

**Owners & Operators and User Meeting
Douglas County Public Works
November 15, 2012 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Dave Hotckiss – 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 Lindgren – Meeker County
7. Brad Hunt – Mille Lacs County
8. Jeff Jelinski – Morrison County
9. Matt McGuire – Otter Tail County
10. Nathan Brecht – Pope County
11. Kristen Lahr – Stearns County
12. Judy Diehl – Stevens County
13. Bob Cuchna – Todd County
14. Stan Churchill – Traverse County
15. Scott McKellep – Wadena County
16. Dawn Mund – Wilkin County
17. Annette Habisch – Wright County

USERS MEMBERS/ALTERNATES PRESENT:

1. Pat Tarpenning – Benton County
2. Chuck Koetter – City of St. Cloud
Dean Wrobbel – City of St. Cloud
3. Greg Windhurst – Douglas County
Rick Wagner – Douglas County
4. Tina Lindquist – Grant County
Troy Langlie – Grant County
Thor Tollefson – Grant County
5. Ace Bonnema – Kandiyohi County
Brad Hanson – Kandiyohi County
6. Rich Christianson – Meeker County
7. Brad Hunt – Mille Lacs County
Peter Willis – Mille Lacs County
8. Jeff Jelinski – Morrison County
9. Ryan Brasel – Otter Tail County
Jim Stewart – Otter Tail County
10. Kristen Lahr – Stearns County
Jim Hugues – Stearns County
11. Ross Tiegs – Stevens County
12. Bob Cuchna – Todd County
13. Stan Churchill – Traverse County
14. Gordy Vosberg – Wright County
Annette Habisch – Wright County

GUESTS:

1. Tom Zabinski – City of St. Cloud
2. Paul Anderson – Douglas County Commissioner
3. Sara Moulzolf – Granite Electronics
4. Dan McCoy – Granite Electronics
5. Al Fjerstad – Mille Lacs County
6. Kevin Novotay – North Memorial
7. John Tonding – RIC
8. Jason Curtis – State Patrol
9. Brad Quart – State Patrol

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Sherburne
3. Swift

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Pope
3. Sherburne
4. Swift
5. Wadena
6. Wilkin

CALL TO ORDER:

Meeting called to order by Owners & Operators Chair Kristen Lahr at 10:07 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS:

Kandiyohi experienced “tailgating” with their radios. Tailgating is basically digital interference that happens right after a release. Although it has been occurring for years it is an unknown what exactly causes it to happen. John Tonding advised to make sure that Motorola has an open ticket on this so they know it is still an issue. The Genesis software is helpful for finding things like this out and the Owners & Operators would like to recommend that the RAC discuss the possibility of purchasing the Genesis software.

APPROVAL OF AGENDA:

Jim Hughes made a motion to approve the agenda for November 15, 2012, Dave Hotchkiss seconded. Motion carried.

APPROVAL OF MINUTES:

Judy Diehl made a motion to approve the minutes from the August 16, 2012 Owners & Operators meeting. Ace Bonnema seconded. Motion carried.

Tina Lindquist made a motion to approve the minutes from the September 20, 2012 joint meeting. Judy Diehl seconded. Motion carried.

Judy Diehl made a motion to approve the minutes from the October 18, 2012 Owners & Operators meeting. Scott McKellep seconded. Motion carried.

REPORTS:

Best Practices Committees

At the regional leadership meeting Tom Johnson reported that all of the preliminary draft best practice guides were in. ECN is in the process of going through revisions and approvals.

Interop

Once the change management changes are complete a new copy of the MNFOG guide will be coming out.

The forecast specific talkgroup discussion will continue at the next interoperability workgroup. John will advise that the Central Region would prefer to have their weather updates similar to how the Metro wants them, which is to use NAWAS to contact the State Patrol, State Patrol would then use CM Call and designate a talkgroup for the warning. Anyone interested in joining in the conference call for this discussion can get the information from John Tonding.

ESB

The ESB held a special meeting on October 31st where the wavelength analyzer was approved and the next meeting was set for January 23, 2013.

RAC

Discussion on the channel capacity grant money that will be turned back and utilized by four counties that have projects ready.

CMEMAC

In the process of hiring a regional planner.

Grant Funding Updates

John Tonding reported that there will be some of the radios purchased with the ECN money coming to the Central Region but it has not been disclosed as to who will be getting them.

County Migration Updates

Mille Lacs is fully migrated as of November 1. They still have a patch in place for VHF law that will be taken down the first of the year and they will be going to their board next week for the channel add to the Onimia site.

Wilkin is in the process of installation. Training is scheduled for the first part of December.

GENERAL DISCUSSION AND NEW BUSINESS:

A. Wavelength Analyzer

The ESB approved the purchase of the wavelength analyzer for region wide use. The purchase included the analyzer and two additional years of maintenance. The first year of maintenance was free, so no additional cost will be incurred for the first three years. The standards group will put together guidelines for the use of the analyzer. If anyone would like to join the group contact Kristen.

B. Todd County's Participation Plan Change for BDA

Todd County has an issue with portable coverage in the Staples area and they are installing an outdoor BDA to fix the issue. The City of Staples provided the land, and they will be using some of the channel capacity grant money for the project. Due to the tight timeline to utilize the grant funds, the OTC approved the change.

Scott McKellep made a motion to approve the changes to Todd County's participation plan to include the outdoor BDA. Jeff Jelinski seconded, motion carried.

C. Otter Tail County's Participation Plan Change for Henning Site

Otter Tail is looking to add a five channel area site repeater in Henning to resolve coverage issues. They will be using the City's water tower to support the antennas, and the five channel ASR will be placed in the City's water treatment plant offices. They will be using some of the channel capacity grant money for the project and due to the tight timeline to utilize the grant funds, the OTC has approved the change.

Scott McKellep made a motion to approve the changes to Otter Tail County's participation plan to add an Area Site Repeater in Henning. Jeff Jelinski seconded, motion carried.

D. Representative for ECN Conference Group

The planning group for the interop conference is looking for additional representatives. The conference will be held in May 2013. Troy Langlie and Dave Hotchkiss volunteered to serve on the committee. Anyone else interested in participating should contact Micah Myers.

E. Change Management Review

All regions weighed in on the change management documents differently. The Metro did a point by point review as well as a technical review. The Southern RIC polled all three of the South regions and put a review together based on the feedback. The Northwest region deferred and did not have any input. John Tonding summarized the results:

Major Change 1

- Standard Naming Convention: Universally supported.

Major Change 2

- Updates to Various Radio Configurations: Support for three mandatory interop zones, however the Metro would like to add a caveat that if a radio cannot support it, a permanent exception is made until the radio is replaced.
- Addition of 5 STACs: Everyone but the Metro supported.
- Encryption on 2 specific STACs: Some support.
- Renaming the FTACs: Generally supported, but Fire agencies are opposed.
- Renaming LSCRAM: Generally supported, but the Central Region is the only one who came up with alternative naming ideas.
- Renaming SOAs: The Central Region supported leaving the SOAs discipline specific, the Metro supported keeping the FSOAs but making the rest generic, and the other regions supported making them all generic.

Major Change 3

- Site Trunking: The opt in method is supported favorable.

Major Change 4

- Use of LTACs: Support to keep the existing 4 LTACs.

The timeframe for completion was discussed. Hennepin County originally set a 3 year timeframe that the Central Region supported, however it needs to be defined as to when that 3 years actually starts. Without knowing the exact changes, and depending on entities staffing and number of radios it is hard to determine a timeframe right now.

F. Attendance at Meetings

Since there have not been quorums at the last few meetings, the Executive Committee decided that a roll call will be taken prior to the meeting to ensure that there will be a quorum. If you or your alternate is unable to attend on a regular basis please look into appointing someone else within your County.

G. Training and Education

None.

H. VHF Overlay Use

Micah Myers would like to know how many Counties are using or plan on using the VHF overlay. Stearns and Mille Lacs will be using it. Big Stone and Kandiyohi will not be using it. All other Counties can either email Micah directly or report back at the next O&O meeting. John Tonding reminded that if you plan on using the State's overlay that an MOU must be filled out. John has a copy of this for anyone who may need it.

There was discussion on the DNR Forestry, who will not be going to ARMER and how they will communicate with Fire and Law. It was suggested that this be a table top exercise for the User Committee.

STANDARDS:

A. CCGW Prioritization Standard

Changes to the standard include a regional header, the addition of a number and language clarifying RF Resources vs. CCGW may be added.

Troy Langlie moved to approve the CCGW Prioritization Standard with the above changes, Brad Hunt seconded, motion carried.

Jay Sikkink will bring this to the SMG. At that time we will send a recommendation along to keep putting pressure on Motorola to increase the port numbers in future upgrades as well.

B. 3.44 Pursuit Standard

John Tonding presented the changes that are proposed on the pursuit standard.

NEXT MEETING:

The next Owners & Operators meeting will be December 20, 2012 at 10:00 AM at the Douglas County Public Works Facility.

The next Users Meeting will be December 18, 2012 at 6:30 PM at the Douglas County Public Works Facility.

ADJORNMENT:

Jim Hughes made a motion to adjourn the meeting, Dave Hotchkiss seconded it and the motion was carried unanimously. The meeting was adjourned at 12:10 PM.

Minutes by Jackie Kraus.

ATTACHMENT A

2012 Major Operational Change Review Results from Central Region

The 2012 Major Operational Change Review packet was reviewed jointly by Central Minnesota Owners & Operators and Users committees on September 19, 2012. The following is a summary of the feedback compiled at that meeting.

Major Change 1: **Standard to 3.18.0: Standard Naming Convention
Proposed by: DPS-ECN**

In reviewing said change, the group was in agreement of the importance of consistency of channel naming.

Motion was made by Otter Tail to endorse the standardized naming process; Grant seconded. Motion carried.

Major Change 2: **Various Updates to Standard Radio Configuration
Proposed by: Hennepin County**

The group discussed this proposal in sections to provide input separately on each of its components.

In regard to reformatting STACs and the Statewide IC Zone:

The group supports the concept of a pool of 16 STACs for a Statewide IC Zone. The group feels it is appropriate to convert the current FTACs and ETACs to STACs for this purpose. The group supports the retention of the existing LTACs for law enforcement use; removing them from the IC Zone and replace them with 4 newly created STACs.

In regard to encryptable STACs for all users, the group responded with the following feedback. The group agrees there can be a need for encryption by non-law enforcement personnel. The group does NOT support selectable encryption on any ARMER talkgroup and does not support the proposal of selectable encryption on STACs 7 and 8. In response, the group suggests two additional STACs (17-18) be created for use outside of the IC Zone where appropriate and be programmed with encryption strapped.

Motion by Grant County to endorse retaining LTAC's for law enforcement, renaming ETACs, FTACs, and create 4 new STAC's for an IC Zone of STAC 1-16. Create two new separate strap encrypted talkgroups with an assigned State key, for any user. City of St. Cloud seconded. Motion carried.

In regard to renaming LE-TACs and LE-SIUs:

The group agreed that the current naming of LE-TAC (encrypted) talkgroups can pose some confusion with LTAC (non-encrypted) talkgroups. The group was not in favor of the suggested talkgroup alias, LSCRAM. When asked for a new alias suggestion, the group came back with LTAC-E (1-4).

Motion by Mille Lacs to change the name of current LE-TACs to LTAC-E 1-4, Meeker County seconded. Motion carried.

On the topic of renaming SOA's to a common pool:

While the region generally supports the concept of pooled resources, the fact that these resources are not assigned via status board is the deciding factor of why the group has voted to retain the current naming convention. The naming convention denotes a built-in element of assignability for the resources.

Motion by Stearns County to retain the current SOA naming convention (2 PSOAs, ASOAs FSOAs), Douglas County seconded. Motion carried.

On the topic of additional 700MHz SOAs:

The group agreed that there is a need for additional 700MHz conventional resources. It also agrees on the need for encryption capable 700MHz resources for both local use and for interoperability with agencies across the state. The group concluded that 7SOA-E11 and 7SOA-E12 should be assigned a common, state key and be used in strapped mode. All other 700MHz SOAs can be encrypted with a local key if desired.

Motion by City of St. Cloud to endorse twelve 700 MHz SOAs, agreeing that selectable encryption with local keys on 1-10 is ok and to strap 11 & 12 with a common state key, named 7 SOA-E 11 & 12. Meeker seconded. Motion carried.

On the topic of mandating a Regional, State, and Conventional IC Zone:

The group felt that it was appropriate to mandate the three standardized zones for all radios with the capacity to do so. The group felt that a three year time frame would be appropriate to complete these changes. The group also felt that a uniform training be implemented to coincide with all major changes.

Motion by City of St. Cloud to endorse the three year timeframe to implement these changes and endorse that a uniform training as described in the proposal be implemented. Douglas County seconded. Motion carried.

**Major Change 3: Site Trunking Talkgroup
Proposed by: Central Minnesota RAC**

The group agreed that providing a single talkgroup for site trunking backup would offer some consistency in out-state areas. The group felt that at this point, an opt-in model would be the best route to take.

Motion by Otter Tail to endorse the proposal of the opt-in model, Mille Lacs County seconded. Motion carried.

Minor Change 1: Reclassify Statewide Tactical Talkgroups for Law Enforcement

Proposed by: Scott County

The group agreed that the current LTACs, to be most effectively used; should be prohibited from use for preplanned events or exercises. This would limit their use for emergent events such as pursuits. With the planned removal of LTACs from the all-branch IC-Zone, the group supports the proposal to limit these talkgroups to be used by law-enforcement personnel only.

Motion by Stevens County that the LTACs be preserved for emergency events, no preplanned events or exercises and limit these talkgroups to be exclusive to law enforcement having that change coincide with the standardized state IC zone. Stearns County seconded. Motion carried.