

**Central MN  
Owners & Operators and User Committee Meeting  
Douglas County Public Works, Alexandria, MN  
November 17, 2016 – 10:00 AM**

**OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:**

1. Pat Tarpenning – Benton County
2. Mike Henrion – Douglas County
3. Troy Langlie – Grant County
4. Ace Bonnema – Kandiyohi County
5. Al Fjerstad – Mille Lacs County
6. Victoria Ingram – Morrison County
7. Nathan Brecht – Pope County
8. Seth Hansen – Sherburne County
9. Kristen Lahr, Chair – Stearns County
10. Judy Diehl – Stevens County
11. Steve Och – Todd County
12. Rick Teberg – Wilkin County
13. Richard Nevala – Wright County

**USERS MEMBERS/ALTERNATES PRESENT:**

1. Dean Wrobbel – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Mike Henrion & Greg Windhurst – Douglas County
4. Tina Lindquist, Vice Chair – Grant County
5. Ace Bonnema – Kandiyohi County
6. Chris Peterson – Otter Tail County
7. Seth Hansen – Sherburne County
8. Paul McIntye – Chair, Kristen Lahr, Erin Hausauer & Jim Hughes – Stearns County
9. Judy Diehl & Ross Tiegs – Stevens County
10. Steve Och – Todd County

**GUESTS:**

1. Micah Myers – City of St. Cloud
2. Rick Juth – ECN
3. Dan McCoy – Granite Electronics
4. Sara Moulzolf – Granite Electronics

**OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:**

1. City of St. Cloud
2. Big Stone
3. Meeker
4. Otter Tail
5. Swift
6. Traverse
7. Wadena

**USER MEMBERS/ALTERNATES ABSENT:**

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

**CALL TO ORDER:**

Meeting called to order by O&O Chair, Kristen Lahr at 10:02 AM

**INTRODUCTIONS:**

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

**COMMUNICATIONS AND INCIDENTS:**

**APPROVAL OF AGENDA:**

Stearns County indicated an addition. CM Attendance Standard will be placed under Joint Business. A separate handout is provided. *Wright County made a motion to approve the O&O/Users Agenda as amended. Stevens County seconded, motion carried.*

**APPROVAL OF MINUTES:**

*Morrison County made a motion to approve the October 20, 2016 O&O/Users minutes. Stearns County seconded, motion carried.*

**REPORTS:**

**SECB/ARMER:**

**RIC**

Rick Juth reviewed unplanned ARMER site outages document and the October 2016 Zone 4 Site Busy report. He made note of the duration of emergency calls on Enfield 549 seconds. Sherburne mentioned that Enfield was at half channel capacity for cutover to IP simulcast in October likely contributing to the site busies.

SWIC Stromberg is preparing his annual report and would like to poll CM region with the following questions:

- 1.) *Has every Law, Fire, and EMS agency in region migrated to ARMER? Anyone who is not fully on ARMER?* Stevens County Ambulance still has VHF radios. Stevens employs a patch between their ARMER and VHF EMS resources.
- 2) *Who is still operating PSAPs not fully migrated to 7500 consoles?* Wilkin, Traverse, and Big Stone operate control station PSAP centers.
- 3) *Is every agency covered under someone's full participation plan?* St. Cloud State University has a limited participation plan as part of the City of St Cloud.

## **REPORTS: (Continued)**

### **SECB/ARMER: (Continued)**

#### **RIC (Continued)**

An email from MESB was sent to metro leadership this morning with documents for VIPER customers and Vesta customers for preparing these products for text to 911. Juth will forward information to the region. County data readiness meetings are starting to take place throughout the region. Stevens and Douglas counties are being scheduled now. Adam Item, GIS coordinator is working on this.

Dustin Leslie from ECN, Chair NG911 Best Practices workgroup started to send out emails and are starting to do work with Sheriff's Association for dispatcher training. Holding a conference call, looking for regional round table to discuss training.

SWIC Stromberg is working to look at local incidents from a communications perspective to use for educational training (looking for good examples as well as learning opportunities). After action reviews of events will be encouraged.

#### **Operations and Technical Committee (OTC)**

Fjerstad reported on items from the November meeting. Canadian Railroad Police – presented a limited interoperability participation plan. Mayo Medical (Gold Cross) adding 11th console position in dispatch and a MC7100. Department of Human Services participation plan was accepted as a conceptual plan. They will return to OTC for approval as they implement each component. Bill Schmidt presented Red Cross participation plan request as a DRO - plan approved. Dept of Revenue requested additional radio IDs. Cathy Anderson presented four standards (1.10.0, 1.9.0, 5.1.0, and 5.4.0) of which all were approved.

#### **Interoperability Committee**

Myers reported on November meeting. SOA-R change Management workgroup looking to seek approval to utilize repeated 8TAC frequencies and also simplex SOA's as a secondary option. Plan was approved at Interop. SOA-R Item will be removed as a major change. MNFOG 2.0 is going to print in 8 ½ x 11 format and will be posted on ECN website as electronic download. This will be available for about 2 months for feedback prior to printing the small field cards. Field card version will be in limited supply and will be made available first to COM-Ls etc. Railroad Police public notice was presented. Interop approved to grant access to National Interop channels for use by Railroad Police. Ron Whitehead gave an update on MN Communications Technology Conference (formerly Interop Conference).

#### **IPAWS**

Nothing to report.

#### **Interop Data Committee (FirstNet)**

November IDC meeting was cancelled. Technical, Operations, and Business Workgroups are meeting weekly to review Draft State Plan Template and prepare potential responses.

#### **SMG (System Managers Group)/7.15 Upgrade**

Nothing to report. Next meeting is November 23.

#### **Steering Committee**

City of St. Cloud over the air programming request. Ongoing cost is a concern for ECN. St. Cloud will be used as a pilot project. Metro has interest in this as well, however, they may not have the capacity to do so. Myers presented basic plan for simulcast system, license & cost (Motorola). Myers is looking to Region to see if anyone would be interested in taking advantage of this.

**REPORTS: (Continued)**

**SECB/ARMER: (Continued)**

Steering Committee (Continued)

Regional logger pre-established some guidelines and procedures. Question was posed if ATA was available for only APX radios, not XTS/XTL. Myers confirmed that it is not available for XTS/XLT. Entities interested in over the air programming should contact Micah Myers, City of St. Cloud.

Disaster Relief Organization Standard was a topic of discussion. Standard will move forward for approval.

NWS Standard – Option 2 was the most widely accepted, NWS would hail the County PSAP directly over the Regional NWS talk group and include State Patrol in roll call. If county PSAP doesn't acknowledge, NWS must reach out by other means to that jurisdiction. Standard says NWS resources shall be permitted in subscriber units in command staff within local jurisdiction. Question was posed if all PSAP have requirement to monitor NWS talk group. This is a concern in the Central Region for control station PSAPs as well as requiring PSAPs to monitor yet another talkgroup during a high volume weather event. It was noted that each jurisdiction may have SOP already in use that works for them. Option 2 has been approved by Steering Committee to go to Interop Committee. Central Region action plan – Rick Juth to send draft standard to Kristen Lahr. Kristen to send out latest version of draft standard to everyone to review and place item on the December 15 agenda.

Subsystem Loading – draft standard approved, moving forward to OTC

EMS/Hospital Sub Committee

No meeting

**CMESB:**

ESB

No meeting in October or November.

Executive Committee

Met November 2 – discussion on attendance standard, contract clarification for City of St. Cloud for regional coordinator, meeting schedule, approved website project, discussed cost for entities to join, region cover – maintenance costs to be covered by Region (similar to logger guidelines)

RAC

November meeting cancelled due to weather.

Next Gen 911

Diehl reported CM NG911 met via conference call on November 10<sup>th</sup>. Dana Wahlberg called in. The RFP for Text to 911 has still not been awarded. The Attorney General and MESB are still working with the vendor on some items. If any agency in CM is ready or is interested in receiving text messages once the RFP has been awarded, please contact your CPE vendor and get a quote for how much it will cost to upgrade your equipment. The West Corporation Viper is less expensive to upgrade than the Airbus Vesta. When you upgrade you will need to submit a 911 Plan Change letter to Dustin Leslie, he has sent out all of the county's 911 Plans, and if you haven't returned yours, please do so as soon as possible. Judy emailed the committee the Text to 911 support documents. Adam Iten will be in touch with each county in Central MN to set up a date and time for the NG911 GIS Kickoff meeting for your county. WERM has been moved to a more robust server, and they hope to begin loading our cell phone tower site data into it soon.

## **REPORTS: (Continued)**

### **CMESB: (Continued)**

#### **Next Gen 911 (Continued)**

West Corporation had a shakeup in the organization and terminated 20% of their workforce. The changes have affected the North Central United State the most. We have been tasked as a region to come up with minimum training standards, guidelines, or best practices, like the Metro area. Our December meeting will be an in person meeting, and we hope to hammer those out at that time. It will be different for us since many of our PSAP have only one or two telecommunicators as opposed to the Metro areas numbers.

#### **EMAC**

Hausauer updated on the DLAN project. A session was held last week with Buffalo Computer Graphics. Nominations for 2017 officers were made at the October meeting. Special Meeting held November 16 regarding action on the Regional Planner position. Group voted unanimously to move forward with OTTC in 2017. December 7 will be final EMAC meeting of the year, hosted by Meeker County.

#### **Regional Logger:**

Currently working on Maintenance Agreement for AIS server. Micah Myers reports he brought the item of record retention of state resources to Interop Committee. From that meeting it was determined at the Central Region align the retention of these recordings with other regional resources. As a result of the Interop discussion it's very likely that we will be seeing a logger standard that will address record retention as well as other aspects.

#### **Grant Updates**

##### **a. Regional Project Priority List for Grant Allocation (P14)**

Wilkin County project is almost completely funded. \$87,000 additional SHSP grant should complete it. Stearns County microwave upgrade and a project for Todd County in 2017.

## **USER BUSINESS:**

### **A. Local Exercises/Communications – Meeker County**

Meeker County gave the group an overview of their July 11<sup>th</sup> tornado events which affected the cities of Litchfield and Watkins. Sirens were sounded at approximately 7:15 PM, Litchfield tornado hit at 7:30 PM and Watkins approximately 20 minutes later. They initially assigned MK-7 for weather spotters and law enforcement remained on MK-Law. Once Watkins was affected, they worked to move those in Litchfield response off of MK-7 to dedicate that to Watkins responders. Also patched a statewide resource to bring in State Patrol. CM talkgroups were utilized in following days for damage assessment. Incident Command in Watkins took about 1-1.5 hours to set up. IC was not initiated in Litchfield. CM talkgroups were utilized in following days for damage assessment.

Discussion took place to offer suggestions to alleviate some pain points that Meeker County experienced. Suggestions included setting up incident command sooner and for both events to alleviate load in PSAP. Requesting a COM-L right away to get an outside perspective on communications planning and manage traffic for two events. Getting law enforcement to the same communications resource with Fire/Spotters. Contacting a neighboring PSAP for backup to assist with event.

### **B. Group Discussion - Patching**

Short presentation on types of patches, how it's used and making sure agencies are trained.

## **JOINT BUSINESS:**

### A. ARMER Standard 5.2.0 – Disaster Relief Organization (P15-16)

Standard was discussed with the group, specifically the operational context. No comments or input from the group.

### B. Change Management Update

SOA-R – Interop approved the utilization of 8TAC repeated channels as well as SOA in simplex manner. With this decision the item is to be removed from the change management process.

LTAC-E – Item is still in review process to determine home zone mapping, etc.

### C. CM Attendance Standard

Micah Myers reviewed some clarification edits that were made at the last Executive Committee meeting. Items include clarifying that a canceled meeting equals an attended meeting.

Compliance will be tracked for a continuous 12 month period. Notification of Membership procedure was added as an appendix to the standard. It was suggested by Stearns that the procedure/appendix be called out within the standard under procedures. Myers said the intent for the region is to pilot the standard in 2017 and adopt the standard in 2018.

## **O&O BUSINESS:**

### A. NWS Severe Weather Notification Standard - Update

Update from SWIC Stromberg regarding the status of standard. Work group has not come to final proposal, scheduling next work group call is on his to do list for January. A county or region can have their own agreement with NWS. Region members who want to be notified of work group – Erin, Al, Judy D, Judy S. Juth will forward names to SWIC for inclusion on workgroup.

O&O will place NWS Standard on December Agenda for review and discussion. Would like input from committee to bring to workgroup call.

### B. Mille Lacs Motobridge - Update

Fjerstad reports that the connection is working and Motobridge is up and running. He intends to get additional training and coordinate testing.

### C. StatusBoard – Dual-named resources

Cathy Anderson will be working to replace the current dual named resources (STAC 5-12, SIU 1-4, LTAC-E 1-4) with the updated singular naming. Resources will be removed from Statusboard on January 3<sup>rd</sup> and replaced with updated. If anyone has post-January 3 calendar reservations on these resources they will need to re-reserve them on the new resources.

## **NEXT MEETING:**

The next O&O/Users meeting will be December 15, 2016 at 10:00 AM at Douglas County Public Works. The January 19, 2017 meeting will be held at Alexandria Technical & Community College.

## **ADJORNMENT:**

*Stearns County made a motion to adjourn the meeting. Grant County seconded and the motion was carried unanimously. The meeting adjourned at 2:10 PM*

Minutes by  
Tina Lindquist, Grant County  
User Committee Vice-Chair