

**Owners & Operators and User Meeting
Douglas County Public Works Facility
June 9, 2011 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Pat Tarpenning – Benton County
2. Lance Feia – City of St. Cloud
3. Tom Egan – Douglas County
4. Troy Langlie – Grant County
5. Greg Lillemon – Grant County
6. Ace Bonnema – Kandiyohi County
7. Mike Smith – Mille Lacs County
8. Jeff Jelinski – Morrison County
9. Judy Siggerud – Otter Tail County
10. Kristen Lahr – Stearns County
11. Judy Diehl – Stevens County
12. Bob Cuchna – Todd County
13. Stan Churchill – Traverse County
14. Scott McKellep – Wadena County
15. Rick Fiedler – Wilkin County
16. Dawn Mund – Wilkin County

USERS MEMBERS/ALTERNATES PRESENT:

1. Tom Egan – Douglas County
2. Dave Pederson – Douglas County
3. Dave Robley – Douglas County
4. Troy Langlie – Grant County
5. Tina Lindquist – Grant County
6. Ace Bonnema – Kandiyohi County
7. Rich Christianson – Meeker County
8. Joel Engler – Meeker County
9. Brian Payne – Mille Lacs County
10. Peter Willis – Mille Lacs County
11. Jeff Jelinski – Morrison County
12. Mark Hovland – Otter Tail County
13. Dale Danter – Pope County
14. Tom Justin – City of St. Cloud
15. Chuck Koetter – City of St. Cloud
16. Kristen Lahr – Stearns County
17. Josh Fischer – Stevens County
18. Bob Cuchna – Todd County
19. Steve Peterson – Todd County
20. Stan Churchill – Traverse County
21. Rick Fiedler – Wilkin County
22. Gordy Vosberg – Wright County

GUESTS:

1. Tom Johnson - DECN
2. Paul Anderson – Douglas County Commissioner

3. Jeff Ziegler – EF Johnson
4. Andy Faith – Granite Electronics
5. Dan McCoy – Granite Electronics
6. Sara Moulzolf – Granite Electronics
7. Twylla Vickmark – MN State Patrol
8. Jeff Huettl – MN State Patrol
9. Chris Lentz – Motorola

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Meeker
3. Pope
4. Sherburne
5. Swift

USER MEMBERS/ALTERNATES ABSENT:

1. Benton
2. Big Stone
3. Sherburne
4. Swift
5. Wadena

CALL TO ORDER:

Meeting called to order by Owners & Operators Chair Lance Feia at 10:13 a.m.

INTRODUCTIONS:

Introductions were conducted.

COMMUNICATIONS:

None.

APPROVAL OF AGENDA:

Mike Smith made a motion to approve the agenda for June 9, 2011. Judy Diehl seconded. Motion carried.

APPROVAL OF MINUTES:

Bob Cuchna made a motion to approve the Owners & Operators minutes from May 12, 2011. Kristen Lahr seconded. Motion carried.

Dave Pederson made a motion to approve the User minutes from May 17, 2011. Peter Willis seconded. Motion carried.

REPORTS:

Traffic Report

There are upgrades being done on the terminal so no reports were able to be run.

RIC Report

The State will not be renewing the contract for Tom Justin to remain the Central MN RIC, instead he will be assisting with ARMER training statewide. There will begin an RFP process for a

Central/Metro RIC once the State shutdown is settled. If there is a State shutdown it would go into effect July 1st. A shutdown would effect ENC and regional coordinators as well as tower construction and responses to MnDOT system issues. If the shutdown does not happen Tom Johnson will be attending the meetings until the new RIC is in place.

Tom Justin also added that 63% of backbone infrastructure has been turned on. He will be sending a new status report out to the region.

OTC EMS

The next meeting will be on June 17th. The hospital draft for all hospitals to migrate to the ARMER system is complete and will be going to the OTC this month. Each county should make sure that the hospitals are included in their participation plan, if they weren't amendments should be made to include them. They would also like to recommend that everyone use a standard naming convention for hospitals and EMS, EMS and EMH. Paul McIntyre will email the hospital best practices out to the Users and Owners & Operators. After the hospital project is complete they will be doing a best practices for public health.

There was discussion on whether first responder should have their own talkgroups or share resources to talk to the ambulances.

A motion was made by Jeff Jelinski that first responders should share resources to talk to the ambulances. Scott McKellep seconded. Motion carried.

RRB

Next meeting will be June 15. They will be working on the budget.

RAC

Next meeting is tomorrow, June 10th.

STR

See old business.

Capacity and Talkgroup Utilization Report

Due to the upgrades being ran this report was not able to be generated for this meeting.

Grant Funding Updates

The new grants coordinator is Joyce Simon.

GENERAL DISCUSSION AND NEW BUSINESS:

A. Joint Meetings

The Owners & Operators and Users will be meeting jointly every month at 10:00 AM starting in August until otherwise decided. Paul McIntyre will be sending out an email to the Users group to get feedback from them if another time would work better or if there is interest in keeping every other month a night meeting. It was also decided on to not have lunch at the meetings.

OLD BUSINESS:

A. STR (Strategic Technology Reserve)

There was discussion on the standard for the STR. For deployment the recommendation was that the requesting agency would call Douglas PSAP and the requesting agency would be responsible to pick it up. If that county is unable to pick it up it is their responsibility to call in mutual aid at the expense of the county. Douglas County may also be willing to set a price to deliver if no other options are available, but there would need to be a defined price stated in the standard for this service.

Discussion on the set up of the STR was that there needs to be the appropriate staff to handle the level of equipment on the trailer, this would be subject to change as the equipment changes. Recommendation was that a list be maintained on the website of names and contact number (if people are comfortable with their contact numbers, otherwise it will be listed on the secure portion) of who are train the trainers, system administrators, CPS trained, COMT's, COML's, etc.

Discussion on the cost of using the STR recommended that the County requesting the equipment would be responsible for the operational costs and/or any expenses incurred to another agency that helps. The general maintenance of the equipment will be the RRB's responsibility since this is a regional asset.

Emergencies are going to take precedence over any planned events with the STR and it should be checked out on the status board.

A sub-committee was formed to further work out the details for the STR standard and they will bring back a proposal to the group next month. The committee is Tom Egan, Mike Smith, Peter Willis, Lance Feia, Kristen Lahr, Scott McKellep, Ace Bonnema, Paul McIntyre and they will be meeting June 20th.

B. CM Regional Participation Plan Memo

Kristen Lahr made some changes to the memo and forwarded it to Micah Myers for review so the RAC can push it through to the RRB. The STR radios are included in the radio ID count.

C. CM Interop

1. Shared Local Interop Talkgroups

Working on border interoperability map and will also be doing this for interop talkgroups such as EMS and Public Works. The goal is to try to get a consistent naming convention for talkgroups so a suggested naming convention may be put on the website as well.

2. Contact Information and Permission for Hex Codes

If you haven't already provided Kristen Lahr with your County's contact information for hex codes please get that to her as soon as possible.

3. Emergency Button Press When Outside Your Home County

The Owners and Operators and Users recommendation is to have statewide access for your emergency button.

D. CM Call Discussion

The only one moving forward in this discussion will be requesting CM Public Works at all of the regions tower sites and moving this talkgroup to a priority 10. A committee will need to be formed to come up with a standard for this.

E. Update on Nat'l Weather Service Radio Options

See Agenda Item I.

F. Managing CCGW's

This was discussed at the RAC level so this issue should be getting worked on, but if you have any that are not being used make sure they get cleaned up.

G. CM Standard Revision

The language needs to be added to a standard that unplanned events will start at the bottom of the talkgroups and planned events will start at the top.

STANDARDS:

I. Previous Tabled Standard 3.35

Mike Smith made a motion to table Standard 3.35 until the next meeting. Tom Justin, Kristen Lahr and Lance Feia will go through it to make it applicable to the CM Region and bring back to be voted on next month. Bob Cuchna seconded. Motion passed.

NEXT MEETING:

The next meeting will be July 14, 2011 at 10:00 AM at the Douglas County Public Works Facility. This will be Owners and Operators only.

ADJORNMENT:

Mike Smith made a motion to adjourn the meeting, Judy Siggrud seconded it and the motion was carried unanimously. The meeting was adjourned at 1:24 PM.

Minutes by Jackie Kraus.