Regional Logger Committee Meeting
Willmar, MN
March 9th, 2018 (After RAC)

Agenda

1. Revisions and Approval of Agenda
2. Approval of Minutes   **(P1-7)**
3. Meeting Minutes Format
4. Logger Plan Revision   **(P8-17)**
5. Logger Update
   a. Virtual Server
   b. Anti-Virus
6. Logger User Concerns
   a. Pope County
7. Data Request Form   **(P18)**
8. Text to 911
9. Open Discussion
10. Next Meeting
    April –13th Meeker County
11. Adjourn

Members/Alternates Present:
1. Micah Myers & Brandon Larson, Chair – City of St. Cloud
2. Sheriff John Haukos – Big Stone County
3. Mike Henrion, Vice Chair – Douglas County
4. Sheriff Langlie – Grant County
5. Randy Celander – Meeker County
6. Al Fjerstad – Mille Lacs County
7. Jason Karlgaard – Otter Tail County
8. Sheriff Tim Riley – Pope County
9. Judy Diehl & Dona Greiner – Stevens County

Members/Alternates Absent:
10. Kandiyohi County
11. Sherburne County
12. Wright County

Guests Present:
Dereck Leyde – Northland Business
Scott Wosje – Northland Business
Sheriff Rick Fiedler – Wilkin County

1. **Approval of the Agenda**
   Chair Larson added a discussion about Wilkin County joining under Open Discussion. *City of St. Cloud made a motion to approve the amended agenda. Stevens County seconded, motion carried.*

2. **Approval of Minutes**
   Pope County motioned to approve the minutes from January 12, 2018. Mille Lacs County seconded, motion carried.

3. **Logger Update**
   a. Virtual Server
      Chair Larson stated we are at the same place as we were last meeting. Andrew is looking for the time to sit down and check all the boxes. Three different times to give permissions for all the users for the proper talkgroups that they should have. So then he can hand it off to Northland to spin up the virtual server and see if we can offload some of that traffic.

   b. AntiVirus
      Brought this up at the last meeting. Discussion was this is a good time for your premise loggers to switch from Semantic to Windows Defender.

3. **Logger Update (Continued)**
    b. AntiVirus (Continued)
    We left it that Northland should communicate with each entity's IT Department to see if there is any preference. Leyde with Northland replied so we have reached out to each agency, and we have all but two configured for the Windows Defender. We are just waiting on Kandiyohi and Stevens counties. Diehl responded she will get a hold of her IT Department. That is just to switch over from Sematic to Windows Defender.

4. **Logger User Concerns**
    a. Pope County
    Sheriff Riley stated as of the last two weeks everything is being recorded and is sticking. Our original server was rebuilt; we got it back. Since then we have not had any issues, but it seems to me that it was the server. Leyde with Northland responded we had two issues; we had the server and a faulty punch down. We worked with West Central; we replaced while we were there. Wosje with Northland asked how do we know the punch down was bad? Leyde replied with all the testing we did when we were there, Brandon was there, we worked through 6/7:00pm that evening and that is what we determined and West Central replaced it for us. It was a very intermittent recording issue with noise. Larson stated following this meeting, we have a meeting with Northland and Pope to see where we started with issues and where we are today and see what the next steps are. We have not heard of these types of issues with other members. Hopefully it is just wiring issues.

    Fjerstad said about a week ago it took him over an hour to finally get logged in. Ever since, whatever Aaron did at that point this past week every time I have needed to go in it has been right on. Wosje asked what did Aaron tell you the problem was? Leyde replied it was a caching issue that goes back to the virtual CAS. We are still going to see that until we get that virtual CAS online. He released the cache on your work station and he found some things in the server that he released. It is just a temporary fix is all we are doing to allow you in at that time.

    Myers stated part of the discussion was the rebooting, and Northland wanted to manage that, Northland did not want the entities going in. Leyde replied we have it set to every three months for each server will be rebooted, working with you guys. We have alerting parameters set up. If a server has not been rebooted after 2 months we will get an alert. So that will be our metric to make sure we get it done within that 30 day limit. Myers asked what kind of notification are you going to send out to the entities saying your server is going to get rebooted so they are not calling in that our premise logger stopped working? Leyde said we will work with dispatch and make sure that we pick a time that works usually middle of the day 10-2p.m. are the windows. It is about 2-3 minutes to reboot. Karlgaard with Otter Tail has had a lot of issues logging in lately; it is unusual if he gets logged in on the first attempt. He has been keeping track of dates and times. It has been anytime during the day.

4. Logger User Concerns (Continued)
    a. Pope County (Continued)

Karlgaard has called a couple of times and they said if he is trying right away in the morning at 8 a.m. it might just be overwhelmed due to everyone logging in at the same time. He is having the same issue getting logged into the regional. Leyde responded the same thing we have done for Al is we can go in and release the CAS on the client and the server. I would just suggest call us right away and we will remote in and work with you. Larson asked to copy him if you send an email to their support email so he can keep track of it as well. Larson reminded members to keep in mind if you are trying to test your talkgroups make sure you understand there is a 30-minute delay between you getting the live communication and getting it on your logger. Can you remind me the data transfer is 6/7 at night? Leyde replied it starts at 6pm. Larson said 6 p.m. and keep in mind the pipe gets a little bit full because everyone's premise loggers are pushing over to the CAS. It does not mean that you cannot get it, it just means you will have performance issues. Leyde stated Aaron has reached out to Andrew because we can assist with going through those checks; to have him just fill out a spreadsheet. So he could do that and we can go through and perform the checks. Myers explained with the event last month, Andrew was working on a big project for the City, but now he has a little more resource time.

Wosje asked does everybody understand what we are doing with the virtual server and the delay in the login, that once we make this update it will improve? Wosje wants to give people assurances of what we are trying to do. We have all these resources coming together, it is a pipe that is getting clogged, we are working with the City of St. Cloud. Leyde replied the CPU is getting bogged down on this server and that is what we hope to improve with the virtual server. So we have that and we have a database clog with the number of inquiries coming into the system, so that is what we are working to improve with the virtual CAS. We call it a super CAS, because it is going to have double or triple the performance memory/CPU than what we currently have today.

Myers said another noteworthy item and this will go back to the October/November timeframe we increased the Internet pipe to the server, so we are removing each obstacle as we are going. There were times when I was looking at utilization on the PD network that they are coming into that it was maxed and so we expanded that window. We have not hit peak loading on that since, but now the handoff that we got is the request being negotiated at the server and we are giving it more power basically like the super CAS. Once that is done, we should mitigate most of those, but if we continue to have issues we will keep looking at ways that we can improve. That goes back to what you talked about Al, is it something at that time we address is it a hardware issue we need to replace and looking at having the resources to be able to do it. Fjerstad asked you want us to continue to let you know every time we have an issue? Leyde replied we have sent out notices, and (1) You can contact us; and (2) You can use the secondary web server. Fjerstad asked if I am not getting in on the primary, can I go and try #2? Leyde replied you can, and you should get right in because it is not getting clogged near the level the primary is.

4. **Logger User Concerns (Continued)**
   a. Pope County (Continued)
      Karlgaard did not have that and asked if it was a different URL. Leyde replied you change the '1' to a '2' at the top, but I will have Aaron reach out to you. Wosje asked to also get the instructions to Brandon. Fjerstad asked if I am also having problems getting into '2' that is another issue I need to bring up here; Fjerstad said he always thought that you guys had to do something on your end before I could just use '2.' Leyde replied you just have to have a one-time configuration done so if your computer has been reimaged we may have to go in and edit the host file. So, there is a one-time configuration to get it up and running if you have not had that working. We worked with the IT Departments to get that in place. So, we can call each agency and make sure we test this out the primary and the secondary; and then (2) to have bookmarks. Fjerstad said he will try that the next time he has issues.

   Celander said we had that going on and once we went to the protocol to go to '2' and we got right in. Myers said the information should be there because they replicate back and forth between each other. Leyde said the only downfall with the second one is that it is an additional 24 hours behind. So, if you need something that is within 24 hours that is why you go to '1.' If you have something that is beyond 48 hours, you can go to '2.' If we were to carve that up more the login issues would go down. Myers added if the login continues to be a challenge we look at things that we can revamp or change to improve that. If you need to shorten that window you can do that, but then at some point when you are trying to load balance you might introduce variables that we are not seeing right now.

5. **Data Request Form**
   Chair Larson said at the last meeting we had a really good conversation about the sample form in the packet. There were a couple of things that needed edits, and needed to get it for the City Attorney to review. Myers did meet with the City Attorney on this, she is trying to track down because she has never had the request. We talked about what process, or what do we do to accommodate someone that wants to come in and view the data. Is there any requirement? What lengths do we have to go through to make something that someone wants to come in listen to an audio file. What do we have to make available for them to come and listen to that resource if they do not want to pay the fee? She is researching; she put something out on her listserve to see is there are any requirements on that as to what we have to make available for someone to come in house to listen to the recordings. Myers had mentioned we will be bringing the form to her. Sheriff Riley asked do we need to worry about somebody who comes in to listen to a recording, they set their phone down and turn the recorder on and record it capture it that way and leave with it? Fjerstad responded that would be a concern, but you almost have to tell that person to leave your cellphone, any device, away from here. Fjerstad asked who can listen to it. Larson stated this is the regional and statewides, a "radio," which unless it is encrypted it is public data anyway. Myers said the only concern that I would say that you would have with that is if someone takes it the integrity of a recording, do they try and edit it. If they record it and try to cut something out, say no that is not the recorded file, that would be where they try and manipulate what they are hearing, but otherwise like Brandon said it is public information. Sheriff Riley asked coming in and reviewing it verses paying for it, a copy, a CD, they are going to get it.

5. **Data Request Form (Continued)**

Myers stated there are features, if they get it off premise, they are playing it they cannot edit the file that we gave them, but nothing will stop them from manipulating it there. If we are making it available for them, well they are paying us a fee that we have associated with it and they can do what they want with it. There was discussion on if recordings are allowed at agencies. Sheriff Langlie said the question goes back to what lengths do we need to go to to make it available for them, because I do not believe any one of us today has it available for the public to listen to. Myers replied it is relevant to the document, because we saw that we would make that available, so do we strike that from our data request form, or can we? Do we have to make a provision for them to listen to the audio file, and that is what Myers is trying to get clarification on from the City Attorney.

6. **Text to 911**

Chair Larson stated it was covered at the RAC meeting.

7. **Open Discussion**

Chair Larson asked Northland you guys were involved down at the MAC airport. Are they up and running MSRP? Leyde replied they have limited functionality currently. We see the text data. However, because of the Super Bowl freeze we were not allowed to install this update we need to get in Insight Center. We have been trying to do that throughout the week, however the freeze has not been lifted. We were told we could get started as early as Monday/Tuesday. We are almost there, but we see them behind the scenes so the data is coming in. Larson asked since we have all the security measures of partitioning of certain users have access to this, or that, how is it on the backend since it is Mille Lacs County's 911s does that come in on a new line, when we get into the Central Logger? Leyde replied through Insight Center, when you are searching for a call you see the text line, and you just hover over for the timeframe, and then you will see the body of the text start to finish all on one 911 line. Fjerstad asked in the dropdown where he picks a phone or radio position is in that dropdown there will be something to request a text-to-911? Leyde replied it would appear in there automatically. Fjerstad asked so I would have to go to the position that took the text and then search the date and time. Larson asked which means you will have it in the regional logger, but the regional members... Larson stated if it was my PSAP's call that you took and I want to grab the text message, you would have had to have given me access on the logger to your 911 lines. Wosje stated you can access it by channel. Larson asked but the channel is that 911 line. The group response was Operator Position. Larson asked when you are working it out on the MAC if it is an operator position, or can we have a new resource that all the regional members have access to? Leyde responded we may be able to script a way to dump everything to one channel or agent, so you guys just have access to that; we can call it text messages. Fjerstad said that would make him feel better that another agency does not have access to his phone positions. Myers said that is a question he has asked Dan Craigie multiple times, the state is putting in these firewalls right now and they are owning them, what is your replacement plan? Are you going to push that cost back to the agencies at end of life? Craigie has said we would do an RFP. Myers is asking do you continue to retain ownership of that device, and it is not a cost that they will try to push back to you to replace it? He has not answered that question. Myers would tell you to watch for, and that we do not lose sight of that.

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7. **Open Discussion – Wilkin County Joining the Logger**

Wilkin County Sheriff Fiedler has expressed interest in joining the regional logger. Sheriff Fiedler has been emailing Scott. Fiedler said our system needs to be replaced ASAP. Fiedler has been talking to Scott and has gotten quotes. Do you know how much our budget would go up? Myers can work those numbers out. Larson replied the current number is around $6,700 with the membership that is here now, but that would get reduced with another member coming on board. Myers stated when we were looking for Stearns County, there are a dozen resources that we are looking at. Northland stated we have 24 channels and one was conventional. Myers said what we are looking at logging because the regionals and the state resources are already logged. You would not need a license for those. What we are looking at for the licenses you need for your resources is we would pull those out of pool that we have; the region owns those. Myers explained being that it is a member, that as long as the resource is available we make it available to them at no cost to get them to join to the Logger. Fjerstad explained it is your local resources; whatever is local to your county, that is the number of licenses you would need. Myers stated they would just pick up the maintenance that goes with those; $35/license. We are doing it on the two regionals. Thought process was to bring them on, it is more of a value to have them as a member, and we have the resources available. Sheriff Langlie said it is helpful to us, because we are paying for those resources now that are not being used. Myers said they do not have to do the initial acquisition costs which has come down since we started with this process. If it is a member of the region, we make note in our plan saying that as long as the resources are available, if it is a member to the JPA or the Central Region if the licenses are there that all that their costs would be is picking up the maintenance on those resources when they come on board until we have expended those resources.

Sheriff Langlie cautioned the only thing we have to be careful about and have a plan for is if we get to a point where those licenses are depleted and there are other members that want to come on what do we do? Myers replied if we put it in the plan, Myers would say that we can accomplish it by saying that we always want to have some reserve talkgroups. If you remember the amendment that we put in for the Sherburne County issue when they had an emergent event that they needed to log, and having those 5 resources. That we leave at minimal 5, and leave a buffer on top of that that we do not deplete it below that level. At that point, the next person coming on you pay for your resources coming on and add them into the general pool. It is documented, but we are going against what is documented for Wilkin. Myers added but we make that note in the plan, and bring that back to the group at the next meeting. Put some language on that saying that as long as the resources are not to this level, that if the resources are available if you are a member of the Central Region, that you can utilize those resources until they hit the depletion and then at that point you pay for additional resource you need. Langlie asked for clarification that their only buy in is for their premise logger? Myers responded and picking up their maintenance share. Wosje explained your licensing costs has come down by over 50% from when you originally bought. Myers said they were $525 a license for 4 and now they are $270. Larson asked Dereck what is our max limit for licenses with the current equipment? Leyde replied 240 per AIS for the server. Wosje said it is a Motorola limitation. Leyde said I believe you are at 160, but would have to confirm. Wosje said the new servers from Verint well exceed that. Myers said it is 160 some, I know we are in the mid 70's. We maxed it out when we acquired it.

7. **Open Discussion – Wilkin County Joining the Logger (Continued)**
Chair Larson asked the group are we looking to vacate and make an allowance for Wilkin County, a Central Region member joining, to utilize those licenses the region already holds and just pay maintenance, or do we need a motion for that? Sheriff Langlie replied I would think that we would because we are not following our policy. *Myers made that motion. Fjerstad seconded.* Chair Larson called all in favor of allowing Wilkin County to join the regional logger and utilize licenses the region currently holds and just pay maintenance on those. *Motion Carried.*

Larson asked if Sheriff Fielder had a question regarding conventional paging logging? Sheriff Fiedler was wondering who records their paging and he talked to Sheriff Riley and got it cleared up. Fiedler asked how do you know if the system is not recording? Leyde replied we have alerting and monitoring set up and we will be notified in the event there is no recording or a server issue. Fjerstad added or if your Internet is down. Myers your premise is recording and regionals is recording, it is just your access to it when your Internet drops.

Chair Larson brought up an open discussion from the continuity of operations discussion yesterday with the PSAP managers. There was discussion about backup sites and backup logging. A lot of the PSAPs were looking to fail over to other PSAPs. The question was brought to Larson about logging for that backup failover. I.e. Stevens failed over and went to Pope, since they are both on the regional logger it would just be Pope's premise logger is grabbing those 911 calls. You would just have to work through that agency to pull that data back in the end, and talkgroups are still recorded in the CAS. Larson asked Northland if an entity did build a separate backup site that would just require another premise logger then? Northland replied yes. Larson said for those of you working on your continuity of operations if you are looking at doing backup centers that you are not failing over to a regional logger member, you are either relying on their local logger or if you are going to do your own backup center you would have to look at adding more equipment.

8. **Next Meeting**: March 9th – Kandiyohi County

9. **Adjournment**
Stevens County made a motion to adjourn the meeting. City of St. Cloud seconded and the motion was carried unanimously at 12:28 p.m.

Minutes recorded by Shari Gieseke.

October 12, 2016

Central Minnesota
Emergency Services Board
Regional Logger Plan

ESB Approved January 2017
ESB Revision Approved September 2017

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REGIONAL COMMUNICATIONS LOGGING PLAN

PREFACE

It is the intent of the requesting parties that the Logger Committee develop a Plan for the provision of regional emergency communications recording and logging services focusing on redundant centralized recording, management, administration and operation for network communications across the ARMER network that is integrated with the network technology and meets the regional requirements of the parties to the Agreement forming the Central Minnesota ESB electing to participate in the Logger Committee. The Plan is not required to provide for the local recording requirements of the parties to the Agreement. Each party shall be responsible for the provision of those recording services identified as local in nature.

Plan Approval. The parties electing to participate propose that the Plan developed by the Logger Committee must be approved prior to implementation. They propose that the Plan should be considered approved following unanimous approval by members (or alternates) of the Logger Committee representing all of the parties electing to participate in the project. Following approval by the Logger Committee the plan must be submitted to the Board for final approval.

Plan Implementation. It is proposed that following Plan approval by the Board, the Logger Committee may take such steps as are consistent with the Plan to ensure implementation as provided in the Plan.

Plan Administrative Agent. The requesting parties propose that the Administrative Agent appointed by the Board should serve as the administrative agent for the Project and manage and supervise the financial aspects of the project. The administrative agent should be required to prepare and distribute such reports and updates as the Logger Committee and Board may require and are consistent with the provisions of the Agreement. The administrative agent should ensure adequate audits of all funds and transactions in compliance with the requirements of statute. The parties electing to participate in the project agree that they should be assessed for all usual and customary expenses associated with the performance of this service in the annual budget of the Board.

Plan Modifications. The requesting parties propose that the Logger Committee should modify and update the Plan as required on a schedule determined by the Logger Committee and approved by the Board. All modifications to the Plan should require consensus approval with no more than 2 descending votes of the Logger Committee members representing all of the parties electing to participate in the project. All modifications to the Plan approved by the Logger Committee must be submitted for final approval and authorization by the Board.

1. Installation Timeline
The Plan should include a detailed timeline for the completion of Plan implementation. See Appendix 1- Statement of Work

2. Party Agreement

The Plan should provide a timeline for integrating the parties to this Agreement into the shared recording and logging system consistent with their individual needs and requirements for those services. Participation levels are Full Member (the 20 ESB members) or Limited Member (NGOs or other, subject to, but not limited to backup resources and being able to pull recovered files). No membership changes will be made within the first year of deployment;

3. Additional Equipment

The Plan should identify and specify the additional equipment and services required to complete the shared recording and logging system;

4. Network Connection

The Plan shall identify the connectivity required to complete the recording network;

Firewall

Motorola has included a Juniper SSG140 Firewall for the interface between City of St. Cloud's SSG320 Firewall to the AIS, VPM and the Verint Logging recorder. This firewall will be set up in accordance to the requirements set forth by the logging vendor selected by the City of St. Cloud. The number of open ports is subject to approval by ARMER.

Point-to-Point Network Connectivity

A point-to-point connection or dedicated communication link between two systems is required for secure upload and download of agency private data.

Ports and Protocol

Select components require various secure ports and related protocol. See additional documentation (Ports and Protocols Documentation) for specific requirements.

VPN Access

SSL VPN connection on the City of St Cloud's Juniper Firewall.

Other Security Concerns

Agencies accessing the CJDN (Criminal Justice Data Communication Network) must follow BCA security standards.

5. Required Equipment and Licensing

The Plan should identify the equipment and services required to provide connectivity to the ARMER network backbone. Included shall be a review and summary of the required agreements, contracts, MOU's and other instruments of agreement defining the relationships between the parties and service providers, including other units of government;

Integration Documentation
Motorola radio deployments consist of the Radio Network Infrastructure (RNI) and optional Customer Environment Networks (CEN). All Motorola radio infrastructure components, such as radio gateways, AIS servers, VPM servers and Consoles reside in the RNI. CEN typically contains customer workstations and other non-radio related 3rd party application servers such as the voice logging equipment Firewall devices are deployed between RNI and CEN to protect the servers.

For additional integration information, see the Motorola Astro Logger Integration Document.

Hardware
Verint Premise Logger
The Archiving interface Server (AIS) provides an interface between the radio system and a 3rd party logging recorder. The Archiving Interface Server (AIS) provides flexible, high-quality archiving services for audio and data associated with various types of calls and events associated with radio resources. The AIS is a server which allows an IP-based logging recorder to "log onto" the radio system and request IP talkgroup and IP conventional channel metadata be directed to it for recording. Once configured by the logging recorder, the VPM sends the audio and the AIS send any additional metadata associated with the call to the recorder. The recorder combines the audio and metadata for future playback.

The user can configure the IP Logging Recorder to monitor and record a set of radio system resources (IP trunked or IP conventional). The AIS monitors the identified resources, passes call-control information to the logging sub-system via an API, and redirects audio for those monitored channels to the logging sub-system via the LAN. The logging recorder then records this information to the storage media.

The AIS is comprised of a personal computer and a Voice Processing Module (VPM). Both the PC and the VPM have separate connections to the console site LAN switch. The VPM communicates with the AIS PC via Ethernet. There is no direct physical connection between the VPM and the PC.

Secure calls can be handled in one of two ways in a radio system that employs encryption. The AIS can be configured to decrypt a secure call and pas the clear audio to the recorder along with the call control information. Or, it can be configured to only pass the call control information to the recorder and not pass any audio. This configuration is under the complete control of the customer.

Software/Licenses
Talkgroup License
Any licenses above the already 320 purchased licenses will be billed at the current Verint rate. New entities coming on the system must purchase their own license and maintenance directly from Verint. For the need of redundancy, two licenses are required to record 1 talkgroup.

6. Archiving

The MCC 7500 AIS is used with a 3rd party logging recorder system. The interaction between the AIS and the recorder system is based on an Application Programming Interface (API) designed by Motorola. Motorola understands that the API has been purchased either by the Central MN Emergency Services Board or by their logging vendor. The recorder system uses the API to specify which talkgroups it wishes to record. The AIS uses the API to pass call control information and vocoded audio packets associated with radio calls to the recorder system via the LAN for storage and retrieval.

Keeping the audio in its vocoded format allows the recorder to store it in the exact form in which it was passed through the radio system. This completely eliminates any degradation of the audio quality due to compression techniques used by most recorder vendors.

The following types of radio system calls are capable of being processed via the AIS:
- Trunking Talkgroup Call
- Trunking Announcement Group Call
- Trunking Emergency Call

The following types of trunking radio system events are capable of being processed via the AIS.
- Emergency Alarm
- Emergency Acknowledge
- Emergency Knockdown
- Repeater On/Off
- System Access Priority Selection (Tactical/Normal)

The Central MN Emergency Services Board is responsible for working with their logging vendor to interface to the AIS using the API to meet the Region's logging requirements especially as it pertains to additional information logged besides the audio.

7. Training

The Plan should identify a standard for the provision of training services for personnel using the shared recording and logging system;
Logging Vendor will provide monthly webinar training as needed to agency members. Training will include but is not limited to: new users, refresher training, report training and quality assurance training.

8. System Administration

The Plan should identify minimum standards for equipment intended to access the shared recording and logging system. There will be two levels of administration, regional and local;

See Appendix 6 – System Admin Contacts

9. System Access Requirements
The Plan should identify the minimum-security requirements for the operation of the shared recording and logging system. Vendors will have access to the logger remotely through the City of St. Cloud provided VPM and physically on site if they are escorted into the data center and during normal business hours;

10. System Maintenance & Support
The Plan should identify the projected maintenance requirements of the shared recording and logging system. The Local System Administrator will be given as much advance notice as possible to maintenance downtimes, but notice will be subject to the importance of the maintenance. The preferred maintenance window will be from 10:00 AM – 12:00 PM. See Appendix 2 for more information on maintenance and support;

11. System Replacement
The Plan should address issues affecting upgrades of equipment and software for the planned duration of the recording and logging system. The system replacement agreed upon by the Regional Logger Committee is a ~~seven year~~seven-year life cycle;

12. Operational Standards
The plan should identify required equipment, service and training standards required for local recording and logging system intended to interoperate with the shared recording and logging system.

13. Retention
No data will be converted to the premise or regional logger. All data will need to be retained for a period of one year. If an agency decides they want different time period they need to submit that in writing to the region administrators. State resources will be retained in accordance with the state retention schedule.

14. Budget
Annual
The Plan should include a cost distribution plan defining individual contributions required for construction, implementation and maintenance of the system, including distribution of all grant funds dedicated to the project.

<u>Replacement and Emergency Fixes</u>
The Plan may, at the discretion of the Logger Committee and the approval of the Board, contain and expand the cost sharing provisions provided in the Plan. The Plan should include recommendations for development and administration of a contingency to provide for major repairs or other unplanned events leading to additional costs or expenses.

15. Request for Recordings
Local resources provided at discretion of resource owner ~~Non regional~~Non-regional assets are at the owner's discretion as to when they can be sold. See Appendix 3 for items that are considered regional in nature as part of this plan.

Regional resources State/Regional – Request are to be made in writing the regional administrators any cost to provide will be determined by and reimbursed to the Regional Administrators agency.

At times, an agency may require the ability to temporarily log a resource up to 30 days when they do not have available licensing. Resources for five talkgroups have been set aside for this purpose. A written request may be sent to the Regional Administrators and use of a shared pool of licenses may be used. The Regional Administrators will monitor the usage of these requests and keep in communication with the agency to determine when the resource logging will be discontinued.

AN AGREEMENT FOR A
                    REGIONAL EMERGENCY SERVICES BOARD

This Agreement is entered into this _____ day of _____, 20___, by and between the following political subdivisions of the State of Minnesota, who are the members of the board:

City of St. Cloud	Benton County	Big Stone County
Office of the Mayor	County Administrator	County Administrator
City Hall	Benton County Courthouse	County Courthouse
400 Second Street South	PO Box 129 531 Dewey St	20 Second Street SE
St. Cloud, MN 56301	Foley, MN 56329	Ortonville, MN 56278
Douglas County	Kandiyohi County	Meeker County
County Coordinator	County Administrator	County Administrator
County Courthouse	County Courthouse	County Courthouse
305 8th Avenue West	400 SW Benson Avenue	325 Sibley Avenue North
Alexandria, MN 56308	Willmar, MN 56201	Litchfield, MN 55355
Morrison County	Sherburne County	Pope County
County Administrator	County Administrator	County Coordinator
Government Center	Government Center	County Courthouse
213 First Avenue SE	13880 Highway 10	130 East Minnesota Avenue
Little Falls, MN 56345	Elk River, MN 55330-4601	Glenwood, MN 56334
Stearns County	Swift County	Todd County
County Administrator	County Administrator	County Administrator
Administration Building	County Courthouse	County Courthouse
705 Courthouse Square	301 14th Street North	221 First Avenue South
St. Cloud, MN 56303	Benson, MN 56215	Long Prairie, MN 56347
Wright County	Otter Tail County	Grant County
County Administrator	County Administrator	County Coordinator
Government Center	Government Services Center	10 Second Street NE
10 Second Street NW	500 Fir Avenue West	PO Box 1007
Buffalo, MN 55313-1188	Fergus Falls, MN 56537	Elbow Lake, MN 56531
Traverse County	Wadena County	Wilkin County
County Coordinator	County Coordinator	County Coordinator
County Courthouse	County Courthouse	County Courthouse
702 2nd Avenue North	415 South Jefferson Street	300 South 5th Street
Wheaton, MN 56296	Wadena, MN 56482	Breckenridge, MN 56520
Stevens County	Mille Lacs County	
County Coordinator	County Coordinator	
County Courthouse	County Courthouse	
400 Colorado Avenue	635 2nd Street SE	
Morris, MN 56267	Milaca, MN 56353	

NOW, THEREFORE, in consideration of the mutual promises, covenants and consideration herein contained, the parties to this Joint Power Agreement agree as follows:

b. 911 calls

The audio recording of a call placed to a 911 system for the purpose of requesting service from a law enforcement, fire, or medical agency is private data on the individual making the call. A written transcript of the audio recording is public, unless it reveals the identity of an individual otherwise protected.

A transcript of a 911 call must be prepared upon request. The person requesting the transcript is required to pay the actual cost of transcribing the call (in addition to any other applicable or allowed costs). The audio recording may be disseminated to law enforcement agencies for investigative purposes. The audio recording may also be used for public safety and emergency medical services training purposes.

c. Domestic abuse

A victim of domestic abuse, the victim's attorney, or an organization designated as providing services to victims of domestic abuse (by the Minnesota Center for Crime Victims Services, the Department of

Corrections, or the Department of Public Safety) must be allowed access at no charge to the following data arising out of an incident of domestic abuse or out of an alleged violation of an order for protection:

- The written police report.
- Arrest data.
- Request for service data.
- Response or incident data.

d. Arrest warrant indices

Data in arrest warrant indices is classified as confidential data until the defendant has been taken into custody, served with a warrant, or appears before the court, unless the law enforcement agency determines that a public purpose is served by making the information public. The MGDPA does not define the term "warrant indices," but the commissioner of Administration considers the term to apply to a listing of active warrants.

e. Registered criminal predatory offenders

With some exceptions, data relating to the registration of criminal predatory offenders is private data and may only be used for law enforcement and corrections purposes. For example, data regarding offenders (16 years of age or older) who have failed to provide their primary or secondary address as required, may be made available to the public.