

**Owners & Operators and User Meeting
Douglas County Public Works
January 17, 2013 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Dave Hotchkiss – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Mike Henrion – Douglas County
4. Troy Langlie – Grant County
5. Ace Bonnema – Kandiyohi County
6. Brad Hunt – Mille Lacs County
Al Fjerstad – Mille Lacs County
7. Jeff Jelinski – Morrison County
8. Judy Siggerud – Otter Tail County
9. Tim Riley – Pope County
10. Kyle Breffle – Sherburne County
Seth Hansen – Sherburne County
11. Kristen Lahr – Stearns County
12. Judy Diehl – Stevens County
Jason Dingman – Stevens County
13. Bob Cuchna – Todd County
14. Trevor Wright – Traverse County
15. Annette Habisch – Wright County

USERS MEMBERS/ALTERNATES PRESENT:

1. Dean Wrobbel – City of St. Cloud
Jennifer Super – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Greg Windhurst – Douglas County
Dave Robley – Douglas County
4. Tina Lindquist – Grant County
Troy Langlie – Grant County
5. Ace Bonnema – Kandiyohi County
6. Joel Englar – Meeker County
7. Brad Hunt – Mille Lacs County
8. Jeff Jelinski – Morrison County
Mike Nieman – Morrison County
Craig Seelen – Morrison County
9. Doug Whiting – Otter Tail County
Jim Stewart – Otter Tail County
10. Jim Minion – Pope County
11. Seth Hansen – Sherburne County
12. Kristen Lahr – Stearns County
Paul McIntyre – Stearns County
13. Mike Moser – Stevens County
14. Bob Cuchna – Todd County
15. Trevor Wright – Traverse County
16. Bryan Svaloja – Wadena County
17. Gordy Vosberg – Wright County
Annette Habisch – Wright County

GUESTS:

1. Scott Stumpf – Alexandria Technical College
2. Micah Myers – City of St. Cloud
3. Chuck Hughes - DOC
4. Sara Moulzolf – Granite Electronics
5. Donna Martin – Pope County
6. John Tonding – RIC
7. Brad Ouart – State Patrol
8. Todd Philippi – State Patrol
9. Kathy Struffert – Stearns County
10. Scott Busche – Stevens County
11. Greg Howell – Wright County

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Meeker
3. Swift
4. Wadena
5. Wilkin

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Swift
3. Wilkin

CALL TO ORDER:

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

INTRODUCTIONS:

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

COMMUNICATIONS:

None.

APPROVAL OF AGENDA:

Bob Cuchna made a motion to approve the agenda for January 17, 2013, Judy Diehl seconded. Motion carried.

APPROVAL OF MINUTES:

Troy Langlie made a motion to approve the O&O/Users minutes from November 15, 2012. Gordy Vosberg seconded, motion carried.

Troy Langlie made a motion to approve the O&O minutes from December 20, 2012. Bob Cuchna seconded, motion carried.

ELECTION OF OFFICERS:

a. Owners and Operators Chair

Ace Bonnema nominated Troy Langlie for the Owners & Operators Chair, Kristen Lahr seconded. Bob Cuchna moved to close nominations, Trevor Wright seconded. Motion carried.

b. Owners and Operators Vice Chair

Dave Hotchkiss nominated Al Fjerstad for the Owners & Operators Vice Chair, Kristen Lahr seconded. Ace Bonnema moved to close nominations, Bob Cuchna seconded. Motion carried.

c. Users Chair

Gordy Vosberg nominated Paul McIntyre for the Users Chair, Doug Whiting seconded. Dean Wrobbel moved to close nominations, Kristen Lahr seconded. Motion carried.

d. Users Vice Chair

Jim Stewart nominated Greg Windhurst for the Users Vice Chair, Doug Whiting seconded. Bob Cuchna moved to close nominations, Doug Whiting seconded. Motion carried.

e. ESB Committee Representatives

Kristen Lahr nominated Troy Langlie for the O&O representative at the ESB and Al Fjerstad as the alternate. Ace Bonnema made a motion to close nominations, Brad Hunt seconded. Motion carried.

Tina Lindquist nominated Paul McIntyre for the User representative at the ESB and Greg Windhurst as the alternate. Jim Stewart made a motion to close nominations, Bob Cuchna seconded. Motion carried.

REPORTS:

Interop

John extended his appreciation to Stearns County for lending their cross band repeater to a county in the Southwest region.

Most of the Central Region ARMER rollout is complete, Dumont is the last site in the rollout.

The Interop conference will be held May 6-8. Douglas County will be bringing the STR. The region may also want to bring the waveform analyzer.

John brought the radios from ECN with today to distribute to the appropriate counties. Each county that receives radios will need to sign a transfer of ownership. Two radios from ECN went to Grand Forks. Originally the ESB had allocated some money towards getting them radios, but John suggested that money be used for speaker mics instead.

John will be making his way around the region to visit with counties and find out if there are any issues he can help to address.

The forecast specific talkgroup was discussed at the Interop and they approved a compromised version that will be moving to the SRB next. State Patrol volunteered to do any necessary patching of talkgroups so that counties could use whatever talkgroup they preferred. The forecast specific talkgroups will be created and if counties have room in their console it is encouraged to program them, however if counties do not have room they can pick a talkgroup to communicate weather services on and the State Patrol will patch to that talkgroup.

The one exception to this is Aberdeen. Since they do not have ARMER coverage, Traverse will patch Aberdeen's talkgroups to other regions. The initial hail will still be heard on CM Call so everyone should still be aware that there may be a storm coming.

Once John has a name and hex code for the forecast specific talkgroups he will share it with the region.

ESB

Next meeting is January 30, 2013.

RAC

Scheduled meeting for January was cancelled due to bad weather. The RAC will meet after this meeting.

CMEMAC

Working with the National Weather Service out of Grand Forks. The East Grand Forks site is on the air and getting good coverage.

Grant Funding Updates

The four counties who will be getting the additional funds from the channel capacity grant (Benton, Morrison, Otter Tail and Todd) need to have all of their documentation in by the end of January. If any money is leftover it will roll over to Morrison County's project.

County Migration Updates

Mille Lacs – Completely migrated.

Douglas – Moving into new offices by January 30th and should be fully migrated. Dispatch training is taking place currently.

GENERAL DISCUSSION AND NEW BUSINESS:

A. Wavelength Analyzer

The analyzer has been received. Training is scheduled for Thursday, January 24 at 10:00 AM at the MnDOT Facility in St. Cloud. There is twelve seats total, and approximately three still open. Contact Micah Myers if you are interested in attending.

B. CM Call – Contacting Dispatch

The Detroit Lakes District State Patrol wants to remind everyone that another way to get ahold of them is on CM Call. They are short on phone lines right now and have a new number so sometimes callers are experiencing a busy signal. As long as it is just a quick conversation CM Call is a good way to contact them, however make sure that CM Call is just used to hail, if there is a need for a longer conversation switch over to a different talkgroup.

Some discussion took place on whether it would be beneficial to repurpose MSP Call to contact State Patrol. That would allow State Patrol to only have to monitor one talkgroup.

State Patrol also encouraged that any 911 calls can be transferred directly to them if highway patrols need help.

C. System Loading – Patching of State Patrol Mains

With the PSAP consolidation, State Patrol is patching two district mains together and this is creating a big loading issue, especially since the talkgroups are requested at each tower site. State Patrol said that this is just a temporary solution until they can get up to the correct staffing levels.

D. Genesis Software

Al Fjerstad did some research on what it would take for the region to purchase the Genesis Software. The license and server cost, which would be purchased from Hennepin County, is \$12,000. Each agency would need to figure out a way to remote into the server to get their reports. Al will check into what the maintenance cost is, but maintenance is optional.

Judy Diehl made a motion on behalf of the Owners & Operators and Users to move the purchase of the Genesis software forward to the ESB for further discussion and fund sources. Bob Cuchna seconded, motion carried.

E. Procedure for Inhibiting a Radio

MnDOT does not want to take responsibility for taking care of radio inhibit issues, therefore each entity will need to come up with a plan for what to do if a radio needs to be inhibited. Currently there is no one person in the region that has access to everyone's radios. The region may want to look at appointing a system admin for the region, or contracting it out with a vendor.

If Kristen Lahr is the system administrator for your county you will need to have a backup plan in place as her last day with Stearns County will be January 28.

F. Bylaw Changes

The language that was added to the bylaws addressing withdrawing a counties membership contradicts with the JPA, which says that any member of the JPA cannot end their membership to a committee. This additional language will be taken out.

Bob Cuchna made a motion to accept the O&O bylaw changes of changing the quorum to one-quarter, removing the date under terms of office and taking out the additional language addressing the withdrawal of membership. Dave Hotchkiss seconded, motion carried.

Bob Cuchna made a motion to change the User bylaws to allow a quorum of one-quarter, to be consistent with the O&O. Dean Wrobbel seconded, motion carried.

The amended bylaws will be posted on the CM Radio website and will be voted on at the February meeting. If passed, they will move on the ESB for approval in March.

G. User Meeting Schedule for 2013

Tina Lindquist made a motion that the Users will meet with the O&O on a monthly basis with a restructured agenda to keep the groups separate identities intact. Mike Moser seconded, motion carried.

H. Training and Education

Some table top exercise suggestions for upcoming meetings were:

- A call involving State Patrol and a local jurisdiction
- A call utilizing the new protocol for communicating with the National Weather Service
- APX Radio Training (this may not be pertinent to everyone)

Micah said that the 2012 SHSP Grant of \$12,000 that was previously earmarked for training and updating the TICP could all go to training.

There is a COMT Train the Trainer coming up. Micah will send out the information via the listserv.

STANDARDS:

A. ARMER CCGW Prioritization Standard

This is the standard that was adopted by SMG for CCGW Prioritization. It is basically the Central Region's standard with a few minor specifications. The regional standard will continue to go through until this standard is approved by the SRB. Al Fjerstad has a spreadsheet showing the CCGW usage in the region, if anyone is interested in it he will send it out.

NEXT MEETING:

The next Owners & Operators and Users meeting will be February 21, 2013 at 10:00 AM at the Douglas County Public Works Facility.

ADJORNMENT:

Dean Wrobbel made a motion to adjourn the meeting, Judy Diehl seconded it and the motion was carried unanimously. The meeting was adjourned at 12:15 PM.

Minutes by Jackie Kraus.