

Regional Advisory Committee
Friday, December 9, 2016 – 10:00 a.m.
Pope County Courthouse – Community Room
130 E. Minnesota Ave., Glenwood, MN – Pope County

Members/Alternates Present:

1. Micah Myers, Chair & Brandon Larson – City of St. Cloud
2. Kyle Dusing – Benton County
3. Tom Egan – Douglas County
4. Troy Langlie, Vice Chair & Tina Lindquist – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander – Meeker County
7. Keith VanDyke & Judy Siggerud – Otter Tail County
8. Sheriff Tim Riley & Donna Martin – Pope County
9. Kyle Breffle – Sherburne County
10. Kristen Lahr – Stearns County
11. Dona Greiner – Stevens County
12. Lynn Siegel – Traverse County
13. Sheriff Rick Fiedler & Rick Teberg – Wilkin County
14. Jason Kramber – Wright County

Members/Alternates Absent:

15. Big Stone County
16. Mille Lacs County
17. Morrison County
18. Swift County
19. Todd County
20. Wadena County
20. Wright County

Guests Present:

Bill LaValley – Grant County Commissioner
Erin Hausauer – Stearns County
Judy Diehl – Stevens County
Rick Juth – RIC, ECN
Mike Kahl – Granite Electronics
Scott Wosje – Northland Business
Chris Meier – Motorola

Meeting was called to order by Chair Micah Myers at 9:59 a.m.

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

Revisions and Approval of Agenda:

Micah Myers added item 8b ‘Website Project Update’ under Updates from Partners on Current Projects. *Kandiyohi County made a motion to approve the RAC Agenda. Douglas County seconded, motion carried.*

Approval of Minutes:

Pope County made a motion to approve the RAC minutes from September 9, 2016. Meeker County seconded, motion carried.

Communications:

a. Nominations for 2017 Chair & Vice Chair

Chair and Vice Chair elections will be held at our January meeting. Nominations are open for RAC Chair and Vice Chair. Kristen Lahr nominated Micah Myers as RAC Chair. Tom Egan moved nominations cease. Micah Myers moved to nominate Troy Langlie as RAC Vice Chair. Troy Langlie replied he will deny that nomination. Micah asked Troy if he had a nomination in mind. Dona Greiner nominated Ace, but Ace declined too. Kristen asked if there was anyone here willing to do the job. Troy Langlie nominated Tim Riley, Kristen Lahr seconded. Tom Egan moved nomination closed. Micah responded we can poll the members that are not here.

b. FirstNet Builders Newsletter

FirstNet had named a bidder, but there are some issues. It was contested and challenged by Rivada Mercury. This may push it to a May/June timeframe.

c. FirstNet Award

Early adopters have put this on hold until everything is figured out. Micah stated that he thinks this will still get built.

Reports:

SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT: (Rick Juth)

Zone 4 site busy report will be in the O&O/Users packet next week. You can see what weather does to the ARMER sites. Rick Juth listed the 12 sites down the 94 corridor that hit the busy report in November.

2. SECB: (Micah Myers)

A couple of items got pulled off by the OTC. SOA-R Change Management process is moved forward using the 8TACs. SWIC Stromberg had presented the latest 2.0 MNFOG communications guide which will go out in an 8.5 x 11 size and on the website, and later the pocket-sized one which is expensive around \$6. FTC Public Notice Regarding Railroad PD and Interop Channels was approved. Steering Committee moved Standard 7.04.01 forward. IPAWS and Next Gen reports. Participation plans were approved.

3. OTC: (Brandon Larson)

Brandon Larson reported Railroad Police Department Participation Plan Request for interop sworn officers was approved. Gold Cross plan to MCC7100 that they will move to dispatch center was approved. Department of Revenue Request for a couple of I.D.s was approved. Preparedness use SWIC Stromberg said they do not have a current system admin identified. Standards were all approved. Red Cross participation plan was approved.

4. Interop: (Micah Myers)

Met on November 15th. SOA-R Change Management process, MNFOG, and public notice from police. In the ECN Report the Conference is changing names. Interop Committee appointed a person to sit on the CAG group, they put Micah Myers on the group since he made a suggestion.

5. Finance Committee: (Micah Myers)

Met on November 10th. Approved two participation plans. Chair Gerlicher has a concern on MnDOT budget to make sure everything is being spent. Tim Lee assured Director Mines. A couple items came up. Discussion on the request from the Department of Revenue that they want to sunset their legacy and come onto ARMER full-time. There have been a lot of requests for folks to come on ARMER but can we support it? Will there be pushback from folks collecting 911 fees if they are not part of rule 90? Department of Corrections has officers that wear guns.

Reports: (Continued)

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

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

Good discussion on user fees if they come in and have no skin in the game. Potentially developing user access to offset fees. Everyone in this room does contribute back. There is some stuff that will be coming to Steering Committee. Chair Gerlicher requested MnDOT put together a presentation for the budget where there is some transparency so people understand the costs: Every 5 years tower expectations, every three years legacy, etc. Tim Lee put together a replacement schedule for towers.

6. Legislative Committee: (Micah Myers)

Couple items 403 Statutes changes. Micah pointed out to Director Mines. Health and Human Services will get a seat, does that change the makeup. Most of the changes in 403 were to Next Gen 911 and PSAP. More discussion to come.

7. Steering Committee: (Tina Lindquist)

Lengthy meeting, Disaster Relief took a lot of discussion. National Weather Service will be a discussion at O&O on how we do business in the region. Different resolution and steps for Subsystem Roaming. There is no direction for the Education and Outreach Workgroup which will stand down until there is a focus. Discussion on the City of St. Cloud that will be doing a pilot project with data proposal over the air programming. Meeting next week.

8. State Interop Data Committee (Kristen Lahr)

November and December meetings were cancelled. Workgroups are still meeting to work through preparation for the draft state plan template. On Monday Business Operations completed. Technical and Operations are meeting yet this week. Brandon Larson added that Technical has more responsibility so they will start meeting twice a week.

Regional Leadership Group – (Next Meeting January 30, 2017)

Held at the MnDOT facility in St. Cloud. Always looking for subject matter for the meeting.

NG-911 Committee (Judy Diehl)

Good turnout both in-person and on the phone bridge. Dana Wahlberg called in. RFP has been awarded to Century Link and West Safety Service. Anyone who wants to move forward with text to 911 will need to get an estimate from your vendor. New RFP is going out January 1st for firewalls, but not for ones that are already in place. There should be grant dollars available. New hire Dan Craigie will manage the firewalls. He has a military background, not in 911, but he is anxious to work on projects. Adam Item provided the GIS update. Starting in Central and South for data readiness profile meetings. Douglas and Stevens will be next week. Judy needs information back from all counties regarding the ECN/MSA questionnaire that went out. Great discussion on Best Practices for Central MN. We were tasked by the state and we went through the Metro's standard yesterday. Rather than reinvent the wheel, we used Metro's standard, made some changes and removed items. We will get a draft to the NG911 meeting next month.

EMAC Update: (Erin Hausauer)

December RAC Meeting Update for EMAC:

- Elections were held for 2017 Officers, they are as follows:
Erin Hausauer, Chair; Breanna Koval, Vice-Chair; Lynn Siegel, Secretary
- 2017 work plan was approved and will be attached to Planner contract for 2017
- Special Meeting held on November 16. EMAC will be recommending approval from ESB to contract with On-Target for 2017 as the Planner

- Wadena County has appointed a new EM who will begin in January

Reports: (Continued)

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

Owners and Operators: (Kristen Lahr)

At the November meeting for the Users Committee Meeker County gave an overview of the July 11th tornado events. Group discussion on patching. Joint Business reviewed ARMER Standard Disaster Relief with no comments or changes. Update on Change Management. Reviewed attendance standard. O&O Business had a long discussion on the state's National Weather Service standard which is on next week's agenda. Please review that standard. Kristen will also be sending out another standard to review. Also on next week's agenda is two recommendations for COMLs. Micah said in the past when John Tonding was RIC we went to the RAC. We are looking at moving those to the O&O for the future.

User Committee:

See Owners and Operators.

EMS/Hospital Sub-Committee:

None.

RIC Report: (Rick Juth)

Regarding Regional leadership next month we are planning a presentation with Televate to go over what the business groups have done in terms of preparing the evaluation criteria for the draft state plan. Televate, along with ECN, will be going out to each region to present.

Executive Committee: (Micah Myers)

Met November 2nd. Next meeting is December 21st. We put the membership documents in as an appendix. From O&O there was a recommendation to make a reference to the appendixes. We had our new website kickoff meeting. There will be draft language for an MOU for any region wanting to participate. Regional Coordinator contract's last round of edits were submitted to Legal yesterday. Chair McMahon offered his legal to review the contract. As far as the contract language, Legal has a handle on that. It is the Scope of Services that needs to go to the committees for review to make sure it is there what we said in the RFP. Then presented to Executive Committee on their next meeting.

Emergency Services Board: (Next meeting December 21, 2016)

a. 2017 Summit Questions

Summit questions are in your packets. We had some discussion at the last Executive Committee. Looking at those who were not in attendance, what can we do to increase attendance?

Updates from Partners on Current Projects:

Stevens County Project

Project is complete. Judy and Dona tested the system. We can be in Hancock and Chokio and talk to dispatch. We keyed up in elevators and it works excellently.

Website Project Update (Micah Myers)

Met with several folks around the state on Wednesday on logistics for what a regional website would look like. Shari and I have had a meeting with the vendor. Forms are due January 6th, Go Live is a May/June timeframe. We may go sooner based on how many regions will be active participants. We will secure a domain name. Did some basic design elements, website flow and we showed a mockup design that Shari created. We are also working with SWIC Stromberg to provide a realistic location for ECN to put documents. The state has a struggle with managing their current website and adding documents. Based on the mockup pages we are looking for which work flow the group likes the best, assessment of their current websites and what they want. One concept we are working on is looking at

the branding SECB is looking at. We took the SECB logo and color scheme. Looking at the swoosh with SECB embedded. The SECB logo has been on the Steering Committee's agenda twice.

Updates from Partners on Current Projects: (Continued)

Website Project Update (Continued)

Committee Chairs will be able to update content with the new website. We will still have the secure part of the website where you can login, with the new site we will have intranet sites. We will work on putting together some training. Realistically, we are looking at an April Go Live. We got all but one outstate region. It was a really good call. Rick Juth was curious about the MOU. Rick said except for the Metro, other regions are notoriously bad at keeping their content up-to-date. Rick hopes they understand that it is not their expectation for us to manage their content. Rick said other than Central and the Metro he does not know how many other regions disseminate meeting notices that direct them with a link. Micah responded we are hoping to change their nomenclature. The other thing we pointed out is the analytics page hits for what content is being sought after, and what is not, with the ability to add content. We talked about putting it as a standing item at the regional quarterly.

General Discussion and New Business:

Regional Project Priority List for 2016 SHSP Grant:

1. 2017 Training Roadmap

Next year's ARMER dispatcher training in March is at Alex Tech. Radio programming to include tuner training is in May at Stearns County. ARMER refresher in October is in Otter Tail County. December's training is in Stevens County again. All Hazard Incident Dispatcher training was not awarded to the state, we can take it off the training roadmap. Basic GIS training for 911 is in a holding pattern for Judy Diehl for more information when they are ready. Regional Logger training needs to be added. Tina will be contacting agencies. There is not a lot for the end-user. Tina's goal is to find training for the end-user, hopefully FirstNet will be. Micah mentioned MESB, would it be well attended? If there is a strong desire we can gather information on how much it would cost. Stevens has two that they would like to send to handle big events. Kristen said to do due diligence to communicate with PSAP managers.

In the grant process we have to submit our wish list. From the infrastructure side, reach out to On Target: \$11,800 for cost proposal; \$3,000 for Next Gen 911; \$1,500 plus All Hazards. Micah stated we have had two mall incidents, looking at how to prepare for that. There will be an after-action at the CAG. Tina suggested to tie in the All Hazard at the conference. Micah said from the dispatcher realm, they have to choose from APCO Conference and this. Micah is looking at the administrative aspect and boots on the ground. Kristen suggested for the 2018 calendar to do another communications exercise and focus around Meeker County or St. Cloud. Otter Tail County suggested a poll for System Admin again. Micah said with AT&T and the help of OTC Director Mines was looking at an Elk River tabletop type training. Rick noted at the conference there will be a tabletop for county executives like sheriffs. Tina listed the three that were awarded to the state. The others are in the cue if money frees up. Micah asked Tina to reach out to MESB for a ball park number. To get prepared for the next round of grants. Judy Diehl suggested to look forward to doing a full conference. If we cannot get this done in the fall in St. Cloud then offer to work with the whole state. Micah responded our trainings are open. Tina explained our policy 4-weeks out is we open up the trainings statewide if there are empty seats to collaborate and be more cost effective. Kristen suggested maybe having the Refresher and the full Train the Trainer at the same time would not be a bad idea. Micah and Director Mines had a conversation on the paperwork. Kristen asked if trainings could be pre-billed?

2. Regional Coverage Issues (See Table)

Todd County has reached out saying their request for Eagle Bend can come off the grant list. We are about \$15,000 away from completing Wilkin County. Al Fjerstad reached out for a BDA for Princeton schools. In the grant application will be Stearns County's project and the finishing of

Wilkin County's project. Mille Lacs County's BDA will be a third priority. We already have approval from the ESB's September meeting.

General Discussion and New Business: (Continued)

MnFCP Weekly Status Report

Separate Handout.

Regional Coordinator

See Executive Committee. Tina Lindquist asked who will be the point of contact for the Regional Coordinator, is it Micah or Shari? Micah answered right now to direct all Regional Coordinator questions to Shari, she will be the point of contact to Micah or Brandon.

Attendance Standard Workgroup

Cancelled meetings count toward attended meetings. Notification Procedure and appointment forms are included in the packet. On the Procedure for Notification of Membership Changes document you will find the ByLaws for appointments for each committee. Micah said he would look at the ByLaws for governing: Sheriff, County Administrator or County Board is who we are looking for in a signature on these documents. If we bring in the reports we want to make sure there is no question on how you get folks to committees.

Statewide Encrypted Talkgroups

Do we need to keep this on here? It is a done deal.

2017 Meeting Schedule

Looking at the schedule, April 14th falls on Good Friday. Do we want to move the meeting to the 7th or 21st? Pope County suggested the 7th and Douglas County agreed. Douglas County made a motion, seconded by Pope County. Troy Langlie said that Veteran's Day should be scheduled to the 17th. *Douglas County made a motion to approve the 2017 Meeting Schedule with the above mentioned holiday schedule changes. Pope County seconded, motion carried.*

Other

None.

Old Business:

- a. Policy on CMNESB Contracts
None.

Upcoming Meeting Date and Location:

- January 13 – Sherburne County

Adjournment:

Pope County made a motion to adjourn the meeting. Grant County seconded, and the motion was carried unanimously to adjourn at 11:22 a.m.

Minutes recorded by Shari Gieseke