

Owners & Operators and User Meeting
Alexandria Technical & Community College, Alexandria, MN
October 15, 2015 – 10:00 AM

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Ace Bonnema, Vice Chair – Kandiyohi County
2. Brandon Larson & Tom Justin – City of St. Cloud
3. Pat Tarpenning – Benton County
4. Mike Henrion – Douglas County
5. Randy Celander – Meeker County
6. Judy Siggerud – Otter Tail County
7. Seth Hansen – Sherburne County
8. Judy Diehl & Dona Greiner – Stevens County
9. Michael Wisniewski – Todd County

USERS MEMBERS/ALTERNATES PRESENT:

1. Paul McIntyre, Chair – Stearns County
2. Greg Windhurst, Vice Chair & Shane Carl – Douglas County
3. Pat Tarpenning – Benton County
4. Tom Justin – City of St. Cloud
5. Tina Lindquist & Jason Wendt – Grant County
6. Ace Bonnema – Kandiyohi County
7. Randy Celander, Rich Christenson – Meeker County
8. Mark Ebeling – Otter Tail County
9. Seth Hansen – Sherburne County
10. Dona Greiner, Judy Diehl, & Ross Tiegs – Stevens County

GUESTS:

1. Micah Myers – RAC Chair
2. Rick Juth – RIC
3. Jason Burke – City of St. Cloud
4. Jeff Jelinski – Morrison County Commissioner
5. Sara Moulzolf – Granite Electronics
6. Dan McCoy – Granite Electronics

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Grant
3. Mille Lacs
4. Morrison
5. Pope
6. Stearns
7. Swift
8. Traverse
9. Wadena
10. Wilkin
11. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Mille Lacs
3. Morrison
4. Pope
5. Swift
6. Todd
7. Traverse
8. Wadena
9. Wilkin
10. Wright

CALL TO ORDER:

Meeting called to order by Users Chair Paul McIntyre at 10:08 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

Kandiyohi County has been noticing some strange audio; Genesis reports were talked about; a lot of digitizing. It was reported to the radio vendor. A county from the Southeast also reported. Brandon Larson noticed this on some of the City of St. Cloud's P.D. radios. Ross Tiegs noticed that State Patrol was digitizing. Ace Bonnema described the issue where the one user's radio went from Browns Valley to Elk River, he checked his RSSI, and that was good, but his radio was jumping. It sounds like they are on the edge of the system. Micah asked if they have pulled the Logger audio. Seth Hanson noticed some this morning too. Micah noted that we just did a firmware upgrade to a partner agency. Those were APX7000's. It is not known which firmware changed things.

Registration link is up for next week's SECB meeting at Rockwoods Banquet Center. Vendors will be doing demos. The meeting is at 11:30 a.m. ECN will be providing lunches. When you register make sure that you check your discipline.

APPROVAL OF AGENDA:

Judy Diehl made a motion to approve the O&O/Users Agenda. Seth Hanson seconded, motion carried.

APPROVAL OF MINUTES:

Judy Diehl noted that 'WERM' is misspelled in the NextGen Report. *Judy Diehl made a motion to approve the O&O/Users minutes from September 17, 2015. Seth Hanson seconded, motion carried.*

REPORTS:

RIC (Rick Juth)

Busies for last month are in the packet. Lincoln, Long Prairie, Enfield, Kent, Comstock and Barnsville made John Anderson's report for September.

OTC (Ace Bonnema)

Met on Tuesday. Discussed StatusBoard, did not have any unscheduled outages, had a couple of false positives. Otter Tail and Alex Tech were approved. Hennepin County was approved contingent on TOC approval. Discussion on Scene of Action repeater request, discussed sending it back to Change Management. Temporarily granting to Stevens County, and Kandiyohi will pursue its own frequency. Stevens County can go through Change Management if they like.

REPORTS: (Continued)

OTC (Ace Bonnema) (Continued)

Concern with 8SOA people not on a repeater. There was a technosonic radio approved for aircraft. 1.11.1 did not get brought for approval, but will be on next month's agenda for approval.

State Interop Data Committee

None.

SMG (System Managers Group)

Coming up on October 28th at 10 a.m. We heard on Monday at the Summit, if people want to hear about the notes for the 7.15 upgrade. If you are concerned get on the conference call.

MTUG

None.

Statewide Leadership - October 26th

Next meeting on the 26th.

EMS

Has not met, next meeting is in November. Will take education request back. The lady that does training here wants to do a training for hospital staff. Those will be added to the agenda.

ESB

Met on the 23rd. Approved Regional Planner process contingent on Executive Committee. Action item: approved grant addendum from ECN to cover costs for wireless broadband project.

Executive Committee

Met on the 7th to review RFP process. Working with EMAC to put together a plan, they will do interviews with their 5 respondents. Looking to have a recommendation from EMAC at our next meeting in November to put on the ESB agenda for approval. Will be coming up with an RFP process. Would like to get the Training Roadmap 2016 presented at the ESB.

RAC

Met last Friday. Discussion on training audio. Had some discussion on policy.

Next Gen 911 Committee (Judy Diehl)

Meeting was last Thursday. Cathy Anderson called in clarifying the WERM contact request for Central MN. We still need to have an alternate, their training would be a webinar through ECN and they would just be a point of contact. They want two contact people for each region for any questions people have. It will be an online training for everyone. We talked about outages coming, Bylaws review and training ideas. Mille Lacs noticed improvement in Phase II. Leadership for 911 center, Judy sent out the email for the event in St. Cloud that is put on by NENA.

EMAC (Patrick Waletzko)

On Tuesday the 13th the workgroup identified that a candidate will be presented. Final contract will be presented at ESB for the candidate and contract approval.

REPORTS: (Continued)

Training Sub-Committee (Tina Lindquist)

1. Training Roadmap

Finishing up training for 2015: Train the Trainer Refresher is on October 22nd, last CASM workshop is in Stevens County on the 18th. Plan to take the 2016 Training Roadmap to the ESB. We will bring it next month, looking for approval to take to the ESB. Micah said the region will have grant dollars coming in for training next year.

2. System Admin Syllabus

We are set to go for System Admin training. The link is now up. There are not prereqs per se that Motorola said you have to take, but Kristen and Tina said it's a disservice to yourself if you do not take the recommended online courses beforehand. Micah said if you look at the syllabus it does call out the two courses to take. You have to get set-up with an account, so get signed up as soon as possible. *Randy Celandor made a motion requiring as a region that you take the two courses. Seth Hanson seconded, motion carried.* Right now there are 4-5 registered and the class size is 12. It does take some time to go through those on-line classes. Kristen said we will send notice out to those registered.

Grant Updates

1. Grant Opportunities – ECN 50/50

Grant workgroup will be meeting next week for 2015-2016 grants. We are watching the open grants that we have right now. Central region has thrown their hat in the ring with our projects.

USER BUSINESS:

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

Users Chair Paul McIntyre stated that everything started under the Users and now it seems we struggle as to what the Users role is anymore. Is the Users representing those groups accurately? Do we need to have a discussion? Do we need representation on some of those other committees? Micah responded that IPAWS has been running through the EMAC group.

B. Open Discussion

None.

JOINT BUSINESS:

A. StatusBoard Update

See OTC. Cathy believes that AI is our rep for the region on StatusBoard. It will be awhile before they make any changes. Rick said if you have any questions they are compiling a list.

B. Budget – Regional Coverage Issues

Micah said this is a standing item that we have on the agenda. This gives us our regional priorities as we apply for grants. So, if your name is not on the list send that over.

C. Central Minnesota Summit

Micah thanked all the folks that attended the Summit. We had reps from state agencies. We asked for the upgrade notes that are coming. We will have all of the PowerPoints that were presented at the Summit up on the website. Thoughts for after action, what do we do for the Summit next year? Looking at having the Summit in conjunction with the ESB September meeting. Typically the ESB is in St. Cloud but we could see if we get this room again.

JOINT BUSINESS: (Continued)

D. Public Safety Broadband Pilot Project – Elk River

Industry Day is next week on the 22nd. Functional Exercise on the 5th. This is the band class 14 network that was set-up in Elk River.

O&O BUSINESS:

A. State Patrol Severe Weather Notifications Update

CM Call seems to be working fine for us Ace said.

B. MotoBridge Station in Region

Everything is okay. Judy said she thinks Al is still waiting on the VPN from the State. Ace asked if they use it much. Judy replied all they do is practice on it.

C. Regional System Administrator

Kristen Chairs this. Meeting on the 27th. Seth mentioned who has the Analyzer.

D. Regional Logger Update

Micah had a conference call with Northland staff. They have been working with all the counties with the CAS. Micah read an email. From Micah's staff side, Micah listed who his staff are working with for the counties. Micah listed who has their accounts. Judy Diehl had mentioned at the RAC on Friday that she was still not able to see stuff, but Judy is able to see stuff now. Micah said once we have everyone, we will reconvene the Logger committee and name a chair. We have been paying the maintenance. Micah is thinking it will reconvene in November in conjunction with this meeting.

E. SOA Repeater Request

See OTC Report. There are two sites they have given permission to use 8SOA3. Dave Sisser was there. That would have to go through Change Management to get approved. The requests go through the RICs.

F. Standard 1.11.1

Committee got together again. In your packets is the current draft that will be going back to OTC next month. Ace said we discussed this at the last RAC meeting where they told Tom and I to vote 'yes' to approve this to move on, since the regions can make this more stringent if they desire. The terms 'appropriate trainings' still has not been defined. Tom does not agree with the standard and neither does Ace. Micah said that nothing has really defined training in the standard, you can still approve the standard and make your concerns addressed. Tom asked why would you support something that you do not agree with? Tom said they took out that John Anderson approves anyone, or keeps a record. Currently Tom would ask that, at least of this group, that they read this. Micah would say anytime that you have the state involved be careful what you ask for, because they could put it in. The region can take the ownership of it, that this is our curriculum and have it signed off on. Tom said now this is a regional responsibility, but this is a state-wide system and it should be a state standard. How does it impact a county that borders other counties? They were originally tasked with curriculum development, but they refused to do it because there was animosity at a meeting. The state committee said that John Anderson and Dave Theis are the most qualified in the state to train, but they said they will not have authority unless written into a regional standard. None of the issues have been addressed. Ace asked, am I correct that we have not had a response from the letter. Micah replied the original letter was not responded to or acknowledged. Tom disagrees with the standard. Seth Hansen pointed out that as a committee we did not agree with it.

O&O BUSINESS: (Continued)

F. **Standard 1.11.1** (Continued)

Ace asked what are the wishes of the group? It was brought up at the RAC because it was supposed to go to the OTC on Tuesday. The RAC recommended that we approve it. Ace said his vote is 'no,' but he understands what Micah is saying that they would give us authority to do what we want. Micah pointed out that the RAC was voting based on policy, but the O&O can still decide not to approve, that is why we have the governance structure the way we do. Dona Greiner was on the call, she said notes were submitted and the people on the call voted unanimously, it would be nice for the people making the comments today to be on the call. Micah said the folks on the call were aware of this. Dona pointed out it would be helpful for Tom to be on the call. Mike Wisniewski said part of it is that they have not responded to any of our correspondence. Ace asked what do you want Tom and I to do, say 'yes' and come up with our own; or say 'no' and oppose it? Rick commented that the standard as presented here will be problematic at a state-level. Rick would suggest if we are concerned about the counties bordering other regions, those should be brought forward. Rick said knowing the dysfunction of some of the other regions, what Rick sees happening is this region will go out and complete a good regional standard and it will be plagiarized by 3-5 other regions in the state, or they will not do anything and that will be a problem. Rick believes the group that worked on the standard was not looking at it at a statewide perspective, and that could be a problem going forward. Rick has to agree with Micah too that they put this back on the regions, but he is not sure that should go back to the regions. But now it could be a good thing because you will not be forced to do anything by the state. Paul posed a question regarding where he works, and where his corporate office is, and still working in both. Tom thinks they decided to back off and dump it on the regions. The concern is that it's a state system and a state standard. The OTC is there to support the state on the state's system. Each region impacts another with training consistency. It is not the issue of having rogue system admins anymore. Tell us what training must be done out there. The issue of build a curriculum was never carried through. Tom would like it explained that if the region sets a standard, does that mean the State Patrol cannot do any System Admin in the central region then? Paul sees that coming with the one person really pushing the issue. Then in essence we wrote a standard that is useless. This is not ultimately in the state's best interest. Mike Wisniewski added how many times has the state called to know who is the System Admin when there is an issue? Micah asked would it make sense if you are going to give the region autonomy to do it, but could the state admin, John Anderson, make the approval? Micah still believes the region should have the ability, but put in the caveat. The standards do get rewritten, they are not a final-final. But if we do nothing there will be no record. Ace said it is probably late, but if we came up with a better suggestion and submit that. Rick said the workgroup has concluded its work, concluding this is the product. Rick believes it would be appropriate if the region has concerns to express and document this. The standard has no state system admin mentioned. They were able to successfully say that they are not going to do that and there are was no objections to that. There will be problems, there will be a wide gap in training across the state, just like many other things coinciding with leadership in other regions and involvement. *Mike Wisniewski made a motion that the Owners & Operators do not approve of Standard 1.11.1 as the standard is currently written because it does not address the statewide issue. There needs to be a standard created for consistency through the state. Our concerns listed today should be addressed. Seth Hanson seconded, motion carried.* We are going to strengthen it as it is only addressing. Central Minnesota does not approve the standard as written because it does not address the statewide issue, there needs to be a standard created for consistency through the state.

O&O BUSINESS: (Continued)

G. **Region 32 North Dakota RPC Adjacent Region Concurrence Request**

North Dakota's plan needs our blessing because they are our neighbors. If you have issues with this North Dakota request, there is a 100-page document that was submitted. We have a plan out there. In dealing with Big Stone, Kandiyohi County does not perceive issues. Tom is assuming what this deals with, conflicts with the D-Block spectrum. This has got to be similar between MN and Canada when working in frequencies close to each other. This might involve Wilkin, Big Stone, Traverse, etc. Micah said there were two requests that were sent out. It was asked of Rick to ask what is going on. Rick replied he will follow-up. A simple letter here does not tell us what frequencies. Randy replied they have a pretty good layout. Ace pointed out this was supposed to be replied to by September, so is any action needed? Randy thinks interference with MN would be part of that. Tom pointed out the existing. Micah noted about the pair that Kandiyohi is looking for. Tom's assumption is that the people there have taken care of no ARMER issues. Rick looked at Standard 1.8.10 System Change Management is that change proposals may be submitted thorough the Regional Radio Board or MnDOT. The standard states that MnDOT will collect suggestions from the RRB's and present at the OTC if they are major or minor. Rick said it is interesting because Tim Lee agreed with his idea.

Rick reminded of the State Interop Committee on November 17th which has not met for months. One of Jim Stromberg's duties is to reinvigorate this committee. Jim is going through reviewing the membership lists making sure they are correct. One of the things Tim Lee wants to do is revisit the VHF interop layer to determine whether it needs to be configured the way it is today. If you are interested in the Interop Committee you can attend in person, or ITV/conference call, 1-3 in Arden Hills. Border state interop and Canadian interop will be on the agenda too.

Tina talked about Best Practice Guides and the paragraph that is no longer applicable. What is the backup plan? She had a conversation with Cathy Anderson who is not aware of a standard. Maybe put this on our 'To Do' list to come up with a standard. Ace said this might be a good subject for the Interop Committee. Rick mentioned that IPAWS is working on a Best Practice Guide too for Alert Warning. It is on their agenda for their meeting this afternoon.

NEXT MEETING:

The next Owners & Operators/Users meeting will be November 19, 2015 at 10:00 AM at Alexandria Technical and Community College.

ADJORNMENT:

Mike Wisniewski made a motion to adjourn the meeting. Judy Siggerud seconded and the motion was carried unanimously. The meeting adjourned at 11:35 a.m.

Minutes by Shari Gieseke.