

**Central MN
Owners & Operators and User Committee Meeting
Alexandria Technical & Community College, Alexandria, MN
January 19, 2017 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Tom Egan & Mike Henrion – Douglas County
4. Ace Bonnema – Kandiyohi County
5. Randy Celander – Meeker County
6. Al Fjerstad – Mille Lacs County
7. Judy Siggerud – Otter Tail County
8. Sheriff Tim Riley – Pope County
9. Laura Anderson – Sherburne County
10. Kristen Lahr, Chair – Stearns County
11. Judy Diehl & Dona Greiner – Stevens County
12. Bryan Savaloja – Wadena County
13. Jason Kramber – Wright County

USERS MEMBERS/ALTERNATES PRESENT:

1. Dean Wrobbel & Jennifer Super – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Mike Henrion & Greg Windhurst – Douglas County
4. Tina Lindquist, Vice Chair – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander – Meeker County
7. Laura Anderson – Sherburne County
8. Paul McIntyre, Chair; Erin Hausauer, Kristen Lahr, James Hughes – Stearns County
9. Judy Diehl, Dona Greiner & Ross Tiegs – Stevens County
10. Bryan Savaloja – Wadena County
11. Jason Kramber – Wright County

GUESTS:

1. Micah Myers – City of St. Cloud
2. Jeff Jelinski – Morrison County Commissioner
3. Tom Justin – On Target
4. Rick Juth – RIC/ECN
5. Dan McCoy – Granite Electronics
6. Sara Moulzolf – Granite Electronics

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone County
2. Grant County
3. Morrison County
4. Swift County
5. Todd County
6. Traverse County
7. Wilkin County

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone County
2. Mille Lacs County
3. Morrison County
4. Otter Tail County
5. Pope County
6. Swift County
7. Todd County
8. Traverse County
9. Wilkin County

CALL TO ORDER:

Meeting called to order by Users Chair Paul McIntyre at 10:15 a.m.

INTRODUCTIONS:

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

ELECTION OF OFFICERS:

A. User Committee

Nominations were called for User Committee Chair. Judy Diehl nominated Paul McIntyre, Jim Hughes seconded. Nominations were called for Vice Chair of the User Committee. Paul McIntyre nominated Tina Lindquist, Kristen Lahr seconded. Nominations closed. *Judy Diehl made a motion to re-elect Paul McIntyre as Chair and Tina Lindquist as Vice Chair. Jim Hughes seconded, motion carried.*

B. Owners & Operators Committee

Nominations were called for Owners & Operators Committee Chair. Judy Siggerud nominated Kristen Lahr as Owners & Operators Chair, Sheriff Riley seconded. Nominations were called for Owners & Operators Vice Chair. Kristen Lahr nominated Brandon Larson, Sheriff Riley seconded. *Randy Celandor made motion to re-elect Kristen Lahr as Chair and Brandon Larson as Vice Chair. Judy Siggerud seconded, motion carried.*

COMMUNICATIONS AND INCIDENTS:

O&O Chair Kristen Lahr stated on the call for Interop SWIC Stromberg gave an update on COMU to the workgroup. Last year it was formed to meet through the end of 2016. Collectively they decided a lot more work was needed. They will continue meeting on a monthly basis. SWIC Stromberg asked the regions to solicit interested parties for more membership. Is it a primary and an alternate from each of the regions? Deadline by the next Interoperability Committee in February. Kristen asked does it need to be formalized by ESB? Kristen polled the group if anyone was interested: Brandon Larson volunteered, Dean Wrobbel has been working with the group, Al Fjerstad said he joins the conference calls when he can. Rick Juth read that they are asking the Interoperability Committee to formally appoint from each ESB or ECB. The next phase is strategic planning, review existing standards and develop new standards. They want to be more inclusive with representation across all 7 regions.

Tina Lindquist gave an update on Grant, Pope and Stevens counties collaborative IPAWS agreement regarding an IPAWS alert to Grant County. Tina and Troy were not at work when the message was sent. A sex offender took off their brace and took on foot. IPAWS alert was issued, the collaborative agreement worked well. Stevens County pushed out the alert for Grant County. Debrief after incident, learned with IPAWS there is a lot of unknown variables.

COMMUNICATIONS AND INCIDENTS: (Continued)

People passing by on the interstate were informed to not pick up anyone on foot. Media outlets do it different how they receive and push out messages. Reach out to all media outlets in all three counties for how do handle notifications. Cell phone vendors do it differently as well and their plans should be asked. Judy Diehl said they found out Verizon pushed it out, but some Sprint customers did not receive the notification. State is working on a best practice guide. John Dooley has said best practice is an 18-mile radius to get cell towers. They also thought about the timeframe.

Tom Egan said Linda Muchow from Alex Tech is working with Douglas County and the state on training for IPAWS that will be coming soon. Working on a training module and a one-page step-by-step document for PSAP. This information should be passed on to supervisors so they know what information can be sent out on IPAWS. Al asked if it was for Everbridge and CodeRED? Tom replied they will be beginning with CodeRED and will be integrating into Everbridge. Rick Juth noted the IPAWS Committee meets this afternoon via conference call and on the agenda is a public alert online preview, there is a WebEx also. If you have situations where you are utilizing IPAWS related to the freeway system see if you can utilize message boards on the freeway. This a call to Rosedale to activate.

APPROVAL OF AGENDA:

Dona Greiner requested to add Stevens County SOA-R to O&O Business item #9D. *City of St. Cloud made a motion to approve the O&O/Users Agenda. Mille Lacs County seconded, motion carried.*

APPROVAL OF MINUTES:

City of St. Cloud made a motion to approve the December 15, 2016 O&O/Users minutes. Grant County seconded, motion carried.

USER BUSINESS:

a. Local Exercises/Communications – Mille Lacs County

Al Fjerstad talked about three events that were success stories and lessoned learned. Recently Mille Lacs County had an officer involved shooting. Involved was the BCA, FBI, Tribal, Crow Wing County, Mille Lacs County and State Patrol. Dispatchers had to patch to Law Main, but there was sensitive information that needed to be passed. From a communications side, things went well. As an interop success story, without ARMER there would have been a lot undocumented.

A pole barn fire was a good interop. A couple of fire agencies used two local tactical channels to fight the fire. Law enforcement needed to do traffic control and started off on one of the tacticals fire was using. Fire Chief called dispatch and instructed law enforcement to move off. One unique thing they run into is when State Patrol is involved you are limited on what you can use, CM or LTAC usually.

Al likened all dispatchers to air traffic controllers. It is hard to get them to tell the boots on the ground what to do. There is nothing wrong with setting up the patch right away if you know that an outside agency is coming to help you. Make sure to announce the patch is up or down. Jeff Jelinski asked about the shooting. Al replied initially dispatch took the lead, and once supervisors were on the scene they handled it. Everything that the deputy was wearing they take it off as part of the investigation. BCA had taken the radio of the officer who was shot. Al was called four hours into the incident, they wanted a 911 audio tape copy. Al did some Just In Time training with one of his dispatch.

USER BUSINESS: (Continued)

a. Local Exercises/Communications – Mille Lacs County (Continued)

AI has to interview both

USER BUSINESS: (Continued)

the dispatchers for what they did during the call and record it. When the event occurred deputies were two houses away.

Tina announced that Morrison County is up next month.

a.b. Group Discussion – ARMER Training and Record Retention

Tina Lindquist gave a presentation on ARMER Training and Record Retention including policy changes and refresher training. Try to educate first responders, first dispatch receiving the call is the Incident Commander. It is recommended agencies add Alex Tech modules to their training: Radio 101, History of ARMER, Interoperability 101, and Interoperability - how to communicate. Tina discussed radio literacy and radio operation, reminder to tell end users to talk 2-3" from a radio. [Each of the agencies present shared what they currently do for training and record retention.](#)

ARMER Training and Record Retention:

- ~~Grant County—Troy was System Admin and he has handed it off to dispatchers. Jason is in charge of programming. Tina does 90% of training with Jason as a back up. They go out to each agency for Refresher training and they do quarterly trainings.~~
- ~~Sherburne County—Sends all dispatchers to Alex Tech training and online training every two years. Seth will come in and do a scenario at dispatcher meetings.~~
- ~~Wright County—Will be migrating to doing their own. Certificates are saved online and on desktop.~~
- ~~City of St. Cloud—Departments handle their own training. Brandon will be helping departments that do not. Dean only trains his own department. Public Works works with Brandon.~~
- ~~St. Cloud State University—Brandon had been with our agency. Training is done annually with our officers and they get it in their program. Dispatch is working with Stearns County this spring.~~
- ~~Douglas County—Found same trainers to go out to everybody with the same information. We have three initial courses then beginning all refresher.~~
- ~~Wadena County—People get ahold of them and they open it up county wide. They do spot checks on people. Records are scanned into employee file. Other agency we will keep one.~~
- ~~Benton County—Dispatch with On Target training. Track on spreadsheet. Try to send people to Refresher.~~
- ~~Kandiyohi County—Individual trainings with departments.~~
- ~~Pope County—We need to beef up our training. Nathan is a trainer and an assistant go out and train. Need to do more on Refresher.~~
- ~~Meeker County—Used to do training with On Target, own training now. Send two trainers out to Fire Department, sergeant takes care of paperwork. Send out a request to departments for a training night.~~
- ~~Sartell—Two trainers once a year do hands on. One dispatcher found one talkgroup in radio was not encrypted.~~
- ~~Stearns County—Erin does 101 done twice a year. Sheriff office does individual departments. Maintain records for their three people.~~

Formatted: List Paragraph, Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: 11.5 pt, Bold, Underline

- Mille Lacs County—Al is able to do a lot of initial training himself. For any new officer, Al will sit down with them for at least 4 hours of training. As for dispatchers, Al does a little, they get a week of administrative. Al will send them to Alex Tech. He found sending them right to Alex Tech can be overwhelming at first. Yearly refresher training with all deputies and officers, 6-7 days in August where no vacation is allowed where they do all their training. Records copy of certifications in their file and permanent employee file.
- Otter Tail County—Judy does all training. Two people trainers. Initial refresher in 2015, and again in 2017. Records are in a folder. Fire Department goes around on their mandatory meetings. New officers go over it and they get a radio.
- Stevens County—Ross does most of law enforcement. 3-4 hour class. 5 people trained to do radio training. Dona goes out to Fire Departments. Dona tracks all the records.

USER BUSINESS: (Continued)

a. Group Discussion—ARMER Training and Record Retention (Continued)
ARMER Training and Record Retention: (Continued)

- Gold Cross—two different versions of training. Initial with On Target. Combination of On Target and Alex Tech, hands-on as well, tracked records in a program. Corporate homepage modules websites stored there and fleet maps and talkgroups info.

Rick Juth said at the conference in May there will be a session by OEC developing communications specific to after action reports. If you have individuals that do training, you should consider them. After action reports as a training tool.

JOINT BUSINESS:

- a. CM Standard 3.35 - NWS Severe Weather Operations – DRAFT
Included in the packet is a draft CM Standard for weather notifications with NWS. When Erin Hausuaer contacted the Metro for a copy of their standard, Tettor stated the Metro TOC is reviewing the draft state standard now. Rick Juth noted the new state standard could be advertised as the default standard in the absence of a local or regional standard and Rick described what other regions are doing. It is still the intention of the group to move forward with a regional standard, correct? We do need to flesh out constraints for the Grand Forks office. We will have a final clean copy to vote on in February. Grand Forks communications has not always been seamless, they are being required to come into compliance with this. NWS is saying they are going to participate. Judy Siggerud suggested adding verbiage to include emergency management radios in EOC allowed to have NWS talkgroups. It may be under recommended procedure. Jeff Jelinski asked what the regions options are if NWS does not comply. Tina Lindquist suggested an operational communications drill with Grand Forks to test talking on ARMER radios.
- b. 2017 First Responder Electronic Jamming Exercise
Vice Chair Brandon Larson reminded the group that this time last year we found the Department of Homeland Security Science and Technology’s full-scale exercise. Participants were two SCPD sergeants and Brandon, who went on SLIGP funds. Brandon brought this up at the RAC last week. There are observational or tactical team tracks. Looking at taking STR with Douglas County. Waiting to hear from Sherburne County. Two sergeants and Brandon, one from Northeast region is interested. Metro is not interested. Brandon is on a workgroup for tactical procedure plans. July 17-22, teams should not participate more than 2-3 days. Travel expenses would be eligible for SLIGP funds. Applications are due next Wednesday. Brandon got out good contacts out

Formatted: Font: 11.5 pt, Bold, Underline

Formatted: Indent: Left: 0.5"

Formatted: Normal, No bullets or numbering

Formatted: Normal

Formatted: Normal, No bullets or numbering

Formatted: Normal

Formatted: Normal, Indent: Left: 0"

of the jamming and network side. Presenter for band class 14. Melinda Miller would like any team on SLIGP funds to present at next year's ECN Conference. Micah would look at utilizing SLIGP funds. Looking at approaching ESB to approve and get more folks going. The exercise itself is free, it would just be travel and lodging.

JOINT BUSINESS: (Continued)

b. 2017 First Responder Electronic Jamming Exercise (Continued)

We need approval from the board. *Al Fjerstad made a motion to make the recommendation on behalf of the O&O to use SLIGP funds to send either an observation or technical team to the exercise and to use the STR. Judy Diehl seconded, motion carried.*

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 2 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

a-c. 2017 Regional Training Discussion

Tina received an email from Linda Muchow that she has an opportunity for a 3-hour interactive class for dispatchers named Suicide Colors and Prevention. Is there an interest in the Central Region? Jody has her own class from Wellness in the Woods about how to talk to people about suicide and mental health. She would be a good resource for PSAPs. She can do it anywhere. It would be customized for PSAPs for people that would call in and be suicidal and a 3rd party that would call in. She is a great dynamic speaker. She is currently generic, but she was open to PSAP-specific if there were people willing to talk to her. Kristen said there are PSAP managers in the room now. For tailoring the training Wright, Stevens, and Mille Lacs would be willing to work with her directly for developing the course.

Formatted: Indent: Left: 0.19", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 2 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

Included in packet is All Hazard Incident Dispatcher training syllabus. First contact 911 recommended by Metro. Cost for class is \$279/student with a limit of 24 students. Micah said we could add this into the grant training requests, but the application would have to be in by next Friday. Is there interest in the region for this course? \$7,200 for a class. Stevens County would be interested. Douglas County would like to send 6-7. How would we go about making the selection? Agreement that every county can send one or two and do our due diligence to contact each agency. If there is enough interest to do two classes at \$15,000. Or do one in 2017 and on the roadmap for 2018.

Tom Justin from On Target is here to discuss Radio Programming workshop and System Admin training. Is there a specific list of items you would like covered in those classes? Included in the packet are past course descriptions. We discussed going over tuning radios. Al would like to see a class on how to tune radios using new tuners. Some auto-tune, some do not. Brandon would also like tuning. APX to include radio management. Paul added a discussion on firmware and how often to do it and the processes. OTTC does have a customized a class from scratch APX building codeplug from every option. Is this a desire in our region? Do you want to dig through every piece of the software? Al said it would be beneficial for APX, valuable even for an experienced person. The consensus of the group is to train APX-specific because all newly purchased radios are APX. Brandon would ask if A-Z APX goes over audio profiles. Tom responded it does. Tom listed: APX, A-Z focus and covering tuning, discussion on recommendation for firmware upgrades, APX radio management. It is scheduled on the roadmap for 8 hours, look to extend it to a 3-day. On Target would be able to accommodate us.

System Admin Refresh course is outlined from the past class. More or less a one-day workshop review. GENESIS reporting was a previous discussion. Al and Judy Siggerud said this would be a benefit. Brandon and Al mentioned that GENESIS will soon be upgraded. We ask they build the training in. Wait for training on the new upgrade.

JOINT BUSINESS: (Continued)

a-c. 2017 Regional Training Discussion

System Admin Refresher will focus on Motorola system admin and provisioning manager, etc. for existing administrators. Room was polled for interest in this course and received good response. System Admin refresh training is waiting on a cost estimate. Micah will take this in the grant application. They want proposals from anything in grant applications now. Micah would like the number from Tom as soon as possible.

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

b-d. Regional Coordinator – Scope of Services Review

At Next Gen 911 it was asked why this is showing up on committee agendas. This is a review to make sure everything is there. It was stated at the Executive Committee for meeting criteria is that we will be doing the minutes for the committees on the exception of the EMAC. All that Shari is currently doing will remain. That is the main reason we want this to go through the committees.

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

e-e. Website Workgroup

Shari is doing an amazing job. CivicPlus has a greyscale layout to approve. Internally does it make sense for this group to take on this role, or to create a working group? Looking at who wants to do the training to add content. Looking for volunteers to be part of a workgroup. More so on Users side like the Training Committee. Kristen asked as far as adding content, anticipating asking Chairs and Vice Chairs to add meeting packets? Micah responded we are not requiring that of Chairs, it is a line item as Regional Coordinator. Chairs will have the ability to get something out there. Want to be able to have reps from each agency. There will be an Intranet component not visible to the public. Who wants to work on the process for interested content? Right now getting input from the committee chairs. Newsflashes you would put them on there. One of the thing we could do there is an alert system on the website. There are a lot of things the website could do. We will do our initial rollout, what else do we want the website to do? Micah verbally has all but one region to come onto the website. We need to work on the MOU. What exactly will the region do for the other regions? It is not Central Region's responsibility to keep other region's content current. The region will take the initial cost. With ongoing maintenance, you are paying for your refresh, our maintenance cost will become pretty much nil. We asked SWIC Stromberg the question that we want the same look and feel for branding across the state. This has been an ongoing agenda item at Steering Committee. Judy Diehl noted as far as Next Gen 911, we can publish each county's 911 plan on the secure side. Equivalent to participation plans. Kristen said what kind of content would be on there from each committee? Since the Executive Committee has a Chair and Vice Chair from each committee, or should there be a specific committee create? This was the direction from the Executive Committee, but not to just those folks. Paul and Kristen will send a notice out if anyone is interesting in participating. If no interest is made, then it will be the Chair or Vice Chair of each committee. For our region's meeting minutes the normal posting would be the Regional Coordinator. Special posting would be for committee chairs. Go live is approximately May. We need to proof the layout. We are taking from our existing website to go live, content will be put on after. There can be an App specific to our most popular pages.

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

JOINT BUSINESS: (Continued)

e-f. 2016 Committee Attendance

Committee attendance for the past year. This correlates with the upcoming attendance standard. Keep your committee attendance in mind. Potentially there could be grant funding repercussions for not meeting grant attendance for next year. Dona asked about conference calls. There was discussion at last Executive Committee about a VTC piloting opportunity for the RAC meeting, Kristen could not get EOC for day of the RAC. Micah said Northeast region is current with their version of ITV. State is trying a link, a Microsoft product.

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

O&O BUSINESS:

A. **COMT recommendation – Matt Jensen, Otter Tail County**

This was held over from last month's meeting. We have tracked that item down with an email notification from the trainer that was on site that date. Kristen sent out the meeting notice including the full task book. *Kandiyohi County motioned to approve. Meeker County seconded, motion carried.*

B. **Participation Plan Amendment – Otter Tail County**

~~Judy Siggerud is looking at getting MCC7100, a couple of mobiles. Otter Tail county is in the process of implementing an MCC7100 to replace the use of mobile radios in their EOC~~ Looking at using MCC at EOC, and incorporating into command bus. Monitor more talkgroups and be able to patch. It is working on a hard line, utilizing with an Ethernet connection. Will get a VPN first. Kristen pointed out the dispatch application is licensed to a MAC address. Kristen opted to license to MAC address for wifi giving the most capability. Otter Tail County should discuss with Motorola how the license is associated. *Mille Lacs County motioned to approve. City of St. Cloud seconded, motion carried.*

C. **Motobridge Control Stations at MSO – Brandon Larson**

Vice Chair Brandon Larson said Motobridge at St. Cloud MSO control station radios in tower, operators to steer toward to conventionals or VHF. We do not have a standard addressing this. After they put up a Motobridge patch, Brandon will have one stay at LTAC-1. Work with Judy Siggerud from Otter Tail steers back to CMCALL. Judy said it had never been on an LTAC-1. Brandon said early last spring in MSO talking to Dave Klema it was one LTAC-1 while a presidential candidate was in Wisconsin. We can control in the region, but how do you control in the state? Should this be brought up to OTC? Should be a topic of discussion at a state meeting. Ace asked if it has to be tied to a control station. Al said it has to be tied to a control station to allow you to change channels.

D. **SOA-R**

Stevens County SOA-R. Dona Greiner would like to get Stevens County variance for CRAE standard and is asking how to begin that process. Request changes to state standard 12-4-16, 3.47. We may not use an SOA3 or 4 in a repeated configuration which we do currently. Interest in arguing the decision at OTC. From a phone conference with Jim Stromberg there is not a lot they can do, but they still want to request a variance. Back in 2015, it was conditional. Change Management document was supported by Tim Lee and MNDOT along the way. Changing in November and December. December 2015 said it was a conditional license. Micah heard it would not cost Stevens County to make the

change, but it will. Through November 2016 minutes it said MnDOT does not have concerns, then why is it a problem? Judy Diehl pointed out that it is not hurting anyone or causing any issues, but it could in the Metro.

O&O BUSINESS: (Continued)

D. SOA-R (Continued)

Kristen said workgroup to review project and come up with standard, Al, Dona, radio vendor. Radio vendor was working with Jim or OTC on their own, Dona was unaware.

O&O BUSINESS: (Continued)

D. SOA-R (Continued)

Stevens County assumed they had license for SOA, approved by Tim Lee. Micah said at the Interop Committee he had brought up the cost, cost if you go to 8TAC verses where they were at. Al recalls during the whole time frame that it was a temporary solution. Tim Lee temporarily granted the license. It will still cost Stevens County to reprogram everything. Al said you would not need to reprogram mobile, but the base radio the repeater. Operationally it will not be ideal, now they would have to switch to 8C zone to operate. Micah requested to come up with dollar amount and present that back to utilize some of our grant funding to cover that cost. Kristen asked the capability of the patch to add 8TAC and SOA-R channel were both patched to Stevens 7. Whether radio or allowed 8TAC channel and take down. Kristen was under the understanding that it was approved for testing. In the Change Management form, in November notes it does say MnDOT has no concern, it changes until December. Micah thinks we can come up to a solution and ways to lessen that cost so they are in compliance. Workgroup vetted the project and drafted a standard that went along with it. State Committees that had the project presented to them and voted to them. Interop and OTC had voted. Recommendation to use 8TACs were approved by Feds to be used that way. Decision removed this from the Change Management process. Rick Juth read on January 28, 2016 SECB meeting on behalf of Interop Chair Thompson introduces SOA-R for Stevens County. It has been considered, SOA-3 to also be repeated. MnDOT has no objection. Recommended approval contingent on Change Management. SOA-R entered Change Management. Workgroup recommendation was to utilize 8TACs ~~verses-versus~~ SOA. Technical review included MnDOT was to utilize 8TAC option over the SOA-R option. Micah said the real solution is to figure out how to come up with a funding solution to resolve the cost. Kristen asked if we needed a motion. *City of St. Cloud made a motion from the O&O for grant funding to take to ESB for grant application for a cost. Meeker county seconded, motion carried.*

Formatted: Indent: Left: 0.25"

REPORTS:

SECB/ARMER:

RIC

December 16 Zone 4 site busy reports are included in the packet. Follows the weather pattern. Another report sent out was the ongoing report SWIC Stromberg puts together on unplanned site outage. 3-4 in December.

Operations and Technical Committee (OTC)

No meeting in January, next meeting is February 14th .

Interoperability Committee

Met on Tuesday. SWIC Stromberg gave update on action item for LTAC-E Change Management, history and recommended create 4 additional talkgroups: standard for LTAC-E

be updated, 24 months for implementation, resolve technical issues. Action item to recommend SOA-R be removed from Change Management passed. Stromberg received and updated contacts for MN Duty Officer. Review of 2016 attendance and roster, 3 entities removed from quorum because of lack of attendance over last 12 months. COMU workgroup update, requesting participation from each region. Update on border county interop study. Provided map of border counties and interop with neighbor. ~~Lock box projects on hold until NE region~~

REPORTS: (Continued)

SECB/ARMER: (Continued)

Interoperability Committee (Continued)

~~Lock box projects on hold until NE region~~ can pull trailer. Update on MNFOG, printed in 8x11 is almost more expensive. They will only be printing field guides. Discussion on Interop Conference.

REPORTS: (Continued)

SECB/ARMER: (Continued)

Rick Juth said SWIC Stromberg completed audit border counties as it relates to control stations around the state, next phase what to do with this information. Agencies across border connecting into ARMER are they trained?

Interop Data Committee (FirstNet)

January meeting was cancelled, next meeting in February. At the December meeting Melinda Miller reviewed progress in 2016. Discussed the motion filed by Rivada. Earliest award would be March.

SMG (System Managers Group)/7.15 Upgrade

Next meeting is Wednesday 10 a.m.

Steering Committee

Lengthy meeting regarding federal partners on the ARMER system. Summary was a talk of a sunset date on limited participation plans. Full along with interop partner, continuing ways to consider how we will work with federal partners on ARMER system. Did an audit on Federal partners and number of radios using ~~verses-versus~~ approved. Conversation on Ed & Outreach subcommittee. Looking at branding the stuff we put out, consistent having a logo and using that committee to do legislative communications. ECN is looking at hiring a full-time employee for IPAWS.

IPAWS

None.

EMS/Hospital Sub Committee

No Update.

CMESB:

ESB – January 25

Meeting next Wednesday. Executive Committee action items, grant application, coordinator services, and items by committees. O&O do approve COML/COMT on behalf of ESB.

Executive Committee

See ESB.

RAC

Elected Chair and Vice Chair. Grant process. Discussion from Steering on federal partners and subscription fees. Training roadmap, attendance standard, committee attendance, jamming exercise, website.

REPORTS: (Continued)

CMESB: (Continued)

Next Gen 911

Central MN NG911 Committee has gone through using the Metro Recommended Minimum Training Standards to model the CM NG911 Best Practices guide. On page #5 in the Emergency Management section we will add ICS800 training. Statewide meeting, Dan Craigie hired by ECN will manage firewalls for SIP connections. State will cover the install and maintenance with grant dollars. Will do first 48 PSAPs this year, hoping to fund next year too. 36 counties already have a SIP connection, ECN hopes to do 12 more beyond that. Any Changes to your county's 911 plan must submitted to the State. Handouts at meeting NASNA text to 911 answers. Documents from Red River Regional Dispatch, Mary Borst, Statewide NG911 Committee Vice Chair, talked about call handling guide, #1 question to ask on a text to 911 is "Are you safely able to make a voice call?" We were also provided with the MOU because Red River Regional Dispatch Center is receiving calls for several counties in North Dakota. Conversation that Kelli Peters will be exploring apps dealing with 911. LaaSer is not an app to use, it is software in phones, for better location information of the phone to PSAP. WERM went live today, Joe Zunker emailed Dustin Leslie when he went to do some sorting it was not working correctly.

~~Central MN NG911 Committee has gone through using the Metro model Best Practices guide. On page #5 in the Emergency Management section we will add ICS800 training. Statewide meeting, Dan Craigie hired by ECN will manage firewalls for SIP connections. State will cover the install and maintenance with grant dollars. Will do first 48 PSAPs this year, hoping to fund next year too. 36 counties already have a SIP connection, ECN hopes to do 12 more beyond that. Change to 911 plan submitted to state. Handouts at meeting NASNA text to 911 answers. Documents from Red River Regional Dispatch, Mary talked about call handling guide, #1 is are you safely able to make a voice call? MOU because they are receiving calls for several counties in North Dakota. Conversation that Kelli Peters will be exploring apps. LaaSer is not an app to use, it is software in phones. Better location information for phone to PSAP. WERM went live today, Joe Zunker emailed Dustin Leslie when he went to do some sorting it was not working correctly.~~

EMAC

Has not met.

Regional Logger:

Regional Logger is drafting regional logger standards. Will be potentially reviewed by the state for use statewide. Approved logger plan. We firmed up logger training for February 28th at SCPD.

Formatted: Font: Bold, No underline

Grant Updates

b-a Regional Project Priority List for Grant Allocation

Addition of Stevens County. Micah updated an email for the firewall project Dustin had given us double the amount. We have \$12,456 for four PSAPs. GIS maps part of SECB grants allocating for Swift County. Region has the ability to go with MnGEO or another vendor which is half the cost. Micah will verify with Director Jackie Mines if we can we build maintenance in. Allocation back to region. Application is due on the 27th.

Wednesday is a third review. Finance Committee meeting on February 9th. Dates retro to first of the year. 2016 SHSP regional allocated \$25,000 for training and under SECB grant. First Contact 911 for 38 participants will fit under \$25,000. We could potentially look at Stevens County and coordinated service.

NEXT MEETING:

The next O&O/Users meeting will be at 10:00 AM on February 16, 2017 at Douglas County Public Works.

ADJORNMENT:

Otter Tail County made a motion to adjourn the meeting. Pope County seconded and the motion was carried unanimously. The meeting adjourned at 1:23 p.m.

Minutes by Shari Gieseke.