

**Central MN
Owners & Operators and User Committee Meeting
Douglas County Public Works, Alexandria, MN
February 16, 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. Jason Wendt – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander – Meeker County
7. Al Fjerstad – Mille Lacs County
8. Judy Siggerud – Otter Tail County
9. Tim Riley – Pope County
10. Kristen Lahr, Chair – Stearns County
11. Judy Diehl – Stevens County

USERS MEMBERS/ALTERNATES PRESENT:

1. Dean Wrobbel & Chuck Koetter – 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 & Rich Christianson – Meeker County
7. Pat Boone & Mike Nieman – Morrison County
8. Paul McIntyre, Chair; Erin Hausauer, Kristen Lahr, James Hughes – Stearns County
9. Judy Diehl & Ross Tiegs – Stevens County
10. Lynn Siegel – Traverse County

GUESTS:

1. Keith VanDyke – Otter Tail County
2. Marion Larson – Central MN EMS
3. Rick Juth – RIC/ECN
4. Dan McCoy – Granite Electronics
5. Dan Nohr – Motorola
6. Chris Meier – Motorola
7. Dave Sisser – West Central Communications

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Morrison
3. Sherburne
4. Swift
5. Todd
6. Traverse
7. Wadena
8. Wilkin
9. Wright

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone
2. Mille Lacs
3. Otter Tail
4. Pope
5. Sherburne
6. Swift
7. Todd
8. Wadena
9. Wilkin
10. Wright

CALL TO ORDER:

Meeting called to order by Users Chair Paul McIntyre at 10:02 a.m.

INTRODUCTIONS:

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

COMMUNICATIONS AND INCIDENTS:

None.

APPROVAL OF AGENDA:

Stevens County made a motion to approve the O&O/Users Agenda. Stearns County seconded, motion carried.

APPROVAL OF MINUTES:

City of St. Cloud's Dean Wrobbel (Users) made a motion to approve the January 19, 2017 O&O/Users minutes. City of St. Cloud's Brandon Larson (O&O) seconded, motion carried.

USER BUSINESS:

a. Group Discussion

Morrison County will present at next month's March meeting. In 2016, we brought topics of interest or that were educational to stimulate conversation. If there is no interest, or it is taking up too much time, please let Tina know. Chair McIntyre thanked Tina for the good discussion. Chair Larson agreed, it forced us to talk about what we do at our agencies and one agency was able to start a new position. There has been good discussion on communication incidents. Stevens County asked if it could be moved to the end because last month people left before the reports. O&O/Users Chairs responded they felt training was more important than the reports that are duplicated between the meetings, or are in minutes, you cannot reproduce the training component. There are other means to get the reports out. We are open to the will of the group. Chair Lahr suggested if we have a heavy agenda maybe we do not have a training component, just the overview of an agency's communications. Tina added the county ones one month, and trainings another. Al Fjerstad agreed they have been very valuable.

b. CM NG911 Emergency Communication Professional Best Practices Guide

Judy Diehl explained we are looking for the O&O/Users to look at what the NG911 came up with from going through the Metro's standard. This is minimum best practices, it is not a standard. We want all PSAPs handling calls to have this. Judy asked for a motion to move this on to the ESB. We went through it in December's meeting with good discussion, added a few things, and took a few things off tailoring it to the region. *Stevens County's Ross Tiegs made a motion. Grant County seconded, motion carried.*

JOINT BUSINESS:

a. CM Standard 3.35 - NWS Severe Weather Operations

Chair Lahr stated we reviewed this standard at the last meeting. A couple points were added for clarification and this is to vote on a clean copy. They were the following: Constraints for Grand Forks office, what kind of equipment they have. Notation that talkgroups are also allowed in emergency operations centers. Approval is needed to move to the ESB. This was a topic at OTC. Rick Juth noted it was recommended at the OTC meeting that the state standard was to go back to the workgroup partially based on comments from Metro. There were 3-4 areas: system loading and how much talkgroups would be used, participation plan, etc. Al Fjerstad added that it is ludicrous that they need a participation plan, it should be left to the regions to deal with the NWS. That was out voted, there has to be a statewide standard. At the OTC, Al and someone else said the state standard does not work for everyone. People are doing what they want to do now. OTC Chair Glaccum felt there should be a regional standard. This is the 18th revision of this, every year they want to change this, we have never had a complete NWS standard. There is 60 days to get the workgroup together, for conference calls, or meeting in a room. Chair Lahr read a summary of Metro's feedback: Maintain existing standards, recommending participation plan for NWS, funding for NWS, serious concerns of capacity overload, etc. If the standard moves forward with current language, capacity setting needs to occur. Al stated if they move forward with the participation plan, then he wants to see federal participation plans. Tina asked if there was a Change Management process in place. Putting in consoles, some information should be taken out. Otter Tail County asked if the state standard is not finished we can still move forward with our regional? They are not going to make any changes right before the bad weather. Al's recommendation for on the conference call is that one should be a PSAP/Dispatch and another an emergency manager. Chair McIntyre noted pushing was the head guy from NWS who did not want all the differences. They should ask the other heads of NWS to weigh in on it. They want to see standardization. It is done differently everywhere, we have 3-4 National Weather Services in our region. Judy Siggerud said she has programmed radios for NWS. Rick asked if the weather service standard should be based on the weather service office. Procedure would be the same for every county in the weather service area. Central Region's operations protocol is very similar to the Metro other than the designation to what talkgroup it would be passed to. With our impending standard it would be an STAC, which is the same as Metro uses. Standards would be based off the weather service office. Erin Hausauer's only concerned is differing participation with the different weather services. If they segment that out, they run the risks of not having one voice, and it would be setting ourselves up to continue the issue. Stevens County is the western most county for Chanhassen and they also like hearing what is coming from Aberdeen. Judy Siggerud thinks the statewide talkgroup would be the best. *Two actions items: 1.) Move the regional standard to ESB to follow as a whole regionally; and 2.) Representation in the development of the state standard. Otter Tail County made a motion to pass this along. Grant County seconded. We would follow this unless there was a mandate from the state. Motion carried. Are there any individuals, PSAP, EMS or telecommunicators interested in communication? Tina Lindquist made a motion for Erin Hausauer to represent EM, and Judy Siggerud to represent PSAP. Douglas County seconded, motion carried.*

b. Regional Website presentation

There will be a website committee meeting which is the members of Executive Committee, but that is not exclusive of interested parties. Meeting is 10 a.m. on March 1st before the Executive.

O&O BUSINESS:

a. COMT recommendation – Al Fjerstad, Mille Lacs County

COMT/COMLs were not included in packet, but as separate downloads to the agenda. *Kandiyohi County made a motion to recommend approval by the region. Otter Tail County seconded, motion carried.*

O&O BUSINESS: (Continued)

b. COMT recommendation – Brandon Larson, City of St. Cloud

Pope County made a motion to recommend approval by the region. Kandiyohi County seconded, motion carried.

c. COML recommendation – Jason Burke, City of St. Cloud

Kandiyohi County made a motion to recommend approval by the region. Pope County seconded, motion carried.

d. Participation Plan Amendment – City of St. Cloud

Included in the packet is the summary of the plan amendment, capabilities and constraints. Plan amendment is the pilot project and channel expansion, adding two channels. Add licensing for setting up over the air data IVMD? Over the air programming and GPS off the officer hips. Steering Committee has approved as a pilot project. Channel expansion will be a permanent change, 800 frequency. *Stevens County motioned to approved. Mille Lacs County seconded.* Brandon said anyone can come down and do visits, it is a pilot project for the whole state. An agenda update item will be added to O&O each month. *Motion carried.*

e. ARMER Standard 4.10.0 Workgroup participation request

Discussed at last week's RAC meeting. Cathy Anderson sent a request for participation for an in-person review of standard 4.10. Did have two volunteers: Brandon Larson and Tim Riley and Mike Kahl from Granite Electronics. Did anyone else want to be? There was a conversation regarding background checks. In the beginning, OTC pushed back the original draft. They did not like having it tied to another standard. This would involve your vendors servicing infrastructure to employees you hire. Al thought a lot of this had already been resolved. Backend of the website was for this. For example, if a Motorola employee is backgrounded in Washington County he could also work at Mille Lacs County. Counties would not have to fingerprint individually.

REPORTS:

SECB/ARMER:

RIC

Zone 4 Busy Report is in packet: Long Prairie, Kent, Hewitt and Sebeka. Highlighted is LTAC usage on Kent and STAC usage on Sebeka. Someone would have to drill down in GENESIS for the details. Also included in the packet is a COMU Certification checklist process. The Metro region has a different standard with regards to the process for certification. The RIC is not involved, Troy Tretter handles for the Metro region. SWIC would like a workflow process coming up with expectations for how to work through. These today that are completed, Rick would move forward to ECN to Jim Stromberg who signs off and Carol Salmon notifies the recipient of certification. COMU workgroup may come up with a statewide procedure. Rick has suggested the COMU program manage certifications.

Operations and Technical Committee (OTC)

See CM Standard 3.35 - NWS Severe Weather Operations. St. Louis County participation plan amendment approved. Looking for talkgroup to work for training at Hibbing, but also in Mankato. Mankato already had a talkgroup that could be used. Additional talkgroup for Dakota County to add encrypted profile. Otter Tail County participation plan passed. On Target training and consulting training System Admin passed. MN participation plan console. US Forest Service primarily on VHF to add STACs to radios. LTAC-E Change Management will proceed. Will have a new encryption key. Key disseminated through the rock, not email. Several standards that Cathy brought went through, a couple sun setting and a couple approved. Law Enforcement Best Practice Guide that had been done for a year was approved.

REPORTS: (Continued)

SECB/ARMER: (Continued)

Interoperability Committee

No meeting since the last meeting, next meeting is next week Tuesday. LTAC-E discussed plans for that. SOA-R was removed from Change Management. SWIC COMU workgroup, border op study, MnFOG will be printed only in the field guides, 8x11 available for download.

Interop Data Committee (FirstNet)

Weekly report is in the packet. No January meeting, next meeting next Tuesday. Update on where things are at, MN is in a holding pattern waiting for resolution on Mercury Rivada protest.

SMG (System Managers Group)/7.15 Upgrade

Discussed GENESIS and the upgrade and what it will cost to each license holder. It was a large amount. Minimal fee to do the upgrade process. Some of the parts that will be available. Brandon asked if there will be web access to Genesis. John Anderson never explained if that will be allowed with our security procedures. Central Region questioned UEM enhancement. There will be nice new features some are included, and some are not. There was a part for CAD. When is the schedule to upgrade? Al said from the Central Region to move ahead with it. Brandon noted from MTUG, the MnDOT sales representative from GENESIS had discussed we are 2-3 versions behind. It sounded like we would be on the 2.3 version coming in March.

Steering Committee

Met on the 8th. Bulk centered around discussion of ARMER participation by federal agencies. Request by IRS to become a full ARMER participant. They want to get rid of their existing VHF. SWIC Stromberg was not sure if there was a precedent set. Looked at other federal agencies using the system if they are a day-to-day user. Border and Customs Patrol has been a heavier user in the northern part of the state, but they are adjusting for their daily operations. Law Enforcement agencies there do rely on border heavily for backup and response. Will adjust their nightly safety checks, for about 15 minutes an officer safety checks every hour overnight. Federal agency wanting to become a participant need to do a feasibility study to see what we could use as a fee structure or buy in. ECN is doing research on what a study would cost, will be at the next Steering Committee and then it will go to Finance. Brandon noted that Micah had said for the St. Cloud VA we maintain radios and charge a fee. Will those fees come back to subsystem owners, how will that impact, we are already charging them.

IPAWS

Met in January EMAC talked about training to utilize IPAWS. CodeRed is done or close. Will look at Everbridge on how to send out those messages.

EMS/Hospital Sub Committee

None.

CMESB:

ESB – March 29, 2017

Met last month. Regional Coordinator contract was approved. Submissions for grant applications approved. Received approval to apply for grant reimbursement to send a team to Electronic Jamming exercise in July. Regional Logger plan was approved.

Executive Committee

See Regional Website Presentation.

REPORTS: (Continued)

CMESB: (Continued)

RAC

Met last week. Al mentioned the Finance Committee's MOU for funding the upgrade or firewall for Text to 911. Legislation and Steering Committee limited participation plan will go away there will only be two: Full and Interop participation plans. In order to share sensitive documents, Micah talked about a regional dropbox.

Next Gen 911

Statewide Next Gen 911 meeting: Dan Craigie is working on a high level overview of SIP and the roll out of text to 911. Will have to be reviewed by I.T. and PSAP Manager. WERM is up and running. If you have issues Joe Zunker is your first contact and Judy Diehl is the second. E-911 audits are out. 2015's budget is being sent back to counties with issues and the audits are due March 31st. NG911 GIS readiness meetings have been scheduled for all Central MN. GIS standards will be going under formal review, after the questions have been addressed. ESN layer was discussed, when Al goes live he will have access to the whole state PSAP Service boundaries. Discussed best practice guides. Text readiness IES and Airbus discussion. There are differing costs quoted to different agencies. IES is billing double for IES staff to get training too, Dana does not think we should have to pay for their training. Dana wants to see everyone's quotes. When counties purchased VESTA CPE we were told they would be NG911 ready. Polk County spent ¼ million four years ago and will have to pay another ¼ million to upgrade for text to 911. We asked about recording text to 911, Washington County is trying to figure out. Will we do screen capture or capture packets coming in? Some PSAPs have received a lot of robo or auto dialer calls coming into PSAP 911 lines. Please let Dana know. Newest version of the apple watch has a button that can easily call 911.

EMAC

Finalized four subcommittees to the 2017 work plan. Issues with video teleconferencing equipment. Drafted a letter to Mn.IT for picture quality and connectivity. Next meeting is April 26th in Litchfield.

Regional Logger:

ESB approved the Logger plan. Will meet after this meeting to work on draft regional standards and draft ByLaws. How are we going to log text messages for 911? Northland has been advised to have a standing agenda item. Judy Diehl will talk to RRRDC.

Grant Updates

- a. Regional Project Priority List for Grant Allocation
Central Region has four PSAPs for SIP firewall. Stearns County has two projects: Microwave and redundant paths. Finishing Wilkin County and Mille Lacs County is leaning towards an ASR to attach to Gilman simulcast. Going that route stems on the City of Princeton. If they are not willing to do that then we would have a simple ASR on a low tower. Sheriff wants the first option.

NEXT MEETING:

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

ADJORNMENT:

Mille Lacs County made a motion to adjourn the meeting. City of St. Cloud seconded and the motion was carried unanimously. The meeting adjourned at 11:24 a.m.

Minutes by Shari Gieseke.