

Regional Advisory Committee
Friday, June 12, 2015 10:00 a.m.
Todd County Historic Courthouse
215 1st Avenue South, Suite 300, Long Prairie, MN – Todd County

Members/Alternates Present:

1. Micah Myers, Chair – City of St. Cloud
2. Kyle Dusing – Benton County
3. Tom Egan – Douglas County
4. Troy Langlie – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander – Meeker County
7. Al Fjerstad – Mille Lacs County
8. Barry Fitzgibbons – Otter Tail County
9. Kyle Breffle – Sherburne County
10. Kristen Lahr – Stearns County
11. Dona Greiner – Stevens County
12. Sarah Booker – Todd County
13. Luke Manderschied – Wadena County

Members/Alternates Absent:

14. Big Stone County
15. Morrison County
16. Pope County
17. Swift County
17. Traverse County
19. Wilkin County
20. Wright County

Guests Present:

Rick Juth – RIC
Tina Lindquist – Grant County
Troy Wolbersen – Douglas County
Jeff Jelinski – Morrison County Commissioner
Judy Diehl – Stevens County
Don Asmus – Todd County Sheriff
Gary Kneisl – Todd County Commissioner
Rick Teberg – Wilkin County
Andy Faith – Granite Electronics
Mike Kahl – Granite Electronics
Greg Stepan – MN DOC
Mike Fink – Motorola
Chris Meier - Motorola
Dereck Leyde – Northland Business
Scott Wosje – Northland Business

Meeting was called to order by Micah Myers at 10:00 a.m.

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

Revisions and Approval of Agenda:

Kristen Lahr made a motion to approve the RAC Agenda. Barry Fitzgibbons seconded, motion passed.

Approval of Minutes:

Al Fjerstad made a motion to approve the RAC minutes from May 8, 2015. Kristen Lahr seconded, motion carried. Troy Heck of Benton County was in fact in attendance at the April 10, 2015 RAC meeting. Troy Langlie made a motion to approve this correction to the RAC minutes from April 10, 2015. Tom Egan seconded, motion carried.

Communications:

The handout talks about what they hope to accomplish and the dates. From Rick Juth's correspondence it would be nice for the Central Region to be well-represented. This will be sent on the list serve.

Reports:

1. SRB/ARMER Update; MnDPS/MnDOT:

a. MnDOT: (Rick Juth)

This report has 16 work days, but now it is actually 11 because this report was presented on Monday. John Anderson has been out on vacation so there has not been any monthly reports. There will only be one county left in the state, so 86 out of 87 counties will be on ARMER.

b. SECB: (Micah Myers)

2014 SECB grant; several planned amendments approved; standard 1.11.1 was brought for discussion. Interoperability Committee, the Northeast brought forward for approval. For the Legislative Committee, there was a report on the ByLaws Changes. Reports on StatusBoard and ECN updates.

c. OTC: (Ace Bonnema)

Approved Lake of the Woods participation plan for additional I.D.s and talkgroups; approved Roseau plans. Update on StatusBoard, there were 4-hours of downtime in May. They asked if the reports are sufficient. Dawson was approved for an outdoor BDA. Console was approved. Approved Stevens and Kandiyohi coverage to ARMER system, and gave the go-ahead to seek out a statewide frequency pair that was recommended. Next conference call will be Monday at 9:30 a.m., contact Cathy Anderson to be added to the list.

d. Interop: (Micah Myers)

Met by phone. Standard 1.11.1 was moved down to the OTC and to the work group.

e. Finance Committee: (Micah Myers)

Did not meet in June due to no business. Approved Marshall County.

f. Legislative Committee: (Micah Myers)

(Separate Handout) If you look in the ByLaws, there was a provision that takes account of the quorum issues that we face here (Article III - 2. Attendance). Based on the way it works, if a designee is not making 75% of the meetings, they are pulled back from voting. So, we were able to approve the minutes from November. We have made a request to Director Mines to send a memo for the Minnesota response. The letter is in draft form. If you look at the changes in the ByLaws and have any concerns, get it to Micah and he will bring them to the next Legislative meeting.

g. Steering Committee (Al Fjerstad)

Met on Wednesday. Had a 45 minute conference call with Judy Plant. This was based on planning and outreach to the group both at different levels of government. We talked about technical participant engagement, urban and rural, and recommendations. This all comes from the Televate report. There were 22 people that information was not flowing to from the people who attended these meetings.

Reports: (Continued)

1. SRB/ARMER Update; MnDPS/MnDOT: (Continued)

g. Steering Committee (Al Fjerstad) (Continued)

Judy Plant is giving us better ideas to communicate from the boards down: You have to communicate within a certain timeframe; What are timely updates? How we are going to get information to the folks that really need it? There are a lot of folks out there that do not know that FirstNet exists. A lot of time was spent on SECB ByLaws and making changes on those. There was discussion on creating an education and training work group under the Steering Committee.

h. NG-911 Committee (Judy Diehl)

The GIS subcommittee of the statewide NG911 met with all the regions in the state. The RFI was sent out on May 15th, still waiting for Sherburne and Big Stone to turn in their information. The information will be reported on in July. The annual report is on the ECN website. Pages 4 and 5 talk about 911 and where we are going. Minnesota division is to have a statewide starting at the regional level. Want to deploy text to 911 at the end of the calendar year which may be on a regional level. This has been tested with Stearns and St. Louis Counties. They have cancelled this month's statewide meeting. They are going over the RFP with a fine tooth comb to decide who will take over the position. The FCC is examining the possibility of going away from non-serviced phones having 911. Part of the discussion is because wireless devices have become so inexpensive. They will alert people through PR if those phones will no longer be 911 active.

2. Regional Leadership Group – (Next Meeting July 27, 2015)

The schedule is out through January of next year.

3. CM-EMAC Update: (Patrick Waletzko)

Next meeting is on July 22nd.

4. Owners and Operators: (Troy Langlie)

Met on May 21st. Prior to opening the meeting, there was a presentation by HSEM on IPAWS. As far as O&O business, we discussed standard 1.11.1 and StatusBoard, and gave notice that the proposed changes to the ByLaws would be posted.

5. User Committee: (Paul McIntyre)

The request was made to make NG911 it's own committee. Due to the presentation, the Best Practice review was held over to next month.

6. EMS/Hospital Sub-Committee: (Paul McIntyre)

No update.

7. RIC Report: (Rick Juth)

For Change Management radio re-programming this is the end of the line this month. Will need to have a discussion on System Admin standard. Director Mines plans to announce that she will be entering into a contract with Federal Engineering to study PSAPS. The focus will be on all of the equipment and technology in the PSAP, to try to gauge and have something in hand for the next legislative session to show how much it costs for 911, ARMER, audio-logging, etc. As far as the report with the weekly status report on FirstNet, we are getting close to the end of the data collection phase. Still have Swift, Meeker and Morrison that are listed as less than 25% complete. There is still time to get the population surveys done. We had one mid-planning conference call. If you are a COML/COMT that need a task book finished there is good training on Monday the 3rd (topics are listed in the handout). There will be a presentation on FirstNet.

Reports: (Continued)

7. RIC Report: (Rick Juth) Continued

Anyone can go, and you can register for just one day if you would like. You have until the 29th of July to register for the week of August 3rd. We had our FirstNet buildout strategy meeting conference call yesterday leaving a lot of people with thoughts of where we are going to go. Central will have regional strategy buildout session at the August RAC meeting in Wadena, so plan on being at that meeting. Micah asked are they taking into consideration your county or service areas? Rick replied there is a considerable frustration with tracking and management of the responses. Kristen Lahr asked if Televate could provide a list of her agencies that have responded. Rick responded that Elizabeth Herring at Televate is managing this. If you send her an email and ask for a list, she will provide that to you.

8. Executive Committee: (Micah Myers)

The identified date for the summit is on October 12th at Alex Tech. We have a close to finalized agenda:

- Meet and Greet at 9 a.m.
- State Updates: NG911, FirstNet, Grant programs, Joe Kelly from HSEM
- Updates from all the committees
- Lunch will be provided
- Afternoon sessions include: Role of the RICS, budget and planning, standards and training with Cathy Anderson, grants with Dave Denton, regional process
- Breakout sessions: 1-1 with MnDOT, StatusBoard, IPAWS
- Regroup for discussion, selection of agenda and future topics for this annual event.

Originally, Sherburne County reached out for funding on the FirstNet Pilot Project and was not eligible for SLIGP. Conference call on Monday after the RAC with OEC. They will do their best to get a project planner if we follow the requirements. Planning meeting. Plan was to have the exercise in the last two weeks of August.

We will seek a representative from each of the members for list serve clean-up. We have been working on a complete list of all the current lists on the list serve.

The Auditor/Treasurer list of each member agency for the Central Region was passed around to be checked for accuracy for the upcoming 2016 Budget.

June 26th is the deadline for the ECN conference grant submissions.

Looking at an appointee to the CAG (Conference Appointee Group) for the conference. Our next meeting is in finalization with the budget on July 29th. Executive Committee meeting date was changed from August 5th to the 12th because we wanted to have that group have a meeting in case something came in.

9. State Interop Data Committee: (Kristen Lahr)

Conference call yesterday with the plenary workgroup to discuss FirstNet buildout. There is one on-site kick-off meeting and 4-5 conference calls. Goal is to determine the buildout process. It was relayed to them that FirstNet is coming, 2016 is the target rollout to secure potential partners and for preparing the network. It was discussed at the kick-off what Minnesota's state requirements are for each phase and how we want to prioritize. Should priority be along roads and highways, or focus on where coverage is needed where commercial carriers are not supplying what is advertised in coverage maps? They sent out a survey to prioritize, but we started with an issues list with the RFP on the conference call. Director Mines had reached out to people on the call to see if we should go at it another way.

Reports: (Continued)

9. State Interop Data Committee: (Kristen Lahr) Continued

Information that we are gathering for the governor, what impact can we have to what is being presented to the state? There is a lot of reading, you can read a 460-470 page response of the FCC document. Jeff Jelinski asked where the funding source is coming from for FirstNet? Micah responded the RFP goes out, and they will try to secure roaming agreements. The partners that have the ability to apply for 5.6 million to start building to put their resources into it. To answer the question, money was identified when the legislation was enacted.

Emergency Services Board: (Next meeting July 29, 2015)

Met on Wednesday. The new NG911 committee will need to set-up ByLaws. This committee could be meeting by August or September. Items on the agenda were: Bylaws, Summit, updates and training, and presenting the 2016 budget.

- a. 2016 Budget

Updates from Partners on Current Projects:

1. Regional Logger:

The folks with Northland are in attendance today. Our goal is to have the premise loggers connected by the end of the month. We are going to put on a roadmap for deployment. Todd from Northland had reached out for training, goal is to have it mid-end of July. Our goal is to have that training at the SCPD. You will be able to train on your premise logger.

2. Status Board Issues: (Cathy Anderson) – Discussion at the Next OTC

We have been dealing with the 2-hour reservation issue. This is going back to the StatusBoard workgroup.

3. EMAC – HSEM Grant and Regional Ownership Beyond Communication Equipment

In the packet is a copy of our standard for the STR. The ESB is stepping outside of the communications realm. How do we request access to those assets and how do we deploy those? Dona Greiner pointed out that we should add this to the EMAC agenda for July 22nd. This is the governance piece to it. How can we streamline these new standards into the process? Patrick had previously mentioned the Mutual Aid Agreement. We have to have a way to decipher which standards that we are talking about to avoid duplication. Micah suggested that we add subsections. None of our standards are titled ARMER.

General Discussion and New Business:

1. Develop Regional Project Priority List for 2014 SHSP Grant:

A. 2015 Training Roadmap Dates

Train the Trainer will be in Otter Tail County. Dispatcher Training on July 24th and October 8th will be at Alex Tech. ICS Communications workshops will be held at Douglas County.

a. CASM Training

Looking for locations for CASM training. They will be 2-fold sessions: CASM familiarity a 3-hour training, and a table-top exercise that is 4-hours. ‘Theory’ in the morning and ‘practical application’ in the afternoon. Looking at Kandiyohi, Douglas and Stearns counties.

b. System Admin Training (Motorola Developed)

Going back to Standard 1.11.1. There has been heated discussion on the System Admin syllabus at other meetings. Schaumburg is directed at the ‘John Anderson’ level.

General Discussion and New Business: (Continued)

1. Develop Regional Project Priority List for 2014 SHSP Grant: (Continued)

A. 2015 Training Roadmap Dates (Continued)

b. System Admin Training (Motorola Developed) Continued

We are looking at utilizing a credit that we have with Motorola to put on this training. It is limited to 12 seats, and the goal is to fill it with as many central seats as possible. The questions that we have are: what constitutes a qualified instructor; which standards; and is factory only Motorola? We have already established a training that has been approved, and it is a Motorola training. MnDOT and ECN are neutral on this. Micah asked the Motorola reps in the room, what are we trying to certify? Chris Meier replied that it depends on what the group needs, we are open to looking at whatever you guys want. Micah asked Motorola if there was a plan to change that. Chris has their training group reviewing it. Mike Kahl said they were not aware that On Target had already performed this training, and thought that the other people were unaware of things that we already were doing. There are other regions that know that we have done this in the past, and other regions are requesting this training. This goes back to 2008-2010 when we were having these discussions. We paid about \$10,600. We are going to send this back to the group. The fact of the matter is that everyone that gets training must sit down with MnDOT for approval. Mike Fink said they are looking at doing 4 tiers. The first tier is the 'John Anderson's'; the 2nd tier is the 'Rod Olson/Rod Jansen' entry level, etc. Maybe Tier 2's could train Tier 4's? Is it the organization or the person that is certified to train? Rick Juth said a lot of this conversation started with the Southeast, because Rice County is looking on putting on some training. The concern in that region is of the make-up, they will be contracting with On Target. The primary group is the Metro on the call, system admins. It is important that you get ahold of Cathy Anderson if you need to be included on the conference call. Level 1 which is currently occupied by John Anderson, should go to Schaumburg. Level 2 which is Kristen, Kyle, or other system admins in their agencies, that maybe do not. This is not an attack on On Target, it just so happens that On Target is the only company out there doing this. Rick said that they, 'System Admins,' need to make sure they are heard on this call. Micah said this is a solution looking for a problem. If we are coming up with standardized, then who manages and who polices? Ace questioned why it was not added to that agenda. The question was asked who does Dave Theis work for Motorola or On Target? The conference call is happening on Monday, Troy Langlie asked that Kristen send an email about the call's details on the list serve. Mike Kahl mentioned starting at the SMG, what happens when individuals are retiring? So, a revisit of the System Admin policy. MnDOT says it is up to the Statewide Radio Board, and ECN does not want to certify people, it's in a catch 22. Micah said at the heels of this we are looking at putting on another original System Admin training. Micah will send out information to Cathy Anderson for their discussion on Monday.

B. Regional Coverage Issues: (See Table)

Micah described the amounts in the table. Wilkin, Mille Lacs, and Douglas and Otter Tail Counties have supplied resolutions. Micah asked Dona Greiner if Stevens County was still looking for a site. Al Fjerstad shared that the site in Mille Lacs County will not be available because there is too much equipment on that site. Will probably put up another site. He does not know what it will do to the figure there, and it could go up. They got a shed for free.

C. Planning/TICP Maintenance

This will take place.

General Discussion and New Business: (Continued)

2. CMNRADIO.ORG Website

a. Content Updates – ByLaw Changes

The ByLaws have been posted on the website. *Troy Langlie made a motion to approve the changes to the ByLaws. Randy Celandier seconded, motion carried.*

3. Grant Reimbursement Process ECN Due 6/26/2015

We will reach out to your Auditors. Our quarter ends at the end of June.

4. Other:

None.

Old Business:

Variance waivers. Change management removed from the agenda.

Upcoming Meeting Date and Location:

- July 10 – Traverse County
- August 14 – Wadena County – FirstNet Report

Micah received correspondence from Trevor Wright which stated if anyone was interested in lunch, we need a lunch count for next month's RAC meeting.

Rick said that 6 applicants were interviewed for the SWIC position, and a name has been recommended for the position. Director Mines should be making an announcement soon.

Adjournment:

Troy Langlie made a motion to adjourn the meeting. Al Fjerstad seconded, and the motion was carried unanimously to adjourn at 11:46 a.m.

Minutes recorded by Shari Gieseke