Regional Advisory Committee
Friday, September 9, 2016 – 10:00 a.m.
Otter Tail Government Services Center
500 Fir Ave. W., Fergus Falls, MN – Otter Tail County

Members/Alternates Present:

1. Micah Myers, Chair & Brandon Larson – City of St. Cloud
2. Kyle Dusing – Benton County
3. Mike Henrion – Douglas County
4. Troy Langlie, Vice Chair & Tina Lindquist – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander – Meeker County
7. Al Fjerstad – Mille Lacs County
8. Judy Siggerud – Otter Tail County
9. Kyle Breffle – Sherburne County
10. Kristen Lahr – Stearns County
11. Sheriff Jason Dingman – Stevens County
12. Sheriff Rick Fiedler & Rick Teberg – Wilkin County

Members/Alternates Absent:

13. Big Stone County
14. Morrison County
15. Pope County
16. Swift County
17. Todd County
18. Traverse County
19. Wadena County
20. Wright County

Guests Present:

Rick Juth – RIC, ECN
Keith Van Dyke – Otter Tail County
Patrick Waletzko – Otter Tail County
Nathan Brecht – Pope County
Erin Hausauer – Stearns County
Judy Diehl – Stevens County
Neal Folstad – Wilkin County Commissioner
Mike Kahl – Granite Electronics
Derek Leyde – Northland Business

Meeting was called to order by Chair Micah Myers at 10:04 a.m.
12 of the 20 members in attendance with a quorum present.

Revisions and Approval of Agenda:
Agenda item #5b correction is Mandatory Grants Workshop not Workgroup. Micah Myers added yesterday's Change Management document from Jim Stromberg to #8a Stevens County Project. Al Fjerstad added agenda item #8b Logger Update from Partners. *Mille Lacs County made a motion to approve the amended RAC Agenda. Stearns County seconded, motion carried.*

Approval of Minutes:
Grant County made a motion to approve the RAC minutes from August 12, 2016. Mille Lacs County seconded, motion carried.

Communications:
None.

Reports:
SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT: (Rick Juth)
   Site busy report will be on O&O/Users next week with Hewitt and Long Prairie sites. The other report next week will be the unplanned site outage report a living document. Fiber Optic cable cut affected several sites on August 9th in zone 4, 8 sites down for 21 minutes. Micah said the fiber mux were brought back up.

2. SECB: (Micah Myers)
   No meeting.

3. OTC: (Al Fjerstad)
   Did not meet, but did have follow-up with discussion. Tom Egan did research which is in the packet. Al Fjerstad said the information in the packet was from the last meeting. Tom Egan had reached out to their task force asking the availability of statewide talkgroup, how much traffic, how do they use these, what talkgroups do they use, do they have problems finding statewide, etc. Discussing adding more statewide talkgroups had been previously discussed at OTC. Interop discussed this at the last meeting and created a workgroup that Micah signed up for.

4. Interop:
   Met on August 16th. Discussed OTC item above. Discussion on the need of it. Workgroup to follow-up and do monitoring. Other item discussed was STR. Group decided to program radios and not have the law enforcement in there.
   a. MN Duty Officer Communication Resource Contact Information
      Duty Officer Contact information needs updating. Who wants to for the Central region? First, second and third will be added. They would provide cache radios, STR resources. COMLs and COMTs would need another contact, and for the STR. Is it encompassing all of the bullet points above, or do we need to develop a plan for this purpose? Micah said the RFP could be the point contact. Jim Stromberg developed this draft. Troy asked if it would be the expectation for the Regional Coordinator to be available 24/7 because the COML and STR is a 24/7 call. Stearns County suggested a regional directory in a central place. Micah noted the new website where we can have a central area for more than one region. Kristen Lahr would be willing to take on coordinating a resource directory.

   b. MnFOG 2.0 Draft
      Updated information is needed for: Aerial repeaters, Change Management document. One thing Micah would suggest is to review Change Management document at O&O. SWIC Stromberg took over the group. In recommended using 8TACS, if group agrees, they will pull out of Change Management.

Reports: (Continued)

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

b. MnFOG 2.0 Draft (Continued)

What do we want to list under the Governance section, RAC chair, board chair, etc? Policy on CM7. PSAP location would be the one that we would have to verify. STR cache radios should be programmed, they want confirmation that is the case. Public Safety answering points. Micah needs agencies to check their information and PSAP phone numbers. Rick Juth said for all the central region PSAPs that do not have the city, Rick has provided that information to SWIC Stromberg. Rick has verified all the phone numbers and made corrections. Micah questioned Rick Juth on how the key contact list was created. SWIC Stromberg has made the decision to drop tribal interop zone with the 7. They will use whatever interoperability is assigned to the event and they will have to have that in their radios.

c. Finance Committee: (Micah Myers)

Met yesterday. Summary was allocations for turn back monies.

a. Grants Workgroup

Chair Gerlicher and Director Mines looked at changing the process for funds being turned back. We are pushing to make the requirement similar to what we do in the Central region: Board has to have a resolution, individual entities will need to have resolutions as well. There will be dates for turn back monies. Added sections on project date, performance, compliance, etc. In your packet you will see the worksheets that are required. For a new requirement there will be actual physical checks to verify serial numbers. Micah suggested that the regions do their own checks and ECN comes to the fiscal agent. Also will consider projects that have been approved will be funded before new projects.

b. Mandatory Grants Workshop

October 3rd at St. Cloud PD. Director Mines is requiring the RAC Chair, grant administrator, and board level chair because they sign off. They are not going to require the board. 10 a.m.-2 p.m. in meeting rooms B & C. ECN will be providing lunch. Will be going through a PowerPoint Director Mines has. Grant process will be discussed.

Approved two new projects. There is still funding left out there. Director Mines will be submitting that soon. Approved 2017-2018 SECB grant over $1 million.

d. Legislative Committee:

No meeting.

e. Steering Committee

Rick Juth attended the conference call. There was no quorum for the meeting. Jim Stromberg presented draft compliance and conflict resolution pertaining to system loading standard 7.04.01 draft. He will take comments made back to the subsystem roaming workgroup. What role would a regional administrator or coordinator play, the role is not mentioned in that draft. Would they be a part of conflict resolution?

SWIC discussed changes in National Weather Operation Standard. Steering Committee is accepting the National Weather Service is authorized to operate on the ARMER as an interop participant. It was pointed out that National Weather Service would be required a signed contract with Mn.DOT. Another workgroup call is scheduled for September 23rd.

Reports: (Continued)

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

e. Steering Committee (Continued)
Ed & Outreach Subcommittee did not meet in July. SWIC Stromberg is seeking direction from Steering Committee for what they need to be doing and it is SWIC Stromberg's recommendation that the committee be struck down.

f. State Interop Data Committee (Kristen Lahr)
Last meeting on August 16th was a conference call. State plan is in limbo because RFP has not been awarded. In the last week Melinda Miller sent out an interactive map for the proposed buildout in MN. It has layers where you can see the Phase 1-3 layout. Rick Juth added discussions at weekly FirstNet project team meetings. Part of Televate's tasks are to provide the first state plan and recommended process. Document dated August 23rd to Director Mines. They are proposing 4 workgroups to review the state plan: technical, operations, policy/financial and the later two could be combined. They will be looking for people to participate on these working groups.

Regional Leadership Group – (Next Meeting October 24, 2016)
Mn.DOT facility in St. Cloud. Rick Juth will facilitate. Rick is proposing a primary topic and focus on Dispatcher training aspect based on discussion at the last meeting. If anyone has anything else the regions need to know, let Rick know before the 26th of September.

NG-911 Committee (Judy Diehl)
Conference Call was yesterday. Tina McPherson stepped down and Jody Norstegard of Kandiyohi County is the new Vice Chair. Adam Item is still working on data collection and kickoff meetings in the Northeast region. Meetings will be 3-4 hours with GIS and PSAP managers, they are encouraging sheriffs or commissioners to attend. Central MN and the Southeast will be next for the GIS regions. Dustin Leslie's 911 plans are going out. WERM website is still on hold as they are working on two defects. No news on RFP. Al Fjerstad talked about SIP migration and issues. Stearns County had issues with calls going into Kandiyohi County. Telecommunications is considered at the federal level to be office support staff which is similar to taxicab drivers. There is a push to be under Protective Services.

EMAC Update: (Erin Hausauer)
DLAN Training to be hosted in our region. Emergency is the 18th of September. Next meeting is October 26th. The next call is scheduled for next week.

Owners and Operators: (Kristen Lahr)
Next meeting is next Thursday. Action item on the agenda is to potentially approve the CASM standard. Micah asked if there was more on the attendance standard because there was concern about the standard. One issue was looking at the 4 committees that were there when the JPA was created. The other concern was of requiring people to come to meetings for smaller agencies. Part of the grant process will be if the region does not represent they will be excluded from the grant process, the state will be taking the lead on that. This should be on the O&O agenda.

User Committee:
Tina Lindquist added that the discussion was also on combining meetings because smaller agencies have trouble getting to the required amount. We did our routine updates, Douglas County is next for training, and site trunking discussion is coming up.

EMS/Hospital Sub-Committee:
None.

Reports: (Continued)
SRB/ARMER Update; MnDPS/MnDOT: (Continued)
RIC Report:
None.

Executive Committee: (Micah Myers)
Meeting for the 10th was cancelled. Next meeting is on the 19th. Micah sent out correspondence to come up with a date that will work for the group. We would like to have the Executive Committee review any RFPs for the ESB's meeting on the 28th. In-person and Conference Bridge will be available.

Emergency Services Board: (Next meeting September 28, 2016)

a. 2016 Summit Agenda Review – September 28, 2016
   Advise your commissioners to know this is a regular board meeting. If they want to stick around for lunch they need to register. Reach out to your board. Get your registrations in. Micah listed the agenda, one of the more received has been Mn.DOT. Not sure if we will get to StatusBoard.

b. Budget Process Review
   Micah added another 40-30-30 budget (based on radio and population counts). We have always had this formula, the only exception was adding the System Admin last year. Micah would like to have something for the ESB's next meeting. For the bigger counties their numbers went up. Micah is looking for feedback from the group. Micah gave them two options, and he can add in this third. The only one was 50-25-25 a base budget. 40% of overall went into one bucket and was divided evenly amongst all members. Budget had been this way since 2007. Micah described the 50-25-25. Year after year we have been basing on the 2010 Census. The changing factors have been what is the per radio and per citizen base. In the ESB, Micah presented do we want to go with the actual or the census data. We have never gone with the actuals. The alternate 2017 proposed budget to the ESB is included in the packet. Column #1 $79,250 was divided amongst all entities just short of $4,000. In population splitting $39,625 and that would be same for radio distribution for a per radio and per person. Everyone's cost went up, some more significant, for the most part everyone's cost went up $3,000. On the 40-30-30 budget spreadsheet, first column took all the numbers together and put it into a calculation that took all costs times 40% divided evenly, is the $3,170. Population numbers and radio count we added about $8-9 in those columns. Micah described Kandiyohi County was the first to go up by $300, Sherburne went up by $1400, Stearns up $1,000, Wright County goes up by $1,000. We have a Preliminary Budget in June. Do we make a recommendation to the board? Kristen thought part of the discussion should be if the training and System Admin go into the base model. Should that be in the budget model or is it an even cost share? That should be decided at the Board level. Bigger agencies already have system admins so it was split evenly. We are not talking about a lot of money in our budgets. Troy Langlie said we are all members of the region and we all get equal amounts of these services. When we went down the road of System Admin we knew we would have to pay, no one is stepping up to do the services so we have to pay for the services. Present them the three options, and explain where the biggest change is, vote on keeping System Admin. Board asked for us to look at the options. *Troy Langlie made a motion to recommend to the ESB that no changes be made to the budgeting process. Randy Celander seconded, motion carried.*

Updates from Partners on Current Projects:

Stevens County Project

First part of the document is the cover memo from SWIC Stromberg to John Anderson. Next is the Change Management from Stevens County. Page #8 progress reports how it has travelled through different committees. Page #12 notes from workgroup on July 28th. Closing paragraph forward to Interop. Micah needs confirmation if there is preference using analog vs. a digital as far as audio quality? Ace was told national interop rules prohibited that so the Feds say 'no.' They are making a stretch that this is an interoperability solution. The Interop Committee has not weighed in on this yet. Jim is asking for feedback for Standard 3.47.0. Stevens County has their stuff up and going and they are operating under an interim agreement. Stevens County has permission to use the SOA. Change Management will determine the long-term use. We created and presented a regional standard. Micah would like to see Stevens County utilizing both. Al has done demo tests on 8TACS and he said they worked incredible. You can tell it is analog, but there is no issue understanding and we got 2-3 miles. Al's concern is, has the question been asked, or are we trying to interpret a rule? Granite Electronics responded you could not use a quantar for 700, it would have to be the right model. The quantars coming out of circulation would be an excellent application. It would be great if we knew it was okay. It did not work for the Metro because of the concentation.

Logger Update

Al Fjerstad said he is back in operation in both radio and 911 with the help of Northland. They have a Windows 7 virtual machine and he used the audio log local collection to find data. Windows 10 is not certified with Windows 10, it is with SP4 as they move into the SIP. Currently Northland is updating the cities in our region, and then the region. It has already been done in Washington County on Windows 10. Micah wants to load it on our current environment and see that it works. It is not the SIP that broke it, it is the Windows 10. Update to the SIP went well. When you upgrade to Windows 10 Northland has to go to SP4. The other thing we need to look at is scheduling AIQ training for the CAD.

General Discussion and New Business:

Regional Project Priority List for 2015 SHSP Grant:

1. 2016 Training Roadmap

   Regional training, but to be included in the meeting would be adding EMAC another block for other region's training opportunities: Region-sponsored, state-sponsored, other-region sponsored. Brandon has been doing a lot of work to get the Logger training syllabus approved at the last meeting, Doodle calendar in the month of October, at SCPD is the anticipation.

   ECN has made a determination for what technical assistance OEC technical classes they would like to see in 2017. Limited to 5 class requests: #1 Executive tabletop (Priority 1). They were formulated based on SECB's Strategic Plan and are in the Technical Catalog. Rick Juth read the description. Course #2 Executive Tabletop specified to include data in the planning process similar to Elk River. Incident Dispatch Course. Cyber Assessment. #4 is a COMMEX Train the Trainer. #4 SKIP review. #5 Continuity of PSAP operations class. Will be opened statewide and managed through ECN.

2. Regional Coverage Issues (See Table)

   Wilkin County site numbers are coming closer to $250,000 than $237,000 they forgot to add the labor for the diamond tower. In the SECB grant, what Micah is asking from Director Mines is to do similar to what was done with Mille Lacs County through both the SECB and SHSP grants. For Stearns County's request for SECB for 2017 Kristen will have to confirm if it was added to their 2017 Budget.

MnFCP Weekly Status Report

Separate Handout

General Discussion and New Business: (Continued)

Regional Coordinator

Today is the day the questions are due, proposals are due on the 16th. Executive Committee will meet to review proposals.

Regional CASM Standard Workgroup

See O&O.

Attendance Standard Workgroup

See O&O.

Statewide Encrypted Talkgroups

See OTC Report.

Other

None.

Old Business:

a. Policy on CMNESB Contracts
   None.

Upcoming Meeting Date and Location:

- October 14 – Pope County
- November 18 – Sherburne County (3rd Friday)

Rick Juth reached out to the National Guard at Camp Ripley. They are still interested in building an ARMER site at Camp Ripley. Discussion at the meeting with Commissioner Jelinski and Rick Juth was to figure out the reason they have coverage issues on the northern third of their base in their range area and north of it. They have a radio programming issue. All radios appear to direct traffic to Morrison County simulcast system, Freedom tower. Sargent was tasked to work with Waters Edge to review their code plug to 3-4 radios and test them. They would have to seek permission from Northwest region or Cass County to have talgrious on their site. If their usage does create unnecessary load in zone 4 that they are in a position to provide channel additions to those sites impacted. We think there is a programming issue because St. Paul radios, for example, talkgroups are showing up, but base radios do not. Rick Juth encouraged them to participate in the User Committee.

Jim Jarvis has been part of the discussion regarding use of 8TACs for this and how it fits in the current policy, and he has never stated there would be an issue. He has asked Jim for a response.

Adjournment:

Mille Lacs County made a motion to adjourn the meeting. Stearns County seconded, and the motion was carried unanimously to adjourn at 12:11 p.m.

Minutes recorded by Shari Gieseke.