

**Central MN
Owners & Operators and User Committee Meeting
Douglas County Public Works, Alexandria, MN
December 15, 2016 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Mike Henrion – Douglas County
4. Jason Wendt – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander – Meeker County
7. Victoria Ingram & Jane Holman – Morrison County
8. Judy Siggerud – Otter Tail County
9. Kristen Lahr, Chair – Stearns County
10. Dona Greiner – Stevens County
11. Michael Wisniewski – Todd County
12. Rick Fiedler & Rick Teberg – Wilkin County
13. Jason Kramber – Wright County

USERS MEMBERS/ALTERNATES PRESENT:

1. Dean Wrobbel – City of St. Cloud
2. Pat Tarpenning – Benton County
3. Mike Henrion – Douglas County
4. Tina Lindquist, Vice Chair & Jason Wendt – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander – Meeker County
7. Chris Peterson – Otter Tail County
8. Paul McIntyre, Chair; Erin Hausauer, Kristen Lahr, James Hughes – Stearns County
9. Dona Greiner & Ross Tiegs – Stevens County
10. Lynn Siegel – Traverse County
11. Rick Fiedler & Rick Teberg – Wilkin County
12. Jason Kramber – Wright County

GUESTS:

1. Micah Myers – City of St. Cloud
2. Jeff Jelinski – Morrison County Commissioner
3. Rick Juth – RIC/ECN
4. Dan McCoy – Granite Electronics
5. Sara Moulzolf – Granite Electronics
6. Dave Sisser – West Central Communications

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

- 1. Big Stone
- 2. Mille Lacs
- 3. Pope
- 4. Sherburne
- 5. Swift
- 6. Traverse
- 7. Wadena

USER MEMBERS/ALTERNATES ABSENT:

- 1. Big Stone
- 2. Mille Lacs
- 3. Morrison
- 4. Pope
- 5. Sherburne
- 6. Swift
- 7. Todd
- 8. Wadena

CALL TO ORDER:

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

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

There are leftover handouts from the RAC: Status of the RFP, Early adopters FirstNet activities.

APPROVAL OF AGENDA:

Users Vice Chair Tina Lindquist postponed the Users Business Mille Lacs County presentation to January, and due to technical difficulties, the Group Discussion as well. *Stearns County made a motion to approve the O&O/Users Agenda. Stevens County seconded, motion carried.*

APPROVAL OF MINUTES:

City of St. Cloud made a motion to approve the November 17, 2016 O&O/Users minutes. Morrison County seconded, motion carried.

USER BUSINESS:

None.

JOINT BUSINESS:

A. NWS Severe Weather Notification Standard – Discussion and input from group

O&O Chair Kristen Lahr stated this discussion came out of last month’s meeting. There is a proposed ARMER standard in the packet. On Monday, Kristen sent out an alternate option, a standard from the Metro. Kristen asked if there were any questions to operations or protocol. Brandon Larson stated the ARMER standard is going to the point where PSAPs will need to program NWS talkgroups into their consoles. Upon reviewing the ARMER Standard; Section 3: Operational Context states, “The assigned NWS talkgroups *should* be programed into...” and Section 4: Recommended Procedure reads, “This standard does not mandate that each public safety entity monitor their NWS office’s talkgroup.” Brandon added it does not require PSAPs to monitor, State Patrol will contact. Brandon asked what was broken with the last process.

JOINT BUSINESS: (Continued)

A. NWS Severe Weather Notification Standard – Discussion and input from group (Continued)

Kristen Lahr stated the Metro standard mimics what we were doing in the past. NWS would contact State Patrol, State Patrol will hail affected counties on CM Call and patch NWS to an STAC. Todd County added in some issues it seems to create redundancy. It would be just as easy to assign an STAC to the NWS. They may need to have weather events separated out. It is creating extra work for State Patrol who normally does do a good job. Tina Lindquist said another concern is if we use the specific talkgroups, being on an STAC gives the ability to scan and listen. Otter Tail County stated that Grand Forks cannot patch, it is a huge area. Chanhassen has a big area coming up from the south, they cannot patch one talkgroup. They just have the one main talkgroup per the weather service. Grand Forks will not even talk to you on the radio, but Chanhassen is very good. Erin Hausauer said there seems to be more than one issue being discussed. A couple months ago it was how NWS would notify us. Concern was we do not have all those talkgroups. State Patrol did not want to be taken out of the mix. Now it has expanded to what talkgroups to talk on. Metro standard is what we have been doing in the Central Region for a long time. Kristen stated whether the notification comes directly through monitoring talkgroups, or State Patrol hailing on CM Call, the NWS still desires to talk to counties on their one talkgroup. NWS wants to stay on their talkgroup and relay information to counties. Todd County said that is where the confusion can come from. Cross traffic is always an issue. State Patrol hailing has been working for the past several years. Kristen asked if Grand Forks is aware that the standard is being looked at? Rick Juth said Todd Krause represents all the weather services speaking on behalf of them. The standard is a should not a must. And it is not mandating that ~~#NWS~~ talkgroup is being monitored, ~~but~~ that is where the NWS will be delivering its information to you. By the ARMER standard, the NWS cannot be patched to another talkgroup, but the Metro standard said NWS will be patched to an STAC. Discussion is deciding whether or not the Central Region wants to come up with their own standard with the NWS. Rick Teberg noted some have consolettes, and he agrees with the Metro standard because that is the way it has always been done. But, when they are busy down there, it can be 7-14 minutes before the dispatcher gets it out. Do not burden the counties with an \$8,000 hit ~~for the agencies that have consolettes to add consolettes for these NWS talkgroups~~ ~~Grand Forks should be trained on their rdios. Resolution is whether it is training or operational things.~~ Tina Lindquist made a motion that we mirror Metro's standard sticking with what we have. Erin Hausauer seconded. Otter Tail County asked what happens with Chanhassen if they have to go by two standards? How will they remember patching or no patching? As far as Chanhassen goes, they are already doing it for the Metro region. ~~Standard said not to patch.~~ Users Chair Paul McIntyre mentioned ~~#NWS~~ is still going to relay information on the same talkgroup. ~~Otter Tail County noted on the Metro the agencies can talk to each other.~~ Metro standard says, 'the STAC assigned will be used for any information exchange... to and from warning points only.' Tina Lindquist stated local training will have to be key so we have one or two people speaking to the next level up training all end-users on how storm watch should be happening, our standard operating procedure in storm watch. We have to make sure we identify who command staff is. Police Chief Jim Hughes pointed out that in Stearns County Emergency Management is calling the NWS, dispatchers or officers are not to be calling the NWS, EM directors or PSAP will be using the talkgroup. Chief Hughes stated he is fine with how it is worded if we went with the Metro piece of it. Kristen noted we can write things into the standard pertinent to the Central Region. Chief of Police Ross Tiegs said they are on the phone with the weather service east of them. It has always been a phone call from the NWS to their PSAP. ~~Tina said in Grant County it is not EM, it is Dispatch.~~ Tina Lindquist repeated her motion to model after the Metro's standard. Motion passes. Kristen asked if there would be anyone interested in drafting a first standard. Erin Hausauer volunteered to help. Is there anyone who wants to see the standard as part of a workgroup? We can draft a standard to bring to the next meeting for review.

JOINT BUSINESS: (Continued)

B. 2017 Committee Appointments

We need to elect officers for both Committees in January. For 2017, if you have any changes for your delegate/alternate for O&O or the five Users then fill out the forms located under each committee tab. They do need to be signed by either your County Administrator, County Board, City Council, or Sheriff. If you are questioning your committee membership all your appointments are listed on the meeting sign-in sheets. In the case of Users they are all grouped under your counties. Sheriff Rick Fiedler said back in the day when meetings were at night his Users attended, now none of his Users attend. You are not mandated to fill in five different disciplines. One person from the county meets the requirements for the meetings. As long as you have one representative from the county that is part of 80%.

O&O BUSINESS:

A. COMT recommendation – Matt Jensen, Otter Tail County

Kristen sent the packets as a separate download. Kristen noted on Matt Jensen's packet that there is one task in his task book that was not signed off on, task #12. It is required that all tasks need to be completed in the task book. There needs to be verification from Al Fjerstad if this was an oversight. This will be on the agenda again for next month.

B. COML recommendation – Jason Karlgaard, Ottertail County

It looked like everything was complete. *Todd County made a motion to recommend approval by the region. Meeker County seconded, motion carried.*

C. Change Management Update

SOA-R project was approved at Interop Committee then SECB approved. It could be taken off the agenda. It went to OTC this week as well, recommendation was a large window of opportunity pushing back to Interop. The three that Stevens are using was a temporary, 18 months was the timeframe. Micah thought it could be continued use in the standard.

E. Statusboard

None.

Tina Lindquist added that at the RAC meeting Judy had suggested System Admin Refresher, one-day workshop. There were some nods. Micah said if there was anything from the last training, we have room in the budget to do it. We also discussed at the RAC, the tabletops that ECN will do based on the Elk River project and tabletops in the regions. Brandon said Motorola has been talking changes to CPS. Programming workshop, Brandon is trying to see if there are hard deadlines. Specifically talking APX. One of the lead trainers is looking at doing a phased process in 2017. One set of phase. Did the Radio Programming workshop include analyzer and tuner discussion? Kristen wondered if we should do a conference call for what a radio programming workshop should look like. If anyone in the room has specific interest in radio programming or system admin please send it to Kristen or Tina. Micah asked if Tom Justin should attend the next meeting as a January agenda topic rather than a conference call.

REPORTS:

SECB/ARMER:

RIC

November Zzone 4 site busy reports had a record number of sites. The assumption would be that sites were impacted by a weather event. We will probably get hammered again tomorrow or Saturday. Paul McIntyre asked where the state was at with discussions on WAVE types of products. Does it take someone to step forward to say we want to work on it? Micah said at the previous meeting with the City of St. Cloud IV&D project, looking at someone piloting and vetting out the issues. Rick Juth said St. Louis County will be doing a presentation on what they were doing there. There is an opportunity to have a direct connect method. Concern is what is the operational costs? What is ECN's responsibility to ongoing costs? On the technical side of WAVE for MTUG there is a lot of discussion at a state-wide level. Rick can comment on OEC training that has been approved by OEC and delivered in 2017. Asked for 4 classes, and approved for 3 which might expand: (1) OP-ASMT, after-action training webinar to develop and train people on after-action reports; (2) OP-EXTTX executive tabletop exercise, focus on sheriffs and command staff planned to occur at Interop Conference in May; and (3) OP-COMMEX train the trainer. OEC has approached all the states. Create people that can create and run COMMEXs rather than relying on OEC to do that. Rick Juth listed several classes that were deferred and on the waiting list.

Operations and Technical Committee (OTC)

Clay County participation plan amendment to deploy MCC7500 and install interface. No issues with MnDOT on that, approved pending. Rock County traffic proposal. Law, Fire and EMS on Rushmore tower approved. SOA-R project and draft standard approved. LTAC-E Change Management on the agenda. Recommend a 24-month implementation time. Brandon said a constraint of task forces, go across radio regions easily. Northeast suggested giving a larger area access to regional encrypteds. Standard 2.9.1 was on agenda, Brandon and Kristen were on the workgroup, SWIC Stromberg gave summary of the project. New standard contingent on approval, sunset the other two related standards. Steering approved yesterday, will go to SECB. Disaster relief standard was approved. NWS standard was also on the agenda, but tabled for next meeting. There was a stack of standards reviewed by standards review committee. Logger port standard call, went line by line has to do with SEEBs which are no longer on the system; sunsetting that and the Central Region would work on a Central Region standard that the state could look at adopting statewide. Emergency Management Best Practice Guide was approved.

Interoperability Committee

No meeting.

IPAWS

Can be taken off the agenda as a standard report. EMAC asked for clarification on a funding source for IPAWS. Meets this afternoon.

Interop Data Committee (FirstNet)

FirstNet early buildouts from MN FirstNet is in the packet. Update on Mission Critical update regarding status of the RFP. Mercury Rivada is filing a protest for wrongful exclusion as a viable competitor. Meets next Tuesday. Reviewing 2016 project goals.

REPORTS: (Continued)

SECB/ARMER: (Continued)

SMG (System Managers Group)/7.15 Upgrade

Meeting last month. Discussion about GENESIS and the contract with that. Discussed the upgrade of GENESIS and the cost. MnDOT talked about how many licenses they have, infrastructure upgrades they need to complete. Brandon read an email. The 2500.33 needs to be moved on soon, and adding a module for UAM is valid until February 2017. Kristen asked if anyone had any interest in the UEM enhancement? Do we automatically get lumped into the cost? We will have to pay the \$2,500.33 for sure. We will need to do additional research.

Steering Committee

Meeting was yesterday. Talkgroup site access and roaming was motioned to approve to SECB to sunset two standards. Director Jackie Mines gave a review of 2016 SECB initiatives. She went through ARMER projects and text to 911. Rick Juth noted she did not get through IPAWS and wireless broadband. They will do the last ones in January. It will be available electronically. ARMER participation in general by federal entities. SWIC Stromberg received a request from Federal they wanted subscriber I.D.s and their own talkgroups looking to join the ARMER system. What type of participation do we have right now? Limited participation, still running on VHF. Interop participation for entities that desires access via a subscriber. Discussion was focused around how do we handle this? Micah said the Finance Committee workgroup had this discussion. SWIC Stromberg wants to know how he is to respond to these requests that he gets. There are 16 federal agencies operating on the ARMER system that have 40 talkgroups on the system. None of them have a participation plan that calls for them to have talkgroups. What MnDOT has for assigned subscriber uses, in some cases they do not have either. There are over 500 border patrol agents operating on ARMER, which has not contributed anything to the cost of operating. Micah said the funding mechanism could go away, and these agencies should contribute then.

EMS/Hospital Sub Committee

None.

CMESB:

ESB – December 21

Meeting scheduled for December. Regional Coordinator contract is not ready, MOU for the website is not ready either. Tina is waiting to hear back from Alex Tech. EMAC Committee has contracts that need to be signed.

Executive Committee

Meets before the next meeting.

RAC

Met last Friday. NG911 report discussion on PSAP looking at one of the participants of the Regional Logger. Mille Lacs County has accepted the pilot PSAP for Next Gen 911 texts. Update on website, we had a kickoff meeting with the vendor as well as the other regions, SWIC Stromberg and Carol Salmon were on the call. We had two regions for sure, now it looks like all the regions with exception of Metro are interested. Went through overall design, our deadline is January 6th to submit information. Tentative Go Live at the end of Q1 to Q2 with an April/May timeframe. Discussions on attendance standards. Change notification procedures as appendix to standard, change standard to reference appendix, pilot in 2017 go live in 2018. Discussion on state wide encrypted talkgroups. Approved meeting schedule for 2017.

REPORTS: (Continued)

CMESB: (Continued)

Next Gen 911 (Judy Diehl's email)

The CM NG911 Committee met in person on December 8th, and we had good attendance both present at the meeting, and on the conference bridge. Dana Wahlberg called in and gave her report, the RFP has been awarded to Century Link and West (formerly Intrado). The State will be moving forward with text to 9-1-1, and any county interested in receiving the text messages should let Dana know. You will need to contact your CPE Vendor to see what upgrades you will need, and get a cost estimate. The State is still planning on having one or two PSAPs per region to accept the text messages for the whole region until everyone is ready to accept their own. There is a new RFP going out January 1st for Vendor Support for the purchase of firewalls for each 9-1-1 circuit. This is not to replace firewalls already in place, but rather to add them to PSAP's that have or are migrating to a SIP connection. There will be grant dollars available for the purchase and installation of these firewalls. The FCC is now requiring a BRIX device to replace the old PP30's. There has been a new person hired at ECN, Dan Craigie, his job will be to manage the firewalls, as well as other duties.

Adam Iten's GIS Report (email):

Data Collection and Assessment

We are collecting GIS data from all regions in the state. The GIS data are being compared to corresponding 911 data (MSAG, ALI, ELT) to gain a better understanding of data readiness for each County and PSAP. The results are being compiled into Data Readiness profiles and reports, which are shared with each county and PSAP during the Data Preparation kickoffs.

Data Preparation Projects

We have completed 10 of 11 Data Preparation kickoff meetings in the NE region. The initial Central and SE region meetings have been scheduled. Stevens County is meeting on Monday, 12/12 and Douglas County is meeting on 12/13. We plan to meet individually with each PSAP and their GIS agencies/vendors to discuss our Data Readiness findings and the necessary work to prepare their GIS data for NG911. The remaining Central region kickoff meetings will be scheduled in the months ahead.

MN NG911 GIS Standards

The second stakeholder review and comment period closed on November 4. A huge THANK YOU to everyone who took time to review the draft standards and respond with comments – we greatly value your feedback! We are compiling everyone's comments and plan to respond as necessary, similar to the initial review. From there, we will revise the existing sections and add the boundary sections (PSAP, Fire, Law, EMS, Data Maintenance Authority) in preparation for the third stakeholder review. The third review period is anticipated to take place in January 2017 and from there, we will seek formal stakeholder approval of the standards.

Newsletter

Issue #5 of the project newsletter is currently being drafted. Issue #4 is available on the GIS Information page of the ECN website.

We discussed the ECN/MSA Telecommunicator Minimum Training questionnaires, and Judy still need replies from Stearns & Pope Counties.

We went through and used the Metro's template for the CM 911 Best Practices for Emergency Communications Professional, and came up with our first draft. There was good discussion from everyone, and the new document will be emailed out to the committee members for their review. State Next Gen meeting this Wednesday.

REPORTS: (Continued)

CMESB: (Continued)

EMAC

December O&O/Users Meeting Update for EMAC:

- Elections were held for 2017 Officers, they are as follows:
Erin Hausauer, Chair; Breanna Koval, Vice-Chair; Lynn Siegel, Secretary
- 2017 work plan was approved and will be attached to Planner contract for 2017
- Wadena County has appointed a new EM who will begin in January

Regional Logger:

Met after RAC. Adding maintenance for firewall and AIS servers through Motorola was approved. Talked about regional standard drafts. Looking to bring the Logger plan to ESB in January. Sent out surveys to lock down dates for end-user training.

Grant Updates

- a. Regional Project Priority List for Grant Allocation
Wilkin County has approximately \$16,000 left on their project. Todd County will be pulled off the request. Mille Lacs BDA for Princeton schools was added. Stearns and Wilkin counties has been approved by the Board. We can add Princeton to that.

NEXT MEETING:

The next O&O/Users meeting will be January 19, 2016 at 10:00 AM at Alex Technical College.

ADJORNMENT:

Todd County made a motion to adjourn the meeting. Stearns County seconded and the motion was carried unanimously. The meeting adjourned at 11:40 a.m.

Minutes by Shari Gieseke.