Regional Advisory Committee
Friday, February 10, 2017 – 10:00 a.m.
Stearns County Service Center West – Room 121 E
3301 CR 138, Waite Park, MN – Stearns County

Members/Alternates Present:
1. Micah Myers, Chair & Brandon Larson – City of St. Cloud
2. Sheriff Troy Heck – Benton County
3. Sheriff John Haukos – Big Stone County
4. Mike Henrion – Douglas County
5. Sheriff Troy Langlie & Tina Lindquist – Grant County
6. Sheriff Dan Hartog – Kandiyohi County
7. Randy Celander – Meeker County
8. Al Fjerstad – Mille Lacs County
9. Victoria Ingram – Morrison County
10. Keith VanDyke & Judy Siggerud – Otter Tail County
11. Sheriff Tim Riley, Vice Chair – Pope County
12. Kyle Breffle – Sherburne County
13. Kristen Lahr – Stearns County
14. Dona Greiner – Stevens County
15. Sarah Booker – Todd County
16. Sheriff Trevor Wright – Traverse County
17. Rick Teberg – Wilkin County

Members/Alternates Absent:
18. Swift County
19. Wadena County
20. Wright County

Guests Present:
Paul McIntyre – Gold Cross
Erin Hausauer – Stearns County
Judy Diehl – Stevens County
Rick Juth – RIC, ECN
John Brinkman – Granite Electronics
Andy Faith– Granite Electronics
Mike Kahl – Granite Electronics
Dan McCoy – Granite Electronics
Dave Theis – Motorola
Chris Meier – Motorola
Dan Nohr – Motorola
Scott Wosje – Northland Business

Meeting was called to order by Chair Micah Myers at 10:12 a.m.
17 of the 20 members in attendance with a quorum present.

Revisions and Approval of Agenda:
Stearns County made a motion to approve the RAC Agenda. Morrison County seconded, motion carried.

Approval of Minutes:
In OTC Report CRAE should be spelled with an 'e' rather than a 'y.' Under grants on page #5 section #3 the second paragraph should read Micah reached out to get a budgetary number, not to MN.IT. Regions training was for regional planning, not EMAC. Sara Booker was present for Todd County, but Wilkin County was not present. *Kandiyohi County made a motion to approve the RAC minutes from January 13, 2017. Stearns County seconded, motion carried.*

Communications:
Cathy Anderson is requesting one or two from each region for in-person 1-day work for Standard 4.10.0. In your packet are the last changes. The region created our own background standard, it's the reason we created the background login on the radio website. This would streamline the process and help eliminate agencies backgrounding the same individual more than once. Micah asked if there was anyone that wanted to volunteer. Brandon Larson said he was on the original standard calls, but he does not have the understanding in background checks. When asked, Sheriff Riley said sure. Micah said it is revising the standard, you have a lot of vendors that have access to radio sites that need to be unescorted. *Micah Myers made a motion for Brandon Larson and Sheriff Riley to represent the Central Region.* Mike Kahl asked if a vendor could attend stating he would. *Mike Kahl was added to the motion. Stearns County seconded, motion carried.*

Reports:
SRB/ARMER Update; MnDPS/MnDOT:
1. MnDOT: (Rick Juth)
   Zone 4 Site Busy report is in next week's O&O: Long Prairie, Kent, Hewitt and Sebeka. On the Kent and Sebeka sites there was activity on L-TAC1. Was this an actual event?

2. SECB: (Micah Myers)
   No meeting. Carol Salmon is updating the committee representation list. Micah would like to update the committee assignment document in the packet. Micah read the committee representatives and asked if there were any changes needed. Kristen Lahr thinks she asked for a replacement to the CAG. Micah responded from the Interoperability Committee. Kristen asked if we could call for a replacement and no one volunteered. Jim Stromberg will be taking over Ron's duties. Sheriff Langlie said a lot of the conference is NG911 suggesting Judy Diehl and Judy declined. Micah asked if anyone else wants to take it. Region 4 is Mike Wisniewski. Region 4 represents outstate MN, but is there a term limit? Erin Hausauer thought it would not always be Region 4. Micah wondered if there would be a rotation schedule. Training Subcommittee is a subcommittee of the O&O. Ed & Outreach is a subcommittee. Tina Lindquist was put on the Steering Committee from the Training Committee.

3. OTC: (Al Fjerstad)
   No meeting in January the next meeting is next week. Al will handle MCC7100 for Otter Tail County's participation plan. On Target is submitting curriculum for certification. National Weather Service is on the agenda, Metro has reviewed it and has recommendations.

4. Interop: (Micah Myers)
   Action item LTAC-E the recommendation was to move to create an additional 4 LTAC-E pending technical review. Will get results from technical review by next Interop. SOA-R motion to remove from Change Management process. SOA-R is no longer in the Change Management process. Will be on the SECB. Discussion points by SWIC Stromberg, MN Duty Officer contacts. Review of attendance for Interop. A few regions were removed from the quorum count because of lack of attendance. SWIC is looking for a couple of contacts from each region for COMU workgroup. It will be Al Fjerstad, Brandon Larson, and Dean Wrobbel for Central.

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

4. Interop: (Micah Myers) (Continued)
   SWIC overview of border operability study. STR lockbox is on hold. MnFOG 8x11 will not be published because it is cost prohibitive. You can download from SECB website.

5. Finance Committee: (Micah Myers)
   Met yesterday. Approved SHSP 2016 and 2017 SECB funding allocations. For the first time did not have to cut anything. One item is firewalls for PSAPs, Director Mines is working on MOU. Four counties in the region will sign MOU, state is signing over the ownership, they will do maintenance, monitoring and replacement. They are working with a vendor. If they do not get through the process for this year, the region can reuse the funds for other projects in the region. The four counties are: Stearns, Mille Lacs, Benton and Morrison. Discussion whether or not it needs board action, or if county administration can sign. Finishing Wilkin County, both Stearns County's were funded, training request funded, if Al gets in the paperwork he can be included. Al responded it is now a subsite to the Gilman simulcast. Back in December met with Muhktar and Tim Lee going over MnDOT budget. Change reports to Finance Committee. Every time legislation sees money sitting they want to move the resources, we want to make sure the ARMER allocation does not change. MnDOT is going down the right path.

6. Legislative Committee: (Micah Myers)
   No meeting.

7. Steering Committee: (Tina Lindquist)
   Kristen Lahr reported the bulk focused around ARMER participation by federal agencies. ECN request by IRS to come on as a full ARMER participant, and sunset their existing radio system. State is looking at how they handle requests. There was much discussion on existing federal agencies, how they use it, day by day. IRS is day to day use. How do we handle requests like that? Consensus over next month is that ECN will look at a ballpark figure for what it would cost for an RFP to do a study to bring on a non-public safety user onto ARMER system, cost analysis. Large infrastructure contribution, or fee schedule on what their usage will be. ECN will do research and bring to the next Steering Committee meeting. Did they do an audit, Sheriff Haukos said Stromberg had a printout. Border Patrol is using the most. They are doing a check for 15 minutes of every hour, and going into North Dakota with that check, doing most at night. If they used their VHF system to do their checks, that would cut down quite a bit. Northern MN, Border Patrol works hand-in-hand with county sheriff's offices. Veterans Admin was next, US Marshalls, DEA, NWS, etc. Talked about limited participation plans and interop. Limited should disappear, a date was not set. Whatever they are doing now would be grandfathered in. Micah asked about subsystem owners versus backbone. IRS wants to come in and use solely the ARMER system. Micah noted VA is #2 on the list, when we brought the VA on we did a participation plan. They are a full functioning partner. They wanted to connect with the Minneapolis VA. Will the state say you will have a fee for subsystem owner, or backbone, and will it offset owner costs? People will start to hear there are user fees and that may raise some alarms. Al asked for clarification, instead of limited it will be interoperability.

8. State Interop Data Committee (Kristen Lahr)
   No meeting.

Regional Leadership Group – (Next Meeting July 31, 2017)
Met on the 30th. Presentation on Central MN's region website. Discussion on training. SWIC Stromberg said the state is contracting with GovDelivery. You can link it to your website or social media feeds as a replacement to list serves. We used GovDelivery in the past, it is a good tool.

Reports: (Continued)

Regional Leadership Group – (Next Meeting July 31, 2017) (Continued)
OEC's Jim Jarvis gave an update, they will be changing the website access. There are noteworthy links to get out to the group. Melinda Miller gave a Televate update through a Webex. Rumors that CASM would go behind Federal login, but it is not. They are making public safety tools access more secure. Next meeting is July 31st.

NG-911 Committee (Judy Diehl)
Conference call yesterday, but we struggled to get a quorum. Dana Wahlberg called in and reported Red River Regional had an influx of calls, up 50 an hour, some from Marriott Hotels. This has also happened in Yellow Medicine County. Looking at taking the phone number so you cannot call in. Apple watches have a side button that calls 911, Edina has had a number of calls and so has Mille Lacs. RFP firewalls. E911 audits are coming this week or next, and are due back at the end of March. Regarding the Red River Regional Dispatch Center paperwork, the MOU we have for ESB should cover what we need. When we do a review of the ESB's MOU we should do an update then. In April, we will go over the standard operating for Mille Lacs County in our in-person meeting to cover best practices. Adam Item is doing PSAP readiness with Central MN. There should be a map available when they do start receiving text messages. Al Fjerstad said we have mapping for CAD that is outdated. Judy responded that Dana was saying you should have access to this online database for good ESN boundaries. Nothing new with StatusBoard, will have the search function eventually. WERM went live, training refresh on when you login.

Micah said we are in the process of looking at grants. MnGEO had given an estimate of $48,000 for Swift County because they do not have a GIS expert. Part of the agreement with Swift County is they have to maintain data sets. In rural communities a lot of the line work stays static however there are still changes that need to be made on a routine basis. As we create data sets make sure they are maintained. Is it something we want to take on from a regional standpoint? Micah asked the provider to give a maintenance agreement. Pope County, Kandiyohi, Big Stone, Otter Tail counties have all worked with Pro-West. Do we want to maintain line work as a region?

EMAC Update: (Erin Hausauer)
EMAC has established 4 workgroups in support of the work plan and strategic planning needs of the region. The works groups are as follows: Management, Regional Preparedness Report, Strategic Plan/Work Plan, and Training & Exercises. EMAC submitted a letter to MNIT regarding the VTC equipment and some difficulties we have experienced trying to utilize the system over the last several months. Next meeting will be April 26 in Meeker County.

Submitted a letter to Mn.IT regarding issues with video, we have struggled with connectivity. They have been great to work with when we have a problem. Pushed out to our counties, it is letting us down. We documented the issues and formally provided them. Micah asked is it through Microsoft tools the link? One of the challenges is the equipment gets stagnant real quick. Erin responded we are meeting next Tuesday for what we will do, Salamander is a company next week. There is a skype for business. TVS and cameras from the state. Maintenance and service only go through this year. Costly to fix anything, running into the issue that counties cannot afford. Right now we have VTC, we are looking at more practical applications. Statewide Next Gen 911 had issues just because the one at ECN was not working.

Owners & Operators Committee: (Kristen Lahr)
At January's meeting, approved COMT for Otter Tail County and a Participation plan amendment for Otter Tail County. Discussion with Users on finalizing training. System Admin Refresher and Radio Programming are in the process of being scheduled. Reviewed regional National Weather Service operational standard, will be voting on a clean copy next week. Next week we also have two COMT and a COML and a participation plan amendment by City of St. Cloud.

Reports: (Continued)

User Committee: (Paul McIntyre)
Meets jointly with O&O. Held elections last month. Paul thanked Tina for her extra effort with presentations at meetings.

EMS/Hospital Sub-Committee: (Paul McIntyre)
No meeting.

RIC Report: (Rick Juth)
On the training side, discussed at the conference planning committee meeting yesterday was Sheriff's Association online training program. If you are not aware of the program, there are a lot of training modules appropriate for PSAP personal related to soft skills. Metro region grants for an RFP to provide a development of training curriculum to meet training standard they approved for their dispatchers.

Executive Committee: (Micah Myers)
Met before ESB. Final review of Regional Coordinator contract. Talked about how committee chairs can get meeting information shared using the website. Do we look at regionally getting a drop box, and not having them using their personal accounts to do business? We need to have a tool set for users. Working on attendance standard. Looking at how that process evolves over the year, taking numbers from 2016 to 2017. Develop a process for when you get out of compliance, Executive Committee wanted us to vet it out. Al Fjerstad agreed a regional drop box would be good, but there would need to be training. Micah noted with the website, we look at a premium to do that. It is more secure than sending email. Micah said we will have management for how long do we let documents sit there.

Emergency Services Board: (Next meeting March 29, 2017)
Reporting on some stuff we were doing. Coordinator putting together reports. This group and O&O will see what the reporting will look like. Execution of grants, board will have to sign off on the grants. Training coming up March 6th.

Updates from Partners on Current Projects:

Website Project Update - Presentation
Color scheme may change it is based on marketing from Steering Committee. The website was first put up in 2007 when we started the RAC. We presented blueprint slides to the board, the basic framework for how the website will layout. We have modified those blueprints. Quick Links are the meat and potatoes, the agendas area and the calendar. Color palette is on the left. For Quick Links we will be looking at analytics, where people most frequently visit on the website. We want to make it easy for people. Bottom half of the screen contains potentially the intranet login with a graphic or text, news flashes or events coming up, training events, video links, field trainings, etc. Each region has their own standards and you will see each region's standards. We will give access to ECN. Governor needs to review any communication coming out for their departments. We will link to MESB's website. Interior pages are where region's can put their content. There's a different social media, this will take you to an interior page. Contact Us is a work in project. Looking at doing one for each region that will join. Our goal is for next ESB meeting to sign off on the MOU that region's will sign. Expected go live date is May 25th.

Motorola IV&D (Integrated Voice & Data) – City of St. Cloud Pilot Project
Policies the region will have to develop if and when we move forward with IV&D, if the City does or if more folks want to utilize it. We will be giving reports to Steering Committee. Will be on the O&O for approval. Components MnDOT needs to do after approval. Will go to OTC after O&O. Equipment MnDOT has put in the racks as part of the upgrade. Policy limitations, per zone, region determination. Brandon said UNS or IWN. If someone wants to do it differently, we can support 10. We could get by in the region similar to regional logger.

Updates from Partners on Current Projects: (Continued)
Motorola IV&D (Integrated Voice & Data) – City of St. Cloud Pilot Project (Continued)
When we built regional logger connected to ARMER firewall on ARMER and on network side. Transport fiber and network gear that brings it back. Minimal configuration. Being able to configure GPS component which can track subscriber units to an interface to CAD system. When we first moved this out to the group, there are different tracks to utilize data. With everything there is a cost. Micah asked would you utilize over the air programming? There were yeses. It can get costly. Licensing model, each zone has allocated, you do not have to allocate evenly. Not a real high bandwidth, but a lot of what you push out will not be high bandwidth either. Al noted 48,000 users, but there are 90,000 radios in the state. Would it be for all 90,000? Chris Meier responded it is not there yet, original marketing was based on 48,000. Al asked for the City of St. Cloud project can other agencies tie into that? You would have to be on the City's site. Chris replied the ARMER system has been capable of doing data activities for quite some time. We have been talking to the City for 5+ years on the concept. A lot of cost in equipment had been at zone level, servers, licenses you would need in place to start. All these were included in the 7.15 upgrade. St. Cloud has a strong interest in doing this. The plan would be for St. Cloud to pilot the technology and ARMER. ECN will watch how it goes and how it can be approved elsewhere. Being able to program radios, Law Enforcement has an alias list and it is changed frequently. Fire Department had not gone to it for the amount of work. Flash updates to the radio is the vision. GPS, we are not streaming videos. Brandon was invited to training in the Metro region to include KMF server, over the air re-keying. There is not an immediate plan to move forward, but it peaked an interest in Metro. On programming side, the big advantage on over-the-air programming, once you have programmed an APX radio it only sends the changes, not the whole program. Data communications ties up one of the voice channels. Al asked if it is interrupted, does it start over. It will start at zero replied a Motorola representative. System is smart enough to know what the changes are and apply them. Micah said we are adding two channels to our simulcast as part of the project. Motorola you can reserve the data channels. There was a question and discussion about XTL/XTX. Brandon said on APX it downloads in background the radio is accepting and downloading data. Do you want to update now or delay, it will do a power cycle. Al asked is GPS XTL/XTS platform? Chris Meier replied you can still buy flash upgrades for XTS radios, will be done with 5000 at the end of this year. Looking to add encryption Motorola does not sell all the way to the end of support. How does management handle non-Motorola radios? On system side of things, enable IDV at the site, find out if the radio is capable and purchase or upgrade to do those features. Sheriff Heck asked is this hardware to put at each site. Licensing site to perform data. Zone level licenses on system side, but not. It will be more simple in St. Cloud because they have identified three sites they work in. Bigger cost is software in the radios. Micah said we are willing to try, and put together a roadmap. Director Mines what impact does this have on the UA agreement? Sheriff Langlie asked to do this just with APX radios. Micah responded we just upgraded our fleet. We have mobiles that are working that we can test with, doing it with APX radios only. Brandon said we are going to be a pilot site. Subscribers would have to be affiliated with St. Cloud towers. Mike Kahl, mentioned a firmware update, it is not enabled automatically in. Chris Meier stated to be clear that St. Cloud is authorized as a pilot, message was we are not going to propose to sell or entertain any further data or test cases until they get going on this for all the ARMER variables. Micah noted we expect this to go through Change Management. By the end of Q2 to put some units on. This can be a standing item on the agendas.

General Discussion and New Business:
Regional Project Priority List for 2016 SHSP & SECB Grant:
1. 2017 Training Roadmap
    Still have not received the official proposal. Micah put in numbers based on hours, but needs the official quote for grant submission. Micah took information from Tina, All Hazard Incident Dispatch trainer. Each region can send up to two dispatchers to training. The Board has approved. One that Micah did not have was System Admin trainer and basic GIS scenario. All Hazards date is set for September 14-15, or are we supposed to have a second class in 2017?

General Discussion and New Business: (Continued)
Regional Project Priority List for 2016 SHSP & SECB Grant: (Continued)
    1. <u>2017 Training Roadmap (Continued)</u>
        Or do we see how it goes and put one in 2018? We have approval for 38 seats. Out of SECB grant, it does go into 2018. We will need to create a wait list. Micah said for the training coming up on the 6th, ECN will need the forms that we need for the training.

    2. <u>Regional Coverage Issues (See Table)</u>
        The tables that Micah used for the grant process are in the packet. Regarding Princeton there was a little confusion there, the $255,000 is what we included. Breckenridge has $15,000. Two projects from Stearns County. We put these into the grant requests and they were funded. The PSAP list for the counties in the region is listed. Dona Greiner said she would like to see Stevens County on the list. Micah responded this was put into this year's grant application, so it would have to be for next year.

MnFCP Weekly Status Report
Separate Handout.

Regional Coordinator
This is for using to build the slide on the website. Had it at the Executive Committee. Fill in here for the other chairs. If there is something that you want to have on a meeting agenda or to contact the chairs.

Attendance Standard – Compliance Process
This was the attendance for the RAC. The Executive Committee wanted the columns blacked out. A cancelled meeting is an attended meeting. At beginning of year, attendance for O&O/Users/RAC/ESB. Next Gen 911 and EMAC will not play into the attendance standard. We have January of 2017 and February-December of 2016, so you are always using the number 12 meetings for the group. You would have three passes last year because the RAC did not meet. If you look at if a county had no attendance they would still have 3. Based on how many times those committees will meet your percentages will adjust. This year you will see how this develops. Looking at a process to notify the County Administrators or Sheriffs that you are not in compliance. There will be a formal letter sent to the agency and it will list who you have represented on said committees. This is not set in stone, so it can change. Al asked if he is good at RAC and O&O but not good at Users could that impact you? Micah responded we talked about agencies that have a proxy, but they only get one vote, not two. If you have 5 Users, only one has to show up. Sheriff Haukos stated Big Stone County Board of Commissioners have passed a resolution for Kandiyohi County to represent them. The question is how do we work that into being acceptable would the board have to vote on that? Part of what the Executive Committee put into the standard you do not have a voting seat. When you have someone changing internally in committees you submit the form to us.

Old Business:
    a. Policy on CMNESB Contracts
        None.

Upcoming Meeting Date and Location:
- March 10th – Stevens County
- April 7th – Swift County

Adjournment:
Douglas County made a motion to adjourn the meeting. Mille Lacs County seconded, and the motion was carried unanimously to adjourn at 12:18 p.m.

Minutes recorded by Shari Gieseke