

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
OPERATIONS & TECHNICAL COMMITTEE

December 9, 2014
MnDOT Arden Hills Training Center

MEETING MINUTES

ATTENDANCE

Members

Present

Member/Alternate

Chair Joe Glaccum/Gordon Vosberg- Minnesota Ambulance Assn
Vice Chair Dave Thomson/Vacant - MN Chiefs of Police Assoc.
John Gundersen/Ron Jansen - MESB
Tim Lee/Jim Mohn/Mukhtar Thakur- MnDOT
Kevin Daly/Rick Juth - MN State Patrol
Shane Richard/Nick Robertson/Marcus Bruning- NW Region
Bruce Hegrenes/Monte Fronk - NE Region
Terry Wesley/Darrin Haeder - SC Region
Tom Justin/Ace Bonnema / Paul McIntyre - CM Region
Rick Freshwater/Nate Timm - SE Region
Mike Hamann/Kimberly Hall - SW Region

*Members attending are marked with yellow highlight.

Guests reporting:

Name	Representing
Jill Rohret	MESB
Cathy Anderson	ECN
Carol-Linnea Salmon	ECN
Victor Wanchena	DOC
John Anderson	MnDOT
Rod Olson	City of Minneapolis
John Hyde	City of Duluth
Al Fjerstad	Mille Lacs County
Bill Schmidt	DHS-MDH
Chris Weldon	Scott County
Jeff Bjorklund	Metropolitan Airport Commission
Chris Robinson	MnDOC
Tim Harper	Motorola
Peter Matthes	Motorola
Mike Fink	Motorola
Dave Theis	Motorola
Dan Nohr	Motorola

Call to Order

Vice-Chair Thomson calls the meeting to order at 1:01 p.m.

AGENDA REVIEW

Cathy Anderson asks to retract Standard 1.16.0 to send it back to the System Managers Group for a rework. Anderson will be presenting Standard 2.9.0 in place of Mr. Gundersen.

John Gundersen moves to approve the agenda as amended.

Rick Juth seconds.

Motion carries.

APPROVE PREVIOUS MEETING'S MINUTES

Gundersen moves to approve the previous meeting minutes.

Terry Wesley seconds.

Motion carries.

ACTION ITEMS

MAC TALKGROUP STATEWIDE ACCESS REQUEST (JEFF BJORKLUND)

Jeff Bjorklund, from the Metropolitan Airport Commission, presents a request for statewide access for the Explosives Ordinance Detection (EOD) team talk group. This talkgroup is used to communicate between teams while onsite for a search request. The teams can be deployed anywhere in the state or region to assist other law enforcement jurisdictions. It is difficult to use other forms of communications such as cell phones during a search. The talkgroup is not shared with any other agency and is strictly for internal communications. The agency anticipates minimal use outside the metro region throughout the year.

Gundersen moves to approve.

Nick Robertson seconds.

Discussion of why regional or statewide encrypteds could not be used. Bjorklund responds that it would be easier and more convenient for the teams to use a talkgroup they are familiar with rather than jumping back and forth across various zones.

Motion carries.

SCOTT COUNTY REQUEST TO AMEND PARTICIPATION PLAN (CHRIS WELDON)

Chris Weldon, Scott County Emergency Management and Communications Director, presents Scott County's request to amend its participation plan. Scott County is planning to upgrade eight Gold Elite consoles at the Scott County PSAP to eight MCC 7500 consoles. Scott County currently has eight Gold Elite dispatch positions on two

central electronic banks (CEBs) and will be replacing that system with a MCC 7500 system with a total of eight dispatch positions and one patch position.

The county is currently using three T1s lines but will only be using two after the upgrade. The two existing CEBs will be decommissioned after the upgrade process is complete and one T1 will be returned. Two eight port CCGWs will be installed; eight ports will be used at this point. Scott County will return 440 radio I.D.s.

Tim Lee moves to approve.

Juth seconds.

Motion carries.

DNR RADIO ALLOCATION REQUEST (TIM GOEMAN/TIM LEE)

Tim Lee presents a request from the DNR Fisheries for use of four additional radios I.D.s. Fisheries will use these radios for communication in remote areas of the Arrowhead region, primarily out of the Finland and Grand Marias field stations in Lake and Cook Counties.

Hegrenes asks if they are adding any talk groups. Lee says his understanding is that they already have talk groups and are just requesting to add four I.D.s.

Gundersen moves to approve.

Bruce Hegrenes seconds.

Motion carries.

DOC ARMER PARTICIPATION PLAN AMENDMENT (VICTOR WANCHENA)

Victor Wanchena, the Radio System Administrator for the Department of Corrections (DOC), presents the DOC request to amend its participation plan. In 2009, the DOC and the Department of Human Services (DHS) Minnesota Sex Offender Program obtained permission to operate on the ARMER system through a joint participation plan. Since that time, the missions of both agencies have evolved. The DHS and DOC have mutually agreed that separating the joint participation plan into two independent plans would simplify administration of the plans for the SECB as well as for the DOC and DHS. The DOC's amended plan is before the committee for approval today. The DHS will bring its plan forward in the near future.

DOC is seeking approval to amend its plan as outlined in the materials as presented. The DOC requests to remove all references to the DHS and also to remove the build-out and timeline components because that portion of the plan is outdated. The DOC requests to add a four channel ISR site at Rush City to alleviate congestion on the North Branch subsystem. The DOC requests the addition of BDA's at Red Wing, Togo, Willow River and Oak Park Heights for coverage in tunnels and spaces inside of facilities that are below grade.

Lee moves to approve the request.

Hegrenes seconds.

Motion carries.

U.S. CUSTOMS AND BORDER PROTECTION REQUEST FOR IDS (BRUCE HEGRENES)

Bruce Hegrenes presents a request from the US Customs and Border Protection for an additional 50 radio I.D.s for use under its limited participation plan. The US Customs and Border Protection has purchased 19 APX 7000

portables and four APX7500 consolettes. The request is for an additional 50 I.D.s for a total of 350 which would cover the agency's projected growth for three years.

Juth moves to approve.

Hegrenes seconds.

Motion carries.

STANDARD 2.9.0 WIDE AREA TALK GROUP ACCESS (CATHY ANDERSON)

Cathy Anderson presents Standard 2.9.0. She recommends that the name be changed from 800 MHz Statewide Area Talkgroup Access and Management to 800 MHz ARMER Statewide Area Talkgroup Access and Management.

There is discussion about why Regional Radio Board approval would be needed for statewide access talkgroups.

Gundersen moves to drop the Regional Radio Board language at the bottom of page two.

Motion fails for lack of a second.

Tom Justin asks for Anderson to clarify if the intention of the Standard is to say talkgroups cannot be patched. (Bottom of page 2, top of page 3.)

Anderson says that meant roaming only, which is why the subcommittee put in examples. Some subcommittee members said there would be times patching would be required which is why the next bullet point was added.

Terry Wesley moves to drop the language "nor would these talk groups be permitted to be patched" so the sentence would end at the word "talk groups" on the second line of page two.

Kim Hall seconds.

There is discussion about patching and roaming.

Wesley says the intent of his motion is to remove the language that would prohibit patching under any circumstance because there would be situations that could come up where you would want to be able to patch these talkgroups.

There is discussion about how to define "special circumstances".

Gundersen says the purpose of the Standard is to figure out a way to not cause excessive system loading and to minimize roaming traffic. He says if we are going to be able to patch mains to roaming channels then we are reversing the reason for the Standard.

Hegrenes says the intent was for roaming talk groups to be used by dispatch, to have a way for connecting between the person that was roaming and dispatch.

Motion fails.

Justin asks if, in Section 5, Recommended Procedure, in the second paragraph, was the intention to not include the Regional Radio Board (RRB) in the list of authorizing entities. He points out that on page two the Standard talks about acquiring RRB approval.

Rohret agrees that the Standard is inconsistent about RRB approval.

Justin says references to RRB do apply to the Adjacent Site Access paragraph under Recommended Procedures in Section Five.

Justin moves to send the Standard back to the subcommittee for revision and to clarify references to the RRBs.

Gundersen seconds.

Rohret says it makes sense to not require RRB approval for statewide access for talkgroups but for adjacent site access it still makes sense to ask for RRB approval if you are requesting sites into another region and dragging traffic over.

Motion carries.

STANDARD 3.17.3 AND 3.17.0 COML AND COMT (CATHY ANDERSON)

Cathy Anderson presents 3.17.0 Criteria for State Certification as a Communications Unit Leader Type III.

Gundersen says the Metro Region doesn't have a Metropolitan Interoperability Coordinator. It has a Regional Radio Services Coordinator.

Gundersen moves to change the language from "Metropolitan Interoperability Coordinator" to the "Regional Radio Services Coordinator".

Juth seconds.

Motion carries.

Rohret points out the sentence on page three under Recertification, paragraph 2, where it says "If these items are not available..." She expressed concern about why a COML wouldn't be able to get a 205.

Jansen says that should not be in the Standard for COMLs but it applies to COMTs.

Jansen moves to strike the second sentence in the second paragraph on page 3, under Recertification, which begins "If these items are not available..."

Juth seconds.

Motion carries.

Juth moves to approve 3.17.0 as amended.

Wesley seconds.

Motion carries.

Anderson presents Standard 3.17.3, Criteria for State Certification as a Communications Technician.

Gundersen moves to change the language from "Metropolitan Interoperability Coordinator" to the "Regional Radio Services Coordinator".

Juth seconds.

Motion carries.

Rohret points to the second sentence in the first paragraph on page three, under Recertification. She is uncomfortable with the language "a letter signed by an active COML" because it sounds like it could mean any

active COML but not necessarily one that was at the incident. She suggests “the incident COML” or “the incident commander”.

Gundersen moves to amend the language to say “If these items are not available....a letter signed by an active *incident* COML indicating the candidate acted in the role of a COMT...”

Juth seconds.

Motion carries.

Jansen asks what if the incident has active COMTs but not an active COML? Rohret says that is why she suggested “or chief exercise planner”.

Gundersen moves to add after ‘an active incident COML’ ‘or the event or exercise planner’. The modified sentence would read “If these items are not available, Attachment E, along with a letter signed by an active *incident* COML or the event or exercise planner indicating the candidate acted in the role of a COMT during an event will be sufficient for recertification.”

Juth seconds.

Motion carries.

Anderson would like to change the language in the fourth paragraph under Recertification to read “ECN’s Standards & Training Coordinator *may* send out a reminder” instead of “*will* sent out a reminder”.

Hegrenes moves to change the language to say “ECN’s Standards & Training Coordinator may send out a reminder...”

Gundersen seconds.

Motion carries.

Juth moves to approve Standard 3.17.3 as amended.

Hegrenes seconds.

Motion carries.

NEW BUSINESS

Review of change management is forwarded to next month’s agenda.

OLD BUSINESS

Status Board Report

Cathy Anderson reports on StatusBoard outages. November 13th was the last unplanned outage. It was a five hour outage. She did not get any calls or emails after the last monthly maintenance so she thinks it went smoothly. She and Jackie Mines are meeting weekly with MN.IT. MN.IT is working on upgrades such as bump notifications. They are going to work on a search engine. Anderson is putting together a regional StatusBoard Administrator group. She has a representative from every region except the Southeast and South Central.

REGIONAL REPORTS

Northwest (Robertson)

At the last Regional Advisory Committee meeting the focus was on setting priorities and encouraging the counties that have not moved to VHF to do so. They will be doing a Train-the-Trainer class.

Northeast (Hegrenes)

The region is concentrating on training. They are hosting a COMT course in February and hope to have 16 new COMTs.

Central (Bonnema)

The region is working on regional recorder issues. They are having access issues. The region is working on setting regional priorities for grant fund requests. Working on regional training for PSAPs. Working on a Genesis access standard.

South Central (Wesley)

The region held a Train-the-Trainer class on December 2nd and 3rd. The Regional Advisory Committee (RAC) meeting discussed how to use up grant funding and getting the appropriate paperwork together.

Southeast (Freshwater)

Vice Chair Thomson reports that the regional logger is doing a good job.

Southwest (Hall)

The RRB has not met since the last OTC meeting. The region completed a third round of successful PSAP training in Alexandria.

Metro (Gundersen)

The Radio TOC met on November 19 where it recommended COML certification for one person and recommended approval of the Scott County participation plan amendment. The full board will meet on January 14th and the next Radio TOC meeting will be on December 17.

OTHER REPORTS

MnDOT (Lee)

Lee reports that Pine County was recently put on the air which puts the ARMER system at 97% built-out now. There are three contracts in place to get towers built and 10-12 towers in various states of construction. They are working on land acquisition for about 12 sites. They are making progress with the dual router in zones 4-5 and some progress in zone 6.

System Managers Group (Anderson)

Anderson reports that there was no meeting in November and the next meeting will be on December 17. The meeting agenda will include a standing agenda item to discuss any open tickets items on the ARMER system which Motorola will address and also a request to review the meeting dates.

DPS Standing Report (Cathy Anderson)

Anderson announces Rick Juth as the new Metro Region Regional Interoperability Coordinator (RIC). Planning is underway for the next Interoperability Conference which will be on April 27 – 29. There will be a four hour CASM workshop. Anderson will be taking over the administration of CASM for the state. The regional CASM administrators will be at the meeting.

Meeting adjourns at 2:31.