

**Central MN
Owners & Operators and User Committee Meeting
Douglas County Public Works, Alexandria, MN
January 18, 2018 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Tom Egan & Mike Henrion – Douglas County
4. Jason Wendt – Grant County
5. Randy Celander – Meeker County
6. Al Fjerstad & Bret Erickson – Mille Lacs County
7. Victoria Ingram – Morrison County
8. Jason Karlgaard – Otter Tail County
9. Sheriff Tim Riley – Pope County
10. Derek Baas – Sherburne County
11. Kristen Lahr, Chair – Stearns County
12. Judy Diehl & Dona Greiner– Stevens County
13. Bill McGeary – Swift County
14. Sheriff Trevor Wright – Traverse County
15. Tyler Wheeler – Wadena County
16. Sheriff Rick Fiedler – Wilkin County
17. Seth Hansen – Wright County

USERS MEMBERS/ALTERNATES PRESENT:

1. Dean Wrobbel & Jennifer Super – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Mike Henrion – Douglas County
4. Tina Lindquist, Vice Chair & Jason Wendt – Grant County
5. Randy Celander & Josh Case – Meeker County
6. Al Fjerstad & Bret Erickson – Mille Lacs County
7. Victoria Ingram – Morrison County
8. Jason Karlgaard, Michael Lange, & Marco Picchiarini – Otter Tail County
9. Sheriff Tim Riley – Pope County
10. Derek Baas – Sherburne County
11. Paul McIntyre, Chair; Kristen Lahr, Erin Hausauer, & Michele Burke– Stearns County
12. Judy Diehl, Dona Greiner, & Chief Ross Tiegs – Stevens County
13. Bill McGeary – Swift County
14. Sheriff Trevor Wright – Traverse County
15. Tyler Wheeler & Donald Weniger – Wadena County
16. Sheriff Rick Fiedler – Wilkin County
17. Seth Hansen – Wright County

GUESTS:

1. Micah Myers – City of St. Cloud
2. Jeff Jelinski – Morrison County Commissioner
3. Sarah Booker – Todd County
4. Mary Lieser – Stearns County
5. Megan Kampa – Stearns County

GUESTS: (Continued)

- 6. Sara Moulzolf – Granite Electronics
- 7. Wade Jeseritz – West Central Communications

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

- 1. Big Stone County
- 2. Kandiyohi County
- 3. Todd County

USER MEMBERS/ALTERNATES ABSENT:

- 1. Big Stone County
- 2. Kandiyohi County
- 3. Todd County

CALL TO ORDER:

Meeting called to order by Users Chair Paul McIntyre at 10:01 a.m.

INTRODUCTIONS:

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

APPROVAL OF AGENDA:

O&O Chair Lahr added item D under Joint Business: STR Request for ECN Conference. *Wright County made a motion to approve the amended O&O/Users Agenda. City of St. Cloud seconded, motion carried.*

APPROVAL OF MINUTES:

Al Fjerstad stated he has a clarification under O&O Business for the first bullet point: What we have is a ‘subscriber agreement.’ On page 4, under the fourth bullet down, “the state has 5 channels there and Mille Lacs has one channel.” *Stevens County made a motion to approve the amended December 21, 2017 O&O/Users minutes. Wright County seconded, motion carried.*

Election of Officers:

- a. **User Committee – Nominations: Paul McIntyre; Chair; Tina Lindquist, Vice Chair**
We took nominations back a couple of meetings. Now we have to do the formal process. Nominations for Paul McIntyre to remain Chair and Tina Lindquist to remain Vice Chair. *Wright County motioned. Douglas County seconded. Motion carried.*
- b. **O&O Committee – Nominations: Kristen Lahr; Chair; Brandon Larson, Vice Chair**
Nominations for Kristen Lahr to remain as Chair and Brandon Larson to remain as Vice Chair. *Stevens County motioned. Wilkin County seconded. Motion carried.*

COMMUNICATIONS AND INCIDENTS:

- a. 2017 Committee Attendance
Pages #13-16 is committee attendance for 2017. It is the most current attendance roster for both committees. Attendance standard was approved at the December ESB meeting, so we are rolling through 2018 under what is outlined in the standard. At the first of the year everyone has a clean slate; not including 2017. We will have attendance in most packets so everyone knows where they are standing.

O&O BUSINESS:

a. Sherburne County transition - update

Chair Lahr stated there have been questions brought up as part of the discussions of the transition of Sherburne County from the Central Region to Metro. Sherburne County gave notice at the ESB's December meeting. It is a one-year notice, they are still part of the region through the end of the year. There was a question if it will impact infrastructure. Enfield site is across Sherburne and Wright counties. Most questions have been answered. Notice from MNDOT that the Enfield site is a MnDOT site, but both have channels on the site. There are no plans to make changes to the site such as moving from Zone 4 to Zone 2. No changes to any radio IDs, talkgroup IDs, console IDs, etc. Sherburne County has expressed willingness to answer questions.

b. Updates by Partners on Projects

1. St. Cloud IV&D

Brandon Larson has done testing with Motorola for partial acceptance testing. Over-the-air is working. Mapping piece, getting GPS data, just not able to plot on the map at this time. Larson had hiccups when he sent out a mass over-the-air programming with mobiles. Working with Motorola to see if there is something on the programming side or something else.

2. Stearns County Microwave Upgrade

Kristen Lahr reported Stearns County is very close to signing off on both microwave and redundant links. There are a few equipment clean-ups and finalizing with an alarming system installed.

3. Mille Lacs County Text 2-911

Al Fjerstad reported on February 7th Mille Lacs County is going to MSRP. This will improve location for text-to-911. Moving from RFAI to MSRP. Fjerstad said he had assumed the state and CenturyLink were aware of an ongoing issue. They were unable to scroll on the text screen; any information above the text screen could not pull down. CenturyLink is working with West Safety Services. They have always been able to scroll, but the scroll bar was so thin you could not see it.

Fjerstad has been talking to Verizon about providing a device or way to text back a caller. Once they drop a text call they cannot text the person back from the Viper phone system. Fjerstad had a conference call yesterday with the regional manager, and Verizon will be providing an EMAG for free. It is a portal that is put on each dispatch station. You can go in and compose a text to the number it came from and hit send. There is no recognizable number associated with that and we can provide an alias like e-911. It is just a whole bunch of numbers together so they cannot text it back. They will give Fjerstad a smart phone to just set it up. They have done this type of work at other public safety agencies. Recipient would be able to text back through the portal. Would it go back into the 911 system? It is coming in on that portal on the desktop. It is logged and saved. It can be printed out. It is the same way as if you do a text message on the Internet. Sheriff Riley asked is it the same way as a text through an email server? They could send text messages through email. Fjerstad replied it is a little different. Now they got the text back from the dispatch center. Only time they could text it back. Fjerstad explained there is a text failure message if they try to text in a closed session. It takes quite a while to get set-up; about a month. You have to set the portals up. Granite Electronics asked is there a way to send a message that it was a temporary line? Fjerstad replied on a text-to-911 when the dispatcher ends the call it says, "Dialogue has been ended by dispatcher."

JOINT BUSINESS:

a. 2018 Training - update

Users Vice Chair Lindquist reported the dates and locations for all trainings for the roadmap are confirmed. O&O Chair Lahr stated we did finish the registrations yesterday. Lahr can send out a notice with the link for the training registration.

- ARMER Dispatcher Training: March 16th
- ARMER Refresher Train the Trainer Training: October 16th
- ARMER Original Train the Trainer Training: December 3rd - 4th
- MCC7500/7100 Console Configuration Training: June 4th
- Original System Admin Training: August 14th-16th
- ICS/Communication Planning Workshop: June 19th-20th.

b. FirstNet Roadshow - update

O&O Vice Chair Larson reported for the date February 24th FirstNet is unavailable; rest of the dates are kind of available. We need 2-3 dates that we are okay with from this meeting. Looking at February, the week of the 12th – 16th is poor for the Governor's Conference. Week of the 5th, the NG911 Committee tabletop is on the 8th, and the RAC is on the 9th. They are asking we do not schedule before the 12th. FirstNet is unavailable the week of the 19-23rd. Larson was on the IDC call brief that the region wanted on March 7th. O&O Chair Lahr asked are we open to the 26, 27, 28th? Stevens County asked if the 27th would be a board meeting date. Chairs responded that elected officials can show up, but these are for the users buying the device, IT Department, Sheriffs, etc. Lahr questioned can we offer up all three dates and find a location for FirstNet and vendors? We will try to make the location as central as possible. Tom Egan asked how many people we are looking at. Lahr thought about 30-50, about 2 people per agencies. Larson added the next step is a survey online that will ask for everyone to reply for what vendors they want to see. Fjerstad asked will you be able to provide a list of the vendors available? Larson responded he did about two meetings ago. Tom Egan asked if a room would be needed with a lot of outlets? With the date secured we will find out the typical needs. Lahr did not see it being a real heavy need for outlets; vendors will have phones, portable devices, jet packs, etc. We will try to schedule something during the last week of February, or first week of March.

c. Super Bowl 52: Regional Routine Communications – discussion

1. Central Region Communications

Good discussion at the last meeting on page #17 of the packet. O&O Chair Lahr typed up a basic communications memo for what we discussed at the last meeting.

2. ECN Super Bowl 52 Letter

Also included in the packet is a letter sent out by Jim Stromberg and Troy Tretter regarding Super Bowl planning and requests, things to be aware of. Some is included on page #17. At last month's meeting we came up with a contingency plan: If, in the event that statewide resources were exhausted for an air ambulance landing zone or a pursuit, that we use regional interop talkgroups to run those events on. As far as air ambulance, one agency did not have the talkgroups programmed into their radios. Larson has reached out to see if they could program them. Those should be available to them as well. As far as pursuits, if STAC/LTAC are not available, if you need to use regional for the possibility the pursuit drives out of range. Lahr stated on behalf of the region the request to OTC was for statewide access to CM 2-12. OTC thought it was a good idea, but expressed concerns with 10 talkgroups having statewide access. OTC thought it was a good request for all the regions, not just the Central Region, and the committee agreed to grant statewide to 2, verses all of them. So, CM 2-3 will have statewide access during the Super Bowl.

JOINT BUSINESS: (Continued)

c. Super Bowl 52: Regional Routine Communications – discussion (Continued)

2. ECN Super Bowl 52 Letter (Continued)

O&O Vice Chair Larson brought up a suggestion to change StatusBoard to say “pursuit” behind them, for dispatchers to keep open for pursuits during that time. If the group was agreeable we would do that as well. Are there any comments or feedback regarding anything for Super Bowl? Douglas County asked about the time frame. O&O Chair Lahr stated it will be January 26-February 5th, the full time frame.

Commissioner Jelinski asked what was the hang-up that all the CM talkgroups could not be granted statewide access? The response was, because of the event, the assumption was that all STACs and LTACs could be busy. Central Region came up with a good plan knowing everyone will not use 2-12 all of the time all over the place. Larson noted the Metro Region was vocal, they had concern that someone on Metro towers would be on CM talkgroups dragging traffic. Follow-up from OTC for this approval was also that every region must appoint a system admin they can contact if there is system loading during Super Bowl. Stevens County asked if that will be Brandon Larson. Larson responded the Regional Coordinator contract is not a 24-7 piece, and that would have to be discussed. Larson noted prior to this request, he came to the group last month, to get contact information for system admins to the ROC in case there were issues with people dragging traffic outstate. Micah Myers stated the only way we would be dragging traffic is for those who are sending officers down to help with Super Bowl, tell them not to listen to CM during the Super Bowl. One agency, the City of Minneapolis, did not upgrade their legacy radios. There are more large events in the Metro; there should be a push that Minneapolis upgrade their radios. We should not have to change all our protocols for one agency that did not upgrade. Fjerstad stated at the OTC it was said if they granted all CM statewide, then if all regions wanted to, it would multiply their concerns.

O&O Chair Lahr stated as far as expectations of resources, there was discussion at RAC. Looking at StatusBoard, it was flip-flopped; STAC 9-12 was blocked off, confusion was because Minneapolis does not have those. Lahr has made a call to the SWIC. He was initially confused as well. But after looking at the communications plan, his expectations are that maybe not as many state resources will be utilized for Super Bowl than what has been communicated so far. Myers replied that still does not answer why you reserve talkgroups you cannot use. Myers stated this is for emergency events, how many pursuits did you do last month out of your jurisdiction? Lahr responded air ambulance happens on a more regular basis.

Tom Egan asked do you know when we will get the final 205? Lahr responded it is not entirely sure it will be statewide. Myers replied they want to release it as close to the Super Bowl. Judy Diehl noted from yesterday’s Next Gen 911 meeting, at the APCO meeting on January 24th they will be discussing the 205 there. Egan inquired if he sends out information to all his radio users to, “don’t do this,” is that worse than not saying anything at all and keeping it with the dispatch center? Lahr responded Stearns County is communicating with end users telling them to show restraint on eavesdropping on state resources during that time. Stevens County and the sheriff have gotten together to say you are not allowed to do it and if your radio gets bricked you will be disciplined. Wilkin County did it too. Stearns County Sheriff has done it as well. Fjerstad spoke to the 205 that Rod had said it will be more like a matrix to move and slide; it is 38 pages. It will not look like a 205 that we are used to.

JOINT BUSINESS: (Continued)

c. Super Bowl 52: Regional Routine Communications – discussion (Continued)

2. ECN Super Bowl 52 Letter (Continued)

Lahr said it behooves the group, if changes please suggest. You can use it for your agency. Attach the letter from the state as well. Egan asked just so nobody is confused we are supposed to be able to use STAC 9-12, even though they have them reserved currently? Lahr stated as of Friday they are currently reserved for that entire 10-day timeframe 24/7. Check StatusBoard making sure you are refreshing to make sure you are not bumping off. LTAC1 is not in the communications plan for the Super Bowl, but the others will be reserved in StatusBoard. LTAC first, if available, then STAC because other agencies will have them, if not then CM2-3 will have statewide access. Lindquist asked who is going to indicate those are the ones? Lahr replied Al Fjerstad has access to the regional resources, can you rename them? Fjerstad replied he can change them and call them CM2-statewide for pursuits. Those two are earmarked for statewide during that time. Lindquist asked who from the region will be contacted, each region does need to offer a contact person. Fjerstad responded the initial phone call would be to that system admin. When we had the Republican National Convention we found you tell them and tell them and they still did it. The state bricked 3 radios, and Fjerstad bricked 2. Lindquist asked whoever is going to brick the radio in the region, will that person brick the radio or will they tell the system admin? The response was at the last meeting, we did not want the ROC to brick radios, it would be to provide the ROC your contact information. Larson had asked for 24/hour contact information and he did not receive it from all. Larson does not have the access to everyone's radio ID's and other Provisioning Manager information. Jason Wendt asked if Brandon Larson calls to say shut it off, who does he say to shut if off? Lahr replied we would like to be notified before it is shut off, the ROC will be open 24/7; just make it between the ROC and the System Admin. Lahr stated we need the contact information for the ROC for each of the counties, the ROC can contact each county. Lindquist said and local system admins will say 'yay' or 'nay.' Myers added if they are in a pursuit they will know it and State Patrol will be involved. Lahr concurred they will monitor and say what is going on over there? That is assigned to the Super Bowl they will look at the 205 and then make the call. We will send communications out to the list serve that you can use or distribute.

d. STR Request for ECN Conference

Tom Egan reported Lu Ann Rice, who does organization for the public safety conference, has asked Egan if we wanted space for the STR this year. Egan told her to hold the spot until he got back to the group. Commissioner Jelinski is on the planning committee, but he missed yesterday's meeting, and he does not know that anyone has asked for STRs from anyone. Egan said it is easy to bring. Myers asked do you have anything from the planning committee that would necessitate for everyone to see it? Mike Henrion said there was not any interest in the last year or two. Lindquist suggested another region bring it. Let's not bring it unless it is requested. If it is not utilized for any function. Lahr will enquire if there is a reason to necessitate to have it there.

USER BUSINESS:

a. Communications Discussion – Traverse County

Sheriff Wright reported Traverse County is a border county with South Dakota and North Dakota. South Dakota VHF digital and Traverse County ARMER. Officer received a call for someone breaking into out buildings. Call was transferred to Roberts County. Traverse County responded. Traverse County was talking with reporting. Patched all law enforcements into law talkgroup, so all officers can communicate with each other.

USER BUSINESS: (Continued)

a. Communications Discussion – Traverse County (Continued)

We run a control station based dispatch center; access with VHF radio pointed to South Dakota tower. We use that control station so we can have communications.

In Roberts County, we provided them an ARMER radio so they can do the same. They are not as fluent in patching as we are, so we do most of the patching. Recently, there was a pursuit in South Dakota that was coming our way. They have the same policy where they go to a state talkgroup, that we do not have, so will add that to our VHF radio in control station, so, if South Dakota cannot patch we can do it ourselves. Lahr asked do they patch local talkgroup or channel to a South Dakota state talkgroup? Sheriff Wright was not sure, he will check. Lahr is curious how that would play if you do a patch with their statewide and something and an ARMER talkgroup. Still any technically work, patching to radio not a talkgroup resource. Lahr gave an example. Sheriff Wright stated one officer was from PD and he indicated they changed the channels to get to it. The word patch is foreign to them. Sheriff Wright called to patch their ambulance to their radio group and they had no idea how to do it. We can do it on our end now.

Vice Chair Lindquist stated Wadena County you are next on the list.

REPORTS:

CMESB:

Emergency Services Board (ESB) – January 31, 2018

Micah Myers stated if you want anything on the agenda have it to Myers by the 24th.

Executive Committee

No report.

Regional Advisory Committee (RAC)

Met last week. Couple items: There have been questions on Text-to-911 MOU signature page. What went out is the signature page, we just need the signature page. To try to pass a document to 20 agencies is impossible. In the past, we just attached to the JPA. Who should sign it? Sheriff's Office, Chief of Police, in the City of St. Cloud's case it would be Myers, Chief of Police, or City Administrator. Sherburne County transfer was discussed. Joint Powers request from Mille Lacs Band of Ojibwe; RAC reviewed the plan and made changes. Anticipate at next RAC to see if there is buy in for regional assets. Pulled a report; done depreciation we will have that. Are we going to request they do a buy-in, or access for annual membership? It is a process.

Next Generation 911 Committee

Conference call on January 11th. Cathy Anderson talked about StatusBoard upgrades after the Super Bowl. Dustin Leslie is busy working with deaf and hard of hearing community. Anderson talked about the COOP workshop on February 8th. Lahr put the workshop on Eventbrite. We ask you to RSVP if you are coming or not. GIS meeting held. Adam Iten has moved to GeoComm. Statewide meeting was yesterday. In December, Mille Lacs County received 41 text-to-911 from the region, 50-60% were valid. The rest did not know they texted 911. Most actual text-to-911's are coming out of Wright County. Judy Diehl reported at the RAC we talked about a Channel 9 news story; woman in car with small child was carjacked. Any calls from the deaf and hard of hearing community? Fjerstad said they may not be letting us know. Fjerstad will conduct a test with deaf and hard of hearing community. Tester will have conversations with dispatcher, and will have a form to fill out to give the state. Diehl reported at the APCO/NENA conference March 19-21st, Dana Wahlberg has one session with people from deaf and hard of hearing community, they will also be presenting at our conference. March 19th is the preconference course. Behind the Badge is a couple from Vegas that talk about people that might be needing mental health assistance.

REPORTS: (Continued)

CMESB: (Continued)

EMAC

Meeting next week. The regional planner has been meeting with each individual county to discuss items of concerns for the upcoming year.

Regional Logger Committee:

Working on a data request process and form for any outside agencies requesting data from logger. Voted Brandon Larson back in as Chair and Mike Henrion as Vice Chair. Sheriff Fiedler stated Wilkin County contacted Scott Wosje to get on the Logger. What does it cost for Wilkin County to get on the Logger? The response was you need a Premise Logger at your site, and any VHF, and that will dump back in and that will be licensing. That will be part of the quote. Myers stated Big Stone County has the smallest one with the same chassis; how many cards they light up and licensing pool and ongoing costs to that. We can come up with numbers.

Grant Updates

None.

REPORTS:

SECB/ARMER:

Operations and Technical Committee (OTC)

Met on January 9th. Fjerstad reported OTC discussed the Central Region's request to temporarily allow CM talkgroups statewide. Greater Northwest EMS ARMER plan amendment request was approved. Pine County ARMER plan amendment was approved. IRS Criminal Investigations ARMER interoperability plan request was approved. Mille Lacs Band of Ojibwe full ARMER participation plan, there was long discussion after Freeman presented, was approved and going to the state board. St. Cloud IV&D was talked about; Wright County status; Edina old business.

Interoperability Committee

Met January 9th.

Interop Data Committee (FirstNet)

Met January 16th. No action items just announcements and discussion. Talked about SLIGP 2.0 has been submitted. Something about it being approved, but further explanation. Regional leadership meeting is in St. Cloud next week. Dates set so far for roadshows: January 24th in Southwest, January 25th in Northeast, and February 12th in Southeast. Metro will do something after Super Bowl. App development for flyer for FirstNet. Melinda Miller was talking about different devices. Discussions now that Verizon did a press release and will offer exactly the same things as AT&T will be offering. Verizon, T-Mobile and Sprint what will you be offering. Verizon did not bid, they knew what they would be providing. Good thing for us to drive cost down. Survey link sent out one or two people need to fill out for county or city. Maybe do as a regional workshop. Shane Olson from Verizon has left and went to AT&T as the account representative for AT&T for FirstNet.

SMG (System Managers Group)/7.15 Upgrade – No meeting

None.

Steering Committee – No meeting

None.

EMS/Hospital Sub Committee

Continue to move forward with meeting plan to restructure.

NEXT MEETING:

The next O&O/Users meeting will be February 15, 2018 at 10:00 AM at Douglas County Public Works. February 15th is the same week as the Governor's Conference. We noted that and wanted to take a poll as to whether or not we will have quorums or not. O&O Chair Lahr reported we will send out a quorum count for next month's meeting.

ADJORNMENT:

Grant County made a motion to adjourn the meeting. Wadena County seconded and the motion was carried unanimously. The meeting adjourned at 11:25 a.m.

Minutes recorded by Shari Gieseke.