

**Central MN
Owners & Operators and User Committee Meeting
Douglas County Public Works, Alexandria, MN
February 18, 2016 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Tom Egan & Mike Henrion – Douglas County
4. Troy Langlie & Jason Wendt– Grant County
5. Ace Bonnema – Kandiyohi County
6. Judy Siggerud – Ottertail County
7. Tim Riley – Pope County
8. Seth Hansen – Sherburne County
9. Kristen Lahr, Chair – Stearns County
10. Judy Diehl & Dona Greiner– Stevens County
11. Luke Manderschied – Wadena County

USERS MEMBERS/ALTERNATES PRESENT:

1. Dean Wrobbel – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Greg Windhurst & Shane Carlberg – Douglas County
4. Tina Lindquist, Vice Chair & Jason Wendt – Grant County
5. Ace Bonnema – Kandiyohi County
6. Rich Christianson & Joel Engler – Meeker County
7. Mark Ebeling – Otter Tail County
8. Seth Hansen – Sherburne County
9. Paul McIntyre, Chair; James Hughes, Kristen Lahr, & Erin Hausauer – Stearns County
10. Judy Diehl, Dona Greiner, & Ross Tiegs – Stevens County

GUESTS:

1. Rick Juth – RIC
2. Micah Myers – RAC Chair
3. Adam Meierding– City of St. Cloud
4. Donna Martin & Bryan Gates – Pope County
5. Sharon Blair – Wadena County
6. Dan McCoy – Granite Electronics
7. Sara Moulzolf – Granite Electronics
8. Dave Sisser – W/C Communications

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

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

USER MEMBERS/ALTERNATES ABSENT:

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

CALL TO ORDER:

Meeting called to order by O&O Chair Kristen Lahr at 10:01 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

None.

APPROVAL OF AGENDA:

Dona Greiner added CASM Discussion under Joint Business. *Sherburne County made a motion to approve the amended O&O/Users Agenda. Stevens County seconded, motion carried.*

APPROVAL OF MINUTES:

O&O Chair Kristen Lahr stated that a clarification was needed for Elections and Nominations of Users Chair. The minutes were correct. Judy Diehl noted that Steven’s paging should be SVPage in the RAC Report. Sara Moulzolf noted under User Business Open Discussion that the conference time is 7 p.m. And Judy Diehl stated the correct spelling for Maureen Wills. *Douglas County made a motion to approve the amended January 21, 2016 O&O/Users minutes. City of St. Cloud seconded, motion carried.*

REPORTS:

SECB/ARMER:

RIC

January’s Zone 4 Busy report based on John Anderson’s information included two sites, site #13 Long Prairie and site #97 Hewitt. Included in the packet is Jim Stromberg’s document that captures unscheduled outages on sites on the system: Zone #4 New London, and a tower site malfunctioning. Also included in the packet is the NG911 GIS Newsletter which highlights what was accomplished in 2015 and what is anticipated to be accomplished in 2016. He reaches out to the PSAPs and counties for information. Page #5 shows upcoming events. There is quite a bit of work in neighboring states.

OTC (Operations and Technical Committee)

Micah reported that the biggest item was capacity issues and what does the system look like when bringing different types of users on like NGOs? How do they go about addressing, and who is responsible for the cost? This item was brought to SECB by our board chair. OTC pushed it back to the regions. There were other plan amendments and a couple of standards got approved and will move to SECB.

REPORTS: (Continued)
SECB/ARMER: (Continued)
Interoperability Committee
None

Interop Data Committee (FirstNet)

Conference call was on Tuesday. The agenda was dedicated to reviewing the presentation by Televate and the RFP by Televate. Rick Juth reported that Brandon Abley did a FirstNet RFP briefing. His PowerPoints are on ECN's website under IDC committee in the February meeting packet. He went through subscriber adoption and key dates within each phase. It is pretty aggressive, things will start happening at the end of this year and 2017. Contract will be awarded November 1, 2016. FirstNet service will start to be marketed. State plans will be provided during Q1/Q2 of 2017. First band 14 FirstNet RAN sites will be operating April 30, 2017. Initial operating capability is 24 months after the award. There are coverage maps in here from the state of Minnesota and across the U.S. There were talks about disincentive payments. SPOC meeting is scheduled for February 25 in Minnesota at the Commissioner level with FirstNet. Brandon Abley will attend Alabama SPOC meeting the day before.

SMG (System Managers Group)

Schedule for the upgrade is coming the next time. There is a meeting on March 23rd.

MTUG

None.

Statewide Leadership

Next meeting is in July. RICs will be taking over leading that meeting with the SWIC Jim Stromberg.

EMS/Hospital Sub Committee

Have not met since last meeting, next meeting is in May.

CMESB:

ESB

Met on January 27. Action items were Standard 3.33.2 and the 2015 grant application was approved. Provided information on the 2016 meeting schedule looking at the ESB's meeting on September 28th for the Summit, the room has been scheduled. ESB took action on terminating the Regional System Admin contract at the end. A letter needs to be sent to Sherburne County. There is a potential for the RFP to go out again.

Executive Committee

There was discussion on Regional Coordinator which will be the primary agenda discussion item on March 2nd to define the role of what it should look like.

RAC

Met last Friday. No action items. Talked about grant process, training and Change Management process. We have until the 19th to put comments into the standard for Change Management. Workflow was taken out, the process was simplified and more ownership was put on the agency so that you are not waiting for committees to put it on their agendas. Minor vs. major discussion. If OTC decides Change Management it will go through. Micah can send it out on the list serve.

REPORTS: (Continued)

SECB/ARMER: (Continued)

Next Gen 911 Committee

Conference call was on February 11th. We discussed a lot of things that will be covered during my state NG911 report. Central MN NG911 will no longer be using VTC for its meetings, rather just conference call and/or in-person meetings. There will be a WERM-Wireless E911 Routing Management training provided by Dana Wahlberg and Cathy Anderson at our meeting next month here in Douglas County.

Yesterday was the State NG911. The first part was the GIS update. One thing to start working on is to make certain your GIS data and MSAG match up, and that street names are consistent. The GIS Standards committee are working to set the standards so all street names and aliases will be consistent.

For the ECN report Dana Wahlberg is encouraged that people are engaged and from the interest shown by our NG911 committee members. She said if ECN ever gives out too technical of information to reach out to her or your committee member. RFP has been narrowed down to two vendors. On the 24th they will meet for a 1-hour face-to-face and hopefully after that the decision will be made. WERM regional points of contacts, Judy Diehl and Joe Zunker, will go through training for the WERM application. Training will also be available as a WebEx. North Dakota and Minnesota border counties worked out a joint powers agreement to transfer calls between the states, so ALI/ANI would go to the other state. Fillmore County had an issue with femtocell booster from a college student who had brought her femtocell home with her. When she called 9-1-1 from Augsburg College, the call mapped in Canton, MN because of the femtocell. Dana is working with Century Link and IES to make sure "FEMTO" shows up on your call taker's screen. The APCO/MSA/NENA 911 PSAP conference is March 21-24 and the Interop is in April. In the latest StatusBoard update the refresh rate changed from 90 seconds to 3 minutes, make sure that you hit the refresh button before making a quick reserve. RapidSOS is a new app that uses the phone location, not tower site, and it will allow for a text message to be sent to a 911 call center as a text to voice message, the recording may sound like a fake or prank call, but the app is being pushed out to the deaf and hard of hearing community. Judy discussed RAPIDSOS, IES and Century Link are aware of RapidSOS. Dana sent an email with a link to the APCO list of 911 applications that are available. The list that APCO has is not a complete list and many are Malware, APCO does not endorse them. They had discussed Blue Alert, anytime an officer is hurt or killed in the line of duty it would work like an Amber Alert and provide information on the suspect and/or suspect vehicle to radio stations, cell phones, and MnDOT billboards. Federal Engineering study has been cleaned up and will be sent on to MSA. Federal Engineering would like it out to PSAPs and have it returned quickly so they can be in possession of the results by March 31. Dana is working with Airbus to help determine what CPE (Customer Premise Equipment) each agency has. Mn.IT is interested in providing the firewall for the SIP Connection to each PSAP. If you have anyone in your PSAP with an extraordinary call and they handled it well nominate them for the 'Make a Difference' awards. The awards will be presented at the APCO/MSA/NENA 911 PSAP Conference on Wednesday March 23rd.

EMAC

Reminder that there are two IPAWS trainings one on the 24th in Otter Tail and one on March 9th in Stearns. We are working next week on the fiscal year 2016 Homeland Security grants.

Training Sub-Committee

Received a proposal for the RFP. Plan for Dispatch training on March 18th. As soon as the contract is finalized we will get that on the training calendar on the website.

REPORTS: (Continued)
SECB/ARMER: (Continued)
CM 2016 Summit Update
Date will be in September.

Grant Updates

1. Grant Opportunities – ECN 50/50

Finance Committee met last week, of the requested \$314,000, ~\$192,000 will be funded. Thanks to Wilkin County for pulling off. There will be completion of Mille Lacs, two repeaters, BDA in the Alex school. Need to start planning for the SECB coming up in July.

USER BUSINESS:

A. Election of User Chair

Election of User Chair is opened back up. Are there nominations for chair? Ross Tiegs nominated Paul McIntyre, Kristen Lahr seconded the nomination. Elections were moved into next. *Judy Diehl made a motion to elect Paul McIntyre as User Chair. Seth Hanson seconded, motion carried.*

B. Regional Exercises (Notifications of County/Local Exercises)

Chairs and Vice Chairs discussed this. If your region has an exercise we would like to have a discussion on what worked well or what did not go well. Even if you are planning one it might be of interest or a possibility for another agency to participate or collaborate, and possibly get task books signed off on.

Micah had just sent out a Metro region ICS 3000 training on the list serve.

C. Monthly Discussion Topics

We will be looking for discussion items each month such as a radio issue, training issue, a little mini training, etc. Please let us know. Tina Lindquist provided a recap of the Chairs/Vice Chairs discussion. One thing they thought would be beneficial was to find out which jurisdictions have their own user committees. A lot of times information is getting shared at the local level. How many people are doing that locally, we want to see where we are with our information sharing. Maybe we should talk at our next meeting about having fewer members in order to possibly increase attendance. Maybe we could present alphabetically about sharing and exercise of training. Maybe counties could prepare and provide an update. A couple of other things for topics was the standards workgroup breaking it down and giving it to each jurisdiction, also do the same with Best Practices. And having a discussion on VHF overlay by subject matter experts.

D. Open Discussion

Rick Juth mentioned what came out today related to FirstNet. FirstNet on March 10, 2016 from 1-3 p.m. Eastern Time will be hosting a preproposal conference and public webinar to go over the RFP to answer questions. This is an opportunity to ask questions on site or on the webinar. Micah just forwarded this out on the list serve.

JOINT BUSINESS:

A. StatusBoard Update

See above.

JOINT BUSINESS: (Continued)

B. Budget – Regional Coverage Issues

Micah reviewed where grant funding is at currently. The next grant deadline is in July. Wilkin County will be given priority in the SECB. The only one left is Todd County. Discussion at the last RAC was that AI has been piloting what Stevens County has done. Stevens County asked if they needed to wait for Change Management. Micah said they could start now. Dona Greiner stated they are moving forward then.

C. Motobridge Testing Discussion

AI's is up and running. At our last meeting the discussion was brought up if there would be a region to do testing with two Motobridge stations, if we wanted a testing scenario. Judy Siggerud will get ahold of Berle in Beltrami. Judy's works centrally, but she can reach to the Northwest.

C. Motobridge Testing Discussion (Continued)

Rick Juth said in the NW region if you recall a couple of years ago, Roseau County was engaged in creating an interoperability path to Manitoba. That never happened. The plan right now is for that workstation to be reallocated to the fire station at Grand Rapids. Cass County also has a Motobridge for the Northeast region.

D. Best Practice and Standards Update Calls

A lot of standards get to us and we have concerns. It seems like every week they are working on Best Practice guides or having standard calls. Other regions will change it up if we do not have involvement. It does not seem like our input is being brought forward on the calls. Users Chair Paul McIntyre is asking for interest from people for the Central Region to be engaged.

E. Regional Meeting Attendance

2015 attendance sheets are located on each committee's page on the website. There are also forms for new membership on each committee page. If you are looking to fill out new forms, the User Committee does have a different form because there is space for five members. There has been discussion as to the direction the ESB may take. The region may be looking at tying participation and grant funding to meeting attendance. ESB is looking at potentially stating a pass/fail grade, for example, if an agency does not meet 60% attendance they may not be eligible for next year's grants funds. Look at if there is anything you can do to encourage your agency's meeting attendance and participation. This is on the ESB's next agenda.

F. CASM Discussion

Dona Greiner and Judy Diehl met after the CASM training to update their CASM information. Who has access to our data if we called in a COML/COMT? We are checking to see if we can have 'View only' access to see if we can view State of Minnesota data. They were given access to Kandiyohi's data. Where do we want to go with this as a region? Do we want to add other resources other than communication data? He mentioned we could upload a document to show what is available in each county. He thought maybe he could come to our next meeting if it was okay with Tom Justin. There are a lot of questions. Kristen stated that CASM should be a standing discussion. Micah said we had this discussion at the RAC on Friday. We do not need to maintain the TICP anymore. Do we go to the ESB to say we want to require agencies to maintain this? Micah pointed out that permissions should be discussed with Cathy Anderson. Dona asked who will be updating our statewide talkgroups? Kristen replied to ask Cathy and our SWIC. Cathy had wanted to know who our CASM representative was for our region. Troy thought on file it would be Steve Olson, but that contract will end in March. Judy saw a draft standard for CASM, it is on the SECB board for adoption. Tina did have a conversation with Steve Olson to answer questions. It does tie in with Dispatch training.

JOINT BUSINESS: (Continued)

F. CASM Discussion

Secondly, from EMAC perspective, we have resource tracking that we have to do. Our other public safety will be using CASM too. Maybe look at how we can streamline it to have more people with that capability. When planning our training roadmap, we had a conversation that CASM was important since we came up with different levels of CASM training. A standard would be appropriate to answer these questions. Would it make sense for us to look at the proposed state standard to see what the state is looking at requiring and discuss with ESB what we want to require? We are looking at if each of the 19 agencies have the ability to enter their data. We did have a contract for the TICP maintenance. It will start with us coming up with a draft standard to present to the board. Then let them have the discussion on how they want us to proceed. Are we in agreement that CASM is a priority for us in the region? Kristen asked the group if we should have a workgroup review the state standard and prepare something for the next meeting? Core group of our standards workgroup was: Kristen, Al, Troy, Ace, Paul and any interest at the subject matter level. Troy thinks due to the nature of this standard, it should be a joint venture with the EMAC group. The next EMAC is in April. Micah stated this should be put on the ESB's radar. If anyone is interested Kristen will see if there can be a conference call. Do we want to ask Steve Olson to come to the next meeting? Tom asked if it would be simpler for each agency to enter information if there was a form that listed the required information. Then each agency would be responsible for a core list of resources that you need to update. Those could be listed into the CASM 2 training. Dona said one thing that came up with the training was questions and she wished there was an opportunity to ask questions. Micha responded this is why we came up with the different levels of CASM training.

O&O BUSINESS:

A. Stearns County – Site Access Profile Request

Site 41 is St. Cloud simulcast. Kristen Lahr stated this request is for our campus security and Law Enforcement staff who scan the panic alarm talkgroup to ensure that they are receiving that scanned traffic. Troy asked if they were requesting all five talkgroups listed in the memo. Kristen explained the example of Fire, LE1 and LE2. That traffic is already being requested on St. Cloud Simulcast via a back-up. It would just be the addition of panic alarm and emergency button traffic. *Troy Langlie made a motion to approve the Stearns County Site Profile Request. Ace Bonnema seconded, motion carried.*

B. NWS Sponsorship/NWS Severe Weather Notification Standard

This is two topics here. Standard is included in the packet. This is more of a discussion that Jim Stromberg has put together a workgroup to review the NWS standard. Workgroup included the RICs and also Dana Anderson from Hennepin County. There is a recommendation that NWS be regionally sponsored, but regions themselves cannot sponsor, so they are looking for a county or agency within a region. Regional sponsorship is the direction recommended. SWIC Stromberg will provide an update to that group. Grand Forks Weather Service would be sponsored within the Northwest region. Currently the two radios at Grand Forks NWS have Otter Tail I.D.s These have been forwarded to Marcus Brunning. It is the request for Otter Tail's I.D.s to be returned. Who purchased the remote mics? Otter Tail county paid for the speaker mics and turned the bill into the region. Kristen asked as far as the standard goes, is there any noticeable changes to the procedures? Rick said there has been some discussion at the Metro region that there may be some discussion that comes up as a review. Weather Service would assume responsibility of initiating disseminations. NWS would contact the affected agency directly. Most of the regions are covered by Chanhassen. There will have to be discussion within the regions.

O&O BUSINESS: (Continued)

B. NWS Sponsorship/NWS Severe Weather Notification Standard (Continued)

Troy would be opposed to notifications on the weather service talkgroup, we have to keep that to a minimum as much as possible. Right now they are required to monitor CM Call. Judy Siggerud does not think a portable in Grand Forks will get a CM Call. Ross Tiegs said if dispatch is busy he can monitor CM Call, but if he has to do weather service, he cannot put that in his mobile units. Phase one of the review is the sponsorship, then the review of the standard. State Patrol is fine with whichever way it goes. This will be discussed at next Metro TOC meeting. Kristen asked Rick Juth to relay that the Central Region does have interest and would like to be included in the discussion.

C. Regional System Admin/Regional Coordinator

See ESB Report. ESB did take action to discontinue the current contract and potentially put up for an RFP. At the next Executive Committee, the task is to list the job description for a potential Regional Coordinator.

D. Mille Lacs Motobridge Station Update

It is up and running. Brandon Larson said the SWIC is putting together a map of the state showing mystic infrastructure across the state. He wants to know where the physical location is at. Dave Sisser stated to go on the FCC database to search on that frequency.

E. Regional Logger Update

Al found an issue with encryption that will fix it. It is a BCA issue again, an issue presented by Chuck Freeman. What do we standardize with? Northland wants to authenticate with their phones and that would have requirements.

I. Change Management – Standard 1.8.0 Update

a. SOA-R Update

SWIC Stromberg plans to present to OTC. We could see this on the SECB agenda next month. Stevens County change management request is going to go on the new process. Ace asked by standard then, the standard suggestion is to be reviewed in January of even number years. Micah said OTC has granted provisional use. It could be in place before the 2018 deadline.

NEXT MEETING:

The next Owners & Operators/Users meeting will be March 17, 2016 at 10:00 AM at Douglas County Public Works.

ADJORNMENT:

The City of St. Cloud made a motion to adjourn the meeting. Otter Tail County seconded and the motion was carried unanimously. The meeting adjourned at 11:54 a.m.

Minutes by Shari Gieseke.