

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

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Ace Bonnema – Big Stone County
4. Mike Henrion – Douglas County
5. Ace Bonnema – Kandiyohi 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 – Stevens County
13. Bill McGeary & Sheriff Holtz – Swift County
14. Sarah Booker – Todd County
15. Tyler Wheeler – Wadena County
16. Sheriff Rick Fiedler – Wilkin County
17. Seth Hansen & Haley Dubois – Wright County

USERS MEMBERS/ALTERNATES PRESENT:

1. Dean Wrobbel & Tom Zabinski – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Ace Bonnema – Big Stone County
4. Mike Henrion – Douglas County
5. Tina Lindquist, Vice Chair – Grant County
6. Ace Bonnema – Kandiyohi County
7. Al Fjerstad & Bret Erickson – Mille Lacs County
8. Victoria Ingram – Morrison County
9. Jason Karlgaard, Michael Lange, & Marco Ebeling – Otter Tail County
10. Sheriff Tim Riley – Pope County
11. Derek Baas – Sherburne County
12. Paul McIntyre, Chair; Kristen Lahr, Chief Hughes, Erin Hausauer, & Michele Burke – Stearns County
13. Judy Diehl & Chief Ross Tiegs – Stevens County
14. Bill McGeary & Sheriff Holtz – Swift County
15. Sarah Booker – Todd County
16. Tyler Wheeler & Donald Weniger – Wadena County
17. Sheriff Rick Fiedler – Wilkin County
18. Seth Hansen & Haley Dubois – Wright County

GUESTS:

1. Micah Myers – City of St. Cloud
2. Jeff Jelinski – Morrison County Commissioner
3. Aaron Rosenberger – Stearns County
4. Todd Strom – IRS Criminal Investigation
5. Dan McCoy – Granite Electronics
6. Sara Moulzolf – Granite Electronics

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Grant County
2. Meeker County
3. Traverse County

USER MEMBERS/ALTERNATES ABSENT:

1. Meeker County
2. Traverse County

CALL TO ORDER:

Meeting called to order by Users Chair Paul McIntyre at 10:03 a.m.

INTRODUCTIONS:

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

APPROVAL OF AGENDA:

O&O Chair Lahr added GENESIS Maintenance Funding under O&O Business item # 6D; attachment is in the packet. *Stearns County made a motion to approve the amended O&O/Users Agenda. Stevens County seconded, motion carried.*

APPROVAL OF MINUTES:

Stevens County made a motion to approve the January 18, 2018 O&O/Users minutes. Wright County seconded, motion carried.

COMMUNICATIONS AND INCIDENTS:

- a. Attendance Report
Report of the current attendance. Swift County Sheriff stated there should be a correction for Swift for the ESB; Swift County Commissioner said he called in to one of the meetings a little late so he did not get on roll call, but he has not missed a meeting.
- b. Standard 3.35 National Weather Service ARMER Operations – effective Jan 31, 2018
Chair Lahr explained it was added as an FYI that the ARMER Standard 3.35, the most up-to-date standard, has gone into effect as of January 31st of this year. Moving into severe weather season make sure all of our PSAPs are aware of how the National Service will be contacting us. They will be using their National Weather Service to hail each of the PSAPs.
- c. MTUG Meeting – April 24, 2018 location: PS Communications Conference
The next meeting will be held at the ECN Conference next week.

O&O BUSINESS:

a. Updates by Partners on Projects

1. St. Cloud IV&D

Larson reported we did a final acceptance testing. Next month you will see busies on our simulcast. We are at a point of punch list items. Motorola has come back saying to try scheduling the jobs; or programming only when there are fewer subscribers affiliated to the simulcast. Still working on GPS to get something plotted on the map. The state and Mn.DOT do not want to take ownership of the zone level equipment Larson has not been allowed access rights to server.

2. Stearns County Microwave upgrade – complete

Chair Lahr reported the project has been completed.

3. Mille Lacs County Text 2-911

Fjerstad reported they conducted a test yesterday to transfer a text from Mille Lacs County to Grand Forks, North Dakota. It worked well except all they got was the coordinates, they did not get a call back number. They are no longer getting the service provider on the screen with the move from RFAI to MSRP; CenturyLink is working on it. Fjerstad is using a free service to get the service provider. Last month we had 26 calls; about 45-50% were valid. Wright County is still giving a lot of the calls, but now Stearns County is behind them. We are starting to drop text calls for no reason; the two dropped that were actual the dispatchers had enough information. Diehl discussed the carrier not showing up since MSRP was a parsing issue.

b. CM Interop Map

Larson included the map because it had not been reviewed for a while. If anyone has any changes let Larson know. Diehl asked to add SVEMS to Stevens. These are talkgroups the counties are willing to share with each other. Karlgaard listed a correction instead of OTMAIN it is titled OTLAW for Otter Tail.

c. Talkgroup permission requests – Action item

1. IRS

Larson explained initially we received a request from the IRS for Clear Mode talkgroups which were approved; now they are requesting CM ENC 1-6. Todd Strom from the IRS explained we are a sworn federal law enforcement agency under the U.S. Department of Treasury. Some of the cases are human trafficking, a lot of financial fraud and embezzlement schemes. As we partner with our local law enforcement agencies we want to make sure we are protecting them as well to use encrypted channels. We also respond to emergency situations such as active shooters. For those reasons we ask for access to the encrypted channels. *Chair Lahr stated we are looking for a motion to approve access to the CM ENC 1-6. Mille Lacs County motioned. Pope County seconded. Motion carried.*

2. US Customs & Border Patrol

Larson stated this is a similar request. US Customs & Border Patrol have requested Clear Mode which was approved; now they are requesting CM ENC 1-6 and CMEM, so Emergency Management. All users would be sworn personnel. *Chair Lahr stated we are looking for a motion for approval. Stevens County motioned. Wright County seconded. Motion carried.*

O&O BUSINESS: (Continued)

d. GENESIS Maintenance

Larson explained history when the GENESIS was purchased the state and the members did have an ongoing maintenance agreement. The state dropped the maintenance. We were stalled at one version level until this spring. Maintenance payment that we paid last year provided the maintenance and upgrade we received. They are looking for us to pay this annual maintenance fee which would provide us tech support and upgrades as they come out. *Chair Lahr explained each license holder has a share of \$2,533 annual maintenance for GENESIS so we are looking for acceptance by the region to pay for that maintenance for the license we hold.* Lahr asked Myers if there were funds in the regional budget to support that maintenance on an annual basis. Myers responded, “yes.” *Mille Lacs County motioned. Stevens seconded. Motion carried.*

JOINT BUSINESS:

a. ECN PS Communications Conference

Next week is the Public Safety Communications Conference. Chair Lahr explained in the packet is a memo that was approved by the ESB to reimburse hotel stay at the rate of \$104.74 per night and the \$125 conference registration fee. Lahr stated if you were planning to send more than 6 participants there is still room in the grant funding to do that. There is a diagram in the packet on how to submit for reimbursement. If your registrants selected they were part of the Central MN Region and they chose the ‘Pay by Check’ option the region will just send a check for that. If you did pay that process will still have to be submitted. Hotel reimbursement, proof of payment, and receipts still need to be submitted to the City of St. Cloud.

b. CM Standards Review

i. CM 1.5a – Changing Policies & Standards: Revisions and Changes ([separate handout](#))

ii. ARMER 1.5 - Standard of Standards ([separate handout](#))

Chair Lahr explained if our agenda allows we will address basic standards as a group. The first standard on the list is regional standard CM 1.5a. There are separate handouts for CM 1.5a and ARMER Standard 1.5. Lahr questioned if the regional standard was actually approved as an official regional standard, it still says interim at the top and there is no regional board approval date on it. The regional standard is basic. The establish date is 9/22/2006. Myers explained what the region ended up doing we adopted all the state standards and then we started a process going through and updating the standards. The adoption date should be when we just adopted all the state standards. Lahr stated the purpose and objective is similar. ARMER Standard 1.5 discusses how regions will develop standards. ARMER standard was established and adopted after the regional standard. Regional standard is overwrought with process and procedure. Lahr explained the standards. Under Technical background there is nothing in the regional standard, but there is in the state standard. Lahr explained the Operational context. State standard outlines how regional standards should be created. The regional standard outlines users that might be outdated. Under Recommended Protocol the regional standard has a lot of information. Lahr suggested we are not necessarily following this standard. Larson said considering the year and the date and how everything was just getting started this probably made a lot of sense. We would not put together a task team, but rather review in monthly meetings. Lahr explained a regional standard is there if a region deems they need to have something more stringent. *The thought process would be to sunset the regional standard and follow the state standard. Stevens County made the motion. Swift County seconded. Motion carried.* We will sunset regional standard 1.5a.

USER BUSINESS:

a. Communications Discussion – Wadena County

Wheeler talked about a domestic assault Wadena County had in February. A male had left a residence with a possible firearm through a wooded area to a nearby lake. A SWAT team was already assembled for training that night so they had a pretty quick response. What worked: (1) Multiple LE agencies from two counties were able to communicate during the initial response; (2) Incident Command post was established early; (3) We had maps coordinating with the squads on scene until SWAT was fully assembled; (4) MN DNR and State Patrol arrived and assisted with perimeter 2; (5) Unified command type structure allowed SWAT Commander to coordinate with squad members on our encrypted SWAT channel while sergeants coordinated with patrol and DNR. Code Red was sent out. Lessons learned: (1) We had too many people on radios; and (2) We had too many people in the Incident Command post at the beginning. It was difficult for our squad commander and for our sergeants to hear what we were talking about on the radio. In the future, we would try to condense the incident onto one or two channels to alleviate system congestion and keep everyone up-to-date. Lahr asked what type of Code Red notification did you send out and did you get any feedback from the public regarding notifications? The public received phone calls. We got some negative feedback from the school, because we did not include the school. It was 4:30 p.m. so school was out, but there were after school activities. Lindquist announced Wilkin County is next.

b. Other

Larson suggested it would be beneficial if we start discussing what type of apps people are using because that is a concern with interoperable data. It will be added to the agenda.

REPORTS:

CMESB:

Emergency Services Board (ESB) – June 13, 2018

Myers reported that will be our preliminary budget meeting. Budget will be the same as what we had. Discussed at past meetings what the allocation would be with the withdrawal of Sherburne County and potential addition of Mille Lacs Tribe. We have not gotten confirmation from them. It will be moving forward with just the 19 members.

Executive Committee

None.

Regional Advisory Committee (RAC)

None.

Next Generation 911 Committee

We talked about the regional project priority list for grants. For Text-to-911 Fjerstad reported he no longer had the service provider and they had added characters. PSAP COOP class will be at the Interop Conference. We discussed House file 4024 and Senate file 3763. It is a file requiring dispatcher to be trained on giving CPR instructions to any 911 caller. The way the files were worded was if you do not provide this your 911 funding may be cut. Dana will be working with the American Heart association to try to find a way to assist smaller agencies, it could be by providing a call number to transfer it to. State call was yesterday. MESB decided to do a CAD-to-CAD study about sharing CAD resources among an area. Metro is thinking about even across diverse systems and having a hub that would translate that from one system to another. They wanted Diehl to ask is there any interest in having CAD-to-CAD connectivity throughout our region or adjoining regions. State wants to know who would be interested. Sheriff Riley explained there has been discussions in sheriff offices in doing that, but you have to be on the same system according to ECN.

REPORTS: (Continued)

CMESB: (Continued)

Next Generation 911 Committee (Continued)

There was interest at the Strategic Planning. Myers explained what was talked about was identifying what elements of your CAD if you could create a standard API so they could communicate so you could stay on your same CAD. We would have to identify what information to share from CAD to CAD. Diehl explained we talked about round #2 of Text-to-911 with a long discussion about firewalls. We have one firewall installed at the Ramsey County back-up site. We have PSAPs that have a SIP connection and they do not have the state firewall in place yet. In the meantime, do not click on a link in a text. Text-to-911 training is available on the Alex Tech website; COOP training will be added this weekend. Fjerstad noted that the college training only talks about SMS, but none of the counties in the Central Region will be going SMS. Anderson has a very diverse training for dispatch that will also be added to the Alex Tech website soon. Chief Hughes noted there is a vendor who can pull CAD data. Diehl noted that study is on the ECN website and the State of MN text-to-911 deployment plan is also in the same packet.

EMAC

Grant Committee has been meeting to get our application in. We had two threat liaison officer classes at the beginning of April that were well attended. Training and Exercise Committee will be meeting tomorrow via conference call. Next meeting is Wednesday following the conference in St. Cloud.

Regional Logger Committee:

Larson reported we did not meet this month due to RAC cancellation. Previous meeting we continue to work on a data request practices form for interop statewide and regional talkgroups. Wilkin County is looking to join the logger. ESB approved edits to our logger plan. When the Logger Committee first formed they purchased licenses for recording of talkgroups. Membership is not using all of that pool of talkgroups. Language change in logger plan was to a CMESB member that wants to join the logger if there are talkgroup licenses available it will be provided to that entity solely at cost of annual maintenance. If none available, the member will have to purchase those licenses as normal.

Grant Updates

Myers reported we are waiting to get information for the next round of SECB grants. ESB approved the project list. We have approval to submit the application if the application process closes before their next meeting. If it has not come out by June then the board will have to go through and approve what is in the grant. We will be resubmitting the GIS projects that were not approved with SHSP grant: Stevens County and Big Stone County. Swift County Sheriff stated with the changes with the National Weather Service he will probably look at an MC7500 console; he does have some numbers put together. Myers replied get the numbers to me with as much detail as the grants workgroup will go through these proposals and identify what they will fund.

REPORTS:

SECB/ARMER:

Operations and Technical Committee (OTC)

Lahr reported standards were approved. Discussion if there was a need for the 5.1.0 Media Access Standard. Lahr asked the group if there were any agencies in the Central Region that have handed a radio to their media for monitoring purposes. The response from group was no, media get it off the scanner. Scott County had an additional talkgroup request. Jim Stromberg announced they are nearing the end of 3-year contract renewal phase of the Northern RIC and they need to submit new RFPs for the RIC positions. There will be two positions: Northern RIC and Southern RIC.

REPORTS: (Continued)

SECB/ARMER: (Continued)

Interoperability Committee

Lahr reported actions items were a COMT certification and COML renewals. Stromberg had updated the MN Duty Officer Resource contact form. There were reports on the subcommittees. Larson asked if we should put the two subcommittees under this report for the future.

Interop Data Committee (FirstNet)

Larson reported the meetings have provided information on the pricing of plans. The NASPO agreement is still not approved in the State of MN. AT&T is in the process of working on the 20 towers. State radio access network (RAN) team has said if they are touching an existing tower they will be adding Band Class 14. Sheriff Stanek has accepted a 3-year extension on the FirstNet board. Discussion regarding starting to do standards, but there was no information from FirstNet relating to what we can control of FirstNet lines of service. Larson asked the group to provide direction for them to steer the committee. There have been suggestions for Interop Data to evaluate applications. They have conducted tests at the Super Bowl and at St. Cloud on a new brand of infrastructure equipment. Stearns County discussed testing 911 calls on FirstNet. Larson has asked FirstNet to provide proof that priority and preemption is working. Fjerstad noted on May 2nd we have the MN LTE coverage workgroup starting; OEC is doing a study. Larson added there was discussion on further coverage testing. Metro Transit will do some testing.

SMG (System Managers Group)

Larson reported SMG went over beginning discussions on the 7.17.3 upgrade; upgrades will probably occur in November 2018. Larson can get a list of the upgrades. Motorola did make an order of the 440 HP workstations; the next one will be a Z2 which is a small form factor PC. Database lockdown will be October 15th. Larson listed the upgrades. Larson encouraged people to take the time to clean up the accessory buttons that are being tossed in during configuration of 7500 consoles while putting talkgroup resources on. Lahr discussed Radio Control Manager account changes in Provisioning Manager. It affects other areas of radio management. There are two things that change affected: (1) What radio commands you can send to what radios; and (2) What emergency declarations you can see. Larson noted this would be important for agencies that have other system admins. Larson added anyone with an MCC7100 console will be getting an upgrade to the 7500E. Discussions from Department of Homeland Security for P25 equipment that received grant funding they passed a rule if you have encryption in P25 radio that you must have a single key AES encryption. Discussions surrounding how often we adjust keys. Motorola said at some point the 7500E is going to use the small AIM box that the 7100 uses. Discussion to continue as a state whether we are okay with software-based encryption and how we would provide that file to people; file where you type in your keys will be plain text. Larson discussed asking about hardware encryption; they want to know why customers would want hardware encryption.

Steering Committee

Meeting was April 11th. Dan Hartog has stepped down from committee; Nobles County Sheriff replaced him. Discussion about the Rey Freeman study. Out of the study, the MN ARMER system is the largest system in the country; there was information on the cost to maintain ARMER; some clean-up work that needs to be done. Freeman looked at all the participation plans. There were some agencies that had more radios on the system that were not approved and Freeman could not find any data on some agencies. Freeman met with FBI and IRS to discuss how they use it and plan to use it in the future. Lahr added he did offer comparisons on usage throughout the state using percentages, but actual talk time on the site may be small. The committee wants to review where we can go with this information. Is it allowable via state statutes to possibly charge federal partners fees? Study is part of the Steering Committee packet for April. They breakdown each of the federal agencies. Lahr reported we also started to go over results from the Strategic Planning session.

REPORTS: (Continued)

SECB/ARMER: (Continued)

EMS/Hospital Sub Committee

McIntyre reported they are a subcommittee of the Interop Committee, but they need to decide to formalize their group, or change to a workgroup.

NEXT MEETING:

The next O&O/Users meeting will be May 17, 2018 at 10:00 AM at Douglas County Public Works.

ADJORNMENT:

Stearns County made a motion to adjourn the meeting. Stevens County seconded and the motion was carried unanimously. The meeting adjourned at 11:47 a.m.

Minutes recorded by Shari Gieseke.