

**Regional Advisory Committee**  
**Friday, January 12, 2018 – 10:00 a.m.**  
**Douglas County Public Works**  
**526 Willow Dr., MN – Douglas County**

**Members/Alternates Present:**

1. Micah Myers, Chair & Brandon Larson – City of St. Cloud
2. Kyle Dusing – Benton County
3. Michael Henrion – Douglas County
4. Sheriff Troy Langlie – Grant County
5. Sheriff Dan Hartog – Kandiyohi County
6. Randy Celander – Meeker County
7. Al Fjerstad – Mille Lacs County
8. Victoria Ingram & Jane Holman – Morrison County
9. Keith VanDyke & Jason Karlgaard – Otter Tail County
10. Sheriff Tim Riley, Vice Chair – Pope County
11. Kyle Breffle – Sherburne County
12. Kristen Lahr – Stearns County
13. Dona Greiner – Stevens County
14. Sheriff John Holtz – Swift County
15. Mike Wisniewski – Todd County
16. Lynn Siegel – Traverse County
17. Tyler Wheeler – Wadena County
18. Sheriff Rick Fiedler – Wilkin County
19. Seth Hansen – Wright County

**Members/Alternates Absent:**

20. Big Stone County

**Guests Present:**

Jeff Jelinski – Morrison County Commissioner  
Judy Diehl – Stevens County  
Andy Faith – Granite Electronics  
Dan McCoy – Granite Electronics  
Derek Leyde – Northland Business  
Dan Craigie – ECN  
John Dooley – IPAWS Program Manager

**Meeting was called to order by Chair Micah Myers at 10:11 a.m.**

19 of the 20 members in attendance with a quorum present.

**Revisions and Approval of Agenda:**

*Stearns County made a motion to approve the RAC Agenda. Todd County seconded, motion carried.*

**Approval of Minutes:**

*Swift County made a motion to approve the RAC minutes from December 8, 2017. Wright County seconded, motion carried.*

## Communications:

- a. Elections for 2018 Chair & Vice Chair  
Lahr moves to approve Fiedler seconds passes for Micah Myers to remain Chair and Tim Riley to remain as Vice Chair.
- b. PSAP Firewall Project
  - a. Dan Craigie (ECN) provided a presentation for the firewall project. The goal is to protect ESInet from intrusions and have it remain secure and reliable. No costs to PSAPs, it is a requirement for the PSAPs that are SIP. Approximately half the PSAPs are direct SIP. All direct SIP PSAPs will have a firewall. The RFP process took longer than expected and Dan thought they would have been fully deployed by now. They are in the testing phase currently. Received input from committees from the state. Element Technologies is the provider of the firewalls. No PSAP currently has the firewalls. Most PSAPs have dual connections to ESInet, some only have one connection. They will be installed at the very end of ESInet but before the CPE. Subcommittee of NG911 to determine use of the firewalls beyond the main scope, i.e. CAD remote access...etc. Meeker, Morrison, Benton and Mille Lacs are direct SIP in the Central Region. Mille Lacs is the first to receive a firewall due to being the regional text to 911 answering point for the region. The firewalls were dropped from being mandatory due to the delay in contracts and the inability to slow the text to 911 project. Dan showed a slide of 2016 SHSP for the region \$19,473.84 is the total. Dan explained how the physical connection will be with ethernet patch cables and configuration. Pilots for the firewall testing include; Dakota County, U of MN and Ramsey County backup site. They are able to test with Ramsey County back up site without impacting the live environment. Dakota County and U of MN are live environments that have not started the pilot yet. Mille Lacs included on the priority installation once pilot testing complete. Phase 1 installation of 53 PSAPs is forecast to complete February 2018. Myers asked about long-term plan for maintenance agreement and possible failures. Dan said that there is a 4hr response if site completely goes down, if one failure then Element has 8hr response, onsite response. Myers asked about replacement for the future. Dan said there is a pool of replacements ready in the cities, two in Fargo and two in Duluth. The firewalls are expected to have a life of 6 years, after 6 years the state would have to go back to RFP. Dan doesn't think it would be likely to go back for a new RFP and thinks it would be rolled into a 911 contract with a service provider.

## Reports:

### SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT/RIC:  
No report
2. SECB: (Micah Myers)  
Met on Jan 4<sup>th</sup>, gave reports on the FirstNet workshop, discussed dates set by other regions. Asked for an update on the Central Region FirstNet roadshow, found Feb 23<sup>rd</sup> didn't work for FirstNet. Participation plans were all approved.
3. OTC: (Al Fjerstad)  
Kristen presented on the agenda item for a request by our region to have the CM talkgroups allowed statewide access during the operational period of the Super Bowl. The OTC felt it was a valid request and thought other regions would benefit as well. The OTC felt that there could be loading issues in the Metro Region if all of the CM 2-12 were given statewide access. The OTC allowed statewide access to CM 2 and CM 3. The OTC took action to allow the same for the other regions if they desired.

**Reports: (Continued)**

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

3. OTC: (Al Fjerstad) (Continued)

Kristen drafted a memo to disseminate regarding the communication contingency change. Kristen plans to present it at the upcoming O&O/User's meeting. Kristen explained if no LTAC was available then the dispatcher would need to check for any available STACs. If no STACs were available, they would utilize CM 2 or CM 3 for a pursuit. Mike Wisniewski asked about air ambulance communications. Kristen explained that air ambulance does or will have CM talkgroups if needed. Jane Holman asked if there was a pursuit headed to Todd County from Morrison County, what should be issued? Kristen responded if LTACs are not available then check for the next available STACs. Troy Langlie said that this event is impacting the whole state due to the communications plan; the Central Region now needs to make a communications plan due to the Super Bowl. Troy feels that the next event needs to address this before the event. Al says that it is due to Minneapolis' radio constraints. Kristen said this is a once in a decade event and doesn't feel that adding more STACs would be the solution. Micah said that more events will be coming, statewide procedures would have to be changed. Troy says we need to work on the update to prevent this from happening again. Al believes that there is no push to update radios in Minneapolis. Mike reported that STAC 8-12 are reserved already. Kristen and Al reported they heard at the OTC that STAC 9-12 would be available. Judy Diehl reported that Cathy Anderson asked to not bump on StatusBoard any Minneapolis reservations from Jan 15 - Feb 5. Kristen said that you shouldn't let the quick reserve time expire and to cancel it as soon as you're complete with the talkgroup. Kristen said the request by the Central Region was well received but OTC didn't want impact on the Metro if not needed. Al said he spoke with Rod Olson and the ICS - 205, if printed, would be 38 pages. Micah said from the Interop Committee meeting that the ICS - 205 would be disseminated shortly before the event. Al moved on to the action items with all approved, including the Mille Lacs Band of Ojibwe. A lot of conversation regarding the Mille Lacs Band of Ojibwe. The question was asked whether they would enter into a contract with the state. Al wasn't expecting discussion regarding contracts and thought it was just a participation plan approval. Al asked if it was proper to enter into a contract and Jim Stromberg said it is recommended but not required. The participation plan was approved and moved forward to the SECB. Early in the conversation Chair Glaccum asked Rey Freeman whether or not they need to wait on the plan and Rey said they needed to move forward that day. Kristen elaborated on the discussion regarding contracting if the Band of Ojibwe needed to contract with the regions, state...etc. Micah suggested bringing Shane Chatleain from MnDOT to discuss the contract process and who would be needed. Micah explained the discussion from OTC about a county joining another region. Question to Al after the OTC was whether or not the band had signed a JPA, yes but not with the Central Region. The person felt that the JPA would not be signed between the Band of Ojibwe and the Central Region. Micah said that there are some things that will need to be changed on the Band of Ojibwe's resolution and asked the Band of Ojibwe's intent. Al said he felt the process for the band has been confusing and backwards has confused he and the sheriff. March 8 and March 9 the strategic planning meeting will be held.

4. Interop: (Micah Myers)

No meeting

5. Finance Committee: (Micah Myers)

Took action on SHSP grant and approved all action items. Specific items relating to ARMER needed to stay even with changing technology. They didn't want to close the door for those that need the ARMER grant funding. It was presented that the ARMER language be removed. No meeting this month.

**Reports: (Continued)**

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

6. Legislative Committee: (Micah Myers)  
No meeting
  
7. Steering Committee: (No Report)  
No meeting
  
8. State Interop Data Committee (Kristen Lahr)  
Dec meeting, committee approved SLIGP 2.0 application. Next meeting Tuesday Jan 16.  
Working on a date for the roadshow.
  
9. Interop – STR Workgroup (Brandon Larson)  
No meeting

Regional Leadership Group – (Next Meeting January 22, 2018)

After the meeting will be a discussion about the website with the other regions.

NG-911 Committee (Judy Diehl)

Conference call yesterday 31 or 32 on the phone. Adam Iten has left ECN. Don't bump Super Bowl reservations on Status Board. New feature possibilities were discussed, on a wish list, system frozen until after Super Bowl. Al explained that when information goes above a window on text to 911 the information disappears, he assumed ECN and providers were aware. ECN said it was the first they had heard of it and they are working with providers to get it fixed. Currently, dispatchers are taking pictures with cell phones of the screen if the conversation goes long. MSP Airport had the same scrolling issues. When they moved to MSRP, the scrolling issue was fixed. Al said that his PSAP is one of a few with touch screens and is unsure if it will impact the scrolling issue.

Judy said that the Feb 8<sup>th</sup> COOP exercise was discussed with OEC. They will review how the COOP plans will work with your neighboring counties. COOP plan to be submitted by March 31<sup>st</sup> but they understand people are working on them. They have temporary leads on the GIS portion. Judy provided a roadmap of the project. Al entered into contract with ProWest to clean up the GIS work, it will begin in Feb. Once data is cleaned up then he can add the data the state of MN has and that should improve the accuracy. Al heard MSRP should increase accuracy but hasn't heard confirmation. A person from the state representing for the deaf and hard of hearing community will be sending text to 911 as a test.

APCO NENA conference, Dana asked that time be left for deaf and hard of hearing community.

Al said that after NG911, a text to 911 call came in to Mille Lacs County with no info, just a phone number. Called them, they answered, it was a real text to 911 for domestic but Mille Lacs didn't receive text. Caller stated she was concerned those in the domestic would hear her calling 911 so she sent a text. Al put a ticket in with the provider. Judy discussed news article about mother kidnapped with her child and used text to 911 and the people were found safe. Al said 41 texts in Dec. 50 – 60% were real 911 calls. Discussion with Al and Dustin at ECN for future media releases.

Fiedler asked how long it takes for a dispatcher to handle a text to 911. Al said once a text to 911 call is answered you cannot take a phone call. Said it is a slow process. Al was asked where most text were coming from, he reported Wright County.

Judy asks if with a shared CPE with other counties if one county could ask another to take the 911 calls while they work on a text to 911. Troy agreed that it would be like it is today with 911 calls.

**Reports: (Continued)**

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

EMAC Update: (Seth Hansen)

ESB approved the contract with a new regional planner, next meeting Jan 24th

Owners & Operators Committee: (Kristen Lahr)

Dec met, discussed contingency planning for Super Bowl, Mille Lacs Band of Ojibwe participation plan. Meet next week, will share dates for 2018 training, roadshow dates, letter for Super Bowl contingency communications plan. Discuss Sherburne County transitioning to Metro Region.

User Committee: (Paul McIntyre)

Most of the O&O report was joint business.

EMS/Hospital Sub-Committee: (Paul McIntyre)

No report.

Executive Committee: (Micah Myers)

Things discussed at the last Executive Committee meeting: Storage limits for website, fact sheet for text to 911 discussed, Super Bowl communications, Motorola Radio Mgmt. What impact to users, EMAC contract, approved meeting schedule 2018. Meet before ESB Jan 31<sup>st</sup>.

**Emergency Services Board:** (Next meeting January 31, 2018)

Next meeting is January 31, 2018.

**Updates from Partners on Current Projects:**

Website Project Update

No update.

Motorola IV&D (Integrated Voice & Data) – City of St. Cloud Pilot Project

Brandon's report.

Sherburne County Withdrawal Notice

Micah explained what had occurred at the last ESB where Sherburne gave notice of withdrawal from the Central Region. Letters were sent to all members of the JPA. Micah said no county board action is required by the members. Micah asked Kyle Breffle whether or not Sherburne County intends to move their resources and infrastructure to a different zone and asked that the answer be provided in writing. Kyle said he won't answer the "why" he feels people know why, but is going over the "how" and wished that a letter from MnDOT would have been in the packet. He explained that zone 4 is a state region and no changes will happen.

Sherburne and Wright County system are already split. Sherburne will remain on the logger, no resource/radio ID or talkgroup changes, no changes in the radio. Governance change only.

Kristen asked if Enfield is a state site, Kyle and Seth Hansen said yes, but they have channel capacity added. Micah asked if there were two site IDs and Seth responded that they have one site ID. Micah said we need something in writing to that effect. Kyle said that Tim Lee sent a memo to all committees that the zones will not change.

**General Discussion and New Business:**

Regional Project Priority List for 2017 SHSP & SECB Grant:

Micah explained it is training funds, dates and locations are being finalized by Kristen and Tina. Kristen said the console config class is only one left needing space scheduled.

## **General Discussion and New Business: (Continued)**

### Attendance Standard – Compliance Process

Micah said that everyone starts at 100%. Once you have 12 months of data then, if a meeting is canceled, per standard, the meeting gives credit as attended. Actual non-compliance letters will begin in Feb.

### 2017 RAC Committee Attendance

List in the packet.

### ECN Strategic Planning Reps – March 8<sup>th</sup> and 9<sup>th</sup>, 2018

Central Region needs representation from all the committees for future planning and budgeting.

### Text 2-911 MOU Signature Pages – Questions?

Micah explained each member will sign and they will all be added to the signature page with the MOU. If you want the full document, ask. We are not passing the whole document for signatures on a single document. Sign what you received and send it back. Members discussed that their Sheriff received it. Dona discussed that County Administrators don't know what this is about, can we CC' the Sheriffs? It was discussed this email was sent to the NG911 Members. Micah explained how the list serv works and how to send to specific groups.

### Other

None.

### **Old Business:**

- a. Policy on CMNESB Contracts  
None.
- b. Current Representative List  
None.
- c. COOP Plan – Due March 31, 2018  
None.
- d. JPA Mille Lacs Band Resolution

Micah said page 33 has an edit, another edit concerning fees. Micah asks for a motion to ask for these changes and ask intent on the band wanting to be signature to the JPA. Troy asks that before the Band of Ojibwe becoming a member should we discuss if there is a buy-in to joining due to the assets of the Region? Micah said their fee is by the radio counts. Deputy Chief West said if the Central Region wanted them to pay the subscriber fee in both regions they would. Micah discussed the regional analyzer but the STR is largely through grant funding. If they joined the regional logger there is a plan for what it takes to join and the costs associated. Micah asked what else needs to be addressed? Micah said he has a list of assets from the last audit. Micah said the Region has a depreciation schedule, but if there is a cost, what is that cost? Micah discussed the discussion from the OTC and loading of sites. Mille Lacs owns Wahkon or sites that they have resources added. Micah suggested a follow-up on the contracting plans. Troy discussed whether the Band of Ojibwe joins the region for budgeting and what it looks like for Sherburne leaving the Region. Micah estimates approximately \$1,000 to each member increase. Micah said the Board will meet at the end of the month. Looking to the March meeting Micah feels we will have more information and how to proceed. Micah will work on a couple budget samples that would include the Band of Ojibwe joining and Sherburne County leaving the Region. Dona's county coordinator asked how the budget will change.

- e. John Dooley – provided a packet with changes to Status Board, IPAWS info and other info.

**Upcoming Meeting Date and Location:**

- February 9 – Grant County
- March 9 – Kandiyohi County EOC.

**Adjournment:**

*Grant County made a motion to adjourn the meeting. Morrison County seconded, and the motion was carried unanimously to adjourn at 11:54 a.m.*

Minutes recorded by Brandon Larson.