

**Regional Advisory Committee**  
**Friday, August 14, 2015 10:00 a.m.**  
**Wadena County Courthouse – lower level multipurpose room**  
**415 South Jefferson Street, Wadena, MN – Wadena County**

**Members/Alternates Present:**

1. Micah Myers, Chair – City of St. Cloud
2. Tom Egan – Douglas County
3. Troy Langlie – Grant County
4. Dan Hartog & Ace Bonnema – Kandiyohi County
5. Brian Cruze & Randy Celandier – Meeker County
6. Al Fjerstad, Vice Chair – Mille Lacs County
7. Barry Fitzgibbons & Judy Siggerud – Otter Tail County
8. Tim Riley & Donna Martin – Pope County
9. Kristen Lahr – Stearns County
10. Dona Greiner – Stevens County
11. Mike Wisniewski & Sarah Booker – Todd County
12. Trevor Wright & Lynn Siegel– Traverse County
13. Luke Manderschied & Bryan Savaloja – Wadena County
14. Rick Fiedler & Rick Teberg – Wilkin County

**Members/Alternates Absent:**

15. Benton County
16. Big Stone County
17. Morrison County
18. Sherburne County
19. Swift County
20. Wright County

**Guests Present:**

Rick Juth – RIC  
Jackie Mines – ECN  
Brandon Abley – Televate  
Mark Navalio – Televate  
Troy Wolbersen – Douglas County Sheriff  
Brent Lindgren – Mille Lacs County Sheriff  
Judy Diehl – Stevens County  
Jeff Jelinski – Morrison County Commissioner  
Lee Rogness – Otter Tail County Commissioner  
Kevin Newbort – Otter Tail County  
Mike Kahl – Granite Electronics  
Dan McCoy – Granite Electronics  
Chris Meier – Motorola  
Scott Wosje – Northland Business Systems

**Meeting was called to order by Micah Myers at 10:03 a.m.**

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

**Revisions and Approval of Agenda:**

*Mike Wisniewski made a motion to approve the RAC Agenda. Tom Egan seconded, motion passed.*

## **Approval of Minutes:**

*Al Fjerstad made a motion to approve the RAC minutes from July 10, 2015. Sheriff Dan Hartog seconded, motion carried.*

## **Communications – Televate’s Regional Buildout Strategy Presentation (See separate notes)**

- Review of the process and criteria used to create the build-out strategy
- MnFCP (Minnesota FirstNet Consultation Project) Statement of Requirements for NPSBN (National Public Safety Broadband Network) Launch
- MnFCP Phased Build-out Requirements for FirstNet
- Regional Impact of the Build-out Strategy per county (statistics and maps to be provided)
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- Approvals
- Next Steps

## **Reports:**

### **SRB/ARMER Update; MnDPS/MnDOT:**

1. MnDOT: (Rick Juth)  
A lot of sights were experiencing busies in zone 4 probably due to the impact of weather.
2. SECB: (Micah Myers)  
They have not met for the month of August. There were several plans, capacity enhancement, standard reports, and the MN draft response to FirstNet RFP which was approved.
3. OTC: (Ace Bonnema)  
Minnetonka participation plan approved for MCC7500s; Clay County talkgroup request approved; Stearns County requested site access was approved pending approval at O&O; Anoka County participation plan update for counsels approved. Addressed standards 3.44 (Pursuit) and 3.40 (CASM/TICP). On Target voiced concerns about past minutes and that was addressed. Talked about MN Vital Communications drill which was very successful and they hope to work together more with COMLs. System profiles were addressed due to number available. Discussed possibly using RICs to get information out to make sure we are making the best use of current site profiles. Dual router project is nearly complete. There was a summary of the MN Vitals Communications.
4. Interop: (Micah Myers)  
No meeting.
5. Finance Committee: (Micah Myers)  
Met yesterday. There was an issue with the new Motorola 7.19 proposal. Early site owners that built. SUA costs will be reduced for most. Elk River public safety broadband meeting update.
6. Legislative Committee: (None)  
Did not meet since last meeting.
7. Steering Committee (Al Fjerstad)  
Last meeting was cancelled. Survey is out. Jackie Mines said that ECN has received information back and will report that in September.
8. NG-911 Committee (Judy Diehl)  
We are going from being a subcommittee under the Users Committee to a stand-alone committee. We have invited people from the region and outside the region. We have our ByLaws. Our meeting will be 2:00 p.m. on August 19<sup>th</sup> at the Douglas Public Works building.

**Reports: (Continued)**

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

9. NG-911 GIS subcommittee

The Statewide NG911 Committee has not met for the past couple of months, but the NG GIS subcommittee has met. We had 20 people on the call and the summary report from the Request for Information that went out to all the agencies is waiting for approval by ECN, and will be distributed within the next week or two. The MnGEO NG911 team has hired two new employees. They will work on data collection, inventory, QA, standardization, and aggregation. Talked about the initial request needing all PSAP Emergency Services Zones (ESZ) boundary information by the end of August. The state's long term plan is to set-up all GIS agencies with an automated upload process to avoid ongoing manual data requests and uploads. Talked about the Standards Committee. If anyone is interested in being on the work group let Adam Iten know. They currently have a sufficient list of members, but they would like more if people are interested. All other GIS subcommittee members will have a chance to comment. In regional updates multiple counties announced issues with roads on their maps that are nothing more than a trail or logging road, they are working on delineating which are usable roads for emergency response. In Duluth there is the MN GIS/LIS annual conference on October 7-9. We might hold our October meeting at that conference with a phone bridge.

Regional Leadership Group – (Next Meeting October 26, 2015)

Will be held at the MnDOT facility in St. Cloud.

CM-EMAC Update: (Patrick Waletzko)

EMAC last met on July 22<sup>nd</sup> in Morris. Regional Homeland Security Grants are still being reviewed; EMAC has developed a Regional Planner Position Description & Request for Proposal so that when the grant is approved, we are ready to solicit proposals. Will be activating its Strategic Plan/2016 Work Plan ad hoc sub-committee to update and begin planning for next year. Approved the EMAC Bylaws as amended. Formed a work group to review the Emergency Management/Public Health Communications Best Practices Guide; will consider requesting that Public Health and Emergency Management be separate guides. Formed a work group to review the HSEM Region IV Mutual Aid Agreement and recommend modifications. HSEM is no longer requiring counties do a Threat & Hazard Identification and Risk Assessment (THIRA). EMAC/Region IV would like to continue with it, as it may come back and still aids in the regional grant application process. EMAC has a few new representatives; revised membership forms will be submitted so their delegate can fully participate.

Owners and Operators: (Troy Langlie)

Did not meet in July. We were tasked by the ESB with reviewing the Sherburne County System Admin contract.

User Committee: (Paul McIntyre)

Did not meet in July.

EMS/Hospital Sub-Committee: (Paul McIntyre)

No report.

## **Reports: (Continued)**

### RIC Report: (Rick Juth)

We did have a conversation with Tim Lee regarding site profiles. Tim and John believe there is an indication for re-education on site profiles, and some clean-up work needed. Vital Connections, the exercise the National Guard put on was an excellent education opportunity and exercise opportunity. Their desire is to have that done annually. Jill Rohret's position will be taken on by Troy Tretter for the Metro. ARMER runs real well in this area. Rick would like to see every county in the region utilizing IPAWS. If you have the ability to notify the residents in your county through IPAWS that is a great advertisement. In the Central Region, Brandon Abley is serving as the MN State project manager for the state's involvement in the LTE project in Elk River which is a tabletop exercise to demonstrate how LTE could influence the response in an incident.

### Executive Committee: (Micah Myers)

Met on the 29<sup>th</sup> of July pre-ESB. Final review to Budget. Follow-up meeting was cancelled. We had a very good discussion on training. Training calendar. Good discussion standard 1.11.1 related to training.

### State Interop Data Committee:

Nothing beyond the FirstNet report.

## **Emergency Services Board: (Next meeting September 23, 2015)**

Approved 2016 Budget. Approved RAC recommendation for current grant recommendations. They did approve the ByLaws changes for all committees.

## **Updates from Partners on Current Projects:**

### Regional Logger:

Training was the week of the 29<sup>th</sup>. It was condensed into 2 days, so we still have training dates on the books. Big Stone now is functioning.

### Status Board Issues:

The 2 and 3 hour change for a quick reservation is still not there. They were ready to do the update and had an issue, now it is based on another unknown bug. Just keep giving your issues to Al and he will give them to Cathy. If you have log-in issues give them to Al.

### Public Safety Broadband Pilot Project – Elk River

Will be held at the Rockwood Banquet Center. Looking to have 65 active, with short of 100 folks. We want a well-represented group from the different disciplines, adding the numbers from Brandon's email, once we meet the required quotas. Will be providing a lunch. What OEC has put together will be a real-world exercise. The comment was that you don't know what you don't know. We will identify standard operating procedures that we will need.

Rick Juth said the green areas is all your volunteers. We really need to engage the Fire Departments, the rural areas. If there is some way that you can engage them and get them to be part of this tabletop exercise that is a group that is underrepresented in the state. We need the Fire service to know how they are using the data today, or what they could be using data for. Chief Cunningham has a lot of great ideas, but Elk River is not a rural fire department.

Jackie Mines said the reason is a functional exercise to come out of this and an industry day will also come out of this. This will be more for your responders.

### Regional Summit

We have a memo that was sent to all your Auditors with the flyer. We want to ensure that this is well-represented. We will put together an e-mail and a call list. You can find the Summit on the website.

**General Discussion and New Business:**

Develop Regional Project Priority List for 2014 SHSP Grant:

1. 2015 Training Roadmap Dates

Training roadmap has been updated with CASM trainings. Will be updated with the exercise we talked about today.

a. CASM Training – POC, Dates and Locations

In regard to CASM workshops, the first one is in St. Cloud. These workshops are being held in part of our contract with On Target for our TICP. We are asking that each agency sends a representative.

b. System Admin Training (Motorola Developed)

System Admin Training is in December.

c. 2016 Training Roadmap

We have to develop this and are looking for feedback from you. Reach out to your work group members.

2. Regional Coverage Issues (See Table)

If you have areas with lack of coverage make sure that you let us know so that we can get them into the grant cycle. You are required to put in a resolution from your board for a 50-50 match.

3. Planning/TICP Maintenance

See CASM Training. We are making the transition from TICP to putting our information into the CASM. We can generate our TICP from the CASM if its current.

CMNRADIO.ORG Website

Elk River pilot project will be posted on the website. Summit document is also there. If there is information that you would like on the website let Shari or Micah know.

MnFCP Weekly Status Report

Rick Juth gave a report on FirstNet project updates.

Other:

None.

**Old Business:**

None.

**Upcoming Meeting Date and Location:**

- September 11 – Wilkin County
- October 9 – Wright County

**Adjournment:**

*Mike Wisniewski made a motion to adjourn the meeting. Sheriff Tim Riley seconded, and the motion was carried unanimously to adjourn at 12:12 p.m.*

Minutes recorded by Shari Gieseke

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**Communications – Televate’s Regional Buildout Strategy Presentation (Notes)**

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Jackie Mines, Director of ECN, said a lot of people in the room have heard about FirstNet. They are starting out with a consultation from every state. This is our opportunity to have input using our governance structure. We are trying to get a solid number of requirements. We have hired Televate for this.

Brandon Abley of Televate started by saying there are two parts: (1) findings with data collection. Brandon discussed a survey that he would pass out. The state has put out a response for what they intend to buy. Brandon reviewed the decision process. In the law, an Act established FirstNet. This Act requires FirstNet to consult with the states. (1) FirstNet holds a consultation; (2) FirstNet presents a plan to the governor; (3) Governor accepts the bid or not; and (4) If you accept the plan, then FirstNet builds the RAN.

FirstNet has published their timelines when they expect to build. FirstNet has issued notices, draft RFP, we plan to buy exactly this, so please comment. We have some early builders, one agency is going live as we speak. Minnesota has a pilot in Elk River. FirstNet publishes its final RFP around the end of 2016. In 2017, FirstNet plans to begin by offering a survey. The driving concept is that we are trying to reach the critical mass of users. The first thousands of users make a big difference for the cost of everyone.

The actual data is from User Population Surveys. The driving principle is to get the number of current and future wireless users, and barriers of wireless data adoption. Only about half the agencies provide reimbursement for wireless services. So, 50% of the market would be lost just like that.

Have any of the following criteria previously prohibited your adoption of commercial wireless data services?

- (1) Cost of data. Funding is why cost is important. It does matter that there is a lot of price sensitivity
- (2) Cost of peripherals. Agencies have a hard time buying the equipment and the service. It is a little more expensive than commercial service.
- (3) We had about 40% of agencies saying the coverage was not good enough.
- (4) Network saturation. This is usually not a problem in rural Minnesota.
- (5) Applications. Of course there is a lot of benefit to broadband data.

Compared to current prices how would it affect you? They can make an educated guess about how many people will come on board. The breakdown of your personnel regarding full-time or volunteer, etc. Mark is going to talk about the coverage reviews and their results.

There are a few things the state has included in their requirements. One is personal use of the device. If you don't have it, it won't be sustainable. The other thing is support for commercial, Android is easy, Samsung do not support as of yet, and Apple does not either. The state has been pretty firm in its requirements. You have to get carrier support. This will be at the SECB next month if you want to read the 550 page requirements that the state has. State has discouraged FirstNet from creating its own App store.

## **Communications – Televate’s Regional Buildout Strategy Presentation (Continued)**

Brandon Abley said 4G technology which underpins what FirstNet is trying to roll out is flexible. When you set that up, the carrier network knows what that application can do. If you had a personal device that you use, you could literally write into that code extra permissions. FirstNet would need to build that within their core network. FirstNet plans to run a basic MVNO initial service by 2017. You will use the service a lot faster if you can roam back to your other service. State has its specific buildout strategy. For FirstNet, it is a bigger issue for tablets than for laptops.

Mark Navolio with Televate, Project Manager mentioned the FirstNet Draft RFP. FirstNet wants to start with this in 2017. All that is predicated on the RFP being successful. They published a draft RFP to put out to sundry. The state, vendors, and potential partners have responded. The issues with the RFPs have to do with real requirements. They identified over 600 rules and regulations.

Coverage Requirements: Target rollout schedule is 2017-2022. Baseline high priority on covering population centers and areas of critical infrastructure. The baseline that they came up with is broken down into four priorities. Our ability to utilize satellite may not be feasible, so they have come up with other objectives. Draft RFP is now a mute point, they will take our feedback which is due in September. We need map-able metrics to give to vendors to compete against.

Our process is pretty thorough. We will be meeting on the 20<sup>th</sup>. In that second session we will take what was said in the regional meetings. Then run some statistics.

What is identified as critical? For most of the counties here they received pretty good CAD data. Will be doing a progression analysis to see trends over time. Areas of high incidents will weigh higher.

Taking into account the interstate, U.S. and the state roads. These roads should be given a priority. We tried to play with the area around the road that we wanted covered too and we came up with 2 miles on either side. The reason, it met our RF requirements, the second reason is that this was a pretty good proxy to cover 80-90% of the population. We are using good incident data, we tend to use road counts. Department of Transportation has good road count data. Wanted to compare road data with CAD data.

Two strategies: First was based more significant by incident data (“incident density”), the second was the “bookend strategy.” The book-end strategy concentrates on the stark differences, putting a greater emphasis on the rural areas.

The critical service areas were around your urban built-up areas. Then we looked at your seasonal areas. Some of those less-dense are pushed onto Phase 2. There is a reason why there is not service there, lack of population and lack of infrastructure. So, there could be delays. If you know of assets in these areas that have been updated, if it has power, it’s got backhaul, and they will put it on anything. A Verizon asset is just as valuable as a public safety asset. FirstNet has adopted a world-wide commercial standard. Now with 4G they only have one technology.

The fact that we have the coverage areas on a map is very valuable. A vendor can address those areas.

If you want to see the next versions of the map reach out to the work group members. Mark asked the group, so, the bookend strategy is the preferred coverage in the region, yes? No one objected.

A risk is the rejection FirstNet considers unreasonable, the second is the vendors.

Our next steps are the questions that FirstNet wants us to fill-in.

Two really important tasks. With an eye on NG911 services, they ask to provide data. Next was Task 17 “Traffic Profiles.” When we go outside of the dense areas, law enforcement is there all the time. 80% of the incidents involve them statewide. We will take the data and do trends analysis looking at your needs.