

**Central MN  
Owners & Operators and User Committee Meeting  
Douglas County Public Works, Alexandria, MN  
Thursday, July 19, 2018 – 10:00 AM  
Agenda**

1. Call to Order
2. Roll Call
3. Revisions and Approval of Agenda
4. Approval of Minutes from June 21, 2018 **(P1-11)**
5. Communications and Incidents
  - a. MTUG – July 24 – St. Cloud PD
  - b. ECN Program Updates – [online](#) only
6. **Owners & Operators Business**
  - a. Strategic Planning System Upgrades - update/discussion
  - b. Text-to-911 plan changes – Status Update **(P12)**
7. **Joint Business**
  - a. SECB STR Draft Standard **(P13-16)**
  - b. CM Standards Review
    - i. CM 1.8.1 – BDA’s **(P17-20)**
  - c. OEC INCM Course – Central Region, October 2018
8. **Users Business**
  - a. Communications Discussion – Big Stone County
  - b. 2018 Training:
    - i. Upcoming: ARMER System Admin – August 14-16, Stearns County EOC
9. **Reports**

CMESB:

  - a. ESB – next meeting July 25 (Final Budget)
  - b. Executive Committee
  - c. RAC – next meeting August 10 (Otter Tail)
  - d. Next Gen 911
  - e. EMAC
  - f. Regional Logger
  - g. Grant Updates

SECB/ARMER:

  - h. Operations and Technical Committee
  - i. Interoperability Committee
    - a. STR Subcommittee
    - b. COMU Subcommittee
    - c. EMS/Hospital Subcommittee
  - j. Interop Data Committee
  - k. Steering Committee
  - l. SMG
10. **Upcoming Meetings**
  - a. Next meeting August 16 - discussion
11. **Adjournment**
12. **GENESIS Mapping Software Demo ([Register](#) for Lunch by July 17<sup>th</sup>)**

**Central MN  
Owners & Operators and User Committee Meeting  
Douglas County Public Works, Alexandria, MN  
June 21, 2018 – 10:00 AM**

**OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:**

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Julie Fraley – Benton County
3. Ace Bonnema – Big Stone County
4. Ace Bonnema – Kandiyohi County
5. Randy Celander – Meeker County
6. Al Fjerstad – Mille Lacs County
7. Victoria Ingram – Morrison County
8. Jason Karlgaard – Otter Tail County
9. Sheriff Tim Riley – Pope County
10. Kristen Lahr, Chair – Stearns County
11. Judy Diehl – Stevens County
12. Bill McGeary – Swift County
13. Sarah Booker – Todd County
14. Lynn Siegel – Traverse County
15. Sheriff Rick Fiedler – Wilkin County
16. Seth Hansen – Wright County

**USERS MEMBERS/ALTERNATES PRESENT:**

1. Jennifer Super – City of St. Cloud
2. Julie Fraley – Benton County
3. Ace Bonnema – Big Stone County
4. Tina Lindquist, Vice Chair – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander – Meeker County
7. Al Fjerstad – Mille Lacs County
8. Victoria Ingram – Morrison County
9. Jason Karlgaard & Marco Picchiarini – Otter Tail County
10. Sheriff Tim Riley – Pope County
11. Paul McIntyre, Chair; Kristen Lahr, Chief Hughes, & Erin Hausauer – Stearns County
12. Judy Diehl – Stevens County
13. Bill McGeary – Swift County
14. Sarah Booker – Todd County
15. Lynn Siegel – Traverse County
16. Donald Weniger – Wadena County
17. Sheriff Rick Fiedler – Wilkin County
18. Seth Hansen – Wright County

**GUESTS:**

1. Marion Larson – Central MN EMS
2. Julie Peterson – Mille Lacs County
3. Dan McCoy – Granite Electronics
4. Sara Moulzolf – Granite Electronics

**OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:**

1. Douglas County
2. Grant County
3. Sherburne County
4. Wadena County

**USER MEMBERS/ALTERNATES ABSENT:**

1. Douglas County
2. Sherburne County

**CALL TO ORDER:**

Meeting called to order by O&O Chair Kristen Lahr at 10:02 a.m.

**INTRODUCTIONS:**

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

**APPROVAL OF AGENDA:**

*Stevens County made a motion to approve the O&O/Users Agenda. Stearns County seconded, motion carried.*

**APPROVAL OF MINUTES:**

*Jason Karlgaard stated for Otter Tail County for the Users present it should be Mark Ebeling instead of Marco. Pope County made a motion to approve the May 17, 2018 O&O/Users minutes. Wilkin County seconded, motion carried.*

**COMMUNICATIONS AND INCIDENTS:**

- a. Mille Lacs County

Fjerstad stated you can read the email from one of our dispatchers it was a situation with StatusBoard and communications. We had checked out LTAC1 for searching for a suspect after a pursuit. In the middle of that search, Red River Regional Dispatch Center comes on and they had a vehicle chase. Dispatcher is telling them this was already in use that she had already checked it out. She had to make a phone call and say you need to get off of LTAC1, we are already in use for after a pursuit, you have to use LTAC2. They never heard us calling. Fjerstad had a conversation with their dispatch supervisor she went back and listened to audio and said they could hear. Five minutes after the phone call they checked out LTAC2. Larson noted Red River just got 7500s this year and they just had training this spring. It could be a training issue. Lahr asked if LTAC1 was in a patch? Fjerstad responded we had it patched with our main, because State Patrol was coming.

**O&O BUSINESS:**

- a. Text-to-911 plan changes

In the packet are draft Text-to-911 plan changes. There was discussion or a decision made on this yesterday during the statewide meeting. Diehl noted the discussion had to do with the paragraph that talks about regional PSAPs will accept text messages on behalf of PSAP named from January 1<sup>st</sup> to December 1<sup>st</sup>, 2019 for \$1,200 per year and then going up. Southwestern MN sheriffs have talked and said neighbors are going to help neighbors we are not going to charge for it. Dar Pankonie our Statewide NextGen911 Chair does not think this is the right way to go about getting people to update their equipment. The paragraph can be removed if we choose to, or we can say that the regional PSAP may accept payment. It was decided that each region can decide for themselves whether that paragraph stays in, whether we change it from 'will' to 'may.'

**O&O BUSINESS:** (Continued)

a. Text-to-911 plan changes (Continued)

Larson observed this is just a form letter that is a draft for any of the regions to pick apart and adjust as necessary including any fees. We can even elect to not go with this and Mille Lacs, or whoever is contracted to take them, could just enter into their own agreement. Lahr asked does some kind of a memo stating how your PSAP is addressing Text-to-911 need to be made for each PSAP plan and be submitted to the state? Diehl responded that is because of the sunset date of December 31, 2018. Diehl explained that Dana understands the vendors and everybody else are running behind, the firewalls are running behind, etc. Fjerstad questioned is this going to be a regional decision, or how do we write that in here? Lahr stated the O&O/Users does not make financial decisions for the region, so we would opt to make a recommendation that either the RAC or ESB determine what Mille Lacs County's structure, or how to negotiate with the regional agencies. Fjerstad explained if Benton County is on in the next week or two then Benton is in the same boat; Wright and Stearns are ready soon also. Other counties within the region may be going with neighboring agencies. Larson asked in your conversations are the funds actually going to the regional PSAP or somewhere else? Fjerstad replied it would go to the regional text PSAP. Fjerstad said we talked about taking the paragraph out of here, should we remove it? Todd County responded it is just a template, because for each PSAP it will just be an addendum to your County 911 plan, every county could have a different one. Sheriff Fiedler asked does each county have some idea of what will be happening to their PSAP at the end of the year, so that we can get a count? Chair Lahr tasked the NG911 Committee to poll all the counties. Stearns County hopes to be accepting their own texts by the end of the year they are implementing a new 911 system. Sheriff Riley stated there are currently 9 agencies that are going to the shared service housed in Kandiyohi County and then Pope, Stevens and Grant are also going so that is 10-11- and 12 by the end of the year. Wilkin County's plan is to be on by the end of the year. Larson asked if you are upgrading your equipment does that also mean you fully intend to take your text messages? Sheriff Riley replied out of that first 9 there may be one or two that decide to continue to pay Mille Lacs County. Larson noted yesterday's NG911 did include a colorful map from ECN that did give an idea of the status of every county in the state that ECN was aware of and if they were in the process of getting quotes from the vendor. Diehl passed it around. We need to get in contact with ECN so they know that we have our quotes already. Lahr asked if we could try to get the status of all of the agencies in the Central Region. Fjerstad asked does this then become a template Mille Lacs County could use if we are going to enter in an agreement. Larson added Dana did say on the call yesterday that she wants to take this to the SECB. Diehl explained it was because if there was going to be money exchanged between counties then it should go before the SECB for their approval, after regions decide it will go before the SECB. Lahr stated if we do information gathering on the status of our region county-by-county as a starting point and we can move forward through the RAC.

**JOINT BUSINESS:**

a. ECN PS Communications Conference Reimbursements – due date: June 22

Any conference reimbursements such as meal and hotel are due to be submitted to City of St. Cloud by tomorrow.

b. 2019 Training Roadmap – APX training options

Lahr stated the training roadmap discussed at our last meeting did go to the board we got some quotes for both the Search and Rescue course, as well as our list of courses from On Target. Mr. Justin had sent back a proposal with two different options regarding the APX training. We were asking for advanced programming features for that APX training.

**JOINT BUSINESS: (Continued)**

b. 2019 Training Roadmap – APX training options (Continued)

He did state and gave two proposals in his submission. APX A-Z course is a 3-day programming course. He is getting requests for that course more frequently since a lot of agencies are implementing new radios and they are all APX radios. He did give us an option that he could do the full A-Z 3-day APX training and then do an add-on 4<sup>th</sup> day that people could just sign-up for the 4<sup>th</sup> day, or if you wanted to do the 3-day A-Z and include the 4<sup>th</sup> day training he could do both. The advanced programming features could be registered for as just a course. If we do that than anybody that attends the A-Z programing he would include programming cables, but if we held just the one-day course programming cables would not be included. Cost difference was a \$7,400 add-on to do the additional 3-day class and that includes programming cables. Lahr presented the full proposal to the board at the ESB meeting last Wednesday and they did approve the full 4 days. We are looking at the group to see what we should actually schedule for next year. Should we do the 3-day A-Z APX programming with the 4<sup>th</sup> day add-on for advanced programming features, or just looking for the advanced programming features? Kandiyohi and Stevens counties would like to see the whole thing. Lahr called for a motion. Larson would note when you have new people try to get them experience before they go to the A-Z class. *Stevens County made a motion that we do the full A-Z class with the 4<sup>th</sup> day. Wright County seconds. Motion carried.*

c. SECB STR Standard – Draft

Larson stated this is very draft. COMU Subcommittee including SWIC Stromberg reviewed the standards in this email. Agreement that those standards all were different forms saying the same thing. Discussion of rewriting one standard to cover all 4 of those standards. Please review and if possible Larson would like feedback today. There has been heavy discussion at both the COMU group and STR Subcommittee surrounding entities like the MS group. They were just denied cache radio usage for their MS150 event this year. There was some discussions with COMLs up in that area that you should rethink supporting this event. Larson asked Lindquist about the Rey Freeman study. Lindquist explained the definition included the words full ARMER participant in regards to events and groups like that it gives them foundation to deny requests. Larson was concerned when the SWIC discussed when and who can use STR equipment; the participation plan types and the potential sponsorship by an ARMER participant.

Lahr read the Eligible Users paragraph at the top of page 16:

*“Organizations that are not ARMER participants are not eligible to check out and use LMR STR equipment. This does not prohibit an eligible entity from issuing STR equipment to a person or organization as it sees fit.”*

Larson read the Eligible Users paragraph at the bottom of page 15:

*“Entities with other ARMER participation status must work with an entity with Full or Interoperable ARMER status or seek advanced permission from the Interoperability Committee at a scheduled regular meeting to establish to check out and use LMR STR equipment.”* Larson stated this would be a standard that would command our STR equipment. Lahr explained if the MS Bike Tram wanted to utilize the Central Region cache again we would not be allowed to issue directly to them based on this standard. We would have to have a sponsoring agency involved.

Diehl read the paragraph under Eligible Uses on page 16:

*“STR equipment may not be used for the following purposes: “Public or private events by personnel not in the following public safety disciplines: law enforcement, fire service, emergency medical services, emergency management.”*

**JOINT BUSINESS: (Continued)**

b. SECB STR Standard – Draft (Continued)

Larson stated his understanding of the history of the STR is that equipment was all signed over to the regions; it is our equipment. Larson's concern is now the state is going to try to control said equipment after the fact. The other piece also includes any equipment that a county puts into their regional STR. Douglas County has donated a generator to the STR tower which would mean by the standard Douglas County would not own it anymore it would become STR. Larson stated what the subcommittee and the SWIC is trying to work on is the STR equipment was issued out how many years ago and it has taken a lot of years for the SWIC to try to identify the status of the equipment, where it is, is it still functional, and try to make sure there is potential funding in the future to make sure that equipment is operational for deployment. We have started basic discussions on radio replacement needs.

Jennifer Super explained we have the cache radios today at St. Cloud State for the Lemonade Arts & Craft Fair. The folks in the Patrol Division went straight to Douglas County to request the radios and came up to get them; not sure when and to what information the City of St. Cloud and Stearns County received that SCSU even had requested the radios much less that they had them in their possession a week ago. And did the patrol folks do a 205 and request a talkgroup, Super cannot say that they did she is not sure what those requirements were, so she cannot hold them accountable that they went through the right steps because they are not clear to us that check them out. Lahr stated those are all important things to make part of this standard. Lahr would hesitate to state that organizations that are not ARMER participants are not eligible to check out and use. In the case of the MS Tram you have an event that traverses a region and may have Public Safety events associated with it. They should not be utilizing the ARMER radios to run their event operations, but to communicate with Public Safety is a good use of the STR equipment. McIntyre agreed, we checked it out for the air show. We gave it to people from Civil Air Patrol, the Boy Scouts, and the air people, but it was all part of the Public Safety plan. We provided "Just in Time" training for them. Tom had checked it out through the city and the county. But we had other people using it that it makes it sound like technically we could not give those radios to. Larson explained a Boy Scout event. Super acknowledged that she does appreciate the flexibility that we allow people outside of ARMER to possess and use the radios for that event. They do need to be overseen by a responsible person under ARMER, but she would appreciate clarity on what it is to be used for. They are likely using that talkgroup this morning for parking and operations of the event not for Public Safety needs. Diehl noted that parking is oftentimes Public Safety. Super explained there are a dozen volunteers that have nothing to do with Public Safety in their daily basis that are coordinating vendors unloading their vehicles over the radio. Super would hope they are on a CM. McIntyre noted with your participation plan as a college and state entity and your day to day stuff technically you are allowed to do any of that you just discussed. Lahr stated anytime the STR is utilized a 205 should be required to be submitted to the local PSAP entity, or the local county or system administrator, as to what they are utilizing with that cache so you know what the impacts of the system are so it can be approved. McIntyre noted discussion that took place at the recent Communications Workshop, the best way of checking the STR equipment out. Diehl noted StatusBoard has the STR on it with the tower and the cache radios. Douglas County usually makes the notes in StatusBoard. There are notes on StatusBoard for the procedure. Lahr believes that Douglas County does check it out on StatusBoard anytime it is outside of their possession and that is outlined in the regional standard for the STR.

**JOINT BUSINESS: (Continued)**

b. SECB STR Standard – Draft (Continued)

Larson recapped that people see the value of allowing outside groups to utilize the equipment, some are saying we should have entity involvement in that event, but we are also saying we should have comms plans that are disseminated to at least the local PSAP if not further. The next meeting for STR is August. Larson will put in some edits and bring it to next month's meeting.

- Kandiyohi County noted “be” should be removed on page # 17 in “ECB/ESB regions may be remove...”
- Kandiyohi County agreed with Larson, on page #16: “*Maintenance includes: Directives of the SECB for STR maintenance must be implemented.*” They are saying that if they say that we need to update something we need to do it. Oh, by the way you are paying for it. So, is it ours or is it theirs? Larson responded one of the conversations was what if a region had something catastrophically break on their STR radio cache or tower and they chose not to fix it what then? Someone's comment was they could relinquish control of it back to the state or another region. This conversation started with an audit of what has the regions done with the \$12,000 that was issued to them when the STR was provided. The genesis of that was when the Northeast Region came with a request asking to use some of their STR dollars to support their MC7100 console that they were purchasing.
- Kandiyohi County noted not only on special events, but also if we have a railyard incident and we need to get somebody from Burlington Northern a radio the way the standard looks there may be issues. Larson explained we have county fairs and city events; and we used the cache radios for Hockey Day, MN to volunteers. Larson does not want to lock down a state standard to make is so we can never use the radio cache; they need to get used.
- Lindquist asked do we have a clear checklist in the regional standard? Lahr replied we do not have a request of a communications plan when you utilize the STR. That is definitely something that we can do to guide users into utilizing the system in a more efficient manner. That is an easy ask by someone utilizing the radios to provide a communication plans on what talkgroups in this cache you want to utilize and for what purpose.

c. CM Standards Review

i. CM 1.8.1 – BDA's

On page #18 is a memo from ECN in regards to BDA requirements. Lahr did some editing changes to include some of that language or requirements. Fjerstad commented it does not specifically state a CRAE in here, but it does say signal booster. Lahr did change the term BDA to signal booster. Fjerstad asked do we need to put the word CRAE in there? Larson suggested to spell it out. Lahr stated under Purpose or Objective where it states signal boosters we could say bi-directional amplifiers or CRAE. Larson asked do we want to put that memo as an appendix? Lahr suggested under #4 Recommended Protocol/Standard see also appendix A. Larson noted a lot of this will be directed at a vendor; do we need to provide a regional contact for inquires to get to the right system admin? Lahr replied the request is under section #5. We could add language to contact the regional system administration with contact information for a list of local system administrators within the Central Region. Larson suggested the website's Contact Us form. Todd County noted in that section to change BDA's to signal boosters. Lahr will make those additional changes for next month. Larson noted coming up this coming Monday one of the standard that is going to be reviewed is the Hospital Security Standard. Please get your local hospitals involved.

**JOINT BUSINESS: (Continued)**

d. CM Talkgroups Discussion

There have been questions about the regional talkgroups that we have beyond the CM Call through CM 12 and CM encrypteds. Larson listed the talkgroups. The question is are we using some of those other ones especially on the EMS side that we should be directing people to put into their radios? McIntyre replied Hospital Preparedness one, yes. We should have a discussion on the EMS Hail. We agreed we were going to keep it, we got rid of all of the other EMS ones and directed that we would go to our regional interop one, but is anyone using it anymore? We put it in our ambulances, but there is so much outer region interoperability with ambulances that it could be looked at that one is not needed. The hospital preparedness talkgroup (CM-HSPP) is definitely needed. McIntyre gave further explanation. Larson asked as he receives requests if it is an EMS agency what should he be pushing people towards beyond just our regular interops? McIntyre would make a recommendation that we look at ending EMS HAIL. That is the true regional interoperability talkgroup for Hospital Preparedness so that should not go away. Larson assumed Emergency Managers are using CM EM. Hansen replied we test on it. Hausauer added if there is a really big storm system we have communicated on it. Larson asked are we still using the regional demo 1 & 2 for vendors? Lahr stated we got rid of regional public works. McIntyre asked whenever our next Regionals Managers meeting is put it as an agenda item. Lahr stated we will look for this to be brought up at a future meeting.

**USER BUSINESS:**

a. Communications Discussion – Wright County

Hansen read an email: On May 9<sup>th</sup>, there was a 9-1-1 call from gas station in Clear Water. It was from an employee who stated there was a female who came into the store and claimed she was being held hostage by a male with a gun. The employee took herself and the female into the office and locked themselves into it and called 9-1-1. At that point, the male suspect was outside and entered the store and was knocking on the door looking for the female that he was supposedly holding hostage. He left and started driving around looking for her and then came back and parked. He entered the store going into the bathroom. That is when the deputy who was dispatched was over 15 minutes away. At that point, they called Mutual Aid from Sherburne County and State Patrol. Both were notified and they basically just patched our Main to LTAC1 for communication between State Patrol and Sherburne and Wright. State Patrol and Sherburne apprehended and detained the male in the bathroom though the weapon was never discovered. It was determined the female was not held against her will. The effective radio communication in patching to LTAC1 they were able to get the assistance from the other agencies before our deputies could show up; a successful patching incident. Lindquist announced the next county to give a presentation would be Kandiyohi for Big Stone.

b. Public Safety Application Use

Larson has not gotten together the survey for applications. Has anyone had discussions with your entities on what applications you are using? I.e. Mobile app for CAD; situational awareness application; or Google Maps to get navigation to calls. Wright County is using 'Active 911' or 'I am Responding' and it dumps the CAD information in and then it give an address link to Google Maps or iPhone maps. Diehl mentioned RapidSOS is working with GeoComm to give more accurate mapping for a wireless call and Apple signed a contract this week.



**USER BUSINESS: (Continued)**

c. 2018 Training:

a. Recent: MCC7500 Configuration, ICS/Communications Workshop

Lahr stated this will be a repeating item under User's Business discussing current year's training to given an opportunity to give feedback on trainings that were recently held, so we have fresh information on how the training was received.

Recently we held the MC7100 Configuration course at Alex Tech. Tuesday and Wednesday was the ICS Communications workshop in Alex. Lahr thought the MCC course was good opportunity to discuss what we are doing in our dispatch centers on our console configs and how to change features. Diehl thought it allowed us to learn to do things she was not aware that we could like even changing the background color of your MC7500 from white to gray.

The number of people that we had registered for the ICS Workshop was a group from Stearns County and three from Grant County. Good opportunity for discussion, because we were metropolitan verses rural so we had a way to discuss how we handle things differently. Lindquist said the feedback we had gave On Target was not to get too technical on the communications resources side, but not to overwhelm a deputy or dispatcher. It was a lot better the second time, it was not so overwhelming. Lindquist would be in favor of offering it again. Lahr asked do we need to look at offering this at a different time of year? Lindquist said there were some really good checklists.

b. Upcoming: ARMER System Admin – August 14-16, Stearns County EOC 3-day course for new or existing ARMER System Admins that is being held in Stearns County. Get your System Admin signed-up if you are looking for that.

McIntyre said for next meetings to have a better discussion on the VHF overlay and how that actually works. It is not one unit there is actually three of them there. Larson responded we are going to be tasked to discuss the VHF overlay in the next year operationally. Next month we are looking at the GENESIS mapping vendor presentation. It is integrated they are working on RapidSOS, but you are also able to bring in other GPS assets. We will be looking to take lunch orders.

**REPORTS:**

**CMESB:**

Emergency Services Board (ESB) – July 25, 2018

At the last meeting the board approved our training request for 2019; approved sun setting the two standards that we recommended sun setting; and approved the annual maintenance for the GENESIS reporting software that we recommended as well.

Executive Committee

Larson got the go-ahead to move on making an offer to MNDOT for those daily system admin reports. MnDOT had Mn.IT remove the list serve they had previously been using. Since it is at no additional cost offering to MnDOT that they can use Newsflash option from our website.

Regional Advisory Committee (RAC) – July 13, 2018

Fjerstad reported RAC was held in Mille Lacs County. We talked about Motobridge cancellation. We will have a lot more conversations on this in the next year. This might be MnDOT's opening to dismantling Motobridge. It still functions and works. We did a list serve communications demo. Make sure we get our receipts in for the conference. COOP plans all but two have been submitted for our region. Talked about the JPA with Mille Lacs Band for the radio region.

**REPORTS: (Continued)**

**CMESB: (Continued)**

Next Generation 911 Committee

Diehl asked surrounding counties if their PSAP received any calls about our IPAWS alert that was sent out on Monday night. Stevens County only received two calls. If any PSAP received calls or had any impact John Dooley wants to know about it, there is a link on the Central MN website on the Next Gen 911 page. Our meeting yesterday, Cathy Anderson said to make certain that each telecommunicator signs off StatusBoard on every shift (if it is on for 24 hours you can get blocked out) and the new person is signing in. For the COOPs, Meeker and Grant are the only two who have not turned in. Mayo went live yesterday with text-to-911. Diehl listed the next counties to go live. Dan's report on firewalls. Long discussion about the sunset date and fees. Minnesota ECN received the state innovation reward for their state text-to-911 successes.

EMAC

At last ESB they approved our grant application to submit for SHSP grant; in the application there was ID machines for 14 counties, exercise planner and there was a last minute amount of money from the state for hostile action-based training so we included that as well. Once we get those we have a potential vendor and we will put it out for other people to look at. We might just do a bunch of different hostile action-based ones in different areas of the region. Our Planner has been going out doing threat and EOC assessments. We are also finishing up our regional preparedness report data in the areas of prevention and protection and once we get that updated our strategic plan can move forward.

Regional Logger Committee:

Continuing to work on a data request form and other non-logger users request interop radio traffic. We approved at our last Logger and through the ESB for Wilkin County to officially join the Regional Logger. Next month further discussion whether or not the Regional Logger is willing to open up to multiple levels of membership.

Grant Updates

List of the final projects that will be submitted in the final application. Mille Lacs County will need to confirm whether there is an application in for GIS. Diehl stated during our exercise on Monday night one of our biggest communication failures was between our EMT's and the hospital, because they were using VHF radios trying to talk to ARMER. We do need the 20 EMS radios if we can get them.

**REPORTS:**

**SECB/ARMER:**

Operations and Technical Committee (OTC)

Fjerstad stated we talked about order of business and attendance. Standing committee reports from all the regions. Talked about System managers 7.17 upgrade coming. State of MN is still working on two sites. MnDOT talked about the King Stack ARMER site and they are in negotiations with Wisconsin to put a tower. RFP was supposed to go out for two new RICs. There will be a north RIC and south RIC. Marcus Bruning has to reapply for the North. Wright and Sherburne counties ARMER participation plan status; research Jim Stromberg did is they are separate entities. Media access, there is a lot more to come. Agencies are starting to encrypt their law mains. Long discussion on Action Radio; request not approved; referred back to Metro Region. Cannon River Drug and Violent Offender Task Force site access approved. Wisconsin DNR request approved. Dakota County request approved.

**REPORTS: (Continued)**

**SECB/ARMER: (Continued)**

Interoperability Committee

Did not meet last month.

a. STR Subcommittee

Larson stated as discussed earlier there is the draft standard being looked at. SWIC Stromberg is still waiting regarding the lockboxes for keys for the STR towers for correspondence from one region. Further discussion about not all regions adding the lockbox combination into CASM for the STR resource. We talked about the funds that regions have used their STR funds for. Discussion about sending that over to Finance Committee for review. Discussed the radio cache life span. SWIC Stromberg said there is no money now or in the near future to support switching out the radio caches with new equipment. Staring to have the discussion are the radio caches being used; is the number of 30 radios enough; and future discussions of replacement.

b. COMU Subcommittee

Fjerstad in our packet is a list of COMLs/COMT and whether they are currently active or not. Jim Jarvis talked about building teams around an incident command post or special events to get the training folks need. Larson spoke about looking to Metro CRTF for their way they do training and Troy Tretter would be willing to meet with us or provide information to develop our own COMU unit. Larson would like future meeting discussion for a COMU team. Larson explained the ADCS position taskbook is a position that is not federally recognized; Chair Anderson put it together. We are one of a few states that is moving this forward. Historical INTD training, the Metro COMU group has had outside vendor in the past conduct INTD training; looking for approval to recognize those personnel that have gone through training in the past. The list on page #23-24 Jim Stromberg would like feedback if there are any issues with the data that are in here: (1) Lahr and Larson are not in there as trainees for COML; (2) It looks like Fjerstad is expired; Larson went on for new business they talked about a standard which was a pre-planned event communications planning or full-scale exercise planning standard. Discussions there surrounding non-public safety entities utilizing ARMER. If you have any thoughts on the standard get to Fjerstad or Chief Wrobbel. (3) On page # 24 Dean Wrobbel is showing active, but his date is 2017; (4) Tom Justin is showing inactive, but he has an active date. State certification was discussed.

c. EMS/Hospital Subcommittee

June 6<sup>th</sup> the leadership that represents the MAA to the state radio board met to make sure the needs were met, reporting back to the MAA was happening, make sure the positions from the MAA to all the subcommittees for the state radio board were met, and to decide the direction of the EMS/Hospital Subcommittee. Everybody else did best practices; the EMS one is the state's EMS communications plan. We will move forward setting up that group as a formal subcommittee. We need to start making a formal meeting structure, membership and meeting schedule. We are working on the draft minimum membership.

Interop Data Committee (FirstNet)

Fjerstad reported Melinda Miller said that one representative from each region can join the FirstNet Association for free. First regional meeting will be held on June 29<sup>th</sup> at the Minneapolis West Marriott. Fjerstad is going to be a representative from the Central Region. Larson will attend, but on the City's dime. Fjerstad explained the discussion on getting pre-emption from Verizon and AT&T. Discussion with AT&T and Verizon with core sharing. Discussion within FirstNet of what is considered a primary and extended primary user; it is completely up to the agency as to who you think should be primary or an extended primary user.

**REPORTS: (Continued)**

**SECB/ARMER: (Continued)**

**Steering Committee**

Lindquist reported it was a very long meeting. For the Strategic Plan historically ARMER has been their interoperability program and moving forward there is a lot of data plans that will also require interoperability. When they finalize the Strategic Plan it will have one chapter for radio communications and one for data applications. There was some discussion that not all radio systems are ARMER, so moving forward in publications you might see the acronym LMR (Land Mobile Radio). Rey Freeman's study regarding federal agency, a motion was passed to recommend the study to the SECB looking at user fees. Lindquist explained the meetings, research and revenue discussion. To consider user fees the Finance Committee needs to weigh in. Larson inquired at the last Steering Committee meeting, Chair Glaccum asked that ECN check for legal opinion whether or not 911 fees are even a concern having federal partners on. Lindquist replied there is a meeting scheduled.

**SMG (System Managers Group)**

Did not meet.

**NEXT MEETING:**

The next O&O/Users meeting will be July 19, 2018 at 10:00 AM at Douglas County Public Works. We will have training after the meeting next month.

**ADJORNMENT:**

*Stearns County made a motion to adjourn the meeting. Wright County seconded and the motion was carried unanimously. The meeting adjourned at 12:11 p.m.*

Minutes recorded by Shari Gieseke.

Central Region  
Text-to-911 Status

County	Text-to-911 Status	Go Live Year 2018	Go Live Year 2019	Go Live Year 2020	Go Live Year 2021	Project Status
Benton County	Very close to going live. Working on a firewall issue.	2018				
Big Stone County	Uses Kandiyohi County for all 911. See Kandiyohi County.	2018?				
Douglas County	Signed a contract with Airbus. Will have a Hosted 911 system before the end of the year.	2018				
Grant County	Working with vendor (quote received) Goal to go live end of 2018 or early 2019	2018				
Kandiyohi County	Going to go live later this year?	2018?				
Meeker County	Last meeting with Sheriff Cruze- Contracting with Mille Lacs County for 2019.	>	Contract			
Mille Lacs County	Regional Text-to-911 PSAP	2017				Live
Morrison County	Working on upgrade. Unknown start date.	>				
Otter Tail County	Goal to take their own texts by end of 2018.	2018				
Pope County	Working with vendor (quote received) Goal to go live end of 2018 or early 2019	2018				
Sherburne County						
Stearns County	Received Board approval. Working with CenturyLink Goal to go live in November	2018				
Stevens County	Working with vendor (quote received) Goal to go live end of 2018 or early 2019	2018				
Swift County	May choose to have Kandiyohi take their text messages Later this year or early 2019	2018				
Todd County	Contract signed. Tentative Go-Live by end of 2018.	2018				
Traverse County	Will continue to contract with Mille Lacs County Starting 2020.	>	Contract	2020		
Wadena County	Reviewing proposals from vendors hope to sign in 6-8 wks Goal to go live end of 2018.	2018				
Wilkin County	Working with vendor. Plan to take our own Text-to-911. Plan is to be live in January 2019.	>	2019			
Wright County	Received quote. Need to get final schedule.	2018				
<b>TOTALS</b>		<b>14</b>	<b>15</b>	<b>16</b>		

## **Strategic Technology Reserve (STR)**

### **Purpose or Objective**

The purpose of this standard is to:

- Justify the need and existence of a STR
- Define which items are included in Minnesota's STR
- Clarify who is an eligible user of Minnesota's STR
- Establish for what purposes and the parameters for which Minnesota's STR may be used
- Detail how Minnesota's STR should be stored and maintained

### **Scope**

This standard is limited to equipment defined as part of the STR. This standard does not apply to agency equipment not identified as part of the STR.

### **Definitions**

STR: Strategic Technology Reserve

UASI: Urban Area Security Initiative

### **Procedure**

#### **STR Justification**

Minnesota recognizes the need for a Public Safety Communications Strategic Technology Reserve. Such a reserve serves public safety by:

- Providing communication resources that can be deployed in situations where there is a catastrophic loss of existing public safety communication capabilities.
- Providing communication resources that can be used to supplement existing public safety communication resources where an event or natural disaster requires more resources and capability than are currently available locally or regionally.
- Providing a transportable communications resource that can be used to support operations of local public safety officials responding to a serious event or natural disaster to another state.

#### **STR Composition**

Historically and nationally, STRs are made up of Land Mobile Radio (LMR) resources and included items such as portable radios, transportable towers, gateways, and other similar radio-

## DRAFT Rewrite and Consolidation of Standards 3.33.0, 3.33.1, 3.33.2, and 3.33.3

based tools. Minnesota recognizes LMR resources as fundamental to interoperability and supports the ongoing health of LMR interoperability. Minnesota also recognizes that public safety communications are evolving and are now inclusive of other data-based technologies. As non-LMR technologies become part of the daily public safety communications ecosystem, so too should the STR.

The following equipment is considered Minnesota's STR:

- Each of the 30 portable radios purchased in 2011 and assigned to the six non-metro Regional Radio Board regions as cache radios.
- Each of the 150 portable radios purchased in 2011 from UASI funds and assigned to the Twin Cities UASI region as cache radios.
- Each of the 7 transportable telescoping towers purchased in 2011 and assigned to the seven Regional Radio Board regions.
- Each of the 7 transportable dual-band repeaters purchased in 2011 and assigned to the seven Regional Radio Board regions.
- The satellite-enabled ARMER base radio site (known as the SATCOW) purchased in 2011 and assigned to Hennepin County.
- Any item purchased after the approval of this standard that was purchased with ECB/ESB-allocated grant funds and identified for the STR.
- Any item voluntarily identified by its owner and accepted by the STR Subcommittee and Interoperability Committee as for the STR.

The Statewide Interoperability Coordinator (SWIC) is responsible maintaining a comprehensive list of STR items. An abbreviated version of the list should be included in the MnFOG.

### Eligible Users

Entities that have "Full" ARMER participation status are eligible to check out and use LMR STR equipment.

Entities that have "Interoperability" ARMER participation status are eligible to check out and use LMR STR equipment with consent of the ECB/ESB regions (or ECB/ESB designated committee) in which the equipment will be used. In an emergency, temporary consent may be approved by the following:

- ~~ECB/ESB Chair or Region's Designated Committee~~ ~~Regional Advisory Committee (RAC) Chair~~
- Statewide Interoperability Coordinator (SWIC) or the applicable Regional Interoperability Coordinator (RIC)

Entities with other ARMER participation status must work with an entity with Full or Interoperable ARMER status or seek advanced permission from the Interoperability Committee ~~ECB/ESB Chair or Region's Designated Committee~~ at a scheduled regular meeting to establish eligibility to check out and use LMR STR equipment.

## DRAFT Rewrite and Consolidation of Standards 3.33.0, 3.33.1, 3.33.2, and 3.33.3

Organizations that are not ARMER participants are not eligible to check out and use LMR STR equipment. This does not prohibit an eligible entity from issuing STR equipment to a person or an organization as it sees fit.

[It is encouraged that an ICS-205 Communications Plan be completed and disseminated to the impacted Public Safety Answering Points \(PSAPs\) when the STR is utilized.](#)

It is encouraged that an eligible entity ~~engage~~engages the service of a COML when checking out and deploying STR equipment.

### Eligible Uses

STR equipment may be used for the following purposes:

- Training events for the following public safety disciplines: law enforcement, fire service, emergency medical services, emergency management
- Emergency incidents involving the following public safety disciplines: law enforcement, fire service, emergency medical services, emergency management
- Public events such as fairs, running races, and community carnivals when used ~~by personnel in the following public safety disciplines: law enforcement, fire service, emergency medical services, emergency management~~ appropriately and in conjunction with public safety or an entity with an ARMER participation status.
- Other events related to the professional duties of the authorized users of an entity holding full ARMER participation status

STR equipment may not be used for the following purposes:

- Public or private events ~~by personnel not in the following public safety disciplines: law enforcement, fire service, emergency medical services, emergency management~~ that do not involve an ARMER participant.

### Storage and Maintenance

Each piece of STR equipment must have a custodian willing to store, maintain, and otherwise look after the equipment. STR equipment should be in a ready-to-be-deployed condition. If unable to be in such a condition, the custodian should have a work plan for its repair. Items unable to be deployed should be noted as such in areas where the item is recorded (e.g. CASM & StatusBoard).

Maintenance includes:

- Batteries must be regularly conditioned and assessed for usability
- Directives of the SECB for STR maintenance must be implemented

Emergency Communications/Services Boards are financially responsible for the maintenance of the following STR items:



## DRAFT Rewrite and Consolidation of Standards 3.33.0, 3.33.1, 3.33.2, and 3.33.3

- Each of the 30 portable radios purchased in 2011 and assigned to the six non-metro Regional Radio Board regions as cache radios.
- Each of the 150 portable radios purchased in 2011 from UASI funds and assigned to the Twin Cities UASI region as cache radios.
- Each of the 7 transportable telescoping towers purchased in 2011 and assigned to the seven Regional Radio Board regions.
- Each of the 7 transportable dual-band repeaters purchased in 2011 and assigned to the seven Regional Radio Board regions.
- The satellite-enabled ARMER base radio site (known as the SATCOW) purchased in 2011 and assigned to Hennepin County.
- Any item purchased after the approval of this standard that was purchased with ECB/ESB-allocated grant funds and identified for the STR.

Should an item need an expensive repair or an expensive item need to be replaced, the regional ECB/ESB should be consulted. The threshold between inexpensive and expensive is at the discretion of the regions.

ECB/ESB regions may ~~be~~ remove specific equipment from the STR upon the approval of the STR Subcommittee and the Interoperability Committee. Examples:

- One defective portable radio from a cache of thirty radios
- Catastrophic loss of the STR Tower/Repeater

The owner of any item voluntarily identified by its owner and accepted by the STR Subcommittee and Interoperability Committee as for the STR is financially responsible for its maintenance. The owner of equipment accepted by the STR Subcommittee and Interoperability Committee may also withdraw that equipment from the STR by notifying the STR Subcommittee.

## NEED TO DEVELOP A SECTION ON FUNDING/SUSTAINMENT

STR maintenance should be considered as part of ECB/ESB annual budgeting and grant requests.

**CENTRAL MN ESB REGION**  
**800 MHz Trunked Regional Public Safety Radio System – Allied Radio Matrix**  
**for Emergency Response (ARMER)**  
**Standards, Protocols, Procedures**

Document Section:	<b>1. Management of System</b>	O&O Approved
Sub-Section:	<b>Central MN 1.8.1</b>	Date: <del>8/17/2010</del>
Procedure Title:	<b><u>Bi-Directional Amplifier-Signal Booster Requirements Systems</u></b>	
Date Established:	<b>08/17/2010</b>	
Replaces Document Dated:	<u>08/17/2010</u>	<u>RRB-ESB</u> Approval
Date Revised:		Date: <del>9/29/2011</del>

**1. Purpose or Objective**

To establish the procedure for approval of installations of ~~bi-directional amplifier systems~~Signal Boosters (BDAs or CRAE) ~~and to~~within the regional public safety radio system.

**2. Technical Background:**

- **Capabilities**
- **Constraints**  
The FCC requires that consent be obtained from the license holder of any frequency to be rebroadcast through a Signal Booster. In the case of ARMER, the frequencies are licensed by MNDOT and in some cases a local entity (county/city).  
  
MNDOT requires that it be notified of every (indoor and outdoor) ARMER frequency Signal Booster installation.

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**3. Operational Context:**

Since changes to the regional public safety radio system may affect more than one participant, changes and upgrades will need to be reviewed for possible performance or cost impact to some or all users of the system.

**4. Recommended Protocol/ Standard:**

Consent will be obtained from the license holder (MNDOT or local entity) of any frequency to be rebroadcast through a Signal Booster. ~~None.~~ Notification of every (indoor and outdoor) Signal Booster installation will be submitted to MNDOT for review. MNDOT also requires that each *outdoor* Signal Booster be reviewed the by the Operations and Technical Committee (OTC) of the Statewide Emergency Communications Board (SECB).

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See Appendix A

### **5. Recommended Procedure:**

Requests for ~~BDA-signal boosters~~ which are being installed to improve ARMER coverage in buildings shall be submitted to MNDOT, as well as, the appropriate sub-system administrator for review. ~~The sub-system administrator will review the request to ensure the BDA will not cause interference with the ARMER system. If the BDA request is determined to have no negative effect on the ARMER system, the sub-system administrator may approve the installation of the BDA.~~ If a determination is made that the proposed ~~BDA-signal booster~~ design poses a risk to proper operation of any ARMER subsystem system the sub-system administrator can recommend a design change or request review by the Radio-CM Owners & Operators Committee. The subsystem administrator shall maintain a record of the installation and will notify first responders in their area that a ~~BDA-signal booster~~ exists in the building or area.

### **6. Management**

The appropriate system manager or sub-system administrator will be responsible for the ~~approval and tracking of BDA-signal boosters~~ which are installed to improve ARMER system coverage, ~~but do not physically connect into the ARMER system.~~

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**CENTRAL MN ESB REGION**  
**Allied Radio Matrix for Emergency Response (ARMER)**  
**Standards, Protocols, Procedures**

<u>Document Section:</u>	<b><u>1. Management of System</u></b>
<u>Sub-Section:</u>	<b><u>Central MN 1.8.1</u></b>
<u>Procedure Title:</u>	<b><u>Signal Booster Requirements</u></b>

**Appendix A**

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## MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol  
and Gambling  
Enforcement

Bureau of Criminal  
Apprehension

Driver  
and Vehicle  
Services

Emergency  
Communication  
Networks

Homeland  
Security and  
Emergency  
Management

Minnesota  
State Patrol

Office of  
Communications

Office of  
Justice Programs

Office of  
Traffic Safety

State Fire Marshal

### Emergency Communication Networks

445 Minnesota Street • Suite 137 • Saint Paul, Minnesota 55101-5137  
Phone: 651.201.7547 • Fax: 651.296.2665 • TTY: 651.282.6555  
[www.ecn.state.mn.us](http://www.ecn.state.mn.us)

To: Signal Booster (BDA) Grant Applicants  
From: ECN Grants Staff  
Date: February 28, 2017  
Subject: Signal Booster (BDA) Requirements

The Minnesota Department of Transportation (MNDOT) and the Federal Communications Commission (FCC) have established the following requirements as they relate to Signal Boosters, often known as BDAs (Bidirectional Amplifiers).

The FCC requires that consent be obtained from the license holder of any frequency to be rebroadcast through a Signal Booster. In the case of ARMER, the frequencies are licensed by MNDOT.

MNDOT requires that it be notified of every (indoor and outdoor) ARMER frequency Signal Booster installation. MNDOT also requires that each outdoor Signal Booster be reviewed by the Operations and Technical Committee (OTC) of the Statewide Emergency Communications Board (SECB). Notice to MNDOT can be made by email to:

David Savolainen  
[david.savolainen@state.mn.us](mailto:david.savolainen@state.mn.us)  
651-234-7972

The FCC requires that all Part 90 Class B Signal Boosters (>75 kHz bandwidth) be registered with the FCC. MNDOT further requires that all Part 90 Class A Signal Boosters (<75 kHz bandwidth) rebroadcasting ARMER frequencies be registered with the FCC.

Registering a Signal Booster with the FCC can be accomplished at no cost online at <https://signalboosters.fcc.gov/signal-boosters/>. Required data will include:

- Location of Signal Booster (address and latitude & longitude)
- FCC Call Signs for the frequencies to be rebroadcast (provided by MNDOT)
- Frequencies Impacted
- Contact Information

Please ensure that your staff and/or your contractors follow these procedures. Please contact the ECN or MNDOT if you have any questions.

Thank you.

EQUAL OPPORTUNITY EMPLOYER

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