

**Regional Advisory Committee**  
**Friday, January 13, 2017 – 10:00 a.m.**  
**Sherburne County Emergency Operations Center (EOC)**  
**13880 Business Center Dr., Elk River, MN – Sherburne County**

**Members/Alternates Present:**

1. Micah Myers, Chair (*via phone*) & Brandon Larson – City of St. Cloud
2. Kyle Dusing – Benton County
3. Tom Egan & Mike Henrion – Douglas County
4. Tina Lindquist – Grant County
5. Ace Bonnema – Kandiyohi County
6. Al Fjerstad – Mille Lacs County
7. Victoria Ingram – Morrison County
8. Judy Siggerud – Otter Tail County
9. Sheriff Tim Riley, Vice Chair – Pope County
10. Kyle Breffle – Sherburne County
11. Kristen Lahr – Stearns County
12. Dona Greiner – Stevens County
13. Sarah Booker – Todd County
14. Lynn Siegel – Traverse County
15. Jason Kramber – Wright County

**Members/Alternates Absent:**

16. Big Stone County
17. Meeker County
18. Swift County
19. Wadena County
20. Wilkin County

**Guests Present:**

Erin Hausauer – Stearns County  
Judy Diehl – Stevens County  
Paul McIntyre – Gold Cross  
Rick Juth – RIC, ECN  
Dan Weis – MnDOC  
John Brinkman – Granite Electronics  
Andy Faith – Granite Electronics  
Mike Kahl – Granite Electronics  
Dan McCoy – Granite Electronics  
Scott Wosje – Northland Business

**Meeting was called to order by Chair Micah Myers at 10:01 a.m.**

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

**Revisions and Approval of Agenda:**

Chair Micah Myers requested via phone to move grants up after Elections. Brandon Larson added Department of Homeland Security's Jamming Exercise under General Discussion item #9F. *Stearns County made a motion to approve the RAC Agenda. Pope County seconded, motion carried.*

### **Approval of Minutes:**

Wright County's Jason Kramber was present at the December 9, 2016 RAC meeting. Al Fjerstad noted under the SECB Report the first sentence should read 8TACs not ATACs. *Mille Lacs County made a motion to approve the RAC minutes from December 9, 2016. Stearns County seconded, motion carried.*

### **Communications:**

a. Elections for 2017 Chair & Vice Chair

Chair Micah Myers stated at the last meeting we nominated candidates for Chair and Vice Chair: Micah Myers to remain Chair, and Sheriff Riley for Vice Chair. Are there any other nominations? *Micah Myers called a vote for Chair of the RAC for 2017 to remain Micah, motion carried. Micah Myers called a vote for Sheriff Riley to be the new RAC Vice Chair, motion carried.*

Micah informed the group based on conversation that came out of Next Gen 911 that reviewing the Scope of Services was just verifying that what was in the RFP was in the Scope of Services. It is not looking at changing anything, just making sure that nothing is missed.

### **Reports:**

#### SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT: (Rick Juth)

December's Busy Report had 4 sites: Long Prairie, Garfield, Hewitt and Sebeka. The other report from Jim Stromberg maintains unplanned ARMER site outages. Zone 4 sites Gilmans, Douglas County, Alex Tech, occurred on NYE.

2. SECB:

None.

3. OTC: (Al Fjerstad)

Met on December 13<sup>th</sup>. Meeting went over 2 hours with a lot to cover. Action items 1-3 were approved. #4 was sent to IOC. Change Management was approved. #5-6 approved. #7 was tabled to Metro for review. #8-15 approved. Add on was Arrowhead transport needing additional fiber cable for additional traffic was approved. 331 sites are on the air statewide. Lengthy discussion on SOA-R project, renamed to CRAE conventional repeater. CRAE has been approved. #1 SECB approve each; no longer required to go through Change Management; Stevens County was given 18 months to update to CRAE, LTAC-Es. People wanted to know when the talkgroup would go live. If you wanted to put it in your radios now you could? There was question about a timeline, with no answer.

4. Interop:

Meeting Cancelled.

5. Finance Committee:

Meeting Cancelled.

6. Legislative Committee:

Meeting Cancelled.

7. Steering Committee: (Tina Lindquist)

Met yesterday and had a long meeting. Two new members from NE and NW. Federal partners being added to ARMER and what is the impact? Looking at doing an audit of all regions with busies. They may be using it in ways that were not meant to use it. Agencies have more or less talkgroups. Want to develop a policy on how they can keep the governance. There has been a request from IRS to use the system. Want to have something in place to approve/deny requests.

## **Reports: (Continued)**

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

#### 7. Steering Committee: (Continued)

Funding of ARMER using subscriber fees to help offset costs. So, as a region if you have any ideas, and whether you think subscriber fees are appropriate? There was discussion of the Ed & Outreach Committee and what they should be doing, still looking at a logo and consistent messaging across the state. Discussion of IPAWS, ECN wants to hire someone full-time for a term limit. Al has a subscriber list from his county.

#### 8. State Interop Data Committee (Kristen Lahr)

Last meeting was in December. Reviewed accomplishments from 2016. Next meeting is February 21<sup>st</sup>.

### Regional Leadership Group – (Next Meeting January 30, 2017)

See NG-911 Committee.

#### NG-911 Committee (Judy Diehl)

There were 19 people on the conference call. Dustin Leslie has received county plans from 75% of the state. Wilkin and Wright counties have not submitted for Central. Almost ready to go live with WERM on Thursday, January 19<sup>th</sup>. If anyone has troubles Joe Zunker is the first contact and Judy Diehl is the secondary contact. ECN will have the firewall RFP out at the end of this month to be open 30 days for vendors. They plan to have 48 firewalls put in by the end of the calendar year. There are 36 PSAPs that already have a SIP connection. Firewall should be grant funded, but grant funding is just for firewalls. Statewide Next Gen is an open meeting on the 18<sup>th</sup>. ECN hired two new people. Kelli Peters will be working with Dave Denton on the MN 911 Audits and will be at the Regional Leadership Meeting on January 30<sup>th</sup>. There will be good speakers at the Regional Leadership meeting. Convergence is one step above interoperability. There will be a convergence of all these technologies. Dana Wahlberg said she will not be surprised if our region will be the first to go live with text to 911. Dana will work with Al, it will probably be in the next couple of months for a timeline. Rick Juth said this group will interact with Dan Craigie, a new hire at ECN, and Project Manager for the deployment of firewalls. He will be coming out to a number of the installs.

#### EMAC Update: (Erin Hausauer)

Has not met since the last RAC, next meeting is January 26<sup>th</sup>.

#### Owners & Operators Committee: (Kristen Lahr)

At December's meeting there was discussion on the National Weather Service standard and a standard the Metro has which mimics what the Central Region has. Voted to draft a regional standard, draft is on the agenda for next week. Two recommendations for COML and COMT; approved COML, but COMT is on the agenda next week. Plan to have a training discussion to finalize the region's desires for Radio Programmer and System Admin refresh and course descriptions for Incident Dispatcher that Metro uses.

#### User Committee:

Next meeting is on the 19<sup>th</sup>. There will be elections for leadership. Tina Lindquist added for the dispatch class, All Hazard Incident, the cost is \$279/student with 24 students for the class. Douglas County is willing to host at EOC. Looking at if each agency will pay, or use regional dollars. ECN conference planning is underway; conference call has 7 tracks. Looking for key note speakers. If you have heard someone in public safety realm please send it to Tina. They are trying to bring new things this year.

#### EMS/Hospital Sub-Committee:

No update, have not met.

## **Reports: (Continued)**

### RIC Report: (Rick Juth)

There will be two OEC courses that will be presented at the conference. Class training in developing or conducting after-action communication specific. Executive tabletop for agency leadership to attend. 7 tracks, possibly 8. Key note speakers are a big one now. Discussion at Steering Committee level, participation on ARMER system by federal agencies. SWIC Stromberg ran a report of usage by federal agencies. Border Patrol is utilizing as much as a county does. They are not paying other than the cost of subscriber radios. IRS will come back later this spring with their request for full-participation plan. Bureau of Indian Affairs (BIA) office in Bloomington is looking at eliminating VHF radios and coming on the system. There is a concern for equity and cost. Federal agencies using the system but not providing back for maintenance. Veterans Admin has zero talkgroups, but are using 9. Brandon Larson noted in the Central Region the St. Cloud VA is on our Participation Plan. Rick Juth said the only discussion he can recall is the request from VA to extend down into the metro region for the bus. Those are St. Cloud I.D.s. Brandon questioned John Anderson's reports, they pop-up as US-Feds, but they are using St. Cloud's resources. We have monitored their usage on our subsystem and have not had a problem. The document that MnDOT has could be suspect, has it been captured accurately for what has gone through the governance? How often do system admins look at John Anderson's reports? Kristen Lahr asked whose security group they fall under. They have struggled with the emergency hospital groups, Stearns County sponsors, but they were listed to start with EMH. There should be some determining factor within Provisioning Manager. On the ECN side, Jim Stromberg has spent a lot of time trying to figure this out. Where is the documentation to show approval of talkgroups? Tina responded there was a governance structure of three in the beginning. They would like to put a sunset on the limited participation plan. Maybe as a region, can all system admins create a list of our partners? ARMER funding is 911 funds and trunked highway. Subscriber fees will be coming back. Federal agencies using ARMER are: Border Patrol, Veterans Services, US Marshals, TSA, NWA, Forestry, Federal Reserve, etc. All these agencies were approved to be interoperable participants. Sheriffs have a reliance on Border Patrol. The question is are they really doing that, or are they using it for day-to-day operations too? Agencies come to SWIC Stromberg and he wants to know what his response should be. Kristen asked is it as simple as assigning a fee? Tina said some states have subscriber fees already. FBI has dual-band radios and they have banks in their radio full of ARMER talkgroups they can use. Indian Affairs were going to change out their radios not knowing there was a governance structure. IRS investigation unit raised a red flag when the agent in charge wants to have a full-participation plan. No other agency has come forward seeking a full participation plan. If that comes before the OTC, what shall they do with this, there is not a fee schedule. Al Fjerstad replied he sits on the OTC and can suggest it goes to the regions. There have been participation plans that have gone to the regions. Brandon said for fee structures, other states do not even own their systems, it is owned by Motorola. Al said we all pay the state based on the number of subscribers, do the same for the feds. They want to see full or interoperable partners, you have your own talkgroups or you do not.

### Executive Committee:

None.

### **Emergency Services Board:** (Next meeting January 25, 2017)

None.

## **Updates from Partners on Current Projects:**

### Stevens County Project (Dona Greiner)

This was a temporary permission for our license for the SOA-R. It was documented in OTC's December minutes. We are applying for a variance or waiver for what we are currently using. It is working great. We would have to program 200 radios again and retrain everyone. We would lose interoperability if we had our own frequency. We are going to start with O&O/RAC and work our way up.

## **Updates from Partners on Current Projects: (Continued)**

### Website Project Update

#### 1. Website Workgroup

Shari Gieseke informed the group that she submitted the forms and photos for the January 6<sup>th</sup> deadline. Brandon Larson said if you have any photos submit them to Shari. Part of CivicPlus needing them is they want to see who we are.

## **General Discussion and New Business:**

### Regional Project Priority List for 2016 SHSP & SECB Grant:

#### 1. 2017 Training Roadmap

Original dispatch training is March 6<sup>th</sup>. Brandon will finalize Logger training on February 28<sup>th</sup>. There will be one in the morning and afternoon in St. Cloud.

#### 2. Regional Coverage Issues (See Table)

See 2016 SHSP FY 2017 Grant Application.

#### 3. 2016 SHSP FY 2017 Grant Application

Grants workgroup meeting is setup for Wednesday, February 1<sup>st</sup> to go over grant applications for the 2016, 2017 payable SHSP grant as is the 2017 SECB grant. Grants workgroup made revisions to the hierarchy included in the packet. SHSP grant priorities for firewalls will impact Central Region: Morrison, Mille Lacs and Benton counties. This has to be included in our grant applications. There is no match to firewalls. If they do not the region needs to have a backup. Those are subject to match. \$25,000 for training for this calendar year. There will be \$209,000 for competitive grant projects. Enhancement to ARMER backbone. Training has been moved down in priority, and infrastructure was moved up. There are a lot of entities looking for what we did with SOA-R to priority 2. Wilkin and Stearns counties projects will be included. Planning was moved to priority 4.

As for SECB, there is a component allocated to GIS. Swift County is the allocation. Micah reached out to get a budgetary number for our cost for MnGeo or a contractor. If it comes in less than that we do not get the extra cost. Swift County is the only county impacted. ARMER integration is priority 2. Wilkin, Stearns, and Mille Lacs counties will be included. Mille Lacs County has thrown in for a BDA or it might be a site. We need to get that in soon the application is due by January 27<sup>th</sup>. Last year's training costs, we did a budget modification and moved \$4,000 from training to equipment. Micah thinks in 2017 we have enough in SHSP for training. Training dollars could be used for regional planning. We could not use it for the Regional Coordinator this year because it could be subplanting. We need to give a recommendation on how to proceed. Al Fjerstad said in reference to Princeton it will probably be an SOA-R. He will get that information as soon as he gets budgetary costs. One requirement for Stearns County's project a budgetary quote, we will not hold them to the bank. Quote has to be included in the grant submittals. Micah already has the information for Wilkin County. Micah asked, Morrison County will you and Benton County be using the \$4,100? They responded 'yes.' Cover memo with exception of GIS and firewalls. With the training dollars, we have \$50,000 with \$25,000 of which we can use for planning, training, or coordination. We do not need an answer today, handle this at the O&O under grants. On the agenda for next week is a discussion to finalize what the region is planning for radio programming and system admin refresh. We want both groups to sign off. Micah does not see us going over the \$50,000 amount.

Dona Greiner stated she would like a variance waiver for Stevens County. Jim Stromberg said we cannot do that, but she is still going to try. Micah said you could do both, it is more on the policy side. Micah would like to sit down with Dona and Dave Sisser, and instructed Dona to bring it up at O&O.

MnFCP Weekly Status Report  
Separate Handout.

Regional Coordinator

Vice Chair Sheriff Riley asked are there any questions or discussion on the Regional Coordinator? Included in the packet is the Statement of Work. Stearns County pointed out that the RFP also included distributing materials and taking minutes as well. It was included in the Coordinator Contract, the City of St. Cloud would take minutes at a certain number of meetings. Need to know whether it is outlined, or if that is an additional charge, meeting and agenda preparation.

Attendance Standard

For our attendance standard in the Central Region this is a practice year. The standard will be for 2018. Attendance in 2017 will be tracked and show you what it looks like. Attendance is not an approved standard yet.

2016 RAC Committee Attendance

Recap of last year's attendance. The attendance standard will follow the 4 committees in existence when the JPA was assigned. Will make the change before it goes to the ESB.

Department of Homeland Security Jamming Exercise

A small City of St. Cloud group went to New Mexico last year. We went on SLIGP funds for band class 14. Brandon and two police sergeants now have a better understanding of communications and how they can be disrupted. Application process for teams is due January 25<sup>th</sup>. Brandon would like to take another team. An observational team would be data collectors, the other track is a tactical team. Last year we went with portable radios and we were able to link in with other team's infrastructure. For infrastructure, the Central Region has the STR. They are looking for boots on the ground. They would conduct scenarios. Focus of the 2017 workgroup is working on tactical process plans for mitigation and testing those in a full-scale environment. ECN is working on getting FirstNet and FirstNet early adopters to the event. Let Brandon know if anyone is interested. It is in Idaho in July, they have a week booked, but they only want teams there for 3-days. Brandon has chatted with Melinda Miller to see if vendors would be interested, and with Troy Tretter to see if anyone is interested down there. It can be private vendors. It does not have to be all from one agency. They are interested in having more than just Motorola products. They want to test other manufacturers. They would really like to have vehicles. Can we spare the time and vehicles? Brandon needs team numbers and type of teams by end of business on January 25<sup>th</sup>. It would be eligible for SLIGP funds. Melinda would like a report at ECN Conference. Reports from last year are not complete and not everything is public data. As an example, one entity said on a fire scene they lost all trunked communications, but when they walked away from the house they gained it back. The house next door's baby monitor from overseas had jammed communications. They are trying to put together a guide for first responders, here are the steps to mitigate.

**Old Business:**

- a. Policy on CMNESB Contracts  
None.

**Upcoming Meeting Date and Location:**

- February 10<sup>th</sup> – Stearns County: Westside Service Center in Waite Park
- March 10<sup>th</sup> – Stevens County

**Adjournment:**

*Sherburne County made a motion to adjourn the meeting. Otter Tail County seconded, and the motion was carried unanimously to adjourn at 11:23 a.m.*

Minutes recorded by Shari Gieseke