

**Owners & Operators and User Meeting
Douglas County Public Works Facility
August 11, 2011 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Pat Tarpenning – Benton County
2. Tom Egan – Douglas County
3. Troy Langlie – Grant County
4. Greg Lillemon – Grant County
5. Ace Bonnema – Kandiyohi County
6. Brad Lindgren – Meeker County
7. Mike Smith – Mille Lacs County
8. Jeff Jelinski – Morrison County
9. Judy Siggerud – Otter Tail County
10. Kristen Lahr – Stearns County
11. Mike Wisniewski – Todd County
12. Scott McKellep – Wadena County
13. Rick Fiedler – Wilkin County

USERS MEMBERS/ALTERNATES PRESENT:

1. Perry Beise – Benton County
2. Tom Egan – Douglas County
3. Troy Langlie – Grant County
4. Tina Lindquist – Grant County
5. Ace Bonnema – Kandiyohi County
6. Brad Hanson – Kandiyohi County
7. Rich Christianson – Meeker County
8. Jeff Jelinski – Morrison County
9. Doug Whiting – Otter Tail County
10. Dale Danter – Pope County
11. Jim Minion – Pope County
12. Tom Justin – City of St. Cloud
13. Dean Wrobbel – City of St. Cloud
14. Kristen Lahr – Stearns County
15. Paul McIntyre – Stearns County
16. Rick Fiedler – Wilkin County
17. Nate Harder – Wilkin County
18. Gordy Vosberg – Wright County

GUESTS:

1. Dan McCoy – Granite Electronics
2. Sara Moulzolf – Granite Electronics
3. Al Fjersted – Mille Lacs County
4. Chris Lentz – Motorola
5. Kathy Struffert – Stearns County

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. City of St. Cloud
3. Pope
4. Sherburne
5. Stevens
6. Swift
7. Traverse
8. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Mille Lacs
3. Sherburne
4. Stevens
5. Swift
6. Todd
7. Traverse
8. Wadena

CALL TO ORDER:

Meeting called to order by Owners & Operators Chair Kristen Lahr at 10:07 a.m.

INTRODUCTIONS:

Introductions were conducted and a quorum for both groups was present.

COMMUNICATIONS:

There was an incident in Sherburne County where they had multiple ambulances responding to an event. They were told to use CM ETC 1, because they thought that was a regional talkgroup, however that has been changed to CM Hail and repurposed not to be a regional talkgroup. It was never updated in the other zones so they are in the process of making sure that whatever CM resources that are in multiple zones have been changed or are changed in the future.

APPROVAL OF AGENDA:

Mike Smith made a motion to approve the agenda for August 11, 2011 with the addition of item "K. Discussion on Advanced System Key". Mike Wisniewski seconded. Motion carried.

APPROVAL OF MINUTES:

Ace Bonnema made a motion to approve the Owners & Operators minutes from June 9, 2011. Jeff Jelinski seconded. Motion carried.

REPORTS:

A. Traffic Report

If anyone is interested in getting monthly system reports contact John Anderson.

B. OTC EMS

The next meeting will be on August 19th at 10:00 AM in St. Cloud. One of the main discussions at this meeting will be communicating with air transportation. The hospital best practice was approved by the OTC and SRB and is posted on the DECN website. The next task that they will be doing is putting together a small guide for public health. They are in the process of identifying all of the

hospitals who are or will be coming on the system and deciding on the standard naming convention to be used. It was recommended to use EMH-County Identifier for easier reporting purposes. They also discussed the ED and Preparedness radios use.

C. MnDOT Build-Out

Check the ARMER website for site status map.

D. CMRRB

RRB

Approved budgeting process for next year. Waiting on Counties to return JPA agreements, looking at dates for two levels of train the trainer classes, reviewing bylaws, meeting attendance. Moving forward with the regional logger project and in the process of putting together an RFP. Contracted with Mazitello Professional Services to do the frequency search for the jail SOA. Moving forward with TICP Maintenance.

RAC

Next meeting is tomorrow, August 12th.

Grant Funding Updates

Deadline for submitting for the 2010-HSGP-00679 grant is August 31st, Big Stone and Swift have not submitted for this yet.

GENERAL DISCUSSION AND NEW BUSINESS:

A. STR (Strategic Technology Reserve)

The STR sub committee met before the meeting to review the draft SOP. This should be ready for approval at the next meeting.

B. CM Interop Map Status

This has been posted on the CM Website. Kristen will send the link out to the region. If your county ever has any updates or changes to this document send them to Kristen Lahr.

C. CM Public Works Requested at all Sites

Since there were no public works representation at this meeting we will bring it back to the next meeting and get some input from public works representatives.

D. COML Certification for Dean Wrobbel

Mike Smith made a motion to approve the COML Certification for Dean Wrobbel, City of St. Cloud Fire Department. Jeff Jelinski seconded. Motion carried.

E. Elective Representatives

1. RRB Alternate

Troy Langlie made a motion to nominate Kristen Lahr as the RRB Alternate for Owners & Operators. Scott McKellep seconded.

Mike Smith moved to close nominations, Judy Siggerud seconded. Motion carried.

Kristen Lahr will be the RRB Alternate for Owners & Operators.

2. CAG

If anyone is interested in sitting in on this group contact Micah Myers, Paul McIntyre or Kristen Lahr.

3. VHF Overlay Steering Committee

If anyone is interested in sitting in on this group contact Micah Myers, Paul McIntyre or Kristen Lahr.

F. MTUG

The MTUG Group is looking for more representation from the Central region. This is a good way to pass information on to Motorola. The next meeting is October 25th at 10:00 AM at St. Cloud Police Headquarters.

G. Modifications to Morrison County Participation Plan

Morrison County needs to add three T1's, a fourth dispatch position that will be in Little Falls and an increase in subscriber ID's from 532 to 740.

Ace Bonnema made a motion to approve the changes to Morrison County's participation plan with the addition of listing the hospital talkgroups. Mike Wisniewski seconded. Motion carried.

H. Fleetmapping and Zone Layouts

This item can be removed from the agenda unless a specific issue comes up.

I. Training and Education

There was discussion on taking real life events that have occurred and using them as training exercises. Take once scenario each meeting and spend 15-20 minutes going over what went good or what could have been done better.

J. Joint Meeting Schedule

Gordy Vosberg made a motion to continue the joint meetings with Owners & Operators and Users on the third Thursday of each month at 10:00 AM and bring this schedule back for review in January 2012. Doug Whiting seconded. Motion carried.

K. Advanced System Key Discussion

There was discussion on whether to go with a restricted or non-restricted system key. Consensus was that there was not a big difference between the two.

STANDARDS:

A. CM Interop Standard 3.14.0

Troy Langlie made a motion to approve Standard 3.14.0 CM Interop. Scott McKellep seconded. Motion carried.

B. Radio Cache Standard 3.33.1

Troy Langlie made a motion to approve Standard 3.33.1 Radio Cache with the following revisions: Verification that the talkgroup names are the same in the radio as they appear in Appendix A, the acronym on page 7 reads "MVOAD", On page 1 under capabilities it should read "initial radio cache" and the CM STR Radio Cache SOP is added as an Appendix. Ace Bonnema seconds. Motion carried.

C. Previous Tabled Standard 3.35

Bill Bernhjelms will be coming to the September meeting to help with this standard.

The State Patrol is going to have Chanhassen tie into CM Call to provide weather information.

The draft standard for this will be sent to the group for review.

NEXT MEETING:

The next meeting will be September 15, 2011 at 10:00 AM at the Douglas County Public Works Facility. This will be a joint meeting.

ADJORNMENT:

Mike Smith made a motion to adjourn the meeting, Troy Langlie seconded it and the motion was carried unanimously. The meeting was adjourned at 12:32 PM.

Minutes by Jackie Kraus.