

**Central MN
Owners & Operators and User Committee Meeting
Douglas County Public Works, Alexandria, MN
July 21, 2016 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Tom Egan – Douglas County
3. Ace Bonnema – Kandiyohi County
4. Judy Siggerud – Otter Tail County
5. Nathan Brecht – Pope County
6. Judy Diehl & Dona Greiner – Stevens County
7. Steve Och – Todd County
8. Luke Manderschied – Wadena County
9. Rick Fiedler – Wilkin County
10. Richard Nevala – Wright County

USERS MEMBERS/ALTERNATES PRESENT:

1. Dean Wrobbel – City of St. Cloud
2. Greg Windhurst – Douglas County
3. Tina Lindquist, Vice Chair – Grant County
4. Ace Bonnema – Kandiyohi County
5. Rich Christianson – Meeker County
6. Paul McIntyre, Chair; Erin Hausauer & James Hughes – Stearns County
7. Judy Diehl, Dona Greiner, & Ross Tiegs – Stevens County
8. Rick Fiedler – Wilkin County

GUESTS:

1. Jeff Jelinski – Morrison County Commissioner, ESB Vice Chair
2. Rick Juth – RIC
3. Sara Moulzolf – Granite Electronics
4. Dan McCoy – Granite Electronics

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Benton
2. Big Stone
3. Grant
4. Meeker
5. Mille Lacs
6. Morrison
7. Sherburne
8. Stearns
9. Swift
10. Traverse

USER MEMBERS/ALTERNATES ABSENT:

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

CALL TO ORDER:

Meeting called to order by Users Chair Paul McIntyre at 10:02 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

None.

APPROVAL OF AGENDA:

Users Chair Paul McIntyre added Kathy Struffert's email on the list serve to Open Discussion under Users Business. *Stevens County made a motion to approve the amended O&O/Users Agenda. Stearns County seconded, motion carried.*

APPROVAL OF MINUTES:

Gaging can be spelled either way. Under User Business change keyed "in" to "up'd." Update name spellings in User Business from Monte Fox to Monte Fronk, and in the NextGen 911 Report to Joe Zunker. *Stearns County made a motion to approve the amended June 16, 2016 O&O/Users minutes. Stevens County seconded, motion carried.*

REPORTS:

SECB/ARMER:

RIC

Busy report for June includes: Lincoln, Long Prairie, a couple of subsystem sites in Stearns County and Hewitt. You can see the impact of severe weather. Reminder on Monday 25th is Regional Leadership meeting in St. Cloud. Focus of the meeting is going to be grants and the grant process and regional websites. Next meeting on October 24th will be starting the ECN Conference planning for 2017. We will look for the regions to take a more active role in the conference planning. Think about representatives to serve on the conference committee. SWIC Jim Stromberg will serve as what Ron Whitehead was doing with coordinating and the agenda. What should the focus of the conference be? Leadership track will be dropped out. We normally gave you a weekly status report on FirstNet through Televate, but the Televate contract expired on June 30th. MTUG meeting is from 10a.m.-2p.m. on Tuesday the 26th in St. Cloud and Motorola provides lunch. MTUG integrated voice and data, emergency call works, who is using WAVE, Q&A regarding upcoming changes to consoles. At the PD in St. Cloud there is free parking on the south side of the building and meters on the streets. As of last Friday, Randy Donahue's contract was the only one not processed.

REPORTS: (Continued)

SECB/ARMER: (Continued)

OTC (Operations and Technical Committee)

None.

Interoperability Committee

None.

IPAWS

Meeting at 1:00 p.m. today.

Interop Data Committee (FirstNet) (Kristen Lahr)

Cancelled.

SMG (System Managers Group)/7.15 Upgrade

Meeting next week.

Steering Committee

Cancelled the last two months.

Statewide Leadership – Next Meeting July 25th

There was an email from Jim Stromberg asking for the RSVP for this Monday.

EMS/Hospital Sub Committee

Have not met for a while. ECN along with Alex Tech is in the process of creating an Alex Tech website video for hospital and ER nurses. Rough draft is out. There will be a phone conference with industry leadership to get it finalized. Will be sending some dates to hospital leadership.

CMESB:

ESB

Budget meeting is next week. Remind your local representatives to be there for business or their alternate.

Executive Committee

Special Meeting after the leadership meeting on 25th. Next meeting is the 27th before the ESB.

RAC

None.

Next Gen 911

Conference call was on July 14th. There was no quorum with only 7 entities. Minutes will have to be re-approved next month. Kandiyohi County had a Phase 1 call. Dispatch tried to rebid with errors and they rebid frequently. Location of the VOIP call was in Lion County. There was confusion as to why VOIP data got tied to the call. They are blaming the frequent rebids. Swift County had two calls where the callers were in Minneapolis, but they were pinging in Benson. Dana had replied that she had a case where phone batteries go dead while camping and the ping uses its last known location. Dana suggested we take screen shots and we do not have to wait to notify her. Meeker County had an issue with no record found and Dana thought it could be a new VOIP carrier. RFP is still not out, Text to 911 will be the first thing accomplished. ECN is looking for one PSAP in each region to start Text to 911. Judy said the only possibility in Central is Benton. Benton is on a SIP connection with a VIPER system.

REPORTS: (Continued)

SECB/ARMER: (Continued)

Next Gen 911 (Continued)

Central will need to decide if they want Benton County to handle the first Text to 911. If you do get price quotes for updating your equipment let Dana know. One agency got a super high quote in order to pay for travel and airfare. WERM is still delayed. Judy Diehl will let everyone know when to not log in. August 11th is next meeting. John Hunt and Melinda Miller will be here. It will be a longer meeting so we will do Subway sandwiches again. Cathy Anderson was on the call and she addressed an unannounced StatusBoard outage. Rick brought up that she could call State Patrol to announce it on talkgroups. Rick Juth thinks the role of emergency managers in terms of NG911/GIS mapping and FirstNet needs to be on their radar because those are things they can use. FirstNet coverage assessments identified critical locations, storage facilities, schools, hospitals, etc. There should be a layer on a map that includes those things. It has all been focused on 911, but there are other areas that could benefit. Adam Iten thinks Emergency Managers will be invited to Data Readiness Profile meetings. Judy Diehl responded at their NG911 December in-person meeting, if Adam Iten attends, it might be possible to invite EMAC.

EMAC

EMAC discussed having trainings posted on the Training Calendar. Next Wednesday in Kandiyohi County is pet supply training. DLAN training is on September 27th with the Northeast region. Half of our counties have had storm damage from tornados to flooding, so you may see less people in meetings due to storm damage assessments.

Training Sub-Committee

Three trainings left: (1) CASM Level 2; (2) ARMER Trainer; and (3) ARMER Trainer. They are listed on the website so make sure you get registered. For 2017, the proposed roadmap has gone to the ESB. Working with ECN to bring an all Hazard Dispatcher training to be opened statewide. Brandon has been working on the Regional Logger training curriculum for 2016. Brandon has the proposed syllabus from Northland and he will reach out to previous training attendees.

Regional Logger:

Have not met the last two times. Brandon will meet with Dave Theis to load keys.

CM 2016 Summit Update

Jeff Jelinski stated it takes this group here to contact your chiefs, bosses, administrators, elected officials, etc. There is a lot of money spent by programs. If you are only going to go to one meeting a year this one is it.

Grant Updates

None.

USER BUSINESS:

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

1. Grant County

This is a lessons learned to start the conversation about talking to your neighbors, learn the talkgroups they have. Each year Grant County picks a specific incident and drills on it.

Groups are intermixed to work with teams. Grant County always includes: Radio Communications, On Scene Communications, Incident Command, etc. We pull out a 205.

Tina cautioned if you do not have a 205 to use a napkin, hood of your car, etc. to start writing down requested talkgroups.

USER BUSINESS: (Continued)

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

1. Grant County (Continued)

Tina presented on an unknown medical call Grant County had a month ago with Otter Tail County. It is common for staff to arrive on scene in their personal vehicle, and people are relying more on their smart phones, than their pagers. Tina cautioned do not respond on scene without a radio or pager. SWAT arrived on their Grant/Otter Tail County call and setup on scene command. Debriefing is very important. In August they will do farm equipment rescue.

Next month's Regional Exercise is Douglas County. Tina listed education options: Pursuits case study, permissions and sharing of local interop talkgroups, local site trunking, SOPs, patching. Local site trunking SOPs will be next.

B. VHF Overlay Presentation

Tina Lindquist provided a VHF Overlay presentation. VHF is conventional resources, interoperable resources, VHF are channels. Brandon Larson said if you need Motobridge you can contact Otter Tail County or State Patrol. COML or boots on the ground should know where your nearest tower is. The 800 infrastructure in the state have repeaters that are permanent. Rick Juth said each of the 109 sites have two radios. Brandon said incident command should be aware that the resources are available and know where to access a map. Rick thought that Steve Olson and Tom Justin would have entered this information into CASM. Reference Standards 3.16.4 and 3.15.5. Rick said from a budgetary you could maintain a cache of VHF radios.

C. Open Discussion

We learned from last month's STR exercise to make sure when you request the STR that you also request a generator if needed. Tom Egan said the Sheriff has donated a generator. You need to request it because it is fairly heavy and it takes two people to lift, but it does have wheels.

Responder Safety

Kathy Struffert sent a 911 email request on the list serve yesterday. The responded suggestion was to ask MSA, APCO/NENA. Tina Lindquist said this was also brought up at EMAC. Some agencies are changing their uniform in order to not distinguish them as dispatchers, they are wearing polos for example. Paul McIntyre suggested changing into uniforms at work. EMS is tracking things at a regional level. Paul suggests stopping by if you are in the area to make sure everyone is okay. Has anyone locally been implemented screening? Wadena County responded Dispatchers are checking in, and Wright County is also doing status checks. Tina asked if anyone is willing to check on the requested agencies to see if there are draft. Judy Diehl said she could do some checking since she is on two of the groups. Focus of the class is for call takers to learn what type of questions to ask in order to screen callers to find the intent of the shooter.

JOINT BUSINESS:

A. ICS300 Course – Interest Level

Stearns County will host an ICS300 this fall. St. Cloud State has expressed interest in hosting as well. Please let Erin Hausauer know if your county has interest.

B. DRAFT – CM Attendance Standard – Discussion and Review

The question needs to be taken back why EMAC and NG911 are not listed. Wright County said he did not even know he was on a committee for a year, and their county does not understand why there is not a phone conference option. Paul McIntyre replied it has been the wishes of the group, and we might have to move the meeting location for the needed infrastructure.

JOINT BUSINESS: (Continued)

B. DRAFT – CM Attendance Standard – Discussion and Review (Continued)

Stearns County added it is also easier to skip conference calls. Paul discussed the bringing together of the O&O/Users Committees. Forward progress has been because of in-person meetings. Rick Juth said we have to appreciate and value where we are in getting work done and getting the best for your first responders. He pointed out the intent was not to be punitive but to encourage more engagement from all of the agencies. Brandon Larson said he values the before and after meetings for building relationships. Dona Greiner stated the RAC Committee should be joined with the O&O/Users too. Paul said we will have the discussions on how to do it, and he will mediate for the RAC too. There was a recommendation to add language for “cancelled” meetings. Could we say 2/3rd's of all meetings? Paul said we will make these changes and bring it back around. Ace added the ESB is where the decisions get made and the committees are responsible for the discussions. He used Big Stone County as an example. Some other regions are combining these meetings. The quota needs to be at the ESB. Wilkin County agreed saying that he has a small department of two. Tina stated some of it falls back to the ESB and making sure the right people are appointed.

C. StatusBoard Update

There was unannounced scheduled maintenance on July 6th.

D. Regional Project Priority List for Grant Allocation

An additional column has been added for status updates. Ace noted the amount awarded for Atwater was incorrect. Stearns County noted there has been some fire code-changes where they can mandate buildings. We could start to see more requests and they can be retro. It has to be for Public Safety for any type of building where the radio communication is not there.

E. Draft Metro Dispatcher Minimum Training Standard

This is a metro-focused draft standard. Federal classification and moving it into a public safety category. There are states that have minimum training standards. Judy Diehl questioned our counties where training was anywhere from 2 weeks to half a year. Instead of a standard would this be better as a Best Practice Guide? Rick Juth provided an observation from the call to the first responder. The only role that has no training requirement is the person answering the 911 call. Sheriffs do not want anything mandated from the state level. NENA/APCO is working on a standard. We as a region need to have a discussion on where we want to go with this.

O&O BUSINESS:

A. CM CASM Standard DRAFT – Discussion Item

Input from what the workgroup put together. Workgroup took CASM standard from the state and what we felt should be in our regional standard. Stevens County thought it was a good job. If you have any changes please forward to Kristen Lahr.

B. NWS Severe Weather Notification Standard - Update

Discussion at EMAC yesterday. Wadena County had an incident with Grand Forks weather. PSAP was not aware of the weather until the MnGIS notification. There was a delay in the patch. There will be a discussion on the process for NWS to do roll call directly to the county. Poling via regional talkgroup and National Weather Service talkgroup.

C. Mille Lacs Motobridge – Update

There is a hold on the VPN.

D. CM System Admins Contact List

Give updates to Kristen Lahr or Brandon Larson.

NEXT MEETING:

The next O&O/Users meeting will be August 18, 2016 at 10:00 AM at Douglas County Public Works.

ADJORNMENT:

Grant County made a motion to adjourn the meeting. Stevens County seconded and the motion was carried unanimously. The meeting adjourned at 12:23 p.m.

Minutes by Shari Gieseke.