

Owners & Operators and User Meeting
Alexandria Technical & Community College, Alexandria, MN
November 19, 2015 – 10:00 AM

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Troy Langlie, Chair – Grant County
2. Ace Bonnema, Vice Chair – Kandiyohi County
3. Tom Egan & Mike Henrion – Douglas County
4. Randy Celander – Meeker County
5. Al Fjerstad – Mille Lacs County
6. Tim Riley – Pope County
7. Seth Hansen – Sherburne County
8. Kristen Lahr – Stearns County
9. Judy Diehl & Dona Greiner – Stevens County
10. Luke Manderschied – Wadena County

USERS MEMBERS/ALTERNATES PRESENT:

1. Paul McIntyre, Chair & Kristen Lahr – Stearns County
2. Greg Windhurst, Vice Chair & Shane Carlberg – Douglas County
3. Troy Langlie, Tina Lindquist & Jason Wendt – Grant County
4. Ace Bonnema – Kandiyohi County
5. Randy Celander – Meeker County
6. Mark Ebeling – Otter Tail County
7. Seth Hansen – Sherburne County
8. Dona Greiner, Judy Diehl, & Ross Tiegs – Stevens County

GUESTS:

1. Rick Juth – RIC
2. Micah Myers – RAC Chair
3. Jeff Jelinski – Morrison County Commissioner
4. Dan McCoy – Granite Electronics
5. Sara Moulzolf – Granite Electronics
6. Bruce DeBlieck – MnDOT
7. Dave Sisser – W/C Communications

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Benton
2. Big Stone
3. City of St. Cloud
4. Morrison
5. Otter Tail
6. Swift
7. Todd
8. Traverse
9. Wilkin
10. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Benton
2. Big Stone
3. City of St. Cloud
4. Mille Lacs
5. Morrison
6. Pope
7. Swift
8. Todd
9. Traverse
10. Wadena
11. Wilkin
12. Wright

CALL TO ORDER:

Meeting called to order by Users Chair Paul McIntyre at 10:19 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

Al Fjerstad noted that Isanti County put CM Call in their dispatch counsels. They are a Metro agency. They put it in primarily to talk to Mille Lacs County.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Mark Ebeling made a motion to approve the O&O/Users minutes from October 15, 2015. Greg Windhurst seconded, motion carried.

REPORTS:

RIC (Rick Juth)

Pages #8-10 are the busy reports from John Anderson's monthly reports. Rick had the opportunity to attend the Metro Region's meeting yesterday. Jake Thompson from Anoka County will be their rep on the System Admin workgroup, just the one person. They are going to table work on the Metro region standard until the state standard comes out. Reminder for dual naming on consoles you might want to do the work to remove those, related to the S-TACs. It was pointed out that only John Anderson has access to pull those. Metro will do Motorola IP simulcast for 7.19. They are looking at funding their own portable tower. Washington County has been using Hennepin County's tower because Woodbury tower needed maintenance. A bunch of other agencies in the Metro have hung ARMER equipment on water towers and several need to be repainted. Al cautioned if you have any ARMER equipment on towers in your jurisdiction, stay on top of it, because contractors will just cut the cables. They said they contacted the city, but the city has no idea about ARMER cables.

REPORTS: (Continued)

OTC (Ace Bonnema)

No confirmed outages for StatusBoard. Hope to have a new lease. For standard 1.11.1 they are requesting that each region only has one System Admin. Standard 1.11.2 was approved. Change Management standard will be reviewed to see if it can be streamlined. They did not want ideas before December, but we should probably still talk about it. 7.15 lockdown begins April 1st. SMG discussed 8OA3 issue. Logging CEBs go away with next upgrade. OEC has three classes coming up next year: SCIP update, AuxComm class and a Rural Dispatch Assessment.

State Interop Data Committee

Last meeting was on Tuesday. Committee approved the state's response to FirstNet RFP. Public Safety Cyber Security was approved. Taking a look at Televate's slide deck for our next task: CAD data analyzing and capacity.

SMG (System Managers Group)

Based off of the last OTC or Interop someone brought discussion for 8SOA's for repeater coverage in Stevens and Kandiyohi. There was no discussion on 7.15. Seep logging going away with 7.15.

MTUG

Meeting is coming up at 10 a.m. on the 24th at the Airport.

Statewide Leadership

Met on October 22nd combined with Industry Day. Approved Otter Tail County amendment. HCMC approved. Report on letters for 15 members to sign off on 7.19 upgrade.

EMS

Meeting tomorrow at 10 a.m. in St. Cloud. Will discuss educational things, Alex Tech and possible video.

ESB

Actions items: EMAC Regional Planner, approval of the 2016 training roadmap, policies: (1) ESB contract with City of St. Cloud attorney for matters other than JPA; and (2) starting discussion for Regional Coordinator.

Executive Committee

Met on November 4th. Discussion on Regional Planner, City's Legal saw no issues with the contract as written. Discussed 2016 meeting schedule, added a date at the beginning of March. Discussion on System Admin contract. Started discussion on Regional Coordinator, looking at putting it on all meeting agendas. Training roadmap 2016. 2015 SHSP grant application is due at the end of January.

RAC

Met last Friday. Discussion on EMAC Regional Planner. Discussion for Interop Committee in reference to SOA. Talked about ESB agenda. Discussion and action items on Mille Lacs County's VPN access for Motobridge. Discussion on training and regional coverage issues, and rep on state agencies. Standard 1.11.1 discussion meeting is December 3rd, named Al as primary and Kristen as back-up. Next meeting is December 11th in Benton County.

REPORTS: (Continued)

Next Gen 911 Committee (Judy Diehl)

Meeting was on the 12th of this month. Dana Wahlberg called in from ECN. She wanted contacts for each agency for WERM. Inter-state testing with City of Pembina and Kittson County for getting ANI/ALI to come through. It will be a 3-digit star code. There was some issue with Century Link that has been resolved. Talked about dropped, abandoned, phantom issue calls, etc. Dana sent a letter to IES asking to get it fixed. Part of the problem we are having is an education piece between the different calls. Talked about training ideas for NG911, we would like scenario-based and a basic GIS class. Statewide Next Gen 911 was yesterday. RFP has not yet been awarded. WERM deployment still on track to be rolled out by the end of the year. Judy noted a Douglas County call issue. Another survey will be coming out. PSAP Firewalls will be needed for videos and is still being worked on. Each county will be responsible for their own WERM data entry. Judy and Joe Zunker will be points of contact with more training.

EMAC (Patrick Waletzko)

Regional Planner was approved. In the process of selecting which will be coming forward to the ESB in December. We had training at the meeting. Working on the work plan for 2016, was approved by the group. Had nominations for a new Chair, secretary and Vice Chair. Meeting will be in December.

Training Sub-Committee (Tina Lindquist)

1. Training Roadmap

Last training is System Admin training in December. Kristen said it is closing at this time.

2. Training Roadmap 2016

Trainings that the subcommittee talked about are listed in the Training Roadmap 2016: ARMER dispatcher training, Original Train the Trainer, and Refresher Train the Trainer. There was a question that the subcommittee had with Refresher Train the Trainer being in conjunction with the ECN conference. Micah thinks it takes away from the ECN conference. Troy pointed out that historically it is the only event on Sunday and the cost is extremely minimal holding it with the conference. There is a cost for the training for the room and the meal. Al thought it would be better attended if it was separate. It would be something to present to the CAG if they would cover the room cost and meal, or between City of St. Cloud and Stearns they could come up with a room. On Target does not charge for this class. Shane Carlberg said if it is during the week he can go. Seth Hansen added that agencies may have to pay overtime for Sundays. Kristen said it could still be a discussion at the CAG. Tina stated the philosophy behind our region was that we are going to open registration to members and open up statewide 30 days before. The question was asked which agencies wanted a separate date; about 11 hands raised for a separate date. We will make the change for not the Sunday of the conference.

CPS/APX 3-day training was suggested. We will have to iron out a syllabus because the region has not done this before.

Regional Logger training was also suggested. How long would that be and could anyone attend? Micah said this would be a Verint training and we still have a complete set of training available to the group. Al hopes they would provide training on the Insight Center. Micah said we could set-up the syllabus of the training. There are 12 agencies in the Logger. Class limit was around 14-16. Priority should be given to the members participating. Micah said we will have a Logger Committee meeting in December and you will get an electronic copy and your Auditor will get a paper copy in the mail.

REPORTS: (Continued)

Training Sub-Committee (Continued)

2. Training Roadmap 2016

Rick had forwarded an All Hazard Incident Dispatch training. This came up in the discussion of the functional exercise and in the ICS workshop. The dispatch community could benefit to be provided training on what their role is in NIMS/ICS system. Jim Stromberg is looking at other OEC classes/workshops coming up. Rick said that On Target does great training, but it is always great to get an outside perspective too and especially outside of the state. Tina provided a brief synopsis of the training. The feeling from the region is to do this.

Broadband Functional Tabletop discussion, do we as a region want to pick up any of the organization of the exercise? Micah discussed that Director Mines is looking at duplicating this from the tabletop to functional. Looking at putting it on the roadmap to discuss logistics and as a place-marker. Tina asked the group if there was such a thing as overkill for too many trainings?

CASM training feedback has been positive. A CASM refresher training has been mentioned for 2016. Al thought it would be really good since we do not use it all the time, adding to it every year for changes, updates, etc. It is a great tool that is changing all the time. Al reminded the group of the monthly trainings already available. Several members said that it was an interesting tool and they would go to training again. Troy pointed out if we work towards producing our TICP we have to have additional trainings. Sherburne County is yet to have edit rights and Jason from Grant County cannot view anymore. Troy asked if it was ever relayed to Cathy Anderson to provide login access to those people who take the CASM training? Kristen sent the last CASM class' roster and yesterday's people had logins, but the previous class rosters may need to be sent to Cathy for logins. After yesterday, Tina has a whole new appreciation for CASM, it can be used locally with a big variety of uses. Dona added that yesterday they discussed how we can add fire trucks, pet supplies, etc. There has been about 25 attendees to CASM, so we could get by with one CASM refresher, and there is a need for the original CASM course. Tina asked if one of each would be enough. Micah suggested CASM administrator, CASM viewer, and CASM refresher. Micah suggests we give the board the 2016 training schedule with a budget to approve. 2015 SHSP grant has \$25,000 for training. Recap: dispatcher, all hazards, GIS/scenario based, regional logger, CASM, Train the Trainer and refresher, broadband exercise, and radio programmer. As long as we provide awareness and cover best practices in the Train the Trainer training, it can be for EMS too. *Judy Diehl made a motion to bring the Training Roadmap 2016 forward to the ESB with the training as stated above. Tom Egan seconded, motion carried.*

1. System Admin Syllabus
None.

Grant Updates

1. Grant Opportunities – ECN 50/50

Mille Lacs County and Douglas County projects are moving forward. The region is waiting for paperwork on the grant addendum from the state which will bring the added amount just short of \$10,000. Plan was to up the allocation to Mille Lacs County. Funding available in 2014 has to be expended by December. More into Wilkin and Douglas County projects later. We have our application roadmap and will be applying to all of them. ECN has expressed their frustrations when they have regions turning back money. They continue to compliment the Central Region for having a well-coordinated process.

USER BUSINESS:

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

No discussion.

B. Open Discussion

Judy Diehl said once again Central MN has been called out for being a real leader for NG911. Dana said it was nice being able to contact that many agencies at one time to hear their problems, and that it would be nice for other regions.

JOINT BUSINESS:

A. StatusBoard Update

None.

B. Budget – Regional Coverage Issues

See Grant Updates.

C. Central Minnesota Summit

All Summit PowerPoints are available on the website.

D. Public Safety Broadband Pilot Project – Elk River

We are down to one left to fill for registration. Exercise will be on the 24th. We have several command vehicles, and have scenarios planned. Information was taken from the tabletop and put into the functional exercise. Kristen touched base yesterday with Jackie Mines for a wait list. Micah said OEC commented on how well it was attended on short notice.

E. 2016 Meeting Schedule

Seth motioned to approve the 2016 Meeting Schedule. Tina Lindquist seconded, motion approved.

O&O BUSINESS:

A. State Patrol Severe Weather Notifications Update

None.

B. MotoBridge Station in Region

Based on conversations at the RAC, we reached out to internal contacts. Micah had a conversation with Jackie Mines and she was going to utilize the same contacts from Mn.IT.

C. Regional System Administrator

Standards 3.33.1 and Standards 3.33.2. As we go through the central region contract, Standard 3.33.2 was worked on some time ago and there was a draft that was ready for approval but we cannot find that draft so we are back to square one. Kristin is listed so the operational contacts should be updated. Back when this was put together Kristen was pretty much doing the role of System Admin. 3.33.2 was the state standard that we called Central MN. We need to work on both standards. Kristen suggested that we form a small subcommittee to mockup language on 3.33.2 for the STR tower, and for 3.33.1 as well. Micah said he came across a document that has notes on it for 3.33.2. Al has a folder for STR subcommittee but it has a whole bunch of metro stuff. Standards group has not met for some time because we have not had any standards to work on. Members for this workgroup: Tom Egan, Mike Henrion, Al Fjerstad, Seth Hansen and Kristen Lahr. Douglas is ordering a couple of batteries for the cache. Tom checked the batteries last week and they should be replaced. Micah said that Douglas County should pay for them and send him the invoices.

O&O BUSINESS: (Continued)

D. Regional Logger Update

Everyone is online. In conjunction with this meeting we will have a Logger meeting to start looking at our preliminary budget. 7.15 is not going to impact us.

E. SOA Repeater Request

Dona thinks this is a Central Region issue. There was discussion at the RAC meeting. Micah said we presented at the state interop and will be on the agenda at the next Interop meeting. Troy noted that discussion after the RAC was why not utilize the 7SOAs for this? Dona added replacing the antennae and they would be 700s. Dave Sisser said you need a 700 MHz repeater, which would cost \$10-15,000. You are installing old equipment to make this work. Ace added someone might interfere in the Metro. You have got twelve 700s compared to four. In the 700 plan are they licensed? Al said you cannot put them in our mobiles. There was discussion on the repeater. Dave pointed out you would have two platforms for indoor/outdoor, so 800 is the best plan for it. Stevens County has gone to the FCC and their license was approved. OTC suggested it go to SMG for discussion. OTC gave Stevens County temporary use. Stevens County is currently using 8SOA3. OTC can decide when temporary is done, and then it has to go through Change Management. 8SOA3 is available for all users of ARMER. They have variance. It is the repeater side that is the catch. Paul pointed out that you proved a low-cost solution that might actually work and might spread. Dave noted if you put it in just where you need so your foot print does not go out 30 miles only 4 miles. Stevens County could do their 4 schools probably on one channel. Relayed through dispatch should not be an issue. Just have a regular practice of never using 8SOA when you are in the Hancock area. Dave Sisser discussed licensing. This is mostly used for indoor. It would be dangerous to put into mobiles. Rick questioned if it would be beneficial to develop an interim standard that captures how this is to be used with the Change Management process to show the constraints and recommended procedures. The group thought a proposed standard would be beneficial going into Change Management. There is no other population base even close to the county lines. The intention is not to take 8SOAs away from what they are intended for. Which make it unusable in that area. Paul asked if it could be the jail one, but that would be too much for one. If an incident would happen at that particular time, then it would be up to those people to inform MnDOT. It is more than a local training issue because of MnDOT. This discussion lends to what Rick discussed with a standard. This repeater is always on. Dave Sisser said it might be possible to turn off/on. Ace said in his county it would make more sense to leave it hot. Hancock only has a part-time chief and the deputies cover it the rest of the time. Consensus is to follow-through with Change Management. As far as creating a draft standard on it, what do we want to do? Dona can draft something and share it, but not for a couple of weeks she said. Dona stated that this needs to be the region's fight not just Stevens County and Troy agreed. Kristen thinks that interference testing needs to be done, for the repeater's footprint. Dave said we can do a drive test. If interference is the major issue, then in this standard focus on the approval process to do this: who is notified, who do you get permission from, etc. Dave said it will be a track of approval process. It has to be signed off by Tim Lee for every one of these projects. If put in this would also require regional approval. This should not require a participation plan change. In addition to regional approval, if you are a county that borders you would need to get both regional approvals.

F. Standard 1.11.1

As Micah mentioned in the RAC report, Al will be the designee from our central region. Is there someone else? It would be December 3rd and 10th. St. Paul at 8:30 a.m. on December 3rd. Seth Hanson said he could be an alternate. Our thought was that each region would only have one rep, but clarification was sent out and it said no one would be turned away.

O&O BUSINESS: (Continued)

G. Douglas County Hospital Request

Maintenance and engineering staff at the hospital are on the ARMER system. Troy requested this go on the agenda for discussion. Troy asked what the intended use was. Shane has 3 engineering staff on site and one at Alex Clinic and we all work together as one unit. The one guy has no support. Engineering staff talk to each other. We have tested, and it is not working very often. The question started with the Fire Department that engineering should be on ARMER also. Troy's main concern is the day-to-day usage by the Engineering Department. The Douglas County Hospital is a true county owned facility. Standard 5.4 focus is hospitals. This is an FCC regulation. They were covered under Douglas County's initial Participation Plan. In the report, testing shows three minutes per day. If there becomes an issue where they use it too much, Shane said they will switch back. Tom Egan said this was a training issue, there will be 3 people who need the trainer/refresher classes.

H. Regional Coordinator

Regional Coordinator to coordinate in the region. They would keep committees informed of what other committees are doing and help with agendas. The ESB tasked each committee for a needs base. Micah discussed how Shari's time is 40% and he would like to make a request to the board for a partimer. Micah is struggling with his Police Department to take a lead with Tom Justin leaving. There are funding streams through grants. There is overlap from the positions. When we come out of the meetings to make sure that information gets followed-up on and dispersed. Tom Egan agrees that there is a need for this position, but he is not sure that one person could handle it. Micah said a contractor would look appealing. Each committee has a workgroup to address what they need for their committee. When we started with the System Admin we had a list of 17 items. It takes time to craft standards too. We keep adding more and more needs and how do we address it? Troy asked the group to give some thought to a wish list for what we want to see. Micah will take the System Admin list and send it to the chairs. Micah asked Judy for the needs of NG911, and another one was FirstNet. Budgeting process for 2017 starts in June. Think about it, come up with ideas, and we will continue to discuss it at following meetings.

I. Change Management

Review Process/Standard 1.8.0

Are there changes that need to be made within the process itself? Ace said the need is to make sure the standard and the flow chart line up. Rick said the idea was it was brought to light by SOA3. Rick described how no one submitted anything and they think that it is because no one wants to go through a 2-year process for immediate needs. Rick thinks the ball got dropped because we did not have a SWIC. We should have been into that process for 3-4 months now and we are not. They are looking for a process that is not like molasses to get through. Ace understands the process and it does take time. Site-trunking and all of a sudden it gets changed and its totally different than what you submitted. Does ECN or MnDOT collect them? Jim Stromberg has noticed that the standard does not match the flowchart. He will be bringing his list and we should bring our list. In the last paragraph 'may be referred by System Admin,' who is doing that? Ace does not see a diagram. Ace described a programming target date. We should try to get on the same cycle. When is the close of the solicitation period? 'MnDOT will summarize the changes,' is MnDOT the place or is it ECN? Al noted that MnDOT is brought up a lot in this standard, but they do not want to be in standard 1.11.1. Rick mentioned how some regions meet bi-monthly or quarterly. Tina asked if Ace was going to make a list and send it out. Kristen asked Ace to mark-up the document and give it to Jim.

O&O BUSINESS: (Continued)

I. Change Management (Continued)

Submit Change Management Requests by December's OTC Meeting

As far as submitting requests, do we submit 8SOA or wait awhile? We will wait a little bit before we submit. Dona asked Micah if there was another meeting in January. Micah said it will be after MLK day in the 3rd week. Micah said we should present this.

Rick noted that the training digital simulcast workshop will be in the spring of 2016 in possibly March. 12 participants, will be opened up to SE and Central. ASTRO 25/ 4 and D just one session.

NEXT MEETING:

The next Owners & Operators/Users meeting will be December 17, 2015 at 10:00 AM at Alexandria Technical and Community College.

ADJORNMENT:

Seth Hanson made a motion to adjourn the meeting. Judy Diehl seconded and the motion was carried unanimously. The meeting adjourned at 1:17 p.m.

Minutes by Shari Gieseke.