

**Owners & Operators and User Meeting
Douglas County Public Works Facility
July 18, 2013 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Tom Justin – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Mike Henrion – Douglas County
4. Troy Langlie – Grant County
5. Ace Bonnema – Kandiyohi County
6. Brad Lindgren – Meeker County
7. Al Fjerstad – Mille Lacs County
8. Judy Siggerud – Otter Tail County
9. Judy Diehl – Stevens County
10. Bob Cuchna – Todd County
11. Rick Fiedler – Wilkin County

USERS MEMBERS/ALTERNATES PRESENT:

1. Pat Tarpenning – Benton County
2. Greg Windhurst – Douglas County
3. Troy Langlie – Grant County
Tina Lindquist – Grant County
Thor Tollefson – Grant County
4. Ace Bonnema – Kandiyohi County
5. Jim Hughes – Stearns County
Paul McIntyre – Stearns County
6. Tom Justin – City of St. Cloud
7. Mike Moser – Stevens County
8. Bob Cuchna – Todd County
9. Rick Fiedler – Wilkin County

GUESTS:

1. Charlie Meyer – Douglas County Commissioner
2. Shane Carlberg – Douglas County Hospital
3. Tina Lindquist – Grant County
4. Mike Kahl – Granite Electronics
5. Sara Moulzolf – Granite Electronics
6. Nick Tylutki – St. Cloud
7. John Tonding – State of MN
8. Brian Cheney – State Patrol
9. Erin Hausauer – Stearns County

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone County
2. Morrison County
3. Pope County
4. Sherburne County
5. Stearns County
6. Swift County
7. Traverse County
8. Wadena County
9. Wright County

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone County
2. Meeker County
3. Mille Lacs County
4. Morrison County
5. Otter Tail County
6. Pope County
7. Sherburne County
8. Swift County
9. Traverse County
10. Wadena County
11. Wright County

CALL TO ORDER:

Meeting called to order by Owners & Operators Chair Troy Langlie at 10:05 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

None.

APPROVAL OF AGENDA:

Bob Cuchna made a motion to approve the agenda for July 18, 2013. Jim Hughes seconded, motion carried.

APPROVAL OF MINUTES:

Jim Hughes made a motion to approve the O&O/Users minutes from June 20, 2013, Tom Justin seconded, motion carried.

REPORTS:

RIC

Status board cut over date is September 3, 11:00 am, web based training is July 26 for Users 9 a.m.- 11:30 a.m., Admin 1 p.m. - 3:30 p.m. Limited number of seats to attend in person, it is important that every PSAP have at least one attend both the User and Admin training as the configuration will be required for the status board. ECN will record both sessions and will be converted to Alex Tech training modules. End users need to be trained by an individual from the PSAP who attended the original training. RFP responses are in for other two RIC positions and will be filled prior to the end of the month. Transition of State Radio Board to Communications Board, the oversight will primarily be over 911Next Gen.

REPORTS: (CONTINUED)

RIC - Continued

As standard is set up, it is imperative the State Board communicates with the regional boards therefore the communications part may be beneficial to put under ESB on a regional level with a governance model over the 911. The State Board will eventually want someone to represent each region and it should be on a future agenda as things progress. Interop Committee approved the proposed standard for status board and will be on the next State ESB agenda. So far only Ace has seen the standard, Chair suggested entities review it as there are some concerns with it as written such as “in a real event” it is required to put an estimated time in although in a real event that would be hard to estimate. John stated there are two ways to reserve resources – one is a single click and the standard states when time allows, put in a comment for why it is being used and for how long. It is in two hour intervals and a concern is if someone reserved a slot and it is needed for an emergency, who is responsible for notifying entity who “reserved” it that they were bumped. Anticipating the original agency may be responsible for rescheduling and this may need to be addressed in status board development to perhaps bump it to a tentative slot and Brandon indicated this will be a very fluid standard. If there are issues going forward to contact Brandon. Bob Cuchna thought there would be a notify sent to the original user, Tom Justin felt that is what the calendar was for and it was not going to be actually removed as the calendar would still have it listed.

ESB

No report.

RAC

Motorola training block was tabled, discussed budget, regional logger, BDA’s and coverage, system admin, Genesis, next meeting August 9th.

Executive Committee

No report.

CMEMAC

There was a lot of participation from the region in COML training.

EMS

Updating guide and best practices, next meeting is August 16th.

SMG

Most of discussion was regarding 7.13 upgrade, presented a logger and console spreadsheet, still about eight - ten NICE units that need to be upgraded. Discussed channel bank battery cards and length of life/service; there is a battery in channel bank that is good for seven years and after that it goes dead. Therefore entities were encouraged to be aware if they have a channel bank to watch for it and check with vendor on it. Dual links to ASR in State of MN should be completed in about one year. Discussion about who is doing program for Federal and State agencies which came up because of the Change Management coming into place, entities are such as FBI, Marshals, etc. If doing any programming with governmental agencies in your area ensure they are being updated too. Tailgating was discussed; Goodhue reviewed looking for a root cause and stated it may be actual frequencies that are assigned to channels and if two channels have a NAC code and the distance, it may have interference and is mainly a problem in simulcasting. This has been an issue for many years and there is finally a possible root cause for it. Stearns County stated that may also be causing the siren interruption and narrow banding may have been a cause since they may be related to PL coding.

REPORTS: (CONTINUED)

SMG (Continued)

Al opened a ticket regarding the repeater and is working with Motorola on it. Since the upgrade some areas has radios override and there may be a priority issue in patching with lower priority talk groups taking over a higher talk group, perhaps the priority 3 in the consoles are being knocked out when upgrading.

Grant Funding Updates

Not aware of any new grants or updates.

O&O BUSINESS:

A. State Patrol Severe Weather Notifications Update

Emails will be sent to Rick Juth when the National Weather Service notifies State Patrol of weather warnings; State Patrol will do a roll call and patch for business. Judy Siggerud stated one time there was a patch and another there was not although the discussion has not taken place at that point. Suggestion is when there is a warning and protocol is not followed to immediately notify either John or Rick directly following the event. Judy stated when patched it worked terrific.

B. State Patrol Talk Group Layout & Regional IO's

There is another meeting next week, trying to clean up fleetmap and standardize all of the upcoming changes. There is a lot of CM's in Northwest talkgroups, trying to create room in each zone for the road trooper to add in local agency talkgroups. Had suggestion of using a STAC instead of a CM and is unsure if this will be discussed further. Chair Langlie had discussion with Rick Juth that the locals are not using the CM talkgroups as State Patrol thought they were. Judy Siggerud stated it is important for agencies to remember they can put a patch in place and is a training issue with dispatch centers. They are trying to work towards finding a usable talkgroup to patch to and trying to create one zone that contains STACS and LTACS to make things easier and to include patching to make it easier for everyone. Chair Langlie asked if there is any discussions about encryption at State Patrol and Brian stated not as far as he is aware and was not aware what the tactical team has in their radios.

C. CM Shared Talkgroups for MnDOT

A few entities are missing who have not responded, they are looking for what "entity" talkgroups they have given "permission" to other entities to use them. MnDOT wants to know who has permission to use who's talkgroups. This is at the console level only.

D. CM Regional Talkgroup Clean Up

List of all CM talkgroups was passed out, talkgroups such as CM public works is still in system and group previously removed this talkgroup, also need to set priorities on talkgroups; CMEMS were to be changed also. Went through list for changes, Tom will look at 02, 04 and 05 talkgroup list to see if 4004 was retasked, interops were being used and to have priorities set to a 3 and currently is 7, CM2-9 and CMCall. *Tom Justin moved to change CM2-CM12 to a priority 3 from 7, Judy Siggerud second, motion carried.*

Tom and Paul will reverify EMS, ENC1-6 currently is a priority 5 and suggestion is to change to a fast start and a priority 3. Tom explained the reasoning for all start is the nature is close proximity and cautioned about changing to a fast start; unsure why it is a priority 5 and suggested perhaps it has the main priority as a main. Suggestion is to change ENC1-3 to a priority 3 from a 5 and possibly run a report to see if there are any system busies, suggestion is to run additional reports and table encrypted until next month.

REPORTS: (Continued)

O&O BUSINESS: (Continued)

D. CM Regional Talkgroup Clean Up (Continued)

Al will follow up with Genesis when he has availability to run reports. CMinvalid suggestion is to leave as is, regional demo are used by entities which program radios and are demoing and should be left as is. Public Works was eliminated; Regional Hospital is used to coordinate events, emergency starting points such as a hospital to hospital talk group. Tom stated best practices guide refers to this and it was retasked and should be renamed and a 7 is too low, possibly change to a 5. Tom suggested checking it as they may be issued by the Department of Health and may be a state ID, this will be tabled to verify renaming.

E. State Patrol Loading Update

Did not hear of any busies.

F. 7SOA Zone Encryption

Were going to use regional encryption key on a couple talkgroups, was addressed last month; there is a federal law that makes reference to this and this will be work in progress.

G. MotoBridge Station in Region

John met with Mike Fink from Motorola who met with Tim Lee and John Anderson regarding specific motobridge configurations that is recommended by each region and should be in project proposals once submitted. MnDOT wanted a few weeks to review, John suggested to follow up with MnDOT in a couple weeks about their configuration recommendation. Need to put together a plan for ECN as to what the regional plan is, Otter Tail County is still interested in housing, will have committee meet again.

J. Analyzer Data – Create Best Practices

Still have not approved a regional standard yet and is in process.

K. Genesis Software – Create Standard

Al reported have come up with a plan from the State of MN as to what they want and a way to hook it up, August 8th is date to begin working on hooking up. If an entity currently has a provisional manager computer in their dispatch center, they will be able to tie into Genesis as it will be run through that. If an entity has a client, the application will be able to be loaded onto that computer although if entity does not have a client but MCC7500 it is another wormhole to connect to Genesis client. Question is if dispatchers would want it running on a 7500 although only five versions can be run at a time. Another option is if it's a control center, dispatch center will have to purchase a computer to tie into Genesis client. For agencies that would need to purchase a dedicated terminal who pays for it; Chair Langlie did not think the region helped any agencies who purchased clients. Judy Siggerud asked since she works with several counties if she could run it for them as well, Al stated it is very easy once a report is run and it could be emailed from therefore a neighboring entity could run reports for them. Al and Dave's recommendation is to get running with the provisional managers entities first and then see about the MCC7500 entities.

Regarding control station PSAPS and cost of purchasing computers, Bob Cuchna stated as long as there are resources available we should work with what we have and where there is a cost unless there is a funding resource available that the region does not pay for it. *Ace Bonnema moved that control station PSAPS would have the option of purchasing equipment their self if they desire, Bob Cuchna second, motion carried.* Starting August 8th the software will be pushed out to entities which have clients.

REPORTS: (Continued)

O&O BUSINESS: (Continued)

L. BDA Updates

Todd County has been up and running since May and had one issue when the bracket came loose and made decision if it comes loose again a heavier bracket will be installed. Total cost was around \$180,000 for everything. It enhanced in-building coverage but not much, have two secondary BDA's/antennas in addition to the primary. Mille Lacs does not have coverage either mobile or portable in the City of Isle and are looking at BDA's. Conducted studies and Isle, Wahkon and Princeton are outdoor BDA candidates. Onamia needs to be an indoor solution and interested in an existing structure or tower they could look into possibly using. Stevens County also has issues in Hancock and Wilkin County has issues in their county.

USER BUSINESS:

A. Open Discussion

No agenda items, at COMMEX exercise discussion came up to take a meeting and have counties provide an update as to what they have, what they use talkgroups for, any local standards they would like to share, etc. Suggestion is to start alphabetically and review two – three per meeting. Paul will contact the first three counties and ask them to have information ready for next meeting. APEX training may be an option and perhaps it could be conducted better within the region versus spending \$13,000, is tabled at this time. Wilkin County stated they had some issues and went into site trunking on Tuesday and were down for about two hours. Discussion followed as some possible reasons, suggestion is to contact John Anderson or Dave Klema and they can set then up to be put sites into site trunking to test. It was consensus they were getting into the system but were not hearing each other, end user to end user worked but not with the control station. Suggestion is maybe the wrong hex code is programmed into the workstation.

St. Cloud they lost the simulcast in both site trunking and failsoft; when channels were added to simulcast they did not ensure there was sufficient battery backup capacity to handle the channels. There is a generator at the site and it previously had an overheat alarm and therefore will not start next time when it is needed. If you lose your prime site the other sites will not work and Motorola is addressing in 7.15 upgrade. If you lose your prime site controller the other sites will not work, the SOA's still worked and used cell phones for redundancy at Fire Department and used 800 conventional repeater as they still had a license. Dispatch was dead, on a portable could not reach towers; it is necessary to have a backup plan and redundancy even if it involved human repeaters. By chance it was determined MnDOT had a repeater installed.

JOINT BUSINESS:

A. Statewide COM L/T Certification Exercise

COMEX exercise was conducted last week, a lot of support from region to ensure it happened; created a "regional" planning team to be able to conduct their own regional training in the future. Had 14 participants and several pieces of communication equipment was available, looking to apply for a training grant next year to put on COMMEX training again next fall to get more individuals certified in COMEL. The STR is currently out of service due to an accident and a pulley was broke, waiting to hear if the STR needs to be inspected to confirm if it is structurally sound. It was clear the brackets had stress fractures previously whether it was from using it or if it came stressed and it may be useful for other regions to check their STR's, Al will send photos to John to forward to other regions.

JOINT BUSINESS: (CONTIUED)

B. MTUG

Will be in Central region on October 27, there is a MTUG meeting next week in Medina, looking to get more Central MN participation.

C. 7.13 Upgrade

No. report.

D. Change Management Update

Several variances came forward to Interop, request to have six more months to get radios reprogrammed and this was approved; anticipate other variances will be filed asking to reprogram prior to the scheduled date. Ace asked what entities are doing with LTACS and where to program them and suggestion was to bring up at state-wide leadership meeting.

Ace indicated since the original agenda did not include the closed meeting; therefore some items will be discussed prior to it. Mike Kahl stated they are interested in providing a quote until the assistance of writing grants and lobbying legislatures were added as it would be difficult for them to quote although are interested in providing a quote for technical services. The last five – six items on RFI Granite could do although the administration of grants, dollars, etc. could not and were wondering how anyone could provide those services. Chair Langlie thought in the end there will probably be a RFP for this which was not a part of the RFI although want to include funding in the next budget.

CLOSED MEETING:

Mike Henrion moved to close meeting at 12:35 p.m., Judy Diehl second, motion carried. Meeting reconvened at 1:30 p.m.

NEXT MEETING:

The next Owners & Operators and Users meeting will be August 16, 2013 at 10:00 a.m. at the Douglas County Public Works Facility.

ADJORNMENT:

Tina Lindquist made a motion to adjourn the meeting, second by Rick Fiedler and the motion was carried unanimously.

The meeting was adjourned at 1:30 p.m.

Minutes by Debbie Backes.