MEETING MINUTES

Attendance:

Members/alternates:

Chair: Dave Thomson/vacant—MN Chiefs of Police Association
Vice Chair: Tim Boyer/vacant – Minnesota State Patrol
Dan DeSmet/Mary Borst– MN Ambulance Association
Bill Schmidt/vacant – MN Department of Health
Dean Weis/Steve Ouradnik – MN Dept. of Corrections
vacant/vacant - Association of Emergency Managers (AMEM)
Brian Askin/Dan Kuntz – MN DNR
Tim Lee/ John Mohn / Mukhtar Thakur/– MnDOT
Bob Norlen/vacant - Emergency Medical Services Regulatory Board (MN EMSRB)
Ron Jansen/Chris Kummer– MESB
John Sanner/vacant – MN Sheriffs Association
Ulie Seal/Vacant – MN Fire Chief's Association
Lance Lehman /Bill O'Donnell –MN Bureau of Crime Apprehension
Pat Coughlin/Vacant – MIFC
Mike Martin/Brian Smith – Federal Seat
B.J. Battig/Vacant – UASI
Tom Simota/vacant- MN National Guard
John Dooley/ – HSEM
Matt Mass/Kevin Torgerson – HSEM Region 1 SE MN
Brian Halbasch/vacant HSEM Region 3 NW MN
Terry Stoltzman/vacant – HSEM Region 6 Metro
Michael Wisniewski/Al Fjerstad- HSEM Greater MN
Mike Martin/Brian Smith - Bureau of Investigations
Chad Steffan, Lower Sioux, Tribal Government
Rick Freshwater/vacant – SE ECB
John Maatz/Paul Johnson - SW ECB
Darrin Haeder / vacant– SC ECB
Micah Myers/Kristen Lahr– Central ESB
Kerry Swenson / Monte Fronk – NE ECB
Dave Olson/vacant– NW ECB

*Members attending marked with highlight.

Guests:
Jim Stromberg, DPS-ECN
CALL TO ORDER

Chair Thomson calls the meeting to order at 1:03 p.m.

APPROVAL OF THE AGENDA

Chair Thomson asks for a motion to approve the agenda.

Terry Stolzman makes a motion to approve the agenda.  
Michael Wisniewski seconds the motion.  
The motion carries.

APPROVAL OF MINUTES

Chair Thomson asks if there are any changes to the August meeting minutes.

Tim Boyer makes a motion to approve the August minutes.  
Lance Lehman seconds the motion.  
The motion carries.

ACTION ITEMS

SOA-R CHANGE MANAGEMENT (STROMBERG)

Jim Stromberg introduces the SOA-R Change Management item. The item was brought before this committee in October but there was not a quorum so it was not voted upon at that time. It was sent to MnDOT, the System Managers Group, and the Regional Advisory Committee Chairs, and the Finance Committee for feedback.

A standard was drafted capturing the guidance of the workgroup. The standard lays out many options, including local frequencies, 7SOAs-simplex, 8SOAs-simplex, and 8TACS-simplex or repeated. The draft standard allows for 8TACs to be used as an interop solution and not for day-to-day use. The request of the committee today is not to decide on the standard. The request is to consider the concept of using 800 MHz National Interoperability Channels (8TACs) for the SOA-R change management request. The recommendation is to use 8-TACs in a repeated or simplex fashion as a viable solution for coverage issues.

Micah Myers makes a motion to approve using 8-TACs in a repeated or simplex fashion.  
Stolzman seconds the motion.  
The motion carries.

MNFOG (STROMBERG)
Stromberg introduces a revised Minnesota Communications Field Operations Guide (MNFOG) Version 2.0, as submitted in the meeting materials. The MNFOG has not been revised since April 2015. A workgroup including Stromberg, Chad Steffen, Steve Ouradnik, Nate Timm, Troy Tretter and Tom Fox worked on revising the guide. The revisions were sent to the regions for feedback.

Changes include expanded the strategic technology reserve (STR) section; separating out the National Guard and the Interagency Fire Center from STR as their deployments are very different from STRs; adding a section on home zone mapping; adding RF channels at repeater sites; adding details on NWS, aviation, marine, railroad and FEMA; and adding ten-digit PSAP numbers. The document was recreated as reformatting the old version proved to be unwieldy.

Stromberg proposes that the committee adopt the version for publication in the large size and then wait two months for feedback to come in. He would to have permission to then make any minor changes that come to light before printing in the smaller version, which is more expensive.

Chair Thomson says that he has read it and thinks it’s well put together and easy to work with.

Ron Jansen makes a motion to approve the Minnesota Communications Field Operations Guide (MNFOG) Version 2.0.
Wisniewski seconds the motion.

Stromberg adds that he would prefer not to put back to the committee the minor changes.

Friendly amendment that Stromberg will not have to come back for approval for minor changes.
The motion carries.

NOTICE FROM FCC REGARDING RAILROAD POLICE AND INTEROP CHANNELS (STROMBERG)

Stromberg introduces the Public Notice from the FCC Regarding Railroad Police and Interop Channels, as submitted in the meeting materials. The FCC recognizes the SECB as Minnesota’s Statewide Interoperability Executive Committee (SIEC). The FCC recently authorized railroad police nationwide to use VHF and UHF national interop channels and issued a notice asking all states to update their SIEC contract information and to advise if their SIEC intends to administer railroad police access to VHF and UHF national interop channels. The SEBC’s contact was listed as Mark Dunaski so that needs to be updated. Stromberg recommends that the SECB approve administering railroad police access to national interop channels. John Mohn, of MnDOT, advised that administering could be as simple as adding a line to the MNFOG authorizing railroad police to use the national interop channels.

Stolzman makes a motion recommending to the SECB that it administer the national interoperability channels for railroad police.
Wisniewski seconds the motion.
The motion carries.

Stromberg will draft a letter to the FCC.

NEW BUSINESS

INTEROPERABILITY CONFERENCE (WHITEHEAD)
Ron Whitehead, Chair of the Interoperability Conference Planning Committee, introduces a discussion about the 2017 Interoperability Conference. He reports that the conference will take place on May 1-3 in St. Cloud. Jim Stromberg is the Vice Chair of the planning committee. The focus of the conference will be technology, LMR, broadband and NG911, with a focus on the convergence of these. The planning committee is narrowing the number of track to help keep this focus. Conference feedback is that people like the basics to be available for new people and also want something fresh for regulars. The planning committee is looking for representatives from key SECB committees to be involved in the planning calls and to own a session or workgroup. The planning committee also requests that the conference be a regular item on the agenda for discussion of relevant topics, speakers, etc.

Chair Thomson suggest it could be under the reports section of the agenda.

Micah Myers volunteers to be on the planning committee.

Discussion about recording of state resources and retention schedules. Myers asks for guidance on this. Discussion about cleaning up the state standard for logger recording. Whitehead adds that data practices is a confusing law. The more you read it, the more different was you can interpret it. He suggests that if you don’t want to administer it, get rid of it.

OLD BUSINESS

None.

REPORTS

CHANGE MANAGEMENT (STROMBERG)

Stromberg reports that the workgroup recommended four LTAC-Es instead of two. The OTC sent its recommendation to MnDOT, the SMG, the regions and the Finance Committee. MnDot had no concerns and will follow the will of the SECB. The SMG meets later this month. The Metro and the Southeast regions were supportive and the others have not reported back yet. The Finance Committee had no objections. ECN had no concerns. The workgroup has scheduled additional discussions regarding home zone mapping and encryption.

Discussion about timeline for reprogramming radios. General agreement that there would be a very wide window of opportunity so it would not be a burden to any region.

ECN REPORT (STROMBERG)

DRO STANDARD AND RED CROSS PARTICIPATION

The OTC and Steering Committees asked that the Disaster Relief Organization (DRO) standard be reviewed. A workgroup was formed, including Bill Schmidt, Troy Tretter, Marcus Bruning, Cathy Anderson and Jim Stromberg. The DRO draft standard is slated to go to the OTC in December. Basically, it says that if you are a DRO and own radios, you should have a participation plan. If a DRO does not choose to own radios, it can be issued cache radios. The Red Cross has submitted a statewide interoperability participation plan and has been working on programming radios. The plan will be moving to the SECB.

Myers asks about feedback from the regions. Stromberg responds that the Red Cross will need to go to each region
for permission. Kristen Lahr reports that she submitted the talkgroup permission form to Bill Schmidt.

WEBSITE
The webmaster for DPS took a job elsewhere and hasn’t been replaced so big changes need to wait. Changes to text are happening. Amber Schindeldecker, from the DPS Office of Communications, has been very helpful.

BORDER STATE INTEROPERABILITY
Stromberg reports that he is working on updating a border interop map. He needs information on the last few counties along the Iowa border and then hope to publish and make it available to the committee.

COMU PROGRAM
There has been steady progress forward. A large workgroup meets monthly by phone and has approved the following purpose statement:

*Consistent with the National Incident Management System Incident Command System, Minnesota will develop and maintain a strong Communications Unit (COMU) program that is organized, encourages training and exercising, and one that supports availability and deployability so that the Communications Unit may be considered a core component of public safety incidents and exercises.*

The workgroup has been discussing topics relative to each component of the mission statement and has begun drafting a Standard Operating Guidelines document. The goal is to have this approved in March and rolled out at the Interoperability Conference.

STRATEGIC TECHNOLOGY RESERVE
Stromberg has been taking an inventory of the different practices and of serial numbers, etc. He has completed the Northeast, Northwest, Central, Southeast and South Central regions. He still needs to do the Metro and the Southwest regions.

Cathy Anderson adds that ECN held two very successful interoperability COMEXs – one in Grand Rapids and one in St. Peter. There was positive feedback for both. She thanks Stromberg for his work. She adds that a train-the-trainer is in the works.

Meeting adjourns at 2:10 p.m.