

**Central MN
Owners & Operators and User Committee Meeting
Douglas County Public Works, Alexandria, MN
May 17, 2018 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Tom Egan & Mike Henrion – Douglas County
3. Randy Celandier – Meeker County
4. Bret Erickson – Mille Lacs County
5. Victoria Ingram & Jane Holman – Morrison County
6. Jason Karlgaard & Keith VanDyke – Otter Tail County
7. Sheriff Tim Riley – Pope County
8. Kristen Lahr, Chair – Stearns County
9. Judy Diehl – Stevens County
10. Bill McGeary – Swift County
11. Sarah Booker – Todd County
12. Sheriff Trevor Wright – Traverse County
13. Tyler Wheeler – Wadena County
14. Sheriff Rick Fiedler – Wilkin County
15. Haley Dubois – Wright County

USERS MEMBERS/ALTERNATES PRESENT:

1. Tom Zabinski – City of St. Cloud
2. Mike Henrion – Douglas County
3. Tina Lindquist, Vice Chair – Grant County
4. Randy Celandier & Sara Miller – Meeker County
5. Bret Erickson – Mille Lacs County
6. Victoria Ingram & Jane Holman – Morrison County
7. Jason Karlgaard & Mark Ebeling – Otter Tail County
8. Sheriff Tim Riley – Pope County
9. Paul McIntyre, Chair; Kristen Lahr, Chief Hughes, Erin Hausauer, & Michele Burke – Stearns County
10. Judy Diehl & Chief Ross Tiegs – Stevens County
11. Bill McGeary – Swift County
12. Sarah Booker – Todd County
13. Sheriff Trevor Wright – Traverse County
14. Tyler Wheeler – Wadena County
15. Sheriff Rick Fiedler – Wilkin County
16. Haley Dubois – Wright County

GUESTS:

1. Jeff Jelinski – Morrison County Commissioner
2. Aaron Rosenberger – Stearns County
3. Tom Justin – On Target
4. Dan McCoy – Granite Electronics
5. Sara Moulzolf – Granite Electronics

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Benton County
2. Big Stone County
3. Grant County
4. Kandiyohi County
5. Sherburne County

USER MEMBERS/ALTERNATES ABSENT:

1. Benton County
2. Big Stone County
3. Kandiyohi County
4. Sherburne County

CALL TO ORDER:

Meeting called to order by O&O Chair Kristen Lahr at 10:00 a.m.

INTRODUCTIONS:

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

APPROVAL OF AGENDA:

O&O Chair Lahr added the two extra sheets on Text-to-911 plan changes as item B; and item C a notation on the list serve under Communications and Incidents. O&O Vice Chair Larson added to the Users Business a discussion about cellular data apps as item B. Stearns County made a motion to approve the amended O&O/Users Agenda. Stevens County seconded, motion carried.

APPROVAL OF MINUTES:

Diehl noted changes under Next Gen 911: On page #5, four lines down change training to trained. On page #6, insert the word "training" after Text-to-911 in "Text-to-911 is available on the Alex Tech website." Swift County made a motion to approve the amended April 19, 2018 O&O/Users minutes. Wilkin County seconded, motion carried.

COMMUNICATIONS AND INCIDENTS:

a. Mille Lacs County

In the packet is an incident they may have had some miscommunication on. Al Fjerstad had asked if we could hold that over to next month's meeting.

b. Text-to-911 Plan Changes

Fjerstad had sent this forward. There are two draft 911 plan change request letters that were discussed at the Next Gen 911 Committee. Diehl explained the one letter is letting the State of MN know that you plan to start accepting text messages at your PSAP, that you are going to upgrade your equipment. The other is agreeing to the fees that after December 31st of this year Mille Lacs will be collecting for anybody that is not receiving their own text-to-911. For 2019, it will be \$100/month and then it will increase \$1,200 each year; \$2,400 in 2020 and \$3,600 in 2021. The state is really pushing that people upgrade their equipment so that they can receive their own texts-to-911. These are all in draft form. Dustin Leslie has been working directly with the PSAPs that are receiving the text messages to draft this wording. Larson asked does it make sense for every PSAP to take their own text messages, especially with the state talking about doing shared equipment? Has there been any discussion about still having PSAPs contract with other PSAPs? Diehl responded the state really wants to encourage PSAPs to update their equipment to be able to receive their own texts-to-911. Egan noted many counties still have their original 911 systems, so that is another reason for the push. As far as the sharing of 911 equipment, the state has nothing to do with that they are just throwing out ideas and suggestions, but they are leaving that up to the counties.

COMMUNICATIONS AND INCIDENTS: (Continued)

b. Text-to-911 Plan Changes (Continued)

Diehl said CPE as a service is definitely being looked at. Lahr noted in the email from Al Fjerstad he did mention they wanted to get the letters out into the regions and agencies. We can discuss what is in the draft letters at next month's meeting. It will be an action item on the agenda for next month.

c. Listserve.

O&O Chair Lahr informed the group there was a glitch with the regional list serve last week where it was doing automatic deletions of users. If any of you have received a notification that you have been deleted from the list serve and that does not make sense to you make sure you contact Shari or Kristen. Shari has been going through to add people back in who were deleted. This is a good time to remind you that you can sign-up for automatic notifications on our website. We had a brief discussion at the RAC on Friday about the future of the current list serve. There is not any maintenance on it anymore or upgrades available. Lahr is going to talk to the Stearns County IT Department to see what the future is on that. Maybe we will move to the website for email notifications.

O&O BUSINESS:

a. Updates by Partners on Projects

1. St. Cloud IV&D

Larson explained we have cases open with Motorola. No other issues than what has been discussed. We did get a mapping vendor dialed into our GPS feed for the radios and we are able to see those dots on the map. Talking to Motorola regarding more traffic modeling for changes in cadence rates and numbers of subscribers for GPS.

2. Mille Lacs County Text 2-911

Diehl explained a county had received a text that said blocking enabled. That was an unusual text to come in. The county found the female that had sent the text. Make sure to bring that up next month when Al Fjerstad is here.

b. GENESIS TRAINING

Tentative date for the week of July 9th. Larson has a Doodle poll to figure out availability. Larson has checked with Anoka County; they thought we would be able to send 2-3 people maximum to training. We are a different license holder than the others, because the others are usually just one agency that holds the license. Participate in that poll within the next few weeks. Lahr said it would make sense for Larson to attend as Regional Coordinator. Lahr asked if there was anyone with an interest in attending the GENESIS training? If anyone is interested please contact Brandon Larson by Monday.

c. Updated CM Interop Map

Larson had this on the agenda last month and there were a few counties that had updates. Larson made the changes. This will be published on the website.

d. Chair for August Meeting

Lahr stated we are looking for an O&O chair for the August meeting. It was suggested to cancel the meeting. Lahr responded we can cancel it if there is no pertinent business between the two committees. Sheriff Riley suggested to wait until June or July.

JOINT BUSINESS:

a. ECN PS Communications Conference Reimbursements

Lahr reminded the group, for any ECN conference reimbursements for hotel stay or meals, conference registrations will be billed to the region, submit the appropriate receipts to Shari by end of the day on the 22nd.

b. 2019 Training Roadmap

In preparation for requesting our training dollars for 2019 at the ESB the preliminary budget meeting is in June and they vote on the final budget in July. In the packet, at the bottom of the page is the list of course offerings for 2018 and what we had currently registered. At the top of the page is potential course offerings for 2019.

- Lindquist stated we talked about the All Hazard Dispatch training and ICS Communications Planning being every other year. Since we are doing ICS this year, we can take it off the 2019 roadmap and replace it with All Hazard Dispatch training.
- Diehl made a motion to remove the basic GIS Scenario-based Next Gen 911 training.
- Lahr was going to put some material in the packet regarding a training request from Kandiyohi County. Lindquist explained at the ECN conference there was a Search and Rescue Communications breakout session. It included classroom and a tabletop exercise and incorporated an ICS 205 Communications Plan form. The main focus was not on the radio communications as much as it was organizing all the responders and volunteers, but in the full class the communications part would be more. The instructors are willing to give you software on a flash drive that is a good research tool for search and rescue. There is a lot of tactical and rescue operations education and they tie it into radio communications. It would be something new for more of a user-based. Northeast Region sponsored this class and it was a 2-day course. There are two types: Proficient or advanced class. Kandiyohi County had thought the Central Region would be ready for the advanced class. Instructors are Rick and Deb Slatten. Lahr asked if there was interest in getting more information? Egan thought any scenario based training is good training for the end users. Lahr stated we will do some research on pricing and include it in the budget for next year.
- Lindquist inquired about taking ICS off for 2019 and providing the All Hazard Dispatch training? ICS is more of a broader audience; All Hazard is focused for dispatchers. On Target's course goes through all the communication assets available in the state and scenario-based incident events and how to handle it, everything from the on scene logistics to incident command. Stearns County suggested it not be held in the summer. Lahr asked should we look at doing an RFP for another single session for both? Let us see what one session of each would look like.
- Refresher System Admin Training: We are doing a full 3-day training this year. Do we need to do a refresher next year verses admin? We could forgo this one for a year. Lahr asked if anyone was looking to get someone through the training? No comment.
- Lahr suggested a more focused APX radio programming workshop again. Larson requested the base APX programming with more days or a different session for an advanced session.
- McIntyre suggested Radio Management. Lahr stated to keep that as a 3-day training with APX and delve more into the advanced features and radio management.
- ARMER Dispatcher, Refresher Train the Trainer and Original along with: (1) APX Radio Programming Workshop; (2) Search and Rescue; (3) Incident Dispatcher; and (4) ICS. We will work on getting pricing and submit it to ESB for budgetary planning.

JOINT BUSINESS: (Continued)

c. CM Standards Review

i. CM 1.7.0 – Subscriber Radio Standards

This is similar to the standard that we looked at last month. This was a standard blanket adoption from the region when it was formed. This is the same standard as the ARMER standard which has been updated and it is more relevant. Lahr asked unless anyone can see why the region would want to impose more stringent standards on what we can use for subscriber radios then Lahr's recommendation would be to look for a motion to sunset this standard for the Central Region. *Stearns County motioned to sunset the standard. Stevens County seconded.* Tom Justin asked for clarification if the motion intended it to mean it will go to ESB's June meeting to be sunsetted? Lahr replied, yes, any standards we approve or sunset always go to the ESB for final approval. *Motion carried.*

ii. CM 1.8.0 – Bi-directional Amplifiers

This is strictly a regional standard. Lahr made some basic revision changes. It is establishing regionally a procedure for approving installing B-directional amplifiers within our region. It states when a BDA goes in that the radio shop, agency, school or hospital should be contacting the local system administrator for that area; and then notify the region that there is a BDA in the area. Larson noted he has found BDA's pointed at sites that even MnDOT was not aware of. This is one of those standards that we are not going to be able to enforce, it comes down to the system admins need to have that relationship with those entities. It is more like a process. Lahr responded that is why we developed the standard. Hughes noted in the fire code under the appendix it does discuss BDA's, but does not mention ARMER. Larson recommended to add language for system admins making sure the vendor discusses specifics with MnDOT to assure there are no issues. Lahr asked Larson to draft that up under section 4 Recommended Protocol Standard. Egan requested to add the process such as Tim Lee's office needs to be contacted. Granite Electronics noted the state does have a document for the process. For the FCC you need to get carrier approval. Larson added the license holder of the frequency that the BDA would be repeating has to be in agreeance with it. Lahr stated we will flesh out more of the process to follow and bring back next month for approval.

USER BUSINESS:

a. Communications Discussion – Wilkin County

Sheriff Fiedler explained last June we had two storm cells go through our county about half an hour apart; in the north end and south end of the county. We knew these cells were coming through, so we had an extra dispatcher on duty. First cell went through Rothsay. Fire Department was called out because we had no electricity. Fire department had recently moved into that new facility; they had no generators to open the garage doors; they finally did get them open. About 15 minutes later, we received a call from Fairmont, ND Fire Department that we had an elevator complex that was almost completely destroyed. We left the north end and went down to the south end. We called the Campbell Fire Department, county highway, the railroad and our Emergency Manager. When we had the border grant we bought a consolette and stuck it in Richland County, ND and that is how we can talk back and forth between North Dakota. We also called DOT, because there were five large grain bins destroyed. County highway made a place for us to get into the elevator complex. There was a large propane tank that was leaking. Gas company was called they said there was no way to patch that tank up. We called the Duty Officer and after an hour we got the okay to relieve the pressure in that tank. In doing so, we had to evacuate a 2-mile radius around the site evacuating farmsteads. We called Traverse County and State Patrol to help shut down two highways. The railroad had many people there and equipment within hours. We had ten agencies assisting with us and one was North Dakota.

USER BUSINESS: (Continued)

a. Communications Discussion – Wilkin County (Continued)

Everyone had ARMER except the railroad. Lindquist asked if railroads are on ARMER? Lindquist said it would be good information to get out to the User Committee. It would be in the Federal Partners Survey. Lindquist announced the June meeting will be Wright County.

b. Other

Users Chairs talked about possible trainings. Search and Rescue course with a communications focus. We can try to bring in one more boots on the ground end-user training. McIntyre gave a reminder to dispatch centers not to patch in the entire incident to the aircraft. Stay with the standard. It is just the person on the ground that is talking to the aircraft and that STAC and not the entire incident.

c. Cellular Data Apps

Larson stated with the Interop Data Committee there have been discussions we are in the infant stages of trying to figure out what is interoperable data with FirstNet? We are looking at interoperability at an application data level. Larson would like to start a survey to find out what applications you are officially using within your agencies, counties, fire departments, etc. There are conversations at the national level regarding mission critical Push-to-talk over LTE standardization of talkgroups.

REPORTS:

CMESB:

Emergency Services Board (ESB) – June 13, 2018

Deadline to receive items for the agenda is 10 days before. O&O/Users will get training requests and changes to the regional standards on the next meeting.

Executive Committee

None.

Regional Advisory Committee (RAC)

We reviewed the preliminary budget that will go to the board. Myers will get additional information for what is comprised of the base budget. He would also provide a current fund balance.

Next Generation 911 Committee

Conference call on the 10th. Craigie called in and introduced the new 911 Program Analyst for ECN. 15 counties are text enabled. Everyone must have a plan by December 31st, 2018 to accept your own text or pay for the service. Firewall is going in at the Minneapolis airport; first live PSAP they will be installing a firewall in. Firewalls will be scheduled as time allows. Talked about grant reimbursement dates. COOP deadline has passed. There are five counties in our region that have not turned in their COOP; Sherburne did request an extension. If you do not have it in either request an extension or call Judy/Jody for help. COOP training, Text-to-911 training and Paramount Information training for Dispatchers are now on the Alex Tech website.

EMAC

Ingram reported we met on 4/25 in St. Cloud. At the meeting we had discussion on the grants application we are submitting for SHSP: (1) Photo ID software for credentialing; and (2) training/exercise. Discussion regarding counties choosing to participate in the state's Ag exercise May 8-10. Next meeting is July 26th in Stevens County.

REPORTS: (Continued)

CMESB: (Continued)

Regional Logger Committee:

We officially approved Wilkin County joining the regional logger. Doing work on the login server to virtualize for faster login. Discussed more about the data request form. Discussed with Northland the ARMER system upgrades in fall.

Grant Updates

None.

REPORTS:

SECB/ARMER:

Operations and Technical Committee (OTC)

No meeting.

Interoperability Committee

Lahr reported for new business they approved a COML and COMT. Synchronization of all COMU expiration dates was approved. Notification sent to all additional COMU communications unit positions regarding state recognition. Program managers gave reports. Stromberg spoke of the FEMA RECCWG.

a. STR Subcommittee

At the last STR subcommittee, Northeast Region had requested if they could use some of the funds that were given to the regions to support the STR equipment for their MCC7100. There was a question from the subcommittee, what do people use the funds on and how much is left in the regions? Troy requested an official motion for an audit.

b. COMU Subcommittee

See Interoperability Committee.

Interop Data Committee (FirstNet)

Larson included the agenda in the packet. Next Tuesday, Verizon is holding a conference at the US Bank Stadium. In the packet is a letter from AT&T for points of contact for cellular and FirstNet is here; City of St. Cloud should have band class 14 service currently. Under Old Business is a question whether Interop Data Committee (IDC) should be creating policies for FirstNet. First question was should we create a policy state-wide that all agencies must report to the IDC whether or not they have purchased FirstNet services. The response was no. Vice Chair had inquired about 'uplifting' extended users like Public Works, is there any regional or statewide implications for controlling that or having policies? No, it is at the local level that FirstNet has it set at now. Question from Hennepin County surrounding interoperability via applications. Concern if we have another county coming to support them, but they are using different apps how do we work together? Should the committee be looking at a set of state-wide apps? NASBO state contract pricing agreement was signed April 27th. Larson plans on putting the news on the website with a link to the MN Administration's website to find out who your agency's authority is to login and find state contracts. IDC requested that AT&T/FirstNet provide a list of what apps have been certified and approved in the FirstNet app store. Included in the packet, Televate has a product for doing drive tests and they have offered a statewide price and agency-level price. There was also discussion surrounding Mille Lacs County working with the Office of Emergency Communications to do a drive-test of multiple carriers.

SMG (System Managers Group)

No meeting.

REPORTS: (Continued)

SECB/ARMER: (Continued)

Steering Committee

Lahr reported St. Cloud IV&D presented the status on their project and roadblocks. When a radio is receiving the changes with over-the-air programming it does cut off a couple of seconds of audio. Discussed if the IV&D would be adopted system-wide, Motorola currently has a limit of 48,000 licenses for any system, that would need to be adjusted. Waiting on a quote from Motorola for over-the-air rekeying. Committee set an end date for the end of this year which aligns with the funding strategy for the City of St. Cloud. They proposed we engage with Motorola with the City of St. Cloud at a state-level to push for resolution. Went over strategic planning, the goals the state wants to rollout for next 3 years. Committee asked if ECN can provide a report. Reviewed results of the study by Rey Freeman regarding federal and non-911 agencies on the system. Committee would like Freeman to wrap up the study with additional data, answer questions and provide basic recommendations. ECN will be talking to legal to determine what we can do per state statute with both 911 funds and MN trunked highway funds in addition to having federal partners use the ARMER system.

EMS/Hospital Sub Committee

We are going to set-up a meeting on June 6th. One of the bullet points on that meeting is the direction of the EMS/Hospital Subcommittee. Stromberg has offered to come to discuss what it means to be each group. We are technically a subcommittee under the Interoperability.

NEXT MEETING:

The next O&O/Users meeting will be June 21, 2018 at 10:00 AM at Douglas County Public Works.

ADJORNMENT:

Stevens County made a motion to adjourn the meeting. Douglas County seconded and the motion was carried unanimously. The meeting adjourned at 11:33 a.m.

Minutes recorded by Shari Gieseke.