

Central Minnesota
Regional Logger Committee Meeting
Willmar, MN – Kandiyohi County
March 9, 2018 – 11:00 a.m. (After RAC)

Members/Alternates Present:

1. Brandon Larson, Chair – City of St. Cloud
2. Sheriff John Haukos – Big Stone County
3. Tom Egan & Mike Henrion – Douglas County
4. Sheriff Troy Langlie – Grant County
5. Sheriff Dan Hartog – Kandiyohi County
6. Randy Celander – Meeker County
7. Sheriff Tim Riley & Donna Martin (*via phone*) – Pope County
8. Dona Greiner – Stevens County
9. Haley Dubois – Wright County

Members/Alternates Absent:

10. Mille Lacs County
11. Otter Tail County
12. Sherburne County

Guests Present:

Sheriff Rick Fiedler – Wilkin County
Scott Bauer – Northland Business Systems

1. Approval of the Agenda

Pope County made a motion to approve the agenda. Kandiyohi County seconded, motion carried.

2. Approval of Minutes

Pope County motioned to approve the minutes from February 9, 2018. Douglas County seconded, motion carried.

3. Meeting Minutes Format

Chair Larson stated we had a very detailed meeting documented from last time and that is in part to the recording. Larson wants to have a discussion whether or not we want to use the recording. If we do want to use the recording what level of detail do we want in our meeting minutes? Do we want it transcribed, or abbreviated? Vice Chair Henrion liked the detail. You have people coming off or on the system; something that was discussed in the past we have a more accurate record of what transpired. Larson stated he appreciates you historians that were here since the beginning and in our meetings discussing different pieces and getting that documented. Larson explained this group is not under the attendance standard we do not have to use the digital recording equipment if we do not want to. Henrion added if these are going to be more detailed we have to look at them before the meeting.

4. Logger Plan Revision

Larson explained at the last meeting there was discussion surrounding Wilkin County potentially joining the logger. And adjusting wording in the logger plan to allow Wilkin County, and other CMESB members that choose to come on, to provide them with any licenses for talkgroups that are currently not being used, but the region is paying the maintenance, and providing to those CMESB membership at no charge just to carry on the maintenance piece. Larson's notations are in the packet under Software/Licenses the adjustments are under page #14: ***"Any surplus licenses that are owned by the Regional Logger Committee shall be offered to an agency that is a member of the Central Minnesota Emergency Services Board (CMESB) at the cost of the ongoing maintenance for those licenses. The Regional Logger Committee shall retain a minimum number of licenses as identified in item #15 "Request for Recordings" in this plan for regional use. This offer is an incentive for those CMESB agencies that have a desire to join the regional logger."***

Item 15. (Request for Recordings) was the last modification to the logger plan which accounted for Sherburne's need for temporary logging resources. We had set aside talkgroup licenses enough for 5 talkgroups to be temporarily recorded with a request to one of the regional admins to provide that. From the counts with Scott, Aaron, and Andrew, Larson and Micah discussed where we sit for our licensing. We have 35 available licenses, 5 are set aside for the regional temporary usage. We have 30 licenses that we can offer up to incoming membership. Larson noted it was pre-Wilkin; post-Wilkin it was 11-12 licenses. Sheriff Langlie said it was still 2 licenses per talkgroup. Larson replied that is accounting for the 2 licenses. Sheriff Langlie asked if the 5 temporary talkgroups were done in redundancy or single? Larson replied we discussed where we were going to put redundancy or not on those. Decided to use language to say enough licenses to handle 5 resource recordings; Larson thought we left it at being redundant since everything else is redundant. Langlie said so we set aside 10 licenses for those 5. Larson added there are a couple other small grammatical edits in the document, but the bulk is on page #14 for the update to the logger plan. Langlie asked has the logger plan formally been approved by the board? Larson replied yes and the modification of item 15. Page #8 is the cover sheet to the logger plan with the two approval dates; this would be the third official revision since inception. Sheriff Hartog asked if another agency wants to come on and we are all out of resources then they have to pay the current price for that plus the maintenance. Larson replied this is an offer for licenses that the region purchased initially that are not being utilized and to assist other Central Region members to come on board. Langlie added not only are they are not being utilized but we as members of the logger are paying the maintenance, so in Wilkin County's case they are going to shed some costs for us. Larson said that would be the incentive for people jumping on soon. In previous meetings, the same offer was made to Stearns County and they are not a member. We do still have capacity on the logger to add additional licenses. Larson asked Northland Business how many more licenses per TLR? Northland Business replied we can have another 80 on each TLR, because we have 4 TLRs. Larson stated we could do 160 more talkgroups.

4. **Logger Plan Revision (Continued)**

It was asked how many talkgroups Stearns County would require. Larson responded between 20-30. It would be doable for expansion for most membership. There is even opportunity like DOC St. Cloud was looking at joining; that has not made movement forward. The other thought is we have Fargo, ND system coming online we could even discuss with them if we want to try bring the maintenance price down for cost sharing. Do we set aside spots for regional membership? Langlie suggested we do not push to bring too many additional members on until we get our CAS issue resolved. Larson is looking for a motion for approval for the edits within this document. *Grant County moved to approve. Kandiyohi County seconded, motion carried.* Larson will move it on to the ESB at the end of the month.

5. **Logger Update**

a. **Virtual Server**

Larson reported Andrew has said he has only 40 user permissions left in the logger. After that he will work with Northland to spin up the virtual server.

b. **Anti-Virus**

Northland has enabled windows defender anti-virus on every single audio log server.

6. **Logger User Concerns**

a. **Pope County**

Pope County reported Aaron and those guys rebuilt the server. On Wednesday, they will be out again. We are still having issues with Dispatch 1 unable to share the recordings on playback. They are going to come out and look at the headsets. Larson asked it was phones on Dispatch position 1? Sheriff Riley added but not all recordings are specifically with the headsets, they are both handsets or headsets. Larson said it sounded like the handsets are quieter than the headsets. Martin replied it is the reverse, but there are some with both. There are only two people who use the headsets and we found some okay and some bad. West Central and Northland will be out Tuesday. Northland Business reported they discussed several causes to the recording issues one of which they found a faulty punch down block. We have replaced it with IES and after that Donna Martin did call in saying that the 911 position 1 phone was having issues again. We went on site with IES and IES found that position wire had come loose. They repunched that down and we confirmed recordings with Donna previous month and it appeared that someone had done wiring work following that. We have ordered a redundant server and are planning to install it this month. Larson stated discussion after the last logger meeting was that the new premise server is going to be wired in parallel. It is not going to take the current wiring for the current premise logger, it is going to go off the branch. So, if there are still issues we will go up stream to look for issues. Meeker County asked what phone system Pope County has. Martin responded we have the state's IP system, CISCO. Sheriff Riley replied call handling is Patriot for their CPE.

6. Logger User Concerns (Continued)

a. Pope County (Continued)

Meeker County put in a Solocom system and cut over to that on the 20th of May. Our landline or 911 recordings sound like you are in a garbage can. We will be working with Northland. Solocom claims they have no audio adjustments. Martin reported IES has been out three times to adjust settings. Martin added we ran into someone who wanted recordings and we only save them for 367 days unless we ask for them longer. Larson asked that is your retention on your premise logger. You can set your premise logger retention longer, but by default everything on the CAS is one year unless you request it longer.

7. Data Request Form

Larson reported Micah had posed the questions that we had at the last Logger meeting on the data request form regarding what responsibility we have to external entities requesting access to recordings. Genesis of this document was to discuss other agencies that are not members to this regional logger requesting regional or statewide audio. This document has turned to try to encompass everything including private parties. Discussion came up regarding do you need to carry laptop with audio to a place for them to listen. Micah posed this to the St. Cloud City attorney. She highlighted item B. There has not been a challenge to this question on this degree. Sheriff Langlie replied item B is not an issue for this group. Larson added keeping in mind you all have your own data request forms for data for your own stuff. Radio is public and we are talking regionals and statewides. Regional encrypted and statewide encrypted are a different story.

Donna Martin asked if this has to go to the Board to be approved for each county. Larson replied this would be before the ESB. There was discussion of having this data request form also suit the needs for the region as a whole for other data requests. Genesis is for the external agencies that may not be logging some of the resources, or their retention rates are set lower than ours, and then coming to the region asking for the recordings. Discussion is there are real maintenance costs associated to the regional logger. We do not want to be known as the vendor who just provides everyone with recordings. Sheriff Hartog said if Agency A said they want it off after 90 days and now they want this information 120 days later, then they should be charged. Larson replied under data practices you can charge actual fees associated to production of that. The group had an internal retention discussion. Larson asked what can we do for a fee schedule, and what do we have to do for wording for the data practices form? Do we have to have a separate room and a separate laptop for observation, or do we not put in any of that language in the request form? Sheriff Langlie replied we do not have an answer to the question; in the packet it does not answer whether or not we have to have the ability for them to view the data. Larson added unless encrypted it is public data already. Larson stated we need to make a decision, make sure the city attorney is okay with it, and when we get challenged we address it then. Larson compiled pieces of documents unique to each agency and put them in with commonalities. One of the language pieces was an option for observation of materials. Discussion was we do not have the logger, the Verint Insight Center, on something we can put in a public lobby; and do we have to make sure they do not bring in a recorder. It is public data.

7. Data Request Form (Continued)

Sheriff Hartog said Kandiyohi County puts it on a CD for \$20. Larson said on the fee side it is supposed to be actual fees associated with getting that data put together, so \$20 is reasonable? Are we able to access something beyond to put something towards the group's maintenance of the logger? Sheriff Haukos replied it is clear in the statute of data practices that reasonable cost is associated with generating it. Larson replied it is solely on the generating of it, not on the maintenance of equipment. Larson said we need to make sure we understand what a reasonable fee is for our regional admins because they are different agencies at different pay rates. What is that at the regional level? Sheriff Langlie said all we can do is set a minimum fee, pointing out somebody could request for a 3-day event. Tom Egan thought Douglas County was up to \$20/hour; a lot of that has to do with dictation of the 911 call.

Langlie stated for the form get rid of inspection. The group worked on the form. Can we put a request for which agency they are from? Stevens County agreed it would be good to add it. Langlie stated to get rid of checkboxes and add "I am requesting a copy of the below described data." Hartog asked how do you specify what resource you are looking for, you have to specify date, time, county, etc. Langlie said if they put in any and all radio traffic related on this incident, date and time, then you know what radio traffic you need to search for. Larson asked would you sit there and listen to all the audio to figure out where it was; or just be okay with radio IDs and alias' that matched? Celander replied if he would see the radio IDs and alias' that matched he could figure that out. Langlie added your issue would be who was all involved; what range of IDs are you looking for. Hartog added you should have on their list the agencies that were involved in the incident in the detailed area. Langlie said we had a discussion previously about making it as vague as possible. Hartog said to get rid of Incident Number. Celander suggested date and approximate time. Haukos asked how long have we been logging now, 2 years, and have we had a request from an outside agency? Yes, MSP and Stearns County have gone to a regional admin. Larson explained an outside agency went to a regional admin and requested audio from a central encrypted. Larson will send out the draft. If you want to do a conference call Larson can screen share with Skype. Langlie proposed the language, "You will be charged a minimum of (\$) and on extensive data requests you will be charged at time and material expense and any and all expenses need to be paid prior to the data being produced. All expenses need to be paid prior to the data being compiled." Hartog said to add it right above where they sign. Haukos said by as soon as reasonably possible. Riley suggested set a minimum plus time and material. Hartog said you have the right to be vague. Hartog gave an example of a request for an officer's dashcam for a whole day and when they figured it would be \$800 they did not want it anymore. Larson will send out the document for the next meeting.

8. Text to 911

Larson reported the last email he received from AI and Northland Business was they had got MSRP up and running for AI. They were working on, currently the text messages are coming over whichever 911 channel of Mille Lacs, he would have to give authorization to everyone for his 911 lines. Northland is working on the backend to put those into it's own channel. Northland is working with Verint to get the text messages to go to the text messaging channel rather than the time-table position.

9. Open Discussion

Larson asked Sheriff Fiedler where he was at with working with Northland. Fiedler replied on May 2nd they are supposed to be getting things installed. Larson stated at the last meeting, we did have a motion to provide those licenses per the language we approved today in the logger plan. For records keeping, is anyone opposed to us asking for a memo from Sheriff Fiedler asking to join the logger? Larson instructed Fiedler to send a memo and note in the February meeting there was a motion approved to provide you licenses at the cost of maintenance and come on board so we have a start date in records of when you joined. Larson will need to know how many licenses we have left so Andrew and Larson can keep track. Larson asked about upcoming trainings and free webinars for Wilkin County. Northland will verify when the next one is.

10. Next Meeting: April 13th – Meeker County

11. Adjournment

Pope County made a motion to adjourn the meeting. Grant County seconded and the motion was carried unanimously at 12:04 p.m.

Minutes recorded by Shari Gieseke.