

**STATEWIDE EMERGENCY COMMUNICATIONS BOARD
NG911 COMMITTEE**

March 23, 2016

MEETING MINUTES

Attendance

Member/Alternate

Darlene Pankonie, Chair/ Capt. Kathy Hughes, MN SHERIFFS ASSN
Nancy Shafer/ Beryl Wernberg, NORTHWEST MINNESOTA
Steve Olson/ Patrice Erickson, NORTHEAST MINNESOTA
Judy Diehl/ Tina McPherson, Vice Chair, CENTRAL MINNESOTA
Wayne Betcher/ Faith Evers, SOUTHEAST MINNESOTA
Pat Wallace/ Peggy Reimers, SOUTH CENTRAL MINNESOTA
Bonnie Westfield/ Terri Ebert, SOUTHWEST MINNESOTA
Mary Borst/ Marion Larson, MAA
Ross Tieg/ Vacant, MN CHIEFS OF POLICE
Tim Boyer/ vacant, STATE PATROL
Matt Goodman/ vacant, GIS
Dana Wahlberg/ Adam Iten, ECN
Deb Harmon/ Vacant, TRIBAL PSAP
Christine McPherson / Susan Bowler, METRO MINNESOTA
Vacant/ Vacant, MN FIRE CHIEFS

*Members attending are marked with yellow highlight.

Guests reporting:

Cathy Anderson, ECN
Dustin Leslie, ECN
Rick Juth, ECN
Randy Donahue, ECN
Carol Salmon, ECN
Caitlin Prodoehl, Stevens County
Al Fjerstad, Central Region
Judy Siggerud, Ottertail County
Mary Phillippi, Red River Regional Dispatch
Val Spryznyczk, Anoka County
Carrie Oster, Motorola
Jason Kramber, Wright County
Jessica Hall, Wright County
Jason Bernard, Motorola
Joe Zunker, Douglas County
Tom Egan, Douglas County
Pete Eggimann, MESB
Tim Walsh
Susan Bowler

CALL TO ORDER

Chair Pankonie calls the meeting to order at 1:34 p.m.

APPROVAL OF AGENDA

Christine McPherson makes a motion to approve the agenda.

Beryl Wernberg seconds the motion.

Motion carries.

APPROVAL OF PREVIOUS MEETING'S MINUTES

Marion Larson makes a motion to approve the February minutes.

Kathy Hughes seconds the motion.

Motion carries.

ECN REPORTS

NG911 GIS Project Report (Adam Iten)

Adam Iten reports that the he next issue of the GIS project newsletter, issue three, will be published and released in early April. He thanks the metro region for help.

The next GIS Subcommittee meeting will be on April 14th. The subcommittee always meets one week before the NG911 committee meeting. He encourages members to make sure that their GIS person is involved with this group.

MnGeo is filling out data readiness profiles for the Northeast and Metro regions. The goal is to help understand and access where everyone is starting from with the GIS data. This assessment will expand to the southeast and central regions next week. The initial goal was to have the whole state assessed by the end of the calendar year and the project is ahead of schedule.

Iten adds that now that the state copy of the ALI records that doesn't go against everyone's one free copy a year. If anyone wants a copy of what Iten has received please contact him.

The initial review and comment period for the GIS draft standard is now open. Iten sent it to all the PSAPs managers and backups and county GIS managers and backups. It includes everything except address point section and ESN and PSAP boundary sections. He asks that people pay particular attention to the roles and responsibility section. The current review period will end at the end of April. The request is to have each PSAP give one single response. He asks that people ask their GIS person to take a look at it. The goal is to have an approved standard by the fall. He sent out a standards comparison to show how the proposed Minnesota standard compares to NENA's standard and to other states.

Dana Wahlberg recognizes Iten and MnGeo for accomplishing much in a short amount of time and for developing partnerships.

NG911 NETWORK/FEATURES (DANA WAHLBERG)

Dana Wahlberg reports that PSAP managers and others may have received an email or postal mail recently from CenturyLink asking for circuit ID information. There wasn't a contact name or phone number and it looked like spam. CenturyLink is soliciting information about LAN circuit connections on host remote or shared call systems. Those not in Pope, Stevens, Grant, Douglas, Todd, Wade, Otter Tail, Traverse, Wilken or the Metro area can disregard and shred the message. Wahlberg says that ECN will work with IES to obtain the information that CenturyLink is looking for. She thinks this is a mass notification nationally to satisfy an FCC request. The majority can shred it and those of you it applies to she will work with you to provide the requested information.

The federal Engineering PSAP Assessment Survey was due Monday and there was not 100% participation. She encourages anyone who has not already filled it out to do so. The information requested is very important to have

for looking ahead and planning. The highest priority is understanding the importance of PSAP training and how the role of telecommunications will change in the future as new features and functionalities with NG911 come to fruition. Another is understanding upgrade and equipment costs, etc. Until we understand what your needs are and what shortfalls you might be experiencing it will be difficult to approach the legislature for increased funding. If you don't know the answers and don't feel you have time to track them down, just leave them blank and we can try to track them down after the fact. Anything you can provide will be helpful. If we don't get a good response from PSAPs it may not even be valuable to do a full evaluation from the limited response that we received. So please get in what you can by the end of the week. She understands that everyone's time is valuable but if you can make some time for this we would be very much appreciated.

Al Fjerstad asks Wahlberg if she can send out information regarding who has responded or who hasn't? She will have Dustin Leslie send a list of whose responses have been received.

It is noted that it can take some time, perhaps a full day, to assemble all of the information requested. There was not a deadline listed on the previous emails but it was discovered recently that the deadline was last Monday.

Wahlberg adds that the annual E-911 audit is due at the end of March. She notes that there has been 100% participation in the past.

OLD BUSINESS

RFP (WAHLBERG)

Wahlberg reports that the final determination is close. There are a couple of pricing determinations that have been hold ups. The next meeting will be on April 1. She adds that when an announcement is made, then next step will be addressing the deployment of Text-to 911 across the state, beginning with one PSAP per region. She has begun working with Mission Critical Partners (MCP) who have deployed media campaigns in a number of states.

SECURITY STANDARD—SIP FIREWALL (WAHLBERG)

Wahlberg reports that a new organization structure is taking place at MNIT and that is having an effect on where this project lands and causing some hold ups. Wahlberg met with Airbus and CenturyLink to re-iterate what their expectations are and will bring this information to MNIT. What is left to determine is whether MNIT is interested in the project or if it will go out to RFP. Jackie Mines found a grant source for this and has applied for it. Wahlberg hopes to have more information in April.

NEW ECN EMPLOYEE (WAHLBERG)

Wahlberg introduces Dustin Leslie who is the new ECN 911 Management Analyst II. Some have had the opportunity to meet him and for those who have not, please take the opportunity to introduce yourselves when you can. Leslie will be working with wireless provisioning and the county 911 revision plans that have been on hold since last July.

COUNTY 911 PLAN REVISIONS (WAHLBERG)

Wahlberg explains that those whose county starts with an A or a B will be getting an email from Leslie asking update information and send it back. Leslie will put together hard copies of the book and also maintain an electronic copy. The last time these were updated in 2005.

STATUSBOARD (CATHY ANDERSON)

Anderson reports that there has not been much going on with the StatusBoard. She adds to remind people that to log off at the end of their shift. This will prevent some issues.

NEW BUSINESS

RAPIDSOS AND DISPATCHER TRAINING

Chair Pankonie reports that RapidSOS will go live on March 29. There was an announcement about Rapid SOS doing a presentation on April 8th from 10 – 3 pm at the APCO-NENA chapter meeting. Those who would like to attend should send an email to mnapconena@gmail.com. There is an online dispatcher training. There is a new website: apco-nena-mn.org.

VMBL CLASS OF SERVICE

Wahlberg reports that there is some confusion about this and more information will be forthcoming. CenturyLink says that all we have to do is make the call. Wahlberg put in a call to Jim Shepard for more information. It is not clear that RapidSOS will deploy on March 29. The National Association for Statewide 911 Administrators asked RapidSOS to consider delaying their deployment.

OLD BUSINESS

None.

REGIONAL REPORTS

Northwest (Shafer/Wernberg)

Beryl Wernberg reports that the region is working on its radio roll out. The region would like to go to NG911 this fall and is requesting the SIP update. It is working on regional standards for regional talk groups.

Northeast (Olson/Erickson)

No report.

Central (Diehl/ McPherson)

Judy Diehl reports that Wahlberg and Anderson visited the region on March 10th for WERM training which was well attended. There were representatives from GIS and sheriffs. It was an active involved group with a lot of good questions.

South Central (Wallace/Reimers)

Peggy Reimers reports that the region did not meet last month. There were some issues with Verizon test calls and it was brought to Wahlberg's attention. Not much notice was given and a lot of test calls were made which was difficult with staffing and timing.

Wahlberg responds that Verizon was notified to not go directly to the PSAPs. Verizon was asked that anytime they do any testing to come to notify ECN at least 48 hours in advance and greater if on a weekend. The company was asked to coordinate all testing for Greater MN through ECN and for the Metro through the MESB. She adds that the PSAPs will be solicited to ask if it is preferable to have the test calls done from 3 a.m. – 6 a.m. during the maintenance period. Wahlberg learned from Verizon that this particular testing is only for Phase I. It is basically determining that the tower site is routed correctly to the PSAP. Verizon anticipates that the next round will be less labor intensive. Sherburne and Wright are the only counties coming up for testing right now. Verizon has been pretty apologetic about that whole incident. They are trying to be sensitive to what our needs are and to work within those constraints.

Southeast (Betcher/Evers)

Faith Evers reports that the region met and discussed the PSAP survey. It took longer than people

expected.

Southwest (Westfield/Ebert)

Bonnie Westfield reports that WERM training is scheduled for April 6 and about 10-12 participants are expected so far.

Metro (McPherson/Bowler)

No report from Metro. People were reminded at the last TOC to return their survey. Minneapolis has completed the survey.

STANDING COMMITTEE REPORTS

NG911 BEST PRACTICES SUBCOMMITTEE (TINA MCPHERSON)

No report.

GIS SUBCOMMITTEE (ITEN)

No report. See Iten's report at the beginning of the meeting.

Meeting adjourns at 2:45 p.m.