

**Regional Advisory Committee**  
**Friday, March 13, 2015 10:00 a.m.**  
**Stearns County Service Center – Room 121B**  
**3301 County Road 138, Waite Park – Stearns County**

**Members/Alternates Present:**

1. Micah Myers, Chair – City of St. Cloud
2. Troy Heck – Benton County
3. Tom Egan – Douglas County
4. Troy Langlie – Grant County
5. Ace Bonnema & Sheriff Hartog – Kandiyohi County
6. Randy Celander – Meeker County
7. Brent Lindgren – Mille Lacs County
8. Scott MacKissock – Morrison County
9. Judy Siggerud – Otter Tail County
10. Tim Riley – Pope County
11. Kyle Breffle – Sherburne County
12. Kristen Lahr – Stearns County
13. Jason Dingman – Stevens County
14. Sarah Booker – Todd County
15. Luke Manderschied – Wadena County
16. Annette Habisch-Peterson – Wright County

**Members/Alternates Absent:**

17. Big Stone County
18. Swift County
19. Traverse County
20. Wilkin County

**Guests Present:**

Paul McIntyre – Users Chair  
Patrick Waletzko – EMAC Chair  
Rick Juth – RIC  
Tina Lindquist – Grant County  
Greg Stepan – MN DOC  
Kyle Dusing – Benton County  
Troy Wolbersen – Douglas County  
Mike Fink – Motorola  
Dan McCoy – Granite Electronics  
Mike Kahl – Granite Electronics

**Meeting was called to order by Micah Myers at 10:12 a.m.**

16 of the 20 members in attendance.

**Revisions and Approval of Agenda:**

*Kyle Breffle made a motion to approve the RAC Agenda. Kristen Lahr seconded, motion passed.*

### **Approval of Minutes:**

*Kristen Lahr noted that under Members/Alternates Present, her county needs to be changed from Sherburne County to Stearns County. Pending this change, Kyle Breffle made a motion to approve the RAC minutes from January 9, 2015. Sheriff Hartog seconded, motion carried. On February 13, 2015 a quorum was not met so there were no official meeting minutes taken.*

### **Communications:**

Dawn Mund will be retiring from Wilkin County after serving 26 years. They will be having a retirement party for her.

### **Reports:**

#### 1. SRB/ARMER Update; MnDPS/MnDOT:

##### a. MnDOT: (Rick Juth)

FirstNet is consuming some time as it wraps up. We do have a FirstNet project manager, Roger Walker of ECN, who came out of New Jersey so he has a lot to learn. You should be seeing him at these RAC meetings. Everyone needs to be fully understanding of what is going on. Right now only three counties have not completed the survey: Wadena, Swift and Traverse. Several have not submitted the User Population Survey, which includes the number of personnel and operational vehicles. This is for TeleVate in order to do the data gathering for the FirstNet consultation project. The goal of the state is to gather at minimum 75% of the population survey per county. There is a map put together that shows where you are for your county in getting this information, if you have less than 75% from all your agencies in your counties. This is critical for the overall report that will go to the governor to opt-in or opt-out. You are not obligating yourself to anything with this. There will still be a local option, you will be under no obligation to subscribe to FirstNet. This will have a recurring monthly charge with features and special apps that will not be impacted by the private network. This will be another network for someone in your county. We really need you to get these surveys completed and back to TeleVate. This is a DPS project, and ECN is DPS so the RICS have a role in this. Director Mines has sent out an invitation for the Interoperable Data committee for 1:00 p.m. on the 17<sup>th</sup> at Arden Hills. If you want to learn more about FirstNet this is a good IDC committee meeting. Rick mentioned John Anderson's three sites that had busies during the month of February. At the end of August, Ruben Walker is going to be the project manager for this project. There will be a full-scale exercise to test this.

##### b. SECB: (Micah Myers)

No meeting last month.

##### c. OTC: (Ace Bonnema)

StatusBoard has had a fair amount of outages due to server maintenance. There will be changes again on the 10<sup>th</sup>. They plan to put together the StatusBoard work group again. Hubbard County paging access was granted. Wisconsin Department of Health added a participation plan. For NGO's that are part of your sponsorship, but were not included and you had not responded, you now have to go through standard 1.10.2 to get them added. RICS will be assigned to make sure that the counties that had not responded do not have NGO's. Land acquisitions for tower replacements. Jackie has said that attendance is lacking on the Legislative committee.

##### d. Interop: (Micah Myers)

Has not met.

## **Reports: (Continued)**

1. SRB/ARMER Update; MnDPS/MnDOT: (Continued)
  - e. Finance Committee: (Micah Myers)

Has not met. Grant work group has met. There is the first round of ECN grants. Jackie Mines told the grant work group that there was no real push back on raising 911 fees. This closes on the 18<sup>th</sup> with the legislative session. With the grant work group, Jackie is working on a recommendation to divide the \$1 million to the regions. Discussion if we will we make it a competitive grant process. \$142,000 in a matching grant for the central region, but it might be similar to 2014, then we would get over \$200,000 in a matching grant.
  - f. Legislative Committee: (Micah Myers)

Still trying to approve our November minutes due to the lack in quorum. Looking at changing our committee members. There is a memo from the MESB included in the packet. The challenge is how to get a quorum. Most people steer away from this committee because they think they will have to testify. Going back to the Regional Quarterlies, we should start planning earlier. It is a commitment, at some point you will have to go down. Jackie has been taking the lead on it, and it is not ECN's role. We are looking for suggestions on how to get the other regions present.
  - g. Steering Committee (Micah Myers)

Did not meet because Jackie could not attend the meeting, and she had the important topic.
2. Regional Leadership Group – (Next Meeting July 27, 2015)

There was some push back on the standards due to the time the groups meet. One of the challenges that we run into is are we reaching the right people who know. We will be moving forward with this. Sharing of access profiles at Alex Tech.
3. CM-EMAC Update: (Patrick Waletzko)

Group has decided to have monthly planning sessions. Opportunities to have cooperative planning MNWAC standard for their plans. Will be starting next Tuesday. Received notice of 2015 Homeland Security grant funds. Strength planning, mass care, sub-burning, community preparedness. April 22<sup>nd</sup> is the next meeting: statewide best practice adopted for outdoor warning sirens.
4. Owners and Operators: (Troy Langlie)

Met at Alex Tech. Big topics were COMLS from the standpoint of the paperwork trail becoming a COML and re-certifying and who is tracking what. Currently the state has some of our COMLS that are no longer employed. For outdoor warning sirens, from the O&O standpoint we would encourage that group to utilize the governance structure to include everyone.
5. User Committee: (Paul McIntyre)

NextGen 911 had their phone conference last Thursday.
6. EMS/Hospital Sub-Committee: (Paul McIntyre)

Meeting quarterly.

## **Reports: (Continued)**

### 7. RIC Report: Rick Juth

The RICS got assigned the task of following up on grandfathered sponsorship letters. The OTC is requesting each agency respond to System Admin and contact information they wanted some seven different items. Cathy Anderson has given two spreadsheets. Benton County has no NGOs. Meeker County's NGO's are part of their original plan. Morrison County will have to check. Pope County will get back to Rick. Stevens County has none to their knowledge. Todd County has NGO's and one is coming from the tech school. Wadena County's NGO's are included in their plan. Wright has none. Swift and Traverse counties were absent. The second spreadsheet was for your radio administrator contacts, either you replied to the original survey. Morrison County contact for your radio administrator. Stevens County, Swift, Todd and Wilkin are blank. Randy said that he helped Swift with this form. Back to the OTC report, it was pointed out by Cathy Anderson that the CASM class is in direct conflict with the COMMEX training during the ECN conference. CASM is 8 a.m.-noon. Tina noted that there might be changes with CASM due to the amount of applications, there is a meeting on Monday and we will let Cathy know. Rick said that Jackie's suggestion was that ECN will hold another training on another date if needed. Rick mentioned that they held a summit in the SE. What would we want presented? We could have MnDOT, grant folks, doing one specific to our region.

Micah mentioned that he sent out a correspondence for the ESB to get the training scheduled, looking at moving the committee times. Micah could order box lunches if needed. Training will explain the grant process, Radio 101 and the 4 initiatives that the state has. Looking at doing a separate follow-up with FirstNet to go out to the individual boards. Commissioner McMahon had told Micah that Benton County has a monthly re-cap for all the committees that everyone are on.

### 8. Executive Committee: (Micah Myers)

Has not met.

### 9. State Interop Data Committee: (Kristen Lahr)

None.

## **Emergency Services Board: (Next meeting March 25, 2015)**

1. Recommendation to approve SOP for NGO's attending Regional Training  
Allowing our partner NGO's with their sponsorship from their agency. This was discussed at the O&O then moving to the ESB.
2. Recommendation to approve 2014 SHSP FY2015 Allocation  
For continued maintenance we are transitioning to the TICP/CASM tool, coverage issues for region and training. Recommendation for the 2014 SHSP to approve Otter Tail County's request for STR site. They have a match from the City of Fergus and Otter Tail County. We do have the other grant programs coming. If the legislative approves the grant there will be \$200,000 coming too. For this grant, it is just short of \$50,000. Douglas County is looking at a BDA for the school too. BDAs are farther down the list than sites which are the number one priority. Tom Egan's timeline is as soon as possible because there is no radio coverage in the school and it is for law enforcement and EMS. Judy does not have coverage for both schools and hospitals. *Tom Egan made a motion to move forward with the recommendation to give the leftover 2014 SHSP grant award to Otter Tail County for their 5-site. Troy Langlie seconded, motion carried.*

## **Updates from Partners on Current Projects:**

1. Regional Logger:  
Micah met with Motorola last week. We need another firewall. Getting Dave Theis' time to put in a firewall rule between the two firewalls to communicate. Al will be on-site with Northland to set-up the web console. City of St. Cloud staff have been contacting your I.T. staff. Once we have this established we can set the training. Still need Mille Lacs County's agreement yet. Information for the final payment will be provided. Do we want to create a tier user? Troy Langlie said that we should get the Logger Committee going at the O&O. Agenda item for Department of Corrections.
2. Status Board Issues: (Micah Myers)  
Page# 23 in the packet is an update from Cathy Anderson.

## **General Discussion and New Business:**

1. Develop Regional Project Priority List for 2014 SHSP Grant:
  - A. 2015 Training Roadmap Dates (Micah Myers)  
On page# 25 of the packet, Tina has an updated Training Roadmap with dates on it. Remember the first refresher class will be offered the first Sunday of the ECN conference. You will register with the training. We made the decision that when we are 4-weeks out we will pass the information on to ECN to open statewide. NGO's that want to register for trainings can if they are within our region. COMMEX is still underway. There has been 7 applications received and we are looking at having one session Monday afternoon of the conference.
  - B. Regional Coverage Issues: (See Table)  
Page# 27 of the packet is the budgetary table for the ESB item. Alexandria is short of \$54,000. Submitted the region's training to e-grants.
  - C. Planning/TICP Maintenance  
Got the agreement.
  - D. SLIGP – Grant  
Included in your packet is the SLIGP. This grant is set up for planning and training resources. Micah asked at the grant workgroup of the possibility to submit for getting information out to our boards and first responders. For setting up in each county where we cover the board level. Brandon Abley gets into the technical aspect of this. What advantage is FirstNet going to give them? Right now there are certain times of day with performance issues. This information needs to get out to your sheriff's office and your board. Rick said the context should be more the operational value for the sheriffs to move to FirstNet. Some of the questions in these surveys... Think about how some counties are moving to tablets, and are you looking at expanding your use of wireless? What is the cost impact? Ruben Walker has a lot of experience. Components is the time consideration, second is are you recording the needs and concerns of the agencies. Sheriff Hartog thinks that Ruben should come to the Sheriff's conference this summer. What are the challenges for the FirstNet adoption? Troy Langlie inquired about the pilot project in his backyard. Micah responded that this grant was mostly for planning, so if it can be worded as planning it could be possible. You will see that the grant opportunities start on page# 31 of the packet. You have to put together a proposal and see if it is accepted. We also have the Elk River pilot project. The temporary license for the site runs through October, but everything will be done by August, and cleaning up in September.

## **General Discussion and New Business: (Continued)**

### 1. Develop Regional Project Priority List for 2014 SHSP Grant: (Continued)

The Motorola representative said the Lex L-10 will be available probably in the second quarter. Micah asked how it will connect to the network? If it is the case that it will be wireless. The network has not been defined. It will do both said Motorola. They will be able to fit on FirstNet when available.

### 2. CMNRADIO.ORG Website

#### a. Content Updates – Interop Talkgroup Map

We have updated the Interop Zone Map on the website. One slide is the Interop talkgroup regions. Trainings on the calendar now have on-line registration links.

#### b. Secure Pages – Interop Talkgroup Map Contact

The contact list for the Interop zone map is under the secure pages side. You have to log-in through the BGLogin.

### 3. Grant Reimbursement Process (PowerPoint)

This is the PowerPoint we will be presenting for the grant reimbursement process:

- Types of Grants – Federal and State
- Grant Application – ESB approves all grants for the region
- What are grants used for? – Grant committee has listed the priorities, Training Roadmap, TICP plan. Tied to the conference is the CASM which has a feature to generate the TICP.
- Central Region Grant Policy – Will be doing a training at the ECN conference, each training requires an authorization form. Will require a resolution from your board that you have the match. You will also be required to do quarterly progress reports.
- Infrastructure – We have a template for this.
- Training – All funding training needs to be approved by O&O and training committee. ESB has approved 4 members plus your 2 ESB board members.
- Regional Training Benefits – If you are putting on trainings
- Planning & Governance – updating CASM/TICP
- Grant Progress Reporting – required
- Reimbursement – Infrastructure, Proof of Payment, Training (only ECN)
- Disclaimer – Will be denied if paperwork is incomplete & grant video has not been viewed
- Documentation
- Grant Administration (M&A)
- Information Sharing

### 4. Genesis Reporting Issues (Micah Myers)

Accuracy of the reports: Kyle found inaccuracy in reporting, spent a ton of time, and Al determined it was in the Excel spreadsheet that we received from the state that had the errors. State uses these exclusively. Kyle said if you run directly out of Genesis it is accurate.

### 5. COML Approvals (Keith Polipnick and Tina McPherson)

*Rick Juth would like to make a recommendation for COML certification for Keith Polipnick and Tina McPherson. Rick has reviewed them finding them complete. Tom Egan made a motion to approve this recommendation. Scott MacKissock seconded, motion carried.*

**General Discussion and New Business: (Continued)**

6. Membership Change Forms

Micah has added some language and made some changes on the Notification of Membership Change forms. More important are the Auditors on the list serve, when your representation changes we need to get your information. The question was what is letterhead? Micah said it does not matter what type of letterhead, either Sherriff's office or board letterhead. One other note is when you submit changes, it would be nice to know who they are replacing. Kristen asked if you have something submitted already, do you need to re-submit letterhead. Micah answered yes. Kristen inquired about the numerated area, does it have to be signed by anyone in particular? The answer was that it is listed under the administration area, whoever is the signature on the JPA. *Tom Egan made a motion to move these updated changes of the Membership Change Forms forward to ESB for approval. Dan Hartog seconded, motion carried.*

7. Other

Micah had a meeting with Chair McMahon where they discussed relocating the ESB due to the acoustics of City of St. Cloud Council Chambers. Most of our members are coming from the western side of the state anyway.

**Old Business:**

1. Change Management Deadline

End of July. Documentation with the roadmap.

**Upcoming Meeting Date and Location:**

- April 10 – Stevens County
- May 8 – Swift County

Troy Langlie noted that the ECN Conference is coming up, registration is not open yet, but hopefully soon.

**Adjournment:**

*Scott MacKissock made a motion to adjourn the meeting. Troy Langlie seconded, and the motion was carried unanimously to adjourn at 12:17 p.m.*

Minutes recorded by Shari Gieseke.