

**Owners & Operators and User Meeting
Douglas County Public Works, Alexandria, MN
March 19, 2015 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Troy Langlie, Chair – Grant County
2. Ace Bonnema, Vice Chair – Kandiyohi County
3. Mike Henrion – Douglas County
4. Randy Celander – Meeker County
5. Brad Hunt – Mille Lacs County
6. Judy Siggerud – Otter Tail County
7. Tim Riley – Pope County
8. Laura Anderson – Sherburne County
9. Kristen Lahr – Stearns County
10. Judy Diehl – Stevens County
11. Steve Och – Todd County

USERS MEMBERS/ALTERNATES PRESENT:

1. Paul McIntyre, Chair – Stearns County
2. Greg Windhurst, Vice Chair – Douglas County
3. Scott Johnson – Douglas County
4. Troy Langlie – Grant County
5. Tina Lindquist – Grant County
6. Ace Bonnema – Kandiyohi County
7. Randy Celander – Meeker County
8. Rich Christianson – Meeker County
9. Brad Hunt – Mille Lacs County
10. Mark Ebeling – Otter Tail County
11. Laura Anderson – Sherburne County
12. Kristen Lahr – Stearns County
13. Judy Diehl – Stevens County
14. Ross Tiegs – Stevens County
15. Steve Och – Todd County

GUESTS:

1. Micah Myers – City of St. Cloud
2. Brandon Larson – City of St. Cloud
3. Tina Lindquist – Grant County
4. Jeff Jelinski – Morrison County Commissioner
5. Vicky Townsend – Stevens County
6. Rick Juth - RIC
7. Chuck Hughes – MLF/SCL
8. Sara Moulzolf – Granite Electronics
9. Dan McCoy – Granite Electronics

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

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

USER MEMBERS/ALTERNATES ABSENT:

1. Benton
2. Big Stone
3. City of St. Cloud
4. Morrison
5. Pope
6. Swift
7. Traverse
8. Wadena
9. Wilkin
10. Wright

CALL TO ORDER:

Meeting called to order by O&O Chair Troy Langlie at 10:03 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

None.

APPROVAL OF AGENDA:

Kristen Lahr made a motion to approve the O&O/Users Agenda. Greg Windhurst seconded, motion carried.

APPROVAL OF MINUTES:

Judy Diehl noted that Insidian needed to be changed to Cassidian on page #4 in Next Gen 911 under User Business. *Judy Diehl made a motion to approve the O&O/Users minutes from February 19, 2015. Greg Windhurst seconded, motion carried.*

REPORTS:

RIC (Rick Juth)

On pages #8-9 of the packet there are three sites indicating busies from John Anderson's February report. As Clay County gets near to coming on, we will need to watch the Barnsville Tower. When we see the participation plan for Clay County we will need to take a look at it for Barnsville. For a FirstNet meeting's update, the Great River Plant site will be operational next week. Harris is adding places to the project. The opportunity went out to all vendors and Harris has come up with equipment. We have to have two conference calls due to any proprietary information that comes up with product specs. ICD meeting gave an update with TeleVate. The opt-in/opt-out is confusing.

REPORTS: (Continued)

RIC (Rick Juth) Continued

Rick just forwarded a bulletin with an event that is going on in Las Vegas. Rick would like to thank everyone in the room who has participated in the coverage assessments. Central region and the Metro are the first two regions to be complete. We do still have counties that have not submitted 100% of their user population survey. This is a good exercise for a county agency. It is really market research for FirstNet; determining the number of people, vehicles, networks, devices being used, what you would like to do in the future with Internet and data, etc. If you have not completed this survey please do submit this to Televate. You are not obligating yourself to anything by doing so. The question was asked, "who do we talk to about getting copies of our counties?" And Rick answered, "Elizabeth Herring."

OTC

Met on the 10th. Talked about StatusBoard outages due to server maintenance. Plan to resurrect the StatusBoard work group. Hubbard County approved. Regional Medical Center updated plan. Wisconsin Department of Health radiation team was added to Wisconsin participation plan. Those people who did not do 1.10.2 need to make sure that you are in compliance. Gave an update on the sites, 6 are under construction. Jackie talked about assets for devices. There may be another survey coming. Rick responded that the survey today is different than for an agency that did it three months ago. We are in phase II and there will be some asset gathering. Ace said if you do not know the answers, get your I.T. staff involved. Jackie talked about Legislative Committee making membership changes. Rick said there is a frequent recommendation about the concerns of the Legislative Committee participation, lacking a chair, etc. This may be combined with the Steering Committee.

State Interop Data Committee

There was a meeting on Tuesday in Arden Hills. Governance recommendation, determine if MN has enough to carry out the FirstNet consultation. The report should have been sent out region-wide. Findings support that the MN governance structure with the boards are fully capable of supporting this. Televate recommends to amend the statute for SECB oversight to include broadband implementation and include this within the regional ECB authority as well. Second recommendation was to work to support tribal involvement. At the meeting a motion was made to submit the report to SECB and regional communications board. There were perception issues in the findings that were outlined. Second was the high level launch requirements. These were requirements that all the work groups started with a template for the broadband launch nation-wide. MN may deviate as far as must-have or a desirable. We added requirements that the work groups saw fit. There was a motion to present this at the RAC's and regional service boards. ECN will most likely be on-site to present. Discussion about Phase II proposed tasks. There is more information gathering to come.

SMG

None.

MTUG

None.

Statewide Leadership

Next meeting will be in July.

EMS

None.

REPORTS: (Continued)

ESB

Meeting is next week. There will be a time change for the meetings due to trainings.

Executive Committee

Will meet at 9 a.m. next week Wednesday. There will be ByLaw changes for ESB for review. Review of the Sherburne contract for the System Admin. IDC committee, ECN will bring forth a summit with grant people and MnDOT.

RAC

Bring to ESB: (1.) Making the recommendation to use the SHSP grant money balance that is left for infrastructure and to move forward with the Otter Tail site; (2.) Membership change notification form changes. Discussion on SLIGP grant, the region was awarded \$46,000 for ECN conference. Last year's amount was only about \$900 due to the requirements on the grant. Micah will put together a proposal for a cost for Sherburne County. We will not come close to using what we have been given. Tina and Micah have put together a PowerPoint on the grant process.

EMAC

None.

Training Committee

We have finalized the COMDEX exercise for the ECN conference for Monday, April 27th. We have 6 applicants so we will hold it at 12:30p.m.-5p.m. Faculty training meeting is on April 8th. Training Roadmap is included in the packet on page #11. There is on-line registration. NGO's are eligible to register for the trainings. Trainings will be open state-wide 4 weeks prior to trainings. April 10th training at Alex Tech is full.

Grant Updates

1. Grant Opportunities – ECN 50/50
None.
2. 2014 SHSP Grant Allocation
This has been funded, so we can start spending the money. If approved, the paperwork will be available starting June 1st of this year.

USER BUSINESS:

A. Next Gen 911

State-wide meeting was yesterday. Dana Walberg's Text to 911 resolution has been signed from all the regions. Will go to the state-wide meeting. Dana thought it was wonderful that we got that much done as a committee statewide. Adam Iten is reaching out to the regions for GIS. NENA standards continuity of a seamless map. 67 counties have IES for their 911 service provider. We were talking about the background checks. There are two individuals currently not working with them, who will be removed from the background checks. Talked about GIS survey which is still being worked on. This is more informational so that Adam will have a better idea on what to work on with each county. RFP went out with 3 vendors. Mission Critical is helping in the interim. 911 plans need to be done. Working on circuits. Asset management tool to use at ECN. We have conferences coming up, next week 911 in Arrowwood. Classes on FirstNet. Dana will be presenting a class, NG911 What's New?" Demonstration of Worm software. Interop conference has added a 911 class.

USER BUSINESS: (Continued)

A. Next Gen 911 (Continued)

Rick pointed out there are 17 counties that have IPAWS integrated into their CodeRed systems. There have been some vendors that have attempted to go through the process, and the BCA has told them they are not ready. Cathy Anderson will be reaching out to the regional StatusBoard administrators for StatusBoard moving forward. Cathy mentioned there is a scheduled maintenance window that Mn.IT does every Wednesday between 19:00 and 23:00 which should have no effect on StatusBoard. There is a Dispatcher Training free to attend on May 21 and 22 put on by the MAC. Text to 911, Stearns and St. Lewis counties are ready to go. This should be ready to start on April 1st. Adam Iten should be reaching out to schedule a kick-off meeting for this GIS project as a regional summit. He will introduce this request for information survey here. Every primary and secondary PSAP will have to respond to this survey. GIS committee meets once a month on the Thursday before the NG911 meeting. There is only one PSAP on that committee. If you want to be part of this committee, let Adam Iten know. Mille Lacs County was on a call. Just switched to Positron Viper and have experienced a lot of audio issues. If you are also experiencing issues with this vendor, please contact Mille Lacs County.

B. Review Best Practices Guide

Paul noted that there are seven Best Practice Guides. How many do we want to do at a meeting? Rick mentioned that after the IDC committee meeting they discussed this topic. One of the primary items on Cathy Anderson's list is the Best Practice Guides. She should be reaching out and developing Subject Matter Experts to review the guides and any standards associated with these guides for updating. Troy said nothing has been done with these so we should review them and refresh our memory. This is timely since the work group with Cathy will be starting. Paul listed the Best Practice Guides: Dispatch, Fire, Law Enforcement, Public Works, Hospital, EMS, and Emergency Management – Public Health. We should start with one, invite Cathy Anderson, and put it on the screen. We will start with Law Enforcement. Troy encouraged everyone to go back and look at their own discipline since we will not have seven months to review these at the state level.

C. Open Discussion

Kandiyohi is having neighboring counties from outside the region calling them on their Main to report driving issues. How do other counties handle this? Judy Diehl said that calling on the phone would be preferable than a Main. Ace said it would be nice if they had CM-Call in their console so that the State Patrol could hear too.

ECN conference is coming up April 27-29. Registration should be up by Monday. Cathy will be sending out emails on the list serve on Monday regarding conference registration.

JOINT BUSINESS:

A. Training Opportunities

1. Training Road Map
Page #11 of the packet.
2. Control Station PSAP Training
Can be removed from the agenda.

B. Status Board Update

See OTC and Next Gen 911. Our regional rep is Sherburne County.

JOINT BUSINESS: (Continued)

C. Budget – Regional Coverage Issues

Page #12 of the packet. The grant work group will be using this table when we make allocations for upcoming grants. Make sure your information is current. We moved forward at the RAC to give Otter Tail County the leftover SHSP grant money.

1. BDA Updates

If you are putting an outdoor BDA, have this group review. Al Fjerstad had requested this to see who was exploring this and for gathering information.

O&O BUSINESS:

A. State Patrol Severe Weather Notifications Update

IPAWS severe weather alerts are active now. Unless you opt-out on your cell phones you will receive a text if you are in an area with severe weather.

B. MotoBridge Station in Region

Still patching. Judy Siggerud will do a panel at the ECN conference.

C. Genesis Software

1. Genesis Vendor Access Standard

Page #13 of the packet. Troy does not believe there is an issue with the data because we are not creating data. When accessing Genesis (page #2 under section #4), rather than using StatusBoard we will have a sign-in sheet on the desktop of the Genesis workstation. Then we will have a running list of how we are using it. *Kristen Lahr made a motion to move the Genesis Vendor Access Standard as written to the ESB. Judy Siggerud seconded, motion carried.*

D. Regional System Administrator – Site Trunking Map

Sherburne County's contract is up soon. Does anyone want to see any changes? Kristen Lahr asked if there was anything added. Micah replied that nothing was added. Rick said the Northwest region is looking to contract for a regional system admin, and Marcus the RIC is arranging to have a meeting Monday after the conference ends. Jeff asked how much money the region was paying to System Admin? Micah replied that we are paying \$40,000. We had created a bucket list of items that we wanted. Troy said it was worth sitting down with Sherburne County, and possibly adding in some tasks. Budget is in June, but their contract renews in April. The way the contract was written is that we can add/remove services. This is on the agenda for the Executive and ESB next week. Kyle should be at the Executive committee to discuss this. Several in the group would like to see documentation for ROI. Are they doing scheduled or requested tasks? There is scheduled management of the analyzer, doing updates. There were 5 components to the contract. The contract is perpetual in nature, it will automatically renew. Micah said they are getting information out to the group such as the STR. Troy said they have always responded to any requests. They have helped Judy Siggerud and Randy Celandier, and respond immediately to Troy Langlie.

There is a site trunking map on page #15 of the packet. Please get your information to Sherburne County anytime that you are utilizing state site trunking talkgroups. This is on the website, and the contact list is on the secure side of the website.

O&O BUSINESS: (Continued)

E. **Regional Logger Update**

Northland was on-site yesterday. Micah discussed conversion to a media format. St. Cloud staff are working with Dave Theis to configure. Northland will get remote access then. Core loggers are logging. Time synchronization was a first issue which is getting fixed. Northland will keep all in sync. Logger advisory meeting will be after this meeting.

F. **Cache APX radios**

What VHF resources did we want to program into the radios? Judy Siggerud got started and sent out e-mails. Greg and Tina had done a revision of the code plug. Judy asked if we wanted to do the overlay or a whole reprogramming of the Cache radios? Laura Anderson reported from Kyle that APX are good to go just waiting for the VHF channels. Work group will continue.

G. **Requested Site Report and Site Busy Report**

Not today.

Micah mentioned an incident in St. Cloud with a bank robbery a few weeks ago. Challenges were law enforcement being inundated due to media. It used to be that you had to be at a fixed location to scan. Is there standards for encryption? There was discussion on encryption. Different agencies around St. Cloud have different encryption sets. Sitting down with your neighboring agencies to come up with something. Encryption is a delicate subject. What we put over the radio is public, you have to have a reason to encrypt. Kristen added that we need to look at what equipment the agencies have.

Ace questioned the State Patrol encryption to Rick. Rick said for a Rochester issue they gave State Patrol the encryption key and they were installed in the consoles. Rick said that no regionals are encrypted.

Rick had reached out to Cathy about the Best Practice Guides via email during the meeting. Cathy cannot make next month's meeting, but she said that we should make our recommendations for the work group that she will have. ARMER project manager position is being reviewed by ECN's HR, so we will not be seeing a SWIC for a while yet.

Troy Langlie noted that another region held a regional summit with all the committees from that region and state partners ECN and MnDOT to go over all the different projects. The group thought this was a good idea. This would be an all-day event. There are some First Responders that work a day job who could attend in the evening.

NEXT MEETING:

The next Owners & Operators/Users meeting will be April 16, 2015 at 10:00 AM at Douglas County Public Works.

ADJORNMENT:

Judy Diehl made a motion to adjourn the meeting. Randy Celander seconded and the motion was carried unanimously. The meeting adjourned at 11:50 a.m.

Minutes by Shari Gieseke.