

**Owners & Operators and User Meeting
Alexandria Public Works
January 19, 2012 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Tom Justin – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Tom Egan – Douglas County
4. Troy Langlie – Grant County
Greg Lillemon – Grant County
5. Ace Bonnema – Kandiyohi County
6. Brad Hunt – Mille Lacs County
7. Judy Siggerud – Otter Tail County
8. Nathan Brecht – Pope County
9. Dave Pikal – Sherburne County
10. Kristen Lahr – Stearns County
11. Judy Diehl – Stevens County
12. Bob Cuchna – Todd County
13. Trevor Wright – Traverse County
Stan Churchill – Traverse County
14. Scott McKellep – Wadena County
15. Rick Fiedler – Wilkin County
Dawn Mund – Wilkin County

USERS MEMBERS/ALTERNATES PRESENT:

1. Pat Tarpenning – Benton County
2. Tom Justin – City of St. Cloud
Chuck Koetter – City of St. Cloud
3. Tom Egan – Douglas County
Dave Pedersen – Douglas County
4. Troy Langlie – Grant County
Tina Lindquist – Grant County
Thor Tollefson – Grant County
5. Ace Bonnema – Kandiyohi County
6. Rich Christianson – Meeker County
Joel Engler – Meeker County
7. Brad Hunt – Mille Lacs County
8. Jason McDonald – Morrison County
9. Doug Whiting – Otter Tail County
10. Dave Pikal – Sherburne County
Dan Andren – Sherburne County
11. Kristen Lahr – Stearns County
Paul McIntyre – Stearns County
12. Ross Tiegs – Stevens County
Mike Moser – Stevens County
Brad Searle – Stevens County
Ashley Schmidgall – Stevens County
13. Bob Cuchna – Todd County
14. Stan Churchill – Traverse County
Trevor Wright – Traverse County

15. Rick Fiedler – Wilkin County
16. Gordy Vosberg – Wright County

GUESTS:

1. Tom Zabinski – City of St. Cloud Public Works
2. Paul Anderson – Douglas County Commissioner
3. Andy Faith – Granite Electronics
4. Dan McCoy – Granite Electronics
5. Sara Moulzolf – Granite Electronics
6. Kathy Gilson – MN State Patrol
7. John Tonding – RIC
8. Kathy Struffert – Stearns County

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Meeker
3. Morrison
4. Swift
5. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Pope
3. Swift
4. Wadena

CALL TO ORDER:

Meeting called to order by Owners & Operators Chair Kristen Lahr at 10:09 a.m.

INTRODUCTIONS:

Introductions were conducted. There was a quorum present for both committees.

COMMUNICATIONS:

Anyone who has radios or talkgroups loaded into the system needs to submit a year-end radio and talkgroup count to John Anderson. Kristen will send out a template for this and can be contacted if there are any questions.

APPROVAL OF AGENDA:

Tom Egan made a motion to approve the agenda for January 19, 2012 with the addition of “6c. Nomination to the Board” as well as “8f. EMS Discussion and 8g. Participation Approval Standard 1.10” to General Discussion and New Business. Gordy Vosberg seconded. Motion carried.

APPROVAL OF MINUTES:

Judy Diehl made a motion to approve the minutes from December 15, 2011. Tom Egan seconded. Motion carried.

ELECTION OF OFFICERS:

O&O Chair and Vice Chair

Scott McKellep made a motion to nominate Kristen Lahr for the Owners & Operators Chair. Dave Pikal seconded. Troy Langlie moved to close nominations, Judy Diehl seconded. Motion carried.

Ace Bonnema made a motion to nominate Troy Langlie for the Owners & Operators Vice Chair. Scott McKellep seconded. Tom Egan moved to close nominations, Dave Pikal seconded. Motion carried.

Users Chair and Vice Chair

Ross Tiegs made a motion to nominate Paul McIntyre for the Users Chair. Tom Egan seconded. Bob Cuchna moved to close nominations, Dave Pedersen seconded. Motion carried.

Gordy Vosberg made a motion to nominate Bob Cuchna for the Users Vice Chair. Tom Egan seconded. Chuck Koetter moved to close nominations, Kristen Lahr seconded. Motion carried.

Nominations to the Board

Troy Langlie made a motion to nominate Kristen Lahr to be the Owners & Operators representative at the Emergency Service Board meetings. Dave Pikal seconded. Tom Egan moved to close nominations, Kristen Lahr seconded. Motion carried.

Kristen Lahr made a motion to nominate Scott McKellep to be the alternate Owners & Operators representative at the Emergency Service Board meetings. Bob Cuchna seconded. Tom Egan moved to close nominations, Kristen Lahr seconded. Motion carried.

Bob Cuchna made a motion to nominate Paul McIntyre to be the Users representative at the Emergency Service Board meetings. Tom Egan seconded. Chuck Koetter moved to close nominations, Kristen Lahr seconded. Motion carried.

Bob Cuchna made a motion to nominate Gordy Vosberg to be the alternate Users representative at the Emergency Service Board meetings. Dave Pedersen seconded. Chuck Koetter moved to close nominations, Kristen Lahr seconded. Motion carried.

REPORTS:

Traffic Report

No Report.

OTC EMS

The next meeting will be in February. The group is working on updating some language in the EMS best practices, which will hopefully become the EMSRB communications plan after some legal things get finalized. They are working on the formality of the group and will be getting representatives for voting but the meetings will still be open to everyone. They received a grant that will be used to put three Train the Trainer sessions on with an emphasis on hospital/EMS. Those will be held on January 24-25 at St. Cloud Health Plaza, February 20-21 at Brainerd Fire and March 12-13 at the Rice Memorial Hospital in Willmar.

Interop

There is a COM-L class available in Bemidji February 21-24.

ESB

At the January meeting the ESB discussed granting authority to the Owners & Operators to approve participation plan modifications. They approved the recommendation to go with Verint for the regional logger. A date of March 1st was set for counties to commit to using their 50/50 grant funds, otherwise they will be reallocated. The DECN conference reimbursements were approved (same as last year). The change order for the JSOA and the Statewide Site Trunking Talk Group were approved in order to move them through to the State by the March 1st deadline.

RAC

Everything covered in the ESB Report.

Grant Funding Updates

None.

GENERAL DISCUSSION AND NEW BUSINESS:

A. Advanced System Key Update – Motorola’s Fix

No Update – No Motorola representatives present.

B. Change Orders

1. JSOA

Changes to standard 3.15 that will be made are under #6, removing “portable” from the inserted paragraph and changing immediately to “immediate”

2. SOA

The Metro submitted some documentation outlining a good number of changes, including renaming the SOA’s to SOA 1-6. If the Central Region has any opposition to this change they are strongly encouraged to express that. Kristen will contact Roger Lawrence to see exactly what the Metro’s intent is with these changes.

A suggestion was made to add an “8” in front of the SOAs to keep it standard with the other ones and know those are part of the 800 block.

One concern with changing the SOAs is the clear encryption issue. For example the BCA needs a way to communicate where there is no ARMER coverage. There was discussion on possibly using a 700 MHz channel for this, but only having one channel for this makes it easy to intentionally interfere with.

3. Statewide Site Trunking Talk Group

Tom Justin and Ace Bonnema both presented power point presentations to help the group get a better understanding on this change that is being requested. This will be submitted to the change management process but a sub-committee will be looking for a solution in the region that mirrors this change to test it and see the performance. That sub-committee will be made up for Tom Justin, Ace Bonnema, Al Fjerstad and John Tonding.

C. Stevens County Participation Plan Modification

Stevens County’s original participation plan outlined the communication link from the Morris tower to the PSAP as a microwave link, but they were able to accomplish that connection with two T1’s so they would like to modify their participation to reflect that connection change.

Scott McKellep made a motion to accept the modification to the Stevens County participation plan. Tom Egan seconded. Motion carried.

D. Training and Education

Judy Diehl mentioned that the first day of the 911 Conference on March 12th will be focused on ARMER.

E. Users Meeting Schedule for 2012

Ross Tiegs made a motion that the Users continue to meet jointly with the Owners & Operators until something comes up that the Users need to deal with as a group. Dan Andren seconded. After additional discussion Ross Tiegs withdrew this motion.

Tom Justin made a motion to conduct a separate User meeting for the next two even months at night and if the attendance does not improve go back to joint meetings every month. Gordy Vosberg seconded. Motion carried.

Ross Tiegs made a motion to have the next User meeting Tuesday, February 21 at 6:30 PM at the Alexandria Public Works Facility. Tom Justin seconded. Motion carried.

Tabletop exercises that will be on the agenda for the February User meeting are county border interoperability and the St. Cloud Airshow.

F. EMS Discussion

Paul McIntyre spoke with North Memorial, who said they are creating a talkgroup to be able to communicate with the four counties they work with.

Gordy Vosberg made a motion to remain with the original recommendation that they work with local and county partners to overcome this issue. Tom Egan seconded. Motion carried.

G. Participation Approval – Standard 1.10

Standard 1.10 and a memo to the SRB was passed out as a separate handout. When the Owners & Operators approve participation plans they will attach this memo and send them directly to the OTC. Kristen will get clarification on whether any action needs to be taken on this.

STANDARDS:

A. Statewide Pursuit Communications

This standard is being brought forward by the Metro, but sent to the central region for review. John Tonding will be adding language in the Constraints and Recommended Procedures as well as changing “chase” to “pursuit” in section 6.

B. 3.14 Regional Discipline Specific Talkgroups (CM-RGPW, CM-EMERGMGT, CM-RGHOSP)

The Public Works best practices committee met and is asking to hold this standard until they have more of a chance to discuss it. Emergency Management is meeting next week to work on this more and EMS stated that EMS 2-4 can be repurposed.

This standard is tabled pending additional information.

NEXT MEETING:

The next Owners & Operators meeting will be February 16, 2012 at 10:00 AM at the Alexandria Fire Hall.

The next Users meeting will be February 21, 2012 at 6:30 PM at the Douglas County Public Works Facility.

Judy Diehl made a motion to move the March 15th joint meeting to March 22nd to avoid the 911 Conference. Tom Justin seconded. Motion carried.

ADJORNMENT:

Chuck Koetter made a motion to adjourn the meeting, Judy Diehl seconded it and the motion was carried unanimously. The meeting was adjourned at 1:10 PM.

Minutes by Jackie Kraus.