

Regional Advisory Committee
Friday, October 9, 2015 – 10:00 a.m.
3800 Braddock Ave NE, Buffalo, MN – Wright County

Members/Alternates Present:

1. Micah Myers, Chair – City of St. Cloud
2. Kyle Dusing – Benton County
3. Tom Egan & Mike Henrion – Douglas County
4. Ace Bonnema – Kandiyohi County
5. Victoria Ingram – Morrison County
6. Barry Fitzgibbons – Otter Tail County
7. Tim Riley – Pope County
8. Kyle Breffle – Sherburne County
9. Kristen Lahr – Stearns County
10. Dona Greiner – Stevens County
11. Mike Wisniewski – Todd County
12. Lynn Siegel – Traverse County
13. Annette Habisch-Peterson – Wright County

Members/Alternates Absent:

14. Big Stone County
15. Grant County
16. Meeker County
17. Mille Lacs County
18. Swift County
19. Wadena County
20. Wilkin County

Guests Present:

Rick Juth – RIC
Thomas Justin – City of St. Cloud
Adam Meierding – City of St. Cloud
Jason Burke – City of St. Cloud
Tina Lindquist – Grant County
Scott MacKissock – Morrison County
Patrick Waletzko – Otter Tail County
Nathan Brecht – Pope County
Paul McIntyre – Gold Cross/Stearns County
Judy Diehl – Stevens County
Mike Kahl – Granite Electronics
Dan McCoy – Granite Electronics
John Brinkman – Granite Electronics
Chris Meier – Motorola

Meeting was called to order by Chair Micah Myers at 10:02 a.m.

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

Revisions and Approval of Agenda:

Tom Egan made a motion to approve the RAC Agenda. Mike Wisniewski seconded, motion passed.

Approval of Minutes:

On September 11, 2015 a quorum was not met so there were no official meeting minutes. *Kristen Lahr made a motion to approve the RAC minutes from August 14, 2015. Tim Riley seconded, motion carried.*

Communications – Emergency Communications Forum

This is from OEC for information.

Reports:

SRB/ARMER Update; MnDPS/MnDOT:

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

On pages #15-19 you will see the busy report for September. Site 12 Lincoln, site 13, 40, 88, 77 and Barnsville made it into John Anderson's report for September.

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

Will be meeting on the 22nd and at the meeting they will have 'Industry Day' tied to Public Safety Broadband. At their September meeting they approved plans. Due at the end of December was changed to March. City of Edina and White Bear did council upgrades. There are three plans from the Central Region, including approval of Kandiyohi's plan. Board will be meeting at the Rockwood's Banquet Center. You can pop in to see how the board works.

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

OTC has not met since our last meeting, will be meeting next Tuesday. Standard 1.11.1 is coming before the OTC, there was a draft form that is coming out. We want to know if we support that or not. It will be left up to the regions now to decide the training. Ace said he has voiced his concerns, but it sounds like most are in favor. It leaves it pretty general and talks about the state keeping track of System Administrators, which Ace does not think they were doing nor plan to do. The intent was to come up with acceptable curriculum, but that still has not been accomplished. Kristen Lahr noted that it did not seem like they were in any way willing to come up with curriculum. The whole group got steered in a different direction for training. Then it came back full circle to leave the standard as is, and if a region deems to be more restrictive it can. Micah stated from the Region, we can define our curriculum and who can train to that which gives us control on how we do training. Dona Greiner said she joined the call and she did not agree on some of the things with the workgroup, and the region will have more work to do. It is not perfect, but it works for the region. *Kristen Lahr made a motion to support the standard 1.11.1. Dona Greiner seconded, motion carried.* Tom Justin added that everything we submitted has still not been addressed. What was in the list about the state having to maintain a list of trainers is now being struck. We need to make sure that it gets in the record that the item that we mentioned has not been addressed. There was a chance that they could invalidate our training, but now that goes away.

Ace stated we will be presenting on Scene of Action Repeater.

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

September meeting was cancelled, will be meeting in November.

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

Did not meet, but the Grants workgroup met. There will be a training component and a competitive grant for the 2015 SHSP grant.

Reports: (Continued)

SRB/ARMER Update; MnDPS/MnDOT: (Continued)

6. Legislative Committee: (Micah Myers)

Went over a list of items for the current legislation session. A couple of bills were introduced late. Not direct, but would affect ARMER. Those bills were dropped, but plan to come back. Looked at reaching out and getting associations represented on the Legislative Committee to get seats filled. Commissioner McMahon sits as an Alternate on AMC. If you know of area police chiefs that would sit on this Legislative Committee so that we can address from your disciplines. We have reduced the quorums and people have started showing up.

7. Steering Committee (Micah Myers)

Director Mines sent out an Education and Outreach request looking at branding for the SECB and she has asked for a representative. If you look at the Summit and Elk River flyers, Shari has done a good job and she has an eye for that sort of thing. *Tom Egan made a motion to appoint Shari Gieseke as the Central Region's representative. Tim Riley seconded, motion carried.*

8. NG-911 Committee (Judy Diehl)

Conference call was yesterday, we did not do ITV. We had 18 people on the call with 11-12 agencies represented. Talked about outages, one was last night and one was on the 13th. Cathy Anderson was on the call discussing the fact that our region needs two people to be WERM point of contacts for our region. They would get extra training on a new App for working on the wireless spreadsheets that we do. For the two primary/alternate, we did elect Joe Zunker from Douglas, but Brenda Orth declined as the alternate. We are looking for whoever does the spreadsheets for your agency. Micah replied that at least we have one. Judy explained that the training will be an extra webinar, and these POC's would get more training so that people in our region will not all be going to Cathy Anderson. Our ByLaws did not have one alternate to the Statewide Nextgen 911 Committee, so that needs to be added in. Mille Lacs County reported well on Phase II calls. APCO/Nena will be putting on training "Leadership in the 9-1-1 Center" which starts at 8:30 on the 29th. It was requested that Judy put it in "Other" on the list serve.

Regional Leadership Group – (Next Meeting October 26, 2015)

Held at MnDOT in St. Cloud. If you have not been to one, it is a meeting that you should attend.

EMAC Update: (Patrick Waletzko)

Met with the Executive Committee to review the RFP and Regional Planner status. Interviews will be next Tuesday on 5 proposals. Our hope is the full committee will vote on our recommendation. Drafting a contract with the goal of bringing that contract and planner to ESB's December meeting. All of our workgroups continue to meet: Mutual Aid, Strategic Plan and others. Next meeting is on the 28th.

Owners and Operators: (Ace Bonnema)

Discussed Regional System Admin contract, a subcommittee is to report back to us. Repeater request to OTC on Tuesday. 8SOA3 will be Kandiyohi's repeater as a patch for problem spots. Otter Tail participation plan channel for Barnsville was approved. Alex Tech adding a console was approved. Discussed CASM and the request to allow System Admins to have edit capabilities. Discussed site access profiles to remind Sys Admins to check theirs.

User Committee: (Paul McIntyre)

O&O/Users will be meeting at Alex Tech.

EMS/Hospital Sub-Committee: (Paul McIntyre)

None.

RIC Report: (Rick Juth)

On the FirstNet side, the workgroup that was meeting by conference call every Thursday has ended as of yesterday. All of the comments and all criteria on the FirstNet RFP is done now. FirstNet came out with a Cyber Security notice and there has been some concern with that, but there is not enough information to tackle that right now. Kristen thought that they decided to schedule a call next week to review that. FirstNet's time frame for response is that they want response by next Friday. Director Mines was at a SPOC meeting with FirstNet. Micah's talked about demonstration day, and Thursday November 5th is the functional exercise. COG Advisory Committee has started to meet. They had one conference call for planning the 2016 Interop Conference in St. Cloud. If anyone wants to be involved submit your name to Jim Stromberg at ECN. Ron Whitehead will be conference chair again this year. Tina will be the alternate and Al will be our rep. This does not prevent people from joining the calls. If you have items or suggestions give them to Tina and Al. Jackie Mines does have a list of applicants for the FirstNet position. We have some tribal outreach going on. Had a meeting with tribes at ECN trying to create engagement by tribes related to the FirstNet project. We will not be able to hold a meeting with all the tribes at the same time. Will schedule a meeting in the southern half of the state, the northern part does not get along as well. FirstNet's statement for accepting proposals for a national buildout and how that affects the tribes could be interesting. Micah mentioned the Legislative Committee and how we have to be mindful of the bad PR, it is our responsibility to get our agencies the correct information to the ones that write the checks. NewCore Wireless is the company to utilize the variance. Rick noted that the Summit is timely to hear the most current information from Jackie Mines.

Executive Committee: (Micah Myers)

Executive Committee met, Board did not want to delay this. We identified timelines. Under #9d, policies is something that we will start addressing at our RAC meetings. Talked about preliminary meeting schedules for ESB/Executive Committee. Discussion on Summit finalizing. Micah sent out Summit parking instructions, make sure you have your parking passes displayed. Pulled for breakout sessions was an additional room for presentations later. We had discussion after we closed the meeting as to sitting on the RAC. If you look at the way the Joint Powers is written the appointees to the RAC come from the agencies, not the board. It does not limit who the agencies want to appoint. RAC is on governance, and nothing precludes us from creating a workgroup.

State Interop Data Committee: (Kristen Lahr)

Next meeting is on the 20th. Will vote to approve the workgroup's comments on the Operational Architecture Draft RFP.

Emergency Services Board: (Next meeting December 16, 2015)

We want to adopt a 2016 training roadmap. 2015 SHSP has earmarked \$25,000 for training.

Updates from Partners on Current Projects:

Regional Logger: (Micah Myers)

All premise loggers are connected, URLs should be up. We pared down, backlog of 2 ½ years. Meeker Kandiyohi, Grant, there are 4 that we have left on to catch-up on. Once those 4 are fully uploaded then we will turn 'on' the others. System is designed to handle your day-to-day. Upgrade to the memory. If you still cannot get a look at CAS, I have brought business cards for my staff Andrew. The URL equates to that your IT folks need to map it. If you do not have access reach out to Andrew. 7.15 upgrade info does not impact the logger. Micah addressed with Northland that there is nothing we have to do except CAS has to reboot. 7.13 to 7.15 looks identical. We have to start planning for the 7.19 upgrade as we will have to build into our maintenance cost.

Ace asked so we can get to the CAS? Micah replied that anything that is on there you should see, but you cannot see a recording that has not been transferred yet. Judy Diehl said she has emailed Andrew because she has no resources to listen to. Micah wondered if their profiles are set-up correctly.

Updates from Partners on Current Projects: (Continued)

Status Board Issues:

Cathy Anderson will be giving a presentation at the Summit on Monday, as well as on the training standards.

Public Safety Broadband Pilot Project – Elk River

We do weekly calls on this. Set-up is on the 20/21. On Industry Day we will be providing laptops on Band Class 14. We have Motorola handhelds and modems. We will provide 10 Toughbook laptops. Functional Exercise is on November 5th. You are more than welcome to attend. You will see our roadmap from each of our meetings from the last few weeks.

Regional Summit

On page #22 you will see the pretty much final agenda for the Summit. State agencies reports will be in the morning, MnDOT will give a report on the buildout, DECN initiatives and HESM will be there with Julie Anderson filling in. Committee chairs will give an update on what they are working on in their committees. We are close to 70 folks with it now. For the afternoon session we will have another room. Micah described the afternoon session. There are several venues that we do throughout the year, looking at how do we address coverage issues. ARMER is more than radios, Emergency Management, dispatcher communications, etc. We want to make this a reoccurring thing.

General Discussion and New Business:

Regional Project Priority List for 2014 SHSP Grant:

1. 2015 Training Roadmap Dates

On page #23 is the current training. October 22nd is the Refresher in Otter Tail.

a. CASM Training – POC, Dates and Locations

Last CASM workshop will be on November 18th at Stevens County.

b. System Admin Training (Motorola Developed)

System Admin Training is scheduled in Stearns County. Registration is on the website.

Kristen commented that System Admin training is not restricted to just a System Administer terminal. It is a good venue for local System Admins to be in one room to discuss admin things and collaborate. There are two prereqs from Motorola, so, make sure that you register. Each of them have a test that you have to pass to be knowledgeable in the terms that will be used. If we cannot fill the class with the region we will open it up to other regions. Chris Meier thinks that you just need an MOL account, or a learning center account individually.

c. 2016 Training Roadmap

Micah listed the current Training Roadmap 2016 list. Tina will get more info from Paul for EMS and from Judy for NG911. We hope to bring the final 2016 draft to the ESB for approval in December.

2. Regional Coverage Issues (See Table)

2015 SHSP will have a competitive grant process which will require members to get resolutions that their boards will make that match. In preparing for this grant application we are using the training roadmap. One of the things they found was that money kept being turned in and rushed projects. Central MN region has set itself up well ahead from the other regions. Micah hopes that we are looked at favorably. The grant group will get together to review the proposals to make a recommendation back to the Finance Committee. Tom asked when you will know when you are being awarded. Ace wondered on the process for City of Atwater requesting resolution on the county to put in for this grant. Kandiyohi is looking at adding another repeater. How does Ace go about modifying because the cost will drop \$100,000. Grant workgroups will cue up.

General Discussion and New Business: (Continued)

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

3. Planning/TICP Maintenance

Board approved entry into CASM, so agencies will be able to manage them. From On Target's perspective, the report they put in is accurate when they put it in, and the Board knows there could now be changes in it from other members.

4. 2015 SHSP FY 2016 Grant Application

See Regional Coverage Issues.

CMNRADIO.ORG Website

Grant video, PowerPoint and resolution document are under the "Grant Reimbursement Process" button. Training Calendar is out there.

MnFCP Weekly Status Report

Separate handout. If you have any questions, Rick or Micah can answer them.

Policy on CMNESB Contracts

Looking at how or what the process looks like. December meeting is always tentative on the schedule. Contracts need to be vetted. Trying to come up with a standard operating procedure for how we do grants and RFP's. RAC will be looking at how we do governance, between the November and December meeting we plan to have something to present at December's meeting to adopt for 2016 year.

Other:

None.

Old Business:

None.

Upcoming Meeting Date and Location:

- November 13 – City of St. Cloud
Sherburne County made note that this is deer week. Make sure there is a quorum.
- December 11 – Benton County

7.15 is O&O looking at trying to get release notes? This is one of the items at the Summit.

Wadena radio came in on tailing audio. They do not have our talkgroup in our radio but it came across in our Main and Tom has emailed John Anderson. Actual I.D. popped up on the radio. Ultimately their audio was on the Main and it looks to be a tailing issue. Mike Wisniewski pointed out an issue too. They have the Analyzer and are checking all the equipment. Is it really coming off the repeater or is it a frequency mix? Dan McCoy explained an issue and replied it is the same frequency, authenticating, etc. Dan suggests to find out which site it was affiliated with.

Adjournment:

Tim Riley made a motion to adjourn the meeting. Mike Wisniewski seconded, and the motion was carried unanimously to adjourn at 11:20 a.m.

Minutes recorded by Shari Gieseke