

Owners & Operators and User Meeting
Alexandria Technical & Community College, Alexandria, MN
February 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 – Douglas County
4. Randy Celander – Meeker County
5. Al Fjerstad – Mille Lacs County
6. Scott MacKissock – Morrison County
7. Judy Siggerud – Otter Tail County
8. Nathan Brecht & Tim Riley – Pope County
9. Laura Anderson – Sherburne County
10. Kristen Lahr – Stearns County
11. Judy Diehl & Dona Greiner– Stevens County
12. Michael Wisniewski – Todd County
13. Luke Manderschied – Wadena County
14. Dawn Mund – Wilkin County

USERS MEMBERS/ALTERNATES PRESENT:

1. Paul McIntyre, Chair – Stearns County
2. Greg Windhurst, Vice Chair & Shane Carlberg – Douglas County
3. Dean Wrobbel & Chuck Koetter – City of St. Cloud
4. Troy Langlie & Tina Lindquist – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander, Rich Christianson, & Joel Engler – Meeker County
7. Laura Anderson – Sherburne County
8. Kristen Lahr & James Hughes– Stearns County
9. Judy Diehl, Dona Greiner, Ross Tiegs, Josh Fischer – Stevens County

GUESTS:

1. Micah Myers – City of St. Cloud
2. Brandon Larson – City of St. Cloud
3. Tom Zabinski – City of St. Cloud
4. Karey Payne – Douglas County
5. Kyle Breffle – Sherburne County
6. Erin Hausauer – Stearns County
7. Rick Juth - RIC
8. Sara Moulzolf – Granite Electronics
9. Dave Sisser – WCC Wireless
10. Todd Philippi – State Patrol

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Benton
2. Big Stone
3. City of St. Cloud
4. Swift
5. Traverse
6. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Benton
2. Big Stone
3. Mille Lacs
4. Morrison
5. Otter Tail
6. Pope
7. Swift
8. Traverse
9. Wadena
10. Wilkin
11. Wright

CALL TO ORDER:

Meeting called to order by Users Chair Paul McIntyre at 10:06 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

None.

APPROVAL OF AGENDA:

Dean Wrobbel made a motion to approve the O&O/Users Agenda. Tina Lindquist seconded, motion carried.

APPROVAL OF MINUTES:

Dean Wrobbel made a motion to approve the O&O/Users minutes from January 15, 2015. Al Fjerstad seconded, motion carried.

REPORTS:

RIC (Rick Juth)

Starting with ARMER, hopefully you have seen the StatusBoard news document. We still have four counties left to go: Mille Lacs, Swift, Traverse and Wadena. Still have not gotten any CAD data from these agencies. Drive test assessment is being worked on by Televate. Benton and Meeker counties will be doing the drive test. We do want counties in every region tested. There is a Minnesota Public Safety broad band kickoff meeting on Friday 27th which will attempt to demonstrate public safety and governance. IPAWS COG webex on Wednesday the 25th at 13:00 for current COG members. From ECN, you should expect that Jackie Mines anticipates an individual in the role of ARMER manager/SWIC. On March 20th the three RICS are going to Fargo to meet with Sanford Health which is seeking guidance to move to a full participant plan. There was an e-mail from Dave Denton about an e-grant issue with a budget link instructing to use the budget award and match. For State NextGen 911, Dana Wahlberg sent out the emergency communications budgeting initiatives with a project brief on text to 911 and prepaid wireless revenue. Rick mentioned the allocations of millions each year and will send this e-mail out tomorrow. Director Mines gave a presentation on the various technologies at the new chief deputy school at Chaska on Monday.

REPORTS: (Continued)

ESB

Met in January. The role of the O&O on standard 2.9 to approve requests coming through for site access was recommended to the ESB from the Executive Committee. ICCS support memos. Accepting 2014 SHSP. Grant priorities established out of the RAC. Authorizing a work group for infrastructure priorities. Gave Logger update. Strategic Planning Task Force update. State GIS. Grant programs for 7.19. Accepted EMAC grant with a discussion on making sure we were getting the value out of the grant. ACRONYM list and system upgrades.

RAC

Met last Friday. We were short a quorum. Grant recommendation, based on 2014 SHSP grant. Looking at standard procedures. Contact list for Logger I.T. staff contacts.

Executive Committee

Met before last ESB. System busy concerns. ICCI memo. Discussed meeting attendance, and a change that would affect the ByLaws that appointees to the ESB should be the chairs of the committees. Capacity issue changes. Training Roadmap, grant session. Resolution from your board, appropriate documents. We will be working on an SOP next week. Training date for board members, ARMER 101 training, FirstNet, responsibilities sitting on the board. CASM training during ECN conference. Will be able to transition from TICP using CASM. Next meeting is March 25th before ESB.

CMEMAC

Dean stated that we have committee appointments. Update work plan. Doing testing.

EMS

Have not met.

SMG

Meeting was cancelled last month.

OTC

Was introduced to and met the new GIS person. GIS will be very influential with NG911. StatusBoard removed the colon switching to military time. There will be an email if you get bumped. Remind users to log-off of StatusBoard. Wisconsin DNR was approved on the system. Standard 2.9 passed and will be brought to ESB. White Earth was granted an extension. MetroBus participation plan was approved. System upgrade will not be going through change management. Who responded to System Admin? If you were sponsoring an agency, those agencies not covered will now need to go through the whole process. Regional breakouts. Discussion on old Minnesota VHF, ByLaws and whether to keep them and not be upgraded. Redundant routers done in 1, 2, 3, 4, and 6. MnDOT reports 14 sites are needed yet. Change Management process, one thing was discussed. Looking at coming up with a regroup of system owners. Send out notification to MnDOT to make sure this happens. Not relating to OTC, Ace questioned CMEMAC, saying there was discussion on a siren standard as far as having counties set-up theirs from the Association of Minnesota Managers. Reply from the group was that this was just a best practice, to have everyone on the same page as a reminder. There are so many ways sirens are used, this was a way to try to get consistency on siren uses.

MTUG

None.

REPORTS: (Continued)

Statewide Leadership

Next meeting will be July 27th. No meeting during the InterOp Conference. On the agenda is a starting process for the standards change. It has been talked about using these meetings to bring up standards here first so that is brought to all the regions at the same time.

Training Committee

We have the first dispatch training coming up tomorrow here at Alex Tech, which was opened up state-wide. Will have another one April 10th, July and October (cannot schedule yet due to Alex Tech school schedules). March 4th & 5th at Stearns County EOC. ARMER Refresher training will be during ECN conference, another on October 22nd in Otter Tail County. Will offer three ICS classes in May, August, and September that will be held in Douglas County. System Admin in June. Please stress the fact that it is important that you share this back at your local jurisdiction. For ARMER TTT on March 4th and 5th we only have 5 registrations. We will hold the class regardless of the number of attendees. At the RAC, we discussed NGO's having priorities given, we will put together a protocol. FYI, we are working on a COMDEX exercise the Monday of conference. Invitations statewide for COMLs in training. COMTs would like to have an exercise to work on their task book. Information will be coming. Have 27 people volunteered to be faculty.

Grant Updates

1. Grant Opportunities – ECN 50/50
None.
2. 2014 SHSP Grant Allocation
See above.

USER BUSINESS:

A. Next Gen 911

ITV conference call was yesterday. Discussed the budget taking to legislature. Jackie Mines will send out if she needs help getting this passed. Will be updating 911 plans for each agency, starting with outstate. Templates will be sent to each county. Conditional routing has probably changed. The last part of the 911 plan will include dispatch procedures, call transfers, text to 911 will be included. Circuit I.D. spreadsheets the state will provide. CodeRed has revised their plan, flyer will be out soon. The fee that they initially quoted may go away. Probably a \$2,500 fee per county depending on how many COGS are in the region. Have tested OnStar for Cassidian and Intrado. Standards committee has not met. Adam Iten is looking to reach out for GIS. There is a March conference. There was a lot of discussion on Phase I and Phase II. The whole state is on board because it seems to be getting worse. One speculations was that with new Essi-net, the calls come in quicker than they used to on the routers. They want us to wait 40 seconds for a rebid. COG is a Collaborative Operative Group for IPAWS. Even though uncertainty is 3,000 meters the X and Y coordinates are right. Do not ignore them because Phase II is off.

B. Open Discussion

The group listened to a 30 minute pursuit in Douglas County. Todd Philippi was the main dispatcher. Todd said there is a pod of three of them in their center, and Kael was on the phone with Stearns and Douglas. We have 10 dispatchers on at a time. Wanted to make sure that this trouper knew where the area stop sticks were. Rick Juth pointed out that we heard State Patrol tell the St. Cloud officer who was still on the St. Cloud Main to get over to LTAC 1. State Patrol recently went through a fleet map reconstruction as part of Change Management renaming. When they are in their primary station the LTAC is easy to get to. Greg Windhurst mentioned the pursuit around Osakis.

USER BUSINESS: (Continued)

B. Open Discussion (Continued)

Ace noted towards the end there was an officer talking and you could hear the crickets from the portable and mobile. But, they are not going to be thinking about switching their radios. Tina asked if we could include this audio in trainings like the Dispatcher training tomorrow. It was noted that this is already on Minnesota Police Clips, a website and Facebook post in Minnesota. After it is done, all the audio is there from events. There was discussion that this should be brought into trainings. We will be reviewing the Best Practice Guides and going over one per meeting for a while.

JOINT BUSINESS:

A. Training Opportunities

1. Training Road Map

See above.

2. Control Station PSAP Training

Swift is done and scheduled for the 28th, Traverse will be in March.

3. OP-PSCC Interop: Interoperability for Dispatchers

This will be on the 13th and 14th at the MAC.

COML information: Please get this information to Rick so that it can be added to the state website. Should this be added to our regional website and if so where? Do we have COMTs in the region, Mike Wisniewski is a COMT in the region. Scott McKellep is no longer with the Wadena agency and should be removed. What do you do with COMLs and COMTs that are no longer employed, but are still certified? Rick pointed out this was part of a 3.17.0 state standard they were working on. The standard states that you would have to be affiliated with someone. Who's responsibility is it when you need to be renewed? 205's are sent to Cathy Anderson. Rick pointed out on page# 2 it is only by a sponsoring agency. It is on the sponsoring agency's responsibility to let the state know staff are longer employed. It was suggested that the sponsoring agency be listed on the state website. They have to be approved by the RAC. You need a sponsor to be certified, but not to be re-certified. Tina asked if the local jurisdiction should be a step in the process? We included this in our TICP contract. The counties need to update their information. The standard says that it is the candidate's responsibilities to provide the paperwork to ECN. The agency needs to know what their COMLs are doing. There is an attachment E form that the agency needs to submit with the 205. The decision was to make a link on the central Minnesota website to the state.

B. Status Board Update

See above.

C. Budget – Regional Coverage Issues

1. BDA Updates

The match for Otter Tail County was corrected, added in Alexander high school. We will be using this for the grant group. We will ask that you have pretty tight numbers & your match.

O&O BUSINESS:

A. State Patrol Severe Weather Notifications Update

None.

B. MotoBridge Station in Region

Still works.

O&O BUSINESS: (Continued)

C. Genesis Software – Upgrade?

This is for all agencies that have Genesis. We decided not to upgrade at this time. The cost to do the upgrade is ~\$25,000 spread out throughout all Genesis users.

1. Genesis Vendor Access Standard

Still waiting on legal.

D. Regional System Administrator

None.

E. Regional Logger Update

Still working on the connection. Had a request this week from Department of Corrections. The cost will be lowered the more people we get on. We had to add an additional firewall. We have a service contract. We will be reaching out to your I.T. staff contacts to put the information in. Hopefully by the RAC we will have training dates set. You will have access to your premise logger during the training.

F. Programming and Preferred Site Survey OTC

This item can be removed from the agenda.

G. CM Regional Radio ID Request

These are the I.D.s currently used. There is generally a block of future I.D.s reserved for each county. A block of 2,000 that were reserved for Stearns County and the City of St. Cloud, so they asked these to be. Sherburne County stated that each region throughout the state has designated I.Ds. The Central Region is not approved for any radio I.Ds on the system, but we have not requested for approval. We would have to create a request for I.Ds. when we cleaned up the regional talkgroups. This was when Kristen would have been O&O chair. This will be followed-up on.

H. Standard 2.9

Approved with modifications. Central Region had a lot of weigh in on this language. This can be removed from the agenda.

I. ISSI

There was the request to weigh-in on ISSI as a local or statewide resource. The discussion we had, left too many questions. The consensus Al thought was that it would only make sense for it to be a statewide resource because that is how it is going to be used. ISSI will allow you to take your radio and go to Wisconsin and affiliate to your dispatch center. State of Minnesota is very interested. Mainly the northeast region and Duluth. Al stated that he understood it that once St. Louis county buys it, it should be available to everyone. Micah reached out to Motorola. The council has to be connected to the appliance St. Louis is buying. Appliance is limited before you have to buy more. It is only where there is overlapping coverage where it will work. If they are supported by it. The State is not 100% interested because they have other priorities. Wisconsin County has to be on WISCOM which only two are, the rest do not operate on a trunk system. Neither South Dakota nor Iowa have purchased the ISSI. We feel coverage issues are more important at this time.

O&O BUSINESS: (Continued)

J. Cache APX radios

Sherburne County said these have been added, but need to be retouched and be fixed. Programmed with St. Cloud, we put the new sites. Sherburne County will redo. Greg Windhurst asked if there should be VHF resources in them. These are different than the cache we got from the state. We would have the ability to talk right away. We can take a look at the standard. There should be a motion to put in the VHF; VHF variables 10, 11-14, Fire, Fire main, 28, 23, 31. *Kristen Lahr made a motion to update the STR to form a subcommittee to work on what VHF resources will be added to the APX radios. Mike Wisnewski seconded, motion carried. Kristen Lahr nominated Judy Siggerud, Greg Windhurst, and Sherburne County. Kristen Lahr found a June 2011 draft memo on behalf of the Regional Radio Board to the OTC in her files while she was O&O Chair to have a 3-year growth plan for this and June 14th was the last edit date.*

K. Requested Site Report and Site Busy Report

Tom Justin is not here today and he had requested a Genesis report. In the interest of time, we will carry this over to the next meeting.

NEXT MEETING:

The next Owners & Operators/Users meeting will be March 19, 2015 at 10:00 AM at Douglas County Public Works.

System Admin year end reports are due in to John Anderson. Micah pointed out the System Admin contract, the board will have to see if they want to add anything to the contract.

Tom Larson informed the group that he will give a tour of the communications room after the meeting. Dispatch training will be held in this room tomorrow. Alex Tech had worked with the region and got some grants. Talked to the Director, planning a little closet to put VHF. Built a 4-position dispatch center to fill with ARMER as back-up PSAP. We now have four 7500 consoles programmed. We can flip switches and pull up live and dispatch. Worked with Granite, Motobridge is installed. We have a tactical warehouse too. We have 33 ARMER radios that the students can use. Mainly using SOA's for our training here. We have a grant with 14 counties to develop trainings for those counties. Took some talkgroups and developed a dispatch configure labeled so that our dispatchers can make patches. We can pull your configurations up. We are looking at developing and taking this further.

ADJORNMENT:

Dean Wrobbel made a motion to adjourn the meeting and the motion was carried unanimously. The meeting adjourned at 12:19 p.m.

Minutes by Shari Gieseke.