

**Central MN
Owners & Operators and User Committee Meeting
Douglas County Public Works, Alexandria, MN
March 17, 2016 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Mike Henrion – Douglas County
3. Troy Langlie & Jason Wendt– Grant County
4. Ace Bonnema – Kandiyohi County
5. Randy Celandier – Meeker County
6. Al Fjerstad – Mille Lacs County
7. Victoria Ingram – Morrison County
8. Judy Siggerud – Otter Tail County
9. Nathan Brecht – Pope County
10. Seth Hansen – Sherburne County
11. Kristen Lahr, Chair – Stearns County
12. Judy Diehl & Dona Greiner– Stevens County
13. Bryan Savaloja – Wadena County

USERS MEMBERS/ALTERNATES PRESENT:

1. Tina Lindquist, Vice Chair & Jason Wendt – Grant County
2. Ace Bonnema – Kandiyohi County
3. Randy Celandier, Rich Christianson, & Joel Engler – Meeker County
4. Patrick Waletzko – Otter Tail County
5. Bryan Gates – Pope County
6. Seth Hansen – Sherburne County
7. Paul McIntyre, Chair; James Hughes, Kristen Lahr, & Erin Hausauer – Stearns County
8. Judy Diehl & Dona Greiner – Stevens County
9. Bryan Savaloja – Wadena County

GUESTS:

1. Rick Juth – RIC
2. Jeff Jelinski – Morrison County Commissioner
3. Bryan Gates – Pope County
4. Marion Larson – Central MN EMS
5. Dan McCoy – Granite Electronics
6. Sara Moulzolf – Granite Electronics

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Benton
2. Big Stone
3. Swift
4. Todd
5. Traverse
6. Wilkin
7. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Benton County
2. Big Stone
3. City of St. Cloud
4. Douglas County
5. Mille Lacs
6. Morrison
7. Swift
8. Todd
9. Traverse
10. Wilkin
11. Wright

CALL TO ORDER:

Meeting called to order by O&O Chair Kristen Lahr at 10:00 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

None.

APPROVAL OF AGENDA:

Kristen added item (I) regarding STR/Analyzer/GENESIS maintenance after the System Admin contract expires with Sherburne County. Kristen stated in the interest of time for lunch before CASM/DLAN presentations we will move Reports to bottom of the agenda. *Stevens County made a motion to approve the amended O&O/Users Agenda. City of St. Cloud seconded, motion carried.*

APPROVAL OF MINUTES:

Stevens County made a motion to approve the February 18, 2016 O&O/Users minutes. Mille Lacs County seconded, motion carried.

REPORTS:

SECB/ARMER:

RIC

February zone 4 site busy report for your review. Rick Juth stated the normal suspects are in there. They put emergency calls and private calls in there to show use and frequency of them occurring. Resources are consumed, anyone curious can go into GENESIS. John Anderson forgot to include site requested talkgroups.

OTC (Operations and Technical Committee)

Al Fjerstad reported that the North Memorial Logging Solution Request was approved and Stearns County Requested Site Addition was approved. Discussion of Tritech, similar to LETG or Zuercher making changes to MCC consoles to incorporate CAD type indications. This was not certified by Motorola but they will verify that the connection will be okay. Standard 1.1.0 Operational Management was approved. Standard 3.16.2 Use of Statewide STACs approved. Statewide Emergency Management Talkgroup standard approved. No action was needed on the Use of Duty Officer Talkgroup Standard. System Maintenance standard was kicked back to redo, mention of CJIS and background checks. Dispatchers Best Practice Guide approved. Metro will add encrypted talkgroups only in Metro that will not go to Change Management. They will be adding a lot of encrypted talkgroups, the reason is statewide encrypted are all being used and all by Metro agencies. Southwest part of Minnesota is putting out an RFP for a Regional System Admin.

REPORTS: (Continued)

SECB/ARMER: (Continued)

OTC (Operations and Technical Committee) (Continued)

If you can make it the next SMG meeting is an upgrade training at 9:00 a.m. on March 23. They are starting an hour early because of the training. System will be froze on April 1st. Al does not think you can hear that well on the phone, so you should go down there for this one because there might be background noise.

Interoperability Committee

A short conference call was on Tuesday. SWIC Stromberg went over the standard with Ontario, Canada. Brief overview: If an incident was in Minnesota we are probably already patching to statewide and Ontario would have to inform us to make a patch. Talked about attendance. Rick Juth added SWIC Stromberg reached out to all committee chairs to identify 4 projects that the SWIC would work on in 2016 and he reported on the status of these included in that packet: (1) Assessment of strategic technology reserve in each region; (2) Website updates for ARMER and Interop pages; (3) Border state interop assessments; and (4) COM-U program direction and plan for statewide program. You can talk to Jim Stromberg on these.

IPAWS

Last meeting was in January, next meeting is this afternoon. Developing a work plan: (1) Awareness support in Public Safety community; (2) Monetary support for internal workings of IPAWS; (3) Getting all jurisdictions on IPAWS; (4) Another issue are the IPAWS Best Practice workshops HSEM sponsors. Best Practice workshops point out that you should reach out to local radio for what codes are being picked up for EMS systems; and provide additional codes that radio broadcasters may not have. Please touch base with your radio broadcasters. This afternoon there will be the work plan and multilingual plan discussion.

Interop Data Committee (FirstNet)

Brandon Larson reported first was an action item related to FirstNet and tribal participation. Recommendation to give tribal representation on SECB. All tribes would work out who and a rotation schedule. Next will be going over FirstNet, devices, etc. If you would like the presentation contact Brandon.

SMG (System Managers Group)

Next meeting is next Wednesday at 9 a.m. in Arden Hills, it will be covering 7.15 upgrade.

MTUG

No meeting.

Statewide Leadership

Conversation on system loading, relates heavily in Metro creeping up on outstate. Brandon Larson was on the last SECB call in which there was terminology but not a true definition of use of squatters, the only clear definition was tow companies. SECB really wants a regional conversation and input on how to handle system loading. Kristen pointed out that this came up at the Steering Committee. Steering Committee was tasked with forming a workgroup to define who should be a part of this, who is a subsystem owner defined discussion and tasked to put together a policy and proactive measures. Defining a threshold on what squatting is, local entities need to work on this. Kristen said the concept workgroup has two goals: (1) Threshold determination; and (2) Outline what the resolution process would be. Tina said they want MnDOT to have a seat on it. Looking to put 6 people on a workgroup. Marion Larson added to make sure that EMS is not left behind or considered squatters. Paul agreed that EMS is not always welcomed on the system as it should be.

REPORTS: (Continued)

SECB/ARMER: (Continued)

Statewide Leadership (Continued)

There are rumors that they will start charging EMS because they do not have infrastructure. It all started on the one little misunderstanding in the Cities. We should be kept involved. Al Fjerstad thinks it is important in the EMS standard. Right now an MCC console connected to the system is considered infrastructure. There was discussion on EMS. They kept talking about the Tier 1 users as Police and Fire. There is a real push to define what Public Safety is. Tina wanted to make sure she represents the region properly. There was concern by Steering Committee that if membership is too big nothing will get done. The goal date to set the workgroup was ASAP. Kristen stated that she would consider a subsystem owner when utilizing talktime someone that sets up a tower. You own all of channels or more than one channel. Kristen provided Stearns County tower examples. Troy said he would disagree and listed a Grant County traffic example. Meeker County has the same issue, they own 7 out of 10 in the MnDOT site. If you own something you are a part of that. There was discussion on adding channels to a site. Al said two more channels were added to simulcast by Benton County and Mille Lacs County pays for the maintenance. Troy thinks we as a region have to keep in mind tower loading issues are not similar in Central verses the Metro. We are potentially creating issues for ourselves for allowing that. Requested traffic at sites is not the only answer there are better solutions out there that do not load the sites.

Rick Juth said back to defining, the initial definition is thought for anyone adding. We will define a workgroup. If definition expands then it will be one subsystem representative for each region. Rick has never heard the EMS conversation come up at any meeting. Rick said Metro revised a standard forming a workgroup and came up with a definition of a Public Safety agency. Rick read how they define Public Safety agency from the public service agency and EMS provider Standard 1.10.1 on their website. The trend is causing loading issues, and they want to get ahead of it. Kristen asked do we have an opinion or consensus from the region or should Tina bring back both opinions. There has been a suggestion that ECN and SECB look at the state participation standard for revision. Tina asked if there was anyone interested for this workgroup, Kristen is and she hopes that we can get an understanding of the issues in Metro and the differences outstate and come up with a resolution that works for both. They were also requesting regional leadership representation from the region. Rick thought it might be O&O Chair/Alternate, the RAC's or an appointee. If you have interest if please contact Tina.

EMS/Hospital Sub Committee

Meeting in May. Best Practice guides will go through the same process in Cathy's workgroups.

CMESB:

ESB

None.

Executive Committee

Discussed meeting attendance in relation to tying to grant funding/dues. Ideas and options will be formalized and presented to ESB at the next meeting. There will not be a decision.

RAC

Discussed standard reports and a recommendation for Interop Conference memo.

REPORTS: (Continued)

CMESB: (Continued)

Next Gen 911 Committee

Meeting was held here on March 10th. Dana Wahlberg and Cathy Anderson were here to do Wireless Emergency Routing Management (WERM) training that will be going live in May. Discussed strategic 5-year plan. Rick Juth responded that it is for 2 years and the Steering Committee has made edits and that document will go to the full board next week. It will be hardbound and published for the conference. It outlines the goals from the strategic planning session, defines them and assigns tasks to complete them.

Judy Diehl stated that the RFP has not yet been awarded. FCC's intent is for carriers to have text to 9-1-1 set up within 6 months. There will be CPE vendor costs, maintenance will cover software but not labor. There are two approaches one on your CPE or a swivel chair approach. Text to 9-1-1 calls have been very minimal, one PSAP in Raleigh, NC waited 3 months. GIS progress is going well, GIS data needs to match your MSAG. Database records from CenturyLink and IES will be released. Federal Engineering study is out if you have not seen it check with your sheriff and get it in ASAP. If you do not know the answers you do not have to fill them all out. Douglas County had an issue with 8 school districts on the same phone system. Kandiyohi County had the same issue with a bank. Mille Lacs County had a 9-1-1 call with a 9-1-1 prefix. RapidSOS an app for your phone plans to go live on March 29th only on iPhones not Android. Jason Wendt from Grant County had texted that this morning and it was pretty good. It will use your phone's GPS rather than a tower. There was a big delay like 30 seconds. RapidSOS will be at the next APCO chapter meeting on April 8th.

EMAC

We had 13 counties participate in the two trainings in the region. If you are moving forward with IPAWS you can submit reimbursement requests. We submitted 5 project applications for SHSP funding.

Training Sub-Committee

Thank you to the hosting sites for getting these trainings set-up. First class is tomorrow and it is a full class. Regional logger should talk about development of training. Judy Diehl is working on GIS and NG911. Will work with Micah on the regional tabletop idea. There is a workshop in the afternoon at ECN Conference and you can use your COML task book as a guide. This is online and you can register for it.

CM 2016 Summit Update

No updates. Plan to host the Summit in Alexandria in September.

Grant Updates

1. Grant Opportunities – ECN 50/50

If you are a county with a project make sure you gather your data to submit for reimbursement.

USER BUSINESS:

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

1. Stearns County/St. Cloud

Erin Hausauer started the presentations. There are two big exercises coming up in the next six months. One is on May 19th at the regional airport and Seth Hansen will be our COML. On September 11, Crossroads mall will have an active threat and Al Fjerstad will be our COML.

USER BUSINESS: (Continued)

A. Regional Exercises (Notifications of County/Local Exercises) (Continued)

1. Stearns County/St. Cloud (Continued)

Tina said next month if Benton County is here they can give an update on exercises they will be doing. Paul said he will see Troy tonight. Erin does not think they would turn down willing volunteers for their exercises.

Stevens County noted their full scale train derailment exercise on June 29th. We are asking if anyone wants task books signed off as they will be through Tom Justin.

B. Monthly Discussion Topics – April Quarterly Small Group Exercise (Tina Lindquist)

Next month we will do a small 15 minute exercise to spur new conversation and inform of policies that work well.

C. Local User Group – Survey Responses

Tina and Kristen worked on a survey with survey monkey. We do not always have a big turnout for Users here. Results of the first attempts of the survey are on pages #14-15. Tina said it was encouraging to know that jurisdictions are meeting and at least half of our jurisdictions are getting information back to their end user. This went out to our regions on the Users list serve.

D. Open Discussion

The group was asked if there was anything that they could be trying or doing?

JOINT BUSINESS:

A. StatusBoard Update

Al reported we talked about this at OTC. There are agencies getting kicked off the network for no apparent reason. If this does occur let Al know so that he can tell Cathy. Al will ask you what type of device and browser are you using.

B. Budget – Regional Coverage Issues

None.

C. Motobridge Testing Update (Judy Siggerud)

They did several tests and Beltrami County was impressed. We first did VFIRE23 with NW8 and added in STAC11 and VLAW31 and Judy was getting through with Beltrami just fine. It worked great to keep adding talkgroups. Judy listed a few more talkgroup examples.

Al has Motobridge active in his PSAP now. His VPN keeps dropping. Al is working with his I.T. and John Anderson. Judy confirmed saying they had said they thought the VPN dropping would be an issue.

D. Best Practice and Standards Update Calls

Moved Dispatch to state radio board, Law Enforcement is going on next month's meeting. Brandon Larson said on standards they will go over encrypted talkgroups. One thing that came up on the past week's conversation was that it will be a discussion point about scanning encrypted talkgroups.

O&O BUSINESS:

A. ByLaw Amendment

There was a mishap on the last ByLaws change. The changes were done on an old version of the ByLaws that did not include a 2013 amendment on quorums. On pages #17-21 are the ByLaws with the areas highlighted which include 2013 and 2015 amendments: the voting quorum and the Chair/Vice Chair shall serve on the ESB. We need to approve the ByLaws changes again. *Ace Bonnema made a motion to approve the ByLaws changes. Randy Celandor seconded.* Troy Langlie pointed out that we are required to post for 30 days, so the motion was retracted and the ByLaws will be put on the website. Troy also thought the 2015 amendment should be stricken from the ByLaws.

B. Mille Lacs County Participation Plan Update

Al Fjerstad said summarized it is putting in a 6-channel in the city of Wahkon behind the north maintenance garage. Granite Electronics has been the project manager on this project. For the project background there has been limited to no coverage. Included in the packet are coverage maps from before and after. Mille Lacs County is thinking a June timeframe, they cannot light up until after the upgrade. It will be a heavily used site, so it will be a 6-channel site. *Troy Langlie made a motion to approve the Mille Lacs County Participation Plan Update. Seth Hansen seconded, motion carried.*

C. Interop Conference – Central MN Grant Reimbursement Memo

In the packet is the memo from the Central Region. This memo was approved at the RAC last Friday. CMESB will be reimbursing agency representatives for the Interop Conference, two ESB members and up to 4 agency representatives. It is up to your agency to choose. Make sure you sign the attendance sheets each day because it does get submitted along with grant reimbursement. For grant reimbursement you will need to submit receipts, cancelled checks, or statements from the month of and the following month to show proof of payment. Grant reimbursement forms are located on the website.

D. NWS Severe Weather Notification Standard Update

Rick Juth just received an email that went out to the workgroup from SWIC Stromberg. To identify a sponsor, Northeast has volunteered for the Duluth office. Sponsorship to OTC for approval and begin working on a standard. Kristen noted that the Central Region would like to be included in the discussion if possible.

E. Regional System Admin/Regional Coordinator Update

The last Executive Committee met to discuss the potential Regional Coordinator position, went through job duties and added context around the items creating what a position description might look like. The Executive Committee is open to attendance if you would like to call in. Troy said if this is a potential we will need to move with an RFP by June for the ESB.

D. Mille Lacs Motobridge Station Update

See Motobridge Testing Update under Joint Business.

E. Regional Logger Update

Randy Celandor said at long last AIS has been able to come off. This is the last piece of the puzzle and it is up and running. Al said we have the redundancy, all the encryption issues have been taken care of. Kristen asked if regular meetings are being planned because Stearns and Morrison counties have interest. How do agencies go about getting quotes? Troy stated that Micah can provide that information. Tina added that Regional Logger training needs to be put together.

O&O BUSINESS: (Continued)

F. Change Management – Standard 1.8.0 Update

a. SOA-R Update

Stevens County has ordered their equipment. The Change Management timeline structure and diagram needed to be worked on so this has not been presented at a meeting yet. Stevens County has not gone any further in their Change Management process.

Al Fjerstad asked the group if anyone else had received an email from Minnesota State Patrol regarding their updating of three mobile radios, asking if each county would provide up to five talkgroups to put in their bus. One would be Law Enforcement, MAIN and Fire, EMS and county tacticals or interops. If you have not seen it you might want to check with your sheriff. Then if you as a county requests use of the vehicle you would have talkgroups.

Troy noted at the last RAC meeting that Ace had brought up changes that affect a number of users, that would be a large financial burden for programming and there was discussion at the RAC regarding Metro region. By the current standard is this a regional issue? Should we move this clarification to Micah to forward to the workgroup? We do not want changes within the region to be subject to Change Management. Ace asked if Rick could bring it up in their RIC meeting tomorrow.

I. STR/Analyzer/GENESIS Maintenance after System Admin Contract Expires

Our contract is concluded after this month and the region needs to decide what we do to maintain the resources. There has been discussion at the last RAC and Executive Committee meeting for a new System Admin RFP. Douglas County will maintain the STR equipment on their end. Tom Egan had not indicated if they would be willing to program radios. As far as the Analyzer goes it will be dropped off at Wright County and it will be left there. GENESIS maintenance laptop will be handed over to City of St. Cloud, as far as a connection goes we will need to determine that. Al Fjerstad noted that Kyle Breffle was concerned that GENESIS was in his name. Ace Bonnema had brought up a concern, and it was stated that the GENESIS data is on a server at Water's Edge. At the Executive meeting we thought the region could start with asking if anyone was willing to be the POC on any one of these items in the interim period and if the RFP can be issued on a no-cost basis. Stearns County would be willing to take GENESIS. Seth Hansen said he can walk people through as long as it is not too much of an inconvenience at the time. Kristen can take care of programming on XTS model radios, but not VHF. Brandon Larson and Seth Hansen said they can help too. Jeff Jelinski stated we should have something written down otherwise there could be a problem if something happens and he thought a standard needed to be made. Troy Langlie noted that the STR standard does state Douglas County. There is also a standard on the Analyzer that states System Admin. What we could probably do is to appoint the O&O Chair as the POC in the interim. *Judy Diehl made a motion to appoint the O&O Chair as point of contact for these three items: STR, Analyzer and GENESIS as an interim solution until they can be addressed in a formal manner. Seth Hansen seconded, motion carried.*

NEXT MEETING:

The next Owners & Operators/Users meeting will be April 21, 2016 at 10:00 AM at Douglas County Public Works.

ADJORNMENT:

City of St. Cloud made a motion to adjourn the meeting. Stearns County seconded and the motion was carried unanimously. The meeting adjourned at 11:47 a.m.

Minutes by Shari Gieseke.