Central MN
Regional Advisory Committee
Friday, March 9, 2018 – 10:00 a.m.
Kandiyohi County Sheriff's Office
2201 NE 23rd St., Suite 101, MN – Kandiyohi County

Members/Alternates Present:
1. Brandon Larson – City of St. Cloud
2. Kyle Dusing – Benton County
3. Sheriff John Haukos – Big Stone County
4. Tom Egan & Michael Henrion – Douglas County
5. Sheriff Troy Langlie – Grant County
6. Sheriff Dan Hartog – Kandiyohi County
7. Randy Celander – Meeker County
8. Sheriff Tim Riley, Vice Chair – Pope County
9. Dona Greiner – Stevens County
10. Sheriff John Holtz – Swift County
11. Mike Wisniewski – Todd County
12. Lynn Siegel – Traverse County
13. Sheriff Rick Fiedler – Wilkin County
14. Seth Hansen & Haley Dubois – Wright County

Members/Alternates Absent:
15. Mille Lacs County
16. Morrison County
17. Otter Tail County
18. Sherburne County
19. Stearns County
20. Wadena County

Guests Present:
Bradley Challes – Brandon Communications
Haley Lund – Brandon Communications
Sara Moulzolf – Granite Electronics
Scott Bauer – Northland Business Systems
Wade Jeseritz – West Central Communications

Meeting was called to order by Vice Chair Sheriff Riley at 10:03 a.m.
14 of the 20 members in attendance with a quorum present.

Revisions and Approval of Agenda:
Todd County made a motion to approve the RAC Agenda. Wright County seconded, motion carried.

Approval of Minutes:
Seth Hansen noted that he was in attendance for Wright County not Jeremy Wirkkula. Wright County made a motion to approve the amended RAC minutes from February 9, 2018. Todd County seconded, motion carried.

Communications:
a. FirstNet Roadshow (Update)
    Brandon Larson reported the FirstNet Roadshow was last week. We had very good attendance; IT Directors, EMS managers, Law Enforcement, Fire, County Commissioners with about 60 in attendance. Good questions were brought up. Questions regarding bring your own device were not answered. Part of it was a sales presentation, they could not provide numbers. They spoke about the vetting process to determine which classification an entity fits into for the primary user or the extended user. Its costs extra for the extended users. There were a few vendors there so people got to chat with Motorola, Sonom, Mobile Iron, Cradle Point, FirstNet and AT&T. Televate was there to present and ECN. Larson explained to that group how the FirstNet Roadshow came to be. As a representative on the Interop Data Committee, Larson asked for them to provide feedback back to you all and the O&O/Users. What do they want us to do in the IDC Committee? Do they want us to follow and evaluate FirstNet? Do you want to do that for all the cellular providers? Do you want us to look at apps? We have very good interoperable voice in the state; do we need governance on apps or best practices?

Reports:
SRB/ARMER Update; MnDPS/MnDOT:
1. MnDOT/RIC:
    Larson reported the City of St. Cloud two weeks ago at 3:30 p.m. went into site trunking for the St. Cloud simulcast for almost 4 hours. Larson heard from Motorola that MnDOT has been trying to spin up backup site controllers and simulcast prime sites. One was on the system with the same site number that we had so our site controllers were fighting and none of them were taking control. After a zone controller switch brought site controllers back taking control of the simulcast. Larson worked with other agencies to figure out what we needed to get wide-area access back into our simulcast footprint so they could keep operations working.

2. SECB:
    No meeting.

3. OTC:
    No meeting.

4. Interop:
    No meeting.

5. Finance Committee:
    No Meeting.

6. Legislative Committee:
    a. COMU SOG
        None.

7. Steering Committee:
    Henrion reported for the Ed & Outreach workgroup there was discussion if it should continue. Stromberg had put it on as an action item; tabled for now. There are some committee vacancies with the chairs vacant and some of the regions are still not represented. Discussion about the planning session what they would do in the future. Showed some attendance records and talked about attendance standards we have been working on. Henrion gave a report for about a 4-month window on the St. Cloud Pilot project. There was some discussion that this has been a pilot project for so long and when do they stop having it as a pilot project was brought up by someone in the Metro. More discussion about the federal agencies.

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

7. Steering Committee: (Continued)
Larson reported we got the go ahead to move forward from Steering; Steering Committee is the entity that gave us the pilot status for the project. November 2016 it was approved. Next activity was February 2017 governance approval through the Central Region RAC approval. March 2017 was OTC and SECB. Did not get kicked off until April 2017.

8. State Interop Data Committee
Meeting next week.

9. Interop – STR Workgroup
Henrion reported the last meeting was the initial meeting to setup our agenda and highlights. Elected the Chair which was Troy of the Metro and Henrion as the Vice Chair. Will meet every 2 months. First objective is to update the state standard for the STR.

Regional Leadership Group – (Next Meeting July 23, 2018)
None.

NG-911 Committee (Judy Diehl's email)
The NG911 committee met via conference call on Thursday, March 08, 2018. Since ECN Director Dana Wahlberg, Dan Craigie, and Dustin Leslie were all at the Strategic Planning Session, Cathy Anderson gave their reports.

Dustin Leslie's Text-to-911 update: Anoka County was going live today, both Anoka County and Isanti County had their own firewalls in place, and that caused some difficulties. They have been successfully connected to the TCC (Text Control Center), and were completing their carrier testing. He suggested that perhaps PSAP managers should go to the PSAP that is accepting the text messages for our region to be able to report back to their own agency's telecommunicators.

Dan Craigie's update: The Ramsey County backup site has had their firewall installed successfully, they have been working with both West and Century Link. He is also working with each county's 911 plan, and was wondering if the printed out plan you were given at last year's Public Safety Communications Conference is something you use. It is legislatively required, but he is also looking for suggestions and comments. Please be certain to send an update to your county's 911 Plan if you plan to move forward with Text-to-911 in your PSAP. The 2018 Public Safety Communications Conference is coming up April 22nd to 25th, and there will be a social event hosted by ECN Tuesday evening the 24th.

Cathy Anderson's update: There will soon be a new Text-to-911 Training Module added to the Alex Tech Website, Linda Muchow is fine tuning the voice overlay to line up with the slides the team at ECN and Heidi Hieserich from the Metropolitan Airport Commission have compiled. Cathy is hopeful it might be ready in time for the APCO-MSA-NENA 911 PSAP Conference, but if not, it should be ready before the April Conference. Cathy spoke about the Status Board, and the refresh rate has been changed to 60 seconds, it is still important to hit the refresh button before using the Quick Reserve. We are still waiting for the other requested upgrades. She mentioned that she has received the PSAP Continuity of Operations Plans from five agencies so far, and the proposed deadline of March 31, 2018 will likely be changed to April 30, 2018 since there will be two classes offered on Sunday, April 22nd as pre-conference classes regarding COOP's. One class will be for PSAPs with four or fewer seats and the second class for five or over, each lasting about three hours, the instructors will be Greg Hauser, and John Persano, the gentlemen who helped facilitate our tabletop in Douglas County last month.

Victoria Ingram from Morrison County had an interesting Text-to-911. If anyone has any questions e-mail Judy Diehl.

Reports: (Continued)

NG-911 Committee

Sheriff Fiedler added they talked about the e911 audits that are due by March 31st asking if they extended the COOP plan. Yes, because there will be training at the Public Safety Conference.

EMAC Update:

Hansen reported the EMAC has not met since the last meeting. Planner has setup two threat liaison officer trainings. One will be April 3rd in Douglas County, the other is April 5th. Training is open to Law Enforcement, Fire Service, EMS, security public and private and emergency management professionals. If anyone is interested contact your EM's in your county.

Owners & Operators Committee:

Larson reported we did not meet last month and we cancelled this month's meeting for lack of agenda. Topics on the agenda are similar to what is on the RAC's agenda.

User Committee:

See Owners & Operators Committee.

EMS/Hospital Sub-Committee:

None.

Executive Committee:

Meeting was cancelled.

Emergency Services Board: (Next meeting March 28, 2018)

None.

Updates from Partners on Current Projects:

Website Project Update

Shari reported we are working on dates for an annual budget meeting with the other regions. It is looking like we might meet during the Public Safety Conference.

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

Larson reported over-the-air programming is functional. Issues with the first run where officers reported they were missing beginning voice traffic. Larson worked with Motorola project team; they made setting adjustments at the zone level. Larson made adjustments on about a dozen mobile radios. Larson sent out a job with about a dozen cars and received one complaint of the same thing. Made Motorola aware of that in January/February. Phone call with Motorola last week and they are going to go back to the system architect to find out what can be done to alleviate that. Initial reports from Motorola is that Larson should only schedule jobs to be done when the St. Cloud simulcast has below 160 users affiliated to it. We are a regional site we have more than just St. Cloud radios on it. The whole point of this was for Larson to send out a job and whenever that car gets turned on that's when the radio gets turned on it sends the job. Larson cannot schedule this. They are going back to figure out what we can do. Larson cannot do a final report on IV&D unless that is the final report Motorola wants Larson to deliver. On the mapping piece Larson's hang up has been trying to get GPS units to plot on a map. The equipment, the server where you can set your cadence rates you can see coordinates popping up in there for the units. Larson does not have access to that equipment because there is only one login; Motorola cannot change the password after they would give it to Larson. Per John Anderson, Motorola is not allowed to give Larson the login in case this goes statewide. Larson is at a point where the only way to verify the GPS piece is to get it on an actual map. First was trying to get it on our current CAD mapping with Stearns County so dispatch and units could see it. Larson is looking at other mapping providers, trying to get something solely for the pilot.

Updates from Partners on Current Projects: (Continued)
Motorola IV&D (Integrated Voice & Data) – City of St. Cloud Pilot Project (Continued)
Larson has a phone call into John Anderson to see if we can leverage current servers that they have for the GENESIS product to see if Larson can get a pilot mapping for verifying the GPS and showing it at the ECN Conference. GPS is allegedly there, but Larson cannot map it. Over-the-air programming there is a piece of it they are still working on. Larson went to the Metro Owners Group and understands there are other agencies in the state that are wanting Motorola to give them a quote on different levels of data services to add IV&D. ECN has forbidden Motorola to quote anymore IV&D projects until the pilot is done and reviewed. That is where some of the pushback is coming, because they want budgetary numbers to add things like alias updates. Larson does not want to rush the results; there is more that needs to be done to work this out since we are the first entity to do this as a pilot. There is a whole lot of stuff that local Motorola learned that they have to do for settings and configuration at each of the zones in the state. At every meeting that Larson or Micah have spoken at we have asked both the region and at the state level if anyone wanted to come test it. We have asked if EF Johnson wants to provide any equipment to test over-the-air programming and they have declined. No one is asking questions. At the MOG meeting Tim Lee had commented how voice traffic outages is a priority for them. When we had our switch go bad in December they were contacted for that outage to have MnDOT techs respond. He commented that the GENESIS tool and IV&D in his opinion are not mission critical and is not going to warrant a 24/7 response. Larson said at Steering when I deliver some results to them we have to talk about who is going take ownership of the zone level equipment? Is it going to be MnDOT or individual agencies at the zone?

Regional Coordinator Contract (Discussion)
Larson stated the responsibilities were put out to the best guess at the time for what we wanted in the Regional Coordinator. This is a time to reach out and speak to us at regional meetings if there are things you want to have adjusted or include, or if it is good just keep going. On the system admin side, some of you have given Larson permission for your talkgroups and radio IDs and Larson has given that to John Anderson. For 70% of the region Larson does not have access. Larson does not want people to have expectations that he can brick a radio if he has not been given access to do so. That came up days before the Super Bowl. The O&O was left to believe that the ROC was going to brick radios. At the SMG, John had said that ROC does not want to get in the business of bricking radios for people. If you want to give Larson those permissions email Larson and copy John Anderson. Many of you already have your backups and backup system admins as long as we know who to contact if Larson gets a phone call.

General Discussion and New Business:
Regional Project Priority List for 2018 SECB Grant:
Received requests from Big Stone and Stevens (BDA & EMS Subscriber Radios) waiting for clarifications on quotes. Larson stated it is important to reach out to your user base police chiefs, fire chiefs, schools if anyone is thinking they need a BDA system, or new subscriber radios (not replacements), come to Micah with your projects if it is something that you want to push through this grant cycle.

Attendance Standard – Compliance Process
Big Stone County paperwork went through recently.

ECN Strategic Planning Reps – March 8th and 9th, 2018
Representatives are almost done representing us at the Strategic Planning today.

General Discussion and New Business: (Continued)

MN Public Safety Communications Conference – Registration begins March 15th

We need a recommendation to the board from RAC to approve reimbursement rate and to pay conference registration directly to the Odyssey Group. Larson stated we had some difficulty last year with some entities not paying their conference fees until some months later. Region will pay for everyone up front. When people register and select that they are from Central Region it will not request payment. Micah will get a list and verify that everyone is from Central Region and the region will pay for that. You still have to cover your own hotel and incidentals. You can submit reimbursement requests for hotel and incidentals separately. This only applies to members of the region not vendors. Larson stated the one motion would be to affirm that the text and everything in this document is appropriate and the other would be to have the approval to have the region pay one bill for conference registration for Central Region members. Sheriff Riley read, "Any of the unused registrations will be made available to CMNESB members that would like to send more than six (6) participants to the conference." Sheriff Langlie asked are you going to distribute the expense reimbursement forms or are they on the website? Expense reimbursement forms are already on the website and information will be sent out. *Grant County moves that this memo go to the ESB. Wright County seconded. Motion passes.*

Other

Old Business:
    a. Policy on CMNESB Contracts
       None.
    b. Current Representative List
       None.
    c. COOP Plan – Due March 31, 2018
       Deadline will be extended until after the conference.
    d. JPA Mille Lacs Band Resolution
       Larson stated Micah put together different versions of potential budget for the next budget cycle. One has with the Band of Ojibwe and not Sherburne; with both the Band of Ojibwe and Sherburne; and without the Band of Ojibwe and Sherburne to show you potential budget impacts. Sheriff Langlie said Sherburne County is here for 2018. Hansen added it should be forecasted for 2019. Larson said the big change is without Sherburne where the City of St. Cloud historically has not paid in for populations since the population resides in 3 counties and it has already been covered by those 3 entities. Without Sherburne the City of St. Cloud is paying in based on population that is in Sherburne County. Question was asked if the Band will be in. Larson responded that Micah was waiting on Deputy Chief West's response for requested edits on their resolution. Sheriff Langle asked what the Bylaws state if it is a prorated cost. Larson responded the conversation that Micah has brought up in meetings was about the assets of the region. Hansen asked if they will have the option to be on the Logger? Larson replied they can be on the Logger without being a member of the JPA. When Sherburne leaves they can still be on the Logger as well, and at one point we were looking at bringing on the Department of Corrections in St. Cloud.

Upcoming Meeting Date and Location:
- April 13 – Meeker County
- May 11 – Mille Lacs County

Adjournment:
Douglas County made a motion to adjourn the meeting. Todd County seconded, and the motion was carried unanimously to adjourn at 10:49 a.m.

Minutes recorded by Shari Gieseke