

**Central MN
Regional Advisory Committee
Friday, May 11, 2018 – 10:00 a.m.
Meeker County Courthouse – Community Room A
325 N. Sibley Ave., Litchfield, MN – Meeker County**

Members/Alternates Present:

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

Members/Alternates Absent:

18. Douglas County
19. Kandiyohi County
20. Mille Lacs County

Guests Present:

Judy Diehl – Stevens County
Paul McIntyre – Gold Cross
Bradley Challes – Brandon Communications
Andy Faith – Granite Electronics
Mike Rosonke – Motorola
Derek Leyde – Northland Business Systems
John Dooley – IPAWS Program Manager, ECN

Meeting was called to order by Chair Myers at 10:00 a.m.

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

Revisions and Approval of Agenda:

Chair Myers added List Serve Communication Issues under 5D. Swift County made a motion to approve the RAC Agenda. Todd County seconded, motion carried.

Approval of Minutes:

Wright County made a motion to approve the RAC minutes from March 9, 2018. Todd County seconded, motion carried.

Communications:

- a. IPAWS Updates and Public Information and Warning Exercise in Stevens County on June 18th
John Dooley from ECN is here to give an IPAWS update. Dooley reported the biggest thing for the IPAWS update is we are continuing with Best Practices training. Dooley listed the locations for the next classes. 72 of 87 counties are IPAWS capable.

Update on the Stevens County exercise: Dooley was contacted by Dona and Judy about doing a joint exercise. We came up with an exercise with 3 goals: (1) Set-up live test alerts. We are going to send it out as a civil danger warning to see how well the cellphone carriers send it out and for all the stations participating. We took a look at Stevens County and the six counties around Stevens to see where all the radio stations are. (2) Find out how well they are adhering to the state plan. FCC draws out for each one of these stations a contour line of their broadcast area. There are 16 different radio stations that cover Stevens County. We will talk to the Broadcasters Association and see how the cable companies perform. We looked at how alerts are set off; cable companies are set with a listing in the FCC database of how they are put together. They may be operating in several different towns and counties. (3) The biggest thing is that we want to get feedback from the public. We came up with a survey. The waiver is at the FCC; they were concerned how the message was. Morris is a nice anomaly; within a small area they have all 4 of the major carriers. We are going to try to draw a polygon around that. We will have a monitoring system set-up. FEMA IPAWS office gave us a good graphic on who is going to be covered. We are expecting the message to be heard out to here and in South Dakota. We will be recording 8 of the radio stations in the area and television stations. Survey that we send to the public will be short. Dooley explained the survey. Dooley will be working with Judy to send it out to the regional PSAPs: Did you get a spike in calls because of the test; if so what were they? We will have a script for the PSAPs. We will be working with the broadcasters sending another survey to them. Exercise will be June 18th and the test alert is set to go off at 6:30 p.m.

- b. SECB Strategic Planning – (Update)

In the packet, you will see notes that were taken at the planning session. Steering Committee recommendation was to have the high overview include the notes like a goal and tactic on how we are going to achieve those.

- c. SECB – Rey Freeman Study

What they were looking for was to make sure the objectives are what was intended and the Statement of Work had been achieved. Looking at whether, or not, with the inclusion of the federal partners are we putting into jeopardy the 911 funds and trunk highway funds? Commissioner Dolman wanted to review it, and get a legal opinion as to whether, or not, we are in violation of using those funds. Opinion of the group was that Freeman had achieved the objectives. He will bring back a final report, and looking at whether, or not, we have to start developing policy.

- d. List Serve Communication Issues

List serve is having some issues right now. Lahr explained it did not look like the O&O/User packet went out when she tried to send it this morning. Myers explained the Logger Committee notifications leverage communication from the website. Looking at as a back-up, or transition, in use of the list serve functionality that is built into the website and make that a requirement of all the committees. Lahr asked if there was a way for other notifications that we can funnel through the website's list serve verses just meeting notices? Larson responded there is a way to set-up a non-public list serve RSS feed. It is not two-way communication, it is one-way. Lahr questioned if there was something the legacy list serve provides us that we cannot do on the website? Myers responded one of the advantages of the list serve if you want to target directly to the members you could, so if we do not lose that functionality. Larson explained at the last SMG, John Anderson said their list serve they were using to notify System Admins of maintenance throughout the state was not working; Mn.IT just shut it off. Anderson was going off of the last distribution list that he had so you will see every email is from a different MnDOT employee. Larson questioned if we have this capability, and if it is of no additional cost to us, is it something we offer up to MnDOT? Lahr requested a demonstration at a meeting to visualize how that works verses what we are currently doing.

Communications: (Continued)

a. List Serve Communication Issues

Myers replied we will put that as an item for the next agenda. Myers would look at putting it on all of the upcoming committee meetings. Lahr will get an update from her IT staff on where the list serve is at and a direction to see what Stearns County's intentions are of maintaining this. Todd County noted MnDOT puts reports as attachments which would create quite of load for distributing. Larson's thoughts were for MnDOT to put a weblink and identify their own web space rather than having large emails coming in. Larson added since it is an RSS feed, not just anyone could blast out on the list serve, you would have to go to a point of contact that would have access, but that would prevent the accidental blast-outs to everyone. Myers noted contractors are sending things out so make sure they have the capability to do that so we do not lose that functionality.

Reports:

SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT/RIC: (Myers)

Myers stated ECN will be moving forward with two RICS, a northern RIC and a southern RIC. There is an RFP process in place for that.

2. SECB: (Myers)

SECB met during the conference. Agenda is in the packet. Several standards were approved at their last meeting. Coming from the Finance Committee was approval for SLIGP 2.0; we set a not-to-exceed amount and the Board approved that.

There was a question as to who our representative was on IPAWS group. Myers reached out to Dooley to see who we had listed as our primary and alternate: Patrick Waletzko was Delegate; Al Fjerstad and Tina McPherson are alternates. It was discussed at EMAC that Patrick would be interested, but they did not come up with an alternate. Myers asked the EMAC Committee to update the alternate. Patrick has been going to the meetings.

3. OTC: (Lahr)

Did not meet this month. At the April meeting, there was discussion about the standard for Media Access on the ARMER system. Several standards approved one of them being Media Access. It was questioned by the group if it was necessary anymore if there are any media outlets in the state that have ARMER radios. Lahr asked at the last O&O/Users if anybody in the Central Region issued radios to their media. Consensus was there could be some media outlets in the Metro area, so the standard is still necessary. All the standards listed were approved. Scott County had a talkgroup request for 12 talkgroups; they are in the process of transitioning their law enforcement talkgroups to be encrypted.

4. Interop: (Myers)

Action items were two COML and a COMT approved. SWIC Stromberg presented the MN Duty Officer Reserve contact form. Reports from subcommittees.

5. Finance Committee: (Myers)

Made the recommendation, which was approved by the SECB, to come up with a match for the new SLIGP 2.0

6. Legislative Committee: (No Meeting)

No meeting.

Reports: (Continued)

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

7. Steering Committee: (Lahr)

Met on Wednesday. Sheriff Dan Hartog from the Central Region was representing the Sheriff's Association. He has stepped down; Sheriff from Nobles County took his appointment. Sheriff Hartog was also the Chair of the Steering Committee. It was announced at SECB meeting that Joe Glaccum is the Steering Committee Chair. ECN went over results from the Strategic Planning session; went through goals and tactics. ECN will complete that document and present it at the next meeting. City of St. Cloud gave an update on IV&D project. The final outcome of the Steering Committee meeting on that project is the Pilot Project deadline is extended through the end of the year. ECN will work with City of St. Cloud to facilitate discussions with Motorola. Larson explained over-the-air programming is the biggest hurdle. Larson reported to Steering Committee that he has reached out to Motorola to explain that it was advertised to the state at different technical meetings that voice will always trump data and it is not happening. Chair Glaccum is concerned about that and wants to address Motorola at a higher-level. For the mapping piece we were able to get a mapping vendor dialed into our data. We had a presentation for entities within St. Cloud. We were able to see all the radios, all the officers and other city personnel on the map live moving. Larson had discussed his constraint of testing evaluation because MnDOT has advised Motorola with the potential of IV&D going regional or statewide there is a constraint within the server that you can only have one login and one password that can never be changed. Larson has to rely on Motorola to do the changes for cadence rates. Lahr added Rey Freeman was there to present his findings on federal or non-911 participating agencies on the ARMER system. There was a lot of discussion; if we would allow federal agencies on; if we were allowed to via statute being ARMER is funded by 911 and trunked highway funds? In conclusion, the group asked Freeman to complete his findings and provide his final recommendations. ECN will look to legal to get advice. Larson added we did discuss looking at over-the-air (OTAR) rekeying. Roadblock is we have been waiting for a couple of months for a quote from Motorola.

8. State Interop Data Committee (Larson)

Larson reported we were told about a hackathon that occurred for programmers and developers of apps for FirstNet. Discussed the FirstNet core going live. Sheriff Stanek has accepted another 3-year contract to the FirstNet board. Fjerstad is the primary and Larson is the secondary and we are looking for direction where the IDC should go. At the last O&O/Users we talked about having the Users discuss which apps we are using. Discussed to have IDC review applications, that has not gained traction. Discussion regarding a need to possibly creating our own standards group, but there already is a standards committee. We did not receive any documentation of what will we as a state, or region, actually be able to govern and dictate with the FirstNet system. FirstNet as they said at the roadshow, there needs to be a point of contact or authority for purchasing devices; a thought was for it to be the sheriff of the county. MN AT&T engineering team has told the state if they are going to be doing work on a tower they will add Band Class 14. Fjerstad had a first meeting with OEC technical group. They are going to be coming back to do a drive test. Myers stated he received an email from Shane Olson, in Elk River they have a band class 14 site on the air. Myers suggested Fjerstad do some testing there. Stearns County has been notified when they will be doing testing. Wisniewski added they were also testing 1.25 watt devices in the area. Larson told the group to take the survey at the bottom.

9. Interop – STR Workgroup (Larson)

None.

Reports: (Continued)

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

Regional Leadership Group – (Next Meeting July 23, 2018)

Meeting in July at the MnDOT facility in St. Cloud. If you would like items on the agenda get those to SWIC Stromberg.

NG-911 Committee (Diehl)

Call was yesterday. Dan Craigie gave an update. They have a new employee at ECN. For Text-to-911, 15 counties have been enabled. Isanti County is having problems getting up and running. All counties need to have a plan in place by December 31st of this year to be able to receive their own text-to-911, if not, there is talk that counties that are taking it for their region will be charging. It may be up to \$100 month. Firewall will be going into the Minneapolis airport next week. It will be the first live PSAP to get a firewall in, the only other firewall installed is at the Ramsey County back-up site. We talked about SIP guidelines and firewalls will be installed as time allows, so you can go ahead and migrate to SIP. We talked about Public Safety Communications grant reimbursement dates. Eight of our eighteen counties have submitted their COOPS. The rest will need to be in by May 15th. New trainings on the Alex Tech website: COOP, Text-to-911, and a new one called Paramount Information for MN TeleCommunicators. Holly called in from Mille Lacs County and said their text-to-911 volume is increasing, about half could call instead. Diehl explained a text message Mille Lacs County received; Craigie asked that gets sent to Dustin Leslie or 911 repair center.

EMAC Update: (Hansen)

In April, there were two Threat Liaison Officer trainings held. Planner/Coordinator is developing a one-day session class in June. In our April meeting after the ECN conference we went over our grant applications for SHSP funds. Some counties are requesting ID and credential machines and the rest will go to the Planner/Coordinator position to deal with planning/exercises, but everything has to be tied to terrorism. For May and June we will be having preparedness assessments for venues.

Owners & Operators Committee: (Lahr)

In the April meeting, we had 2 talkgroup permission requests for the CM encrypted talkgroups. Reviewed CM Interop map. Jointly with Users we started reviewing the Central Regional standards. Voted to sunset standard CM1.5a Changing Policies & Standards Revisions and Changes. Next meeting we will review a couple of standards. We will be discussing what the region would like for training for 2019.

User Committee: (McIntyre)

Continue to meet jointly with the O&O and continue do our presentations each month. We are trying to find new and innovative ways for what the Users should be.

EMS/Hospital Sub-Committee: (McIntyre)

None.

Executive Committee:

Did not meet.

Emergency Services Board: (Next meeting June 13, 2018)

Preliminary budget meeting on June 13th. Any items of business need to be in by June 3rd to be included on the next agenda.

Updates from Partners on Current Projects:

Website Project Update

At the ECN conference all the regional groups got together. We made the recommendation we will be increasing our storage for documents on the regional website. We talked about starting to develop best practice guides, so we are all doing updates and adding content in a similar fashion. We will be doing follow-up or one-on-one trainings with the groups as they start to put more content out there.

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

Myers noted pricing and the radio management piece. Motorola has a pricing model. When we deployed we got licenses for each of our radios at the cost of \$100, but now they are looking at changing that. If you sign-up for the service by a certain date then you can get locked into the pricing; right now it is \$10. Larson explained for radio management which is a server-based programming tool. If you want to send out an over-the-air programming job that only sends the changes in the programming the server-based tool is needed. There are constraints for the number of radio management servers connected to the whole IV&D network. In future release of radio management they are looking at doing agency partitioning. Right now Larson is the only user in the state that is using the tool. When we first bought on it was \$100 per radio for the life of the APX line. Now they are changing it to a subscription-based model. They have a time-line deadline for 2019; if a user did not buy into radio management by then they were considered a brand new user. Brand new users will be \$32/radio per year; grandfathered users like Larson would be \$10/radio per year. If you are looking at getting into the radio management system and be considered a grandfathered user you would have to buy in within the next year.

1. GENESIS Mapping

GENESIS is the vendor that we have the radio reports from that we have licensed in the region. They also have pulse-mapping. Larson would like to see if it would be valuable to bring them in June for an O&O/Users presentation. Larson explained the product; it is flexible. They have the capability of bringing in radios, but it is not the only thing. GENESIS product is web-based and you can bring in different devices. They built it off of android and IOS. They have a promise to have developed by the end of the year recreating CAD mobile. They discussed doing development around what we need and want. With the radio connection there is a server at the core of this Motorola data that is called IMW. Motorola is trying to turn it into more than just the radio infrastructure. Motorola is talking about doing a holster or gun activation. They are using that server to collect all that data. GENESIS is talking about other potential capabilities that are programmed in.

2. Resource Allocation

Licensing and constraints on the zone controller. Larson explained there are or has been constraints with how many radio IDs we are allowed total or how many CCGW ports, with that the IV&D system has a maximum system limit of 48,000 licenses. A license is per radio for a connection to the data. There are licenses for different features. The state would have to identify whether, or not, they want to do governance over the licenses. Myers stated another question is if we get the issues resolved like the voice data issue how many people would utilize it? That would help developing the governance issues for allocating the resources and sharing the costs. Lahr asked how much is invested so far? Myers replied the biggest cost is individual licensing the radios. A lot of the core infrastructure we had, so the network connectivity at the zone controller is a minimal cost. There will be a cost at each of your sites to put that in. It was not a very large number, but we can pull that and give a report at the next RAC as to what we spent so far on those areas that you would have to purchase or enable. The biggest thing is if you see value to it. If we do resolve the issues, is it something you would look at utilizing? We will get that for the next RAC.

Updates from Partners on Current Projects: (Continued)

Regional Coordinator Report

One change we did do with the renewal of the contract is before EMAC would be charged separate. It is encompassed now so EMAC utilizing Shari's time for website updates will be covered underneath the Regional Coordinator Contract. At previous meetings we asked if anything that we are not currently doing that you would like to see included in the contract.

General Discussion and New Business:

CMNESB 2019 Budget:

In the packet is the 2019 budget proposal. The 2018 costs, and what is proposed for 2019. The only item in here for Sherburne County would be their participation in the Regional Logger. Do not have the tribe on here. We made the change in the population column; Sherburne County population portion for St. Cloud numbers are now added in. Unless there is some project that we want to include in addition this will be proposed to the Board. Myers reached out to Chief Deputy West as to what is the intent of the tribe moving forward. When we were in Big Stone County we went through their resolution and we had made some requests to change that resolution. The update this week was they are still interested, he is waiting because they are going to be doing council elections in a month or two. For budgeting purposes until we get something from them we are moving forward with this budgeting model. We can revise this budget model if they decide to come on at a later date. Sheriff Langlie asked to explain what goes into the Budget Base of \$58,500. Myers replied costs for meeting materials. The time element is rolled into the System Admin contract whereas before Shari's time we would charge it back independently. Sheriff Langlie asked why meeting materials is listed in Appendix B. Myers replied that is not the printing costs and everything that we have in there. Meeting Materials should actually be Meeting Prep. Lahr inquired in the past several years have we successfully gotten our training expenditures reimbursed 100% by grants? We generally earmark about \$20,000 for training purposes in case we do not have grant funding, but in the last few years if we have successfully had our training dollars reimbursed, wondering if we have a reserve fund that we do not have to add that to the budget every single year? Myers replied, "yes" that is correct that we do have a reserve from that. Sheriff Langlie would like for the June RAC meeting a breakdown of what that budget base expense have been. Myers replied "yes," and normally there is a second page to the budget that breaks down and gives a line item. Myers explained part of \$58,500 has maintenance component for Analyzer; part of it is audit; website maintenance; meeting materials outside of staff time; insurance through League of MN Cities; and the analyzer. Myers will give a price breakdown. Sheriff Langlie requested a fund balance.

Regional Project Priority List for 2018 SECB Grant (Seeking Requests for Grants)

Myers stated there is one that still needs to be added to the list. Swift County is seeking grant funding for going to a 7500 console; project cost is ~\$375,000. Big Stone County has a CRAE project in Ortonville requesting \$23,000. Stevens County has for the EMS radios \$85,045. Standing item we have for regional training is \$25,000. Tina had reached out for a school in Grant County that was looking at putting in a BDA. They will not be in this current round of grants, but will be on the list, they are looking at a target of 2019. For the SHSP, we had 4 counties looking at getting GIS funding, we said we were going to bring it back in the SECB. Stevens County has since pulled their request off. Lahr asked if the regional training was a holdover too? Myers explained the SECB has a longer timeline, and anything we did not use for training that the region could offset with the Regional Coordinator contract. Sheriff Langlie asked so we are requesting \$51,000 for training purposes? Myers replied it is a standing item, last year for the SECB there was a request to include an additional \$25,000 in the SECB grant just in case SHSP grant would not provide for training. Page #50 in the packet is the SECB grant.

General Discussion and New Business: (Continued)

MN Public Safety Communications Conference Reimbursements

The reimbursement process and the document is also on the website. For those who attended, if you have anything that you can submit now. Conference registrations we will be invoiced from Odyssey Group. Question on the GIS work that Swift County is doing now; Myers had reached out to Dustin Leslie, because there is some state requirements that are not defined yet so they cannot complete the work. We are trying to figure out a way to get a holdover so they can complete the work. Dustin sent an update saying that he can take it to June 30th. If that is the case, then we have some more time for the conference reimbursements. Still seeking a way to have Sheriff Holtz's project completely covered.

Other

None.

Old Business:

- a. Policy on CMNESB Contracts
- b. Current Representative List
- c. Attendance Standard (Update)
- d. COOP Plan – Due May 15, 2018
- e. JPA Mille Lacs Band Resolution (Update)
See CMNESB 2019 Budget.

Upcoming Meeting Date and Location: Cancelled Meetings Discussion

As last month's RAC was cancelled the question was presented if we cancel a meeting do we move through the rotation to the next one, or does it hold over? Sheriff Haukos explained the schedule is set-up for the year and you have a lot of paperwork. Lahr explained sometimes rooms are hard to come by in counties within a month or two. Meeker County agreed because half of this room today was supposed to be used by somebody else and they had to move that meeting to another area. *Chair Myers looked for a motion if the meeting is cancelled then we move to the next in rotation. Meeker County motioned. Wright County seconded. Motion carried.*

- June 8 – Mille Lacs County
- July 13 – Morrison County

Adjournment:

Wright County made a motion to adjourn the meeting. Wadena County seconded, and the motion was carried unanimously to adjourn at 11:33 a.m.

Minutes recorded by Shari Gieseke