
STATEWIDE RADIO BOARD

MEETING MINUTES

January 24, 2013

Attendance

Members:

PRESENT	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
X	Tarek Tomes/Mark Nelson	OET
X	Rodmen Smith/Dan Kuntz	DNR
	Kevin Daly/John Mock/Bob Meyerson	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/ Vacant	League of MN Cities, Metro
	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
	Vacant/Vacant	Assoc. of MN Counties, Metro
	Jim McMahon/Ron Antony	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
	Dan Hartog/Scott Turner	MSA, Greater MN
X	George McMahon/Mary Jo McGuire	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

Also in attendance:

Brandon Abley, DECN
Tom Johnson, DECN
Jill Rohret, MESB
Mike Fink, Motorola
Rick Juth MSP
Shari Schmitz, Motorola
Steve Borchardt, DECN
Bill Bernhjelm, DECN

Victor Wanchena , DOC
Brad Peters, MNDOT
Dough Stahl, MNDOT
Cathy Anderson, DECN

Call to Order

Chair Dunaski calls the meeting to order at 12:30 p.m. A quorum is observed.

Approval of Agenda

Chair asks for an Approval of the Agenda.

Mund makes a motion to amend the agenda to move Interoperability Data action items to Finance.
Gerlicher requests the Change Management summary to be added to Interoperability Committee.

Mund motions to approve the agenda as amended.
Humphrey seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Humphrey motions to approve the previous meeting's minutes.
Mund seconds.
Motion carries.

Committee Reports

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (JOE GLACCUM)

1. CENTRAL MINNESOTA ESB REQUEST FOR APPROVAL TO TODD COUNTY PARTICIPATION PLAN MODIFICATION

Glaccum gives an overview of the request as written. Explains that this request is for two additional users. Committee discussed whether this request needed to go through the approval process but has moved it forward to complete Todd County Participation Plan.

Mund makes a motion to approve.
Droste seconds.
Motion Carries.

2. REQUEST FOR APPROVAL TO MOVE FORWARD A LETTER TO MOTOROLA REQUESTING THEY REVERT THE SITE ACCESS BEHAVIOR OF PATCHED TALK-GROUPS, CHANGED IN ASTRO 7.9/7.7 SER TO HOW IT PERFORMED IN PRIOR VERSIONS

Glaccum introduces the letter and explains that 7.9 software upgrade fixed a “bug” in the system that we liked and would like back as an option to toggle on and off as desired in a future release.

Smith makes a motion to approve.
Mund Seconds.
Motion Carries.

FINANCE COMMITTEE REPORT (BILL MUND)

1. REQUEST FOR APPROVAL OF STATE AND LOCAL IMPLEMENTATION GRANT PROGRAM (SLIGP) SPENDING HIERARCHY
2. REQUEST TO ENDORSE THE COMMISSIONER OF PUBLIC SAFETY, SERVING AS CHAIR OF THE STATEWIDE RADIO BOARD, AS THE "SINGLE OFFICER" TO COORDINATE THE USE OF THE GRANT FUNDS

Mund gives an overview of both amendments as written. Recommends endorsing the recommendations of the Grants Workgroup in the interest of time as FirstNet may introduce the nationwide wireless public safety grant within the next month and applications may have a short deadline.

Humphrey makes a motion to approve both requests as one.
Risvold seconds.
Motion Carries.

INTEROPERABILITY COMMITTEE (IOC) REPORT (CARI GERLICHER)

1. REQUEST FOR APPROVAL OF ADDENDUM TO STANDARD 3.16.4 AND SUNSET STANDARD 1.1.2 AS OF JANUARY 1, 2013

Gerlicher gives an overview of the request as written. Asks Mr. Johnson to elaborate. Johnson explains that this addendum plus standard now replaces the Standard 1.1.2 which will be sunset as of January 1, 2013. This standard was left in place until narrow-banding went into effect. A sub group of the Interoperability workgroup reviewed standard 1.1.2 and 3.16.4 and added this addendum. They are moving this forward for final approval.

Seal makes a motion to approve.
Mund seconds.
Motion Carries.

2. REQUEST FOR APPROVAL OF ADDENDUM TO STANDARD 3.16.5 AND SUNSET 1.1.1 AND 3.5.0 AS OF JANUARY 1, 2013

Gerlicher introduces and asks Mr. Johnson to elaborate. Johnson explains that this addendum along with standard 3.16.5 replaces standard 1.1.1 and 3.5.0 which will sunset as of January 1, 2013 when narrow-banding went into effect.

Mund asks if we do have a place on standards that identifies that there is a replacement document. Asks if we going to list that at the top of the standard or does it mention it somewhere in the standard.

Johnson states that it will be added on both this standard and previous standard.

Seal makes a motion to approve.
Glaccum seconds.

Discussion:

Glaccum requests clarification about numbering sequence on standards.

Rohret explains that the standard on standards changed the numbering scheme on standards. First number represents a standard type i.e. interoperable, finance, policy, etc; the middle number is the number of standard within the sequence; and the last number is to be used if there is a subset of main standard and not meant to be a revision number. We have always replaced the dates to demonstrate there are revisions.

Motion Carries.

3. REQUEST FOR APPROVAL TO PROPOSED CHANGES TO 2.8.0 TALKGROUP ANDRADIO USER PRIORITY

Gerlicher gives overview of the request as written. The changes in this standard are to clearly identify priority 1-10 on talk-groups. Requests additional explanation from Cathy Anderson who coordinated the changes. Cathy states that most of these are grammatical changes but there are some definitions in the standard that were not complete. Definitions added under Priority 4 and 6, smaller changes under Priorities 8 and 9.

Humphrey makes a motion to approve.

Mund seconds.

Motion Carries

4. SHERBURNE NATIONAL WILDLIFE REFUGE REQUESTS PERMISSION TO USE VLAW 31 MNSEF (TOM JOHNSON)

Gerlicher explains that this is a request to allow Sherburne National Wildlife Refuge access to the ARMER system for joint operations or mutual aid.

Smith makes a motion to approve.

Mund seconds.

Motion Carries.

5. REQUEST FOR APPROVAL FOR PROPOSED STANDARD 3.44.0 STATEWIDE PURSUIT COMMUNICATIONS (TOM JOHNSON)

Gerlicher introduces and asks Mr. Johnson to elaborate. Johnson explains that there was a need to change the procedures for pursuit policy due to a change in software upgrade 7.9. The Interoperability workgroup reviewed the existing standard and has proposed changes based upon input from all radio regions.

Bayer makes a motion to approve.

Seal seconds.

Motion Carries.

6. REQUEST FOR APPROVAL FOR STANDARD 3.35.0 NATIONAL WEATHER SERVICE ARMER RADIO OPERATIONS

Gerlicher introduces and identifies that there are a few additional changes from the version in the meeting packet. Gerlicher asks Mr. Johnson to elaborate. Johnson explains that two nights ago he was asked by NWS to set up a meeting to discuss the standard. NWS was asking for more clarification under constraints. Initially communications with NWS Chanhassen and need to add (inaudible).

Second change is on page 3 clarifying the procedures that will be used between MSP and NWS. NWS will use NAWAS to alert MSP for all watches and warnings but MSP will not conduct roll call for local counties for watches except where NWS requests that be done.

Third change NWS will notify MSP when a given warning has expired and MSP will announce to talkgroups in use a clear and remove any patches and remove from the status board. Requests that Borchardt elaborate on the creation of standard.

Borchardt explains this standard was started last March. It is not a mandatory standard that requires every region to do same thing. It allows for flexibility to regions for a variety of reasons.

Seal requests clarification on page 3 and points out the conflict between the highlighted bullet and Metro standard. Metro standard identifies that Metro will conduct a roll call.

Borchardt: Roll call has to do with a watch or warning. MSP will patch and will conduct a roll call only for warnings. For watches they will not unless specifically requested by NWS. Warning events should require a roll call to ensure no notification gaps.

Chair asks for further questions.

Glaccum: At Metro TOC it was brought to their attention that standard is not clear who can have the talkgroups and who cannot. He would like to see some formatting within standard which identifies who can and cannot have the talkgroup and suggests adding a grid that clarifies.

Borchardt: there is a difference of opinion on whether it should be in field units. Not intended for spotters but there may be times when the NWS does want to be in contact with spotter to confirm what they are seeing on radar. There are regions in the state where there is a talk group in field units. Intended use for command element, EOC and PSAP communication and not for spotters. The intent was not to dictate that it not be in field units because it is currently today and sometimes desire to be in field units where NWS wants to verify with a spotter what they are seeing on the radar.

Seal states that Metro TOC is concerned that all field spotters will want it in their radios because the option is there. We offer that as future traffic issue.

Glaccum asks in what units the talkgroup supposed to be. He understood it not to be in field units and likes that so it doesn't turn into a statewide scanning channel. And if it is allowed to be in field units it has the potential to do that. He would be more comfortable if NWS spells out specifically in which field units it is allowed.

Chair asks if this is spelled out would there be units that would have to have them removed.

Borchardt states that this talkgroup already exists in field units in the SE. If the SRB would like that to change, asks that it be allowed for some period of time for the change.

Jill expresses that Metro has a concern about a capacity issue from field units not in the metro.

She further clarifies that it is her understanding that State standards are baseline and regions can make them more stringent if they desire. Metro would like to make that change in regional standard.

Johnson agrees that you can write a local standard that is more restrictive than state standard but not less.

Chair states that the SRB is going to be faced with hard decisions because we have state, local and regional differences and needs and this body has to make decisions that are for the good of the system and recognize it may not please everyone. With that would like to hear anymore concerns. Asks Mr. Glaccum that if the specifics were spelled out in standard about who has the talkgroup would he be satisfied.

Glaccum states he would like to be able to vote based upon a matrix clarifying who has talkgroup. Believes there will be a serious loading issue if this is allowed in field units.

Borchardt states that in that an additional consideration should be given to rural areas where counties border other counties SW but are in SC could listen to traffic between command elements as storm moves across the state and that is one of the reasons request for flexibility. Metro and in other places this could be misused and cause loading issues. Less so in rural areas.

**Glaccum: Make a motion to table this issue pending the matrix addition to standard.
Mund seconds.**

Discussion:

Mund asks if it is possible to add matrix but still give regions flexibility—state is recommending it but leave it to regions.

Glaccum: It sounds good in theory and always allowed regions to set a higher bar but questions whether regions could be in alignment with standard if Metro is more restrictive. Suggest tabling it.

Borchardt: concern about tabling it is that storm season starts at beginning of March and this has been going on a long time already. Need training and clarity around this before storm season begins.

Glaccum offers a compromise to move standard forward but it doesn't allow for additional subscriber units moving forward until this is worked out.

Chair expresses the concern that if SRB sends something out and then pull it back due to loading or something else, it is hard to step back from something after it is out there for awhile. Get a lot of kickback when we say we are going to do something and then change course later.

Glaccum is willing to amend the motion on the floor. He agrees with Chair's comments. States that if SRB would like to move it forward with no more subscriber units and clearly define what existing subscriber units should have it in there and then provide a timeline for removal otherwise will stand by motion to table..

Borchardt understands all arguments for and against and says that someone is not going to be happy. He represents the different viewpoints and tried to accommodate as much as possible. We can accommodate request. This may be revisited after experience through the storm season. Would not stand in opposition to Glaccum's request.

Chair states that there is a motion to table this until matrix is added that identifies who gets the talkgroups.

Mund retaining the second to the motion.

Johnson asks If it would be acceptable to form the NWS talkgroups and allow PSAPs to put them into their consoles then we have the communication between the PSAP and the NWS and if there is a need, PSAP can create a patch to put it out to the field units who have a need to communicate with NWS for now and then we could go back to reviewing who should and should not have it in their field units.

Glaccum: I would be supportive of that if rest of board agrees.

Mund: Shouldn't make any difference if you are talking on a patch or have the talkgroup in the subscriber units for loading on the system should it? That solution doesn't address the capacity issue.

Johnson states that the solution trying to find is to prevent people from randomly going to that talkgroup to listen.

Chair states it puts some checks into the random accessing that is concern of Mr. Glaccum.

Mund states that it is probably a better solution to use a regional talkgroup first rather than state group if possible and that won't tie up statewide resources.

Johnson states that as a temporary measure that we recommend looking to a regional talkgroup, if broader event use a statewide talkgroup.

Mund remove his second to table the standard.
Glaccum removes his request to table the standard.

Mund moves to approve standard with amendment that the talkgroup can only be within the PSAPs and all PSAPs should rely on patching with regional resources first and ultimately statewide resources if needed.

Glaccum seconds.

Borchardt requests to include EOC and command element as in some counties this is run out of the EOC and not the PSAP.

Glaccum states he would be comfortable with capturing the NWS offices and EOC. He would not be comfortable with command subscriber unites until defined.

Motion carries

7. Summary of Change Management status.

Abley presents a spreadsheet with all change management items with status of each item and next steps.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

Kaase states there was no meeting however Director Mines had alerted the committee that there is a bill introduced by a number of representatives, HF 118, that provides for expanding the tax exemption for ARMER purchases statewide for purchases made after June 30, 2013. It has been referred to the Tax Committee. There is a desire to pursue having this sales tax exemption retroactive.

Mund states he is not sure how successful we would be to get retroactive payment and do we jeopardize all future purchases.

There should be a conversation with bill authors regarding the purchases already made to see if it is an option.

Mund would like to see SRB pursue it be retroactive.

Chair requests that SRB operates as a separate committee independent of Department of Public Safety. Recommends that legislative committee submit a formal letter to Commissioner of Public Safety seeking support of this legislation in case we get called upon to testify.

STEERING COMMITTEE REPORT

Mines reports that the Steering Committee did not meet.

IPAWS COMMITTEE (ULIE SEAL)

Seal states that the IPAWS Committee is continuing to work on the Work Plan. No new business for the board. They are planning a presentation for the Board at the Interoperability Conference in May.

INTEROPERABLE DATA COMMITTEE (IDC) (JOHN CUNNINGHAM)

Risvold reports that the IDC did not meet but are setting up standing meetings. Grant item was reviewed and Chairs are in agreement that this recommendation should be moved forward based upon the Grants Workgroup and Finance Committee recommendation.

Reports

ARMER Project Status Report (MnDOT/Lee)

Mukhtar reports that build out is 88% complete. Many sites are under construction and will be on air at the end of month. Budget is on schedule. 285 sites on the air and number of additional sites

in pipeline under construction and be completed within the next few months. There are still some problematic land acquisitions that they continue to pursue.

Chair states that ECN falls under the Public Safety Committee and Director Mines received a significant number of questions regarding 911 and ARMER. A lot of interest in the effectiveness of system. Also interest shown in the money invested and how much is left and how it will be used.

ECN Update (Mines)

ECN is moving forward with 403 statute changes. The bill will not include 911 language changes at this time because telephone carriers are hesitant to support any 911 language changes because of movement at national level similar to wireless broadband and anticipate there will be a nationwide plan. Due to that the carriers asked us to wait to proceed with these changes but were positive about expanding the role of SRB to include 911. In fact they want to be part of the process and would like to see a statewide NG911 plan similar to ARMER so they don't have to deal with different expectations in different regions.

That bill is at the revisor's office. No bill number yet but will alert everyone as it comes out.

Prepaid bill will be coming forward and AT&T is leading the initiative. They show a desire to work with DPS and Revenue on this initiative.

SCIP plan update for May of 2013.

NG911 workshop May 22nd.

Motobridge training for Alexandria Technical college in final stages.

Regional Interoperability Coordinator (RIC) Report (Bill Bernhjelme)

NE REGION

Migration status

County	Status	Expected Cut over
Aitkin	Users migrated with the exception of a few first responder groups. Dispatching on control stations pending final install of 7500 consoles	ON
Carlton	Wrenshall tower completed, users trained and migrated	ON
Cass	Migration completed 4-17-12. Still waiting for final tower site- now called Pike Bay- located at the Leech Lake tribal PD. MN DOT may be installing temporary tower at site.	ON
Cook	Law operating on ARMER, Fire /EMS on NB VHF. Hired a technician, he going through the Motorola training. Bonding approved for new 7500 consoles, to be installed in 2013.	ON/ hybrid

Crow Wing	All users trained and migrated, still pending finish of Pequot Lakes Tower, which has held up paging upgrade. More users coming on including schools and city public works.	ON
Itasca	On the air, reviewing programming changes for next touch, may be hiring own technician. Hospitals now on, schools planning on migration.	ON
Kanabec	Implementation completed	ON
Koochiching	Is strongly considering ARMER due to coverage issues with NB VHF. Will be brining a resolution for participation plan grant to the board on Jan 22.	pending
Lake	Users trained and migrated. Still working on several sites held up by site acquisition process with federal land owners. Concerns about coverage within the BWCAW	ON
Pine	Users trained and migrated. Installing new paging system. 2 towers yet to be completed, temp site going in near Hinckley.	ON
St Louis	Users trained and migrated. 7500 consoles installed. Still missing several towers, some temporary sites installed and on the air. Sponsoring a regional logger that they and several counties are sharing.	ON
City of Duluth	All portables on the air, still finishing a few mobile installs.	ON
City of Hibbing	County established temporary local enhancement site, all users trained & migrated	ON
City of Virginia	Users trained and migrated	ON
City of International Falls	FD has radios, will be installing in Ambulances, programming pending	pending
Leech Lake Tribal	Radios being programmed, will dispatch on control stations until tower site is completed	1 st Q 2013
Grand Portage Tribal	Working on joining the RRB, assisting with possible tower site, migrating as needed with Cook Co.	
Fond du Lac Tribal	Participating as part of Carlton County	
Bois Forte Tribal	No participation at this time, assisting with tower site acquisition	
Mille Lacs	Users trained and migrated	ON

Tribal		
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Regional Progress

All counties that had planned to migrate by the end of 2012 have done so, although there are some with several clean up items pending. Koochiching is now seriously interested in coming on.

Committees

The committees are functioning well. The Nov and Dec. RRB meetings were cancelled due to lack of agenda items and holiday conflicts. The Users and O&O are working on ITV capability; the RAC and RRB usually meet by ITV. There are some connection glitches but the system usually works fairly well.

Issues : Tower construction and some coverage issues continue as a concern.

NW REGION

Migration Status

County	Status	Expected Cut Over
Hubbard	Users migrated and trained. Dispatching on control stations pending final install of 7500 consoles. Hard patch installed on VHF.	ON
Roseau	Has limited interop plan, using hard patches for Fire, EMS. Law is working on 800. Contemplating full participation.	
Clay/Moorhead	Using some dual band radios, has hard patch in place- Law VHF digital to 800. Installed 800- VHF patch for MSP traffic.	
Becker	Bringing ARMER participation plan grant resolution to board on 1-22. Seriously considering ARMER migration. Has hard patch in place.	
Beltrami	Has passed ARMER resolution for participation plan and is selecting a contractor. Has hard patch in place.	
Pennington	Passed ARMER resolution and is selecting a contractor. Has hard patch in place.	
Polk	Participation plan approval in progress. Acquiring some dual band radios for Law, hard patch in place.	2013
Kittson	Law is narrowband digital. Not satisfied with the coverage after narrowbanding. Has passed the ARMER resolution and is selecting a contractor. Fire and some EMS are buying dual band radios through a fire grant.	

Lake of the Woods	Has hard patch in place. Has been provided info for full participation plan through the grant, and has expressed more interest in ARMER participation.	
Marshall, Mahnomen, Norman	Has some ARMER radios, will likely program them and be interop users. All have hard patch in place	
Clearwater	Has passed the ARMER resolution and is selecting a contractor to do the plan.	
White Earth Tribal	Has expressed interest in full migration for tribal PD. Has joined the RRB, and has passed resolution for the full participation plan grant. Is in final stage of selection of a contractor to do the plan.	2013
Red Lake Tribal	Will maintain VHF digital system for now, although has shown some interest in ARMER recently.	

Regional progress:

The members of the region, with a few exceptions, have recently expressed more interest in ARMER.

Committees:

The RAC meets monthly and the RRB meets on the odd numbered months. The RAC and RRB have suspended the ITV for the time being and are meeting in person. At the December meetings there was a joint meeting in which the members “hashed out” the apparent interest in ARMER by some counties, and the shift from the previous direction of staying VHF. Some counties are not participating in the meetings on a consistent basis, although attendance lately has been good. The region has never convened an Owners and Operators committee, and the Users committee has not met for the last 7 months.

Issues:

There has been increased interest in ARMER in several counties. The mix of VHF digital and analog modes of operation among the counties has created its own set of interoperability issues. In some cases concerns over loss of coverage with narrowband has been the catalyst. In others change in leadership has provided the opportunity to take a fresh look at the situation. They may be some smaller agencies that have not met the narrowband requirements.

The US Border Patrol in northern MN operated primarily on VHF and has often been cited as a reason for a county to stay on VHF. They recently have purchased dual band radios for their officers and are now working on a participation plan and radio programming to be able to interoperate on the system.

Hard patch connections in several locations have proved to be challenging due to equipment and interference issues, as well as inherent weaknesses in capability.

New Business

Election of SRB Officers is required annually. Chair calls for any volunteers. Seeing none asks the existing officers if they will continue to serve. Bill Mund agrees to serve as Vice Chair. Joe Glaccum will continue to serve as Executive Secretary.

Chair asks if the existing chairs of committees will continue to serve. He asks for any volunteers for the Steering Committee. Seeing none asks members to let Director Mines know if there is an interest.

Attendance: Some committees struggled with attendance and as a result the By-Laws were reviewed and attendance requirements were added. Chair will contact each member organization for a new primary and alternate if the current is not attending.

Other Business

Brad Peters recognized for completing COMT training.

Announcements

none

Adjournment

Chair Dunaski adjourns the meeting at 2:12.

Recorded by Jackie Mines

<END>

STATEWIDE RADIO BOARD

MEETING MINUTES

February 28, 2013

Attendance

Members:

PRESENT	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
	Tarek Tomes/Mark Nelson	OET
X	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/Bob Meyerson	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/Vacant	League of MN Cities, Metro
X	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
	<i>vacant</i>	Assoc. of MN Counties, Metro
X	Jim McMahon/Ron Antony	Assoc. of MN Counties, Greater MN
	Rich Stanek/Jim Bayer	MSA, Metro
X	Dan Hartog/Scott Turner	MSA, Greater MN
	George McMahon/Mary Jo McGuire	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

Also in attendance:

Brandon Abley, DECN
Jill Rohret, MESB
Mike Fink, Motorola
Wendy Surprise, DECN
John Tonding, DECN
Victor Wanchena, DOC

Call to Order

Secretary Glaccum calls the meeting to order at 12:30 p.m. A quorum is observed.

Approval of Agenda

Glaccum makes a correction to the Agenda. He states that Dave Thomson will be giving the report for the Operations & Technical Committee. Also, Brandon Abley will give a presentation during the Interoperable Data Committee Report.

Thomas Humphrey motions to approve the agenda as amended.

Bill Droste seconds.

The motion carries.

Approval of Previous Meeting's Minutes

Cari Gerlicher motions to approve the previous meeting's minutes.

Droste seconds.

The motion carries.

Committee Reports

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (DAVE THOMSON)

1. Polk County Participation Plan

Thomson gives an overview of the request as written. The plan includes 24 public safety organizations, 4 public works organizations and 6 school districts. There are 7 sites within the county and 6 sites bordering the county. The plan calls 686 mobile, portable and base IDs and 10 console IDs (4 immediately and 6 to be added later). They have budgeted for training through an independent contractor. Some enhancements will be done on the VHF system for paging and interop and retaining their current VHF system for several years to interop with neighboring agencies. Will be starting transition in 2013 and completed within a ye

Freeman states that it was approved by Polk County Supervisors.

Jim McMahon makes a motion to approve.

Humphrey Seconds.

Motion Carries.

FINANCE COMMITTEE REPORT (BILL MUND)

Jackie Mines, on behalf of Mund, states that the committee did meet. They majority of the discussion was around the SLIGP which will be addressed by the Interoperable Data Committee.

Also discussed was the SRB funds not accounted for. This amount is approximately 500,000 dollars and is available to spend. The committee is looking for ideas for how to best spend this money. It should be spent on interoperable communications. In the past they have funded Motobridge, control stations for neighboring counties and also training opportunities. Mines states that she is collecting data and will present at the March meeting of the Finance Committee.

INTEROPERABILITY COMMITTEE (IOC) REPORT (CARI GERLICHER)

Cari Gerlicher states that the committee did not meet and has no report for this meeting.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

Tom Kaase states that the committee covered a number of topics.

The first was a letter from the SRB and Commissioner of Public Safety requesting support for tax exemption legislation. Kaase asks if members have a copy of the letter.

Mines states that the letter is still a draft. She says that the draft was send out to Legislative Committee members about a week and a half ago and has not received and comments or feedback.

Kaase states that the draft calls for support. It asks for exemption for purchased made after June 30, 2013. The committee did not support the exemption being retroactive prior to the 6/13/2013 date. The committee also does not support the use of 911 funds.

Garbe states that the RAC and RRB met and agree to the content in that letter.

Dan Hartog states that members (himself and Troy Longlie) of the Central Minnesota Region RAC testified at the house and senate hearings on the bill for tax exemption for ARMER purchased.

Mines states that a letter from greater Minnesota would be helpful and asks for a volunteer.

Mukhtar Thakur states that MnDOT as part of the executive branch (like the Department of Public Safety) cannot technically support unless it has been supported by the Governor.

Garbe volunteers to send a letter.

Kaase states that the HF prepaid wireless bill was discussed. He states that this is not a new revenue stream. It had been set up so we could get it, but have not been getting it.

Mines agrees with Kaase that the bill is relatively revenue-neutral and in fact have done a lot of research just because each year we know that other states have passed these prepaid bills and we are not seeing any new revenue stream demonstrated at this point in time. There is some possibility that we would have less revenue. We are very supportive of it at ECN. More and more people are moving to a prepaid and other devices, such as Magic Jack, are also flying below the radar and not submitting fees stating that the current law is not applicable to them. This prepaid legislation nips this in the bud and hope that there will be some addition revenue, but more than likely think that there will not be.

Glaccum asks if there is in action they would like the SRB to take.

Mines states that the MSA has been there in support of it. We want to ensure that legislators don't think this is some unusual pot of money they can now use for the General Fund. She states that outside of Tracfone they are all submitting fees. We are trying to send a message to the legislators that we support it, but need to remember that it is not a new revenue stream. The MSA has been in support of it as well as the police chiefs.

Kaase asks Mines to speak about HF 428 and HF 118.

Mines states they are two tax exemption bills in front of the Legislature. HF 118 is for those counties who do not currently have tax exemption and is NOT retroactive.

HF 428 is a tax exemption bill that is retroactive and for any upgrade VHF or ARMER. The amount is about 9 million dollars. This number includes grant money that was used. If this went through and you were to get the tax exemption money, grant money purchases would have to be paid back to ECN or federal government. Mines states that this bill would be amended to include language restricting it to only what locals purchased using their own funds.

Mines says that HF 449 which is a change in 403 statute language that would fund tax exemption out of 911 budget. Mines says that ECN is not in favor of that. It would make it difficult to make purchases going forward because we wouldn't know what our budget was because we wouldn't know what people were buying. Opening up the 911 to tax exemption will have some ripple effect on the fee itself. Mines cautions members and asks them to realize that the 911 fund supports NG911, the existing 911 budget, our staff. Most of our budget is contracts to support those activities. Very little of it goes to staff. ECN has only two staff members who support 911. If the budget gets cut, it will be staff that support ARMER. First the Interop Conference would have to be cut, then the RICs, etc. Our budget is committed to the bonds and then the contracts to support networks. Mines encourages everyone to keep in mind that they would be making a decision on one budget/network over another. Right now 53% of the fee is reserved for all of the ARMER costs. 23 cents is reserved for 911 and the rest to counties to purchase 911 dispatch equipment. If both networks are to be healthy, we will have to be considerate of keeping revenue stream from the 911 fee to be for both projects.

Jill Rohret states that the MESB has been meeting with legislators and working on lobbying them on sales tax exemption. The MESB is opposing HF449, as well. They have met with the author of that bill who is willing to amend it in the future. They have also met with a co-author on the senate side, who is similarly willing to do so (amend), so we are seeing some potential for change.

Glaccum asks if there is some action from this board that would be helpful (or harmful) to this cause.

Mines states that she feels that it makes a lot difference if committee members contact their legislators and express their concern.

Kaase defers to Mines on the minor changes to 403 Statute. After some input with wireless carriers, wanted to make sure that we referenced any work done at a national level on NG911 that we were consistent with FCC regulations. Those changes were made to the statute and submitted. Mines states that she has met with both the House and Senate authors. The House author, Simonson, a police chief from Duluth who is supportive of it. She says that she also met with Senator Vicki Jensen, who is also very supportive. Mines states that members should contact to ask for support of the changes.

STEERING COMMITTEE REPORT

Mines states that the committee did not meet and that the Chair position remains vacant.

Glaccum asks for a volunteer to fill the Chair position. No volunteers.

IPAWS COMMITTEE (ULIE SEAL)

John Dooley reports on behalf of Chief Seal. The Policy Work Group is finalizing EAS activation codes narrowing down the choices to a small number as many overlap. The smaller choice range will be beneficial in the long run as it could be a training issue on the public safety side and reduce the amount of programming of EAS boxes on the EAS participant side (broadcaster, cable and wire line participants).

On February 20, an AMBER alert was put out by the BCA. The wireless Emergency Alert System (WEA) was activated by the National Center for Missing and Exploited Children, resulting in cellular phones being alerted statewide. The activation resulted in the first recovery of a lost child as a direct result of WEA activation in the country.

This week the FCC officially adopted in its rulings that the Commercial Mobile Alert System (CMAS) name that has been around since its inception in the WARN Act of 2006 has changed its name to the Wireless Emergency Alert System (WEA).

The next IPAWS meeting will be on March 21st at the Minnesota Broadcasters Association in Minneapolis.

INTEROPERABLE DATA COMMITTEE (IDC) (JOHN CUNNINGHAM)

John Cunningham reports that the IDC met and approved two action items and are also bringing forward a third item approved by the Finance Committee.

Brandon Abley gives a presentation on SLIGP.
Action Items:

Glaccum suggests rolling the first two together and voting on them.

No objections.

1. Adopt Minnesota Public Safety Broadband State and Local Grant Plan
2. Endorse ECN to manage SLIGP activities under oversight by SRB

Humphrey makes a motion to approve.

Gerlicher seconds.

Motion Carries.

3. State and Local Implementation Grant Program Funding Match

Humphrey makes a motion to approve.

Jim McMahon seconds.

Gerlicher asks where the matching money will come from.

Mines states that the 611,000 is being requested out of the SRB operating funds (from the 1,000,000 yearly allocation). The SRB has one year to spend the money or it is lost. After the 611,000 dollars are spent, there will still be approximately 500,000 dollars left to spend in the current SRB budget.

No further discussion.

Motion carries.

Cunningham tells the group that Governor Dayton did sign and send a letter to the NTIA on February 26th appointing Commissioner Dohman as the designee.

Reports

ARMER Project Status Report (MnDOT/Thakur)

Mukhtar Thakur states that more progress has been made since the last meeting. He reads from the included report. He asks Tim Lee to add to this report.

Lee states that we are at 294 sites on air (about 90 percent).

9 sites are temporary because the land still has yet to be acquired.

In the SE Region there is one site to construct.

In the South all sites done but there are a lot of leased sites. Looking at getting away from leasing and paying rent.

In the SW Region, 2 sites are still under construction.

In the Central Region, there is still 1 site left to acquire.

All sites are completed in the Metro Area.

In the NW Region, 7 sites are under construction and 5 sites are left for land acquisition (2 are very close).

In the NE Region, 4 sites are under construction and have 24 land acquisitions in various stages.

There are 14 sites where the old shelters were used but do not have adequate air handling equipment or adequate generators. New shelters need to be put in at the sites.

Working on trying to improve microwave to get the system more reliable. A couple of sites have bad paths and will have to have intermediate microwave sites added in the middle. Some microwave paths will be rerouted around current paths, such as Owatonna at the Geneva Site.

The plans were to have the high capacity microwave sites that carried many sites down the line where microwave would last up to 12 hours if we lost power and generator. This was not installed and now these sites are being upgraded.

VHF system has been narrow banded. Control tone has not been put on receive site yet but is on the transmit site.

Some system improvements need to be done.

The Status Report's contingency budget shows \$15 million, but this was last reviewed in July 2011. There is an estimated \$8 to 9 million left.

A number of MnDOT existing towers were used to build the system. Many failed structurally when ARMER equipment was put on them. It wasn't too bad, but they failed to the point that nothing else could be added. County requests to add microwave have had to be denied because of this. These towers will have to be replaced in order of priority.

Mines adds that she believes it's important to address these issues while we have the money out of the bond fund. We could pay back the funds early, but Mines is concerned that with the declining revenue stream of the 911 funds, she does not think we could not go out to bond again. She thinks that we should take a good look at all of the items that MnDOT/Lee have identified.

Glaccum states that he thinks there is a significant punch list that needs to be dealt with to make the system as reliable as we want it to be.

ECN Update (Mines)

Mines reports that Tom Johnson's retirement is fast approaching. She tells the group that ECN will have an open house on April 1st and an invite will be going out over the list serve. Also, she adds that at the March SRB meeting, we will have a small reception for him.

Johnson's job will also be posted on the website.

Mines tells Board that ECN has been in the process of making the documents on our website accessible. She states that this will change how meeting materials are disseminated. She asks Wendy Surprise to tell Board what the process will be.

Surprise tells the Board that all documents generated by ECN will be accessible (Minutes and Agendas) and will be posted on the website. Meeting materials/packets will be sent out through the list serve.

Mines states that Motobridge online training should be ready in March. There will be two twenty-minute segments.

Mines saw the first rollout of Status Board and says she was really impressed.

34 PSAPs are connected to the IPnet backbone. We are required by law to go out to RFP for the Next Generation network and services. She doesn't envision rebuilding circuits, but will be looking what feature functionalities are out there and who provides it. She thinks we will be working on GIS and trying to create a geocoded routing data base. This might address some of the issues that North Memorial or State Patrol has when serving multiple counties. Also looking at text messaging.

Regional Interoperability Coordinator (RIC) Report (John Tonding)

John Tonding states that all 28 counties and two cities in the Metro and Central regions have completed their migration to ARMER. The final county to cut over was Douglas (mid January).

Both regions continue to be very busy with a variety of projects and issues.

The Metro TOC met yesterday, and had a discussion regarding regional logging. Several other regions are working on this, but you could argue that the Metro is the best fit for this kind of project due to the number of talk groups that need logging, and the fact that much of the Metro will be looking for a different way to log when they migrate from Gold Elite consoles. They agreed

yesterday to form a sub-group with their 911 TOC to look more closely at the issue, and form a recommendation.

The Metro is also working on their regional talk group layout, and is considering several changes that could be implemented at the same time as any statewide change management changes are put in place. Their Interop sub-committee meets next week to provide input, and the TOC plans to finalize this decision next month.

Progress continues to be made on system loading from Metro Mobility. They have made measureable reductions in their traffic, they have selected a project manager for their data project, and their mobile data pilot project will launch in March. The TOC will continue to evaluate the voice traffic loading, but the signs are encouraging.

Metro has agreed to do a breakout session at the Interoperability conference on their Communications Response Task Force (CRTF). This should be very useful information about this resource for outstate counties that may not have been aware of it.

In the Central, even though they have fully migrated to ARMER, there are still a lot of projects underway.

Their shared voice logger project is moving forward - all of the interagency agreements are in place, and the system configuration has been determined. One setback they have encountered is that there is a cost to the region to set the logging system up to interface with each new Motorola system upgrade. They can save some cost by waiting to go live until 7.13 is in, so they will delay their cutover a couple of months for this reason.

The region has jointly purchased an "over the air radio diagnostic tool", which will be shared regionally to determine which subscriber radios are in need of tuning, so that can be selectively done. Several individual counties now own one of these, but I believe this is the first shared regional purchase of this tool.

They are working on a regional standard to define how the device gets moved from county to county and how the data gets managed.

Tonding attended a special orientation meeting that was scheduled for new commissioners on the CM ESB - they have 13 new commissioners, and the region wants to provide them with a good baseline of information on ARMER, including details on design, operation and governance of the system. Tom Hannon has provided them a presentation on the ESB structure, and Tonding provided an ARMER overview.

One interesting project that is moving forward is a "virtual consolidation" between Stevens, Grant and Pope counties. This is only somewhat related to ARMER, but Tonding thinks it has significance in terms of shared public safety services.

The three counties are teaming up to share some public safety systems that they each needed, and would normally have been procured separately at greater cost. They have a brand new Plant Patriot 911 phone system, with redundant servers. In addition to the cost savings, they are now able to back each other up, immediately, if there are problems that prevent one of them from answering and dispatching incidents. For example, just last week, Grant lost their connection to the phone server, and the other two counties seamlessly were able to cover for them.

ARMER provides them an effective way to communicate with one another, as well as with field units from all three counties.

They have also jointly procured a CAD and RMS system that they each use, at a greatly reduced cost from buying these products separately. This also allows a more effective way to back each other up.

All three counties are involved in the region wide voice logger project as well. The sharing concept will certainly be used for future, jointly needed systems and equipment.

The biggest challenge to getting this done was some local fear about being "one giant step closer" to a more conventional consolidation. However, when you consider that, without the virtual consolidation the counties may not have been able to afford the individual systems they each needed, you could argue that the virtual consolidation merely permits them to maintain local autonomy.

If you want to know more about this project, Director Mines will be moderating a panel discussion about it at the Statewide Interop conference, with representatives from the agencies involved.

National Weather Service standard - he thanks Hennepin County, who has graciously agreed to do the radio reprogramming for the Chanhassen NWS office, and Ottertail County, who has agreed to program the Grand Forks radios, which were provided by ECN. He will be working the Tina Lindquist, Grant Co EM and Bill Bernhjelm, the Northern RIC to complete the Grand Forks radio training. Tonding will be working with Todd Krause from Chanhassen to update their training to comply with the new standard. This process should be very straightforward for the NWS, as they will essentially be working off of one talkgroup. It's important that we thank the State Patrol, as the statewide warning point, for their willingness to do the patching necessary to make this work statewide.

Glaccum thanks Tonding for his thorough report.

Old Business

n/a

New Business

n/a

Other Business

n/a

Announcements

n/a

Adjournment

Secretary Glaccum adjourns the meeting at 1:46

<END>

STATEWIDE RADIO BOARD

MEETING MINUTES

March 28, 2013

Attendance

Members:

PRESENT	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
	Tarek Tomes/	MnIT
X	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/Bob Meyerson	MSP
	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/ Vacant	League of MN Cities, Metro
X	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
	<i>vacant</i>	Assoc. of MN Counties, Metro
X	Jim McMahon/Ron Antony	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
X	Dan Hartog/Scott Turner	MSA, Greater MN
X	George McMahon/Mary Jo McGuire	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

Also in attendance:

Brandon Abley, DECN
Jill Rohret, MESB
Mike Fink, Motorola
Wendy Surprise, DECN
Jake Thompson, Anoka County
Steve Borchardt, DECN
Nate Timm, Goodhue County
Ron Olson, City of Minneapolis

Call to Order

Chair calls the meeting to order at 12:30 p.m. A quorum is observed.

Approval of Agenda

Chair asks for a motion to approve the Agenda.

Cari Gerlicher motions to approve the Agenda.
Bill Droste seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Chair asks if there are any additions or corrections to the previous meeting's Minutes.

Marvin Garbe motions to approve the previous meeting's Minutes.
Gerlicher seconds.
The motion carries.

Committee Reports

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (JOE GLACCUM)

1. Red Lake County Request to Modify Limited Participation Plan

Glaccum gives a summary of the request as written. OTC saw no load issues on the system.

No discussion.

Glaccum,makes a motion to approve.
Droste seconds.
Motion Carries.

2. Standard 1.15.0

Glaccum introduces new standard. Purpose is to prioritize the RF resources in the system. This is a close cousin to the CCGW. With the adoption of this standard we will be able to proiritze how we dole things out.

Ulie Seal suggests that on page two, "7 state radio regions" should just say "7 radio regions" and delete the word "state".

Glaccum agrees.

No further discussion.

Glaccum makes a motion to approve.
Seal Seconds.
Motion Carries.

3. Mower County Participation Plan

Glaccum presents the plan as submitted.

MnDOT had no issues.

Garbe makes a motion to approve.

Jim McMahon Seconds.

Motion Carries.

4. Mayo Clinic Medical Transportation Request to Modify Participation Plan makes a motion to

Glaccum states this is an amendment. They acquired a new ambulance service in Albert Lea and in the interest of keeping their documentation in order, Mayo has requested approval of their plan.

Glaccum Makes a motion approve.

Droste seconds.

Motion Carries.

5. U.S. Border Patrol Limited Participation Plan

Tom Johnson states that ECN is very happy to have the Border Patrol participate. In the beginning, the Border Patrol was the main reason that border counties in the Northwest Region did not want to join ARMER. They were very dependent upon each other for back up and they know the Border Patrol was going to stay with their VHF system which is connected all across the Canada/US border. The Border Patrol was very impressed with the capabilities of the ARMER system and went out and purchased dual band radios for all the agents. Johnson states that the majority of the credit for this success should go to Bill Bernhjelm.

Glaccum states that the Border Patrol is adding 131 mobiles and 150 portables, no channel additions, and OTC saw no objection.

Glaccum makes a motion to approve.

George McMahon seconds.

Motion Carries.

6. National Guard Limited Participation Plan

Glaccum states that they have been part of the ARMER system as an interop user for some time. They asked for an additional 300 IDs and 15 talkgroups. The OTC felt that they should come back and present the committee with a limited participation plan, which they did.

Glaccum makes a motion to approve.

Garbe seconds.

Motion Carries.

FINANCE COMMITTEE REPORT (BILL MUND)

Mines, on behalf of Mund, reports that the Finance committee met to discuss ideas about how to spend remainder of SRB funds for this past fiscal year. They identified a list of projects and have forwarded to the OTC for their next meeting.

INTEROPERABILITY COMMITTEE (IOC) REPORT (CARI GERLICHER)

Change Management

1. High-level Summary of Major Changes:

- Two mandatory IC Zones (trunked “STAC” IC zone, convention “8TAC/SOA” IC zone)
- Reassignment of FTAC1-4 to STAC 5-8 (into pool) and ETAC 1-4 to STAC 9-12 (into pool)
Creation of STAC 13E and 14E (encrypted mutual aid talkgroups)
- Renaming LETAC, LESIU to reduce confusion
- Standardized naming and procedures for low-power interop 700 MHz “7SOA” channels
LTACs restricted to law enforcement use only
- Creation of STAC 13E-14E
- Renaming, pooling PSOA and ASOA to 8SOA1-4

Cari Gerlicher introduces the packet.

Chair states that he assumes that consensus was achieved.

Gerlicher states that there was.

Juth states there was considerable compromise and a very good product came out of it.

Seal states that everyone will be equally unhappy.

Garbe says that the concern from Southwest is how many times are there going to be changes that require reprogramming radios.

Gerlicher says it is the hope that this round of changes will take care of it.

Garbe asks if the money that remains (in the SRB funds) could be used by the counties to reprogram radios and build new code plugs.

Gerlicher states that there were changes that needed to be made and we could not continue to ignore them. There is a 24-month grace period.

Seal reminds Board that April 1st begins a freeze on the system for 90 days for the 7.13 system upgrade. He asks if it would be a good idea to delay implementation 90 days since no one will be able to do anything anyway.

Gerlicher states that she doesn't see an issue with that. Suggests amending the start date.

Glaccum asks Seal if he is suggesting a delay across the board.

Seal states that would be the easiest.

Glaccum agrees it would be cleaner that way.

Chair asks if we are putting dates on it.

Gerlicher states there is a timeline.

Chair states it is a change, and a major one. The committees did a lot of hard work to come to this meeting and have it pushed back 90 days. He adds that he doesn't want to make it a habit to have items come before the Board and have them tweaked. He says it sounds like there is consensus among everyone that pushing it back 90 days is not a bad thing.

Juth states that while normally this would not have happened, but because of the timeline of this acceptance and the timeline of the upgrade of the system, including the freezing of the database, it would be prudent to hold off.

Chair states that it's a technical piece, and we need the 90 days because we can't do anything (during those 90 days) anyway.

Gerlicher amends the motion adding 90 days to the entire schedule (every item on the timeline).

Gerlicher makes a motion to approve motion as amended.
Glaccum seconds.

Glaccum clarifies that all of the bullets are part of the motion.
Motion Carries.

2. Standards Affected:

- 3.15.0 (SOAs)
- 3.16.0 (STACs, LTACs, FTACs, ETACs)
- 3.16.1 (Uniform Interoperability Zones [New Standard])
- 3.16.2 Air Ambulance Landing Zones
- 3.18.0 Standardized FCC Interoperability Channel Naming Format
- 3.19.0 LETACs, LESIUs
- 3.33.1 STR Cache

Gerlicher summarizes each standard (each is affected by High Level Changes previously approved).

Chair asks if all of the standards listed here are impacted by the high level changes just approved.

Gerlicher states that they are.

Chair asks Glaccum if each needs to be approved individually.

Glaccum states that the circumstance is unique. He adds that he feels the standards should be approved separately (as a group) from the other items.

Chair states that as long as everyone agrees, we will approve them in a group.

Gerlicher makes a motion to approve.
Jim McMahon seconds.

Glaccum asks about two encrypted talkgroups and how will they be used in the system.

Seal states that the reason for the reason encrypted STACs is for the opportunity for agencies other than Law Enforcement to be able to engage in encrypted communications with Law Enforcement . Some people at the Interoperable Committee meeting felt strongly that they needed to have that capability to that use of STACs.

Motion Carries.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

Tom Kaase reports that the Legislative Committee did not meet.

Kaase recognizes and compliments Mines, Abley, and Dana Wahlberg. They gave a presentation at the AMC Legislative Committee which received many compliments. They did a good job explaining things and getting the message out about ARMER and the NG911.

STEERING COMMITTEE REPORT

Mines states that the committee did not meet

IPAWS COMMITTEE (ULIE SEAL)

Seal states that the committee continues to meet monthly and hopes to have a demonstration of some equipment at the next SRB meeting (in St. Cloud).

Dunaski states that the recent AMBER Alert that went out by CMAS was the first successful in the nation.

Garbe states that it also came out on cable in outstate.

INTEROPERABLE DATA COMMITTEE (IDC) (JOHN CUNNINGHAM)

John Cunningham reports that the committee did not meet and have no report.

Reports

ARMER Project Status Report (MnDOT/Thakur)

Mukhtar Thakur states that project is at 90% with the additions of:

- Harmony (Fillmore County)
- Winger (Polk County)
- Flaming (Norman County)
- Faunce (Lake of the Woods)
- Lude (Lake of the Woods)

The land acquisition has been completed for the following sites:

- International Falls (Koochiching County)
- Boise Forte (Koochiching County)

The budget is well-managed. Some sites on the air but on old and/or temporary towers. Counted as on air, but still require construction and/or installation at new sites before they are complete.

ECN Update (Mines)

Mines states that each year a report has to be completed for the bond houses on project status and 911 receipts and expenses. This report was finished last week.

ARMER migration is progressing with 69 counties on the system. 80 of 87 counties have now passed resolutions to migrate (or at least explore migration).

Manitoba/Minnesota Interoperability work continues. Equipment has been installed and programmed. Working on standard operation procedures.

Ontario/Minnesota Interoperability work also continues. Waiting for tower in that area.

Motobridge web based training has been completed.

Planning for the 2013 Interoperability Conference is progressing very well. Eight vendors are signed up and we have our first sponsor, Televate. This is exciting because we did not have any grant money to put the conference on this year and had to come out of ECN budget.

Interoperability Work Group finished work on the National Weather Service Standard, Pursuit Communications Standard and sunsetted some other standards. All work for this group has been completed and approved by the SRB.

Train the Trainer set for June 10-14.

COML exercise will take place in St. Cloud the week of July 8th. A planning team has been established and will meet in May and June.

The bill to expand the Statewide Radio Board has passed both the House and Senate without amendments. Will begin working on that concept with the NG911 committee to look at how we will incorporate. Prepaid legislation has a couple versions set to be heard in tax committee after the break.

A bill to study long term funding of ARMER and wireless broadband and 911 passed out of committees. That will come back to the SRB (if signed by Governor) to look at how we are going to conduct that study.

An AED bill that put a lot of requirements and costs on sheriffs is being held off and work will continue on that over the next year.

MnIT had a bill having to do with GIS and building a statewide data base that would have some impact on our NG911 Project. Have met with vendors of NG 911 and what comes next.

Chair states that the bill to determine who has to pay (for ARMER, etc.) is being supported by the Department of Public Safety. He is hopeful that the bill makes it through and that there is an opportunity to have a discussion. There should be a plan out there about how to pay.

Regional Interoperability Coordinator (RIC) Report (Steve Borchardt)

Southeast Region

Migration Schedule Status:

Everyone is fully on the system except Fillmore and Mower. Fillmore currently has LAWE on board and anticipates their PSAP and all other services coming on by June. Mower County is currently remodeling their PSAP, new MCC7500 consoles are on order and they are seeking a tower site for a local enhancement tower to serve the City of Austin.

Rice County is experiencing some coverage deficit problems in the SW area of their county and they are researching potential remedies.

Winona County is experiencing coverage deficits around St. Charles, MN, and in the deep valleys of rural Winona County. They are preparing to deploy vehicle repeaters for their sheriff office units.

Committee Activity:

- The SE RRB continues to meet semi-monthly with good attendance and participation.
- The SE RAC has reduced their meeting frequency to every other month.
- The SE Users / Owners & Operators combined committees continues to meet monthly. Attendance has been moderate; however, there have been some robust discussion regarding various protocol issues, such as use of encryption, so this group is functioning as we anticipated it should when the governance plan was envisioned. They are making good use of IATV to facilitate meeting attendance.

Other Updates:

- The SE conducted a major region-wide exercise on Friday, March 22, 2013 at the Rochester Airport.
- Planning is underway between Winona, Houston and LaCrosse counties for a communications plan for a I90 bridge rebuild project. The project begins this summer and is expected to last four years. Given the traffic volume, the size of the span and the interstate and multi-agency nature of the a response to any kind of public safety hazard, the three counties deemed it wise to create a communications plan in advance of the project. They intend to advise all area agencies that could possibly be called in to assist in some capacity. In addition, they intend to monitor the project closely and modify their plan area notification process as necessary to adjust to changes needs as the project progresses.
- The SE PSAP Consolidation work group continues to meet every other month. Currently no firm plans are in place; however, they are discussing how they could possibly standardize their RMS platforms to facilitate inter-county PSAP back-up and possibly future partial consolidation as opportunities arise.

- The **National Weather Service** talk-group has been installed in the LaCrosse NWS office. Programming of consoles and EOC base radios is nearly completion. The LaCrosse TG has been tested by the programmer. Since the SE region has been functioning with this kind of concept since 2005, they have elected to test on a county-by-county basis. All local committees and emergency managers have been briefed on the standard.

South Central Region

Migration Schedule Status:

All counties have fully migrated to the ARMER system except for Waseca County. Although Waseca has enhanced their interop capabilities by deploying new MCC7500 PSAP consoles, building out a full slate of local talkgroups and issuing numerous portable ARMER radios to their local agencies for inter-county interop, they are not likely to migrate to ARMER for several years. They have currently indicated an interest in accessing the grant that ECN made available a year ago for creation of full Participation Plans but the deadline is fast approaching and it is not likely they can make it.

Other Concerns:

- Watonwan and Brown Counties are experiencing some considerable in-building coverage deficits in communities in which it was not predicted e.g. St. James and Madelia. They are exploring using outdoor BDAs to address the deficits.
- Henderson, MN, along the Minnesota River is also experiencing unforeseen outdoor/mobile coverage deficits. We knew that the river valley would present some challenges but most thought that the additional transmission site at the town of LeSueur would address the Henderson area. However, that has not been as successful as was hoped.
- The **National Weather Service** talk group programming is in progress. The South Central currently intends to conduct a test in the first half of April. All local committees and emergency managers have been briefed on the standard.

Committee Update:

- The SC RRB meets every other month; however, all other committees continue to meet monthly with strong attendance.
- The SC Users' and Owners'/Operators' Committee has conducted an exercise to sharpen participant's skills in organizing multi-TGs for a multi-agency mass-casualty event. And, they are working on local Standards as needed.

Southwest Region

Migration:

All counties have fully migrated with the exceptions:

- Pipestone County will not fully migrate for another month or so.
- Lincoln County is accessing the ARMER system via control stations. They anticipate full connection sometime this summer.

Other Updates:

- Luverne, MN is experiencing the coverage deficits that were predicted. They have deployed an outdoor BDA and reports are that it is working well.
- Lincoln County is reporting unexpected in-building deficits in the town of Henderson located nearly right on the South Dakota border. Coverage in the community is generally good but the signal is not penetrating robust building such as the bank, the school and the hospital. Mitigation measures have not been decided on yet.
- Pipestone and Nobles Counties are still awaiting their last tower and anticipate stronger coverage when that is complete.
- Interop protocols and equipment with South Dakota and Iowa is largely in place but specifics are evolving more gradually. My sense of it is that it will take a few events to really fine tune the interop strategies, e.g. the I90 bridge project is doing for MN/WI.
- The **National Weather Service** talk groups have been installed in the Sioux Falls NWS office. Programming of local equipment is in progress. No test has been scheduled due to cancellation of the SW regional meetings this week but it will be tested prior to mid-April. All local committees and emergency managers have been briefed on the standard.

Committee Updates:

- SW RAC and SW RRB continue to meet jointly and monthly. They are talking about dropping back to every other month in the summer. Attendance and engagement continues to be strong.

SW Users' and Owners' & Operators' Committees continue to meet jointly on a monthly basis. Attendance has been spotty but the core group continues to be loyal and engaged.

Old Business

n/a

New Business

n/a

Other Business

n/a

Announcements

May 6 will be the next meeting at the Interoperability Conference in St. Cloud. There will be no meeting in April.

Chair presents plaque to Tom Johnson.

Garbe states that Southwest loves ARMER nothing but great comments

Adjournment

Adjourns the meeting at 1:46

Recorded by Wendy Surprise
<END>

STATEWIDE RADIO BOARD

MEETING MINUTES

May 6, 2013

Attendance

Members:

PRESENT	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
	Tarek Tomes/Dave Van Thiel	MnIT
	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/Bob Meyerson	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/Vacant	League of MN Cities, Metro
X	Marvin Garbe/Marty Waller	League of MN Cities, Greater MN
	<i>vacant</i>	Assoc. of MN Counties, Metro
X	Jim McMahon/vacant	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
X	Dan Hartog/Scott Turner	MSA, Greater MN
	George McMahon/Mary Jo McGuire	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

Call to Order

Chair calls the meeting to order at 3:12 p.m. A quorum is observed. Chair welcomes conference attendees.

Approval of Agenda

Chair asks for a motion to approve the Agenda.

Tom Humphrey motions to approve the Agenda.

Marvin Garbe seconds.

The motion carries.

Approval of Previous Meeting's Minutes

Chair asks if there are any additions or corrections to the previous meeting's Minutes.

Jim McMahon motions to approve the previous meeting's Minutes.

Tom Humphrey seconds.

The motion carries.

Committee Reports

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (JOE GLACCUM)

1. Waseca County Participation Plan

Glaccum gives a summary of the request as written. OTC saw no load issues on the system.

No discussion.

Joe Glaccum makes a motion to approve.

Ulie Seal seconds.

Motion Carries

FINANCE COMMITTEE REPORT (BILL MUND)

Mines, on behalf of Mund, reports that the Finance Committee met and is recommending the following action items.

1. Recommended use of Statewide Radio Board Funds

Mines states that the Committee discussed uses for the remainder of the SRB's unencumbered fiscal year funds. The amount of \$697,067 needs to be encumbered by June 30, 2013. Committee approved the following:

- \$80,000 for 2 years (40K per year) Status Board post-release support to respond to feature changes or enhancements.
- \$270,000 to purchase Motobridge Work stations for one PSAP in each radio region.
- \$105,000 for grants for each region (\$15,000 per region). Money would pay for:
 - a. Travel expenses for attending the Interop Conference includes mileage to and from conference, meals not included within the conference cost, conference registration, pre-conference workshop costs and lodging. Mileage expenses for travel to and from SRB and RRB meetings and associated committee meetings.
 - b. Train-the-Trainer classes; and

c. Hosting region-wide communications exercises.

- \$242,000 (approximate) or remainder for associated equipment costs to add channel capacity improvement to Norwood site subject to a discussion at the Operations and Technical Committee to determine operational MNDOT impacts.

These items were also approved by the OTC.

Motion to approve: Ron Antony

Joe Glaccum seconds.

No discussion.

Motion Carries

2. Request for Approval of 2012 SPSP Grant Amounts

Mines states that in December, ECN was allocated SHSP money from 2012. The committee discussed allocation of those dollars. The Grants Workgroup met and determined that each radio board region be awarded \$12,000, totaling \$84,000, for general costs falling under SHSP categories Exercises, Planning, Training, Organization, or Equipment. The remainder was set aside for a competitive grant to support ARMER migration costs for counties who had not yet begun the transition to ARMER.

Three counties applied for the grant including: Waseca, Polk and Mower. The Grants Workgroup met to review the applications on May 1, 2013, and settled upon the following:

- Allocate 80% of funds for SHSP 2012 Priority 1 expenses (ARMER infrastructure pool)
- Allocate 20% of funds for SHSP 2012 Priority 2 expenses (ARMER subscriber equipment pool)
- Allocate 50% of ARMER subscriber equipment pool to Mower County, as Mower County requested no funds for infrastructure under this grant.
- Equally distribute remaining funds from both pools amongst applicants

Mower will receive \$114,269.34, Polk will receive \$354,858.00 and Waseca will receive \$418,017.66.

Motion to approve: Garbe

Second: Dan Hartog

No discussion

Motion Carries.

INTEROPERABILITY COMMITTEE (IOC) REPORT (CARI GERLICHER)

On behalf of Cari Gerlicher, Rick Juth states that the Interoperability Committee meets on a bi-monthly basis and the next schedule meeting is May 21st.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

Tom Kaase reports that the Legislative Committee met by phone last week. Discussed was a tax exempt bill being worked on in the House. This is tax exemption across the board for local governments. Some are looking for bill to be retroactive to 2005, but that is not in the current bill.

Senator Skoe has included an amendment to his tax bill (367A-3) which would take \$1.5M in 2014 and \$1.5M in 2015 from prepaid wireless to pay back the taxes. The Senator has been asked to remove that provision. Kaase states that \$1.5M has been granted out to counties in the years 2011 and 2012. He says that the concern is the money may be taken from 911 funds.

The 403 Statute change was signed by the Governor. This opens up the Statewide Radio Board to become an emergency communications board.

STEERING COMMITTEE REPORT

Chair introduces Sheriff Hartog as the new chair of the Steering Committee.

Hartog states that he is looking forward to working with everyone.

Chair thanks Hartog for stepping up to volunteer.

IPAWS COMMITTEE (ULIE SEAL)

Chair Seal give an overview of the recent work being done by the committee and its workgroups.

The Policy Workgroup is looking at activation criteria. The Infrastructure Workgroup is working on National Alerting System and looking at gaps. They are also looking at locally generated alerts and how we can come up with our best distribution methods. The Public Information Workgroup is looking at training concepts for the public and for potential COGs.

Seal states committee is attempting to map out the alerting process to actually engage the system (authorize alerting authorities). Not all PSAPs will want to be an alerting authority. There will be some training pieces to go along with “shelter in place” and “evacuate immediately” for the public. He goes over a *roadmap* that shows how the alerting process will work.

Chair asks where Minnesota is in relationship to other states, regarding IPAWS.

Seal states that while we are not leading the pack, many states have not begun to look at this. Minnesota is definitely out in front.

Chair asks if there are any questions from the audience.

INTEROPERABLE DATA COMMITTEE (IDC) (JOHN CUNNINGHAM)

John Cunningham reports that they are waiting for the RFPs to come back. Meeting later in the month to review and assemble RFP review volunteers.

Reports

Mukhtar Thakur reports that further progress has been made. 93% on the air.

The following sites went on the air:

- Lancaster (Kittson County)
- Juneberry (Roseau County)
- Marcoux (Polk County)
- Plummer (Red Lake County)
- Leroy (Fillmore County)
- Hovland (Cook County)

The land acquisition has been completed for the following sites:

- Meander Lake (St Louis County)
- Forest Center (Lake County)
- Pine Mountain (Cook County)

Some Sites are on the air, but on the old towers or temporary towers. They are counted as on the air, but still require construction and/or installation at the new tower sites before they are complete:

- Border
- Finland
- Beaver Bay
- Kabekona
- Lake One
- Line Lake
- Erie Hill
- Mahtowa
- Argo Lake
- Cloquet

Of the 294, 9 are on temporary sites; sites construct and move still in the works.

SE – all sites completed

SR – all sites done, but working on leased site replacement.

SW – all sites completed

CM – 1 site tower out for bid specifications

Metro – all sites completed

NW – 2 site under construction, 5 land acquisitions remaining.

NE – 3 site under construction, 21 land acquisitions remaining.

Upgrade to Motorola system version 7.13 scheduled to started this morning. System data base freeze began April 1st. Any changes made in UCM after that will need to be reentered after the upgrade is complete.

ECN Update (Mines)

Director Jackie Mines reports that Brandon Abley has agreed to take on the SWIC position.

Mines states that the NG911 Report shows that we are nearly half way hrough migration. We have 45 PSAPs that are on the Next Generation network. There are a number of PSAPs in various stages of migration.

Mines announces we are going out to RFP in late May for the RIC Positions. She invites interested parties to contact ECN for help in responding to the RFP.

On May 22nd, there will be a NG911 Presentation with federal partners in St. Cloud.

On May 29th and 30th, SCIP Planning Workshop will be held in Arden Hills.

Regional Interoperability Coordinator (RIC) Report (Bill Bernhjelm)

Northeast Region

Bernhjelm states that Koochiching County should be on the system in the next year. There are some bumps and glitches here and there in other counties, but for running smoothly for the most part. Continuing concerns are site acquisitions and site construction. These are issues because land is federally owned/controlled.

User Committee is moving to an every other month schedule.

Grand Portage Tribal Government has joined the Regional Radio Board.

Northwest Region

Hubbard County: Users migrated and trained. 7500 consoles on. Working through final procedural issues and Interop with VHF neighbors.

Polk County: Participation plan approved, board approved migration, has 2012 grant application in.

Clay/Moorhead: Using some dual band radios, has hard patch in place- Law VHF digital to 800. Installed 800- VHF patch for MSP traffic.

Kittson, Becker, Pennington, White Earth Tribal: Hired Geo-Comm for full participation plan. In progress.

Beltrami, Clearwater: Have hired GJ Therkelsen for full participation plan. In progress.

Lake of the Woods: Has expressed interest in ARMER participation.

Roseau: Has limited interop plan, using hard patches for Fire, EMS. Law is working on 800. Contemplating full participation.

Red Lake Tribal will maintain VHF digital system for now, although has shown some interest in ARMER recently.

The RAC meets monthly and the RRB meets on the odd numbered months. The RAC has been debating the use of ITV and will be going back to having ITV available, although several expressed interest in maintain a regular schedule of face to face meetings. The RRB has suspended the ITV for the time being and are meeting in person. Some counties are not participating in the meetings on a consistent basis, although attendance lately has been good. The region has never convened an Owners and Operators committee, and the Users committee has not met for the last 10 months.

The US Border Patrol has completed their participation plan and is working on templates, permissions from local agencies and programming. They expect to have radios deployed mid to late summer. Hard patch connections in several locations have proved to be challenging due to equipment and interference issues, as well as inherent weaknesses in capability.

Bernhjelm states that this will be his last Statewide Radio Board Meeting. He will not be renewing his contract. Thanks everyone for all of their work and their support.

Chair thanks Bernhjelm for his dedication and work.

Central Region (John Tonding)

Metro: The TOC recently met and discussed updating regional standards. They have a number of standards that were affected by Change Management and some other issues. Metro Mobility officials stated at the last meeting that they are ready to roll out the mobile data truck. Working a lot on regional talkgroups. They want them set aside only for emergent events, not in advance.

National Weather Service testing is complete with 3 forecast offices that affect the Central Region; Chanhassen, Grand Forks and Aberdeen. Ottertail, Hennepin, and Travers Counties have been very helpful and supportive.

Central: Working on reviewing and modifying their regional standards.

Both regions are working on 7.13 planning.

Southern Region (Steve Borchardt)

Borchardt states that all counties but Fillmore, Mower and Waseca are fully on the system.

As far as training goes, Borchardt states we are finding out what we don't know.

There was an ice storm in the Southwest with considerable damage to nine different towers.

Anticipates a lot of development of standards in the region. RICs can be really helpful with this process.

He is seeing more ownership of the system by locals.

Thanks Bill Bernhjelm for all of his help and support.

Chair thanks all of the RICs for their help.

New Business

- Amendment to Standard 3.16.6.

Brandon Abley gives an overview of proposed changes to 3.16.6. He states that the zone labels are identical to certain channel prefixes. This may cause confusion in the field and interfere with interoperability. Proposes replacing zone labels "SW" with "MN" and "CV" with "8C".

Motion to approve: Joe Glaccum

McMahon seconds

Motion carries.

Mines states that because this meeting is at the beginning of May, we are considering canceling the scheduled meeting later in May. Our next meeting would be in June.

Motion to cancel Meeting: Marvin Garbe

Droste seconds.

Meeting cancelled

Other Business

n/a

Announcements

n/a

Adjournment

Adjourns the meeting at 4:05

Recorded by Wendy Surprise

<END>

STATEWIDE RADIO BOARD

MEETING MINUTES

June 27, 2013

Attendance

Members:

PRESENT	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
X	Tarek Tomes/Dave Van Thiel	MnIT
X	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/Bob Meyerson	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/Vacant	League of MN Cities, Metro
X	Marvin Garbe/Marty Waller	League of MN Cities, Greater MN
	vacant	Assoc. of MN Counties, Metro
X	Jim McMahon/vacant	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
X	Dan Hartog/Scott Turner	MSA, Greater MN
X	George McMahon/Mary Jo McGuire	MESB
	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

Also in attendance:

Jill Rohret, MESB

Mike Fink, Motorola

John Dooley, HSEM

Cathy Anderson DPS-ECN

Brandon Abley DPS-ECN

Dana Wahlberg DPS-ECN

Wendy Surprise, DPS-ECN

Steve Borchardt, DPS-ECN

Call to Order

Chair calls the meeting to order at 12:32 p.m. A quorum is observed.

Approval of Agenda

Chair asks for a motion to approve the Agenda.

Joe Glaccum requests the Agenda be amended to have the first item listed under OTC removed. He states that it does not require action from the Board.

Bill Mund motions to approve the Agenda as amended.

Tom Humphrey seconds.

The motion carries.

Approval of Previous Meeting's Minutes

Chair asks if there are any additions or corrections to the previous meeting's Minutes.

Marvin Garbe motions to approve the previous meeting's Minutes.

Jim McMahon seconds.

The motion carries.

Committee Reports

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (JOE GLACCUM)

1. Carlton County Participation Plan Addendum

Glaccum states that Carlton County is requesting 200 additional IDs, one additional MCC7500 console position and microwave connectivity.

Joe Glaccum makes a motion to approve.

Tom Humphrey seconds.

Motion Carries

2. Standard 2.11.0 Changes

Glaccum states that one modification was not captured in Standard that went out in the packet. It's under number four, third paragraph. The third sentence that reads:

Radios with no site preference tables, or with all sites set to the default "No Preference," will generally not be allowed on the system, because they will indiscriminately roam among all sites where the selected talkgroup is allowed. Radios without site preference tables are allowed only for limited use cases specific to wide-area or statewide users (e.g., cache radios).

Will now read:

Radios with no site preference tables, or with all sites set to the default "No Preference," will generally not be allowed on the system, because they will indiscriminately roam among all sites where the selected talkgroup is allowed.

Joe Glaccum makes a motion to approve.
Mund seconds.
Motion Carries

3. Standard 4.2.0

Glaccum states this is a clean-up standard. The Standard now more accurately reflects what maintenance is actually being done.

Glaccum makes a motion to approve.
Marvin Garbe seconds.
Motion Carries

4. North Memorial Request for Modification of Participation Plan

Glaccum states they are adding two console positions to Communication Center. One will be added now and the other at the end of the year. They will also be changing out Gold Elites with MCC7500s.

I CCGW is also being requested.

Jim Bayer makes a motion to approve.
Bill Droste seconds.
Motion Carries

5. Status Board Cutover Date

Glaccum says the date was changed from the original date requested (August 6, 2013) to September 3rd. This later date was approved. Date was modified to accommodate training and events like the State Fair.

Glaccum makes a motion to approve.
Jim Bayer seconds.
Motion Carries

FINANCE COMMITTEE REPORT (BILL MUND)

1. House File 669, Section 10: ARMER and 911 Funding Study and Creation of Task Force

Bill Mund directs members to look at section 10 of House file 669. He states that the Finance Committee approved this and stresses that this topic was brought up at the last Board retreat and several times since then. An RFP will be issued and a consultant hired to do this study. The deadline for the study to be back to the legislature is January 15, 2014.

Mund adds that we really don't know how much the study will cost. He suggests it should be around 25,000 to 50,000.

Mund makes a motion to approve.

Glaccum seconds.

Chair reminds Board that we don't know how much the expenditure will be. It could be substantially less, but there is a lot of work.

Mund states that he will be leaving his position on the Statewide Radio Board and as Chair of the Finance Committee but has agreed to serve on the task force under the Finance Committee on this issue.

McMahon asks if the motion could cap the amount rather than leave it open-ended.

Chair states that we could cap it at \$50,000 without further approval from the Statewide Radio Board.

Mund states he would make that part of his original motion.

Chair states that the motion is amended to approve funding for the study not to exceed \$50,000, without further approval from the Statewide Radio Board.

Mund adds that the money would come from the SRB's million dollar annual appropriation.

Motion Carries

INTEROPERABILITY COMMITTEE (IOC) REPORT (CARI GERLICHER)

Cari Gerlicher states that the committee did not meet and has no report.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

No report.

STEERING COMMITTEE REPORT

1. Elect to become a Statewide Emergency Communications Board

Dan Hartog states that HF 669 legislation that was passed changes the name of the Statewide Radio Board to the Statewide Emergency Communications Board. He adds this is appropriate as we are adding FirstNet and NG911.

Motion to approve: Dan Hartog
Second: Mund

Mund adds that when the Statewide Radio Board was started we would not have been able to do this based on a lack of trust between State, County and City agencies. This is a tribute to all of the work that has been put in over the years. It's no longer just voice communications, it's data, it's 911, it's one big system. A lot of trust has been built up over the years. He states that he wholeheartedly supports this change.

Motion Carries.

2. Create a NG911 Committee under the Emergency Communications Board

Hartog states that the Steering Committee discussed the membership and made some slight changes. He reads the membership list as submitted.

Motion to approve: Hartog

Second: Tom Humphrey

No discussion.

Motion Carries

3. Recommended By-Laws change

Hartog states that the By-Laws were changed to reflect the adoption of the NG911 Committee under the Statewide Radio Board and also membership modifications.

Motion to approve: Hartog

Second: Joe Glaccum

Glaccum states that the motion should include all of the changes made and presented to the board.

Hartog agrees.

Glaccum states that Article VII of the By-Laws states that changes must be approved by a two-thirds vote along with a ten-day notice. We did not have the ten day notice. Glaccum suggests taking action and member of the Statewide Radio Board within the ten days could object and have the item revisited.

Motion Carries

IPAWS COMMITTEE (ULIE SEAL)

Chair Seal states that the Committee provided the Board with their Work Plan to review.

He adds that Committee plans to bring information on codes and alerts next month.

INTEROPERABLE DATA COMMITTEE (IDC) (JOHN CUNNINGHAM)

Committee discussed. Firstnet meeting attended by Abley. He asks Abley to give a short review of the FirstNet Consultation Workshop in St. Louis, Missouri.

Abley states that Minnesota had 5 representatives from the State and 5 representatives from local government. Workshop was fairly productive. There has been a lot of exploratory researcrg done, but has not been shared.

RFP should be published any day and should be negotiated prior to award. Abley gives a review as written.

Chair thanks Abley for all of his work.

Reports

Mukhtar Thakur reports that further progress has been made. 93% on the air. Of the four sites with the National Forest Service, three are on board and construction will begin soon. Budget continues to be substantially on schedule. Thakur adds that the storm last week took out some equipment in metro.

Mund states that backup generator at Calgary Hill site went out.

James Bayer states they were on a generator for more than 2 days.

ECN Update (Mines)

Brandon Abley gives an update on behalf of Mines. He states ECN is publishing RFPs for NG911. We've had Century Link for quite a long time with no option to extend the contract any longer. Looking to hire the best vendor at the best price. RIC RFPs are still open for the Northern and Southern RICs. Status Board will be deployed on DPS servers in the coming weeks. Training will go in August. 48 PSAPs on the ESInet. Migration should be complete by end of the year.

Regional Interoperability Coordinator (RIC) Report (Steve Borchardt)

Southeast Region

Migration Schedule Status:

Everyone is fully on the system except Fillmore and Mower. Fillmore currently has LAWE on board and anticipates their PSAP and all other services coming on by June. Mower County is currently remodeling their PSAP, new MCC7500 consoles are on order and they are seeking a tower site for a local enhancement tower to serve the City of Austin.

Committee Activity:

- The SE RRB continues to meet semi-monthly with good attendance and participation.
- The SE RAC has reduced their meeting frequency to every other month.
- The SE Users / Owners & Operators combined committees has been meeting every other month. Attendance has been moderate; however, there have been some robust discussion regarding various protocol issues, such as use of encryption, so this group is functioning as we anticipated it should when the governance plan was envisioned. They are making good use of IATV to facilitate meeting attendance.

Other Updates:

- A communications plan has been created between Winona, Houston and Lacrosse counties for an I90 bridge rebuild project. The project is underway and is expected to last four years.

Given the traffic volume, the size of the span and the interstate and multi-agency nature of the a response to any kind of public safety hazard, the three counties deemed it wise to create a communications plan in advance of the project. They have advised all area agencies that could possibly be called in to assist in some capacity. In addition, they will be monitoring the project closely and will modify their plan area notification process as necessary to adjust to changes as the project progresses.

- The SE PSAP Consolidation work group continues to meet every other month. Currently no firm plans are in place; however, they are discussing how they could possibly standardize their RMS platforms to facilitate inter-county PSAP back-up. In a surprise and innovative move, in April Dodge County, facing a PSAP rebuild, chose instead to issue a Request for Information to see if any other SE counties would propose to perform their dispatching and 911 services under contract. At least four counties in the SE region responded to the request. A decision has not yet been made by Dodge County.
- The **National Weather Service** standard has been working without major problems; at least none that have been reported to me.

South Central Region

Migration Schedule Status:

All counties have fully migrated to the ARMER system except for Waseca County. Although Waseca has enhanced their interop capabilities by deploying new MCC7500 PSAP consoles, building out a full slate of local talkgroups and issuing numerous portable ARMER radios to their local agencies for inter-county interop, they are not likely to migrate to ARMER for several years. They have currently indicated an interest in accessing the grant that ECN made available a year ago for creation of full Participation Plans but the deadline is fast approaching and it is not likely they can make it.

Other Concerns:

- Watonwan and Brown Counties are experiencing some considerable in-building coverage deficits in communities in which it was not predicted e.g. St. James and Madelia. They are exploring using outdoor BDAs to address the deficits.
- Henderson, MN, along the Minnesota River is also experiencing unforeseen outdoor/mobile coverage deficits. We knew that the river valley would present some challenges but most thought that the additional transmission site at the town of LeSueur would address the Henderson area. However, that has not been as successful as was hoped.
- The **National Weather Service** standard is functioning without problem.

Committee Update:

- The SC RRB meets every other month; however, all other committees continue to meet monthly with strong attendance.

- The SC Users' and Owners'/Operators' Committee has conducted an exercise to sharpen participant's skills in organizing multi-TGs for a multi-agency mass-casualty event. And, they are working on local Standards as needed.

Southwest Region

Migration:

All counties have fully migrated.

Other Updates:

- Lincoln County is reporting unexpected in-building deficits in the town of Henderson located nearly right on the South Dakota border. Coverage in the community is generally good but the signal is not penetrating robust building such as the bank, the school and the hospital Mitigation measures have not been decided on yet.
- Interop protocols and equipment with South Dakota and Iowa is largely in place but specifics are evolving more gradually. My sense of it is that it will take a few events to really fine tune the interop strategies, e.g. the I90 bridge project is doing for MN/WI.
- The **National Weather Service** standard is performing without.
- The SW region is considering adoption of a mandatory training standard that specifies critical elements that must be taught, that requires documentation of all training and that requires an refresher component
- In addition, they will consider adoption of a comprehensive and tough non-compliance sanctioning regional standard that will apply to non-compliance by a SW agency of any of the State or regional standards.
 - The standard includes the ability to remove a willfully non-compliant agency from the ARMER system if all other remedial efforts do not bring about compliance.
 - The standard sets forth a lengthy due process protocol that is intended to provide plenty of warning and, hopefully, professional and political peer pressure to avoid the need to every have to remove an agency.

Committee Updates:

- SW RAC and SW RRB continue to meet jointly and monthly. They are talking about dropping back to every other month in the summer but so far are continuing to meet monthly. Attendance and engagement continues to be strong.
- SW Users' and Owners' & Operators' Committees continue to meet jointly on a monthly basis. Attendance has been spotty but the core group continues to be loyal and engaged.

New Business

Other Business

1. Handling of Variances for Early Programming under 2013 Change

Abley states when Board adopted the Change Management schedule, there was an item that we would collect off of the requests for variances and submit to the Board. We have received one formal request to begin programming right away. Abley asks for input for variances. He asks if they can be approved by ECN or should they come through the committee.

Glaccum states that he would be comfortable with those moving forward. However, where people are making a huge departure, they should go through the Board.

Motion to have ECN approve: Glaccum

Second: Humphrey

Motion carries.

Announcements

Bill Mund recognition of service.

Chair recognizes Mund.

Adjournment

Adjourns the meeting at 1:45

Recorded by Wendy Surprise

<END>

STATEWIDE RADIO BOARD

MEETING MINUTES

July 25, 2013

Attendance

Members:

PRESENT	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee/Jim Mohn	Mn/DOT
X	Tarek Tomes/Dave Van Thiel	MnIT
X	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/Bob Meyerson	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
X	Bill Droste/ Vacant	League of MN Cities, Metro
	Marvin Garbe/Marty Waller	League of MN Cities, Greater MN
	<i>vacant</i>	Assoc. of MN Counties, Metro
X	Jim McMahon/vacant	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
	Dan Hartog/Scott Turner	MSA, Greater MN
	George McMahon/Mary Jo McGuire	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

Also in attendance:

Jill Rohret, MESB
John Dooley, HSEM
Cathy Anderson DPS-ECN
Brandon Abley DPS-ECN
Dana Wahlberg DPS-ECN
Wendy Surprise, DPS-ECN
John Tonding, DPS-ECN
Scott Williams, Ramsey County
Lillian McDonald, ECHO
Julie Anderson DPS
Jim duBois, Minnesota Broadcasters Assn
Steve Woodbury, Minnesota Broadcasters Assn
Mike Fink, Motorola

Rey Freeman, GEOCOMM
Jake Thompson, Anoka County

Call to Order

Chair calls the meeting to order at 12:32 p.m. A quorum is observed.

Approval of Agenda

Chair asks for a motion to approve the Agenda.

Tom Humphrey motions to approve the Agenda.
Cari Gerlicher seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Chair asks if there are any additions or corrections to the previous meeting's Minutes.

Thomas Humphrey motions to approve the previous meeting's Minutes.
Jim McMahon seconds.
The motion carries.

Committee Reports

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (JOE GLACCUM)

1. Nobles County BDA Request

Joe Glaccum introduces the request as written for BDA in the city of Adrian, Nobles County. MnDOT approved.

Glaccum makes a motion to approve.
James Bayer seconds.
Motion Carries

2. Koochiching Participation Plan

Introduces the plan as written and submitted. Reviewed and approved by RRB and MnDOT.

Glaccum makes a motion to approve.
Ulle Seal seconds.
Motion Carries

3. Aitkin County Participation Plan Agreement Revision

Glaccum introduces the plan as written. After testing due to poor in-building coverage it was determined the local enhancement is needed. No issues or objections from MnDOT.

Glaccum makes a motion to approve.

John Cunningham seconds.
Motion Carries

FINANCE COMMITTEE REPORT (TBD)

Mines states that the committee did not meet and there is no report.

INTEROPERABILITY COMMITTEE (IOC) REPORT (CARI GERLICHER)

1. Cari Gerlicher states that 3.31.0

Brandon Abley goes over the proposed revised standard and states that while it is a revision, it is really a complete re-write.

Gerlicher moves to approve.
Humphrey seconds

Glaccum asks if the language in this standard will be included in the training that is scheduled for tomorrow.

Abley states that pending approval, it will.

Motion carries.

2. Anoka County's request for variance.

Gerlicher states that Anoka County has requested a variance to the standards that are part of Change Management. According to the timeline that approved at the March 2013 Statewide Radio Board meeting the deadline to have all radios reprogrammed is by July 2015. They are asking for an additional six months to complete this reprogramming.

Gerlicher states the plan is to start programming radios in January of 2015 and completing all programming by December 31, 2015

Gerlicher makes a motion to approve.
Bayer seconds.

Glaccum states that he assumes the burden of interoperability is on Anoka County.

Gerlicher agrees.

Motion carries

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

Mines states that the Committee did not meet. No report.

STEERING COMMITTEE REPORT (HARTOG)

Mines states that the committee did not meet. No report.

IPAWS COMMITTEE (ULIE SEAL)

Chair Seal states that the IPAWS subcommittees have been hard at work for over a year and have a flow chart to present.

Lillian McDonald introduces herself and begins power point presentation along with Scott Williams and Jim duBois.

Chair thanks Seal and the committee for all of their work. He asks Board members to read over the flow chart and scenarios and give feedback to committee members. He also asks about how we get buy in and how to push out information.

Seal states that they are working on getting software programs and thinking about training piece,

Mines asks if Alex Tech might be helpful in getting online training.

Seal states they are open to that.

Risvold asks if the State Chiefs conference might be an arena for them to present.

Gerlicher asks what the timeframe is.

Seal states they will take the feedback as soon as people can give it, and August is not too late.

McDonald adds that they will not be able to move forward without feedback.

Seal states that he encourages feedback.

Bill Droste asks about technical questions and who can give answers to technical questions.

Seal states that he can be a resource.

Chair again thanks the Committee members for all of their work.

INTEROPERABLE DATA COMMITTEE (IDC) (JOHN CUNNINGHAM)

Risvold states that the Committee did not meet.

Reports

MnDOT/ARMER PROG STATUS

Mukhtar Thakur reads from the MnDOT report as submitted to Board.

94% on-the-air.

Upgrade to Motorola system version 7.13 in progress. Master site and RF sites completed. Motorola working on Nice and MCC7500 upgrades.

Site improvements

10 sites that need shelter upgrades to get air handlers and generators upgraded. Still working on the addition of card key reader to the equipment shelters.

Still working on replacing a number of towers that are on the air, but are not structurally up to standards and need to be replaced. This has limited some of the county requests for other antenna system and microwave additions.

Reviewing leased sites. Plans had always been to build towers in these areas, but to get the project moving leased site to get on the air. In review of some of the land and lease cost it would make sense to find land in these areas and build towers. Also looking at long term land lease from private parties, would prefer to have towers on state, County or City owned land.

Microwave improvements

Developed a process for microwave path review and are working on a number of improvements to the microwave system. For high capacity routes we have taken the target of 20 miles for space diversity down to 17 miles. Reviewing outage records for the paths and working improvements, space diversity, realignment, etc.

Reviewing and rerouting some links sometimes requires changing the link capacity. Running Echo Marshall through Vesta.

Identified one bad path where an intermediate microwave site is needed. So we are looking to add a microwave site somewhere in the Cromwell area to split the Lawler – Moose Lake link.

Working to reroute the Owatonna – Janesville link through Waseca to improve path performance.

Working to reroute the Oakland Woods – Alden path through Albert Lea to improve path performance.

Working to get the DC power systems updated at all sites to improve system reliability.

Still reviewing microwave performance, ongoing through this year.

About 95 of the 109 outstate VHF sites have VLAW31 installed. VLAW31 connected to CCGW so it is available to any MCC7500 console in the zone.

With the 7.13 upgrade zone boundaries for 7500 consoles goes away, but we need to add GGM8000 to the interop sites.

Variable Frequency VHF stations are installed in most areas, only a few sites left to complete.

VHF system has been narrow banded. Tx tone added to stations, Rx tone in many working on Rx tone to remaining.

VPN access is being worked on for access to MotoBridge network. System improvements

Add redundant router and sink links to all ASR sites. This will help improve the instances of site trunking. Routers have been received, still working on new DACs equipment needed for MSO.

Convert to simulcast in Steele and Dodge county area to keep things 800. Also frees up channels in the area for future County site additions that are expected.

Site addition in NE Lake County. Expansion of the Honeymoon simulcasts to sites in Lake County.

Site in Hinckley area, simulcast due to frequency limitations. Move simulcast into the zone 5 controller. Mine 1 or 2 channels out as a future addition to the North Branch subsystem. Mine 4 channels out of this for a 4 channel site at Rush City Corrections.

Site in Tower. Simulcast an area around Virginia and Soudan, due to frequency limitations in the Canadian Border area and power limitations at our site, simulcast will provide for channels and may improve roaming at these power limited sites in this area.

Remove Eden Valley ASR and add channels into the Litchfield Simulcast.

Replace Lake Crystal leased site with 2 new sites. This adds a new site to the area.

A number of towers that are on the air for ARMER that are old towers constructed in the 50's. These towers did not pass structural when we added the new ARMER equipment. But the level of structural deficiency was not a risk that required immediate replacement. So we have held off on replacement of these towers to see where we were in the ARMER budget to build what we had planned. We are still holding off on these until we are a little further along with ARMER. We are looking at moving a few of these up due to County co-location request that we have had to turn down and a couple that need to may have to have space diversity dished added.

ECN Update (Mines)

Mines states quarterly Regional Leadership meeting is Monday in St. Cloud. Encourages members to attend.

Working with Central, Northeast, Southeast and Southwest Regions on providing sample JPA changes to become a regional emergency communications board.

She says ECN is in the process of doing RIC interviews. Should be complete by end of the month.

ARMER Study RFP is finished and is going through internal approval process. There will be a callout for volunteers for Finance Committee Workgroup to work with the consultant on funding study. She says that a great deal of the information is already collected in some fashion and it is a matter of putting it all together.

Closing out 2011 SHSP Grants and the 2010 IECGP and SHSP Grants. All will be spent down to zero. The 2011 SHSP was totally spent by local regions.

NextGen Update. 56 PSAPs are migrated. One major hitch is there are telcos that own routers in greater Minnesota who are giving pushback on interfacing with NextGen System. Mines says they have been utilizing our relationships with the Minnesota Telephone Association and existing 911 provider in greater Minnesota, IEX, to help mitigate issues. It has caused a slow up of the migration in greater Minnesota.

She asks Tonding to give an update on Metro Mobility and PSAP Project at MESB.

Tonding gives a Metro Mobility update -progress continues on efforts to reduce the loading on many metro county subsystems. One of the key steps in bringing about significant and lasting reductions in traffic is the implementation of a mobile data system for Metro Mobility. They are currently well into their pilot project, with 18 busses equipped with mobile data equipment, and the results are very encouraging.

The rollout schedule that was announced for the full fleet includes a July 29 start for installing equipment for West Metro Mobility units, Aug 19 start for installing in East Metro busses, and a target date of September 21 to be complete.

One project that the MESB is involved with that important but only somewhat related to radio is their regionally shared 911 phone equipment project. Just like the virtual PSAP project in the central, it is based on a confluence of need - 10 PSAPs all have the need to replace or upgrade their 911 customer premise equipment at the same time, and instead of each buying their own, they are teaming up to share equipment, which will reduce cost, add survivability, and allow all 10 PSAPs who are participating to use the most advanced 911 phone technology available.

The data centers, where the back office equipment will be housed, will be at Hennepin Co and Dakota Co PSAPs.

The RFP for this project is out, and responses are due in August. Contract execution is expected in 1st quarter, 2014. Just like other virtual consolidation projects, this represents a big step toward shared public safety services, but what is unique is the size of the agencies involved. An exciting project that will be the groundwork for future sharing.

The Central region was closely involved in the recent COML exercise, which served to get taskbooks completed for 14 COMLs and COMTs. The Central had multiple people involved in the planning for the event, along with representatives from other regions as well. By all accounts, the event went very well, and there is already discussion about conducting a similar exercise next year.

Mines thanks Tonding and asks Abley to give SWIC Report.

Brandon Abley states that training will take place tomorrow for Status Board. 95 PSAPs have responded. Should be on track to launch in September.

Major revisions to SCIP and MNFOG will be ready for review at next month's meetings.

NTIA has awarded SLIGP funds to five states.

Chair thanks Mines.

Old Business

None.

New Business

1. Washington County Request for Variance (Abley)

Abley states that he put *Anoka County* request through IOC because under standard, some requests are to go directly to the Statewide Radio Board. This one (Washington) has issues where the

required change cannot be supported. That request was submitted to Abley. These kinds of exceptions are those that are explicitly listed in the standard as exceptions that would be approved by the Statewide Radio Board. But the Standard doesn't say that they are required to be put before the Statewide Radio Board. Abley agrees this process is parliamentary, but is following procedure and bringing to the Board.

Chair asks his Abley is looking for a motion to approve the variance.

Abley states that he is.

Bayer makes a motion to approve.
Seal seconds.

Glaccum states that he reviewed the standard he believes that it should be revised. He will have OTC and IOC look at updating the standard.

Motion carries.

2. Change Management Variances and Waivers Approved by ECN (Abley)
 - o Renville Co
 - o Big Stone Co

Abley states these variances are for information only have already been approved.

3. Statewide Radio Board Branding (Abley)

Abley states that among other things, the website will need to be updated along with all published materials. Will have logo soon.

Other Business

System outages. Jim Mohn gives an overview of timeline of events.

Thakur also gives a storm outage briefing (power point) on the April 2013 Ice Storm Event in SW Minnesota

Chair thanks Thakur and Mohn for their reports. He agrees that it's very important for the Board to understand the system.

Glaccum asks how the Board can be more helpful to MnDOT.

Thakur states that there is a new organization chart OEC will now be known as Statewide Radio Communications

Announcements

Chair states that Joe Glaccum will replace Bill Mund as the Vice-Chair of the Board until elections 2014.

Chair states that Cari Gerlicher will replace Bill Mund as the Finance Committee Chair.

Adjournment

Adjourns the meeting at 2:10

Recorded by Wendy Surprise

<END>

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

MEETING MINUTES

August 22, 2013

Attendance

Members:

PRESENT	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee/Jim Mohn	Mn/DOT
	Tarek Tomes/Dave Van Thiel	MnIT
X	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/Bob Meyerson	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
X	Bill Droste/Vacant	League of MN Cities, Metro
X	Marvin Garbe/Marty Waller	League of MN Cities, Greater MN
	<i>vacant</i>	Assoc. of MN Counties, Metro
X	Jim McMahon/vacant	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
X	Dan Hartog/Scott Turner	MSA, Greater MN
	George McMahon/Mary Jo McGuire	MESB
	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
	Ron Antony/Tom Kaase	RRBs

Also in attendance:

Cathy Anderson DPS-ECN
Brandon Abley DPS-ECN
Wendy Surprise, DPS-ECN
John Tonding, DPS-ECN
Mike Fink, Motorola
Dana Wahlberg, DPS-ECN
Rey Freeman, Geocomm

Call to Order

Chair calls the meeting to order at 12:31 p.m. A quorum is observed.

Approval of Agenda

Chair asks for a motion to approve the Agenda.

Thomas Humphrey motions to approve the Agenda.

James McMahon seconds.

The motion carries.

Approval of Previous Meeting's Minutes

Chair asks if there are any additions or corrections to the previous meeting's Minutes.

Rodmen Smith motions to approve the previous meeting's Minutes.

Ulie Seal seconds.

The motion carries.

Committee Reports

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (JOE GLACCUM)

1. Becker County Participation Plan

Joe Glaccum gives an overview of the Participation Plan as submitted. There are six ARMER sites within the county. Most are constructed and on the air. There are six sites around the borders of the county that provide additional coverage. No local enhancement tower sites are being planned. Plan does include an additional 800 MHz RF Channel at two sites, Detroit Lakes and Cormorant (one at each site). There is some concern with traffic from Otter Tail County as well as the proximity of these sites to the WE Fest Campgrounds.

They will be replacing their three-position Gold Elites with MCC 7500 consoles and will be using some sort of T1 to the Detroit Lakes ARMER tower site (about a mile from PSAP).

Plan includes 4 CCGW devices, 16 ports. Sometime after implementation down the road that number may be reduced. Local voice logging for 800 MHz control stations. Includes 20 public safety agencies and 8 public works and school agencies. Total of 553 system IDs, which includes growth for three years. There are 55 talkgroups in the fleet map and they are requesting two statewide talkgroups.

No other local enhancements. Have been making some upgrades to their existing VHF system and will continue to do so. For interoperability will be retaining one or more of existing VHF repeaters.

Implementation will be later this year or early 2014. Training will be a combination of outside contractors and some train the trainer. System would be administered by the Sheriff's Office.

Glaccum makes a motion to approve.

Gerlicher seconds.

Motion Carries

2. Civil Air Patrol (CAP) Request for Limited Participation Plan

Glaccum introduces the plan as written and submitted. No talkgroups but 150 subscriber units. He reminds the Board that CAP submitted a plan about a year ago. This recent plan requests no aircraft

operations and no hard installations in the aircrafts. This is simply for portable operations. The OTC recommends that the Board accepts this limited participation plan.

Chair asks for a motion.

Seal states that he is concerned about actions that the Board has taken in the past with regard to setting limits on the number of radio IDs. He thinks the Board needs a more coherent policy to deal with these requests as they go forward in the future. He adds that he is not making this suggestion based upon the merits of this particular request. However, he believes that as we go forward we need to have a clearer path with regard to how and how many we are going to grant. He says that the Board has acknowledged in the past that there are some limits in the system and because of that, limited the number of talkgroup IDs counties could acquire without asking for permission from the Board. He recommends sending to the Steering Committee for discussion of the overall policy surrounding issuing IDs to anybody who asks.

Chair asks for further input.

Seal states that he will make that motion that the Board send back to the Steering Committee. Not on the merits but with regard to the overall policy.

Chair agrees. He says while the CAP really represents any number of VOAD groups that are out there that would be participating in any type of public safety response. He states that his preference is that there is a process. He adds that we need to control the dissemination and the rolling out of additional IDs and additional radios. Chair asks if under VOAD they are sponsored by a participating member.

Mines states that the Chair is correct.

Chair states that it is his understanding that the CAP reduced their request in participation by not looking for aircraft to be equipped with radios but rather the portables. He adds that they make a good argument that if they had the radios, they would be more proficient with them at the time they are needed in an emergency. There are good points to both sides of this. He asks for further input.

Humphrey states that administratively it makes sense to move a process versus one-offs.

Captain Bayer agrees.

Chair asks Glaccum if he has further comments.

Glaccum states that he has no problem moving it to the Steering Committee.

Seal makes a motion to move to Steering Committee for further consideration.

Humphrey seconds.

No opposition.

Motion Carries.

3. Watonwan County Request for BDA

Glaccum introduces the request as written. He says this is an outdoor BDA designed to enhance coverage in the City of St. James. It is designed by Fiplex who will be on site with an engineer during the installation and also to do field measurements after installation. MnDOT had no issues.

Glaccum makes a motion to approve.

McMahon seconds.

Motion Carries

4. Standard 1.11.1

Glaccum states that the next action items are training standards with some language modifications to reflect current practices. He suggests grouping them all together.

Board agrees to move 1.11.1, 1.11.2, 1.11.3, 1.11.4, and 1.11.5 together.

Glaccum makes a motion to approve.

Seal seconds.

Motion Carries

5. Standard 1.5.3

Glaccum states that this Standard deals with variances and waivers and was modified to reflect current practices. He asks Abley for comment.

Abley states that the former procedure we had for variances was a little strange and there was a recommendation that it be updated. The only meaningful way that it has been changed is that variances and waivers be submitted to the appropriate committee. He states that he also rearranged some of the content and corrected a few odd terms of phrase.

Glaccum makes a motion to approve.

Humphrey seconds.

Motion Carries

6. Delay of Status Board Launch

Glaccum states that the OTC feeling was that not ready for prime time for a variety of reasons. OTC is requesting a delay of one month. The Committee did ask staff to put out the recommendation and provide additional training opportunities and additional testing in advance of Board approval (in the interest of time). Glaccum states that he is hoping the Board agrees with the decision to delay. He asks Abley to give an update.

Abley states that when it was moved over from the task servers to the production servers, there were a number of bugs that popped up. We made that migration early this month (a few weeks prior to original launch).

Abley states that a lot of the errors were caused by database permissions which are very easy to fix. To users it seems like nothing works, however. Abley adds there is a punch list that they are working through. If you were to log in now, you would find that most of the bugs that users initially observed are gone. There are a couple of big ones and one critical bug left. He states that he is confident that everything will get fixed in the next week or two. Delaying one month will give plenty of time to implement the fixes and for people to play around and see if anything else needs fixing.

Bayer asks who will be beta testing.

Abley says he does not have a complete list but has had a number of counties volunteer. Those PSAPs would be simultaneously operating the new and the old versions of Status Board which is very inconvenient. The intent is to mirror actual use in real world to bring out any other bugs. Most bugs right now are on the admin side.

Chair asks if there are any questions.

Glaccum clarifies that October 1st at 11AM will be the launch.

Glaccum makes a motion to approve.

Gerlicher seconds.

Motion Carries

FINANCE COMMITTEE REPORT (GERLICHER)

Jackie Mines states that the Finance Committee did not meet in August and has nothing to report.

INTEROPERABILITY COMMITTEE (IOC) REPORT (DAVE THOMSON)

Mines says that the Interoperability Committee did not meet in August and has no report.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

Mines states that the Committee did not meet. No report.

STEERING COMMITTEE REPORT (HARTOG)

Mines states that the committee did not meet. No report.

IPAWS COMMITTEE (ULIE SEAL)

Chair Seal states that since the presentation made at the July SECB meeting, he has received a good amount of feedback.

INTEROPERABLE DATA COMMITTEE (IDC) (JOHN CUNNINGHAM)

John Cunningham states that the Committee did not meet.

Reports

MnDOT/ARMER PROG STATUS

Mukhtar Thakur reads from the MnDOT report as submitted to Board. He states that as of August 1st, the ARMER backbone is 94 percent on the air. Land acquisitions at several sites are still causing delays.

ECN Update (Mines)

Mines states that the ARMER Funding RFP is out. This will close September 2nd.

RIC contracts are being signed. Will be announced shortly.

Mines introduces Dana Wahlberg, 911 Program Manager.

Wahlberg introduces herself and thanks the Board for bringing the NG911 committee under the SECB.

She says the Next Generation 911 PSAP project is at more than 50% complete. There are 56 officially operating off of the ESInet. 2 have pre-migrated but have not completely finished their migrations. 46 PSAPs have yet to migrate. The goal is to finish by the end of this year and Wahlberg states they are a little behind that ambitious goal.

The feedback has been fairly positive from the PSAPs that have migrated. A handful of them have experienced some ancillary issues. But, it has been the goal to address each issue expeditiously and resolve them. Wahlberg adds that at this point all outstanding issues that have presented themselves are being held at bay. As they have moved forward, new anomalies have come up and it has been a challenge. She adds that it has been rewarding as well.

There are 3 RFPs out in one form or another. One is for the next phase of Next Generation process which is for the continuation of the provisioning of network and selective routing and to be introduced to any new, hot I3 features and functionality that we may want to look at adopting. One will be focusing on GIS and the implementation of statewide GIS center line for the State of Minnesota, a Phase IV RFP which is where we are looking to recover some of our costs by taking the network from the end offices and moving them to two aggregation points in the state rather than having them go through all 12 of the Legacy selected routers. By doing that we can consolidate some of the network and find some cost savings to the state.

Wahlberg states that ECN is in the process of hiring two additional staff persons. The application process has closed for those but she says she has not received a list of candidates.

Wahlberg stands for questions.

Chair thanks her for her report.

Mines asks Abley to give the SWIC report.

Abley states that we are working on new versions on the MNFOG and the SCIP. There should be ready to be presented to committees next month.

SLIGP grant continuing to grind through federal government. 8 states have been awarded so far.

RFP under that grant is closing in a couple of weeks. We have round 2 of questions and answers just today. Some very qualified vendors have expressed interest. The RFP is well over one million dollars and is for the Minnesota Firstnet Consultation project which is the majority of the work that the state is obligated to perform. This will mean a lot of outreach and education followed by analysis and data collection. Ultimately, we will be preparing a sustainability plan for implementing Firstnet. The performance period of the grant is nearly three years.

Abley states that Status Board II is currently live. Additional training will take place August 23rd, August 27th and September 6th. Announcements will be sent out. An online training module at Alex Tech is being professionally produced. It is close to being available.

Abley says there is a broadband coverage planning workshop scheduled for August 24th at Arden Hills. Announcements will be sent out soon.

Old Business

Mines states still looking for volunteers to work on the workgroup to deal with the ARMER Funding Study. She asks anyone who is interested to please let her know.

Chair says that if members of Board are interested in having more in-depth presentations/information. There are very important issues that continue to come through the Board and if members need more information, please let the Chair or Director Mines know.

New Business

Other Business

Announcements

Chair announces that Dave Thomson has accepted the Chairmanship of the IOC.

He also announces that Jim McMahon has accepted the role of Executive Secretary on the Executive Board of the Statewide Emergency Communications Board.

Adjournment

Adjourns the meeting at 1:10

Recorded by Wendy Surprise
<END>

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

MEETING MINUTES

September 27, 2013

Attendance

Members:

PRESENT	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee/Jim Mohn	Mn/DOT
X	Tarek Tomes/Dave Van Thiel	MnIT
X	Rodmen Smith/Dan Kuntz	DNR
	Kevin Daly/Bob Meyerson	MSP
	Vince Pellegrin/Thomas Humphrey	METC
X	Bill Droste/ Vacant	League of MN Cities, Metro
X	Marvin Garbe/Marty Waller	League of MN Cities, Greater MN
	<i>vacant</i>	Assoc. of MN Counties, Metro
X	Jim McMahon/vacant	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
X	Dan Hartog/Scott Turner	MSA, Greater MN
	George McMahon/Mary Jo McGuire	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Dave Thomson	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
	T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

Also in attendance:

Jill Rohret, MESB
John Dooley, HSEM
Cathy Anderson DPS-ECN
Brandon Abley DPS-ECN
Wendy Surprise, DPS-ECN
John Tonding, DPS-ECN
Rey Freeman, GEOCOMM

Call to Order

Chair calls the meeting to order at 12:30 p.m. A quorum is observed.

Approval of Agenda

Chair asks for a motion to approve the Agenda.

Ulie Seal makes a motion to approve the Agenda.
Bill Droste seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Chair asks if there are any additions or corrections to the previous meeting's Minutes.

Marvin Garbe motions to approve the previous meeting's Minutes.
Ulie Seal seconds.

Hartog states that he was in attendance via ITV.

Seal states that on Page 3 of the Minutes, he believes "considered" should read "concerned."

The motion carries.

Committee Reports

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (JOE GLACCUM)

Joe Glaccum states that he was not at the OTC meeting and defers to Dave Thomson.

1. Kittson County Participation Plan

Thomson introduces the Participation Plan for Kittson County. He adds that there were to objections from MnDOT.

Thomson makes a motion to approve.
Jim McMahaon seconds.
Motion Carries

2. Dakota Communications Center Waiver Request

Thomson states there was a lot of discussion on this. The request was to not have all of the STACs on their consoles. Their consoles, the Gold Elites, do not have the room.

Thomson makes a motion to approve.
Ulie Seal seconds.
Motion Carries

3. Dakota County Variance Request

Thomson introduces the request. This request for their subscriber units. Again, there was a fair amount of discussion at the committee level and committee recommends approval by the SECB.

Thomson makes a motion to approve.
Seal seconds.
Motion Carries

4. Department of Human Services Limited Participation Plan

Thomson states that the request is for 12 radios and 6 talkgroups. They were approved for 4 talkgroups. Training will be done themselves.

Thomson makes a motion to approve.
Seal seconds.
Motion Carries

FINANCE COMMITTEE REPORT (CARI GERLICHER)

Cari Gerlicher states that an RFP bid came back from Federal Engineering. The bid came through at 136,000 dollars. The Funding Study Workgroup still needs additional bodies. Gerlicher asks members to go back to their regions.

The budget was reviewed for FY 2014. There are uncommitted funds of 1,100,648.59 dollars. Part of that amount is where RFP Funding Study cost will come from.

The MESB has declined the Interoperability System Grant. They requested to apply their money to training. The Finance Committee approved that item.

Gerlicher makes a motion to approve the request by MESB.
Glaccum seconds.
Motion Carries.

Gerlicher states that Micah Myers was voted Vice Chair to the Finance Committee.

INTEROPERABILITY COMMITTEE (IOC) REPORT (DAVE THOMSON)

Thomson states that Brandon Abley went over the Proposed 2013 Minnesota State Communications Interoperability Plan (SCIP) at the IOC Meeting. He asks Abley to give an overview.

Brandon Abley goes over the proposed SCIP. He adds that it might be a good idea to rename it the 2014-115 SCIP to more accurately reflect the period of time the goals would be executed.

Abley says the plan is to come back to the Board for approval after all of the regions have had a chance to weigh in. This is occurring right now. Additionally, there were some modifications made at the IOC.

Standard 3.43 .0 was also presented at the IOC by Cathy Anderson. The committee chose not to move the standard forward. The Standard 3.16 deals with most of the content addressed in 3.43.0.

Cathy Anderson states that OTC and IOC will hear a new proposed standard dealing with event planning.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

Mines states that the Committee did not meet. No report.

STEERING COMMITTEE REPORT (HARTOG)

1. Civil Air Patrol request for IDs

Hartog states that the Committee had a lengthy discussion regarding Civil Air Patrol's request for 150 IDs.

Committee approved 8 ids for Incident Commanders

Hartog moves to approve.

Droste seconds.

Chair states that the Steering Committee should develop a process for approving these types of requests so that they are not arbitrary.

Motion Carries.

IPAWS COMMITTEE (ULIE SEAL)

Seal discusses the Required Monthly Test (RMT) of EAS equipment sent via the Integrate Public Alert and Warning System. A summary sheet is handed out. This has not quite yet been implemented. On November 6, 2013, the Department of Public Safety, Division of Homeland Security and Emergency Management will initiate an RMT via the IPAWS service using Common Alerting Protocol (CAP). They will ask for feedback from broadcasters, cable, wire line and public safety personnel with specific questions and solicit copies of log and audio files received on that day.

John Dooley states they intend to gain from the feedback from participants what we need to do to correct and make the system as efficient as possible.

INTEROPERABLE DATA COMMITTEE (IDC) (MIKE RISVOLD/JOHN CUNNINGHAM)

Risvold states that the Committee did not meet. SLIGP grant application was approved and is pending acceptance by the Legislature.

Abley states that the Legislature has a special committee meeting next month and we anticipate approval of the grant. We technically do not have the money to spend until approved.

Reports

MnDOT/ARMER PROG STATUS

Mukhtar Thakur reads from the MnDOT report as submitted to Board.

95% on-the-air. The following sites went on the air:

- International Falls (St. Louis County – temporary tower)
- Grand Portage Visitor Center

Land acquisition has been completed for the following sites:

- Cloverdale in Pine County
- Slate Lake in Lake County

The budget is well- controlled and capacity is still there for what we need to do.

308 or 324 sites are on the air.

Upgrade to Motorola system version 7.13 in progress. Master site and RF sites completed. Motorola working on Nice and MCC7500 upgrades, expect this to be completed by mid-October. Punch list items being worked on.

We also have 5 sites that need shelter upgrades to get air handlers and generators upgraded.

Still working on the addition of card key reader to the equipment shelters.

We are also still working on replacing a number of towers that are on the air, but are not structurally up to standards and need to be replaced. This has limited some of the county requests for other antenna system and microwave additions.

We are also reviewing some of our leased sites. Plans had always been to build towers in these areas, but to get the project moving we leased site to get on the air. In review of some of the land and lease cost it would make sense to find land in these areas and build towers. Also looking at long term land lease from private parties, would prefer to have towers on state, County or City owned land.

We have developed a process for microwave path review and are working on a number of improvements to the microwave system. For high capacity routes we have taken the target of 20 miles for space diversity down to 17 miles. We are reviewing outage records for the paths and working improvements, space diversity, realignment, etc.

We are reviewing and rerouting some links sometimes requires changing the link capacity.

At this point we have identified one bad path where an intermediate microwave site is needed. So we are looking to add a microwave site somewhere in the Cromwell area to split the Lawler – Moose Lake link.

Working to reroute the Owatonna – Janesville link through Waseca to improve path performance.

Working to reroute the Oakland Woods – Alden path through Albert Lea to improve path performance.

We are also working to get the DC power systems updated at all sites to improve system reliability.

Still reviewing microwave performance, ongoing through this year.

About 95 of the 109 outstate VHF sites have VLAW31 installed. VLAW31 connected to CCGW so it is available to any MCC7500 console in the zone.

With the 7.13 upgrade zone boundaries for 7500 consoles goes away, but we need to add GGM8000 to the interop sites.

Variable Frequency VHF stations are installed in most areas, only a few sites left to complete.

VHF system has been narrow banded. Tx tone added to stations, Rx tone in many working on Rx tone to remaining.

VPN access is being worked on for access to MotoBridge network.

Adding redundant router and sink links to all ASR sites. This will help improve the instances of site trunking. Routers have been received, still working on new DACs equipment needed for MSO.

Convert to simulcast in Steele and Dodge county area to keep things 800. Also frees up channels in the area for future County site additions that are expected.
Site addition in NE Lake County. Expansion of the Honeymoon simulcasts to sites in Lake County.

Site in Hinckley area, simulcast due to frequency limitations. Move simulcast into the zone 5 controller. Mine 1 or 2 channels out as a future addition to the North Branch subsystem. Mine 4 channels out of this for a 4 channel site at Rush City Corrections.

Site in Tower. Simulcast an area around Virginia and Soudan, due to frequency limitations in the Canadian Border area and power limitations at our site, simulcast will provide for channels and may improve roaming at these power limited sites in this area.

Remove Eden Valley ASR and add channels into the Litchfield Simulcast.

Replace Lake Crystal leased site with 2 new sites. This adds a new site to the area.

We have a number of towers that are on the air for ARMER that are old towers constructed in the 50's. These towers did not pass structural when we added the new ARMER equipment. But the level of structural deficiency was not a risk that required immediate replacement. So we have held off on replacement of these towers to see where we were in the ARMER budget to build what we had planned. We are still holding off on these until we are a little further along with ARMER. We are looking at moving a few of these up due to County co-location request that we have had to turn down and a couple that need to may have to have space diversity dished added.

ECN Update (Mines)

Mines states that the SLIGP award was accepted on the condition that the Legislative Advisory Committee will approve in early October.

ECN met with HSEM SAC meeting. The SHSP Grant for 2013 will garner around 890,000 dollars.

The Funding Study contract with Federal Engineering is in review and we hope to have it completed in a week or so.

Our Division is hiring a couple of 911 resources. A 911 Analyst and another person to audit the 911 contracts.

GIS Planning meetings continue with locals as well as with MnIT.

We have migrated one Next Generation site this week that has a totally complete IP from beginning to end at the PSAP. The goal is for every county to have a totally IP interface with 911 network going forward.

Abley states the MnFOG will be published in time for the Change Management standards coming into effect.

Mines adds that we had a DHS overview on First Net. It was very good and a lot of positive comments were received.

Chair thanks Mines.

Old Business

None.

New Business

Gerlicher states that the Finance Committee also voted in favor allowing Motorola a non-voting seat on the Funding Study Workgroup. They are welcome at the meetings but will not be allowed to participate in decision making.

Marvin Garbe states that on October 22nd the Southwest Radio Board in conjunction with emergency managers will be doing an exercise via ITV. He also adds that at the AMEM Conference there was a breakout with all 87 Emergency Managers and Hennepin County brought up the possibility of using MnDOT message boards for storm warnings.

Mike Risvold adds that Eric Wagge has been working with MnDOT for about a year to get this accomplished. Wagge reported to Risvold that MnDOT may allow that, if put at the "fasten your seatbelts" level of priority.

Chair agrees that it's a good conversation to have.

Other Business

- StatusBoard2 presentation

Abley gives a presentation/demo on StatusBoard2. He states that there are still a few bugs but that more or less the core functions of the application are working.

Seal makes a motion to change the date of the launch to November 1.

Risvold seconds.

Abley states that he thinks that one month should be enough time.

Glaccum states that November 1 is a Friday. He suggests November 5 as a friendly amendment.

Seal and Risvold agree.

Glaccum asks if we are getting the message out to users so that they can get trained in time.

Seal states that he thinks it is important to give users more time to get trained.

Glaccum says he wants a very clear start date

Abley states that the number of logins has increased greatly in the past week.

Rohret states that one of the reasons it was originally delayed was to get the application stable enough to allow for some beta testing to be done by some of the PSAPs. At this time, no beta testing has been done. People will understand that might always be bugs but that we need to have the confidence that it's stable enough for people to use successfully.

Motion carries

Announcements

Adjournment

Adjourns the meeting at 1:27

Recorded by Wendy Surprise

<END>

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

MEETING MINUTES

October 24, 2013

Attendance

Members:

PRESENT	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee/Jim Mohn	Mn/DOT
	Tarek Tomes/Dave Van Thiel	MnIT
X	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/Bob Meyerson	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
X	Bill Droste/ Vacant	League of MN Cities, Metro
X	Marvin Garbe/Marty Waller	League of MN Cities, Greater MN
	<i>vacant</i>	Assoc. of MN Counties, Metro
X	Jim McMahon/vacant	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
X	Dan Hartog/Scott Turner	MSA, Greater MN
	George McMahon/Mary Jo McGuire	MESB
	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Dave Thomson	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
	T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
	Ron Antony/Tom Kaase	RRBs

Also in attendance:

Jill Rohret, MESB
Cathy Anderson DPS-ECN
Brandon Abley DPS-ECN
Wendy Surprise, DPS-ECN
Marcus Bruning, DPS-ECN
Mike Fink, Motorola
Rey Freeman, GEOCOMM

Call to Order

Chair calls the meeting to order at 12:30 p.m. A quorum is observed.

Approval of Agenda

Chair asks for a motion to approve the Agenda.

Ulie Seal makes a motion to approve the Agenda.

Bill Droste seconds.

The motion carries.

Approval of Previous Meeting's Minutes

Chair asks if there are any additions or corrections to the previous meeting's Minutes.

Thomas Humphrey motions to approve the previous meeting's Minutes.

John Cunningham seconds.

The motion carries.

Committee Reports

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (JOE GLACCUM)

Brandon Abley states that he will be presenting on behalf of OTC Chair.

1. Life Link III Participation Plan

Abley states this was a minor modification, mainly administrative in nature. They changed the name and location of one of its resources. One issue the committee discussed was whether or not they would have to have the regions review this as they have with Gold Cross and Mayo. The committee declined to do that in this case. There was some concern about setting an inconsistent precedent but felt that in the case of Gold Cross it was the amount of traffic, particularly in the Duluth area that warranted the regions looking at it. In this case, the nature of the request did not warrant that kind of review.

Chair states that OTC moves the Life Link III Participation Plan.

Seal seconds.

No further discussion.

Motion Carries.

2. White Earth Tribal Nation Participation Plan

Abley states that most of the sites that will serve the reservation are located outside the county. The committee spent some time discussing this. The sites they want to use are near the borders so it makes sense that those would be the sites serving the reservations. The only issue that the committee found is that they approved the plan as written minus the Luce site. If it is later determined that the Luce site is needed, the White Earth Tribal Nation will go back to the committee, the county, the region and with MnDOT to work out any issues.

Chair asks why the Luce site was not approved.

Tim Lee states that the request was for one of their talk groups be *requested* at all the sites. Their talk group will be allowed at the Luce site, just not requested. So, it's not pushing traffic there for scanning.

Chair states that the OTC makes a motion to approve the White Earth Tribal Nation Participation Plan.

Humphrey seconds.

No further discussion.

Motion Carries

3. Metro Transit Participation Plan Amendment

Abley states that Metro Transit is upgrading their consoles from Gold Elites to MCC 7500 consoles. They currently have four Gold Elite consoles and plan to upgrade to a total of 6 MCC 7500 consoles. The committee asked how many radio IDs they would be returning (because Gold Elites require a large number of IDs) and they did not have a number at the time. The committee discussed this and thought it might be a good issue to look at in the future. The MESB had not formally approved this at the time of the OTC meeting.

Rohret states that the Executive Committee has approved it and the board will formally approve it in November.

Abley says the OTC did modify the port count as it was incorrectly calculated in the plan. They will be using four ports instead of twelve for their gateways.

Chair states that the OTC makes a motion to approve the Metro Transit Participation Plan Amendment.

Droste seconds.

Motion Carries.

4. Rice County Request for BDA

Abley states at the time the OTC met, this item was not on the Agenda. It was added that day. The OTC approved it contingent upon receiving any objections via email between the date of that meeting and this meeting.

Wendy Surprise states that no objections were received.

Abley continues and says the technical data was sent out to all of the committee members and is also included in the meeting materials for the Board today.

Chair states that the OTC recommends approval of the Rice County BDA request.

Humphrey seconds.

No further discussion.

Motion Carries

5. Rice County Request for excess microwave capacity

Abley states the request for excess microwave capacity to carry radio site alarm traffic also was not on the OTC Agenda at the last meeting and added that day. This was approved by the committee provided no objections were received.

Lee states that MnDOT had seen the request prior to the OTC meeting and determined there was capacity to carry the alarm traffic.

Chair states that the OTC recommends approval of the Rice County excess microwave capacity request.

Droste seconds.

No further discussion.

Motion Carries

FINANCE COMMITTEE REPORT (CARI GERLICHER)

1. Request for SECB funds for Public Safety Communications Study

Gerlicher states that an RFP bid came back from Federal Engineering (FE). This was the only response to the RFP. The board had previously approved \$50,000 for this study. The FE proposal is quite comprehensive. This was approved by the Finance Committee.

Chair asks if there was any discussion about the disparity in cost.

Gerlicher says yes. There was some underestimation of hourly fees from consultants to put this together.

Abley adds that the compressed schedule leaves the contractor to bid at a higher rate. Also, with only one proposal, little negotiation can be done.

Chair asks if they are confident they can make the deadlines.

Abley says yes.

Gerlicher makes a motion to approve the RFP to Federal Engineering for \$136,911.

Humphrey seconds.

Jim McMahon asks where the extra money will come from.

Gerlicher states that it will come from SECB allocation.

Motion Carries.

INTEROPERABILITY COMMITTEE (IOC) REPORT (DAVE THOMSON)

Surprise states that the IOC did not meet this month and will meet in November.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

Surprise states that the Legislative Committee did not meet.

STEERING COMMITTEE REPORT (HARTOG)

Hartog states that there is nothing to report at this time.

IPAWS COMMITTEE (ULIE SEAL)

Seal states that the Committee continues to meet but has nothing to report at this time.

INTEROPERABLE DATA COMMITTEE (IDC) (MIKE RISVOLD/JOHN CUNNINGHAM)

Cunningham states that the Committee did not meet but asks Abley to provide any updates he might have now that the Federal Government shutdown is over.

Abley states that yesterday he received authorization that we can spend the grant money we received from the NTIA which frees us up to start getting work done. He adds that we have awarded a contract for the Minnesota FirstNet Consultation Project. He states that they received a number of very good proposals and he anticipates the project will be very successful.

NG911 COMMITTEE (DARLENE PANKONIE)

Dana Wahlberg states that the Committee met and voted to become a committee under the SECB and is now an official Committee.

The Committee also discussed some of the vacancies they are looking to fill and hope to have that completed at the next meeting.

There was also some discussion about the next RFP that is coming out for the Next Generation network and IP selective routing. The RFP is in the final phases of preparation and have met with Mission Critical Partners, who is assisting with the creation of the RFP and with the MESB.

Wahlberg thinks it should be on the street in the next 2 or 3 weeks.

Reports

MnDOT/ARMER PROG STATUS

Tim Lee states that have had added one site and the project is at 95% completion.

All sites are done in the SE region. They did have to take the Harmony Tower down and send back to the manufacturer to have them re-weld flanges and is now back up and on the air. Working with Steele County to convert the sites in Steele and Dodge. When they get the licenses from the FCC, that will move quickly.

All sites are done in the SC region. Working with Waseca County, try to get sites on the air. Held up a bit by FCC licensing. Probably going to put the site on the air on some fixed base temp licenses making use of 8 TAC channels and an existing 800 channel fixed base to get the sheriff's department going.

All sites done in SW.

The Dumont site is stacked out in Central Minnesota. Should be on the air relatively soon. That is the last site in Central.

Litchfield Meeker simulcast sub-system is up to ten channels so the Eden Valley ASR can come off the air fairly soon.

In the NW, we've got all of the sites on but four. Just got the land for Langby. Working on 3 remaining sites.

In the NE, there are five towers out for bid. Bois Fort will be stacked out next week then International Falls. Also completing some leases with St. Louis County and still after some of the properties in NE.

Chair asks how many of the sites are still question marks.

Lee says there are a couple of sites in St. Louis County where DNR has mineral rights. In Lake County there is still one site but is owned by DNR. Working with DNR to replace. The site is on the air but needs to be improved. Another site in NE Lake County where they are working with the county and tax-forfeited land and is still a question mark. There are about 4 or 5 sites in Cook County where they are working on possibilities, but are not nailed down.

Chair asks where Lee thinks we will be a year from now.

Lee says there may still be a couple of sites not totally constructed and a couple where we are still trying to get the property.

Lee says with regard to the 7.13 upgrade, most of the console positions are done, most of the loggers are done. They are still working on a number of issues from the punch list.

ECN Update (Mines)

Abley states that as the Board knows, the Funding Study project is underway. Also, as mentioned earlier, have received authority to spend the SLIGP grant.

The COMFOG and new SCIP will be ready next month.

The StatusBoard 2 new build is now published. It corrects all of the critical bugs. There are still remaining bugs. Two training modules have been published through Alex Tech. They are very well

produced. We are also publishing a quick-reference guide and are doing a couple webinars next week.

Wahlberg states that migration continues to the Next Generation ESInet. 67 PSAPS are now migrated. We are at 91 percent completion on the overall project (PSAP ESInet Migration). Goal is to finish by the end of December of this year. She says she thinks they will get very close to meeting the goal.

Wahlberg states they are engaging in another initiative with telephone carriers of 911 service in Wisconsin to facilitate some interoperability for 911 wireless call transfer to include location and call back information. CenturyLink is working with us to find a solution to provide.

Old Business

None.

New Business

Abley states that there are 3 new state-certified COMLs but all declined to have their certificates presented at the meeting. They are Dave Pikal of Ramsey County, Keith Ruffing with Nicollet County, and Andrew Buckmeier of Waseca County.

Other Business

None.

Announcements

None.

Adjournment

Adjourns the meeting at 1:06

Recorded by Wendy Surprise

<END>

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

MEETING MINUTES

November 22, 2013

Attendance

Members:

PRESENT	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee/Jim Mohn	Mn/DOT
	Tarek Tomes/Dave Van Thiel	MnIT
X	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/Bob Meyerson	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
	Bill Droste/ Vacant	League of MN Cities, Metro
X	Marvin Garbe/Marty Waller	League of MN Cities, Greater MN
	<i>vacant</i>	Assoc. of MN Counties, Metro
X	Jim McMahon/vacant	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
	Dan Hartog/Scott Turner	MSA, Greater MN
	George McMahon/Mary Jo McGuire	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Dave Thomson	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
	T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

Also in attendance:

Jackie Mines, DPS-ECN
Jill Rohret, MESB
Cathy Anderson DPS-ECN
Brandon Abley DPS-ECN
Wendy Surprise, DPS-ECN
Marcus Bruning, DPS-ECN
Mike Fink, Motorola
Rey Freeman, GEOCOMM
John Dooley, HESM
Rod Olson, City of Minneapolis
Micah Myers, City of St. Cloud

Call to Order

Chair calls the meeting to order at 12:30 p.m. A quorum is observed.

Approval of Agenda

Chair asks for a motion to approve the Agenda.

Tom Humphrey makes a motion to approve the Agenda.

Ulie Seal seconds.

Joe Glaccum asks to add three items to the Agenda:

1. Under the Action Items he would like to add "approving Actions taken at the October meeting"
2. Under the Committee Reports Interoperability Committee, change the Action Item to 2014-2015 SCIP
3. Add an update under Old Business for an update to StatusBoard 2.

The motion carries.

Approval of Previous Meeting's Minutes

Chair asks if there are any additions or corrections to the previous meeting's Minutes.

Humphrey motions to approve the previous meeting's Minutes.

Seal seconds.

The motion carries.

Committee Reports

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (JOE GLACCUM)

1. Clearwater County Participation Plan

ACTION ITEM

Glaccum introduces the plan as submitted. He states there is no real timeline or funding source to accomplish it. They are coming forward with 317 users including growth projection and 32 talkgroups. Will be using their Zetron consoles.

Motion to Approve: Glaccum

Second: Jim McMahon

McMahon asks about 4.1.3 on page 7 of the Participation Plan referencing the Bagley Filler Site, *□ Coverage modeling performed as part of this Participation Plan indicate that the Clearwater County radio users will not be adequately served by the existing and planned ARMER sites for in-building coverage within the City of Bagley. The County's existing P25 VHF system provides very good coverage in the City and the ARMER coverage deficit must be enhanced to prevent a reduction in coverage. He is wondering if that is a true statement.*

Glaccum states McMahon is correct. He adds that he should have reported on that. They are going to put a site in Bagley to address the issue.

McMahon asks if they are putting an ARMER site up because adequate coverage is not available.

Glaccum says it's a filler site; they are not adding channel capacity.

McMahon asks if the State is footing the bill for that.

Glaccum says Clearwater County would be paying that.

McMahon says ARMER is supposed to provide portable coverage statewide.

Glaccum states the coverage is by percentage. It was initially 95% coverage statewide but was amended years ago to be 95% coverage per county.

Chair asks Thakur to confirm that this is the situation.

Thakur states that off the top of his head he is not fully familiar with this. He can confirm that 95% county coverage is what we are operating on right now. He adds that with respect to the Bagley question, he is not able to answer that right now.

Chair says he assumes MnDOT has a coverage map for Clearwater County that indicates where do have and don't have adequate coverage.

Thakur says he will find out.

Chair asks if Thakur would please do that and be sure to get a copy of it to Commissioner McMahon. He adds that he thinks this is important and wants Commissioner McMahon to get an answer to his question.

Abley states that the concern in the Plan is specifically about portable coverage and portable coverage indoors. There are a lot of areas in the state where this is the case. The network is engineered for outdoor mobile coverage and handheld radios don't always work in buildings. He adds that dozens of counties have put in for local enhancements.

Chair asks for clarification regarding the 95% per county and whether that is mobile coverage or portable coverage. Group says it is mobile coverage.

Seal states that he is not sure that is correct. He is not sure about the distinction between mobile and portable. He wonders what it actually says.

Dave Thomson says he recalls it is sort of a hybrid of portable and mobile.

Chair asks Abley and Thakur to provide an answer at the December meeting regarding coverage and a coverage map.

Motion carries.

2. Pennington County Participation Plan

ACTION ITEM

Glaccum states that the Pennington Plan is similar to the Clearwater plan in that they also do not have a date to move this forward. There are no additional towers or channels. 140 subscriber units, 10 IDs, and they are going to use 7500 consoles. They will need CCGWs and Glaccum says the count is 12 ports.

Motion to Approve: Glaccum

Second: Seal

Motion Carries

3. City of Minneapolis Request for Variance and Waiver

ACTION ITEM

Glaccum states that there are two pieces. The STAC requirement for the PSAPs monitoring the STACs...the consoles are full and they are summing so they will not be able to accommodate 9 through 12 on the STACs. Once they receive funding and upgrade their consoles, they will be putting those resources in the consoles.

The second item is they have over 1800 model 1 radios that have only 3 zones in them so therefore that is also a problem as far as trying to accommodate the standards we put forth. They do not have a timeframe on replacing those radios. They are approximately 12 to 13 years old, but they are still usable. The intent is to upgrade, however, when funding is available.

Motion to Approve: Glaccum

Second: Humphrey

Motion carries.

4. Chippewa County Participation Plan Amendment

ACTION ITEM

Glaccum states that this is sort of a clean-up of their plan. They are adding an ambulance (Montevideo) and one local site they had intended to add, Clara City that will not be added.

Motion to Approve: Glaccum

Second: McMahon

Motion carries.

5. • Approve Five Action Items from October SECB Meeting

ACTION ITEM

Glaccum states that while he and Vice Chair of the OTC were not in attendance at the last SECB meeting. It is his understanding there may have been a problem with how the Action Items for the OTC were handled. In an effort to be transparent and clear, he moves forward all actions taken by the SECB at last month's meeting be approved.

Chair states that he may have not dutifully follow Robert's Rules of Order and now moves to have the 5 Action Items approved. Brandon Abley presented the items on behalf of the committee, but technically the motions must be brought forward by a committee member.

Motion to Approve: Glaccum
Second: Mike Risvold
Motion carries.

FINANCE COMMITTEE REPORT (CARI GERLICHER)

Micah Myers states that the committee did not meet.

INTEROPERABILITY COMMITTEE (IOC) REPORT (DAVE THOMSON)

- Proposed 2014-15 Minnesota State Communications Interoperability Plan (SCIP)

Thomson states that the committee met and approved the proposed SCIP. It was passed without any amendments.

Motion to approve: Thomson
Second: Humphrey
Motion Carries

Thomson also thanks Abley for his hard work on the SCIP and also on the MN COMM FOG which should come before the Board soon.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

Kaase states that the committee did not meet. However, Jackie Mines will be the liaison with regard to the funding study and the Funding Study Workgroup.

Mines states that there is a funding study work group that is looking at the long term obligations of the ARMER, Next Gen and First Net systems. We will bring those items to the Legislative Committee as well so they are aware of what actions are possible at the Legislature.

STEERING COMMITTEE REPORT (HARTOG)

Mines states that the committee did not meet.

IPAWS COMMITTEE (ULIE SEAL)

Seal states that John Dooley will give a quick brief on the on the CAP and Required Monthly Testing.

Dooley first acknowledges all the people for their hard work prior to running the RMT and for informing their members of what was going to happen with the scheduled RMT.

- *Integrated Public Alert and Warning System (IPAWS) committee of the Statewide Emergency Communications Board for the development of the questions asked in this survey.*
- *The Department of Public Safety, Office Of Communications,*
- *Minnesota Broadcasters Association,*
- *Minnesota Cable Communications Association and*
- *Minnesota Telco Alliance*

With regard to the performance of this test, two theoretical questions were answered:

1. *Was Text To Speech going to play an intelligible message?*
 - *Yes 80 percent did.*
2. *Would the text of the CAP message be displayed in the text crawls or would the standard EAS message be displayed only;*
 - *the text of the CAP message displayed as entered*
 - *most systems repeated through the crawl at least two times.*

Chair says that a couple meetings back, there was a discussion about the decision tree coming down about what messages would be sent out. He says he heard that there may not have been an adequate amount of messages allowed for the number of circumstances and the feeling was we wanted to keep it as brief as possible. He asks if that issue was resolved.

Seal states that the committee is very confident that what they have will work. As we move forward with the plan it may get tweaked a little bit. That said, we are very confident at this point that for the initiation of this across the state and as we develop our COGs and alerting points, keeping the number of messages to a minimum is important.

Chair states that it will be interesting to see what happens when messages are different for people in different localities and how those messages will be dispensed and dispersed and by whom. It is very complex.

Seal says there is nothing easy about this. Probably the biggest fault we will have in the system will be the humans that are operating it.

INTEROPERABLE DATA COMMITTEE (IDC) (MIKE RISVOLD/JOHN CUNNINGHAM)

Mike Risvold states that the committee did not meet. The State is in the process of awarding a contract for the FirstNet Consultation Project. However, kickoff for the MNFCP with the vendor will be in December.

NG911 COMMITTEE (DARLENE PANKONIE)

Jackie Mines states the committee met yesterday and are firming up representation from the various regions. There is a lot of good energy. Mines hands out a map showing migration progress. 86 PSAPs are migrated. All the metro PSAPs are migrated. Koochiching, Itasca, Clearwater and Mahnomen are expected to migrate this week. Migration will be complete December 17th with the exception of Traverse and Wilkin Counties which are to be a host off of Otter Tail County and will be migrated sometime in January because that configuration is existing. Otter Tail has already migrated.

We are in the final stages of working on the NG911 RFP. We are hoping that will be released sometime in December. We are watching the text to 911 rollout initiatives and soliciting that as part of the RFP as well.

Reports

MnDOT/ARMER PROG STATUS

Muhktar Thakur states 95% on air. Land acquisition has been completed at Lengby in Mahnomen County. The budget is well-controlled. Some sites are on the air, but on the old or temporary towers. They are counted as on the air but still require construction and/or installation at the new tower sites before being counted as complete.

Motorola upgrade is substantially complete and the punch list of items is being worked on.

4 sites need shelter upgrades.

There was an outage on Thursday November 14th that affected zone 3. 23 sites went to site trunking at approximately 3:16 AM. Sites were repaired throughout the day and went back on. All but one site were restored by 5:00 PM. Bulk of time to repair was due to transportation of parts needed.

Chair asks about tower replacements. It looks like there are 16 towers identified for replacement. He wants to know how they determine if a tower needs to be replaced.

Thakur states there are many reasons a tower may need replacement. Some of the older towers are just dated. The bulk of the older towers have been around since the 1950s and require an upgrade.

Chair asks if MnDOT is quantifying the deficiencies on these towers.

Thakur states he will go back on talk about the priorities and bring back to group.

Chair asks if this is part of the conversation regarding future funding.

Mines says it is taken into consideration.

Thomson asks if these are funded right now.

Chair says he doesn't think so. The \$3M is just in contingency.

ECN Update (Mines)

Mines states that she is handing out Weekly Status Report ARMER 911 Funding Study from Federal Engineering (FE). She states the workgroup met with Federal Engineering. The workgroup had the opportunity to see the outline of work to be done, how it would be accomplished, and the timeline. They also had the opportunity to identify any concerns. Bill Mind is the chair of that work group. There was a lot of good discussion and great feedback.

Mines states that she met with FE this week and they identified the tasks that have been completed so far and also tasks that are at risk. We have asked FE to look at the local infrastructure for a few counties as examples. She thinks they are Murray, one in metro, and St. Louis County.

The SE RRB has voted to modify their JPA to become a regional emergency communications board. South Central had no meeting and Southwest is meeting today. In Central, things are going along well. In the Northwest, we've got some interesting things happening. Polk County plans to come onto the ARMER System by the end of the year. They are scheduled for training with their MCC7500s in mid-December. We also have new interest in Beltrami, Mahnomen, Kittson, and Lake

of the Woods. The Northwest O&O met last week and there are a lot of new faces at the table and a lot of excitement and willingness to get engaged. The NW RAC will be holding elections of officers next month.

Mines reminds everyone that operational changes (change management) go into effect tomorrow, November 22.

With regard to broadband, Televate was awarded contract and kickoff meeting will be December 5th.

Minnesota Communications Field Operations Guide was well received. ECN will be making some adjustments and a printed copy will be made available in January. An electronic version will be available today and the document is formatted to be viewable on mobile devices.

Old Business

- StatusBoard2 Update

Mines gives a report of timeline of initial launch of program. The application was running fine on 11/5/13 until about 8:00AM. Users started signing in throughout the morning to prepare for the cutover. The users reported delays in loading pages. We contacted MnIT indicating the application was running functionally useless. We requested that MnIT add additional resources to the application. By 12:00 the application was completely unusable and at 2:00PM MnIT reported to us it was using 95% of the host server. That host server was also providing services for other applications for DPS and the decision was made to take it down. There was some indication at that point that the program was too processor intensive. Over the next day Abley worked with MnIT to identify the two issues that were occurring. First of all, there was not enough server capacity for the application. No one anticipated that the program would be as processor intensive. The application itself probably needs to be adjusted to be more efficient. The solutions that have been implemented so far are load tests on the new servers. Application was previously on a shared server with one CPU and 2 gigs of RAM. It has been moved to a dedicated server with 8CPUs and 8 gigs of RAM. This should be efficient. We tested a simulated load of 500 users and it worked very well. Changes to the end-user interface are being done as we speak. It will likely be loaded onto the server on Monday and additional load testing will be done. Over time, we will continue to make the program more efficient.

As far as launch time, OTC would like the cutover advertised one week from the day the application is ready. We anticipate it would be ready the week of December 2nd. She adds that they have been very satisfied with the immediate response from MnIT and also from Intertech.

New Business

None

Other Business

None.

Announcements

Chair asks Marvin Garbe if he has an announcement.

Garbe states he will be retiring January 1.

Chair thanks Garbe for his years of service to the Board.

Adjournment

Adjourns the meeting at 1:20

Recorded by Wendy Surprise
<END>