

**Central MN
Owners & Operators and User Committee Meeting
Douglas County Public Works, Alexandria, MN
May 19, 2016 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Tom Egan & Mike Henrion – Douglas County
4. Troy Langlie & Jason Wendt– Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celandier – Meeker County
7. Al Fjerstad – Mille Lacs County
8. Judy Siggerud – Otter Tail County
9. Tim Riley – Pope County
10. Seth Hansen – Sherburne County
11. Kristen Lahr, Chair – Stearns County
12. Judy Diehl – Stevens County
13. Luke Manderschied – Wadena County
14. Richard Nevala – Wright County

USERS MEMBERS/ALTERNATES PRESENT:

1. Jennifer Super – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Tina Lindquist, Vice Chair & Jason Wendt – Grant County
4. Ace Bonnema – Kandiyohi County
5. Randy Celandier & Joel Engler – Meeker County
6. Mike Niemann – Morrison County
7. Seth Hansen – Sherburne County
8. Paul McIntyre, Chair; James Hughes, & Kristen Lahr – Stearns County
9. Judy Diehl & Ross Tiegs – Stevens County

GUESTS:

1. Rick Juth – RIC
2. Micah Myers – City of St. Cloud (RAC Chair)
3. Sara Moulzolf – Granite Electronics
4. Dan McCoy – Granite Electronics
5. Dave Sisser – West Central Communications
6. Molly Wiemann – St. Cloud State University

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Morrison
3. Swift
4. Todd
5. Traverse
6. Wilkin

USER MEMBERS/ALTERNATES ABSENT:

- 1. Big Stone
- 2. Douglas
- 3. Mille Lacs
- 4. Otter Tail
- 5. Pope
- 6. Swift
- 7. Todd
- 8. Traverse
- 9. Wadena
- 10. Wilkin
- 11. Wright

CALL TO ORDER:

Meeting called to order by O&O Vice Chair Brandon Larson at 10:08 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

None.

APPROVAL OF AGENDA:

Two items to add to O&O Business: (1) Representatives on SOAR workgroup; and (2) Discussion on Regional Analyzer upgrade (separate handout). Micah noted the statewide roaming group from Steering Committee and Brandon replied it would be discussed under the Analyzer. *Sherburne County made a motion to approve the O&O/Users Agenda. Stearns County seconded, motion carried.*

APPROVAL OF MINUTES:

Stearns County made a motion to approve the April 21, 2016 O&O/Users minutes. Sherburne County seconded, motion carried.

REPORTS:

SECB/ARMER:

RIC

Zone 4 site busy report with Long Prairie and Hewett based on reports John Anderson disseminates, plus the requested talkgroups on those sites.

OTC (Operations and Technical Committee)

Norman County participation plan approved. That is 86 of 87 counties in the state that are going ARMER. St. Louis County participation plan approved. Tabled Public Works Best Practice Guide. Several standards passed 7.1.0, 7.20 & 7.3.0. LTAC-E was discussed and will be entered in the old Change Management. They want to add two more state-wide LTAC encrypted. Long discussion with Curt Meyer from Hennepin County requesting a waiver to have LTACS in 10-12 command staff radios in Maple Grove Fire. Waiver was denied. Standards workgroup will look at the LTAC standard to say special operations groups will be allowed to have LTACS. There was a Logger participation plan change request from the Allina Health ambulance service.

SOAR Change Management next steps were talked about. Al Fjerstad was elected chair to the statewide SOAR workgroup that will develop a SOAR standard. Al asked if he could have two members from each region, one technical and one operational.

REPORTS: (Continued)

SECB/ARMER: (Continued)

OTC (Operations and Technical Committee) (Continued)

Micah Myers noted Stevens County SOAR was in Change Management. Al Fjerstad said that Metro will have pushback, but they will not need them in the Metro because they have simulcast. Al requested someone from Tim Lee's office. Dave Sisser will be there. Metro will have two people. Al said Interop Committee wanted to designate two. They stated any SOAR project is a major change. Brandon Larson inquired about Maple Grove's request, they just wanted 4 clear-mode STACS. Kristen Lahr read the request letter. Those 10 command radios have each discipline's zone in them.

Rick Juth said regarding the waiver request OTC approved the motion to send this request back to the region's for input on whether or not they should be handled case-by-case, or should the workgroup revisit the LTAC standard for possible inclusion of other disciplines? Central Region should provide some documentation within the minutes regarding the region's opinion. Rick said back at the group in the Metro there was strong desire to retain LTACS only for Law Enforcement. Seth Hansen thinks if we are tasked to do something it should be a case-by-case. Troy Langlie is opposed to case-by-case because it could be a slippery slope of yes/no. Troy believes we need to stick to strictly for Law Enforcement. Seth agreed, except maybe for a command staff radio. Kristen said they can be patched to an LTAC and Seth concurred. Al said a Swat medic was mentioned. Ross Tiegs responded they should be on a team's Swat talkgroups instead. If you are non-Law Enforcement user, but are assigned a SWAT team, your radio can have them. Troy said they have the same right to have encrypted. Rick said he made a comment at this meeting, Curt Meyer was placed in a situation that he did not need to be placed in. If the author of the letter would have attended the meeting, because it was operational, there were questions that could have been asked of the Assistant Chief of Maple Grove Fire, who could have better answered the questions. Rick made a recommendation for waivers that an authorization representative should come along with the technical side representative. Rick recommended a motion to indicate the desire of the opinion of this group. *Troy Langlie made a motion to support no changes to the current LTAC standard. Seth Hanson seconded.* Kandiyohi County votes against it, because ARMER is for interoperability. If an officer leaves our County on a pursuit and the vehicle crashes, now Fire and EMS are need to be involved. Troy Langlie said the safety issue is getting Law Enforcement to the appropriate talkgroup. Grant County placed 4 LTACS in their home zone and his expectation is for them to find them blind. *Motion passed.*

Interoperability Committee (Micah Myers)

Met on Tuesday. Stevens County SOAR request was on the agenda. It was deemed a 'major.' They want to collect information to show what impact it has on system. Discussion on CASM, and why CASM group, and TICP are no longer needed. Report on Ontario project and ECN report.

IPAWS (Tina Lindquist)

Grant, Pope and Stevens counties moving ahead collaborating CodeRed with IPAWS.

Interop Data Committee (FirstNet) (Kristen Lahr)

IDC did not meet, but the Consultation Task Team did meet via WebEx with TeleVate to go over materials related to Quality of Service, Priority and Preemption. It was a preliminary presentation to lay out the discussion points of this topic and select 5 volunteers to participate in the Regional Engagement meeting on July 12th in St. Paul.

REPORTS: (Continued)

SECB/ARMER: (Continued)

Interop Data Committee (FirstNet) (Continued)

Several presentations as well as links to videos regarding QPP were distributed to the group with the intent that those attending Regional Engagement become familiar with all material prior to July 12th. I will be attending as one of the 5 participants.

Kristen said during the Webex several members volunteered and she was one of them. Kristen will try to provide input on how the state would like quality preemption. Kristen said she sometimes questions if she has the expertise on cellular data services, how the region wants it rolled out, and how we are using broadband data. State is using ARMER's governance, Kristen said she is radio-centric, she has nothing to do with broadband cellular. Kristen thinks the region should engage more subject matter experts to the table that have not been engaged. Kristen had a discussion with their IT staff after the webinar. Micah replied one of the things we are looking at is membership, we start inviting those folks from IT to this meeting. The broadband discussion had bringing in IT. Reach out to your IT Directors in your agency. Donna Martin from Pope County, for example, sits in many of these committees. Kristen thinks it will be different for every county, 3 years ago she may have had more input since she was in the IT Department. Do they know and should they be providing the state with input?

SMG (System Managers Group)/7.15 Upgrade

Yesterday things went okay, the day before it was delayed. Al Fjerstad noted that we were lucky two days ago that the system reverted back to 7.13, it was a big deal. Zone 1 did it's final change at 10 a.m. Al said to make sure to let your users know, your boots on the group. Upgrades should not affect anything, but make sure your day-to-day operations are normal.

Statewide Leadership

None.

EMS/Hospital Sub Committee

None.

CMESB:

ESB

Next meeting is the Budget Meeting on June 8th. Action item is O&O ByLaws changes. RAC had a budget discussion.

Executive Committee

Met a week ago yesterday. Went through RFP/RFI for Regional Coordinator. Discussion on what should be included for a budget number, Executive Committee recommendation was to add \$40,000 to budget. We do have reserves to tap into. Talked about penalty standard, we have a workgroup and dates to sit down on May 23rd and June 1st. Discussion on why we are looking at penalty standard for attendance at all committees. Next meeting is June 8th before ESB.

RAC

Proposal budget was in the packet. Discussion at RAC was to make sure your radio counts are accurate. When we pull number of ID's that are active, some are associated with consoles. In that column 25% of base budget short of \$60,000 is put in column. Logger line item does not affect the non-participating. Training Committee will come up with a reasonable number for expectations for next year's training. You have until July 25th to add into the budget.

REPORTS: (Continued)

CMESB: (Continued)

Next Gen 911

Meeting was a week ago Thursday, ECN did not call in. Statewide 911 was yesterday. GIS readiness profile, Adam Iten did hear back on standard review, and they are trying to mirror NENA standards. Newsletter came out last week, recommend share with Police, Fire and Admin. Dana reported RFP is still in negotiation with the Dept. of Admin. Federal Engineering study results are going to ECN tomorrow. We were asked as a region to review and bring back to statewide on June 15th. Discussion on misuse of Language Line, some counties use it for jail or searches. WERM going live rollout will be postponed to end of June. SECB outreach committee discussion on when to call 911. They talked about using IPAWS to alert the public about sirens or smoke. You do not need to answer requests for information from the IHS Control Room. Cellular carriers are also asking for information, do not need to answer them either, ECN provides it to them quarterly. SIP firewall will not be ready for another year or two, may go to RFP. If you have a SIP connection, you need a firewall. The committee talked about different classes of service, such as Telematics when your car calls 911. Douglas County had an issue where a 911 call from a vehicle that was a recording took several seconds before dispatcher could talk to the people in the car. Al Fjerstad said the SIP firewall is a big deal, it will delay rollout of text-911. It would be cheaper for the state to get 200 firewalls, than for each county to purchase their own. Do not be in a hurry to migrate to SIP. Judy Siggerud asked who will service or manage the firewall? Rick Juth heard Dana and Director Mines met with MN.IT, and they may consider managing firewalls already in place. Adam Iten's report said to anticipate that every county will be contacted sometime after the data readiness profile for GIS kick-off, meeting with GIS and PSAP managers to review the state of that county's GIS data. Federal Engineering PSAP study will be a big deal, when that comes out each region will have to vote it up or down, with 'yes or no' by June 15th. Should be getting it by next week and Judy wondered if it should be on the RAC or ESB meeting agendas. Rick said that ECN billings from Language Line are at the breaking point, \$40,000/month. ECN did an audit for any calls over 20 minutes in length. When they followed up with questionable calls, voice recorder length of call was less than what they were being billed for, and the account was credited. Recommendation is to speak to your Sheriff/Jail Administrator, everyone needs to be refreshed on proper use of Language Line. There will be a refresher sent out. Kandiyohi County thought that there should be a certain amount of time and then the overage be charged to those counties.

EMAC

At the RAC there was a brief discussion on regional caches of equipment. Make sure those standards are located on the website to see what is available and how to request it. Regarding grant applications, they will fund IPAWS app through railroad safety dollars.

Training Sub-Committee

We had three more classes. We got a variance to hold the training in December. The only other thing will be Regional Logger training. We are looking at putting together a 2017 training roadmap to be consistent with the July ESB budget meeting. RAC discussion included Original Dispatch, Original Train the Trainer and Refresher. It was suggested to do a Radio Programming workshop as a follow-up to the training this year. Tina has talked about OEC training, All Hazard training 3-day class, is that something region still wants to see? No one disagreed. GIS scenario based training? Judy Diehl agreed. Tina will put together a draft, and will work with the OEC portion of it. Brandon added that he would like a more formalized training in radio tuning. Kristen responded that the workshop list could be developed to incorporate this.

CM 2016 Summit Update

None.

REPORTS: (Continued)

CMESB: (Continued)

Grant Updates

Amended the current SHSP grant to extend past the December training. Signed the second addendum to SECB grant adding additional funding from ECN for Wilkin County project. Mille Lacs County should get billed by end of June. We are looking for items for the regional map, only Todd County is not partially funded. Stearns County will be providing a quote. We need to start getting items for the next grant application. State's grant group call was on an item from Northwest region, Clay County, which is part of a multi-jurisdiction. Out of grant funding 44.78% is eligible for reimbursement, they were asking for more than their portion. Will see that at Finance Committee. This is different than 50-50 grants, it is ARMER migration grants.

USER BUSINESS:

A. Regional Exercises (Updates on County/Local Exercises)

1. Big Stone County

Next month is the City of St. Cloud. Tina Lindquist requests that they send some people to talk about outcomes from their airport project.

Ace Bonnema pointed out that Big Stone County has a national wildlife area with 30,000 people visiting each year. Terrain, distance to towers and multi-jurisdiction can be problematic. They have made contacts to do a 'Can you hear me now drill?' Ace has received good information from DNR. What they think they are going to talk to us on, is not happening. They established their command channel talkgroup as V-FIRE23. Ace displayed the Motobridge map that Judy Siggerud can patch us to. Kristen would like to share this with her Dispatch. Ace discussed their plans. If anyone would like to participate in their 'Can you hear me now?' drill we can simulate and really put Judy's folks to testing Motobridge. US Fish and Wildlife has one ARMER radio, so a VHF would be the plan with them. Not all radios are programmed with VHF interop zones. If you have US Fish and wildlife you may want to contact them for operational communications, and Ace added back-up plans.

Next month for the Users portion we will look at the STR Tower Stand-up Exercise with no regional exercises. Coming up next will be VHF overlay, and Motobridge.

B. Communication Exercise

Tina Lindquist handed out 205 templates shared by the Metro region. Tina asked the group how many use 205? Most counties use 205 for big events. Tina would like for people to go back and promote how fun this was so we get more Users here. We are going to do this 4x a year. Think of ways you could use it, each jurisdiction will be different. Grant County decided to start with town festivals: severe weather, missing person and train derailment. We have built it into our ARMER training: what it is, what communication you might have, and what needs you have. The groups shared their scenarios and thought it was a great idea. Tina said they would compile and send out the results.

JOINT BUSINESS:

A. ECN Conference Reimbursement

Deadline to submit is June 30th, Shari sent out a detailed e-mail with instructions. The pre-conference fee is on your on agency.

JOINT BUSINESS: (Continued)

B. StatusBoard Update

No outages in the last month and nothing to watch for. They might change the refresh rate from 3 minutes to every 4. Tell your Dispatch staff to hit 'Refresh' before they make a reservation due to server loading.

C. Regional Project Priority List for Grant Allocation

See Grant Updates.

D. Regional Coordinator – Update

See Executive Committee.

O&O BUSINESS:

A. CASM – Standard Update

CASM standard workgroup met after RAC and Logger meetings and discussed CASM, how it is still a priority and finer points to keep in mind. Make sure we keep in mind future growth including broadband and FirstNet. Tina added, we were thinking to make it a 2-step process: Come up with 4-5 things to request; and at a later date request more information. Troy said the major struggle is how we are going to get everyone to participate. Al agreed, it is a great tool for a COML, CASM will build a 205. Dispatchers could also find it useful. How do we want the data formatted? Tina had an Excel spreadsheet idea. You can join the workgroup.

B. Radio Programming Best Practice Guide

Out of a discussion at the 3-day Radio Programming class we are looking at putting together a reference guide. Troy and Kristen had talked about this as a result of the training and workshop. Should this be regional or statewide? Troy thinks if it is statewide it would have outstate verses Metro. Brandon would like to see the Central Region making sure we have programming information. Troy pointed out at the beginning of ARMER Dave Theis would come to the meetings and they learned a lot that way.

C. NWS Severe Weather Notification Standard – Update

Rick Juth sent an email to Jim Stromberg finding out that this was put on backburner due to Interop Conference, it will be revisited after tornado season.

D. Mille Lacs Motobridge Station – Update

Does not work yet.

E. Regional Logger – Update

Group met. Encrypted algorithms were missing and that is on order. Counties with ADP encryption will then be recorded properly. Discussion on the regional plan, the project was started 3 years ago. We are able to take requests from other agencies for joining. We can help you get the quotes. Discussion on current capacity. We will make a standard report for capacity levels. Discussion that retention is one year, but with local premise loggers agencies may increase/decrease. Micah said we do not have an SOP. We are looking for Legal's opinion on ownership of resource. Process for requesting on state or regional resources. We are doing updates to the document and it has to be formally adopted by ESB. Noteworthy discussion to changes on the plan. It closely resembles JPA. Data retention is a year, but you can submit a written notice to change your data retention. CAS is set for a year and CAS can be individually configured. Randy and Al will be your System Admins.

O&O BUSINESS: (Continued)

F. Change Management Update

Standard was tabled at SECB by Wayzata Chief with no discussion on it. Jim Stromberg reached out to Metro and changes will be back to Jim. Meeting rescheduled for 1st week of June. Original document had been approved by OTC. Joe Glaccum said he had never had that happen before. It will be in the minutes of OTC that it was done. It failed as a motion, because there was no second. Joe Glaccum said it will be done and passed in the OTC and SECB. Micah presented to Jim Stromberg that what the Metro did is circumventing our governance structure. Rick Juth said the standard is on Metro's agenda this month.

G. STR Tower – Stand-up Exercise

Rescheduled for next month after the O&O.

H. SOAR Representative

As Chair, Al Fjerstad sent an email to all RICS to reach out to their regions in their agreement to get an operational and technical individual to sit on this workgroup. Once Al gets the list of names he will present at OTC. Al would like an operational and technical for the Central Region. Dave Sisser is already sitting on the group. Micah suggested Dona or Judy from Stevens County, if it is your item coming through, you will have to sell it. They will understand how they are using it. Brandon would not mind throwing his hat in the ring. Judy will check with Dona. *Al Fjerstad made a motion to appoint Dave Sisser as our technical representative. Troy Langlie seconded, motion passed. Al Fjerstad made a motion to appoint Dona Greiner as our operational representative and if she does not want to do it, then Brandon Larson. Judy Siggerud seconded, motion passed.* Judy Diehl received a text message from Dona that she accepted.

I. Regional Analyzer Upgrade (Separate Handout)

Vendor originally purchased Diagnostx. Analyzer was purchased in 2011. Diagnostx has a smaller analyzer. You can see what they are offering as a trade in. They have new device 'NX' series. In conjunction with the model you can put NX. They can do up to 4 NX units currently. With DX and NX you can have 5. They are looking at increasing the amount of NX. The NX will not work with our present one. Anoka County is using NX and they love it, they move NX around to other sites, leaving the DX. The quote is only for one NX. Micah said to reach back to them for 5-year maintenance with one year, which would give us 6 years, it should be \$24,500. See if they would discount if we prepaid maintenance. Upgrade to this to use the NX. There is nothing wrong with what we have, we need hardware and software upgrade. Brandon will ask if we can upgrade the one we have. Micah said this should get into the budget cycle. If we can figure out what the data backhaul is we could expedite our schedule with NX nodes. Judy Siggerud would like to see the bottom figure with all maintenance split out. Troy asked if one NX would suffice. Micah thinks the DX would have to be at MSO. Brandon will work on updated pricing information. Dan McCoy said you are only looking at one thing on the radio, just looking at the transmit to see if that is on frequency, wirelessly that is about all you can do. It is catching one of several common problems with a radio, it is like if you have a receiver issue, or a radio with no power. Dave Sisser said all the NX talks to the DX. How do the two talk? There is a trade-in value of \$10,000. Troy suggested to look at if another region would be interested in buying it, maybe not to make more money, but to sell it to them for \$10,000 for them to get some use out of it.

O&O BUSINESS: (Continued)

J. Steering Committee – Statewide Roaming Group

Tina Lindquist said that the Steering committee discussed that a ‘subsystem owner’ definition is to own physical infrastructure. Each region has one seat with Metro having two, one seat for regional rep, ECN’s Jim Stromberg, and MnDOT. The group will be tasked with thresholds system loading, programming issues, and to find out what issues are interoperability vs. technical. Will meet monthly and report back to Steering Committee by November. Tina listed the numbers each region has. Motion for two seats on workgroup. Kristen is interested as an owner representative. Micah said St. Cloud is a regional simulcast system. Kristen is from an ASR standpoint. *Troy made motion that Brandon and Kristen serve as representatives. Judy Siggerud and Tom Egan seconded. Motion carried.*

Big Stone County’s ambulance is looking for 6 used 1500/2500 portables.

Rick Juth noted that the next MTUG is at the St. Cloud Police Department on July 26th, and the next one will be in Hennepin County. Rick thought the last MTUG was interesting so please encourage attendance. Ability to text to talkgroups will be available. Rick sees Motorola’s roadmap addressing FirstNet. Where will the ARMER system be in terms of data?

NEXT MEETING:

The next Owners & Operators/Users meeting will be June 16, 2016 at 10:00 AM at Douglas County Public Works.

ADJORNMENT:

Stevens County made a motion to adjourn the meeting. Mille Lacs County seconded and the motion was carried unanimously. The meeting adjourned at 1:00 p.m.

Minutes by Shari Gieseke.