

**Regional Advisory Committee**  
**Friday, April 7, 2017 – 10:00 a.m.**  
**Swift County Sheriff's Office**  
**301 14<sup>th</sup> St. N., Benson, MN – Swift County**

**Members/Alternates Present:**

1. Micah Myers, Chair & Brandon Larson – City of St. Cloud
2. Kyle Dusing – Benton County
3. Sheriff John Haukos – Big Stone County
4. Michael Henrion – Douglas County
5. Tina Lindquist – Grant County
6. Sheriff Dan Hartog – Kandiyohi County
7. Randy Celander – Meeker County
8. Victoria Ingram & Jane Holman – Morrison County
9. Sheriff Tim Riley, Vice Chair – Pope County
10. Dona Greiner – Stevens County
11. Sheriff John Holtz – Swift County
12. Mike Wisniewski – Todd County
13. Lynn Siegel – Traverse County
14. Sheriff Rick Fiedler – Wilkin County
15. Seth Hansen – Wright County

**Members/Alternates Absent:**

16. Mille Lacs County
17. Otter Tail County
18. Sherburne County
19. Stearns County
20. Wadena County

**Guests Present:**

Judy Diehl – Stevens County  
Rick Juth – RIC, ECN  
Andy Faith – Granite Electronics  
Mike Kahl – Granite Electronics  
Scott Wosje – Northland Business

**Meeting was called to order by Chair Micah Myers at 10:01 a.m.**

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

**Revisions and Approval of Agenda:**

*Wright County made a motion to approve the RAC Agenda. Todd County seconded, motion carried.*

**Approval of Minutes:**

*Kandiyohi County made a motion to approve the RAC minutes from March 10, 2017. Wright County seconded, motion carried.*

**Communications:**

- a. Signal Booster (BDA) Requirements  
Communication that came out from grants group for signal booster requirements. It is for all BDAs? Some BDAs have shown up on the system that no one knows about. Was it retro? They are just looking at going forward.

## **Reports:**

### SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT: (Rick Juth)  
MnDOT is reporting 98% of the ARMER state system infrastructure is on the air as of March 1<sup>st</sup>. There are 5 sites remaining. Includes 331 state-owned sites, does not include local. One is in the Northwest that needs land acquisition. Two in the Northeast have land acquisition issues. Two are on temporary. Work on 7.19 equipment upgrade SUAII+. Central's work has all been completed. Rick listed the work left to do. 7.17 upgrade scheduled now through 2018. Unplanned site outage report was forwarded to O&O. Three Zone 4 unplanned site outages involved site 40 and three of its subsites. No other information included. Rick will try to get more information from the SWIC before the next meeting.
2. SECB: (Micah Myers)  
Met in March. Several plan requests including approval for the City of St. Cloud's Pilot Project that will allow to program over the air. Several standards. COMT handed out, Brandon Larson was congratulated. Interoperability gave a report. April meeting was held over into the conference on May 1<sup>st</sup> at 3:00 p.m. It would be a good item to sit in on.
3. OTC: (Micah Myers)  
March meeting Action Items: Request for Federal Reserve, Metro Mobility, St. Cloud Participation Plan, Standards; all were approved and brought to the SECB. Subscriber results for Kenwood and Harris radios. Lake of the Woods and Allina Participation Plans were approved.
4. Interop: (Micah Myers)  
Minnesota Power Request using Interop Channels basically for landing. It is challenging for work in the northern part of the state. If crew gets hurt how do they land a bird? Plan approved and approved at SECB. Item brought for Super Bowl planning for utilizing of regional STRs. Large event over a period of 10 days. Rick Juth had talked about the potential for Motorola bringing in radios. We will address this throughout the year and discuss at Regional Quarterly. Standing agenda on O&O or state Interop Committee. Tina brought up discussion at the Executive Committee to leave one STR outstate in case we have an event, rather than putting all the state resources in the Metro. Micah stated this is a discussion strategically for regions bordering the Metro, other regions will not be impacted.
5. Finance Committee: (Micah Myers)  
Plan funded request Lake of the Woods County. Approved the grants for 2017-2018 that have been finalized. Folks that have projects will be able to start moving forward. This month's meeting was cancelled, may not have one in May.
6. Legislative Committee: (Micah Myers)  
Included in the packet is the agenda for the meeting yesterday. Items are: Budget Bills, SECB's budget, 403 Statute probably will not get taken up this year. Telcos are asking for deregulation, Vonage's voice over IP does not have the same requirements. Very short window for the Wireless colocation bill that will impact everyone in the room. It is looking at putting up microcells that do not have to adhere to right-of-way management. They would not have to pay fees. Motion stripped it. Timetable from Senate-side that did not get met. It will most likely come back next year. FCC has power that was granted, they have gone to FCC to make a ruling (power to deregulate). The period for entities to weigh-in ends tomorrow. It would impact how we do business. Director Mines modified the agenda requesting reports from the regions.

## **Reports: (Continued)**

### SRB/ARMER Update; MnDPS/MnDOT: (Continued)

7. Steering Committee: (Tina Lindquist)  
Meet next week. Continue conversations about federal partners requesting to be part of the ARMER system. Tasks for Ed & Outreach for marketing.
  
8. State Interop Data Committee  
Award was given, the delay was due to litigation. There are dates that have been revised in this report. Rick Juth pointed out that the national partner AT&T will spend \$40 billion of their own money to enhance their network. If you have any interest in FirstNet check out the FirstNet.gov website there is a lot of stuff coming out. AT&T has announced as soon as a Governor opts in, if you are an AT&T customer you will get priority service. At the last weekly status call, Televate is putting together coverage maps. We looked at preliminary ones. In the Central Region, the coverage was pretty good with the exception of Big Stone, Traverse and Wilkin counties. They do not expect the state plans to be delivered until later this year. Draft plan will come, 90-days to review them. How much negotiation will take place. Our criteria, final plan will come forward for Governor to make a decision. 2018 will be the start of the build-out.

### Regional Leadership Group – (Next Meeting July 31, 2017)

Communication plan presentation for Super Bowl. If there are items you would like to see send them to Rick Juth as the RICs coordinate the agendas.

### NG-911 Committee (Judy Diehl)

Last statewide was on March 15<sup>th</sup>. No quorum which is unusual for that committee. Core documents were meant to be approved. Hoping for a quorum at the April meeting to disseminate documents. Determined the 7 PSAPs for the regions. As of Wednesday, started on the statewide standard for 911. Laaser is hoping for a rollout in June's updates to phones. GIS meetings are continuing. There are a few issues with the WERM program: Verizon records had to be reloaded, do not work on Verizon right now. Great conference with over 170 people, APCO Chapter was held on April 26<sup>th</sup>. Central MN's Next Gen 911 in-person meeting is next Thursday at Douglas County. Will discuss Text to 911, SOPs, Call Handling for our region and to assist Mille Lacs County. Waiting to hear which county will be a back-up. Stearns County will be one of the next ones along with Benton, Morrison and Mille Lacs counties.

### EMAC Update:

Emergency Services Board approved the grant request which remodified IPAWs and funding that counties needed. Grant workshop is on Monday at Douglas County 10 a.m. - 2 p.m. Registration has been opened up to anyone.

### Owners & Operators Committee:

Discussed regional website designs and training dates. System Admin Refresher training was yesterday.

### User Committee:

None.

### EMS/Hospital Sub-Committee:

None.

### RIC Report: (Rick Juth)

If you are planning on going to the conference there will be a lot of information about FirstNet from Televate who is under contract from ECN. There will also be FirstNet people there doing presentations. From discussion at the last meeting, it is important for the region to understand what ECN's role will be in this. This is not a state project it is federal. What will ECN be doing after the Governor opts in?

## **Reports: (Continued)**

### RIC Report: (Rick Juth) (Continued)

It will most likely not be like the ARMER project. It will probably be FirstNet themselves regarding infrastructure, and the national partner for devices. ECN's role may be education and outreach to stakeholders or users of the system. Contract has been awarded, Televate and ECN will come out to regions to do presentations, could be later this year or early 2018. There was some suggestion that Motorola or Rivada will reach out individually about a network.

### Executive Committee:

Met before ESB. Standing item is more revision to the grant policy, added language. Sign the Audit Engagement letter. STR requests. Website upgrade, finalized the design. Discussion on MOU that Legal is finalizing; will be forwarded out to other regions. Finalized Contact Us form, New User Request form and Grant Request form. Overview for another way to submit for grants. NG911 MOU. If you look at the current website there is no Executive Committee, will be adding it to the new website. Following-up on the Summit. There was discussion on if we would have it. Looking at changing the dates.

### **Emergency Services Board: (Next meeting June 14, 2017)**

Committee reports. Action items: Regional website MOU; once Legal has finalized will send it out. Website design was approved. Audit letter was approved. Conference coming up May 1-3. Board approved reimbursement for traveling, hotels, meals. One thing we modified was for entities who exceed 6 registrants. Board approved by April 17<sup>th</sup> that agencies who will not use all 6 to notify us. Then we would open up registration for those. We could have 120 conference registrants. Last week we had almost 40. RAC grants update. O&O brought forth Central MN weather service standard. EMAC grant amendment approved. NG911 Best Practice Guide. Next meeting will be June 14<sup>th</sup>. In May, meeting for preliminary budget.

## **Updates from Partners on Current Projects:**

### Website Project Update

Final design is in the packet. Micah thanked Shari for all her efforts and hard work. This is the look and feel for the main landing page. There is another design for a window shade menu that expands. Still on target for a mid-may rollout. Hoping to have commitment from other boards by June. As it stands right now there will be 6 of 7 regions. MESB is not joining us. ECN will also have ability to add content.

### Motorola IV&D (Integrated Voice & Data) – City of St. Cloud Pilot Project

Met with Project Manager, technical with Dave Theis looking for clarification. May have to get another license. One challenge is we can get sites on air, but with current subscribers we have, could present power center issue, communications lost with that. Brandon met with engineers and had success with antennas. Minimum of three months to fix. Will not be able to do anything until we get our subscribers fixed. It is painful to be the first to market. In the first couple of visits with engineers Brandon had told the engineers the issue, and they came back saying he was right. Presentation at ECN conference on this. Going through list of questions from Steering Committee and OTC. There are firmware updates. If there are other agencies that want to throw in for testing. Wright County said they would.

## **General Discussion and New Business:**

### Regional Project Priority List for 2016 SHSP & SECB Grant:

#### 1. 2017 Training Roadmap

ARMER Dispatch Training occurred March 6<sup>th</sup>. Refresher System Administrator training this week. Working on APX. All Hazard has two dates, September 14-15 & 18-19, and we can do up to 38 seats. GIS/Scenario-based is to be determined. All the trainings are on the website. Protocol is 4-weeks prior we will put trainings out on list serves. State is hosting the same All Hazard training, make sure you register your people on our website. Class can do up to 24. We can make a request to the board to fill seats, asking for additional 10 seats.

## **General Discussion and New Business: (Continued)**

### Regional Project Priority List for 2016 SHSP & SECB Grant: (Continued)

#### 1. 2017 Training Roadmap (Continued)

Rick Juth explained the course ECN is sponsoring is All Hazards Dispatcher which is not from the same vendor, it is OEC at the federal level. The same group putting on technology convergence tabletop. Rick would recommend the First Contact vender they are nationally recognized with years of experience, they are very good. Go to firstcontact911.com to look at their website. Micah asked how many had registered. Tina said we can send out how many are available on the list serve. Al and Judy are working with Linda Muchow regarding a suicide and mental health training. One conference call, will offer to dispatch supervisors for tweaking.

#### 2. Regional Coverage Issues (See Table)

Regional Coverage table in the packet. This is what is in our current grant process for outstanding projects. When we put in the request we had \$15,000 for Wilkin County, but the last invoice came in over. In June there will be a re-up process with turn back dollars. This leads into the question what other coverage areas are we not covering? In 2011, we did a regional study. The 350 page document is in BG Login. Focus on Chapters #8-9 which address coverage issues in the region. 38 million dollars to have the perfect coverage. There are counties that have coverage issues. Swift County has good coverage, but still has in-building coverage issues.

ECN is looking for a 5-year plan from us. We are going to be updating with upcoming technologies like NextGen 911 GIS maps, firewalls for PSAPs, etc. Grant workgroup needs to do a little homework, focus on 79 pages. Micah listed the grant workgroup members: Micah Myers, Troy Langlie, Al Fjerstad, Tom Egan, Barry Fitzgibbons and Tim Riley. Micah would like to reach back to the entities. ~\$70,000 in the re-up in June. If you have a project like a BDA. Micah does not know where you have coverage issues other than guessing off the report. If you look at the allocation for grants everything the region put in was accepted, over half went to the Central Region. We have this as standing item on RAC and O&O and we are always asking. Micah would like for us to have a deep dive. Swift County asked who do you want to be contacted if counties have the information. Micah or Shari deal with the grants. Shari created a grant request form for the website which has a checklist that helps us. Some projects that ECN is funding do not have matches. As we build the plan it helps ECN to allocate the funds. Micah will pare down the regional coverage issue. On page #15 of the packet it is telling about the \$64,500 and \$4,182 firewall projects. Right now there is \$65,000, Micah is assuming there will be more. Page #17 is the grant request form that Micah talked about which looks at all the different components you will need to submit. It will be prominent on the website. Dona Greiner suggested add a line approved by ESB. Micah has added the project funding status to the regional coverage table. Anything approved by the board is listed as "Funded" and "in-progress" in the table. The challenge we have is if it will be funded by the state.

### MnFCP Weekly Status Report

Separate Handout. FirstNet report.

### Regional Coordinator

Regional Coordinator Report is in the packet. There are seven function areas under Regional Coordinator service. Anything that we do in that month you will see a summary report. Brandon worked on page #19. Page #20-21 information will remain blank until the new website. You will see what documents and pages people access. It will be our roadmap for feedback on where people are going. Under Board Action would be Conference memo. Board approved this format. Page #22 is the breakdown of hours. This report you will see breakdown on previous page. Grant page is completed as Shari is submitting for grant FSRs. If we get close to deadline and have not expended funds. Then an offshoot of the calendar website. We envision showing all information including other regions.

## **General Discussion and New Business: (Continued)**

### Attendance Standard – Compliance Process

Work in progress. Executive Committee meeting modified under technical background. Kristen requested we add in the language: “If a meeting gets cancelled it counts as an attended.” Page #27 clarification to respond ‘to a written order.’ 2017 is the pilot year. If you fall out of compliance you will get a written letter. We are trying to figure out how to get out to people in your agencies to attend. This will go into effect come the first of 2018.

### MN Public Safety Communications Conference – Registration opened March 20<sup>th</sup>

In the packet is the conference memo. Link for registration for hotel. April 17<sup>th</sup> notification deadline. Board approved to open up registration. Reimbursements: Room rates, meals. There was just short of 40 registrants. Micah requested that LuAnn send the list so we can open registration up to any agency that wants to send more than their cap of 6.

### **Other**

None.

### **Old Business:**

- a. Policy on CMNESB Contracts

### **Upcoming Meeting Date and Location:**

- May 12<sup>th</sup> – Todd County
- June 9<sup>th</sup> – Traverse County will be at the Golf Course

Swift County Sheriff had a question on attendance. Can we start doing ITV or telephone conference? Right now for him he has two other meetings that he missed due to being a small agency. Micah responded we have had this discussion. Some challenges we have is the size of this committee. If you go to the state committees there are technology issues. Micah would look at what Big Stone County has done, Kandiyohi Sheriff will have to give permission for what Big Stone County has done. In-building coverage does not get addressed, we are trying to find a way that works and we are willing to explore anything.

### **Adjournment:**

*Swift County made a motion to adjourn the meeting. Todd County seconded, and the motion was carried unanimously to adjourn at 11:28 a.m.*

Minutes recorded by Shari Gieseke