

**Central MN
Owners & Operators and User Committee Meeting
Douglas County Public Works, Alexandria, MN
September 15, 2016 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Mike Henrion – Douglas County
4. Troy Langlie – Grant County
5. Randy Celander – Meeker County
6. Al Fjerstad – Mille Lacs County
7. Judy Siggerud – Otter Tail County
8. Tim Riley – Pope County
9. Kristen Lahr, Chair – Stearns County
10. Steve Och – Todd County

USERS MEMBERS/ALTERNATES PRESENT:

1. Dean Wrobbel – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Greg Windhurst; Shane Carlberg; Scott Johnson – Douglas County
4. Tina Lindquist, Vice Chair – Grant County
5. Randy Celander; Rich Christianson – Meeker County
6. Craig Seelen – Morrison County
7. Patrick Waletzko; Chris Peterson – Otter Tail County
8. Paul McIntyre, Chair; Kristen Lahr; Erin Hausauer; James Hughes – Stearns County
9. Ross Tiegs – Stevens County
10. Steve Och – Todd County

GUESTS:

1. Keith Van Dyke – Otter Tail County
2. Rick Juth – RIC
3. Sara Moulzolf – Granite Electronics
4. Dan McCoy – Granite Electronics
5. Chris Meier – Motorola
6. Gary Ledin – Motorola

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Kandiyohi
3. Morrison
4. Sherburne
5. Stevens
6. Swift
7. Traverse
8. Wadena
9. Wilkin
10. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Kandiyohi
3. Mille Lacs
4. Pope
5. Sherburne
6. Swift
7. Traverse
8. Wadena
9. Wilkin
10. Wright

CALL TO ORDER:

Meeting called to order by Users Chair Paul McIntyre at 10:00 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

None.

APPROVAL OF AGENDA:

Kristen Lahr noted that the added agenda items since the September 7th online posting of the agenda are asterisked. Communications that Mr. Juth had forwarded are under Users Business and Regional Contacts for State Duty Offices is under O&O Business. *City of St. Cloud made a motion to approve the amended O&O/Users Agenda. Meeker County seconded, motion carried.*

APPROVAL OF MINUTES:

Stearns County made a motion to approve the July 21, 2016 O&O/Users minutes. Mille Lacs County seconded, motion carried.

REPORTS:

SECB/ARMER:

RIC (Rick Juth)

Unplanned ARMER site outage report is a living document maintained by SWIC Stromberg. The corrections in Zone 4 were due to an outage interruption. Zone 4 August Site Busy Report include: Hewitt and Long Prairie.

Operations and Technical Committee (OTC)

Kristen Lahr reported that the Fire Service Communications Best Practice Guide was approved by the committee and will be going to the SECB. Two requests for additional radio I.D.s. Sherburne County had a request for additional I.D.s. Approved request to Trittech so CAD interface will have functionality in the City of Bloomington.

Interoperability Committee

Did not meet in August. September meeting is on the 20th at 1:00 p.m. via conference call.

REPORTS: (Continued)

SECB/ARMER: (Continued)

IPAWS (Patrick Waletzko)

Met in July and will be meeting this afternoon. Fundings are slated to come out of state's rail and assessment fund. A lot of requests will be honored and paid for through this and not HSEM dollars. How can we incorporate multilingual into IPAWS? ECHO is leading the charge on this and the effort in the county. Statewide emergency alert plan will transfer to a broader public information and warning plan. Effort to expand character limits from 90 to 360 is a couple years out yet. On September 28th there will be a nationwide test

Interop Data Committee (FirstNet)

Meeting next Tuesday at Arden Hills. Kristen Lahr sent out an email from Melinda Miller. ECN has posted an interactive map on their website that shows the proposed buildout in phases. Rick Juth added Televate will provide a presentation on the state plan review process. Rick encouraged people to be there if you can, or dial in. How CAD data will be incorporated into the plan. They will form four workgroups to be involved in the state plan process during 2017. There is going to have to be some people involved in these workgroups that may not have been involved in these meetings up until this time. Particularly in data plans, purchasing, i.e. cell phones. Especially for policy, users of the technology, operations, etc.

SMG (System Managers Group)/7.15 Upgrade

Last two meetings were cancelled. Kristen Lahr asked who has had their councils upgraded to 7.15; five agencies had. Judy Siggerud said there has been an issue sporadically where 2-3 talkgroups will light up. Troy Langlie noted that Dave Theis is the only one doing it in the region and he is backlogged.

Steering Committee

There was not a quorum. Attendance and NWS standards were discussed. There were action items on the agenda: Subsystem Roaming and NWS Participation and Standard. Jim Stromberg provided background. Tasked with reviewing 2.9 and 2.11 for possible merger. These are part of the standards workgroup call coming up next month. Conflict resolution for subsystem roaming standard draft is a standard that will be on Monday's call. Weather service standard was a one-line text that Jim Stromberg put in the standard. As an Interop participant they still need to have a contract signed with MnDOT. Point of discussion a week from tomorrow at 12:30 p.m.

Ed & Outreach subcommittee did not meet in July, but did have a meeting in August. Committee is sitting idle and seeking guidance from Steering Committee. Jim Stromberg's recommendation is for the subcommittee to stand down until this direction.

EMS/Hospital Sub Committee

No updates, no meetings.

CMESB:

ESB – September 28

Struggling to get Commissioners to register in order to reach a quorum. Please reach out to your ESB Board members.

Executive Committee

Special Meeting on Monday at 9:00 a.m. in I.T. Conference room at City Hall.

RAC

Meeting was on Friday.

REPORTS: (Continued)

SECB/ARMER: (Continued)

CMESB: (Continued)

Next Gen 911

Meeting was held September 8th. Tina McPherson stepped down as the Vice Chair. Jody Norstegard is the new Vice Chair. Adam Iten gave GIS updates. Kickoff meetings are being held in Northeast; Central and Southeast are next. Meeting is 3-4 hours with PSAP Manager and GIS, you can invite Sheriffs and Commissioners. Dustin is working on county 911 plans, and sending them out.

Rick Juth reported that at the GIS Data Readiness Profile meetings there will be a time at the meeting for about 30 minutes where Adam and MnGeo analyst will provide a very high level report to whoever the county wants such as sheriff, County Administrator, etc. What will this mean for the PSAP in your county? MESB board meeting update on RFP, they are close to resolving all the discussion points with the selected vendor. First quarter of '17 the plan is to start to deliver texts statewide identifying one PSAP in each region to serve initially.

EMAC (Erin Hausauer)

Scheduled training for DLAN is on September 27th at SCPD. We have had several people participate in the discussion. Emergency Manager Conference starts on Sunday. We will be teaching a class on Monday, "What the heck is a COML?"

Training Sub-Committee

Courses still left for this year are: Next week is level 2 CASM in Stevens County. ARMER refresher in October. ARMER Trainer original in December in Stevens County.

Update on Regional Logger training: Training in 2016 is being pushed to first quarter 2017. At RAC we were informed ECN has requested the following trainings, executive tabletop, cyber assesment, PSAPs, etc. etc.

2017 Training Roadmap has been approved.

Regional Logger:

Still making updates to the regional plan. Getting ready to put training on the calendar. The piece we want to train on requires an update for the whole region. They would benefit more from an end-user training then admin. Brandon Larson verified with Douglas County that their encrypted talkgroups are being recorded. Brandon is waiting for the upgrade to the 4th vpm to add ADP encryption to provide redundancy. Mille Lacs County is back up and operating now.

CM 2016 Summit Update – September 28

See ESB.

Grant Updates

Grants workshop is coming up. Putting in for grants October 3rd. Brandon will ask Micah if the information can get on the list serve.

USER BUSINESS:

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

1. Douglas County (Mike Henrion)

On August 27th Douglas County had a guy testing a boat for Alec Marine. We took a call placed on our first Interop channel. On that day we had a 5K run with a lot of our staff involved. Procedure we use is Code Red to page out dive members. It was also a nice weekend so we were short staffed. Garfield fire rescue boat. We attempted to contact Life Link, and North Air. Contacted the airport to see if there were private assets available. When North Air committed we put them on STAC2. Requested to contact Otter Tail County who sent their dive team. Call was on DG2. Otter Tail County could not utilize DG2. They patched their Interop 8 to DG2. Some private boats were offered, but we decided not to use them because of possible communications issue. We did not have any extra staff for dispatch. Mike and his other dispatcher were alone for 5 hours and for 3.5 hours the phone did not stop ringing. They did recover the body around 1400 hours. Otter Tail County really helped out.

B. Site Trunking- local communication planning

- What is Site Trunking?
 - Microwave connection is lost (weather, geography, equipment failure, etc.).
- Different Solutions: Individual plan and universal plan.
 - Individual - Dedicate a consolette to a tower/talkgroup
 - Universal - Talkgroups works anywhere

Kristen Lahr reported that Stearns County does not use statewide site trunking. We have 11 sites where we have consolettes. We just backup our local law talkgroup within our county.

Mille Lacs County has four ASR's and currently 3 of them have antennas pointing at them. They can still roam. Al suggested to go in and uncheck "Omni-Link" in the consolette and it will keep it locked on that site no matter what.

Brandon thought there was a map on our website for who uses site trunking, but it is only a few mostly around Kandiyohi County. Tina Lindquist provided examples from Grant County, Wilkin County, Stevens County and Meeker County.

Kandiyohi County is up next. If you have thoughts on something you would like to discuss send Tina an email.

C. PSAP Roundtable

PSAP Roundtable is a subcommittee of the Metro region's 911 TOC Committee made up of PSAP managers and supervisors brought together to discuss things related to running a PSAP. Discussion about minimum training standards at the national level related to reclassification at a federal level of the position for 911 dispatcher. Get this to your dispatchers. It is Rick Juth's hope that at the October Regional Leadership meeting the primary topic will be dispatcher training. Hopefully we can get some more PSAP leadership at the regional quarterly. Chair of SECB NG911 Committee will come out and do a presentation on minimum training standards and reclassification. Chief Deputy Langlie had suggested additional discussion on LTAC-Es. Send suggestions to Rick Juth by Monday the 26th of September.

D. Telecommunicator Reclassification

If they are a member of APCO they are getting this information, this is not ECN information.

USER BUSINESS: (Continued)

E. Open Discussion

FYI, they will be talking about upgrading GENESIS at the next SMG Meeting. The cost to upgrade was \$23,000 two years ago, now it will be \$72,000. Al Fjerstad forwarded this information to Micah. It would be split between: Anoka, Ramsey, Hennepin and Central Region. Al is trying to get a number, but he will not have the information until October. Chief Hughes brought up BDA's being added into fire code. It has been retracted from fire code and is no longer valid. What we possibly thought would help us has been pulled out.

JOINT BUSINESS:

A. StatusBoard Update

Al Fjerstad had not used StatusBoard for 6-8 weeks and he needed to call Cathy to reset his credentials. Kristen Lahr has also had issues with her password being locked out in the past.

B. Regional Project Priority List for Grant Allocation

At the RAC, Micah had updates for some regions that would possibly be turning grants back. There may be opportunity for other regions.

O&O BUSINESS:

A. CM CASM Standard DRAFT – Action Item

CASM Standard will be moving forward to ESB. Central region finds CASM a priority and would like to maintain all its Joint Power's data. The list can be found on the second page of the standard under item #4. There is also a list of what the region would like to maintain at a member level too. Would like to upload participation plan documents. If you do have someone within each agency you can maintain your information, or the region would have that maintained by regional CASM administrator. *Al Fjerstad made a motion to approve the standard moving it forward to ESB. Mike Henrion seconded, motion carried.*

B. Change Management

1. LTAC-E

Recommended that 4 additional LTAC-E's be added. SWIC Stromberg's letter stated to explore the items and the workgroup was authorized to advance to next steps. Micah was supposed to be on the workgroup, but he was not included in the invite so the region did not have input. When it gets to the OTC, Al Fjerstad is willing to back the region's desires. In Kristen's opinion provide reports showing their need. Brandon said it shows in SWIC Stromberg's document that the Metro is largely utilizing them. Would like to see the usage on SIU's. A third option is why not make existing regional talkgroups have statewide access. If they saw what traffic was on LTAC-E's and come up with a model to see if they were all getting busied up, do some work and get a graph. Nate Timm spearheaded the original workgroups, the entity he met with travels beyond regional. If you have local task forces that you work with it is important to talk to them to see how they use local talkgroups, like Tom Egan did if they have issues finding LTAC-E's.

2. SOA-R

Discussion by workgroup and at Interop whether or not state or change management should move forward to allow repeaters to use national 8TAC in them. Ace mentioned at the RAC that he was told by author of NIFOG that this would not be a permitted use of the 8TACs. Had ECN had been given the official word on this? IOC has been aware of this request, this and draft standard will be on the next meeting at Interop. Action item to approve the use of them. Jim Jarvis has been present at the meetings. Central Region does have concerns without authorization from the federal government.

O&O BUSINESS: (Continued)

C. Regional Contacts for State Duty Officer

Came out of RAC Committee. SWIC Stromberg is gathering as part of MnFOG. Each region was asked to provide a first, second and third contact. Likely all of these items would be specific people or multiple people in our region. Kristen Lahr offered to come up with a list and three volunteers to those people, or post it on our website. If anyone has information to provide, if you could get that information to Kristen.

D. Analyzer Workgroup

Brandon polled the region and received a couple responses from Troy, Seth, Paul and Brandon. Brandon brought research and information from Anoka County. One thing they identified from members at this meeting was that some entities have only seen it once. Does the region want to advise how the analyzer is rotated? Analyzer is out of warranty. To complete warranty for the rest of this year is \$7,350. They end support for our unit in 2020. Adding 2.5 years would be another \$12,000. We have a trade in option for \$10,000 but new products are costly. Consensus from workgroup was to add warranty and to see if there is interest in how we rotate. Do we bring the request to the RAC for maintenance? There is a cost of shipping to get it recertified, we pay for shipping there and they will pay for shipping back. Submit a request to ESB to bring the analyzer up to maintenance specs. We have to think of a solution or schedule and maybe do it on demand. There has been discussion on purchasing a regional tuner as well. It is not difficult to train on tuners, everything is automated on tuners now. Judy Siggerud suggested coming up with a formula for counties that have more sites. What other support services will be put to it? The answer was maintenance now and discussion for equipment in future. Brandon asked if we wanted to go to 2020. There is support on hardware but they do not have any plans for software unless there is a bug. Kristen tasked Brandon with writing the letter and getting on ESB's agenda in September.

E. NWS Severe Weather Notification Standard

Meeting again next week to look at a final proposal. Discussion with our region and State Patrol.

F. Mille Lacs Motobridge

It was up for two days, then down, now there is another issue. It is all with Mn.IT connectivity.

NEXT MEETING:

The next O&O/Users meeting will be October 20, 2016 at 10:00 AM at Douglas County Public Works.

ADJORNMENT:

Otter Tail County made a motion to adjourn the meeting. Stearns County seconded and the motion was carried unanimously. The meeting adjourned at 11:58 a.m.

Minutes by Shari Gieseke.