

**Owners & Operators and User Meeting
Alexandria Fire Station
April 18, 2013 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Pat Tarpenning – Benton County
2. Tom Justin – City of St. Cloud
Dave Hotchkiss – City of St. Cloud
3. Troy Langlie – Grant County
4. Ace Bonnema – Kandiyohi County
5. Al Fjerstad – Mille Lacs County
6. Scott Mackissock – Morrison County
7. Judy Siggerud – Otter Tail County
8. Nathan Brecht – Pope County
9. Seth Hansen – Sherburne County
10. Judy Diehl – Stevens County
11. Bob Cuchna – Todd County
12. Scott McKellep – Wadena County
13. Dawn Mund – Wilkin County
Rick Fiedler – Wilkin County

USERS MEMBERS/ALTERNATES PRESENT:

1. Pat Tarpenning – Benton County
2. Dean Wrobbel – City of St. Cloud
Tom Justin – City of St. Cloud
3. Greg Windhurst – Douglas County
Dave Pedersen – Douglas County
4. Troy Langlie – Grant County
5. Ace Bonnema – Kandiyohi County
6. Rich Christianson – Meeker County
Randy Celander – Meeker County
7. Mark Ebeling – Otter Tail County
Jim Stewart – Otter Tail County
Doug Whiting – Otter Tail County
8. Dale Danter – Pope County
Jim Minion – Pope County
9. Seth Hansen – Sherburne County
10. Paul McIntyre – Stearns County
Jim Hughes – Stearns County
11. Josh Fischer – Stevens County
12. Bob Cuchna – Todd County
13. Rick Fiedler – Wilkin County

GUESTS:

1. Andy Faith – Granite Electronics
2. Sara Moulzolf – Granite Electronics
3. Jeff Jelinski – Morrison County Commissioner
4. John Tonding – RIC
5. Kathy Struffert – Stearns County

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Douglas
3. Meeker
4. Stearns
5. Swift
6. Traverse
7. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Mille Lacs
3. Morrison
4. Swift
5. Traverse
6. Wadena
7. Wright

CALL TO ORDER:

Meeting called to order by Owners & Operators Chair Troy Langlie at 10:06 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS:

The bylaw changes for O&O and Users were approved at the last ESB meeting so now 25% makes a quorum.

APPROVAL OF AGENDA:

Bob Cuchna made a motion to approve the agenda for April 18, 2013 with the addition of "I. Outdoor BDAs". Greg Windhurst seconded, motion carried.

APPROVAL OF MINUTES:

Dean Wrobbel made a motion to approve the O&O/Users minutes from February 21, 2013. Jim Hughes seconded, motion carried.

REPORTS:

Interop

John reported that the MESB is changing their ATACs and PTACs to METAC 1-8. Counties should plan to rename those talkgroups when they implement the change management updates.

John reminded the committees that using anything other than clear speech is prohibited. There have been reports of the use of ten codes on a Statewide resource, but it was not in the Central Region.

John Anderson has set up three site access profiles for each county. Once the 7.13 upgrade is complete John Tonding suggests that everyone reviews their site access profiles and also makes sure that the priorities assigned to your talkgroups are in compliance with the standards. This is a good time for each county do audit themselves and clean up anything that is not needed.

The OTC tasked the SMG with cleaning up Standard 4.2.0. Most of the edits were changing “shall” to “should”. Brandon Abley will distribute the standard once changes are made and it will be forwarded on to the O&O for review.

Interviews are being held this week for the Statewide Program Manager. The State is hoping to have a replacement for Tom Johnson in next couple weeks.

ESB

The ESB met on March 27th. Action items included appointing Tom Justin as the OTC representative for the Central Region, approving the O&O and User bylaw changes, approving a request for a reallocation of the 50/50 grant money as well as using some of the 2012 SHSP grant money for the DECN conference reimbursements. The region will pay for the two ESB members and up to four representatives from each county to attend the conference, as well as the pre and post events. The Train the Trainer taking place at the conference has a minimum of 25 people needed to hold the training and currently we are about 4 short of that. This is a refresher training and is also for new trainers.

RAC

There was discussion on improper settings in the system, which again encourages entities to audit their systems to make sure everything is in compliance with the standards. The only site in the Central Region that is not up yet is the Dumont site and MnDOT is working on getting that site up. The new statewide zone was changed to SW, but Southwest Minnesota already has that prefix so once they decide on a new prefix Tom Justin will let the region know. The status board should be live by August.

Motorola claims that there is a sizeable credit on their books that belongs to the region. Micah is looking into where this credit came from and once Motorola can provide documentation of this credit, a special ESB meeting will be called to approve using this money to pay for the provisional managers training at the DECN conference for everyone, with the provision that anyone wanting to attend from the central region can. The region also may receive an additional \$15,000 of training money from the State.

The logger project has been delayed due to technical issues with the number of AIS servers needed to make it work. The target date to go live is June.

Some items to keep in mind are what services your radios need with the change management changes coming up as well as your costs for the Software Service Agreement for 2014.

CMEMAC

Will meet next week.

SMG

There was a lot of discussion on the 7.13 update. The update will be at least a month long process, maybe more. Some important things to remember is that if a dispatcher does reboot to make sure they say NO to any prompts. Have your backup plans in place prior to the outages and know where your recordings are being backed up. If the status board is usable by May this may be used for PSAPs with MCC7500 consoles. All announcements during the upgrade will be made on SYSTAC ALL. The database lock was pushed back to April 16th, but make sure you keep records of all changes from April 1st forward.

Grant Funding Updates

See ESB Report.

O&O BUSINESS:

A. Sauk Rapids Talkgroup Request

This is more of a clean-up request. There are no new talkgroups being created, they are just moving them to Benton County, which will increase their number of talkgroups.

Judy Diehl made a motion to approve Sauk Rapids talkgroup request. Tom Justin seconded, motion carried.

B. State Patrol Loading Update

At the last Executive Committee meeting the regions concerned about the State Patrol's processes were discussed with Rick Juth. At the last RAC meeting Tim Lee and Rick Juth said they are using multi select to accomplish what the patching did, however the Detroit Lakes/Thief River and Brainerd/Virginia mains still are being patched, but they are no longer patching across home zones.

State Patrol is doing an audit of their system to see where there talkgroups are requested and perhaps minimize the traffic by allowing the talkgroups on ring towers rather than requesting. Another alternative they are considering is repurposing a State Patrol tactical as a district main to eliminate the multiple channel usage. It would also be helpful if MnDOT looked into cleaning up their requested talkgroups as well.

There is also the issue that State Patrol did not follow protocol and was in violation of Standard 3.14.0, however the committees had no thoughts on whether to address the violation of the standard.

C. Review CM Standard 3.14.0, CM Interop Talkgroups

State Patrol is looking for direction from the region on how they should be using CMCALL. There was a lot of discussion on the correct use of CMCALL. The intent was never to have it used for PSAP to PSAP but it is being used for this. The Metro created METCOM which is used exclusively for PSAP to PSAP communication. It is used for emergency traffic only and is not to replace a phone call. METCOM is not allowed in subscribers, only in dispatch consoles. However, adding a talkgroup like that means that dispatch would have another talkgroup to monitor 24/7 which most people felt was not realistic.

John Tonding pointed out that the procedure that is currently in place for the National Weather Services would be in violation of the standard.

Tom Justin thought that additional language adding that it was for "incident management, life and property preservation" had been approved for this standard and was not reflected in the copy being reviewed. This was tabled until the next meeting to find if that language had ever been added to the standard. The clear talk should also be addressed in this standard.

D. National Weather Service Update

Chanhassen and Grand Forks both have been tested and work as expected. The National Weather Standard has been approved by the SRB.

E. Regional System Administrator Update

The System Administrator Committee reviewed Jill Rohret's job description in the Metro and is going off of that to create one for the Central Region. The committee will meet again April 24.

F. Analyzer Data – Create Best Practices

The standards subcommittee met after the last joint meeting and will have something on paper soon. Dave Hotchkiss has created a check in/check out list to ensure a standard procedure with the moving of the analyzer. Currently the analyzer is at Benton County.

G. Genesis Software – Create Standard

The standards subcommittee will work on creating a standard for the use of the Genesis software. Currently Dave Hotchkiss is working with MnDOT to figure out the path to use back to the server. Al Fjerstad is going to get maintenance numbers for the region, which depends on what hardware is needed. The region has 5 software licenses purchased, but anyone in the region will have access.

H. State Standard 3.16.6 – Statewide Uniform Interoperability Radio Zones

The zone name will be changing but it should be changed by the time frame given to implement the changes, which starts in November.

Ace stated concerns that the process taken did not follow what was written in the standard. The standard states that regions would have the chance to review the changes and while the Interop committee did review the changes, the timeline was not reviewed.

Tom Justin made a motion that the region draft a formal letter to the SRB indicating the regions concerns with the change management process and the following of the governance proposed in the standard. Seconded by Jim Hughes, motion carried.

Tom Justin will draft the letter.

I. Outdoor BDAs

Al Fjerstad asked Bob Cuchna to continue to update the region on the process of the Outdoor BDA being put up in Staples. These could be a more affordable option for other counties to look into. There will be a vendor presentation and break out session at the DECN conference on outdoor BDAs.

USER BUSINESS:

A. Open Discussion

The region is still looking at an APEX training.

JOINT BUSINESS:

A. 7.13 Upgrade – Review Outage Spreadsheet

Al Fjerstad went over the outage spreadsheet and reminded everyone that at least one person should try to listen to the local SYSTEC, however an encrypted radio is needed for that.

Entities should pay close attention to the sections in RED, those are what will affect your subscribers and consoles. Make sure that your entity has a solution in place for site trunking. (Example in Mille Lacs County their procedure is to turn scans off, switch to their Main and stay on that until further notice.)

The upgrade will update MCC7500 consoles from Windows Vista to Windows 7, but currently the Status Board does not work on Windows 7. Therefore dispatches with MCC7500 may not

have access to status board. Dave Klema is going to be working on this and doing testing to see if there is a resolution for this issue.

Also remember to make contingency plans for logging because the logger system will be going down for a time.

B. Change Management Update

Discussed throughout the meeting.

C. DECN Conference

May 6-8th.

NEXT MEETING:

The next Owners & Operators and Users meeting will be May 16, 2013 at 10:00 AM at the Douglas County Public Works Facility.

ADJORNMENT:

Dave Hotchkiss made a motion to adjourn the meeting, Bob Cuchna seconded it and the motion was carried unanimously. The meeting was adjourned at 12:14 PM.

Minutes by Jackie Kraus.