

**Owners & Operators Meeting  
Alexandria Fire Hall  
April 26, 2012 – 10:00 AM**

**OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:**

1. Dave Hotchkiss – City of St. Cloud
2. Tom Egan – Douglas County  
Mike Henrion – Douglas County
3. Troy Langlie – Grant County  
Greg Lillemon – Grant County
4. Ace Bonnema – Kandiyohi County
5. Brad Lindgren – Meeker County
6. Brad Hunt – Mille Lacs County
7. Jeff Jelinski – Morrison County
8. Dave Pikal – Sherburne County  
Jennifer Callahan – Sherburne County
9. Kristen Lahr – Stearns County
10. Judy Diehl – Stevens County
11. Stan Churchill – Traverse County
12. Scott McKellep – Wadena County
13. Dawn Mund – Wilkin County
14. Annette Habisch – Wright County

**GUESTS:**

1. Paul Anderson – Douglas County Commissioner
2. Kathy Gilson – State Patrol
3. Tina Lindquist – Grant County
4. Dan McCoy – Granite Electronics
5. Sara Moulzolf – Granite Electronics
6. Jay Sikkink – Stearns County
7. Ross Tiegs – Stevens County
8. John Tonding – RIC
9. Twylla Vickmark – MN State Patrol

**OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:**

1. Benton
2. Big Stone
3. Otter Tail
4. Pope
5. Swift
6. Todd

**CALL TO ORDER:**

Meeting called to order by Chair Kristen Lahr at 10:03 a.m.

**INTRODUCTIONS:**

Introductions were conducted and there was a quorum present.

## **COMMUNICATIONS AND INCIDENTS:**

### **Feedback on Interop Conference**

Suggestion was to offer the more popular sessions more than once.

### **System Notifications**

A draft standard will be coming from the State regarding system notifications and is a combination of ECN and MnDOT standards and should be reviewed by O&O. Currently there are two separate lists and members should ensure they are on both for notifications; standard is moving forward in direction that PSAPS will be notified of system outages by email listserv. Discussion followed regarding technicians also being notified and using a status board; John Tonding asked for a list of all email addresses for PSAPS to be forward on to John Anderson.

## **APPROVAL OF AGENDA:**

Greg Lillelmon added national weather service standard to agenda. *Judy Diehl moved to approve the agenda for April 24<sup>th</sup> with addition, second by Tom Egan seconded. Motion carried.*

## **APPROVAL OF MINUTES:**

*Jeff Jelinski made a motion to approve the minutes from March 22, 2012, seconded by Judy Diehl, motion carried.*

## **REPORTS:**

### **Best Practices Committees**

1/3-1/2 of table of contents is being worked on with update for each area.

### **Interop**

There is a cross spectrum training May 7<sup>th</sup> at St. Cloud LEC and would like to have shops attend as well. Joyce Simon, Grants Coordinator, resigned and working at getting position posted.

### **CMESB**

Next meeting is June 13<sup>th</sup>.

### **RAC**

No report.

### **Grant Funding Updates**

Working through remaining grants and getting them processed.

### **County Migration Updates**

Douglas County will be bringing on law enforcement only to the system soon. When an entity goes on the air it was suggested that an email be sent on listserv indicating it. Todd County dispatch is also on the system now.

## **GENERAL DISCUSSION AND NEW BUSINESS:**

### **A. Alexandria Technical College Coming Onto ARMER**

No changes since last meeting, information provided regarding existing OET connection, have conference call set up with OET and MnDOT to see if they have any concern with the connection being up all the time. Concern if an entities uses their dispatch as a backup – how can it ensure it is secured and if wanting access to the training will it will be ready to go.

## **GENERAL DISCUSSION AND NEW BUSINESS: (CONTINUED)**

- B. CM EMS – First Responder Communication Update  
Kristen reported discussion of North Memorial Ambulance Service having a talkgroup for their first responder, Al Fjierstad created a talkgroup and intent is to request region-wide talkgroup, more information to follow.
- C. Request from Lac Qui Parle Co for Talkgroups to be Requested on Schumacher Site  
Have interoperability issues with South Dakota and have control stations in several counties, request to have the traffic from three mains be directed to Shumacher. Big Stone has no concerns with this and reports indicate it involves very minimal traffic. If approved O&O has been delegated to approve these types of requests, if the region grants authority perhaps there is a requirement that loading be monitored and if it causes a loading issue the request could be withdrawn. *Troy Langlie moved to approve request with the loading conditions, second by Scott McKellep to approve, motion carried.*
- D. Practice for Assigning Talk Groups to the Status Board  
Traverse County asked Grant County assign talkgroups for them and asked for a standard operation procedure for this purpose as there will be other agencies requesting the same. Discussed thoughts of having PSAP to PSAP hailing talkgroup and a drawback is an additional talkgroup and another thing the control station would have to monitor. Suggestion is to use CMCALL for this purpose and perhaps used for three months to see how much traffic is actually brought on. Question asked how often do entities use a status board and it was reported very minimal; STACS would be more common for air or pursuits, would only be for entities who do not have a status board and is only temporary until everyone has access to a status board. *CMCALL to be used for an emergency and a phone for planned events, Kristen will send out information on this and it will be reviewed next month to see if there are any issues.*
- E. STR – Radio Cache Location  
Standard lists Alex Tech College as the location for radios although they will be at the Douglas County PSAP and would like to change the location. *Judy Diehl moved to change the location of the cache of radios from Alexandria Technical College to the location where Douglas County designates, Dawn Mund second, motion carried.*
- F. CCGWs  
There has not been a standard drafted yet, the State and Region is looking for a standard for this as it is an ongoing concern and the standard would prioritize the use of CCGW's because a tower may not be allowed to add capacity since there are no CCGW's available. Currently there is a limit of 700 GGCW's on the system and currently the region is at 697. Much discussion following, there will be a later version to 7.11 and the CCGW's will go up to 1,000 and there is some discussion of a standard being designed in the Metro area. Kristen asked for a timeline for standard, the O&O standard subcommittee will start on the draft and include a list of items that would use CCGWs,

## **GENERAL DISCUSSION AND NEW BUSINESS: (CONTINUED)**

### **G. Communication with State Patrol**

Carried over from incidents and communications from last meeting, there was a request for the state trooper's layout so everyone is aware what it includes for communication purposes. Cathy provided a layout of talkgroups and explained each district has their own layouts, each station has 8 slots of their choice, and some are standard across the state. She stressed State Patrol does not have the ability to layout their local resources the way a county will want them. If there is a local incident in a county it is assigned to a local talkgroup and to communicate to State Patrol they would need to be patched into a local interop. Some of the State Patrol districts involve several counties and it makes it difficult to be consistent across the state. Jay stated the reason for CMCALL is not everyone's main could be programmed into the radios since there are 19 counties. Cathy stated the CMC2 will be renamed to match the central region's name of CMCALL.

### **H. Change Management Proposals**

Each of the regions will be charged with vetting out all of the proposals as they go through the various committees. At DECN Convention there was a session as to what exactly each proposal in the change management process entails and question if everyone in the state is going to understand the true intent of a proposal submitted. The Central region suggested all of the proposed changes be presented in a format perhaps at the leadership meeting where all of the representatives from all of the regions are present so everyone is receiving the same message and the items then would be taken back to the various regions to discuss further. The idea was well perceived as each region needs to weigh in on the proposed changes and anticipate there will be information available for the next leadership group. At the OTC and Interop they went through all of the changes to determine if it is a minor or major change and if it is operational or technical, nothing was noted as to a timetable for all regions to review and report back; thought was perhaps a 90-day window in the standard.

### **Regional Site Trunking Talkgroup Update**

John suggested the region explains what their request is and theory behind the regional site trunking talkgroup and present it at the next leadership group. Suggestion is perhaps the region discuss some of the requested changes at a regional level prior to going to the state leadership group discussing it so the region could be better informed.

### **I. Advanced System Key Update**

Region does need an unlimited child key and MnDOT is ok with them sharing a single key to remove information which was preprogrammed. Al Fjierstad is getting two and Todd County is getting one and they will be used for reprogramming the Cache radios.

### **J. CM Listserv Mailing Instructions**

All individuals have the ability to send a notification out on listserv and the process and directions were explained. Contact Debbie, Jackie or Kristen if they want someone added or deleted from the listserv.

### **K. Trainings**

#### **Broadband Discussion Group Representative**

May 2<sup>nd</sup> there is a discussion group in Arden Hills on broadband data concept.

#### **Hosts for Dispatch Trainings**

Unsure if region or state is looking for dispatch training, Kristen will send out more information.

## **GENERAL DISCUSSION AND NEW BUSINESS: (CONTINUED)**

### **K. Trainings (Continued)**

#### **VHF Overlay**

There are four individuals from this region attending train the trainer, space available and would like representatives from local shops to attend to assist the counties they serve. Brandon requested 16 hex codes for the training and need to contact Brandon for use.

### **L. Review National Weather Service Standard**

Standard is stalled right now because there are limitations to each of the National Weather Forecast offices, Southwest and Southeast want to create a new name although where there are Gold Elite consoles if they are already full it will not work, so currently there is no resolution and perhaps regional standards would make more sense than a statewide standard.

Traverse/Aberdeen solution will be unique regardless what the rest of the state does. Greg Lillemon explained what was discussed at a SkyWarn weather training, there is a difference of opinion on how severe weather would be handled. Suggestion is to have Grand Forks be involved in a discussion, if there is 800 radios in Grand Forks they could communicate since they would have coverage, perhaps there is some emergency management grant funding for this similar to what Chanhassen did. Greg will do some follow up and report at the next meeting. It was suggested that SEMTAC could be used to report severe weather; John indicated this is in Chanhassen and others may not be the same.

## **STANDARDS:**

### **A. CM-EMRGMGT Standard**

Under item 4 – recommended procedure to identify what talk group you are communicating on, Scott stated he received most of the information from Metro, a possible change is to call it CMEM. It was the consensus to make the change, Troy stated it makes reference to MN HSEM Region IV and it should make reference to the radio area as Sherburne County is not in region 4, suggested adding wording “made available to partners within the Central MNESB”, Jay suggested where it references state to change the wording state to a regional standard. *Jeff Jelinski moved to forward standard on with changes as noted, second by Judy Diehl, motion carried.* CM Standard 3.28.1 was approved.

### **B. CM-RGHOSP, EMGWC-RGHSP, CM-EMS CALL**

Have some language on CMEMS CALL that the EMS providers have standardized language and Kristen is waiting for the information. There was a suggestion by EMS group as intent is to use for EMS to EMS hailing and perhaps a name change, asked about possibly unifying language instead of CMRegional Hospital to EMSCM and RGHSP. *Troy Langlie moved to table to next meeting pending language from EMS providers, Brad Lindgren second, motion carried.*

### **C. 3.44.0 – Pursuit Standard**

This has been approved at last SRB and is provided for informational purposes, it was added that it has to include at least two LTACS in the dispatch and control stations.

### **D. DRAFT Standard 3.41.0 – Encryption**

Rick Juth drafted the standard due to some concerns with encryption usage in the South and is being provided for informational purposes.

## **NEXT MEETING:**

The next Owners & Operators meeting will be May 17, 2012 at 10:00 AM at the Douglas County Public Works Facility.

**ADJOURNMENT:**

The User Committee did vote to continue with the every other month day and night meeting schedule. *Scott McKellep moved to adjourn the meeting and seconded by Dave Hotchkiss, motion was carried unanimously.* The meeting was adjourned at 12:25 pm.

Minutes by Debbie Backes.