

Regional Advisory Committee
Friday, April 8, 2016 – 10:00 a.m.
Kandiyohi County Law Enforcement Center
2201 23rd St. N.E., Willmar, MN – Kandiyohi County

Members/Alternates Present:

1. Micah Myers, Chair & Brandon Larson – City of St. Cloud
2. Sheriff John Haukos – Big Stone County
3. Tom Egan & Michael Henrion – Douglas County
4. Troy Langlie, Vice Chair & Tina Lindquist – Grant County
5. Sheriff Dan Hartog & Ace Bonnema – Kandiyohi County
6. Sheriff Brian Cruze & Randy Celander – Meeker County
7. Al Fjerstad – Mille Lacs County
8. Barry Fitzgibbons – Otter Tail County
9. Sheriff Tim Riley – Pope County
10. Kyle Breffle – Sherburne County
11. Kristen Lahr – Stearns County
12. Dona Greiner – Stevens County
13. Sheriff John Holtz – Swift County
14. Mike Wisniewski – Todd County

Members/Alternates Absent:

15. Benton County
16. Morrison County
17. Traverse County
18. Wadena County
19. Wilkin County
20. Wright County

Guests Present:

Rick Juth – RIC
Paul McIntyre, Users Chair – Stearns County
Andy Faith – Granite Electronics
John Brinkman – Granite Electronics
Dave Sisser – West Central Communications
Greg Stepan – MN DOC
Chris Meier – Motorola
Scott Wosje – Northland Business Systems
Derek Leyde – Northland Business Systems

Meeting was called to order by Chair Micah Myers at 10:05 a.m.

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

Revisions and Approval of Agenda:

Grant County made a motion to approve the RAC Agenda. Swift County seconded, motion carried.

Approval of Minutes:

Stearns County made a motion to approve the RAC minutes from March 11, 2016. Kandiyohi County seconded, motion carried.

Communications:

None.

Reports:

SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT: (Rick Juth)
March Zone 4 Site Busy Report information from John Anderson includes two sites: Long Prairie and Hewitt. Rick Juth included requested talkgroups on those sites.
2. SECB:
Operations and Technical Committee had six action items. A commissioner had asked if the 4 sites would ever get done; will we be at 97% forever; or will they be pulled off and call it complete? Commissioner Jelinski had asked about acquiring power costs.
3. OTC:
Meeting next week. Al Fjerstad will go forward with the Mille Lacs County Wahkon tower request. Rick Juth has the SOAR Change Management coming forward with SWIC Stromberg and the Change Management Standard.
4. Interop:
Next meeting is in May.
5. Finance Committee:
No meeting.
6. Legislative Committee:
'Sales to government' has impact on us. Cities and counties are tax exempt, but if you are a member of the JPA you pay tax. We are looking at getting that corrected. Timing being considered is July 1st, or retro to beginning of the year. This was an oversight. It looks like it will be going through.
7. Steering Committee (Tina Lindquist)
No update since the last meeting.
8. State Interop Data Committee (Kristen Lahr)
Next meeting is on the 19th. Nationwide RFP has been issued. FirstNet gave an opportunity to submit capabilities statements by March 31st for an opportunity to demonstrate to FirstNet. Kristen listed examples. FirstNet has the opportunity to respond back with feedback. Responses to RFP are due May 13th. Locally, the state is forming a consultation task team to provide subject matter experts to weigh in. FirstNet will do regional webinars with the task team starting in May and will submit in August.

Micah noted discussion on killer app, looking at a push-to-talk application. If you look at the cost to LMR if you could use a less expensive device.

Melinda Miller presented to the Emergency Services Board. Micah will get that presentation from her and send it on list serve.

Regional Leadership Group – (Next Meeting July 25, 2016)

Rick Juth informed the group that Tom Hannon is truly retiring. RICs have been tasked to facilitate these meetings on a rotational basis. Marcus Bruning will be facilitating in July. If you do have ideas continue to submit them to SWIC Stromberg.

Reports: (Continued)

NG-911 Committee (Judy Diehl's e-mail)

The CM NG911 Committee has not met since the last RAC Meeting; our next meeting will be on Thursday, April 14th via Conference Bridge. The packet with the Agenda and Minutes is on the cmradio website.

The State NG911 Committee met at Arrowwood on March 23rd during the APCO/MSA/NENA 911 Conference.

1. Adam Iten will have the next edition of the Minnesota NG9-1-1 GIS News out within the next week or two.
2. The GIS side of NG911 is working on a data readiness profile and they are completing the work with the Metro and NE MN Region, and the SE and CM Regions will be happening soon. They are hoping to have the entire State of MN completed by the end of 2016.
3. The Minnesota Next Generation 9-1-1 GIS Data Standards Draft version was emailed out on March 18th to each PSAP Manager, and the GIS Contact. The **Standards Comment Form is to be completed by each PSAP**; PSAP and GIS Managers should work together to complete a single response on behalf of their PSAP; **PLEASE COMPLETE AND RETURN BY FRIDAY, APRIL 29**. Be sure to check out the Roles and Responsibilities Section. By June they hope to have the full draft standard ready. There is also a Standards Comparison attached, that shows how MN compares with the NENA standards and other states.
4. If an Agency receives an email or letter from Century Link requesting your Circuit ID's you can shred it unless you have a shared system such as STEVENS/POPE/GRANT. If you do have a shared system, Dana Wahlberg will assist you with obtaining that information for Century Link.
5. The Federal Engineering Study was due by March 21st, anyone who hasn't completed it yet, please do so ASAP. Director Jackie Mines is using the information gathered in this study to convince the Legislature of the need for 9-1-1 funding for equipment upgrades, as well as additional training for telecommunicators that will be necessary as we migrate to NG911. Without knowing what we are planning or budgeting for, it is difficult for Director Mines to make the case before the Legislature.
6. The RFP has still not been awarded, and Dana indicated they were very close to awarding it. ECN is also moving forward with at least one PSAP per region to accept text messages for the region until each county's PSAP has been upgraded. They are still working on the firewalls for the SIP connections; MN.IT has a new organizational structure, so now we are starting over with determining who will provide the firewall. Airbus, Intrado, and Century Link are all interested and Dana feels as though they can meet the needs, so it will go out for an RFP. Jackie has applied for a grant to fund some of these costs, and there will be more information available at the Interop Conference.
7. SE MN had issues with Verizon doing 30-40, 9-1-1 test calls a day for one PSAP testing their tower resources. A PSAP with only one dispatcher on duty was swamped. Since then, Dana Wahlberg and Dustin Leslie have spoken with the wireless carriers, and they are now supposed to be giving us a minimum of 48 hours notice, with no more than 25 calls made in a 48 hour period of time, and complete the testing from 3:00 a.m. to 6:00 a.m. rather than during the day. Dustin Leslie will be in contact with each agency as the carriers migrate to LTE service.
8. The next Statewide NG911 Meeting will be held following the Interop Conference on April 27th in St. Cloud, it is an open meeting and everyone is welcome to attend.

Reports: (Continued)

EMAC Update: (Lynn Siegel)

Next meeting is April 20th in Wilkin County.

Owners and Operators: (Kristen Lahr)

Mille Lacs County Participation Plan update for ASR site in Wahkon was approved. Voted to appoint the O&O Chair point of contact in the interim for GENESIS, STR, and the Analyzer. Standards workgroup recommendation on how to move forward in regards to CASM will be on the next O&O agenda. Should be approving an amendment correction to our ByLaws. Next meeting is on the 21st.

User Committee: (Tina Lindquist)

We are working to expand content during the meeting. Education and training topics will go alphabetically by county. There will be a short tabletop exercise.

EMS/Hospital Sub-Committee:

Meeting next month. Our plan is to go through the state for Best Practice guides. Public Works was next in line, then EMS and the hospital.

RIC Report: (Rick Juth)

Training notices from Cathy Anderson: Dates were changed for the rural PSAP Dispatch course; Aux Comm course is full in Hennepin County. FYI, Change Management proposals are coming out of the Metro. They are looking at doing (currently have 8 regional talkgroups) a proposal to add a regional call talkgroup. Rick explained the proposal. Hennepin County will come forward with a Change Management proposal to add an additional 2 talkgroups. Standards call is on Monday at 9:30 a.m. Cathy Anderson will be leading the group. Public Works Best Practice Guide call is next Friday the 19th. Director Mines, Project Manager Melinda Miller, Risvold and Dave Deal are going to the SPOC meeting for FirstNet in Virginia next week, the 12-13th. There will be a daylong meeting with Teleate. There will be follow-up from Melinda on that.

Kristen asked with the last Change Management do we know when those will come through and when the talkgroups will be finalized. Rick replied to talk to SWIC Stromberg.

Executive Committee:

Met on Wednesday of this week. The Regional Coordinator was discussed. The next step in the process is crafting an RFI and RFP for what we want the Regional Coordinator to do and get a costing model to give to ESB. Attendance standard was discussed. We are looking at implementing a 10% penalty on your annual dues, or weighing grant applications by your attendance. We already presented this at the ESB to give them notice. Chair McMahon added uniformity across the committees and sent out the requirement that ByLaws will state that committees have the meeting materials out 7 days prior to their meetings. We are going to utilize the Executive Committee as the main body for working on the RFI/RFP, but will be opening it up to anyone that wants to help.

Emergency Services Board: (Next meeting June 8, 2016)

Met last week. Melinda Miller gave an update on the FirstNet project. SECB Strategic Plan was handed out. ESB voted on a change in their ByLaws to their meeting materials. On grant submittal reimbursement for meals during the ECN Conference the region will reimburse at \$25, the Governor's plan is \$16, and the region will make up the difference. Training Roadmap. For the insurance waiver that the board has to sign annually, we asked that the chair can sign off on it on an annual basis without having to bring to the board. SLIGP grant has been hard to book anything to. There is a Jamming exercise about bringing communications back online at the White Sands testing facility in Nevada. We would like to send a team from the region. Melinda Miller has sent out a response that we can utilize travel costs. Next meeting is June 8th, final budget adoption is July 27th.

Updates from Partners on Current Projects:

Regional Logger Meeting:

Regional Logger will be meeting after this meeting today. Will go over the invoicing cost for completing the project. Looking at additional training, still have training on the books. Do we want to modify that training since we have been working on it? Have to approve a request to purchase a key.

Kandiyohi and Stevens Counties Project

Kandiyohi County is complete and is on the air.

Dave Sisser said Stevens County's SOARs are built and they are working with Stevens County on where they will be putting the channel. The end of May should be the latest.

General Discussion and New Business:

Regional Project Priority List for 2015 SHSP Grant:

1. 2016 Training Roadmap

Training Roadmap is finalized for the year besides the Logger training. The first class, Dispatch training, was full. Radio programming is on May 2nd and there are 3 seats left.

2. Regional Coverage Issues (See Table)

Updated regional infrastructure. These are the projects that we have that are active. Isle Wahkon additional site was approved. Al is going to his County Board on the 19th. Stevens County has been fully vetted. Mike Wisniewski said Todd County might pull their's and look at channel capacity for Hewitt. Micah replied this still falls within, if they fall under the appropriate then we could re-allocate otherwise we will turn the funds back. Kandiyohi County will come in less. Wilkin County was pulled off the application with a caveat that they would be given priority with the next rounds of grants in July. There will be some funding left that meets that priority. Tom Egan said that Granite is waiting for parts, as soon as they get them in they will install. They will be right on the numbers. Micah said there is additional funding coming. If you are not on the list and you have a project submit it for the next round of grant applications.

3. Planning/TICP Maintenance

What will we continue to do with the CASM? Region is in consensus that we feel CASM is an important tool. Some agencies may have the staff to maintain their own information. We want a decision across the agencies if we should appointe a regional CASM administrator.

MnFCP Weekly Status Report

Separate handout.

Policy on CMNESB Contracts

We need to put a group together and go to our legal team.

Regional Coordinator – RFP Workgroup

This is the list of items from feedback from all the groups. We are looking at submitting these items for an RFI/RFP process for how the region will proceed. If you would like to participate let Micah or Shari know. We would like more items before the May 4th Executive Committee meeting. Same process as the last time, it will be posted on the website and sent on the list serve. We will see what kind of feedback we get.

Regional CASM Standard

See Planning/TICP Maintenance under Regional Project Priority List for 2015 SHSP Grant.

General Discussion and New Business: (Continued)

Change Management Update

SWIC Stromberg will be bringing this to OTC. In the packet is his cover letter for what was changed in the process. Two standards will be replaced. Also in the packet is the marked up version of the Change Management proposal. Please forward your thoughts and items to Al Fjerstad.

Attendance Standard

1. Administration (Draft) Memo

This is just a draft presented to Executive Committee, depending on what the standard is. We need to come up with a standard for a penalty. What will be the attendance requirement? We will then send that out to Auditors, Police/Fire, Sheriff and Board representatives. Micah had conversations with Director Mines regarding this and will include Commissioner Dunaski and Chair Gerlicher for our region. They want to keep it that the region has the autonomy to allocate funds, but whatever the region decides they will support us. Once we finalize the standards, the memo will include your list and attendance from all committees. If we were to put in a penalty, it will be based on the previous year's attendance. This will be presented during the Budget. On the grants side, if you do not meet the requirements you would not be able to be included in the region's grant process.

2. Attendance Spreadsheet

This is a spreadsheet that Kristen created. You will see where your attendance is falling. We are also considering weighing the ESB attendance. You would have to score an overall of 70% for example.

3. Penalty Spreadsheet

This is based on a 10% penalty to current membership costs. Micah is looking for folks for a workgroup off this committee for what the regional attendance standard will look like. If they decide not, then we leave it. It is important that you show up to these meetings because a lot of work gets done, with new technologies like FirstNet it is important to have representation from the region. We want to keep Central as a leader.

Big Stone County noted that we did not even get a Report for half of the committees today. Definitely the weighing should be the ESB and RAC. We are starting to committee ourselves to death. Sherburne County said a problem is that we have so many committees it is hard to attend them all. Swift County pointed out that smaller departments and volunteers are not willing to come. Kandiyohi County said if you weigh it 100% on ESB he will believe in this. Ace pointed out the City of St. Cloud's example for all of the work that Micah does, but yet his ESB brings down the attendance. Micah agreed on the ESB and said we are looking to put more weight on that. We have changed the meeting quorum for O&O/Users. We have tried different things from a phone bridge, travel costs, etc. but it does not seem to help. Micah thinks it is important to get attendance. For the Users it does not have to be 5, only one needs to attend, O&O for having someone there to focus on attendance. Micah said he had this conversation with his City Administrator yesterday about the importance on the ESB. Troy pointed out as far as weighing heavily on ESB, anything you bring to the ESB is a rubber stamp. The work is done in the committees. There is not a lot of thought put in at the ESB level. Sheriff Hartog asked if it was possible to combine more committees like the O&O/Users. Micah responded that we will describe the role of each of the committees in the memo. Sherburne County asked why we can call into the ESB but we cannot call into these meetings? Micah responded that NG911 does conference call. Shall we centralize the RAC for the phone bridge? Micah said committees can make that determination. Mille Lacs County responded if the RAC would allow phone calls it would have to be at a centralized location. We could acquire a device for a conference bridge.

General Discussion and New Business: (Continued)

Attendance Standard

Micah asked for volunteers to sit on this workgroup. Volunteers are: Micah Myers, Mike Henrion, Kristen Lahr, Tina Lindquist, and Sheriff Haukos. Micah said there is a challenge with ITV and he suggested a link. Stevens County said that Victoria from Morrison might want to call in. Sheriff Hartog asked if it would be wise to include someone from the ESB on the committee.

Interop Conference – Central MN Memo

Micah listed items in the memo. Deadline for the room rate is today.

SECB Strategic Plan

We will get the Strategic Plan up on the website and send out a notice.

Other

None.

Old Business:

None.

Upcoming Meeting Date and Location:

- May 13 – Meeker County
- June 10 – Mille Lacs County

Adjournment:

Swift County made a motion to adjourn the meeting. Douglas County seconded, and the motion was carried unanimously to adjourn at 11:14 a.m.

Minutes recorded by Shari Gieseke.