

Regional Advisory Committee
Friday, April 10, 2015 10:00 a.m.
West Central Research and Outreach Center
46352 State Hwy 329 Morris, Morris – Stevens 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. Al Fjerstad – Mille Lacs County
7. Judy Siggerud & Barry Fitzbibbons – Otter Tail County
8. Tim Riley – Pope County
8. Kyle Breffle – Sherburne County
9. Kristen Lahr – Stearns County
10. Jason Dingman & Dona Greiner – Stevens County
11. Mike Wisniewski – Todd County
12. Trevor Wright & Lynn Siegel – Traverse County
13. Luke Manderschied – Wadena County
14. Rick Fiedler & Rick Teberg – Wilkin County

Members/Alternates Absent:

16. Big Stone County
17. Meeker County
18. Morrison County
19. Swift County
20. Wright County

Guests Present:

Tom Justin – City of St. Cloud
Rick Juth – RIC
Greg Stepan – MN DOC
Troy Wolbersen – Douglas County
Tina Lindquist – Grant County
Patrick Waletzko – Otter Tail County
Judy Diehl – Stevens County
Ross Tiegs – Stevens County
Thomas Loew – Stevens County
Bob Kopitzke – Stevens County Commissioner
Andy Faith – Granite Electronics
Paul McIntyre – Users Chair
John Olson – Granite Electronics

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

14 of the 20 members in attendance with a quorum present.

Revisions and Approval of Agenda:

Micah Myers added item #9.F "ECN Grant" under General Discussion and New Business. Kyle Breffle made a motion to approve the RAC Agenda. Troy Langlie seconded, motion passed.

Approval of Minutes:

Troy Langlie noted that a correction was needed for a RAC member to make the motion, not Rick Juth, in COML Approvals under General Discussion and New Business. Tom Egan stated that he will make the motion. Troy Langlie made a motion to approve the RAC minutes from March 13, 2015. Kristen Lahr seconded, motion carried.

Communications:

None.

Reports:

1. SRB/ARMER Update; MnDPS/MnDOT:

a. MnDOT: (Rick Juth)

John Anderson had 5 sites in zone 4 with busies. The 5th site was the DOC site in St. Cloud, just having DOC activity. Barnsville and Hewitt have shown up before. What was interesting was #12, the Lincoln site. Wadena County does not have any requested talkgroups on the site, but they were on it for 24 hours. Rick listed groups that had one hour or more. Rick assumes a lot of it was due to weather. Tom Justin noted that at Staples the repeater grabs it. We will look at the same report at the O&O on Thursday.

b. SECB: (Micah Myers)

Two items of note: Standard 2.9 and Metro Bus were approved. Approved the information Televate provided for FirstNet.

c. OTC: (Ace Bonnema)

No meeting, will be meeting next week.

d. Interop: (Micah Myers)

None.

e. Finance Committee: (Micah Myers)

Meeting was cancelled due to lack of agenda items, next meeting is in May.

f. Legislative Committee: (Micah Myers)

(The Letter is on page#11 of the packet) We asked for a template of a letter. You can address it to your legislator. Your contacts are included. Pages #17-20 have the House of Representatives. There has not been a lot of question for her initial request. Reach out to your representatives to make sure they are in support. There has been no quorum since November. Looking to put this group into the Steering Committee.

g. Steering Committee (Al Fjerstad)

Al said there was lengthy discussion on changing the ByLaws. The outstate metro conversation came up again. How do we get our elected officials the information because they are the ones with the checkbooks? Micah said that they do not really have a chair. You most likely will see the Legislative Committee turned into a subcommittee or absorbed into the Steering committee. Sheriff Hartog mentioned the discussion on members, that Carol will be emailing out the ByLaws, talked about attendance issues, also on the agenda was the Televate report which will be looked at during the next meeting due to lack of time.

2. Regional Leadership Group – (Next Meeting July 27, 2015)
(Page #21-22 of the packet) There has been significant discussion on these. Will require formalization of the Regional Leadership Group. We need to get the information of these standards out. There is generally good representation of the regions there. So, this is a good place to start getting the information out for a good discussion base. We want a place where this information starts, to get the information out that we will be reviewing standards.
3. CM-EMAC Update: (Patrick Waletzko)
Members held an exercise on March 25th. Focused on incident action planning. Had practice in completing and utilizing command system forms. Currently working on Homeland Security grant applications. Looking at 4 project apps: pet supplies, emergency operation go-kits, making sure every county can get up to speed and functioning with IPAWS, and a planner (will be doing a needs assessment to see if we need a planner, then doing an RFP. April 22nd will be the next meeting where we will be discussing grants and outdoor warning sirens.
4. Owners and Operators: (Troy Langlie)
Met March 19th. Moved the Genesis standard to the ESB. There is a subcommittee for the VHF resources for the APX radios.
5. User Committee: (Paul McIntyre)
Will start reviewing the Best Practice guides. May 15th will review the Hospital one and Communication plans. Rick will be unable to attend the O&O next week. Judy Diehl said the Statewide GIS conference call was yesterday. They want to eventually create a seamless GIS map of MN to be used. But the question was what information becomes public? People's names and addresses should not be made public to everyone. Micah said our GIS vendor was in and discussed the tools under the ESRI model. It would be nice for entities to get the web application.
6. EMS/Hospital Sub-Committee: (Paul McIntyre)
See Users.
7. RIC Report: Rick Juth)
(Page #24 of the packet) A couple items about Next Gen 911. A few things started: Adam Iten GIS manager has scheduled a couple kick-offs for regional meetings. Will present the survey that every PSAP will be required to complete. Metro's region is next on April 16th. Were up at the site last week with Jackie, Rubin Walker site is just north of Elk River. They have done preliminary testing and the site is working. Will be working with the Fire Chief to have a full scale exercise for this pilot project. Rick has reached out to Erin Hauser, asking her if the executive group of the COMMEX was interested in helping him. Erin was supportive and the Chief was told. This is the next step for the operational part of the project. Motorola has furnished devices. Rubin has reached out to other vendors to seek out equipment. Harris has come forth to be part of it too. You will get a FirstNet newsletter soon. The big thing is the population surveys for Televate, everyone but Swift and Traverse are completed. The 'Contacts' section really needs to get completed, right now only one county has completed more than 75%. It really is not that difficult of a survey. Rick asks that these please get done. They want to schedule a summit to bring out ECN staff and Televate to do a presentation to all the stake holders, sheriffs, board members in the Central Region. Televate also wants to talk about the build-out and deployment phase and what recommendations that we have for how we want to see this occur. Al Fjerstad asked if the User Population Surveys had been sent. Rick responded it was sent out along with the coverage reviews. Micah said it sounds like a lot of the information they are asking for is included in our TICP. Micah will send out the survey link that Rick will send him.

Reports: (Continued)

8. Executive Committee: (Micah Myers)

Met March 25th before the ESB Board. Have language to add into committee's ByLaws. Asking to make the Chair and Vice Chair the respective committees Chairs and Vice Chairs. Went over the FirstNet report and briefly reviewed the Sherburne County contract which was moved forward another year. Approved Otter Tail County for the remainder of the SHSP grant money. Gave an ECN conference update.

9. State Interop Data Committee: (Kristen Lahr)

Did touch on FirstNet. The meeting was March 17th in Arden Hills. Focused on deliverables by Televate. Televate was to discuss the current governance structure to see if it was sufficient to carry out the FirstNet project. Findings did support the MN governance structure is capable to carry out the Firstnet Consultation. Televate recommended to amend the statute to clarify SECB authority over broadband implementation along with ARMER and 911 Communications. Televate recommends RECB's make this amendment as well. There was a motion to submit that report to the regions. Another deliverable was the high-level launch requirements. Three out of the four workgroups had completed their work. The last will be finished in May and added to the document. There was a motion to present this information to the RACs and RECBs.

Emergency Services Board: (Next meeting June 10, 2015)

1. 2016 Budget

Proposed 2016 budget will be going out. Will be the same unless your subscriber counts go up. O&O has been tasked to look this over. The groups that come out of the Televate is the regional summit, we want to get a date on the calendar.

Updates from Partners on Current Projects:

1. Regional Logger:

Micah was on the phone with Motorola. The last item to connect the premise loggers is the firewall. Dave Theis had stopped by and we had pulled the logger. Micah spoke with Chris Meier to work to coordinate with Northland and Motorola and our engineering service. Al Fjerstad got an email from Erin at Northland about loading insite center onto the servers. Verint has come back to Northland asking to check the security certificate status. They do not want to make a special trip. If we need to pull calls from that logger for someone in the region, we need to call Northland to see if we can still do that. Northland and Veriant need remote access. They used DNS settings when Northland was on site. They will make a host file. You can pull audio off the logger right now.

2. Status Board Issues: (Cathy Anderson)

Was taken down for routine maintenance.

General Discussion and New Business:

1. Develop Regional Project Priority List for 2014 SHSP Grant:

(Page#27 of the packet) This is what we submitted for the grant: Training Roadmap, TICP, table for counties, investment hierarchy. Page #28 shows what we have right now for system enhancements for coverage. Kandiyohi is looking for alternates, the number will probably be dropping. We have the ECN grant and the grant initiatives once the request to raise the 911 fees will be approved. If you have an issue, you need to make us aware of this to get on the list. Wilkin County thought their's might be more like \$400,000 from the \$300,000 after talking to Motorola. Granite is reviewing the numbers to get them firm. Right now we have only awarded \$47,000 to Otter Tail. Douglas County is ready for their BDA.

General Discussion and New Business: (Continued)

- A. 2015 Training Roadmap Dates

Reminder if you are interested in TTT Refresher that it is part of the conference. Sign-up on the conference website. We are still working with Alex Tech for dates. Dispatcher training is today. One training for the boots on the ground, we need to get more people enthusiastic about ARMER on May 18-19. COMDEX is full steam ahead on Monday, April 27th of the conference. Part of our contract with On Target is for our TICP in that training is available. We can do 4 CASM trainings. One is an understanding of the CASM tool and the second is hands-on. They need a device to get to the Internet. You can have the CASM tool on your phone. Can we get something on the calendar? Sherburne County is our CASM rep. We are moving our TICP to the CASM.
 - B. Regional Coverage Issues: (See Table)

See above.
 - C. Planning/TICP Maintenance

See above.
 - D. SLIGP – Grant

SLIGP grant is looking at the exercise and planning. Jackie Mines said to put together a proposal for her to review for the FirstNet Elk River project. Sherburne County will be doing a more formal write-up for how they will be doing funds for the project.
2. CMNRADIO.ORG Website
 - a. Content Updates – ECN Conference Reimbursement Forms

Micah sent out a memo on the list serve. The form has everything that you will need. One other thing for the SLIGP conference. Instead of certificates, there will be a sign-in sheet. We will need Proof of Attendance.
 3. Grant Reimbursement Process (PowerPoint)

Nothing has changed since the last time.
 4. Genesis Reporting Issues (Al Fjerstad)

Kyle provided a review of this. Al talked to John Anderson about the monthly report. John Anderson is looking into why the data is different.
 5. Membership Change Forms

(Page #41 of your packet) Approved at the ESB. Added requirements. In the packet on page #43 shows the topics on the list serve. We want to make sure that the list serve stays meaningful. When we set up the list serve there was general and members only. Kristen said that “Interop” was only set up for Stearns County. Cmemdir (#3) can be removed. What is MNregions? Kristen was able to set-up a list. Kristen said that we have always allowed anyone to use it. Micah said we should leave it up to each committee. There was discussion on if we can send out the instructions on using the list serve. Troy said there is no reason for the region to put out information on the state since people do not sign-up for it themselves.
 6. ECN Grant

ECN has about one million dollars to their discretion. They took 50% and divided it evenly among the regions, and then based on population divided the other 50%. The Central Region was awarded \$134,893.52. This is a 50-50 grant. We put a timeline on this grant. The terms of

this grant end June 30th, 2016. Our grant group will meet in May. Jackie Mines said that our region is so far ahead with our priorities. We have several shovel ready projects.

General Discussion and New Business: (Continued)

6. ECN Grant (Continued)

Micah discussed the table on page #28. How close are these agencies, do they have the matching funds... Otter Tail, Douglas County, Mille Lacs County, Stevens County? Stevens County said that they are in the testing phase like Kandiyohi. This grant opens June 1st, so the invoices can start rolling in then. Kristen suggested more columns: (1) Do counties have the match?; (2) Potential Start Date; and (3) What phase are you in? For the grant process each county will need to sign the Resolution that they have a match and that they have reviewed the grant video.

7. Other:

FirstNet just came out on the list serves. Rick read the cover. FirstNet has released the required data collection elements and this information is due July 21, 2015. The data is key to providing the right info on behalf of MN. The statewide map that depicts every county is on how much information counties have given. Rick was asked to provide a list of who has received the information from Televate. Rick will send the contact information for Televate to Micah. You can email Elizabeth Herring to inquire further.

Old Business:

1. Change Management Deadline
Due July of this year.

Upcoming Meeting Date and Location:

- May 8 – Swift County
- June 12 – Todd County

Adjournment:

Tom Egan made a motion to adjourn the meeting. Mike Wisniewski seconded, and the motion was carried unanimously to adjourn at 11:41 a.m.

Minutes recorded by Shari Gieseke.