

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

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair & Tom Justin – City of St. Cloud
2. Tom Egan & Mike Henrion – Douglas County
3. Troy Langlie & Jason Wendt– Grant County
4. Ace Bonnema – Kandiyohi County
5. Randy Celander – Meeker County
6. Al Fjerstad – Mille Lacs County
7. Victoria Ingram & Jane Holman– Morrison County
8. Judy Siggerud – Ottertail County
9. Nathan Brecht – Pope County
10. Kristen Lahr, Chair – Stearns County
11. Judy Diehl & Dona Greiner– Stevens County
12. Luke Manderschied – Wadena County

USERS MEMBERS/ALTERNATES PRESENT:

1. Tom Justin, Dean Wrobbel, & Jennifer Super – City of St. Cloud
2. Greg Windhurst – Douglas County
3. Tina Lindquist, Vice Chair & Jason Wendt – Grant County
4. Ace Bonnema – Kandiyohi County
5. Randy Celander & Joel Engler – Meeker County
6. Paul McIntyre, Chair; Kristen Lahr, & Erin Hausauer – Stearns County
7. Judy Diehl, Dona Greiner, & Ross Tiegs – Stevens County

GUESTS:

1. Rick Juth – RIC
2. Jason Burke & Adam Meierding– City of St. Cloud
3. Donna Martin – Pope County
4. Jeff Jelinski – Morrison County Commissioner
5. Micah Myers – RAC Chair
6. Dan McCoy – Granite Electronics
7. Sara Moulzolf – Granite Electronics
8. Dave Sisser – W/C Communications

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Benton
2. Big Stone
3. Sherburne
4. Swift
5. Todd
6. Traverse
7. Wilkin
8. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Benton
2. Big Stone
3. Mille Lacs
4. Morrison
5. Ottertail
6. Pope
7. Sherburne
8. Swift
9. Todd
10. Traverse
11. Wadena
12. Wilkin
13. Wright

CALL TO ORDER:

Meeting called to order by Users Chair Paul McIntyre at 10:01 a.m.

INTRODUCTIONS:

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

APPROVAL OF AGENDA:

O&O Chair Troy Langlie added Elections and Nominations to the agenda. Al Fjerstad made a motion to approve the O&O/Users Agenda. Judy Diehl seconded, motion carried.

APPROVAL OF MINUTES:

Judy Diehl made a motion to approve the December 17, 2015 O&O/Users minutes. Greg Windhurst seconded, motion carried.

Elections and Nominations

O&O Chair Troy Langlie stated that the O&O Chair and Vice Chair nominations were held last month. Troy Langlie asked the group, “Who is all in favor of electing Kristen Lahr as your Chair?” The group responded with yeas. There were no nays. Motion carried. Kristen Lahr took the seat as Chair of the O&O. Kristen Lahr stated that the nomination at the last O&O for Vice Chair was Brandon Larson. Kristen Lahr asked the group, “Who is all in favor of electing Brandon Larson as your Vice Chair?” The group responded with yeas. There were no nays. Nomination is approved.

O&O Chair Kristen Lahr stated to move next to the nominations and elections for Users Chair and Vice Chair. Users Chair Paul McIntyre stated, “Are their nominations for Users Chair?” Judy Diehl re-nominated Paul McIntyre. *Greg Windhurst made a motion to re-elect Paul McIntyre as Users Chair. Tom Egan seconded, motion carried (See 2-18-2016 meeting minutes for further clarification).* Users Chair Paul McIntyre stated, “Are there nominations for Users Vice Chair?” Tom Justin nominated Tina Lindquist. *Ross Tiegs made a motion to elect Tina Lindquist as Users Vice Chair. Jennifer Super seconded, motion carried.*

COMMUNICATIONS AND INCIDENTS:

None.

REPORTS:

RIC

Comstock and Hewitt are the only two sites that made the December busy report criteria.

REPORTS: (Continued)

OTC

Al Fjerstad said the big thing that happened was 1.11.1 passed and it took up the majority of the meeting. There were several participation plan updates. A little time was spent on Douglas County's Fire talkgroup request at the West Union site. Joe had said that they always get nervous of requests. Douglas County did receive the letter and Rick Juth was informed. Troy Langlie asked when it came into play. There was discussion if the letter even needed to be sent. Tom Justin suggested it could be followed up with your representative at the next OTC. Tom pointed out that the current standards in 100 issue standards say it is a MnDOT issue.

State Interop Data Committee (FirstNet)

Meeting scheduled for this week was cancelled. FirstNet issued RFPs for a public/private partnership for companies to respond to building a data network nationwide. Rick Juth said there was a letter sent on December 21st by national FirstNet to all the state SPOCs. The highlights are that there will be more activity from national FirstNet within the state of Minnesota. They sent this email to SPOCs: (1) Expanding outreach; (2) Obtaining state and territory input to inform of state plans; and (3) Preparing key decision makers for state delivery and deployment. First thing they scheduled was a FirstNet SPOC kickoff meeting. You will see our FirstNet representative Tim Pierce at SECB meetings. Will look at developing task teams to consult and will schedule executive meetings with public safety and tribal leaders. Director Mines has made a selection and a contingent offer to an individual who has accepted to replace Rubin Walker. There are several modules at the Interop conference.

SMG (System Managers Group)

December meeting was cancelled. The January meeting next Wednesday will go over the upgrade plan. Kristen Lahr asked if anyone can go, and Al responded that he was planning on it.

MTUG

Next meeting is Tuesday at the MESB offices in St. Paul.

Statewide Leadership

Next meeting is on Monday. One discussion item is the need for that group. The original intent was communications with the regions. It is important to attend to see if there is a need for that group to continue to meet. There will be a presentation for a collaboration on a website. Tom Hannon is stepping down, he had been spearheading it since its inception. The RICs and Jim Stromberg will now be coordinating that group.

EMS

None.

ESB

Meeting next Wednesday.

Executive Committee

Will meet next Wednesday before the ESB.

RAC

RAC met a week ago electing a Chair and Vice Chair. Troy Langlie was nominated RAC Vice Chair. RIC report already talked about the leadership meeting. Went through the list of items for Regional Coordinator. Training Roadmap discussion. Regional coverage issues. Will have to sit down to decide TICP maintenance. Grant workgroup met before the O&O for the grant application.

REPORTS: (Continued)

RAC (Continued)

We reviewed the representatives on state committees and the RAC Committee attendance for 2015. The next meeting is in Douglas County on the 12th. Discussion on who will be the rep for the OTC. Micah stated it has to go through the board. Paul McIntyre pointed out that the OTC has him listed as an alternate, but he does not think that he was ever appointed. Once the board adopts the memo it will be submitted to Cathy to clean-up the list. Kristen asked if we are allowed to have two alternates and if we are then we should take advantage of that so someone will always be present.

Judy Diehl added that the Regional SVPage was one of the talkgroups that was not being recorded at the regional level. They went back and verified that it has always been recording. Dona Greiner was hearing it at the insight center level. Andrew could not hear it on the TLR on the Logger.

Next Gen 911 Committee

Meeting was a week ago with 20-21 people on the call. Dana Wahlberg from ECN called in. The next newsletter for GIS will come out at the end of this month. MnGEO is doing an analysis in the Northeast region. GIS standards are being developed and next week they will go to the NG911 statewide committee. A Federal Engineering survey will be sent out. The state will fill out information that they already know. This is so they can estimate at the state level to see what type of funds will be needed and to see if 911 fees need to be raised. WERM deployment is looking at May with training in March/April. RFP is still not awarded. All of the vendors bundled their prices instead of doing line by line pricing. Hoping to get them back this week or next to review again. Mediacom customers are not being released to counties at this time. Judy Diehl is working with Mediacom to get Stevens County's listings, but they will have to be encrypted. 911 conference is in March in Arrowwood with great classes. Judy emailed out an article from the New York post.

EMAC

EMAC met yesterday. We assigned lead people for four work groups. Established two new workgroups for pet supply and IPAWS.

Training Sub-Committee

Working on the RFP and will hopefully bring back a proposal in February. Will work with Alex Tech for dispatch training. CASM course from first quarter will be held later. A couple of questions moving forward with the training roadmap: We are wondering if this is a User or O&O item because we need a contact for an RFP. Troy Langlie responded that the training subcommittee was created under the O&O. Tina noted that she has never been on the O&O. Troy replied that one does not have to be a member to be on a subcommittee. Troy pointed out it was more on the system, but it has morphed. Who should the subcommittee report to moving forward? It could just be included under the reports but it does not need to be a standing item. Judy Diehl made a motion that the Training Sub-Committee stay under the O&O, but that it be open to requests by Users. Al Fjerstad seconded. Troy stated that it does not need a motion since it is already under the O&O. The RFP contact will be the O&O Chair. On Monday of the ECN conference, instead of COMX there will be members from the Central Region conducting a hand's on planning communications workshop.

Grant Updates

1. Grant Opportunities – ECN 50/50

Grants workgroup met before the O&O meeting to put together the grant application. Will be submitting that by the 29th and submitting it to ESB next week.

REPORTS: (Continued)

Rick said the SECB Interoperability Committee met on the 19th with two action items: Approval of CASM Standard 3.40 and Steven's County's SOAR Change Management request. Their contingent use was approved, and will move into Change Management. This committee meets every month. Kristen video-conferenced in and thought it was nice to hear some voices of reason in the SOAR conversation. Rick has to commend Dona, and Dave Sisser was very instrumental in the document. Micah was there to explain and said it was nice to see support. What Stevens County is presenting was something they could use in greater MN. Tim Lee had commented on how much of an impact that would have. Judy said Stevens County appreciates the region's support.

USER BUSINESS:

A. Nominations and Elections for 2016 Chair and Vice Chair

See Elections and Nominations above Communications and Incidents.

B. What is involved with ARMER, NG911, FirstNet and IPAWS?

IPAWS training has been set for two dates. Otter tail County on February 24th and Stearns County on March 9th. It is a 6-hour training session. Kristen Lahr told the EMAC Chair that the Training Sub-Committee can help out. John Dooley will do the training.

C. User Committee 2015 Meeting Sign-In Attendance

Please encourage your members to attend these meetings. If they are not attending please encourage your agencies to consider appointing someone who can attend.

D. Open Discussion

Morrison County has a conference coming up on March 19th at 7 p.m. in Little Falls. Maureen Wills was the Director of the Communications center that oversaw the Sandy Hook shooting. She does an exceptional job of speaking. We want to open this up to everyone.

JOINT BUSINESS:

A. StatusBoard Update

Al Fjerstad has not had any issues brought to his attention, most outages have been related to upgrades.

B. Budget – Regional Coverage Issues

Language needs to be updated for Stevens County.

C. Central Minnesota Summit

Summit will be held in conjunction with the September ESB meeting. We will have to secure the facility at Alex Tech. Working on putting an agenda on that.

D. Public Safety Broadband Functional Exercise – Elk River

Judy Diehl pointed out that the APCO/NENA conference is having a panel discussion on this broadband exercise.

E. IPAWS – SECB IPAWS Committee Update

There is an IPAWS update on pages #14-16. Patrick Waletzko sent an email to Micah saying that he will direct these updates to this committee.

O&O BUSINESS:

A. Elections for 2016 Chair and Vice Chair

See Elections and Nominations above Communications and Incidents.

B. State Patrol Severe Weather Notifications Update

This is a standing agenda item. SWIC Jim Stromberg is in the process of updating the National Weather standard. Kristen Lahr asked the group if they would like this item to remain on the agenda after the standard has been updated. It is Troy Langlie's opinion that since the standard is being revised to keep it on the agenda and moving forward to make sure it is being followed.

Rick Juth said there is discussion going on by PSAPs outside this region that it is may be time to review that standard and to eliminate State Patrol's responsibility within the standard. National Weather should communicate directly with the counties for their weather service talkgroup. Rick said he would expect Jim Stromberg to review the standard. Weather Service did not want to do roll-calls trying to figure out why people did not answer. Kristen asked when this would start and stated we should look for an appointee. Troy inquired if this is a separate workgroup. Kristen asked if we could reach out to the SWIC to see when they plan to work on the standard. Kristen told the group that it would be most appreciated if anyone would be interested, Judy Siggerud said she would be. Please forward your interest to Kristen and Rick Juth.

C. MotoBridge Station in Region

Al Fjerstad gets a weekly update and they said they are close. Traffic is going both ways, but it is not where it needs to be. Micah said they have an issue with the request and Mn.IT is trying to troubleshoot where the connection is lost. Tom Justin asked if they are using it, and Judy Siggerud replied only for training. Rick noted that Chase with Ramsey is coordinating testing with the State Patrol. Tom Justin said Chanhassen gave the plug for it yesterday at the EMAC. Tom Justin mentioned an idea for testing. Jeff Jelinski inquired if Motobridge had been used in an event in the last three years. The State Patrol did some testing in the Northwest region. Tom Justin noted the flood season coming. Al said it is currently in daily use in the Northwest. Tom stated that it would be nice to set-up on the Users side in possibly Wilkin County. Tom noted the key would be to test in Wilkin or Clay County to make sure that you do not kill yourself in modulation. Kristen asked if we are looking for a discussion item on the agenda, or to have a group of people work on it and come back. Rick can do it from the Roseville location and Judy from her location. Tom pointed out a presidential candidate could come to St. Cloud. Brandon Larson stated to put it on the agenda: Motobridge testing discussion.

D. Regional System Admin – Standard 3.33.2 and CM Regional SOP

Work was put in on Standard 3.33.2. Workgroup met via conference call a couple weeks ago. A standard was drafted for the repeater. Modifications were made to the standard operating procedure. There are updates on the second page of the standard under Operational Context. The necessary revisions to the points of contact were made. Primary point of contact is the Regional System Admin. For phone contact refer users to the website and the secondary contact is Douglas County because that is where the STR is being housed. Al asked about the exercise once a year in May at the O&O/Users meeting on page #21. Dona asked if she needed to fill out page #28? Kristen replied that has always been there for a standing event to be emailed to Douglas County. The group was asked to review the documents included in the packet for 5 minutes. Brandon asked if it would be beneficial to include the size of the vehicle that they need to bring, suggesting that it be in the SOP and on the check-out form. Al added under Appendix A as well. If you are going to pick it up you will need a ¼ ton hitch. Mike Henrion suggested if it is an emergency that Douglas County can haul it to you.

O&O BUSINESS: (Continued)

D. Regional System Admin – Standard 3.33.2 and CM Regional SOP (Continued)

Douglas County added if you do come to get it you need two people. Kristen said it was added in the standard but there should be another bullet point for the specs. Kristen listed: Under Maintenance and Storage; Appendix A of the SOP; and as a note on page #24. Designated storage location from the college to Douglas County PSAP. Appendix C still has the old naming convention for the radios. We need to grab a code plug. Ace pointed out on page #18 that ‘functionality’ is spelled wrong. On page #19 and #20 indication on Status Board. The intent is to have an annual deployment training in May. Ace would like to see this listed as 2-3 years if you miss one. Al pointed out that it is recommended instead of a must. Jeff said just in time training may not qualify for the STR. Judy Siggerud said she has used the STR and she strongly suggests repetitive training. Mike pointed out that there is a book included. Tom said if you want to use it for an event that is the best training, it works great for county fairs. Dave Sisser added that one other option for training is to reach out to service providers to be there as a resource for your counties. Dona asked if there would be a cost associated on page #21? For deployment familiarization Kristen thinks we were doing that for the region at no cost, and there is no charge for Douglas County to deliver the STR. Douglas County dispatchers know how to help someone get it on the road. Troy pointed out this standard resurfaced because of the Sytem Admin standard. Dona would like to see if there are dollars available to reimburse that county for their time. Kristen asked if we are looking to revisit the standard in adding reimbursement cost in. Jeff Jelinski asked is there a fee for an actual event, or the same fee for a planned event? Is this discussion something that should be included in the regional System Admin? Judy Siggerud asked if this was a RAC question. Troy replied that we were tasked with this standard. Dean agreed that there should be a fee schedule with mileage and hourly spelled out in the standard. Kristen said you would call for a COML or COMT to play the role for days. Standard, fees, mutual aid, remittance, homeland security, there may be a fee charged for use of this. If there is a big emergency then FEMA gets involved. Tom thought it should just say any fees associated are the responsibilities of the requestor. It is the standard that covers that the ESB is not responsible. The standard is the ESB’s. Right now the ESB is responsible for the STR since it is the region’s. Erin thought you would need to have an exact number, it could be in an appendix that is updated. Troy suggested recommending that the ESB has a contract with Douglas County for this. Kristen will move forward with looking into an MOU between Douglas County and ESB. Micah said the MOU is already in place and should be modified. Troy said to add to appendix C for APX radios included in the CACHE. Standard on page #2 spelling error. On page #19 flush out indicate on Status Board that the STR is in use. Where are we at with familiarization training? Al’s thoughts are to take must out and add recommended. If the tower is at the Interop and at May’s O&O it seems like there are opportunities to familiarize yourself with it. Al thinks the year time-frame is good, and Tom agreed. Kristen stated we are protecting a regional resource if we have one person there with training in the last year. We are updating the location from the college to Douglas County PSAP. Adding in vehicle specifications for towing to appendix A, in the standard under section #5 Maintenance and Storage. Dave Sisser pointed out page #30 asking why do they have that, was that how they were originally programmed when they received them from the state? Troy asked what page #31’s purpose was, and it was just for contact information. Page #30 and #31 are both Appendix C. Kristen will make the change to Appendix F placing it on the end. We had also listed contacts for technical specifications and originally Kristen was the technical contact. Do we want to indicate regional System Admin? Troy asked if it would be appropriate to list regional COMLS. Kristen asked if we have regional COMLS on the website, it may be directing to ECN. The equipment is listed in the SOP so Appendix F will be removed. *Al Fjerstad made a motion to approve Regional Standard 3.33.2 and the Regional SOP with the above mentioned changes. Brandon Larson seconded, motion carried.*

O&O BUSINESS: (Continued)

E. Regional Logger Update

Al Fjerstad will be working with Andrew this afternoon to load the keys. Micah said we are looking at the Logger plan and training and what it will look like. Will be billing additional members. Micah spoke with Department of Corrections in St. Cloud, Morrison County and Stearns County also has interest. Working on the numbers for these. We need to set a meeting schedule and adopt a Chair/Vice Chair. Micah suggested putting this on the RAC agenda and to combine the Logger meeting with the RAC. Judy asked if anyone had heard when Northland would be doing the update.

F. SOA Repeater Request

Request for new Change Management has been approved for Stevens County for them to deploy as described, and it will be moving through Change Management.

G. Standard 1.11.1

Was approved at OTC and is moving to statewide. Kristen pointed out that there was a lot of discussion on who the trainers are, but not what the training should consist of, or what the curriculum is. OTC will be creating a subcommittee.

H. Regional Coordinator

These are potentially tasks that could be tasked to a regional coordinator. Now that we have a list we should put in more detail. We were tasked to present this back to the ESB. Will put this on the Executive committee, paring down the agenda so that we do not hear the reports we already had.

I. Change Management – Standard 1.8.0

Will be meeting on Tuesday. Micah made the reference that we are going to challenge this.

J. Owners & Operators Committee 2015 Meeting Sign-In Attendance

As mentioned above in the Users section of the agenda. Appointments for your agency should be sent to Micah and Shari for the updated year.

Troy Langlie stated that this is Mr. Justin's last meeting and he wanted to recognize all the work he has done. Tom Justin responded, "keep moving forward, keep leading."

NEXT MEETING:

The next Owners & Operators/Users meeting will be February 18, 2016 at 10:00 AM at Douglas County Public Works.

ADJORNMENT:

Al Fjerstad made a motion to adjourn the meeting. Brandon Larson seconded and the motion was carried unanimously. The meeting adjourned at 12:20 p.m.

Minutes by Shari Gieseke.