

Regional Advisory Committee
Friday, February 12, 2016 – 10:00 a.m.
Douglas County Public Works
526 Willow Drive, Alexandria, MN – Douglas County

Members/Alternates Present:

1. Micah Myers, Chair & Brandon Larson – City of St. Cloud
2. Kyle Dusing – Benton County
3. Michael Henrion – Douglas County
4. Troy Langlie, Vice Chair – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander – Meeker County
7. Al Fjerstad – Mille Lacs County
8. Barry Fitzgibbons & Judy Siggerud – Otter Tail County
9. Tim Riley & Donna Martin – Pope County
10. Kyle Breffle – Sherburne County
11. Kristen Lahr – Stearns County
12. Dona Greiner – Stevens County
13. John Holtz – Swift County
14. Sarah Booker – Todd County
15. Lynn Siegel – Traverse County
16. Luke Manderschied – Wadena County

Members/Alternates Absent:

17. Big Stone County
18. Morrison County
19. Wilkin County
20. Wright County

Guests Present:

Rick Juth – RIC
Melinda Miller – FirstNet Program Manager, ECN
Adam Meierding – City of St. Cloud
Jeff Jelinski, ESB Vice Chair – Morrison County Commissioner
Erin Hausauer – Stearns County
Paul McIntyre, Users Chair – Stearns County
Judy Diehl – Stevens County
Andy Faith – Granite Electronics
John Brinkman – Granite Electronics
Mike Kahl – Granite Electronics
Chris Meier – Motorola
Greg Stepan – MN DOC

Meeting was called to order by Chair Micah Myers at 10:03 a.m.

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

Revisions and Approval of Agenda:

Stearns County made a motion to approve the RAC Agenda. Pope County seconded, motion carried.

Approval of Minutes:

Kandiyohi County made a motion to approve the RAC minutes from January 8, 2016. Swift County seconded, motion carried.

Communications:

1. Introduction of Melinda Miller ECN's FirstNet Project Manager
FirstNet Project Manager Melinda Miller introduced herself to the group. Melinda started at ECN with the state about two weeks ago. She stated that the FirstNet RFP just went out and we have been talking to vendors to see what they can do for us with FirstNet.
2. NG911 News Story - <http://kstp.com/news/minnesota-adopts-next-generation-911/4042262/?cat=1>
Micah pointed out that Channel 5 did a News Story about Next Gen 9-1-1. The video was played.
3. FirstNet Road to an RFP (Separate Handout)
This handout talks about different road projects and how they came about.
4. Top Considerations for Connecting First Responders to FirstNet (Separate Handout)
There is a webinar on March 10th at 12:30 p.m. on Charlotte PD/Fire and what they have done in equipping their vehicles with dual band. Take into consideration band class 14 in your new vehicles.
5. First Responder Electronic Jamming Exercise (Separate Handout)
Department of Homeland Security is looking for participants for an exercise in July to look at what happens when electronics are disrupted. You have to have your application in by the end of the month. One requirement is that you have to do one exercise. We can bring resources like the STR.
6. OEC – Emergency Communications Forum (Separate Handout)
These stories talk about interoperability and the 2016 emergency plan. Story about how they did interoperability planning for the U.S. Open. When you are doing a large scale event make sure to have your communications plan in place.

Reports:**SRB/ARMER Update; MnDPS/MnDOT:**

1. MnDOT: (Rick Juth)
Two sites made the January zone 4 site busy report: Long Prairie site #13 and Hewitt site #97.
2. SECB: (Micah Myers)
Met January 28. Approved CASM standard with its changes. SOAR repeater was approved and will go through Change Management. Legislative Committee gave report for legislative session.
3. OTC: (Micah Myers)
The majority of the meeting was spent on the discussion of capacity issues and how to address them. Chair McMahon had mentioned this at SECB and ESB. What do we do when we hit capacity? We are bringing in a lot of agencies that are not deemed 'Public Safety.' An individual in the southeast went after Gold Cross, but EMS has always been a provider. Gold Cross and Joe Glaccum are putting in a time commitment. Regions will have to address, they are not willing to put this at the state level yet. Jim Stromberg presented the SECB communication templates at the OTC. Jeff Jelinski asked what happens when we do get too crowded. Micah responded you will have to have the discussion, as the sponsoring agency you are responsible for agencies that you bring on when you hit those busies. You can pull the traffic reports. You will be able to figure out a solution. The state does not want to mandate this, they want to leave it at the local level. Kandiyohi County asked if anyone has looked at the 700 and possible setting up a separate network for 700? Micah replied the real issue is that their subscribers are not capable of it.
4. Interop: (Micah Myers)
Interop went through the Stevens County request which was approved. There are changes to Change Management.

Reports: (Continued)

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

5. Finance Committee: (Micah Myers)

Met yesterday. Approved the 2015 SHSP grant. You will see our application in the packet. Micah talked to Sheriff Fiedler from Wilkin County. Every region looked at what they were willing to pull off the table. There are three projects that got grant funding for portables and mobiles because this is the only grant with money for those. We looked at the hierarchy. Sheriff Fiedler was willing to pull his project off until July. We received \$191,000 of our grant request with everything funded but Wilkin. Stevens, Alexandria will all have funding. This will clear up everyone on the list and then we will start working with Todd County. Another thing that came out was doing a Needs-Base. We are looking at dealing with the needs and putting a portion on training. What the Central Region has done is going to be a standard.

6. Legislative Committee: (Micah Myers)

Nothing has changed. Those are the items moving forward with next month's session.

7. Steering Committee

Cancelled.

8. NG-911 Committee (Judy Diehl)

Twenty people were on the conference call and Dana Wahlberg called in. Dana had mentioned that Melinda Miller, new FirstNet State Program Manager had started. ECN staff did a presentation at the Governor's Conference to get the word out on the upcoming initiatives to other public safety groups. The next GIS newsletter will be coming out in the next couple days, it will also be on ECN's website. GIS Standards Committee has been working on GIS standards. They have standards from other states for a framework. MnGEO is working on a portal to correct GIS data. You will be able to work on your own county's data. Judy described a recent medical emergency call issue with a femtocell. Dana had explained to us that if you get a femtocell call it should show up on your screen in all caps as 'FEMTO.' Micah mentioned a similar hot desk issue. Micah asked if there are any requirements that we are putting on those service providers. All responses have been turned in for the RFP and ECN will go over them next week. Dana got really good feedback regarding the Federal Engineering survey. There was discussion on text messages. Active 9-1-1 is now using a beta form of mapping using a county's GIS data rather than Google Maps. Stearns County had a 911 issue during a fire. The Central MN NG911 Committee will no longer be doing video conferencing. On March 10th we will be meeting here in Alexandria. Cathy Anderson and Dana Wahlberg will be here to present a 2-hour WERM application training.

Regional Leadership Group – (Next Meeting July 25, 2016)

Tom Hannon has stepped down. This meeting will be taken over by the RICs.

EMAC Update: (Erin Hausauer)

Update on IPAWS: Received authorization to bring counties onto IPAWS. It is a reimbursement grant. Make requests to our committee. Two IPAWS trainings, Fergus Falls and Stearns County.

Owners and Operators: (Kristen Lahr)

Held elections: Kristen was elected chair; Brandon Larson was elected Vice Chair. Status on Motobridge, Al Fjerstad said he does have Motobridge connectivity in Mille Lacs County. Reviewed and made revisions to a draft standard for STR repeater trailer which were approved at the January ESB meeting. Discussed 2015 meeting attendance and sign-in. Next meeting is next Thursday.

Reports: (Continued)SRB/ARMER Update; MnDPS/MnDOT: (Continued)User Committee: (Paul McIntyre)

Met jointly did do elections. We need to revisit the Chair and Tina Lindquist was voted Vice Chair. The four Chairs/Vice Chairs had a conference call recently for the direction of the group.

EMS/Hospital Sub-Committee: (Paul McIntyre)

Continue to meet. Do have a draft Best Practices standard ready to go, were asked to run it through Cathy Anderson. Maybe we can get ours in next.

RIC Report: (Rick Juth)

Steering Committee had four items on their agenda with a fifth one added. Report from Jim Stromberg on DRO and disaster relief. Sponsorship issue was discussed. MESB has a contract with MnVOAD. Recommendation that remains in place. Department of Health is willing to sponsor Red Cross and Salvation Army, but can they actually sponsor them, according to the standard they cannot. Can MnDOT authorize another department to sponsor, they believe they can. Jim Stromberg will provide an update at the next meeting. Next item on the agenda was an update on the Ed & Outreach workgroup. They have had only one call so far and the next call is on March 1st. Item #3 was a presentation by Marcus Bruning regarding the Red River Regional Dispatch Center. Ray Freeman has been contracted by Cass County, ND to be on the Minnesota ARMER system. They will build a 3-site. This is being driven by the sheriff of Cass County. Red River Regional PSAP receives MN 9-1-1 funds. Goal is by 2017. Item #4 was a review of attendance. And item #5 was the loading discussion that came out of the OTC, but this was tabled until the next meeting due to time.

NWS are not sponsored by anyone. Kristen Lahr said this is on the O&O agenda to discuss potential sponsorship. This has been discussed with Pope County. If regional sponsorship is the route then Central would not have any.

Executive Committee: (Micah Myers)

Reviewed the grant application. Discussion of Regional Coordinator, which will be the bulk of our next meeting. We are going to put more definition around the bullet points listed. Next meeting is first Wednesday of March.

State Interop Data Committee: (Kristen Lahr)

No meeting in January. Agenda is out for next Tuesday the 16th. There will be a presentation by Televate on RFP FirstNet summary.

Emergency Services Board: (Next meeting March 30, 2016)

Training Committee, System Admin contract and Regional Coordinator will all be brought forward.

Updates from Partners on Current Projects:Regional Logger:

There is a training by Verint on Tuesday the 16th. We still have training on the books. We expressed interest from two other members of the region plus another agency. Did cleanup on resources. Micah asked if the key issue was resolved? Al said the LE-SIU's were still not recording. Dave Theis touched base with Al and Randy and he has taken Randy's backup VPN starting an upgrade on the Regional Logger for upcoming maintenance for 7.15. We found out the regional key loader does not have ADP. If you want to listen to that you have to load that keystring into the console. We will need that upgrade to ADP. Al has a keyloader that does have ADP and he said that Brandon can borrow it. Micah told Al to get a number for the cost of the upgrade and bring it back to the group. Al does not know if we have a keystring issue. Dave had told Randy there was a keycard issue that is a bigger issue. John Anderson wants our AIS shut down. Al asked if Andrew was the initial go to for hardware and software.

Updates from Partners on Current Projects: (Continued)

Kandiyohi and Stevens Counties Project

Dona Greiner received an email from Rick that everything is moving ahead like we need it to. It is a Change Management issue right now. Micah said there was an item out of the OTC for Change Management. Stevens County is the only one in Change Management right now. City of Atwater in Kandiyohi is complete. Al listed an example of testing and their solution would be \$10,000.

General Discussion and New Business:

Regional Project Priority List for 2015 SHSP Grant:

Was approved by the board and has been submitted. We were awarded ~\$191,000 for this grant period.

1. 2016 Training Roadmap

Waiting on proposals for 2016 calendar. Then we will schedule dates.

2. Regional Coverage Issues (See Table)

By July we will be down to only one project on this list. If you are having coverage issues we need to get them addressed.

3. Planning/TICP Maintenance

Will no longer be required to be completed, it is up to the regions. Do we want to continue to update this? This decision came from the state. Micah asked has anyone ever used it? One of the largest feeders to it is the CASM tool. What do we do with the entities that are not keeping it up? Document does have value. We can focus our energy that everyone is updating CASM data, but there is no mandate for agencies to update. The region could present back if we see value in it. Do we put in a regional requirement? The TICP is a paper document generated from CASM. It is more efficient to update the CASM, but some of the TICP needs to be updated too.

4. 2015 SHSP FY 2016 Grant Application

Approved.

MnFCP Weekly Status Report

Separate handout.

Policy on CMNESB Contracts

Need a group to put together an SOP for how CMNESB handles contracts.

Regional Coordinator

See Executive Committee.

Change Management Updated

There was a four-hour Change Management meeting. They looked through the workflow diagram and that got pulled out. In the packet is the first draft. We suggested as a requirement that the agency bringing it needs to make sure that it gets put on the agenda for each committee. Then the other regions can weigh in. Jim is looking for our feedback by the 19th so that he can present back. If there is anything that you think is missed you have until the 19th for approval at the OTC.

Standard 3.35.0 National Weather Service ARMER Radio Operations

Standard is in the packet. This is on the O&O agenda for next week.

Agency Auditor/Treasurer Contacts for 2016 (These are on the Auditor List Serve)

Please take a look at this list and provide your agency's updates. These people are automatically put on the Auditor list serve.

General Discussion and New Business: (Continued)

Other:

None.

Old Business:

None.

Upcoming Meeting Date and Location:

Please provide your location information for the website.

- March 11 – Grant County
- April 8 – Kandiyohi County

We will be modifying the website in 2017 to an active response website which will allow committee chairs to update content on their own. There is potential regional collaboration with two other regions. The cost right now is \$10,000 for initial setup with \$1,800 annual maintenance. Rebuilds are built into the cost. Randy with Southwest was initially interested. There was support from ECN and branding across through the regions that we would have the same look, with regions being able to have their own picture backdrop.

Adjournment:

Mille Lacs County made a motion to adjourn the meeting. Swift County seconded, and the motion was carried unanimously to adjourn at 11:28 a.m.

Minutes recorded by Shari Gieseke