

1. Call to Order
2. Roll Call
3. Revisions and Approval of Agenda
4. Approval of Minutes from July 10, 2015 **(P1-6)**
5. Communications - TeleVate's Regional Buildout Strategy Presentation
 - Review of the process and criteria used to create the build-out strategy
 - MnFCP (Minnesota FirstNet Consultation Project) Statement of Requirements for NPSBN (National Public Safety Broadband Network) Launch
 - MnFCP Phased Build-out Requirements for FirstNet
 - Regional Impact of the Build-out Strategy per county (statistics and maps to be provided)
 - Open discussion and feedback
 - Approvals
 - Next Steps
6. Reports
 - a. SRB/ARMER Update; MnDPS/MnDOT
 1. MnDOT (Rick Juth) **(Separate Handout)**
 2. SECB (Micah Myers) **(P)**
 3. OTC (Ace Bonnema)
 4. Interop (Micah Myers)
 5. Finance Committee (Micah Myers)
 6. Legislative Committee (None)
 7. Steering Committee (Al Fjerstad)
 8. NG-911 Committee (Judy Diehl)
 9. NG-911 GIS subcommittee
 - b. Regional Leadership Group Next Mtg.(10/26/2015)
 - c. CM-EMAC Update (Patrick Waletzko)
 - d. Owner and Operators (Troy Langlie)
 - e. User Committee (Paul McIntyre)
 - f. EMS/Hospital Sub-Committee (Paul McIntyre)
 - g. RIC Report (Rick Juth)
 - h. Executive Committee (Micah Myers)
 - i. State Interop Data Committee (Kristen Lahr)
7. Emergency Services Board (Next Mtg. September 30, 2015)
 - a.
8. Updates from Partners on Current Projects
 - a. Regional Logger
 - b. Status Board Issues (Cathy Anderson)
 - c. FirstNet Pilot Project – Elk River
 - d. Regional Summit
9. General Discussion and New Business
 - a. Develop Regional Project Priority List for 2014 SHSP Grant
 1. 2015 Training Roadmap Dates **(P)**
 - i. CASM Training – POC, Dates and Locations
 - ii. System Admin Training (Motorola Developed)
 - iii. 2016 Training Roadmap
 2. Regional Coverage Issues (See Table) **(P)**
 3. Planning/TICP Maintenance
 - b. CMNRADIO.ORG Website
 - c. MnFCP Weekly Status Report **(Separate Handout)**
 - d. Other
10. Old Business
 - a. None
11. Upcoming Meetings
 - a. September 11 – Wilkin County
 - b. October 9 – Wright County
12. Adjournment

Regional Advisory Committee
Friday, July 10, 2015 10:00 a.m.
Traverse County Wheaton Golf Course
6401 State Highway 27, Wheaton, MN – Traverse County

Members/Alternates Present:

1. Micah Myers, Chair – City of St. Cloud
2. John Haukos – Big Stone County
3. Tom Egan – Douglas County
4. Troy Langlie – Grant County
5. Ace Bonnema – Kandiyohi County
6. Al Fjerstad, Vice Chair – Mille Lacs County
7. Barry Fitzgibbons & Judy Siggerud – Otter Tail County
8. Kyle Breffle – Sherburne County
9. Mike Wisniewski – Todd County
10. Trevor Wright & Lynn Siegel– Traverse County
11. Rick Teberg – Wilkin County

Members/Alternates Absent:

12. Benton County
13. Meeker County
14. Morrison County
15. Pope County
16. Stearns County
17. Stevens County
18. Swift County
19. Wadena County
20. Wright County

Guests Present:

Rick Juth – RIC
Tina Lindquist – Grant County
Tom Justin – City of St. Cloud
Troy Wolbersen – Douglas County
Mike Kahl – Granite Electronics
Greg Stepan – MN DOC

Meeting was called to order by Micah Myers at 10:06 a.m.

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

Revisions and Approval of Agenda:

Troy Langlie made a motion to approve the RAC Agenda. Tom Egan seconded, motion passed.

Approval of Minutes:

HSEM is misspelled on page #5 under Update from Partners on Current Projects. Al Fjerstad made a motion to approve the RAC minutes from June 12, 2015 with this spelling change. Troy Langlie seconded, motion carried.

Communications:

Vital communications exercise is August 3-7th. There was confusion at the last RAC, it was only stated that it was discussed it would be nice to have the STR. Douglas County has officially requested the STR.

Reports:

SRB/ARMER Update; MnDPS/MnDOT:

1. **MnDOT: (Rick Juth)**

In the packet you will find John Anderson's report for the busies. There are some busies, but not that many. As far as the MnDOT report, there is not much striking there either. Judy Siggerud pointed out the VHF interop layer on Motobridge in which the STACKS have the old naming, and she will contact John Anderson. Where are we at with the dual band microwave links? There is an update on page #4-5 of the report. System improvements are on page #5.

2. **SECB: (Micah Myers)**

Pages #9-10 are the action items. Pertinent to central region was the project with Stevens and Kandiyohi counties that was approved. A letter was given to the legislature for Minnesota's FirstNet public notices. This was approved. There was an item recommendation to the Steering Committee regarding ByLaws. Al Fjerstad noted that nothing has been decided yet. Rick Juth pointed out that one of the ByLaws changes was removing the commissioner of the MMB committee.

3. **OTC: (Ace Bonnema)**

No meeting. The next meeting is coming up next week. There will be continued discussion on standard 1.11.1. Clay County participation plan is on the agenda. Barnsville site is also on there with a recommendation not to add capacity. Judy Siggerud noted the report only showed 21 seconds of busies. They will put up to 8 channels on Moorhead. Micah Myers stated that we are looking at if the busy sites are fully populated.

4. **Interop: (Micah Myers)**

No meeting.

5. **Finance Committee: (Micah Myers)**

No business, did not meet.

6. **Legislative Committee: (Micah Myers)**

No meeting.

7. **Steering Committee (Al Fjerstad)**

There was one action item: the SECB governance structure question will go out, and that will be on the agenda for the SECB this month. Initially it will go out to the 22 people that were interviewed, then eventually to everybody. Governance structure on how it relates to FirstNet. The other discussion item was education and an outreach subcommittee under Steering. This education is not to be confused with end-user training. Will take the current IPAWS committee that right now has an outreach education subcommittee and will be looking at expanding this group. If you have interest, let Sherriff Hartog know.

8. **NG-911 Committee (Micah Myers)**

Judy Diehl is currently working on draft ByLaws. Stevens County and Mille Lacs County have submitted their membership appointments. Micah has to chair the first NG-911 meeting as the RAC chair. The date is TBD yet.

Reports: (Continued)

Regional Leadership Group – (Next Meeting July 27, 2015)

There will be a change to the afternoon schedule. There will be website reviews looking at both the Central and the Southeast websites to get feedback on content and how we are using our websites.

CM-EMAC Update: (Patrick Waletzko)

Will be meeting as a group on July 22. Regional equipment standards will be looked at, regional equipment purchased for grant, monthly testing, best practice guides, voting on ByLaws amendment and mutual aid agreement. Will be having an Evacuation & Re-entry training on July 29-30 in Alexandria. Tina Lindquist mentioned it might be nice to have representation at Stevens County EOC on July 22nd.

Owners and Operators: (Troy Langlie)

Met on June 18th. Adopted the ByLaws changes. There was discussion on standard 1.11.1.

User Committee: (Paul McIntyre)

See O&O.

EMS/Hospital Sub-Committee: (Paul McIntyre)

Still meet quarterly.

RIC Report: (Rick Juth)

Rick asks that we add the NG-911 GIS subcommittee under the committee reports. There was a conference call yesterday. GIS project is moving along nicely. Central region's PSAPs submitted 100%, statewide was 95%. Looking at a standards work group with GIS people, and Adam Iten has several interested individuals. First draft standard by August. Standards will be approved starting in October. Sometime today or early next week, the PSAPs who originally received the surveys will get another GIS data request survey. Will be coming out with a map viewer tool. If a situation occurred where you did not have access to your map, then you could go to this viewer until your system is restored.

New SWIC has been announced: Jim Stromberg, the new ARMER program manager. Jim is a retired police officer from the city of Minnetonka who has been very involved with ARMER. He starts Monday. Jackie sent an email to all the RICs asking to send regional priorities to Jim. There are three for central region: (1) infrastructure enhancements; (2) operational standards; and (3) continued training.

Elk River pilot project has an OEC assigned planner, Jennifer Harter, who has a list of potential dates for the planning meetings. OEC is going to do everything as far as planning. Exercise is scheduled to early October.

Vital Connections exercise is the first week of August. A bunch of people have already signed up.

We are gearing up our funding requests: continued training, operational standards and infrastructure enhancements. Central will be the last presentation

At the Regional Leadership meeting, what we are trying to do with the websites is to make sure that they are user friendly and contain current content. Northeast region has old content. How do the regional websites fit into that, and where does the ECN website fit? RICS are taking over the agenda for the meetings. If there is a regional topic that you want to have on the agenda, bring it forward to Rick Juth.

Executive Committee: (Micah Myers)

Has not met since the last RAC. Will be meeting on July 29th. Also have a meeting date that we set-back for after the board's budget approval.

Reports: (Continued)

State Interop Data Committee:

Most of the meeting was spent with coverage issues. One handout was the buildout. Meet once a week, with two more meetings left to finalize plans.

Emergency Services Board: (Next meeting July 29, 2015)

Will also make a recommendation for the allocation of grants.

- a. 2016 Budget

Updates from Partners on Current Projects:

Regional Logger:

Four dates are set for training and we are trying to find your availability. Two trainings will be held during the day. The training is set-up for the last week of July because the trainer will be leaving Northland. Admin training is for individuals who will set-up user accounts, your I.T. folks. They will be configured to set up to your premise logger. End User training is for the people pulling back the recording, the PSAP officers. It is recommended that you have your I.T. folks there, or someone who is comfortable setting up user accounts.

Status Board Issues:

Judy Siggerud and Al Fjerstad discovered yesterday that when they made the change from 12 to 24 hour time (and Al stressed that this needs to get back to end users, your dispatchers) that when you make a calendar reservation there is a date and four zeros. You need to put your cursor in front of the first zero. You can no longer back space, you are actually over-typing.

FirstNet Pilot Project – Elk River

Micah discussed the dates for the Elk River Pilot Project. July 29th/30th for the initial planning meeting. August 10th/11th for final planning meeting. August 25th/27th will be the table top exercise. August 26th for the mid-term planning meeting. Plus more dates are scheduled for September to November.

Regional Summit

The layout of the agenda is very similar to the Regional Quarterlylies. This will be a full-day event starting at 9 a.m. on October 12th.

General Discussion and New Business:

Develop Regional Project Priority List for 2014 SHSP Grant:

1. 2015 Training Roadmap Dates

All the trainings are listed on the training calendar on the website. Dispatch training in July.

- a. CASM Training – POC, Dates and Locations

CASM workshops August-November at four different locations. CASM training is what was in the proposal with the TICP contract with classroom in the morning and tabletop in the afternoon.

- b. System Admin Training (Motorola Developed)

- i. Pending System Admin Standard Changes

- ii. Dates, Location, and Cost

System Admin training is tentatively scheduled for December at the Stearns County EOC.

- c. Regional Logger

See Regional Logger under Updates from Partners on Current Projects.

General Discussion and New Business: (Continued)

Develop Regional Project Priority List for 2014 SHSP Grant: (Continued)

1. 2015 Training Roadmap Dates (Continued)

Sherburne County pointed out that they have no data in their CASM. Tom Justin replied that we are in a transition. Entities will still need to get their information in. Tom said the only thing the CASM training will not address is how to input the data. We have pulled that data from the FCC to populate the data sites. Tom provided an overview on the history of CASM. The goal of the CASM training is to bring up the new CASM so people can see what is in it, the usefulness of site propagation and then a tabletop. Right now the entities are not entering data, we are as part of the TICP data. The information currently for the site loading is being put in now. The final submission for our TICP is not due until March or April due to membership changes.

2. Regional Coverage Issues

There was discussion with the grant workgroup this morning. We are looking for a recommendation to completely fund Otter Tail's project up to 50%, and to transfer the balance remaining to Mille Lacs County. We added some columns to the table, such as when will entities have the matching funds? We want to start cuing up and getting our projects ready in a formalized process. Part of the process is to get your board resolution for the matching funds. Three entities are ready: Otter Tail, Mille Lacs, and Douglas counties. Will completely fund Otter Tail to their project with 2015 ECN grant, then the balance goes to Mille Lacs County for their project. There are turn-backs for what has been awarded, these counties have to commit to using their funds by January 2016. *Kyle Breffle made a motion to award our current grants to Otter Tail and Mille Lacs counties, cuing up Douglas County. Mike Wisniewski seconded, motion carried.*

3. Planning/TICP Maintenance

See 2015 Training Roadmap Dates.

CMNRADIO.ORG Website

1. Content Updates – ByLaw Changes

Old ByLaws and new ByLaws are on the website under each committee tab. We will take the old language down after 30 days. They are going to ESB this month, and will be official after the ESB. Troy Langlie pointed out that the 30 days was done, with the exception of EMAC. NG911 does not have ByLaws to approve yet.

NPSTC FirstNet and NG911 Report

Start blending projects together.

MnFCP Weekly Status Report

This was sent out on the list serve.

Other:

Tom Justin asked Judy Siggerud the question, “does the region want us to present that we are not in favor of it if it does not have an added capacity?” They will not be coming on board until about March 17th. Tom will address this. MnDOT is the only owners of the site. There was discussion. Does MnDOT look at site loading as close as your local agencies do? Rick Juth pointed out they have one on the site, SO1 is the #2 user of the site. Where does MnDot stand on the site loading in Barnsville? State Patrol is the #3 user. Al Fjerstad discussed a report that could possibly change. Tom said it looks like a site that the state will need to take a look at it's capacity. Micah pointed out the grant work groups #3 was channel capacity on the site, which is not on our list.

General Discussion and New Business: (Continued)

Other: (Continued)

Micah asked the members of the group to speak up if they are experiencing county issues. Training, enhancements to the system, and operational concerns can be covered by grant funds. Wilkin County stated that they have another enhancement they are figuring out. There was discussion on how this is to be addressed

Old Business:

None.

Upcoming Meeting Date and Location:

- August 14 – Wadena County: FirstNet Report
There will not be a lot of business items due to the FirstNet presentation which will consume about 2 hours. *Troy Langlie made a motion to use SLIGP grant money for lunch for our attendees. Al Fjerstad seconded, motion carried.*
- September 11 – Wilkin County

There will be a discussion after this meeting regarding standard 1.11.1. There is part of the group that wants to mandate Motorola training for everything. Anyone interested needs to stay around for the discussion, and join the calls. This is a battle between the Metro and the rest of MN. 75-80% of the training at Schaumburg is useless.

Kyle Breffle told the group that as far as he knows Genesis is still not up. It was only supposed to be down for a day or two, and now it has been a month.

Adjournment:

Al Fjerstad made a motion to adjourn the meeting. Troy Langlie seconded, and the motion was carried unanimously to adjourn at 11:25 a.m.

Minutes recorded by Shari Gieseke