Owners & Operators and User Meeting
Douglas County Public Works, Alexandria, MN
August 20, 2015 – 10:00 AM

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:
1. Troy Langlie, Chair – Grant County
2. Ace Bonnema, Vice Chair – Kandiyohi County
3. Tom Justin – City of St. Cloud
4. James Hasslen – Big Stone County
5. Mike Henrion – Douglas County
6. Randy Celander – Meeker County
7. Al Fjerstad – Mille Lacs County
8. Scott Mackissock & Victoria Ingram – Morrison County
9. Judy Siggerud – Otter Tail County
10. Nathan Brecht – Pope County
11. Seth Hansen – Sherburne County
12. Kristen Lahr – Stearns County
13. Judy Diehl & Dona Greiner – Stevens County
14. Mike Wisniewski – Todd County

USERS MEMBERS/ALTERNATES PRESENT:
1. Paul McIntyre, Chair, Kristen Lahr, & Erin Hausauer – Stearns County
2. Greg Windhurst, Vice Chair – Douglas County
3. Tom Justin & Dean Wrobbel – City of St. Cloud
4. Troy Langlie & Tina Lindquist – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander, Rich Christenson, & Joel Engler – Meeker County
7. Seth Hansen – Sherburne County
8. Dona Greiner, Judy Diehl, & Ross Tiegs – Stevens County

GUESTS:
1. Rick Juth - RIC
2. Jeff Jelinski – Morrison County Commissioner
3. Sara Moulzolf – Granite Electronics
4. Dan McCoy – Granite Electronics
5. David Sisser – WCC Communications

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:
1. Benton
2. Swift
3. Traverse
4. Wadena
5. Wilkin
6. Wright

USER MEMBERS/ALTERNATES ABSENT:
1. Benton
2. Big Stone
3. Mille Lacs
4. Morrison
5. Otter Tail
6. Pope
7. Swift
8. Todd
9. Traverse
10. Wadena
11. Wilkin
12. Wright

CALL TO ORDER:
Meeting called to order by O&O Chair Troy Langlie at 10:04 a.m.

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

COMMUNICATIONS AND INCIDENTS:
None.

APPROVAL OF AGENDA:
Al Fjerstad made a motion to approve the O&O/Users Agenda. Kristen Lahr seconded, motion carried.

APPROVAL OF MINUTES:
Al Fjerstad made a motion to approve the O&O/Users minutes from June 18, 2015. Dean Wrobbel seconded, motion carried.

REPORTS:
RIC (Rick Juth)
On page #8 is the zone 4 site busy report for July from John Anderson's monthly reports. A record number of sites had busies. You can see the impact of storms in Wadena County, Lincoln Tower. Radio emergency calls were frequent. That is the ARMER report.

On the national side of FirstNet, they appointed a CEO of FirstNet; a former police chief, T.J. Kennedy will serve the role of president. They approved their 2016 budget. They say they are right on track for issuing an RFP for carriers by the end of the year. Will take all of 2016 to negotiate contracts to begin work. In the state, ECN's FirstNet project manager Rubin Walker resigned. Director Mines posted the position for applicants. Next week we have the Elk River Pilot Project with a tabletop exercise. You can register as a participant or an observer, will be held for 100 people total. It will start around 8a-12p and then lunch. Please go to the Central Region website to register. Central Region has been given priority.

Coming up in October there will be an industry day and a full-scale exercise utilizing the same broadband wireless band set-up in Elk River. The vendors that provide hand-held devices will be showing their wares.

REPORTS: (Continued)
RIC (Continued)
IPAWS committee meeting for this afternoon was cancelled. State radio board meeting was also cancelled for next week.

A question was asked to explain the Lincoln busies more. Emergency calls would have been 2 calls and the duration of 32. There were 223 talkgroup calls for a duration of 578 seconds. So, for 223 seconds during the month of July all the resources were in use. There is a different report that shows the bonks.

OTC (Ace Bonnema)
Met on the 11th. Talked about Minnetonka plan amendment. Item regarding northwest fire approving talkgroups. Clay County state-wide talkgroup, Stearns County talkgroup. Anoka county council update. Standard 3.44 approved. Standard 3.40 was changed and approved. On Target was there to discuss the previous month's minutes. MnDOT reported most of the routers projects are done for the state. System manager group looks at profiles and asked the RICS to get the word out for how they work. Each county has been given three. They want us to look at them to make sure we are using them to the best potential. MN Vital Connections exercise was discussed, it was successful and they want to do more. Northwest hired a system admin for the region. Northeast had FirstNet meetings watching some busies at some sites. In the Metro, Troy Tretter has accepted Jill's position. Working on border and metro issues.

Rick Juth noted regarding the Vital Connections exercise, he did leave extra plans for the exercise on the table. They intend to make this an annual event. This was a good opportunity to exercise their communications platforms. Pierce County, WI brought their truck up. They assigned a public safety COML to a military group which was unique to have that. Hopefully when it comes up next year central MN can bring up their equipment.

State Interop Data Committee (Kristen Lahr)
IDC meeting was cancelled in lieu of ECN doing presentations to the region. They were at the RAC meeting last week doing a presentation on status. Work group is working on buildout strategy. FirstNet has a potential start date for 2017. Will continue weekly calls for MN response. There is room in just about every discipline category for the pilot project.

SMG
No meeting.

MTUG
It was a technical meeting.

Statewide Leadership
None.

EMS
None.

ESB
Met on July 29th. They approved 2016 budget and no members opposed it so it is official. Approved the ByLaws changes so they are all in effect regarding the appointments.

REPORTS: (Continued)

Executive Committee
Met prior to the ESB on July 29th. There was lengthy standard 1.11.1 discussion.

RAC
Met last Friday, it was a short meeting other than the FirstNet part of it.

Next Gen 911 – Committee (Judy Diehl)
We had our kickoff meeting yesterday. Judy Diehl was elected as Chair, and Tina McPherson as the Vice Chair interim provided her paperwork goes through. We decided conference calls or ITV calls for the second Thursdays of the month with in-person meetings 2-3 times a year. The next meeting will be 10 a.m. on September 10th via conference call/ITV. Judy invited Dana and Patty to the conference calls in September. There is great concern in central MN that so many 911 calls will not convert to Phase II. We talked about the ByLaws.

EMAC (Patrick Waletzko)
No official report.

Training Sub-Committee (Tina Lindquist & Kristen Lahr)
Handout on page #9 shows the upcoming trainings. November will be our last CASM course, and System Admin course will be in December. Kristen stated that the ESB is recommending that we have a rep from each agency attend a CASM course so that each agency understands and knows what their responsibilities are, so, make sure your agency has attendance. Tina explained that we are looking at our 2016 roadmap. The attendance has been lower this summer. Looking forward for 2016, there is interest in EMS hospital training and First Contact 911. If you have other ideas, please forward them to Kristen or Tina. Please register for the Summit if you have not. We only have 28 people so far, and we are hoping for a lot more than that. Share it with your partners within your agency too, boots on the ground, etc.

Tom Justin mentioned that at the communications workshop the radios were dead. If we are storing them in the pelican case then take the battery out and turn it around so the battery is not attached to the radio, because they will drain even though the radio is off.

Judy Diehl pointed out that the CASM training scheduled for November 19th is during the O&O meeting, and she inquired if that could be changed.

Rick Juth mentioned for your awareness tomorrow is a conference call originated by the SWIC with Jim Jarvis. ECN is going to be putting together a call between OEC and IC tap to discuss training offerings coming up, looking at CASM, etc.

Subcommittee is going to get back together for 2016 planning. Is it the topics or the dates of the trainings for the low attendance this summer? Judy Siggerud and Al Fjerstad agreed that for their agencies it is summer vacations and being short-staffed. Tina pointed out at the beginning there was a big push from the ESB to get boots on the ground and dispatchers into trainings. Mike Wisniewski pointed out that for their volunteer firefighters it would be beneficial to have training in the evenings or on weekends. Jeff Jelinski said he did not think the topics were the problem, historically agencies have never really pushed their dispatch staff into training. Judy Diehl stated with the morphing of 911 coming, there will be a lot of opportunities for training, but no one has come up with how to train yet. Jeff said the push still has to come from someone up above to get every dispatcher on the same page and comfort level of answering/receiving text messages, streaming video, and pushing it out to your agencies. Mike Wisniewski concurred it is the streaming video that is the difficult part because every system is different and there are storage issues. Elk River workshop will address this.

REPORTS: (Continued)

<u>Training Sub-Committee (Continued)</u>

Dean said for us, free grant money is great for training, but it costs money for staff time. And then there is a time commitment with all the meetings. Personnel costs is the struggle with all grants.

<u>Grant Updates</u>

1. <u>Grant Opportunities – ECN 50/50</u>

   The ESB approved the recommendation for the remainder of the grant to go to Otter Tail and dedicated money to the Mille Lacs County project.

<u>USER BUSINESS:</u>

A. <u>Review Best Practices Guide</u>

   Tina pointed out at the last EMAC meeting with Emergency Managers there was discussion that they would like to have their own Best Practices guide separate from Public Health. They plan to take this through the ESB. Troy Langlie asked if Emergency Management was discussing this with Public Health? Al Fjerstad pointed out at this point they probably do not have a clue what that will look like at this time.

   Best Practice Guide – Emergency Management

   The group decided they would pass on reviewing Emergency Management (see above).

   Best Practice Guide – Public Works

   - Standard Table of Contents changes as discussed from past meetings.
   - Program Manager name needs to be changed.
   - Are FEMA courses correct numbers? Maybe 703? 200 should be added in for supervisors. Should it be listed as 100, 200 and leave off the abbreviations since they change frequently?
   - Section 4 – Names of scene of actions, names of SOA's
   - Section 5 – Same changes as the other ones
   - STACS, ETACS, LTACS do not exist anymore. Does it say anything about LTACS being in Public Works radios?
   - 316 should say STAC 1-12
   - Update 1-4, and (4, 3, 2, 1)
   - StatusBoard should be changed it is not dispatch call anymore. Maintained by Mn.IT now.
   - State Patrol?
   - In the future all best practice guides will need to change Emergency Management/Public Health if they separate.
   - ECN link for contacts
   - Work group changes

B. <u>Open Discussion</u>

   Rick Juth mentioned after the last state OTC meeting, Micah and Rick had a discussion with Tim Lee regarding adjacent site roaming and access. Tim and John Anderson believe there may be a time now to review with the counties the 3 site profiles. This may be lending to the concern involving adjacent site roaming. They asked if Tim and John would be available to come out to the O&O/RAC to do a presentation or review county profiles. Rick asked the group if that was something they would be interested in. Kristen responded with the recent reports that John Anderson sent out there was a recent addition of site access profiles and which counties were using how many of theirs? Was it just the requested site access profiles? It was just the requested. Kristen thought it was a good idea for everyone to be aware of their site access profiles. Is there a specific result or action that MnDOT was looking for? Rick agreed it was just a refresher.

USER BUSINESS: (Continued)

B. Open Discussion (Continued)

In the Metro, there may have been multiple built for one agency and not all were being used. Rick said this all came out of the discussion in the north. They are getting to the point where their site profiles are maxing out. Troy asked if it was something that we could do as a WebEx. Kristen thinks that we could have a discussion amongst ourselves, or add it to the System Admin class. The consensus was that we could handle it in a meeting ourselves. Rick thinks it is a site profile clean-up. When the system first rolled out any one of us could build one, but now we have to call John Anderson. Tom Justin explained that how Tim presented at the OTC was there are a lot of people confused when they say the "counties" profile because the counties profile includes outside the county. One is requested and one is allowed. When they built the map, it was whatever towers it took to get the 95% profile. There is an additional profile that includes every ring tower. If there are agencies that are not sure, then it would be good to have this presented to you. Tom said this issue will play hard between the Metro, Sherburne, Benton and Mille Lacs. This is the issue that Judy Siggerud is facing. Tom would like to have someone explain how those profiles work in his counties. It right now faces this region hard in Lincoln, and someday someone is going to need that in Lincoln. Judy Siggerud added that she had no say on the tower site, MnDOT built her profiles. Troy Langlie asked doesn't this site issue go hand-in-hand with site profile? Mike Wisniewski mentioned a MnDOT site becoming worthless. They had to put a BDA in Staples, but it does not go above the tree-line. From the O&O perspective, will we have a presentation at our next meeting? Set time apart at the next meeting and ask Jim Mohen to be here as a mediator. There was a consensus with the group.

JOINT BUSINESS:

A. Status Board Update

Al discovered a couple of issues since yesterday. If you are using I.E. and you want to update profile/resources when you try to do that the pop-up is cut in half, so you cannot do it. Everything works great in Firefox and Chrome. If anyone discovers anything tell Al so that he can get the information to Shannon. Ace asked if the folks that did the testing should run through it again to see? Mike Henrion from Douglas said he can test again.

B. Budget – Regional Coverage Issues

Grants update, Otter Tail County is completely funded and Mille Lacs County is partially funded. Al said that their board has just approved up to $100,000. The tower has been delivered, before the ground freezes we will spend the $100,000. Keep in mind that the Mille Lacs County dollar amount is not completely decided yet until Otter Tail is complete.

C. Central Minnesota Summit

See Training Sub-Committee.

D. Public Safety Broadband Pilot Project – Elk River

See Ric Report & State Interop Data Committee Report.

O&O BUSINESS:

A. <u>State Patrol Severe Weather Notifications Update</u>

There was severe weather since we last met. From the State Patrol's perspective it went pretty good. Al Fjerstad mentioned that they set up a patch, and it is usually on the weekends, but it seems like the patch is still there on Monday morning. Rick pointed out the Metro region modified their weather standard and are no long utilizing a patch, but are going straight to STAC12. If you are hearing more traffic not related to your region that is why. It just showed up on the agenda on a metro TOC meeting. Scott MacKissock had a 45-minute delay between storm and notification from State Patrol. He called dispatch and nothing was coming through, no radio traffic. Rick said they go through the BCA and there is so many moving parts there. It goes from the Weather Service to the National Weather Service. State Patrol said they had an issue with teletypes and dealt with that for a few weeks. Rick pointed out that the weather groups for the routing is all set-up by the BCA.

B. <u>MotoBridge Station in Region</u>

None.

C. <u>Regional System Administrator</u>

Troy Langlie stated that the ESB has tasked the O&O with going through this, and reporting back prior to the contract renewal date in April. The question was posed at the ESB, what are we getting with that money. Be prepared to come back next month to discuss this.

D. <u>Regional Logger Update</u>

At the RAC meeting last month, everything is up and running except no one has a link to get to the CAS. Al said at 11 a.m. he has a meeting tomorrow. Numerous talkgroups are not being reported, those keys have yet to be loaded, he is meeting to verify that issue. There was a talkgroup in Stevens that was not being reported. STPaging is an 800 talkgroup hard patched to VHF paging. Pointed out that it would be a redundancy that is reported. These need to be verified. There is a possibility of keys being blown out, Al will have more on this at the next meeting. For anyone recording talkgroups it is a good idea to see if they are recorded. Verint said that it was Mn.IT's issue, and Micah said it was Verint's issue. Judy Diehl asked regarding the naming why they did not stick with our ARMER user-names for the talkgroups? Judy Siggerud responded that was maybe what they did with their server for the class to do the reports.

E. <u>SOA Repeater Request</u>

Ace reported that Kandiyohi and Stevens counties went to the OTC to request permission for a statewide local repeater. Dave Sisser from West Central is here and he approached the state. The state wants us to find out where we will implement these. We tried to push them a little bit because we do not know where all these places will be. During MN Vital Connection Exercise, Ace talked to Ross Merlin (NIFOG author) and asked, he agreed that using the scene of action would be best since we are licensed. Ace stated as far as Kandiyohi, we have our own frequency. But, is it worth going to the other regions to see where there would be interest? That might end up being a change management thing, but it may not be since not everyone will need it to go to their radios. Do we want to use the same one the jails are using (8SOA4), or another one? Dave Sisser has been dealing with Dave at MnDOT, so finding a statewide frequency is basically impossible. What do people in this region think, are there cases for it, and what about the other regions? If it is a concept, then we want to push for an SOA repeater channel. Mille Lacs County would like to know the cost, and the other issue is that he uses 8SOA4 for his jail. Dave replied for the solution, and what it is designed to do is good, ultimately we would like to find a pair of frequencies by the state, or 700 frequency. Dave Sisser said brand new it would be $27,000 at most, you can get under 10 pretty easy. Ace said there will be a bunch of Quantars alone.

E. SOA Repeater Request (Continued)

Jeff Jelinski asked are we talking about a permanent patch, putting a repeater in a school, with your main and SOA? An 800 MHz repeater was explained. The problem is finding a pair of frequencies that can be used state-wide. If someone is going to use that patch, they have to change their radio. Do we say let's move ahead with that, and continue the search? We currently cannot find a frequency that can be used state-wide, there are no 800 frequencies because they are all used up. The 8SOA's if used on a repeater will not interfere. The question was asked if multiple repeaters is a problem. Dan McCoy wanted to know about the coordination. Ace explained that you want the lowest height on the tower, so your footprint is real small. Would a broadband BDA be more advisable in a threat situation? Dave said this is not meant to replace BDA's. Ace said there is no doubt that you want to educate the people in your school. Kristen explained it is like St. John's University in which their responding agencies have coverage, but other ARMER agencies do not have radio coverage. Judy Siggerud discussed how in the City of Fergus Falls she would never be able to use the solution, she is worried about her jail. Judy is looking at the new tower site, the rooftop of it. Changing the 'Nac was discussed. Dave Sisser's question is do we want to reach out to the regions and bring it in front of the OTC? Troy Langlie said it would be a great platform to bring this up at the statewide leadership. This could be on the next agenda at the Regional Leadership meeting to find the push to find a frequency. Ace's question is will they have to start the change management process soon? Tom Justin thinks their first hurdle is talking to Tim Lee at MnDot because they hold licenses for SOA's. OTC cannot direct MnDOT. There could be a chance of radio conflict. OTC is already going down that road with knowing where BDA's are going in. Your press becomes nothing today, it would have to be done if you had two 700 MHz frequencies. If you want to get it done today spend $25 grand on a couple of 700 MHz. Dave pointed out this is not a metro issue. They are licensed to be repeaters. Troy pointed out the downfall to the 700 side is that you lose your interoperability. How many counties have 700 in their radios now, it is hit and miss. Dave Sisser sees more obstacles with implementing 700s. Troy thinks the first question is are the 800 SOA's licensed to be repeated? Dave Sisser will find that out, and will talk to Tim Lee about any resistance to using an SOA. Then, if they are licensed, it will be attempted to make a change to the standard. The standard says they are a simplex resource, which implies it is not repeated. You will want to attempt this simple route first. Ace wanted more clarification on do you think we are right in pursuing an 8SOA, 4 or 3 or 2 or 1? Judy Siggerud thought it would maybe be a 3. Randy said the SOA was set aside for jails and also thought a 3 would be fine. So, Ace should pursue a 3.

F. Standard 1.11.1

Last meeting took place a week ago Monday. Consensus was that it is ready to move to OTC in September. There are four levels of System Admin ranging from #1 being MnDOT to #4 being the lowest which is just responsible for paperwork and reporting. Level #4 can be trained by anyone; level #3 can be trained by #1-3; and levels #1 and #2 must be factory-trained. There is no criteria established.

System Admin Levels:
1. MnDOT
2. Allows you to do system work, routers, talkgroups and radios and whatever else; plus creating paging resources and consoles.
3. Just doing talkgroups and radios. You are not creating the resources. You have to be trained to program radios and receive codeplug training.
4. Just responsible for paperwork and reporting.

F.   Standard 1.11.1 (Continued)

To be a level #3 you can be trained on whatever the trainers decide to train on. Dave Sisser asked if refresher training was added in. Donna asked if the System Admin training was at a level #3? Troy replied that he would argue it could be level #2 because it is factory training. MnDOT will have no authority under this standard to deny you if you meet the requirements of the standard. Ace pointed out in addition system level #4 and #3 have to attend MnDOT training, and asked what Big Stone County sheriff's training needs. Tom Justin stated it seems the committee that provided the standard was more on 'who' was doing the training, and they were opposed to creating course content. If you look at the minutes from the OTC it was to develop the curriculum. What they have done is created hierarchy levels, the factory does not train on all, and no one in this room has access to all of it. At one point MnDOT was asked to provide this training. Tom discussed Hennepin County programmers. There is no requirement in the standard, several in the metro have never been to the training which under that standard would be a level #2. The expertise within the state of MN to be able to train, is already in this room. Motorola will not let Dave Theis do the training. There are several people in the metro who received training in 1999/2000 who admit they have not had refresher trainings, but have been training internal techs on a system that is nothing like it was back then. Tom stressed you need to provide curriculum. Judy Siggerud mentioned that a level #3 must have approved codeplug training, but who says what an approved codeplug training class is? Troy said his stance from the beginning was that we should be able to do on-the-job training. Ace said how do we convince the OTC when the other regions may not be weighing in? Ace suggested that we may need to put together our own committee for our own standard 1.11.1. to present at the same time. There are different players on the call each time and there are too many too. Ace suggested to give MnDOT the authority as system owners, but they do not want that authority. On a technical aspect Dave Sisser is concerned with people not knowing what they are doing, and he explained an issue recently where someone got the right site number and changed one of his frequencies. Troy asked what does the region want to do with this? *Seth Hanson made a motion that the O&O does not support the Standard 1.11.1 draft. Mike Wisnewski seconded, motion carried.*

We have a starting point with what we have from Motorola for a past System Admin training. Troy thinks it helped in the effort to not require factory training for a level #3. If you train to a system level #3 you could not go to MnDOT and request to be a level #2. Judy Siggerud added that MnDOT would ask where your certificate was for codeplug training. Tom said presently the standard is not complete, because it is not stated what the training is. Dave Sisser pointed out there should be a testing piece included. Troy asked Ace and Tom if they have enough for opposing. Do we want to put together a workgroup in our region? Ace asked Rick Juth if the Central Region is out of line. Rick replied they are not looking at it, and there are gaps with the attendance on the calls. This is ECN's standards work groups, and this was just one standard that came to them, members come and go based on the topic. Pursuit one was recently done for example. This group was tasked with coming up with the training requirements, and they came up with these 4 levels. What should the training be for these four; 3 and 4 were easy, but 1 and 2 were not. What should the training be, and who should provide it? We have this metro core group of radio system administrators who went to training when this system was new; 12-15 years ago the state developed this knowledge base. Why do we still need to send people to this training? Maybe level #1 does have to go for this Motorola training, but does everyone have to go? If the standard is created, the SECB goes through the governance file and defines roles. The statewide system administrator will do this. There are roles and responsibilities that could be defined in there. The statewide system administrator is told they are going to do this. You are going to have to go to John Anderson and he will assess your proficiency. He is doing so already on an informal basis. There is a reluctance to define these things.

O&O BUSINESS: (Continued)

    Dave Sisser added that he sits on the southwest region, where the discussion is nothing like this. They are not actively talking about Standard 1.11.1 like the central region is.

G. Regional StatusBoard Priorities
    None.

H. Stearns County Talkgroup Requested Site Access
    Stearns County has a system implemented through campus facilities. A button press and an alarm is sent with location information on where the button is pressed. An audible alarm is sent over a designated talkgroup. We have a talkgroup set-up with two mobile radios to devices that set-up the transmission. This would be a 30-second transmission. Stearns County's request is to use requested site access profile so this would be broadcasted on all talkgroups. Kristen Lahr provided a sample talkgroup report. She explained it is for the first 5 months of the year, the first 2 were testing and implementing, and the last 3 months are normal usage. All sites are within Stearns County only. *Judy Diehl made the motion to approve Stearns County, Randy Celander seconded motion carried.* They did ask the priority level.

    Troy Langlie stated that the O&O member's homework is to study the Regional System Admin contract, and to come up with a syllabus for the System Admin.

NEXT MEETING:
The next Owners & Operators/Users meeting will be September 17, 2015 at 10:00 AM at Douglas County Public Works. Followed by October 15, 2015 at 10:00 AM at Alexandria Technical and Community College.

ADJORNMENT:
Seth Hanson made a motion to adjourn the meeting. Mike Wisniewski seconded and the motion was carried unanimously. The meeting adjourned at 12:53 p.m.

Minutes by Shari Gieseke.