

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
OPERATIONS & TECHNICAL COMMITTEE

February 11, 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- NW Region
Bruce Hegrenes/Scott Camps - NE Region
Terry Wesley/Darrin Haeder - SC Region
Tom Justin/Ace Bonnema - CM Region
Rick Freshwater/Nate Timm - SE Region
Randy Donahue/Mike Hamann - SW Region

*Members attending are marked with yellow highlight.

Guests reporting:

Name

Representing

Cathy Anderson	DECN
Wendy Surprise	DECN
John Tonding	DECN
Brandon Abley	DECN
Mike Fink	Motorola
Marcus Bruning	DECN
Randy Hanson	Waseca County
John Eckel	Chisago County
Rod Olson	City of Minneapolis

Call to Order

Chair Glaccum calls the meeting to order at 1:08 p.m. After taking attendance, Chair states that there is a quorum.

AGENDA REVIEW

Motion to approve today's Agenda: Rick Juth
Second: Nate Timm
Motion Carries.

APPROVE PREVIOUS MEETING'S MINUTES

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

John Gundersen says that Jake Thompson is listed as being from Dakota County instead of Anoka County.

Motion to approve previous meeting's minutes as amended: Dave Thomson
Second: Gundersen
Motion carries.

ACTION ITEMS

Action Items

1. Waseca County T-1 Request (Andy Buckmeier)

Buckmeier states that Waseca County is installing a simulcast paging system at four sites and asking for some T-1 space from the state for transport.

Chair asks Tim Lee for comments.

Lee states that MnDOT has worked with Waseca County on this.

Motion to approve: Lee
Second: Juth
Motion carries.

2. Chisago County Request for Radio IDs & Talkgroups (Jon Eckel)

Eckel states they are requesting 56 radio IDs (for a total of 775) and 56 talkgroup IDs (for a total of 150).

Chair asks if this is within the ID allocations they have had in the past and if it covers three years of growth.

Eckel says yes.

Motion to approve: Thomson
Second: Gundersen
Motion carries.

3. Standard 1.5.3 Variances and Waivers (Brandon Abley)

4. Standard 3.7.0 Recording Interoperability Channels and Talkgroups (Brandon Abley)

5. Standard 3.15.0 Use of 700 MHz and 800 MHz Statewide Scene of Action (SOA) Channels (Brandon Abley)

Abley states that it was his intention to bring these standards to the Committee for input as to the format/layout of standards (not as an action item necessarily). ECN is looking for an ideal way to present policy in standard and has included a proposed format for standards 1.5.3, 3.7.0, and 3.15.0. Abley states that in the current format, the policy inside of the standard is not necessarily clear or up front. He adds that ECN is neither in favor of or opposed to changing the format of the standards. This proposed format reads a bit like a state statute with a heading and

subheading nested in. With this format, there is a loss of the history of the standard and the justification for the standard. However, this is very concise and direct.

Gundersen asks if the intent is to rewrite all of the standards.

Abley states that their idea was that instead of *writing* the standards, they would put into a data base and write a report that would generate the standards. In the future when there are changes, we just modify the report and generate a new set of documents.

Gundersen says that the Metro is having a hard time figuring out what needs to be changed. The current standards are looked on as best practices and we have been a model for some programs with what we have. Gundersen says that taking out some of the background and technical information (while it does make it more succinct) but different people need to read different things. Metro does not understand the value in changing and generally speaking, thinks it is not necessary.

Thomson asks if we have a standard that dictates how standards are written.

Chair says a change would have quite a ripple effect.

Abley says the intent is not to adopt the format but more a way of thinking of the standards as lists of policy points rather than a written narrative.

Thomson says that he is comfortable with the way it looks now. While looking at it from a different perspective might have its benefits, he agrees with Gundersen that having some background and where the standard came from might help us in the future.

Timm says that while he has heard comments that some of our policies and procedures are hard to read, he is not sure it would be worth the time to change. Many of his users don't look at policy. He says that as a system manager, he is more familiar with policy and passes information along. He adds that dispatchers are very busy and don't necessarily have the time to get to know all of these policies.

Shane Richard says that he likes that it takes away some of the busy-ness from the top of the standard. He adds that it seems to get right to what you are looking for.

Timm suggests putting an overview (bullet points) at the beginning of the standards with plain language.

Chair suggests that the proposed format go back to the regions for more input.

Abley says that at this point it is just an idea for discussion. If the committee thinks that this is not a good way to present the information, ECN would not pursue it at all.

Hegrenes says it would be a lot of work for the locals and regions as well. He doesn't see the point and agrees with Gundersen.

Chair asks if there is value in bringing it out to the regions.

Hegrenes says they can bring it up at the RAC next week. But, as far as format, "boots on the ground" users aren't the ones who go through the standards. He sees limited value in the change.

Chair proposes taking this and next two and postpone action on them and bring back next month for discussion after review to regions.

Motion to approve: Gundersen
Second: Thomson
Motion carries.

6. City of Bloomington Waiver Request (Ulrie Seal)

Seal states that they aren't able to comply and request a variance and waiver from Standard 3.16.0 800 MHz Statewide Interoperability Talkgroups.

Chair states that the request is not uncommon from what he have seen from other areas. Bloomington would not monitor STAC 9 through 12 until upgraded to MCC7500 consoles and Model-1 radios in the IC zones.

Motion to approve: Juth
Second: Hegrenes
Motion carries.

7. Redwood County Participation Plan Modification Request (Randy Hanson)

Randy Hanson states that they are looking to add 25 additional talk groups for a total of 60 and adding 300 subscriber IDs for a total of 884.

Lee states that he doesn't see an issue with it but adds they are starting to see a low level of busies on all three sites in that area (they are five-channel sites). It will be likely that we will see more busies.

Chair states that is a caution worth noting.

Thomson asks if these are mains, higher priority traffic.

Hanson states that for the most part will be lower priority traffic.

Motion to approve: Timm
Second: Juth

Motion carries.

DISCUSSION ITEMS

- Beltrami County follow up (Therkelsen)

Mr. Therkelsen not present.

Chair states that will be carried over to next month.

- ISSI connections to other trunking systems (Timm)

Timm says at the last SMG meeting he brought up the topic of the ISSI solution to connect to other trunking systems. Currently, Wisconsin has a P25 wide area trunking system. South Dakota has a 3600 Type 2 system and Iowa is working on developing a system. In addition, both nuclear power plants at Monticello and Red Wing are currently on schedule to deploy in August or September similar 713 system as ours. We interop with them often. The plant is coming on with a limited participation plan with ISSI access. Motorola offers two solutions; ISSI 8000 is a fully connected system where users can roam over to systems of similar bands and share console level talkgroups. The other solution is ISSI.1 which mimics the tower site of the other system and limits talkgroup

movement. Timm says he proposed at the SMG looking at the ISSI system and they thought it should come to the OTC to look into. Timm says he would propose a committee be formed to look into it.

Hegrenes says they have done extensive research on this. They have already purchased a full DS3 microwave (with grant money) that runs between the Duluth MSO to Superior Douglas County to be used *possibly* for this. After discussion with head of WISCOM, they have purchased the interface for the EF Johnson system with the intent of first bringing on an interconnect through the P25 trunking system in Michigan. Hegrenes says that they purchased 8 ports and asked them to hold off on any movement at this point. They put in a request through a port grant for funding of this. They have had some brief discussions with MnDOT but have kind of held off because of WISCOM. Hegrenes says they are definitely interested and think it's a great idea.

Timm says from his own research the ISSI can support up to 24 systems. So, if we purchase for MN/WI interop, it will benefit any other scenario in the future.

Jansen says he thinks this would fall under one of the standards for change management and could be vetted through that process because of size and complexity.

Chair states that he is in favor of looking at the options and seeing what the costs would be. He thanks Timm for his willingness to work on this. He asks for volunteers to work with Timm.

Hegrenes says he will volunteer. He adds that he wants to make sure they aren't going around MnDOT.

Lee says he is curious what it will cost.

Chair charges Timm with putting together his own workgroup and states that he will give an update to the committee (under reports) in the future.

- Standard 2.9.0 Wide Area Talkgroup Access and Management AND Standard 2.11.0 Site Accession Permission-Subsystem Roaming **FOLLOW UP** (John Gundersen/Ron Jansen)

Gundersen states that Jill Rohret did a lot of the background work on this on behalf of the Metro Region. He adds that their letter summarizes their concerns.

In February 2013, the OTC discussed the issue of roaming between adjacent regions. There was some indication from the minutes that there would be follow up and a recommendation that it be looked at by SMG. There could be independent work by system managers. There is also information put together by John Anderson. This information points out that there are still some issues. Gundersen says they want to call attention to this and see if there should be more action as it still seems to be a problem.

Chair says that he recalls the discussion. Thanks the Metro for bringing it back up and asks committee what they would like to do.

Gundersen says that he likes the idea of putting out a memo emphasizing what is available, what choices there are when programming and maybe sending along a copy of the report. Need to make people aware of the profiles that are out there.

Chair agrees and says we will need to have some follow up.

Gundersen says we should try to solicit feedback from people who are having problems with this to see what the issues are. Hennepin appreciates having the interoperability with other regions and we don't want to discourage that but want to get the system in line with use. Either get the capacity or look at programming to see what things can be done.

Thomson asks if Hennepin could make part of this memo how they program their subscribers to keep them on their system. Maybe come up with a standard for commonly used radios.

Gundersen suggests making this a workshop at the Interoperability Conference. We could have a programmer from Hennepin and invite attendees that might be programming radios. He adds that he doesn't know if this is an issue outside the Metro.

Abley asks if Gundersen is looking for a workshop on best practices for programming/managing roaming.

Gundersen says that sounds like a good name for it.

Timm thinks this might be a training issue as well.

Eckel agrees.

Chair says he will work on a memo that states the issue and advises that there will be a workshop on this topic at the Interoperability Conference.

Hegrenes asks Gundersen if they are seeing significant busies.

Gundersen says they have had to tweak their radios but doesn't know what the threshold should be.

Hegrenes says that without knowing how many busies there are you can't do a quality check. If there is just roaming and there is capacity then it's not an immediate issue. In greater Minnesota they are starting to see that.

Gundersen says adding the busy reports as part of the discussion would make sense.

Chair says we have an opportunity here. The busy reports may or may not show a problem. If we get to the point where there is a busy, we now have a problem that is hard to address. The standard and what permissions talkgroups should have should be followed. If there are problems down the road, we want to be looking at a capacity issue and not a training/programming issue. We can be proactive here.

Hegrenes says we should always be doing recurrent training for people setting up fleet maps and radios.

Old Business

None.

Reports

NW: Shane Richard says that counties continue to work on getting ARMER equipment.

NE: Hegrenes says they are in the process of doing fleet maps. Three or four counties have fleet maps agreed upon and are starting to do some reprogramming for the new state talkgroups. Hibbing Regional Airport has a large scale disaster event today.

Koochiching County is in the process of purchasing equipment.

CM: Tom Justin says they are moving forward with the logger project. The region did just complete some PSAP training workshops. A COML course is scheduled in March and a COMMEX exercise scheduled for April 14.

CPS version 20 Clone Express and Clone aren't working the way they are designed all the time – does not always maintain the subscriber ID. He asks for comments.

No one else has had an issue.

Justin says in Kandiyohi County a portable radio was witnessed having the ability to preempt the MCC7500. It preempted the console twice in a row but would not do it later on.

Timm says he is aware that it is on a punch list at SMG.

SC: Terry Wesley states that Waseca County is nearing completion of migration. As of last Friday, have all of their portables distributed and operational. They have mobiles in all law enforcement vehicles and are beginning to work on fire departments. All counties in south central Minnesota will be on the system once Waseca has migrated.

SE: Timm says they just had their O&O meeting and the RAC and RRB. They had the FirstNet presentation. In addition, they are working on logging project. Moving an AIS server to the Rochester area where it will be hosted.

Thomson says that is something they will bring to OTC next month.

SW: no report.

MESB: Gundersen states that MESB Radio TOC met in January with the 911 TOC and had preliminary discussions on regional logging. It was determined there was sufficient interest for additional information before any decisions are made. The Radio TOC also held its regular meeting. The committee elected its 2014 Chair (Ulle Seal) and Vice Chair (Chris Caulk) and discussed adding language to Metro Standard 3.14.0. The committee discussed the reduction in Metro Mobility's airtime and was overall quite satisfied with the reduction. There was also discussion about the roaming issue previously mentioned.

MnDOT: Lee says not a lot of change as far as sites on the air. Still at 95%, 310 sites. Waiting for FCC license for Bois Forte.

Six towers are under construction right now. Four are ready for bid. Still working on getting the land at a number of sites.

John has been out updating the core routers to get set up for redundant link. Hoping to get it done this year.

SMG: Lee says not a lot to report still working on the punch list. Not sure where they are on the list. Lee says a report was sent out regarding year end reporting. Advises committee members to get their reports done.

We have approved about 110,000 IDs and the system limit is 128,000. Currently, 95,000 are programmed into the system. About 12,000 are in Gold Elites. When you talk about ISSI, you are talking about more IDs. Some counties have yet to come on.

Chair says there is value to doing the report. The standard says that we need to report and do three-year planning.

Lee asks Wendy to forward report to committee and also asks that they provide system administrator names as well.

DPS/Interoperability Report:

John Tonding says that all the FirstNet meetings have been completed and were very well attended. He adds that the Interoperability Conference will be held April 14-16. Status Board was launched.

The meeting is adjourned at 2:36.

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March 11, 2014

MnDOT Arden Hills Training Center

MEETING MINUTES

ATTENDANCE

Members:

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

*Members attending are marked with yellow highlight.

Guests reporting:

Name	Representing
Jackie Mines	DECN
Cathy Anderson	DECN
Brandon Abley	DECN
Marcus Bruning	DECN
Jake Thompson	Anoka County
Mike Fink	Motorola
Dan Nohr	Motorola
Kristen Lahr	Stearns County
Robert Dickhaus	Stearns County
Gary Therkelsen	G.J. Therkelsen & Assoc.
Victoria Peckman	Allina Health EMS
Bob Schornstein	Allina Health EMS
Sid Sanocki	ANCOM
Victor Wanchena	DOC
Bill Burton	MOT

Micah Myers City of St. Cloud
Rod Olson City of Minneapolis
Dan McCoy Granite Electronics

Call to Order

Chair Glaccum calls the meeting to order at 1:00 p.m. After taking attendance, Chair states there is a quorum.

AGENDA REVIEW

Chair states he would like to make a modification to the Agenda and that he will be presenting for the North Ambulance request. He asks if there are other additions or modifications to the Agenda, but there are no others.

Motion to approve today's Agenda with modification: Tom Justin
Second: John Gundersen
Motion Carries.

APPROVE PREVIOUS MEETING'S MINUTES

Chair asks if there are any additions or corrections to the previous meeting's Minutes. There are none.

Motion to approve previous meeting's minutes as presented: Dave Thomson
Second: Gundersen
Motion carries.

ACTION ITEMS

Action Items

1. 2014 Stearns County Modified Participation Plan (Robert Dickhaus)

Dickhaus states they are asking to amend the Stearns County Participation Plan. He says they are looking to add three ASR sites, each site six channels, located at Cold Spring, Paynesville, Sauk Centre, and also to replace the current eight Gold Elite console positions with MCC 7500's, adding an additional position at central control, a maintenance patch position in the server room, and an MCC 7100 mobile unit for command post. He asks if there are any questions.

Chair asks if there are turn-back talkgroups with the sunseting of the Gold Elite's.

Tim Lee says it was in the Participation Plan – there are several hundred to be turned back. He says MnDOT has no issues with it but one thing to point out is the firewall for the 7100 console, John Anderson will need detail on that. Lee says it shows one firewall and he isn't sure if they'll put one on their side, because the one that is shown, John Anderson would take control of, and you normally pair up two firewalls.

Motion to approve: Tim Lee
Second: Randy Donahue
No further discussion.
Motion carries.

2. North Ambulance Additional Radio ID's (Joe Glaccum)

Chair passes gavel to Thomson. Glaccum says North Memorial is requesting additional ID's. He says the numbers are confusing – there are two blocks of 500, authorized by the OTC is 983, so they're looking to add ID's to clean up the two blocks and ask for 100 additional ID's for a total of 1,100 authorized ID's that would serve as their three-year plan. As they migrate over, they don't have all the funding for the 7500's, but they expect it will free up 580 ID's that they will turn back into the system.

Thomson asks for questions. There are no questions and no concerns from MnDOT, per Tim Lee.

Motion to approve: Tim Lee

Second: John Gundersen

Motion carries.

Thomson passes the gavel back to Glaccum, who abstained from the vote.

3. Allina Health Participation Change Request (Victoria Peckman)

Peckman says Allina is asking to change their Participation Plan to add five MCC 7500 consoles and they are currently upgrading their nine to MCC 7500's from Gold Elite.

Lee says he understands this would use existing connections and everything is staying the same so there would be no issues.

Gundersen advises the committee that the region has not had a chance to look at it yet, but it is on the agenda for the Technical Operations Committee in March. He doesn't anticipate any opposition at that time.

Chair asks if it would work to move it forward contingent on any objections from the regional committee.

Gundersen says that is correct.

Motion to approve pending regional approval: Tom Justin

Second: Randy Donahue

Motion carries.

There is further discussion after the motion.

Hegrenes asks if he saw a number of radios on this.

Chair says it says nine.

Peckman states they have nine that are being upgraded to MCC 7500, but they would like to add an additional five consoles to make a total of 14.

Hegrenes asks if they operate radios beside the consoles.

Peckman says yes, but she doesn't have that number.

Hegrenes asks if this is just an addendum or if it is a complete agreement.

Peckman states it is just an addendum.

Chair says they have an existing agreement now and what he understood this to be is upgrading, getting rid of consoles, going to 7500s, and adding some positions.

Peckman says right.

Chair says as far as the ID's, the number of radios in the system, none of that's changed.

Hegrenes says that isn't what this says. If it was an agreement, it would be in whole and asked if it should say addendum somewhere. He says if we pass this, it will supersede the previous one.

Chair says he sees the first sentence saying a change to their participation plan and asks if anyone reads it differently. He asks Hegrenes if it changes his thought on that the way that it's written and says he took it as a modification.

Hegrenes says OK.

Tom Justin asks if there is any issue in just adding the word amendment or addendum to the top of the article.

Peckman says she can certainly do that.

Chair tells Peckman it can be resubmitted.

Justin says he's OK with adding on to the motion if it meets Hegrenes' needs.

Hegrenes says it would.

Chair says that can be added and says since a modification to a participation plan, it does needs to go before the Board and if this committee is OK, we'll take it in spirit. He tells Peckman the document she supplies to Cathy should have "amendment" on both sides and be watermarked.

Peckman says absolutely.

Chair thanks Justin for the suggestion and asks if there are any other comments on the motion. There are none.

Justin amends his motion with the modification that the word "Amendment" be added on both sides.

Motion carries.

4. St. Cloud Technical and Community College (Micah Myers)

Myers says St. Cloud Technical and Community College is looking at a way to communicate with first responders when they come on their facility. He says their maintenance group will work on their own subsystem with a patch that will allow first responders to communicate with their maintenance staff when on site. Stearns County Dispatch has created a talkgroup that they will be able to come up on. The unit ID for the one radio will come out of St. Cloud's pool of unit ID's, and they will program the radios and are working with their vendor, Granite Electronics.

Chair asks MnDOT for comments.

Lee says it's pretty straightforward – they're just patching one of their talkgroups to one of the time slots. As he understands, it they're not going to be assigning radios to that time slot unless they need to, so it's not going to be much traffic.

Glaccum asks Myers if that's correct.

Myers states it is correct.

Chair asks for comments from the committee.

Hegrenes asks if this is going to be a hard patch or a soft patch through the console.

Myers says it will be a selectable patch – they'll turn it on when they need it.

Hegrenes asks Myers if they'll turn it on from a portable or from a console.

Myers says the patching unit will be selected through that talkgroup and that it is not going to be up all the time.

Hegrenes says it will be up all the time because it will be a hard patch, meaning it's always patched and if they go to that time slot on that radio, it's going to come up on the ARMER talkgroup.

Justin says yes, that's correct.

Chair asks Myers if that's how he understands it.

Myers says yes.

Chair tells Hegrenes it's hard patched.

Hegrenes says the question is whether there is any way to knock the patch down if you do have problems and that's the discussion they have had in the past about hard patching. He says they went through the same thing in Itasca County through their region, and they did not allow a hard patch, something that could not be knocked down by a 24-hour dispatch operation.

Justin says there are two ways it can be knocked down. One is on site, and one is by turning the ID off.

Chair says that would require an administrator at hand to do that.

Justin says to shut the ID off but not to turn it off on site.

Myers says that's correct.

Jansen says you may not be able to shut that off.

Myers says they have made provisions with the County on that – they have someone who's authorized to go into the system with administrative rights to be able to knock that down.

Chair asks if that's 24/7.

Myers replies yes.

Timm asks if this is just a MOTOTRBO radio that's brought into a CCGW so dispatchers should be able to go into the patch and click it.

Justin says no, in essence, they take an ACU-M or a patch device gateway on the scene at the school. Justin explains that on one side is an ARMER radio on 800, which would be the city's radio ID provided for and on the other side is their version of a conventional radio system. He uses the example that when they turn to channel 2 on their radio, it automatically comes through the hard radio back on the 800 site. He says it is no different than St. Cloud State or St. Cloud Tech – it's an identical set up and the third one they've put in place in St. Cloud.

Chair thanks Justin and asks Hegrenes for his response.

Hegrenes says he will pass this on, as it's a change from what they assumed was policy in the past and says they do have some other requests out there to do this.

Chair asks Lee for his comments.

Lee says he is not familiar with a policy in the past that said we couldn't have hard patches. He says the biggest concern with hard patches at one time was if we hard patched on a console on the system, we couldn't patch it to anything else. He says he knows in a number of spots there are talkgroups patched to a county VHF system and cites Clay County as an example. He says these patches are set up on a specific talkgroup on the 800 side and says it's not like that radio can be changed or roam, it's in a fixed location, on a fixed talkgroup, and you have a fixed end user using it, so he doesn't know that there's a huge concern with it.

Chair says we had past practice and the concern is what we do if something bad happens. He says it sounds like there is opportunity to do something about that, not at the operator or dispatcher's level, but at the system admin level. He says if someone is able to respond to that, it's probably a non-issue, but this is an open meeting and everyone can voice their concerns and be satisfied with the outcome.

Abley says normally at the consoles we remove the ability for the dispatcher to disable repeat on the talkgroup and asks if that is correct. He says at console you can disable repeater function on a talkgroup so only the dispatcher would be able to talk out, but normally we remove that feature, asking if that is correct.

Justin says yes.

Abley says so it's not an option and asks if at the ROC, the op center, if they can kill radios.

Lee says they only kill radios they control ID's for.

Chair asks if there are any questions.

Motion to approve: Nate Timm

Second: Tim Lee

No other questions or comments.

Motion carries.

5. Addition of Towing Providers to City of St. Cloud ARMER Participation Plan (Micah Myers)

Myers says this plan was put together with communications with a local towing company. He says the company was looking how they could interop with officers and first responders where they have to move several vehicles. He says their current policy is that they have three tow companies within the city of St. Cloud, and there is a schedule they go through for who gets called on the next tow, so they had to do it for all tow companies they use.

He says Lt. Justin had worked with the owner of Collins Towing, and the plan is laid out. St. Cloud will provide training, program the radios on a limited priority tow company talkgroup. He says the unit ID's are unit ID's they already have and are using out of their pool, so they're not asking for more. They would be working with the first responders would be working with our first responders – law enforcement, fire, and public works.

Chair says to be perfectly transparent, the request is that if this was approved, the towing companies could use it for day-to-day operations and not just operational.

Myers says for day-to-day operations as it pertains to their first responders.

Chair asks what that means.

Tom Justin says the easiest example is a snow emergency where they tow 272 cars; presently how it operates, the parking control officers on the department call the dispatcher, Stearns County, and every communication back and forth between the tow truck drivers and the parking control and/or the police officers is all done back and forth between two different, disparate systems. The ultimate goal is to have direct communication between the public safety folks, whether that's police, fire, or public works, and the tow services.

Chair says he thinks he understands the intent and asks if it's not public safety and they're just doing a routine tow, what radio system they would be on.

Justin says if they're towing on behalf of the police or fire department, they would be on ARMER. He says if it's their own day-to-day business, it's up to them and the reason day-to-day is put in there is because when St. Cloud tows 272 cars, they typically have a dozen or more tow trucks lined up. Justin states they didn't see a need or want to make the distinguishing determination between interoperable communications from cop to one tow truck driver or this tow truck driver being able to key up and tell the other tow truck driver he needs him on the same talkgroup. He says that's why it says day-to-day as needed.

Chair thanks Justin for the explanation and asks for comments from MnDOT.

Lee says where MnDOT has used this before, they put them on a talkgroup that was MnDOT so they could only talk to MnDOT or the state trooper on a project, not tow truck to tow truck or tow truck to dispatcher. He says he sees this as a little bit of growth and feels it should be sent to the Steering Committee.

Chair asks for comments or questions.

Justin says in reference to committee procedure, within the last three meetings, the committee approved Olmsted County authorizing Whitewater Communications to have their own radios with their own talkgroup. He says the Committee has also approved charter schools to use the system in northeast Minnesota and doesn't see why this is any different of a request. He says the issue is interoperable communications between fire, public works, EMS, and tow truck drivers to provide instant, straight-up communication when it's needed and that the perspective of a tow truck driver talking to another tow truck driver at a crash is successful interoperable communications versus two disparate systems.

Justin says the standard in the metro, he believes it is 5.5.0, has provided for this, and the Steering Committee may want to look at it for where the system goes in the long run, but the actual request is for use on the St. Cloud local subsystem, which the city has ownership on part of, for no additional ID's, no additional talkgroups, and doesn't understand why the Steering Committee should be involved at this point, as it has been approved by the Committee in the past.

Chair thanks Justin for his comments and asks for questions.

Jansen says he doesn't know that Whitewater was approved for their local use as much as that they run the site down in the southeast. As he read through this request, he understood they were going to have regional and statewide resources programmed in, which is a concern for the Metro.

Justin says the intent was to program them for the interoperability they provide, and it is no different than a cache radio can be issued out to them in the time of an incident or emergency, which has those resources in them today.

Thomson asks if each of the tow agencies will have their own separate talkgroup or if they will be on the talkgroups used for fire and law enforcement operations.

Justin says that is correct – they have no intention of issuing each tow company a talkgroup.

Chair asks for other questions or comments.

Gundersen asks if it would be like a public safety talkgroup that would be authorized for the interoperability of the tow trucks.

Justin says that is correct.

Gundersen asks if it will be an existing talkgroup they already have.

Justin says the original intent was to make one with a lower priority, because in snow emergencies there's higher priority traffic needing to get on the system. He says they aren't opposed to having them be directed to a St. Cloud interop talkgroup, but that would be a higher priority talkgroup. He points out that in the amendment as you read it, in looking at the time consumption, the last snow emergency would have cost them less resource time on the system by doing this and it would have actually saved resource time from what we actually did with the duplication of traffic back and forth.

Gundersen asks Justin if it's possible to get a fleetmap for people to look at as it goes thru the process to give everyone a clear understanding.

Justin says they can do that.

Chair asks why a patch would not be considered.

Myers says they did consider a patch, but you would consume more resource time by putting more traffic on the system and that in trying to achieve interoperability, the simplest form of interoperability would be to put them on the same system. He says trying to connect disparate systems with a patch would work but there are issues with it.

Chair says it seems like there's some point where it goes beyond the comfort level of what the system was put in place for and if you're talking about a single talkgroup that only tow companies are on, that kind of patch would work fine. He says the system was put together with public safety service in mind, and we won't want to only concentrate on some of the recent decisions with the charter school, Whitewater, school busses and we have to take the decisions as they come and do the best we can. He feels the Steering Committee suggestion isn't necessarily unreasonable, because if these type of requests keep coming in there has to be some direction.

Mines says her concern about not going to the Steering Committee is that we're trying to build some boundaries around this and the only way we can do it is to start somewhere and we have begun that process. She asks where we stop if we keep pushing the envelope. She says the Steering Committee looks at it, asks pertinent questions, and helps figure out if we should be going forward with these. She feels it's the appropriate thing to do.

Myers asks if we can set a reasonable timeline so it doesn't get buried and tabled as a way to kill it.

Mines says the Committee has addressed the last two things that have come through immediately in that month and we can get this added to the agenda for this month.

Justin asks if there would be a reason not to approve it as they are asking for, and if the Steering Committee finds it can't be used, they can stop it. He says Collins Brothers wants to buy their own radios, so he can buy multi-band radios or two different radios, but he wants to get this going. To start them, he says there's no reason they couldn't program the St. Cloud local interop talkgroups restricted to the St. Cloud local simulcast system and no other

regional or statewide talkgroups, which would prevent them from being able to abuse the system anywhere. As the participation plan indicates, St. Cloud is taking the administrative role of reviewing the amount of traffic they would produce on the system.

Chair thanks Justin and asks if he would deploy cache radios if it was an emergent thing.

Justin says if they called in the regional cache for the next big storm, they would have all the talkgroups the Committee was nervous about giving them.

Timm voices his support as a line officer who deals with traffic crashes and says it makes sense.

Chair thanks Timm and asks what the pleasure of the committee is.

Motion to send the request to the Steering Committee: Tim Lee
Second: John Gundersen

There is further discussion after the motion.

Justin asks if this is without a contingent approval in the meantime.

Chair says it is and that the motion says to forward this to the Steering Committee. He says it can be moved forward without burying it in some level of bureaucracy.

Chair asks if there are other comments or questions and is asked when the next Steering Committee meeting is.

Chair says the next meeting is tomorrow and he will bring it to the Chair's attention.

Hegrenes says that what happened after they left the VHF system is the towing companies got rid of their VHF radios and are now operating on cell phones. He asks if that's what they're doing now if they don't really have a radio system.

Justin says that's where Collins Brothers is now, and they plan to continue with the day-to-day traffic as cell phone to cell phone.

Hegrenes asks if they're not going to bring anything bring anything to a talkgroup unless there's an emergency where they're dealing with the police department.

Justin says that's correct.

Myers says at the Steering Committee tomorrow, they are discussing the standard that addresses the discussion we're having, he thinks it's 1.12.0, and asks if it can be brought to the Chair's discretion to add to the discussion since it wasn't on the agenda a week before.

Chair says that's correct but it's not his call.

Timm says we all know what fails first in a big disaster is the cell phone networks and wants to address Justin's concern about getting these radios while there's funding.

Timm proposes an amendment to the motion allowing them to proceed with their plans, and if the Steering Committee decides to stop them, St. Cloud has to stop.

Chair states there's a motion on the floor to amend the existing motion that this would be approved by OTC as it stands now, pending Steering approval.

Second: Thomson

Chair asks for questions or comments on the amendment and says one he has is what about if Steering or discussion turns this into that it supports some of the good ideas law enforcement brought up, but it's just a single talkgroup that is available at a console, in tow trucks, and they're patching together versus a fleetmap. We don't have a fleetmap in front of us, so we don't know what we're approving other than what the concept is. He offers that caution.

He says the motion is on the floor and asks what the Committee wants to do.

Timm says he would assume that St. Cloud would follow the procedures addressed in the new standard so if they put interop talkgroups in the fleetmap now and it changes to be a single tow talkgroup, they have to touch radios.

Chair asks if that would come back to this group.

Timm says he would defer that to Justin.

Justin says it's not an issue of having what the Steering Committee recommends come back, because he assumes it would be adopted in a standard. He says St. Cloud local interops are their goal for the fleetmap, because they could have three different crashes and tow trucks on three different talkgroups. He says as indicated in their amended plan, they will restrict their use to the St. Cloud simulcast system on those local resources and await the Steering Committee decision.

Chair says he understands and asks Justin if he wants final approval after the Steering Committee finishes.

Gundersen says he's wondering if Timm wants to change his amendment to also reflect the language that Justin just mentioned.

Chair asks Timm to tell him what the motion is.

Timm says his motion is for St. Cloud to have the authority to immediately deploy radios with interops only on the St. Cloud simulcast only, and after the Steering Committee finalizes the standard, St. Cloud returns and complies with the new standard.

Thomson says that's acceptable.

Chair says we'll accept that as the new amended motion.

Gundersen asks if the amendment specifies that they would only be operating on city interop talkgroups.

Timm says yes.

Gundersen says he understood he says they would only be on the simulcast system, but it also restricts to these city interop talkgroups.

Timm says yes.

Chair says he understands that and asks for comments or questions on the amendment.

Hegrenes says he has concerns about taking any radio at this this point and not making it useful in disaster recovery. By limiting the talkgroups and not allowing regional or statewide talkgroups, towing agencies are not able to use the radios in a disaster recovery situation or in region wide situations. He asks if it makes sense to restrict them and says not only are the ID's logged, but they're also recorded. He says if there is an issue of using them for something else, it would be taken care of, as we get the reports every month and know who's been on what talkgroups. He asks if it makes sense to bypass the standard that says you will have these interop talkgroups in your radios or does it have to be waived to produce a radio that doesn't have these talkgroups and if we are fearing a radio that will be useful in a disaster.

Chair summarizes that not everyone is comfortable with this new thought of towing companies being on radio system, so we want to get some further discussion on that. He says we're also recognizing that maybe there's a need right now. This amendment is trying to give them something, maybe not the final product, but something to get them by for whatever length of time it takes to get through this process. He says that's what he understands the spirit of the conversation to be and asks for other comments or corrections.

Timm says that's the spirit of his motion to the amendment. It's a compromise, although he is in complete agreement with Hegrenes' comment.

Chair says he agrees but is trying to find some middle ground.

Gundersen says he agrees with the comments but thinks it may be appropriate for the Steering Committee to look at the bigger picture of interoperability. He cites the example that we don't have a definition of what non-governmental units use for statewide talkgroups or which ones they're allowed to have. He says that's the big issue here - moving into radios operated and owned by non-government but looked over by government units. He says he supports the idea and feels this will be a way to get them started and avoid problems in the short run and when the Steering Committee is done, St. Cloud can come back with a fleetmap and more information.

Chair thanks Gundersen and asks Justin if what's on the table satisfies the needs for St. Cloud for right now.

Justin says he appreciates the time.

Jansen asks about opening statewide resources to the general public and mentions radios could be broadcasting information that may be sensitive to a disaster recovery or dragging traffic (cites example of bridge collapse) that could cause issues for the St. Cloud region. He says those are his concerns from a technical side with site loading, etc., on non-public safety radios.

Chair thanks Jansen and says if it proceeds through Steering, we'll have to have standard that addresses this with those limitations. He says we're going to move forward with the Agenda and asks if there are questions or comments on the amendment.

Justin says Big Stone County in the central region has a tow company on the system and it is done through a talkgroup in Big Stone County called The Shop. It's the only tow service in that county, and he says the Sheriff has told him it worked very well and the deputies, EMS, and the tow service are all grateful. He says from an interoperable incident perspective, it works the way it's designed.

Abley asks who's responsible for their training and maintenance.

Justin asks if he's referring to Big Stone County or St. Cloud.

Abley says St. Cloud.

Justin says the city of St. Cloud is responsible.

Hegrenes states he knows we've received grants that have specified non-government organizations without really being defined and if we want to define it to government agencies only, we would be not including your department or a lot of fire departments in the state because they are private agencies and not government. He says if it does go to Steering, he hopes some of these comments are brought along so they can be part of the discussion.

Chair says they will be. He is very familiar with the argument of non-government versus public safety and says grant dollars have passed up the people that are non-government but that's not how the standards are built. He says they're really built around public safety and public service and he will pass the comments on to Steering to look at from that perspective.

Chair says that closes the discussion and will take a vote on the motion and amendment on the motion.

The first motion is to forward this off to Steering, the amended motion that we will allow St. Cloud to proceed with St. Cloud resources on the St. Cloud subsystem only until further information from the Steering Committee.

Timm says then return to OTC.

Chair asks for vote for amendment.

Amendment carries.

Chair asks for vote for the primary motion on the floor to forward it to the Steering Committee.

Primary motion carries.

Outstate was not able to hear everything that was being said, so Chair synthesizes what transpired.

Chair says the amendment passed through the majority vote. The main motion is to move it onto the Steering Committee as amended, allowing St. Cloud to proceed, and the issue will be forwarded to Steering. He says he did not hear anyone disagree but would redo the vote if there was any objection to the motion. There was no objection.

Motion passes and Chair thanks Myers for the discussion.

6. Central Minnesota ESB Motobridge (Micah Myers)

Myers says in May of 2013, the RAC formed a workgroup to put together a project for the Motobridge grant. He explained the grant requirements as listed in meeting materials. He says Central Minnesota region has done all that. He says Abley recommended it be brought back to this committee for final approval. Myers says they created an MOU between Ottertail County, where the Motobridge will reside, and the ESB, who will be the controlling agency. He says they put length of terms in the MOU, what the requirements are from Ottertail and the ESB, and explained how the connection will work and who would do training. He said it is all laid out in their Plan and it's the last step to get their equipment and get it online.

Chair asks for questions.

Lee says he doesn't see any issues with it but points out when they transfer the VPN for the software-only dispatch Mille Lacs County, you'll have to go back to MNIT and re-request the VPN circuit and cancel Judy.

Myers says they're aware of that.

Lee says he can't say how long it will take and they've been reviewing it for quite a while. He says he's heard they are working on it but hasn't heard how they'll set up the different accounts.

Myers says they're aware of that and that was part of the discussion they had in the SCIP plan. He says a lot of work went into this and time is of the essence, since this grant expires the end of June and there are no extensions.

Chair asks Mines to comment.

Mines says it was out of last year's budget, which was the end of the biennium, the SECB budget, and he's right those grant dollars do expire. She says there was conversation in some regions as to whether they want to pursue that and for those who are, we'll do whatever we can to address that as quickly as possible, but we can't do anything about the grant dollar extension.

Chair asks for questions or comments. There are none.

Chair says he will entertain a motion to accept the Central Minnesota ESB Motobridge request.

Motion to approve: John Gundersen

Second: Nate Timm

No further discussion.

Motion carries.

New Business

None.

Old Business

- Beltrami County Participation Plan follow-up (Gary Therkelsen)

Therkelsen says when he was here in December with Beltrami County's Plan, he was unable to answer the question on conventional channel gateways with any certainty. He says they believe they will need 11; two for the two planned simulcast conventional channels, eight for console redundancy control stations, and one for their Motobridge interface. He says they don't have a full understanding of Motobridge yet but it's preliminary. The whole project is unfunded and may be many years off, so they expect some of these things will change as their need and technology requirements change.

Chair says he had to do follow up to make sure it was the only outstanding item that we had requested in the December OTC meeting. Mr. Timm and Gary remember this was it, if this is only thing we had to do. Mr Timm remembered this was it and asks if anyone remembers differently. He says we accept this explanation and include it in the plan.

Therkelsen says they've added a paragraph, 7.1.1, to the plan which spells this out and the print copy will have that.

Chair asks for questions or comments. There are none. He thanks Therkelsen.

- Standards Format (Brandon Abley)

Abley says he introduced to the committee that we could revisit how standards are laid out and was asked to send them out to the regions for comments. He says he heard back from most, and the overwhelming consensus was not to change anything. There were comments that varied in specifics but it wasn't worth the investment to make changes.

Chair asks for comments or questions and whether we should take a different path but it sounds like we would not be taking any action on moving to a different format on standards.

Reports

NW: Shane Richard says that they did not meet last month due to a late agenda, so there's nothing to report.

NE: Hegrenes says they did not meet last month but he has a question if that can be taken care of. He says part of the St. Louis County Participation Plan is the hospitals in St. Louis County. He got a request from one that is putting in a 7100 not connected console to ARMER that wants to be able to patch their private security radio channel into an ARMER talkgroup for landing helicopters. Hegrenes is wondering if anyone else has done that.

Chair says not to his knowledge and it's an issue so it is not surprising that it's coming up. There has been some discussion in the aeromedical community as far as awareness in helipads in St. Cloud, Duluth, the Metro. He says it is timely but thinks whatever we do, it should be consistent across state if possible. He is not aware of anyone having done this as of yet.

Hegrenes asks if he should bring it back to the RAC and then to OTC for discussion.

Chair says he sees nothing wrong with that and he will also take it back to the group and make them aware of this request to see if there is an appetite for doing something like this across the state.

Hegrenes thanks Chair.

CM: Justin says most of what he has was covered today. He thanks the group and knew it would lead to a broader discussion but says for those who might be concerned, they probably could have just done it by handing out a cache radio, but they didn't and felt it was appropriate to do it this way.

Justin talks about zone and talkgroup names and that some of the talkgroups (cites 8call90 and 8tac91-94 as examples) will not comply with the standard, as some radios have a different amount of display characters available. He says they have a solution worked out for the next meeting to consider, but in essence what it does is drops off an L on the 8CALL90. Instead of every agency across the state applying for a variance, something should be moved forward to get a standardized 8-character display.

Abley says Jake sent a list to John that came to him four or five weeks ago and asks Justin to provide his list before next month's meeting for the Agenda.

Justin says other than that, Motobridge is the most pressing, and Myers can speak to where the regional logger is at.

Myers says they got MnDOT approval and will be racking and stacking equipment by the end of the month. They are working with Motorola to schedule their technician and the goal is to have it online and completed within 60 days. He says they had ten firm when they started and have gained a couple more during the process. He says the concept is simple and you can save significantly.

SC: Terry Wesley says the RAC has not met since the last OTC meeting and there will be a meeting on the 20th with the RRB to take on the Joint Powers Agreement.

SE: Timm says there are a couple developments in southeast. Prairie Island Nuclear Plant is moving to 7.13 Astro system, same as ARMER. They approached us to become a participant in ARMER and have also had discussions with the Central Region. Their intention is to have two trunking systems in one radio and have roaming ability by fingertip, not by switching zones, which would be for interop purposes only. Timm expects OTC will see a request in the next month or two for that and says it would be for security and operators inside the plant, with county

approval, if there was a catastrophic failure of the plant system in addition to operating with the counties on a type of event that might be hostile action. He says it also goes to the point of the subcommittee for ISSI and that it wouldn't be necessary if we go to that approach in the future.

Timm says the RAC and RRB met and approved moving the regional logger from the previous planned location to the Rochester Law Enforcement Center. They approved some local changes give Dave Thomson access for the SE region in case Rick was going to be tied up on anything during time of a request. He says the main part of both meetings were presentations from Abley and FirstNet. Timm defers to Thomson for the regional logger.

Thomson says Borchardt had to leave they are moving forward with the logger. He says there is nothing attached to the ARMER system yet and this Committee will be getting a plan change at the next meeting showing the layout and how that's going to work. He says the good news is it won't take any additional T1's or any other system resources and that it will all go through their current MCC 7500 console site.

SW: Donahue says Mike Hamann arrived after attendance was taken and has nothing else to report.

MESB: Gundersen says the Metro radio TOC met in February and discussed the potential format change to the state standards and some draft amendments to standard 2.9.0 that's meant to prevent users from parking on resources and dragging traffic unnecessarily. It will be discussed at SMG in March, and pending the outcome of that discussion, he hopes to bring it to OTC next month.

The committee also addressed the OTC discussion of regional roaming from the February OTC meeting. They also discussed needed console upgrades to occur prior to the 7.15 upgrade. MESB meets March 12 and will hear a presentation from Mines on the funding study.

MnDOT: Lee had to leave early, so there is no report for MnDOT.

SMG: Timm says last month's meeting was cancelled.

DPS/Interoperability Report:

Abley says the headlining achievement recently is that all PSAPs are now on the ESI net. There is an RFP going out for NG911 and selective routing that is supposed to be signed by admin tomorrow and posted for response shortly. After that in near future, we will be looking at text-to-9-1-1 and development of GIS statewide centerline for the state.

The Minnesota FirstNet Consultation Project has been doing a lot of work. Over January and February, they went to a lot of regions and had a number of presentations. There is a lot going on at the Interop Conference for FirstNet.

The State sent a delegation to a workshop with FirstNet on February 25 and 26, and the key takeaway is that FirstNet will be publishing a consultation checklist prior to meeting with the states. These will be things they want the state to have completed before they start their consultations with them. There is nothing absolutely specific yet, and things are proceeding relatively smoothly.

MN FOG has more updates coming to be published online – there will be printed copies at the Interop Conference.

We should have a major build ready for Statusboard any time. It is being tested and there have been some revisions that have corrected most bugs. All the major bugs that were logged have been corrected, and load testing is being done to make sure it won't kill the server. There will be an announcement when that's ready.

Mines has nothing to report.

Meeting adjourned at 2:15 p.m.

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
OPERATIONS & TECHNICAL COMMITTEE

April 8, 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- NW Region
Bruce Hegrenes/**Scott Camps** - NE Region
Terry Wesley/Darrin Haeder - SC Region
Tom Justin/**Ace Bonnema** - CM Region
Rick Freshwater/Nate Timm - SE Region
Randy Donahue/Mike Hamann - SW Region

*Members attending are marked with yellow highlight.

Guests reporting:

Name

Representing

Jackie Mines	DECN
Cathy Anderson	DECN
Brandon Abley	DECN
John Tonding	DECN
Marcus Bruning	DECN
Jill Rohret	MESB
Mike Fink	Motorola
Bill Glesener	DNR
Pat Coughlin	DNR
Brad Peters	MnDOT
Al Fjerstad	Mille Lacs County
Iver Johnson	Health East
Shawn Gullickson	ATF
Judy Siggerud	Otter Tail County

Randy Hanson Waseca County
Amy Haas Xcel Energy
Bob Schornstein Allina Health EMS
Rod Olson City of Minneapolis

Call to Order

Vice Chair Thomson calls the meeting to order in at 1:06 p.m. After taking attendance, he states that there is a quorum.

AGENDA REVIEW

Ron Jansen states that John Gundersen was present at the last meeting and was not shown in the minutes as having been present.

Motion to approve today's Agenda with the modification: Rick Juth
Second: Nate Timm
Motion Carries.

APPROVE PREVIOUS MEETING'S MINUTES

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

Cathy Anderson mentions there is an error, extra verbiage, on page 9 of the packet, remove the following words, "...Reason day to day is put in when we tow 272."

Motion to approve previous meeting's minutes as amended: Rick Juth
Second: Ron Jansen
Motion carries.

ACTION ITEMS

Action Items

1. ATF Request for Additional ID's (Shawn Gullickson)

Gullickson states the ATF is requesting two statewide ATF talkgroup ID's for interop use as laid out in their letter. He says they have the ability and ID's to use radios and mobiles, but they have a statewide task force throughout the state and it's hard to find a communications talkgroup that expands the whole area. If BCA is involved, they can use BCA talkgroups, but it becomes an interoperability issue when working with small municipalities or jurisdictions that don't have statewide communications. He says they also want the ability to load their DES or AES keys into other agency for those who don't have encryption.

Vice Chair asks if he is looking for statewide talkgroups.

Gullickson says yes.

Vice Chair says he is not seeing the specific form that is supposed to accompany requests for statewide talkgroups.

Abley says he may have neglected to provide it but they could have the paperwork filled out afterward.

Vice Chair recaps and asks if they're looking for two statewide.

Gullickson says that is correct.

Vice Chair asks if there is discussion.

Timm asks if the talkgroups would be shared with any other agencies or if they would be strictly for internal use only.

Gullickson says task force operations only.

Timm asks if they would be strapped encrypted?

Gullickson says they don't typically strap encryption, as it's an SOP issue with ATF, so they typically leave it selectable.

Vice Chair asks if it will be a shared key with other agencies.

Gullickson says no, it is ATF only encryption key.

Vice Chair asks for clarification if they would do that ad hoc as they go into an area.

Gullickson says that is correct and as they run into the situation, they can load that talkgroup into their radio or provide a radio and load the encryption key.

Vice Chair says there might be some debate about reprogramming other peoples' radios.

Jansen says there is an issue reprogramming other radios, as having selectable encryption keys becomes problematic for interoperability. He says the way it changes all the time, if you're changing it up because someone else has it, then suddenly the other people who may have had permissions don't have that key and if you change the key on the fly, then those talkgroups become empty spaces.

Gullickson says nobody has the key and they would have to go to ATF and if they're not authorized to be on the channel, they wouldn't have the key. It's a nationwide policy, and he doesn't have the authority to give the key to anyone.

Vice Chair asks if there's a possibility there would be an additional key to be used for Minnesota interoperability on just those talkgroups shared with agencies they would be interoperating with.

Gullickson asks if he's talking about generating a new key and says that's something they could do, but the purpose of this task force channel is to maintain that communication security, and he doesn't see any benefit from generating another key for other use.

Vice Chair says being a selective encryption user on some of their talkgroups, it definitely moves you away from security if some can be clear and some encrypted; you don't know who's encrypted and who's not.

Gullickson says he definitely agrees and if he could get DC to change the policy, he would. He says it happens at least three or four times a year and you can have infinite key encryption all day long, but if you push two buttons, all of a sudden you're zero. There are agents working alone or with a couple guys, and if they get into a bad situation and can't someone, it will come back on him.

Timm says if you change keys and had to switch regarding an interoperability problem, the LETACs or SIUs would be fine where those people can get moved to something else, although they might be monitored by people in the state who have them.

Vice Chair says at least the LETACs or SIU are only in select radios and asks Gullickson if they have looked at those or used them.

Gullickson says they have those but are trying to compartmentalize their communications so there are task force personnel only. He says there are times where the Feds are investigating people in the state; they are embedded in the VHF frequency realm and don't have the ability to jump spectrum. He says they have the ability with their radios but don't have an 800 MHz system or ability to patch into someone else's system. As for programming, he has no problem not programming something into someone else's radio.

Vice Chair says most system administrators would have a problem with that and asks for further discussion.

Al Fjerstad says on the side of interoperability, it doesn't sound like that will really be an option, so there goes interoperability with locals, counties, and cities they're working in. He says there are a lot of statewide interoperability encrypted talkgroups they could put in their radios and assumes they are carrying Apex 7000's so they can switch between VHF and ARMER. He says if interoperability is what they're looking for, it's not going to occur with the scenario he's been listening to.

Gullickson says they're not looking for interoperability between every federal, state, and local law enforcement entity in Minnesota, they're looking to have it between the task force officers throughout the state that are federally deputized and says that's the interop they are looking for that they don't currently have.

Fjerstad says he understands that and he missed part of that or didn't understand part of it and that's what he needed to hear.

Vice Chair says that clarifies it for some of us, also.

Brandon Abley says his understanding is if there's a mutual aid event, they would use a mutual aid resource.

Gullickson says yes, they have those resources, but they are looking for interop between their task force officers, and they have hundreds of them throughout the state from multiple jurisdictions, whether they are state, county, or local.

Jansen asks if the naming convention is acceptable in the system and who would be the system administrator/network manager administrator to set these up.

Brandon asks who does their radio maintenance.

Gullickson says he handles everything, but he does not have system administrator access and he always goes through Rod Olson.

Rod Olson says they have security rights on their radios, and that's where it ends. They have done some programming for them to be interoperable with Minneapolis. .

Gullickson says he was required to take the state programming course, which he did, and he's been doing all the programming since then.

Vice Chair asks Olson if they're willing to take care of their system admin side, adding the talkgroups to the system.

Olson says he's not sure he could right now and will have to think about it.

Vice Chair says he isn't sure and we have to look to see if the talkgroup names are acceptable in the system and asks if there's a federal prefix we use in the system right now.

Fjerstad says yes, there is.

Vice Chair asks if it's FE for federal.

Fjerstad says he will get the info.

Gullickson says ATF group 1 and 4 these is what they're for, but you can name them whatever you like.

Vice Chair asks if there is further discussion.

Nick Robertson says they deal somewhat similar but different with the same problem with US Border Patrol in the northwest with their encrypted talkgroups. They resolved to use the LETAC talkgroups and for anything that's not of a secret nature, they use county or local things.

**Rick Juth motions to approve the request by ATF.
Second by Nate Timm.**

Vice Chair asks if motion should be amended based on them getting the statewide paperwork in within 30 days.

**Juth amends the motion based on getting the paperwork in within 30 days and identifying the talkgroup names.
Amended motion seconded by Timm.**

Olson asks if it will be AES or DES encryption.

Gullickson says they can do either.

Olson says he heard the federal was going to AES only.

Gullickson says not for them but may be true for FBI, which will happen long down the road. He says they are firmly embedded in both DES and AES.

Abley says he believes as far as an agency's internal resources are concerned, it makes no difference, but for mutual aid, we prefer triple DES.

Vice Chair says he believes for the interops, that is the standard, but those radios will do multiple encryption protocol.

Gullickson says they can do AES or DES.

Timm says they have team members from Duluth and Rochester that are just DES.

Gullickson says he heard the AES only requirement, but they have too many state, local, and county jurisdictions that will be DES for a while.

Abley says if they're sharing the resource with anyone in the state, he would recommend DES.

Fjerstad says he'll get back to the Committee about the federal prefix.

Vice Chair asks for further discussion.

Jansen says to make sure whoever the system administrator installing these into the system is identified, as well.

Vice Chair asks if Tim Lee is willing to add those two talkgroups into the system.

Lee says he thinks John does do some of those where we're just doing the talkgroup entry, but we don't enter their radio id's and he thinks it starts out US but is not sure.

**Vice Chair states there is a motion and a second and asks for a vote.
Motion carries.**

2. Health East Request for Additional Radio ID's and Talkgroup with Statewide Access (Iver Johnson)

Johnson states they are requesting an additional 30 radio IDs and one additional talkgroup with statewide access.

He says they are going to be expanding the number of radios they have. Ambulances do transfers all over the states, and they don't really have a way to communicate except by phone, so they are requesting one statewide talkgroup in addition to what they already have.

Vice Chair says the paperwork for that is included.

Motion to approve: Rick Juth

Second: Randy Donahue

Motion carries

3. Allina Health Participation Change Request (Brandon Abley)

Abley is handling for Allina and says Peckman called this morning to ask if she had to attend or if we could present it for her. He says they plan to retire the Gold Elite consoles and switch to MCC 7500, adding an additional five positions for a total of 14. They will be using eight ports on 2 CCGWs and their backup plan is still with portable radios. It's technically a participation plan amendment, so it's being presented to the committee for approval.

Vice Chair says and they will be giving us some radio id's back.

Jansen says we discussed this and approved it at last month's meeting with the caveat that it was going to be presented to the Metro TOC.

Vice Chair asks if this is the one that had to have the word "amendment" in it. Several members said it was.

Vice Chair says this is approved.

Abley says it was approved by the TOC and they felt compelled to bring it to the OTC. He says she wasn't clear as to whether or not it had been approved.

Jansen says it was approved from the OTC with the caveat to go back to the TOC because of timing, so it went to the TOC and then it was approved, so it should be good to go.

Anderson says her understanding is that Peckman had to bring it back with the word "amendment" on it, and that was where the issue was.

Vice Chair says as he remembers it, it looked like a little bit like the initial full participation plan in the beginning and that this looks like a good amendment.

Vice Chair calls for a vote.

Motion to approve: Ron Jansen

Second: Rick Juth

Vice Chair asks for further discussion.

Juth says number of meetings back for this group, we had a discussion that when these situations are occurring, we are interested in identifying the number of radio id's that would be returned and made available.

Vice Chair says he doesn't think it should hold this up, but we can request she provide that number for us.

Vice Chair asks for further discussion. There is none, so he repeats that there is a motion and a second and takes a vote.

Motion carries.

4. Standard 2.9.0 Revision (John Gundersen/Ron Jansen)

Jansen says this started from a discussion we had in this group as far as parking on a talkgroup and some of the people were reluctant when asked to move from that talkgroup. He says the Metro looked at it as a Metro standard and decided it would be much more prevalent to be a statewide standard. They made modifications in verbiage not to prevent it but to give more teeth to the system administrators to look into getting people to move off it, in the case of the RNC or the bridge collapse – things that have caused issues previously, and they are looking to have this group approve or amend the standard.

Timm points out a typo on the first page, "...users switching to an interoperability talkgroup during an emergency incident they are not assigned to solely to monitor..." the first "to" needs to be removed.

Vice Chair asks if we are dropping the word "to".

Jansen says he's fine with dropping it.

Motion to approve with recommend changes: Nate Timm

Second: Rick Juth

Motion carries.

5. Kandiyohi County Request for Additional Radio ID's & Talkgroups (Ace Bonnema)

Bonnema states they are looking to add 20 radio ID's and two talkgroups. He says local transit was not planning to join the ARMER system is now working with neighbors at the request of MnDOT. These additions will cover their three-year growth plan.

Jansen asks if the talkgroups are regional or local.

Bonnema says there is one talkgroup that would local and one regional, and if approved here, they have to go to the Central Region since they're covering two different regions, to get permission to use those towers.

Vice Chair says no statewide resources.

Bonnema says correct.

Motion to approve: Ron Jansen

Second: Shane Richardson

Motion carries.

6. Mille Lacs County Request for Additional Radio IDs (Al Fjerstad)

Fjerstad states they are requesting modification to their participation plan, increasing number of radio ID's. Their plan was approved January 28, 2010, and at that time, they said they had 464 radio ID's. Since then, the county has come on to ARMER more quickly than anticipated, so they're asking for an increase from 464 to 700, which will bring them current and also allow for growth during the next three years.

Motion to approve: Rick Juth
Second: Randy Donahue
Motion carries.

7. Otter Tail County Request for Additional Radio IDs (Ace Bonnema)

Bonnema states they are looking to expand the number of authorized ID's from 858 to 1100, covering three years, and it's been approved by the Central Region.

Motion to approve: Ron Jansen
Second: Bruce Hegrenes
Motion carries.

8. Approved Radio and Talkgroup Quantity (Dave Thomson)

Vice Chair received the memo from Curt Meyer from Hennepin County dealing with who have overages like some of the ones we've addressed, including his own. He says this is a good question where we're going to go on this and asks Tim Lee if he has any idea how many people have sent back their forms that talk about their radio counts and talkgroup counts.

Lee says he thinks John has received a lot of them back, but it's unknown where he's at entering them in the sheet. If what he has for an approved count is not right, you need to send him where it approved and what it was increased to. He says there is probably a lot of old information, and John doesn't go through the minutes of the meetings and updates the information – the agencies have to notify him, and he'll change the number.

Vice Chair says making the agency responsible is a good way to do that, and he'll do it himself for his agency.

Vice Chair asks for comments. There are none, so he says we will take it as a discussion item and there's nothing we'll do with it at this point. He says it is probably something to be discussed at the System Manager Group, also.

Lee says he thinks John includes it as one of his reports every month, and eventually OTC will have to deal with it again.

Vice Chair says he will put it on the agenda to look at in 60 days again.

Timm says the county lists approved count and count at that time. He says it also lists the system administrator and asks what the State's position would be for those with a question mark and how you force it to get done through the OTC when there is nobody there to do it.

Lee says they just set up the accounts.

Timm says he thinks it's an issue we have to look at as a group, to maybe reach out to these counties and have someone watch their numbers.

Vice Chair concurs.

Jansen says it's more than watching numbers, it's finding out what talkgroups and radios are out there and if you have a rogue radio that's causing issues, who's going to shut it off.

Vice Chair says every region has a regional system administrator or someone who could do that, but it's not known whether they work 9-5:00 p.m. or if they're on 24/7. Vice Chair will have a discussion with John Anderson and Tim Lee and come back in 60 days with a recommendation for when we readdress this and says input is welcome from anyone.

9. DNR Camera Request (Pat Coughlin)

Coughlin states they are looking to place a fire detection camera system on top of the Lake Bronson ARMER tower, and they are in the process of approving bids for what they put out there. He says they were initially were discussing downloading the video on the ARMER backbone system to get it back to Grand Rapids, but they decided it would be a better idea if they can get a T-1 line out there or shoot it over wireless link to lake Bronson to the state park and get it back onto DNR land that way. He says the biggest concern is getting permission to put the camera at the Lake Bronson site and says the camera is about two or three pounds, it's an IP-based camera that will have a cable and video line (all in one) going up to the camera, and the power consumption is about 50 watts.

Vice Chair asks if there are questions from the committee.

Hegrenes asks if he understands correctly that they're not looking for ARMER backbone backhaul to Grand Rapids.

Coughlin says no, they aren't, and that initially they thought they would need it but are now working with their IT person in St. Paul, who is looking into getting a T-1 line installed or to wirelessly shooting it across the lake to the state park and put it on the DNR land system there.

Vice Chair asks if they're just looking for the camera on the tower and whatever power that needs.

Coughlin says yes.

Lee says typically these requests don't come to OTC, but he thought this was more the process of an excess microwave capacity request that would come through here. He says if it's an excess capacity request on the microwave, it's a tower rental issue, so they have to work it out that way and that's the way they've handled everything else.

Vice Chair asks if that's a state tower.

Lee says it's a state tower.

Vice chair says we can actually remove item number 9, DNR Camera Request, from the agenda and it sounds like no action is needed.

Lee says if he's not requesting microwave, then there is no action.

10. DNR Additional Talkgroup Request (Pat Coughlin)

Coughlin states they are looking to add talkgroups, and the first one is for the Forestry Arson Team that is being developed. They would like to have a talkgroup associated with the group that would be called Fire Invest. He has a couple others but can discuss this one first.

Vice chair says he isn't seeing the form for the statewide access included in the packet.

Hegrenes says he doesn't believe a state agency needs the statewide access forms and asks if they have a limited or full participation plan at this point? He says they probably would need to come back here for talkgroups if they have an approved number, unless these are additional.

Coughlin says this is an additional talkgroup request.

Chair asks if they have a full participation request in with the state.

Coughlin says they do use the system and they have seven talkgroups for DNR forestry, but he doesn't know if it's limited or full.

Abley says for state agencies, historically, they haven't had plans.

Lee says DNR forestry has had radios on the system since we built out the original system. He doesn't know their ID and talkgroup count as far as what's been approved, but he says he believes their number increased about five or six years ago and said they do need approval for a statewide talkgroup. He thinks they probably have to get approved for the three additional ID's, as well, because he thinks they were at their max for what they had been approved for.

Vice Chair says it looks like we have a valid request for three local and regional ID's but need additional paperwork for the statewide request.

Lee says he doesn't have the form, he just has the email it's on.

Vice Chair says we have a specific form for statewide talkgroup requests and asks Abley if he can get the form to Coughlin.

Abley says of course.

Vice Chair brings up the next item, two additional talkgroups for northwest, northeast, and south central and asks if they are looking for two for each.

Coughlin says right now they have three talkgroups, one for the northwest, one for the northeast, and one for south central and they are called Forestry Tac A, Forestry Tac B, and Forestry Tac C. They are requesting a couple other talkgroups that would be assigned to each region: Forestry NW1 and 2, and the same would be for the NE - Forestry NE1 and 2, and Forestry south central for the Metro region.

Vice Chair says you have three and want six additional plus a statewide down the line.

Coughlin says yes.

Vice Chair asks for questions.

Jansen asks since these are regional talkgroups if they should go through the regional RAC for discussion prior to coming here? They are a state entity, so he is not sure where the line balance is.

Vice Chair says the idea of the state coming to the regions saying they want to use their towers in your region when they are state funded seems unusual.

Abley asks Coughlin if the regions he's describing are specific to forestry or if they are the radio regions.

Coughlin says they are the radio board regions.

Chari asks Tim Lee if he remembers if state agencies do not need permissions to add talkgroups regionally.

Lee says he doesn't think they've done it for a lot of the state agency stuff, they've not brought it to the regions.

Vice Chair says he tends to think it's not necessary for regional since it's the state system.

Timm says Mr. Lee said they're close to their limit, so perhaps we look at this more as a request to add ID's to their count.

Vice Chair asks if this is ID's or talkgroups.

Timm clarifies that it is talkgroup ID's.

Vice Chair says it works for him and asks if we know how close they are.

Lee says he doesn't recall.

Coughlin says right now, they have seven talkgroups approved, and they are probably using all of them. The Cambridge Metro area uses it the most, and he says up there, they basically use one of the statewide talkgroups, forestry air to ground, for their dispatch for their aircraft. The other Forestry TACs are used in the south central.

Vice Chair says he's guessing Mr. Timm is looking up the counts from the previous report right now.

Timm says yes, state fire question mark, 3 and 3. And radio use over by 14, for 77. He says he doesn't know if they have separate forestry versus fire.

Lee says it was kind of different between forestry, parks, and enforcement because a lot of their original requests came in at one time, so we'd have to look at the balance between them.

Bonnema says there forestry listed under 162, state DNR, 7 and 7.

Vice Chair says Line 162, 7 and 7. He says the cleanest way might be to allow them to add six additional talkgroups and not actually deal with their final count because depending on how these are added together, we might be there or we might not.

Rohret says Coughlin already said it was radio regions, but when he's saying south central metro, radio-wise that's two different regions and asks if he is saying their south central region is the Metro region and that should only need access in the Metro region or if those talkgroups need to cover two different radio regions.

Coughlin says what they consider to be the southern part of the state is everything from Hwy 210 south. He says that whole area encompasses Cambridge and the Metro and also goes into Rochester, so they just called it south central, whether or not that's a wrong term.

Rohret says so those talkgroups need access to more than one radio region.

Vice Chair repeats what Rohret says and adds it could be a challenge for John to set up if it's south central, southeast, and five sites in the southern Metro. He asks Tim Lee for comments.

Lee says he would have to talk to John, because he knows they already have some unique profiles set up for some of the DNR regions.

Vice Chair asks Coughlin if they have one talkgroup that works in that particular footprint already.

Coughlin says yes.

Vice Chair says so it would be the same as the existing one.

Coughlin says yes.

**Motion to approve the six talkgroups, using the same profiles and footprints of their existing: Rick Juth
Second: Tim Lee
Motion carries.**

Jansen asks if we're just doing the six or what about the statewide one that he wants.

Vice Chair says he doesn't see any paperwork for the statewide talkgroup and thinks that one has to come through this committee. He asks Abley if that is correct.

Abley says he did send a follow-up email that is attached to the package, which is similar to what ATF issue where the correct form is not filled out, but the talkgroup name and use case is described in an email.

Vice Chair asks Juth if he wants to amend the motion to include the statewide talkgroup.

**Juth says yes.
Lee says yes.**

Vice Chair says he would like to see the correct paperwork within 30 days, as with ATF and asks to add that to the motion.

Amended motion to include the statewide talkgroup and submit the correct paperwork within 30 days carries.

11. US Forest Service Limited Participation Plan (Bruce Hegrenes)

Hegrenes introduces the plan as submitted and says this is for fire only. They have radios approved on the system already but are catching up on paperwork. They are requesting 24 radios and no talkgroups. He says he will be their system administrator. St. Louis County staff will be programming their radios. They operate out of three different organizations, all covered under this plan. He says they did appear at the northeast region and at the northwest region to discuss this; they did not request approval, but both regions supported this limited participation plan to be used for interoperability only with local fire agencies and Minnesota DNR fire.

Vice Chair asks who's doing their training.

Hegrenes says the individual counties the forest is in will do training – St. Louis, Cook, Lake County have provided trainers and they have already been trained. They have not purchased radios yet for the Chippewa, which would be Beltrami, Cass, Itasca, and Hubbard, so those counties will provide training, but if they don't, we'll step in and provide training.

Jansen says on item number 4, interop talkgroups, they have MSP call and STAC 1-11 and the FTACS 1-4 listed and asks if that's a typo.

Hegrenes says this is a list of talkgroups they're going to have in their radios, it's not their fleetmap.

Jansen says FTAC 1-4 equals STAC 5-8.

Hegrenes says that is correct, and that is a typo.

Motion to approve: Ron Jansen

Second: Ace Bonnema
Motion carries.

12. Xcel Energy Limited Participation Plan (Amy Haas/Nate Timm)

Timm introduces Amy Haas to the group, who is the liaison for Xcel between government and the plants. He says this is a participation plan to add their staff to the ARMER system for interoperability only. They have currently type 2 analog trunking systems at Monticello and Prairie Island and are now upgrading them to Astro 25 compatible with ARMER. As such, they can have both trunking systems in one radio and have fingertip roaming onto ARMER in the event of hostile action or a plant failure where local communications were lost at a plant.

There would be no loading concerns except for a drill or event on established talkgroups. The only concern he can see is the number of radios, but he adds that with Gold Elite's going out, one county's range of Gold Elite talkgroups would easily encompass this plan. He says programming will be done by Granite out of St. Cloud, and he suggested they have the same trunking ID's on both systems for ease of programming. Once this plan is approved, we would go to John Anderson to ask for an assigned range and provide that to Granite so they can duplicate that same range on their own trunking system.

He says this has passed the southeast and central regions and gives the floor to Haas.

Haas says he has covered everything, and they are only asking for the two nuclear power plant facilities and not for any of the other Xcel facilities.

Jansen asks if these resources will be put on consoles inside the plant.

Haas says yes.

Jansen asks if there will be any patching done outside the ARMER network, patching to the ARMER network.

Haas says she doesn't foresee doing any patches onsite during an emergency, just to train somebody up to do the patching. She says if it's a situation like hostile action, we can't get to our onsite facility consoles in those emergency centers, because we're either ducking for cover or evacuating the plant premise, other than the control room.

Timm says he believes the connections are over control station as they're not going to have network connectivity at this point, although if we go into ISSI in the future, there could be ARMER talkgroups placed on the consoles.

Motion to accept: Ron Jansen
Second: Bruce Hegrenes
Motion carries.

DISCUSSION ITEMS

Old Business

None.

Reports

NW: Shane Richard no report says that counties continue to work on getting ARMER equipment.

NE: Hegrenes says the Northeast will be busy working on what they will be doing for the summer and will be trying to finish up a few sites.

CENTRAL: Bonnema says Central is moving ahead with the Motobridge grant, which will be housed in Otter Tail County. There has been progress made with the regional recorder, and some work is scheduled for the coming week. He says there was a question brought up on the naming recommendation for radios with limited characters, as they saw something from Brandon's office, and asked if that is recommended or if there will be a change made to Standard 3.16.6.

Abley says it didn't make this month's agenda, and he is planning it for next month. He says he would like to include it in the standards as the standard short version and it may introduce an issue for anyone who might have shortened their talkgroups differently.

Vice Chair asks if that was particularly like the ICALLS or some other regional and statewide.

Abley says there are a variety of mutual aid resources and he doesn't remember all of them but says it's particularly some of the encrypted talkgroups with an extra character, as well as some other things.

Vice Chair asks if there are any questions.

SC: Terry Wesley says South Central has not had a RAC meeting since the last OTC, but the RRB met on March 27 and chose to change the name from the South Central Regional Radio Board to the South Central Minnesota Regional Communication Board. We are in the process of seeking approval for the JPA's through each of the county boards. He says their RAC will be meeting tomorrow at 1300 in Mankato and asks if Haeder has anything to add, but Haeder says he has nothing to add.

SE: Freshwater says there is not much going on, but they put together a committee from the user's group to talk about all the busies that happened during the last snow event in Rice and Steele. The group will look at reports and decide who has the priorities that are not correct and see where talkgroups are requested, trying to resolve some of these issues during events in the hope of making it better. The committee will meet before the next user's group in April.

Timm says the Xcel plan was on both agendas and passed. He says the RIC for the southern region, Steve Borchardt, will be retiring, and there will be a process for people interested to apply though the state.

Abley says we should be issuing an RFP in the next four to five weeks and it takes a while for these things to get published, and he's working on the RFP now.

SW: Donahue says they haven't had a meeting since the last OTC, but they will have one the week following the Interop Conference. There is nothing ARMER related to report. He says he is retiring on May 23 from the Murray County Sheriff's Office, and he's hoping to do something to keep his interest around communications.

MESB: Jansen says the MESB TOC met in March and recommended approval of the Allina Health EMS Console upgrade discussed here. They also approved a COMT certification for Jerry Erickson.

OTHER REPORTS

MnDOT/ARMER PROG STATUS

Tim Lee says there are 311 sites on the air, which puts us at 96%. There are currently 11 sites under various states of construction, and we still have 16 sites we need to complete land acquisitions for. He says those numbers add up to more than 324, but some sites are already on the air on existing towers or on COW's, so those get counted a second time when talking about construction or site acquisition.

All the equipment is in for redundant router switchover; they have the configs, routers, dax, and the new equipment they need at the sites and will be starting in the next three of four weeks. After that, they will move to the other regions but are not sure how long it will take. There is a lot of microwave T-1 switching as they do this, and when it's done, the sites will all connect one direction around microwave back to the zone controller, another direction back to the zone controller. He says there will be two dax's at the sites; currently there is only one, so if it goes down, everything in that zone goes into site trunking. Once they get the redundant routes in, there will be two DACCS' at the sites, so they'll be set up better. He says they hope to start that soon and guys have had the training and have laid out the plan, so they just have to put it in place.

Lee says SMG was cancelled this month for the Interop Conference, but they are basically down to a few remaining punch list items. He says they're still seeing a lot of software pushed out to the sites and are currently only pushing out router software to the sites. There have been a number of fixes within various bits of software throughout the system.

He says Mike Fink recently shared the 7.14 release notes and he also has a presentation that talks about some of the higher elements of the 7.15 upgrade. Those will be brought forward at the next SMG, and as he understands it, release notes for 7.15 will not be out until toward the end of this year.

Mike Fink says he believes it is October that they're planning to be out.

Vice Chair says he knows when some sites in the northwest were upgraded, they lost communication with some EF Johnson radios and had to be rolled back. He asks if they ever found a fix with that.

Lee says it happened in a couple different locations, but it was a long time ago. He says we've gone through a lot of revision since that and they're working now.

Fink says his understanding is that the fix was found and the radios are now working.

Lee says we rolled back the 7.9 but are at 7.13 software and have been for quite a while.

DPS/Interoperability Report:

Abley says we have a lot going on. He says interviews are going on now for Wendy's previous position, and there should be a decision made quickly. He expects by next month, there should be a new person taking minutes.

The Minnesota-FirstNetUpdate project continues to go along, and they've put together workgroups and are trying to establish priorities, but they're running into privacy issues with regard to looking at incident data.

He says we have some grants going out with the FirstNet consultation. We have issued three or four sub-grants, and the rest should be done by the end of the week. He says those funds are supporting conference attendance, among other things.

We have 2013 SHSP funds, not sure what the exact time line is, but that's also happening right now.

He says we have our conference next week, April 14-16, and there are a lot of topics and speakers. As in past years, there is POST certification for the conference.

He says we will be holding a COMDEX at the conference on the first day.

On the 911 side, training has been going on for software called WERM, which will be used for cell sector routing to simplify a cumbersome process of where a cellular call should be routed, depending on which cell sector you're in. It has been a manual process prior to this, and Patty Kraft from ECN has been out doing training.

All PSAPs are now on the ESI Net and things seem to be running smoothly as of this month. Have RFP's for texting and routing coming up and he's not sure of the exact status of those, as that is Dana Wahlberg's area.

We have a couple training opportunities coming up: COML training June 4 to 6 at St. Cloud PD. Twenty-two people are currently signed up, but there is a little room left, so let him know if you are interested.

We'll have a communications exercise coming up in mid or early July, maybe the week following the 4th. They have looked at a few locations but are pretty interested in trying out Camp Ripley so there is plenty of space to do things outside. There will be more information coming shortly.

For those planning to attend the COML training, if you have completed all the prerequisites except for ICS 300, you can still attend the course, but they'll hold the COML certificate until you can complete ICS 300.

Meeting is adjourned at 2:27.

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
OPERATIONS & TECHNICAL COMMITTEE

May 13, 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**- NW Region
Bruce Hegrenes/Monte Fronk - NE Region
Terry Wesley/Darrin Haeder - SC Region
Tom Justin/**Ace Bonnema** - CM Region
Rick Freshwater/**Nate Timm** - SE Region
Randy Donahue/**Mike Hamann**/Kimberly Hall Region

*Members attending are marked with yellow highlight.

Guests reporting:

Name

Representing

Jackie Mines	
Cathy Anderson	DECN
Carol-Linnea Salmon	DECN
Victor Wanchena	DOC
Marcus Bruning	DECN
Jill Rohret	MESB
Rod Olson	City of Minneapolis
Peter Sauter	Carver
Michelle Lasko	Department of Human Services
Shari Schmitz	Motorola
Dean Tilley	Washington County

Call to Order

Chair Glaccum calls the meeting to order in at 1:02 p.m. After taking attendance, he states that there is a quorum.

AGENDA REVIEW

Tim Lee requests another subscriber unit that passed testing, the APX4500, be added to the agenda.

Ron Jansen moves to approve today's agenda with modification to add request for approval of APX4500.

Dave Thomson seconds.

Motion carries.

APPROVE PREVIOUS MEETING'S MINUTES

Rick Freshwater moves to approve previous meeting's minutes.

Bruce Hegrenes seconds.

Motion carries.

Director Mines introduces Carol-Linnea Salmon as the new Administrative Assistant at Emergency Communication Networks who will support the Statewide Emergency Communications Board and Committees.

Chair Glaccum welcomes Salmon.

ACTION ITEMS

Action Items

1. Metro Transit Radio MCC 7500 (Chad LeVasseur)

Chad LeVasseur requests amendment to the Metro Transit participation plan as submitted.

Tim Lee from MnDOT says that they have been working with LeVasseur to get connections and there are no issues.

Randy Donahue moves to accept the Metro Transit proposal to modify their participation plan.

Dave Thomson seconds.

Motion carries.

NOTE: Thomson requests that his two agenda items be moved up on the agenda prior to Chair Glaccum having to leave the meeting and Thomson taking over as Vice Chair. Action items 5 & 6 are moved up to items 2 & 3 on the agenda.

2. Rochester Request for Additional Talkgroups and ID's (Dave Thomson)

Thomson says the city of Rochester is requesting 35 additional talk groups, as submitted. Rochester is currently over their limit and this should suffice for their 3-year projection. They are also over on radio counts but part of that has to do with shared radio ID's with Olmsted County. Olmstead has elected to give Rochester 400 of their

radio ID's, leaving the county with 286 above what they currently have and Rochester with 218 above where they currently are. He says nothing changes as far as security or talkgroup ID's as they were already set up.

Lee points out that it came about because the original implementation of the system had Rochester and Olmstead as a merged account. This modification would reflect what is really happening.

Terry Wesley moves to approve Rochester's request for additional talk groups.

Jansen seconds.

Thomson abstains from the vote.

Motion carries.

3. Southeast Minnesota Regional Logger (Thomson)

Thomson states that after a long process, they are implementing a regional logger with six counties participating and with room to add if it is requested. The counties are Dodge, Fillmore, Goodhue, Rochester/Olmstead, Wabasha and Winona. It is a Variant solution similar to what is in other areas of Minnesota.

Lee says MnDOT looked it over and saw no issues. He says this is what has been done in other areas. Lee has no objection to the redundant additional T1 and says there are ports available at the MSO until the redundant site links have been added. He is unsure of the microwave capacity but thinks there should be capacity. He is not sure how to get redundant stuff back because MnDOT doesn't manage fiber.

Discussion about the fiber pathways and Mayo's capacity. Rochester will use fiber now but would like to have dual routes in the future. Lee says if they do the redundant routes they will also have additional capacity but until all the work is completed he recommends approval contingent on MnDOT validating that they have capacity.

Lee moves to approve the SE Regional Logger with the contingency that MnDOT will validate that they have the capacity and will bring it back to the committee if they do not.

Freshwater seconds.

Thomson abstains from the vote.

Motion carries.

4. Washington County Variance Request (Dean Tilley)

Dean Tilly reports that Washington County is requesting a variance on the Minnesota zone, as submitted. They want to have their main talk groups in positions 1 and 16 so their users can use it without looking at the radio. They will move 1-12 down in the zone to cover fire, police, and other users in Washington County.

Committee discusses if the variance is approved how does the information get out. Brandon Abley maintains them and makes sure they are made public so anyone with a TIC can maintain their records.

Thomson moves to approve Washington County's variance request.

Jansen seconds.

Motion carries.

5. ARMER Subscriber Testing (Tim Lee)

Lee reports on radio testing. The Subscriber testing committee consisted of two members from MnDOT, one from Anoka and one from Hennepin County. The radios that passed testing were the EF Johnson VP9000 Portable, the

Tait TP9400 Portable and the Motorola APX 4500 Mobile. The Tait TM9400 Mobile failed.

Hegrenes moves to approve the findings of the subscriber radio testing committee for the EF Johnson VP9000 Portable, the Tait TP9400 Portable, and the Motorola APX4500 radios.
Donahue seconds.
Motion carries.

6. Conflicting Language Regarding Roaming in State Standards 2.9.0 and 2.11.0 (Peter Sauter)

\Sauter reports that Carver County has been watching an excess of roaming onto the Norwood system. They found talk groups they not sure should be roaming and found conflicting language between standards 2.9.0 and 2.11.0. He cites standard 2.11.0, under Operational Context, second paragraph, "Talkgroups would generally be permitted access at all those sites necessary to support the "normal day-to-day" business operations of the users of that talkgroup." He says this is in contrast to 2.9.0 where it says, "Main dispatch talkgroups would be allowed on sites and subsystems that are within and directly adjacent to the talkgroup owner's agency response / service area" and recommends striking the sentence from 2.11.0. He says that in essence, 2.9.0 says you can have them where you need them but you need to go through the entire process and that 2.11.0 say go ahead and make them work wherever you want.

Jansen moves to strike the sentence from 2.11.0 and go with Standard 2.9.0.

Chair reads the section discussed from 2.11.0 about talkgroups generally permitted access at all those sites.

Thompson seconds.

Discussion:

Discussion of the nuances of the language of the two standards and 2.11.0 is too inclusive and allows excessive roaming and whether 2.9.0 requires too much formalizing of permission for some agencies with larger geographical areas and many talk groups.

Discussion of how formal the process of permission should be. In some areas they have many talkgroups and have handshake agreements for permission. It would be a lot of work to formalize permissions. There is general agreement in the discussion that the intention is not to make more work for the subgroups but so that the system administrators know what is on the system.

If a consensus is needed and 2.9.0 needs to be revamped, should the regional RRB, border RRB, and any adjacent sites outside the users region be involved.

Chair says he's not sure he agrees that working it out with a handshake is the best way. He thinks the process should be formalized and approval captured so it's not unclear as we have attrition. He asks if there is a time-sensitivity. He suggests letting the motion fail and taking time to revise and combine the standards so there is no conflicting language.

The time-sensitive aspect is Carver County's excessive roaming.

Jansen withdraws the motion.
Thomson withdraws the second.

Sauter, Jansen, Thomson, Hegrenes volunteer to work with Anderson on revising the standard and bringing it to

the next meeting.

Old Business:

1. Allina Radio ID's (Cathy Anderson)

Anderson reads an email she received from Victoria Peckman describing how many ID's (550) will be turned back as a result of decommissioning their Gold Elite Consoles.

Regional Reports:

Northwest (Richard)

The last meeting was about grant items, Joint Powers Agreements, etc. Beltrami County decided to release their funding for Motobridge but nobody thought they could get the project running in time so it went back to the state. Kittson County is now onboard with the ARMER system, along with Hubbard and Polk. Makes 3 out of 14 counties. Hope to get two more county and one tribal nation.

Northeast (Hegrenes)

Discussed at the April meeting were the Interop Conference, SHSP grant and getting IPAWS participation in the region. St Louis County participation plan update was approved will present it at the next OTC meeting. Trying to get some training going and some re-training. Meeting with user agencies to see how the first one and a half years on the system have gone.

Central (Bonnema)

Working on installing Motobridge in Otter Tail County. Working toward a regional recorder and getting that set up in St. Cloud. The Regional System Administrator contract was awarded to Sherburne County. Successful dispatcher refresher training.

South Central (Westerling)

Last RAC discussion was regarding grant covering the Interop Conference and also grant dollars available for dispatcher training. Data request for Televate and a discussion about getting the regional logger fully operational. We are fully operational on it in Nicollet County.

Southeast (Freshwater)

No news to report. RAC was cancelled and user group was cancelled due to lack of agenda items. They may move to quarterly meetings.

Southwest (Hamann)

Mike Hamman gives the report as this is Randy Donahue's last meeting before retiring. Hamann was nominated by the RRB and RAC to take Donahue's seat and Kim Hall from Cottonwood will be the alternate. Lincoln County went from control stations to MCC 7500s, which are up and running. They are looking to contract dispatch training with

On Target, hosted at Alexandria, and trying to get as many people from the southwest dispatch center as possible to attend.

Metro (Jansen)

MESB Radio TOC and Executive Committee did not meet in April. The MESB will meet on May 14 and the TOC on May 28.

OTHER REPORTS

ISSI Subcommittee (Timm)

Timm: The Interop conference was eventful. Motorola gave a presentation on solutions, well received with good discussion. In talks with Motorola and Mike Fink is working a budgetary proposal. Then our subcommittee will make a recommendation to the state with rough numbers. South Dakota has the same core as ARMER so we can link to South Dakota now and also to Wisconsin.

Hegrenes: We applied for a port security grant that went in today. Waiting for a budgetary quote from Motorola.

Timm: Douglas County has a link that's been established by microwave between Superior and Duluth. We have redundancy in a system between Duluth and La Crosse and on the Wisconsin border.

Jansen: How does it affect ARMER ID's if we have other states and outside entities?

Timm: The ISSI.1 solution would have that problem where you would have to provision IDs with other border systems that would roam on. With the ISSI 8000 solution that we are asking for funding on there is no ID restriction.

Both South Dakota and Wisconsin are F trunking, the power of this would be sharing talkgroups and maybe doing console patches I don't know how we would see system to system roaming. Dual band radio certainly could. Some interest from the ATF and FBI because they have dual band radios and they could have some multistate operations on single talkgroup across two or three systems. I think roaming would be minimal.

The cost would be that the XtL / XtF line would need to be flash upgraded to do ISSI roaming. The APF line can do it right now without an upgrade and because you have to have a dual band radio I think only the APF line would benefit.

Mines: Would there be an increase cost on the state side?

Timm: Yes, for infrastructure.

Mines: Is there an ongoing maintenance fee?

Timm: That is part of what we are asking Motorola to define in the report but I would guess yes based on everything else.

Mines: Will your report address future maintenance and upgrade costs?

Timm: We are thinking more along the lines of maintenance agreements through the SIU.

Mines: Is this to replace the control station solution and the VHF solution?

Timm: To a certain extent, yes. Not sure how other states do it. Other states may have to continue to rely on control stations.

Mines: Would this replace the control stations in every county?

Timm: Yes, if they had connections to the system at the PSAPS. They could be reprovisioned or retained as backups.

I think the solution will be more user-friendly because you can have native talkgroups directly on a dispatch council and not have any delays issues or problems that we can experience with the Fs like we have now.

MnDOT (Lee)

There are 311 sites on the air so we are at a 96 percent site completion. There are currently eight towers under construction (some are replacing temporary sites) and another seven we have properties for and bids in process. Four more bids currently on the street and some specs going on the street soon. Bid work is currently in process but if you look at the site count where we still need to get pr acquired, purchases done, environmental done, leases in place, we are currently working on about nineteen sites.

We've completed most of the redundant sites links in the Southwest and still have some cleanup and microwave rerouting. Still working with some of the counties on redundant links to their sites. The next area we will work on is Southeast, Southcentral area (zone 3) to start reconfiguring links and putting new site routers in place and moving routers around in a week or two. In about three weeks we'll start scheduling reconfiguration of microwave. Next will be Central Minnesota and then keep working throughout the state.

System Managers Group (Lee)

Don't know if they met recently. Still seeing Motorola software reloads. Not sure what the current count is for reloads of sites but I know they are working on pushing new loads of software out again. I don't know where we are on the punch list. Frustrating to have so many reloads.

DPS Standing Report (Mines)

FirstNet did come through with a checklist of all the items they wanted from the State. We went through the list and wanted a quick turnaround so we could possibly be one of the first states to be consulted with. We provided dates and times and a list of the people who would be in the consultation process and our prospective information to them last week.

That was tentatively approved by the Executive Chair of the SECB but will be brought to Interoperable Data Committee next week and then to SECB this month for official approval. We need to be able to respond quickly to meet the deadlines.

We met and discussed the 2013 SHSP grant and that information has been released to all the grant fiscal agent representatives on the grant workgroup.

Budget planning will be taking place in July for FY16 and 17 so if there are going to be any increases in the budget to MnDOT for maintenance or if there is anything over and above what we currently pay we should get that information immediately. Our current budget for FY16 and 17 does appear to take us to the maximum amount of the fee that we can raise so if our budget goes over and above we would have to go through the legislative process to increase that rate. That would take place January 2015 however all of that would need to get to our office, be approved in committee and be prepared in time to get into the Governor's budget which is usually asked for some time in September. Right now, Management and Budget is already asking me for the numbers.

This ISSI project is new to me; I have not been informed about it. It sounds like you are looking for dollars for that and if that's the case we would have to be prepared for that.

I would also suggest that the OTC might want to make absolutely sure there is not anything else that we should be considering or that regions are struggling with or have things that need to be address. We need these things brought forth as soon as possible for budgetary consideration. We need at least 2 ½ years in advance. To spend that money in FY16 and 17 we need to know right now. Maybe can stretch to July but that would be the latest.

Timm: Was there any effort to get funding for STR stations and gold elite consoles to help some counties, for example Olmstead where it's all old radios.

Mines: It depends on if the radio board is going to go back from the place where we originally started which is that the state has the backbone and locals have their own infrastructure. There was grant money that helped build infrastructure but the understanding has always been that if the region could afford to do it they would need to support it long term. If there is a change to that, that needs to be discussed because that's a huge change.

I believe that the Commissioner in the SECB meeting will call for a group, with representation from every region, to discuss a long term plan for keeping the system up on a statewide basis, including local contribution to that. We will probably have a discussion in the fall about how to go forward from 7.15.

We are talking to MnDOT about options for maintenance. Everything we add to the system will increase the cost. These are big issues for this workgroup to address. The reason I asked about ISSI is because I assume there will be ongoing costs and ongoing implications when there is an upgrade. We will need to be sure that that is an investment we can all afford to maintain going forward.

Meeting adjourns at 2:04.

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
OPERATIONS & TECHNICAL COMMITTEE

June 10, 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- NW Region
Bruce Hegrenes/Monte Fronk – NE Region
Terry Wesley/Darrin Haeder – SC Region
Tom Justin/Ace Bonnema – 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

Jackie Mines	ECN
Cathy Anderson	ECN
Brandon Abley	ECN
Carol-Linnea Salmon	ECN
John Tonding	ECN
Chuck Steier	U of MN
Jeff Lessard	U of MN
Kerry Swenson	NE
Marcus Bruning	DECN
Judy Siggerud	Otter Tail County
Steve Zachmann	DEA
David Bye	DHS
Jake Thompson	Anoka County
Bob Scheiber	Harris

Dale Ouse	Homeland Security Investigations
Mike Fink	Motorola
Chris Meier	Motorola
Rod Olson	City of Minneapolis

Call to Order

Chair calls the meeting to order in at 1:00 p.m.

AGENDA REVIEW

Brandon Abley asks to add Status Board High Availability Report to the Agenda.

Nate Timm moves to approve the agenda as amended.
John Gundersen seconds.
Motion Carries.

APPROVE PREVIOUS MEETING'S MINUTES

Vice Chair asks if there are any additions or corrections to the previous meeting's minutes.
Gundersen notes the misspelling of Bruce Hegrenes' name on page 5 and of Ron Jansen's name on page 6.
Chair notes the corrections to be made.

Bruce Hegrenes moves to approve previous meeting's minutes as amended.
Mike Hamann seconds.
Motion carries.

ACTION ITEMS

Action Items

1. Cass County/NE Radio Region Motobridge Project (Kerry Swenson)

Kerry Swenson reports that the equipment for this project has been purchased but the County is waiting for approval before finishing installation. Brandon Abley of ECN gave pre-approval of the project.

Brandon Abley reports that ECN is administering the SECB grant which was used to purchase the equipment. The ECN is to approve the technical part of it. ECN approved the technical part and, because of the timeline requirements of the grant, the County took a modest risk and went ahead and purchased the equipment. Because it is a system addition the SECB needs to approve the project coming online.

Swenson adds that it will be very useful with the fire service, DNR forestry and Beltrami County.

Hegrenes adds that Cass County has agreed to provide patches to other agencies in the region.

Kerry responds that it will be a northeast regional resource.

Tim Lee moves to approve the Cass County/NE radio region Motobridge project.
Nate Timm seconds.
Motion carries.

2. Mpls/St. Paul Drug Enforcement Administration (DEA) Request for Additional ID's (Steven Zachmann)

Steven Zachmann reports that two years ago the DEA was approved for 60 IDs on the ARMER system. Since that time the agency has increased its drug enforcement personnel by 25 people. Along with that comes an additional logistical footprint including radios so the DEA is respectfully requesting 50 additional radio IDs. The agency has five talkgroups and does not need more. The additional IDs will hold the agency for its three year plan. Zachman notes that Mr. Lee's team along with Mr. Gunderson in Hennepin County has been very helpful and responsive.

Gunderson moves to approve the Mpls/St. Paul DEA request for 50 additional radio IDs, bringing the count up to 110, adding no talk groups.
Hegrenes seconds.
Motion carries.

3. University of Minnesota Console Request (Chuck Steier/Jeffrey Lessard)

Chuck Steier reports that the University of Minnesota has been on the system for about nine years, using the Gold Elites, and is now ready to move forward to the MCC7500s. The agency will be going from two Gold Elite console positions to three MCCs.

Mr. Lee points out that they are also adding an MCC7100 console position but it's going to be connected by a dedicated local network.

Tim Lee moves to approve the University of Minnesota console request.
Gunderson seconds.
Motion carries.

4. Addendum to the St. Louis County ARMER Participation Plan (Hegrenes)

Hegrenes reports "we've come a long way since 2010 when our initial participation plan for St. Louis County was approved. We were waiting to get the system done before we came for approval so there are some things in here that are not necessarily timely. We have been in discussion with Tim Lee and staff over the years but because we have ten sites that are not in a permanent position we want to move ahead and at least get the paperwork portion of this done. We've added a couple of sites on our own. The Hibbing Maple Hill site was in the original participation plan with five repeaters. We've added a sixth repeater to that site and it will be brought up as part of the simulcast as soon as the simulcast is finished up north and the microwave link is finished. We added one repeater at the Ely site for capacity. We added three repeaters in the Virginia /Midway site and that is now in the simulcast that's under construction. We are proposing one additional channel at ten sites—we are starting to see a few "busies" in the system with the added users so we are proposing to add to the sites that are listed. We've added a site to the Lakewood site since we are experiencing some difficulty in the eastern portion of the Duluth metro area and just outside of Duluth. We are proposing a site at that point outside of the Duluth simulcast. The Duluth simulcast was originally five channels; it's been brought up to ten and we are proposing to bring it up to 12 sites--twelve channels for the simulcast. The City of Duluth added the Duluth Orphanage site—the Woodland site was already being used so it's the Orphanage site. That has been installed and has dual microwaves as have all of the sites in the simulcast. The EOC site is scheduled for this year, at St. Louis County EOC. Bi-directional amplifiers have

been installed in St. Louis County buildings and lock ups. We have jail and two additional lockups because of the size of St. Louis County. Bi-directional amplifiers have been installed in St. Mary's Medical Center in the ER area. Bi-directional amplifiers have been proposed for St. Louis County schools. We currently have 220 talkgroups with I.D.s approved in the 2010 plan. We have 184 currently programmed. With the additional people we are bringing on the 36 we have in reserve will last us for the next three years. We have 5050 IDs approved; we have 3654 subscribers on the system. 896 IDs are held in reserve for the City of Duluth public works. We will return 500 IDs because of our console conversion to MCC7500, for a total of 4500 total IDs that we are requesting. PSAP connectivity was not spelled out in our original plan but we have triple route microwave back to the zone in Duluth. We consolidated our two PSAPs--we had one in the Virginia /Midway area—into one in Duluth called St. Louis. That has changed the consoles that are requested. To our EOC we have dual 6 GHz microwave—one running to our Mirror Lake site as yet to be installed and one from our PSAP to the EOC. With the St. Louis County PSAP consolidation, we purchased twelve MCC7500 consoles with 40 conventional channel gateway ports and at the EOC we have two MCC7500 with twelve ports. I know that's a lot but St. Louis County is larger than three states and land-wise it's also larger than three of the current regions in the State of MN. We have 184 agencies we dispatch for. So we feel this is not an unreasonable request for that many conventional channel gateways.

We have purchased equipment for a regional logging recorder and we've discussed it but it's not been brought to the LCC for approval yet but we've got five counties that have expressed interest. Interoperability system – St. Louis County has purchased two Motobridge workstations –one for the PSAP and one for the EOC. The connectivity is installed and we'd like to bring those on to the system. St. Louis County originally put in 8-call 90 and 8 TAC 91 repeaters in Duluth. MnDOT is going to or has installed different repeaters at the zone and we are proposing to install 8-call and 8 TAC at the Midway, Ghene, Ely, and St. Louis County/Hibbing sites. For interoperability it's the quickest and easiest way that we can provide backup in case of a system failure. We have also purchased control stations to provide twenty site fronting control stations since we did program site fronting into the system. We've proposed to remove and add some law enforcement, fire agencies and EMS agencies plus seven emergency medical hospitals—including regional trauma centers. Public works agencies were talked about in the original plan but were not listed—they are listed in here now along with public health agencies and the Duluth airport authorities, which is an international airport, and the Range regional airport which is located in Hibbing.

Tim Lee adds that the CCGWs are part of the RF channel. I think their RF channel count is over 1000. So we are well within the CCGW port counts in that region.

Tim Lee moves to approve St Louis County's amended participation plan.

Nate Timm seconds.

Motion approved.

5. DHS/ICE/HIS Interoperability Participation Plan (Tonding)

Tonding proposes an interoperability participation plan for the Department of Homeland Security, Immigration Customs Enforcement and Homeland Security Investigations. Tonding is presenting on behalf of Jeff Carroll, the Technical Services Manager for this agency, who is unavailable. The agency would like to get the radios on the air in preparedness for the All-Star game. Tonding introduces Dale Ouse, Special Agent for Homeland Security Investigations, who will comment on what type of radio work the agency plans to do.

Dale Ouse reports that the Homeland Security Investigations Department is a participant or a coordinator of several different task forces within the state, including Operation Community Shield, an organized crime task force which typically looks at transnational criminal street gangs; the Document and Benefit Fraud Task Force, which has a variety of both state and federal partners; the Organized Crime Drug Enforcement Task Force; and the Minnesota Financial Crimes Task Force. We work with a lot of state and local partners and interoperability and communication on joint operations is huge. We don't plan to use this system for our day-to-day HSI communications--we have a separate digital system that we use for that--the user spots that we are respectfully requesting from the committee would be used for interoperability operations with state and

locals such as the All-Star game or when we do operations with the Minneapolis police or other federal partners. Right now we don't have any common channels to work with the other agencies.

Tonding reports that they are not asking for any talk groups. They would like 15 Minnesota dual band radios. They have ten radios in their Iowa office and some of the Iowa agents occasionally get deployed to Minnesota. They would like to have the same code plug put in the Iowa Radios for use only when agents are deployed to Minnesota. One thorny issue is the issue of system administrator services. Brandon Abley has graciously offered to provide those services on an interim basis but HSI will continue to look for a local partner who can take those services over. The radio programming will be done by border patrol and so while their system administrator needs will be quite minimal but still it's a function that needs to be covered.

Ace Bonnema asks -- under Section 5 looks like there are METAC talkgroups and none in the other regions. I'm wondering if that has that been approved by the metro region.

Tonding responds that this agency works not exclusively with the metro region but an extensive amount. Up to 90% of their operations are in the Twin Cities metro region. As a key public safety partner for many of these agencies I would hope that it would be implied that a metro tactical would be available for them for use but certainly we can pursue getting approval from the metro for that. If there are other regional tacticals that they would need to do regular operations I think they would be open to including those in their code plug.

Gunderson reports that the proper procedure would be to notify Jill Rohret requesting permission to use the metro TACS.

**Gunderson moves to approve the DHS/ICE/HIS interoperability participation plan with the contingency that the metro TACs be approved.
Hegrenes seconds.**

Further discussion:

Abley clarifies that ECN can do the data entry so the radios work but can't commit to doing ongoing monitoring or ongoing service. If there are any disciplinary issues that need to happen ECN wouldn't be able to commit to doing that. ECN has done this with federal agencies in the past, for example, with the National Park Service. ECN entered their IDs so they could use their radios, with the commitment that they would find a solution later on. They did do that.

Chair Thomson says maybe for some of these agencies that have a small ARMER footprint we could come up with a pool of system administrators that can agree to share these very minor responsibilities. Maybe this is something we would like to talk about at a further meeting.

Motion carries.

6. Status Board High Availability Report (Brandon Abley)

Abley reports that on June 1st the Status Board was down again for an entire Sunday. There was a power outage at the Bremer Building. The Status Board is on the same server as the Department of Motor Vehicle Services, which was also down. The reaction after this outage and the previous outage being so close together is that the community has requested that this be considered a mission critical service because the way that the PSAPs react when it is down is like it is a mission critical service. If it goes down on a Sunday nobody is going to work on it until Monday. While it was advertised as a best effort service, that is not acceptable to our stakeholder community. Even as a best effort, with the outages that we've had we don't even have two nines.

We ask that the OTC and the Board make a resolution that Status Board be a mission critical service. That would compel us at the department to have some authority to seek outside hosting or to court perhaps the BCA or outside government entities to move this to a high availability infrastructure. And then later through the next cycle of meetings we would price out what the cost would be and then secure funding. What we would seek today would be a resolution, ultimately from the SECB, that Status Board be a mission critical service so that would give us legitimacy when we go out to find better hosting and to secure funding.

Chair Thomson encourages gathering pricing information and funding and whatever is necessary to move this along but is uncomfortable making a motion without any materials before the committee. Chair asks for comments from the committee or if anyone would like to make a motion.

No comments. No discussion.

Chair Thomson asks Abley to move forward on this and says he looks forward to seeing it on the next meeting's agenda.

Old Business: None

Regional Reports:

Northwest (Robertson)

We had a review of a Norman County shooting that happened and we had some issues with the VLAW 31 not functioning properly. We did a review as an operations group and that went very well. We continue to look at the VLAW 31 and consider testing it on a regular basis. Seems we had another issue on it towards the end of May in Beltrami County with the same thing happening. We will continue to look at it.

Northeast (Hegrenes)

The Regional Radio Board and RAC did not meet last month. We had two people that went to the COML training in St. Cloud last week. We have some large scale events that are going to be used as exercises coming up. Grandma's Marathon and the airshow in Duluth in August will also probably be used as a communications exercise. They are requesting a lot of communications help. In the past these large scale events have kind of operated on their own without a COMM plan and we are trying to at least get them to get an assigned COML and a COMM plan and an ability to talk to each other. We took a look at what Central did a few years ago with their airshow and tried to do the same thing that they did.

Central (Bonnema)

We are continuing to work on getting our regional recorders out. We are also waiting for word from ECN. Back in April, Brandon Abley was talking about bringing up the shorter channeling for reprogramming (for radios with limited characters) and wondering what the status was on that.

Abley responds that that would be a standard amendment and he has not gotten to it yet

Bonnema says regarding when Abley was talking about Status Board earlier-- I think they recommended a committee and I think we had a representative for that. Did that committee ever form?

Abley replies that the OTC has not specifically directed ECN to form a work group. A few months ago Joe Glaccum had discussed that there should be one but Abley doesn't believe there was ever an order made, formally, to call a work group together. The purpose of the work group would be configuration things. For example, Abley received an email the other day saying "how about if we make a tab for all of the variable frequency stations?" Abley could write up a standard but the purpose of a work group would be to consider the configuration of things like that.

Chair Thomson asks Abley if he would be interested in forming such a work group.

Abley responds that he believes it falls under ECN's responsibilities. If the OTC were to make a resolution calling for a work group then the agency would do what it can.

Chair Thomson says let's take it before the Executive Committee to see which committee should do this.

South Central (Westerling)

No representative in attendance.

Southeast (Nate Timm)

We have not met since the last OTC meeting. Nothing to report except perhaps on logging.

Thomson reports on logging progress—all the equipment is installed, the majority of it is configured, we are currently logging all of our regional and statewide trunked resources and select private or agency resources. We have not completed integration of our site loggers which will bring our phone traffic and our analog conventional traffic to our central archive server but that's well on the way.

Southwest (Hamann)

We have not met regionally since the last OTC meeting. We are doing PSAP OnTarget training for our region in Alexandria. After the first round the feedback was very positive and that it was worth the time. The second group is leaving today.

Nate Timm asks how many students can go to that course.

Hamann responds that they allowed two people from each county go to the training and bring it back to share. We had 24 or 26 openings total.

Metro (Gunderson)

MESB Radio TOC met on May 28th. It approved Mark VandenBerghe as a certified COMT, recommended approval of the U of M console request, and discussed needed Motorola training, which could be paid for using 2013 SHSP grant funds. The MESB Executive Committee meets on June 11 and will review the 2015 MESB budget and discuss recommendations for appointments to the SECB Strategic Planning Work group.

OTHER REPORTS

ISSI Subcommittee (Timm)

Timm reports that as we get closer to getting a price from Motorola we've learned that the talkgroup between 5th zones is settled at ten talkgroup counts. So they currently are going to budget us a proposal for ten talkgroups right away and also one for 50.

Hegrenes adds that the grant request has gone through and made the first round of approval.

MnDOT (Lee)

Tim Lee reports that we are still at 311 sites on the air so we are at a 96 percent site completion. Two or three new sites will be coming on the air in the next four to six weeks. There are eight towers under construction in various states. We have four tower sites that we've receive bids for and are being reviewed. There are two sites ready for bid packages to be put together. We are still working on the specs but will get those out soon. We have three sites where we are working on the information we need to put together the shelter replacement. We have 14 sites where we are still working to acquire the sites and the rights.

Along with that we are working on the dual route conversion, adding the second router at the SR site. We've completed the southwest area and are currently focusing on the south central / southeast. The guys are out installing the routers and are putting the new DAXES in for the MSO and after that they start reconfiguring and moving circuits around to get the redundant links up. They are also working in zones 4, 5 and 6 to put in the new routers at the sites.

System Managers Group (Lee)

This group did not meet last month so there is nothing to report.

DPS Standing Report (Abley)

Abley reported that ECN completed a COML course that was hosted together with the Department of Homeland Security. The reviews from the attendees were pretty good. There were twenty six people in the class so there are now 26 additional COMLs in-training, in addition to the class last month. So there are now a total of about 50 new COMLs in training.

ECN will be holding a communications exercise at Camp Ripley September 10-11. Registration forms will be sent out on the MN-ARMER mailing list soon. There will be a limited number of spots.

ECN has closed the bidding window on the Southern RIC and the first interview is later today. ECN plans to close on that pretty quickly and get a contract signed and hopes to get a name out soon.

With the Minnesota FirstNet Consultation Program ECN is always going full steam ahead. We've developed two new training modules that will be on Alex Tech by the end of this month. One will be an introductory module called "What is Broadband for Public Safety." The other is a technical module on LTE.

ECN published a quarterly newsletter that is available on our website and will be sent out to the mailing list later today.

ECN has been pretty successful in gathering the CAD data from the counties being used to establish FirstNet requirements. We have collected 39% of metro PSAPs data collected. At the time of reporting we had 8% of northern PSAP data collected but through a new arrangement just made that number should shoot up quickly. We have data from about 22% of PSAPS in the south. We figure that if we can get about 3/4s of the PSAPS to give us good data then we will have enough to extrapolate the rest. We will try to get everyone but at this point we are in pretty good shape.

The FirstNet Chair has decided to not seek reappointment. The new Chair is Sue Swenson. I saw her last week in Colorado. She has a great personality for this project. She is aggressive and energetic. She is looking forward to turning the organization around. They will be hiring a new regional coordinator and the benefit to us is that we might have a FirstNet staffer at our meetings.

Jackie Mines reports that the 2013 SRB grant will end at the end of June so we need all invoices in before July 15th. And for 2012 there are a couple of regions that got some additional money for training that also is going to end and we also need those invoices by July 15th.

Hegrenes asks—the Steering Committee is looking at a standard on the use of ARMER by non-governmental agencies –will this come back to the OTC? I remember that we requested that it come back. Both the training standard and the non-governmental use of ARMER standard.

Mines say we will send it back to OTC at your request.

Hegrenes say yes we would like it back. I know St. Cloud wanted to comment again.

Mines responds that she thinks that was the intent all along that it would go to back to OTC and the Interoperability Committee. We will send it back.

Meeting adjourns at 2:02 p.m.

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
OPERATIONS & TECHNICAL COMMITTEE

July 8, 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/Scott Camps - NE Region
Terry Wesley/Darrin Haeder - SC Region
Tom Justin/Ace Bonnema / Paul MacIntyre
Rick Freshwater/Nate Timm - SE Region
Mike Hamann/Kimberly Hall - SW Region

*Members attending are marked with yellow highlight.

Guests reporting:

Name	Representing
Cathy Anderson	ECN
Neale Caflisch	Ancon
Dana Rude	Metro Mobility
Michael Martin	FBI
John Tonding	ECN
Jill Rohret	MESB
Rod Olson	City of Minneapolis
Mike Fink	Motorola
Carrie Oster	Motorola
Shari Schmitz	Motorola
Chad LeVasseur	Metro Transit
Andrew Krueger	Met Council/Metro Mobility
Jake Thompson	Anoka County

Call to Order

Chair calls the meeting to order in at 1:00 p.m.

AGENDA REVIEW

Cathy Anderson requests to drop Standard 1.10.2/Requesting Participation by Non-Public Safety/Non-Public Service Organizations from the agenda.

Nate Timm requests to move his report forward in the agenda.

Dave Thomson moves to approve the agenda as amended.

Rick Juth seconds.

Motion carries.

APPROVE PREVIOUS MEETING'S MINUTES

Rick Juth moves to approve previous meeting's minutes.

Rick Freshwater seconds.

Motion carries.

ACTION ITEMS

Action Items

1. Participation Plan Amendment for Waseca County (Neale Caffisch)

Waseca County is asking to increase their radio I.D. count from 323 to 425 to accommodate the Waseca County Highway Department joining the system and the anticipated expansion for the three year plan. No new talk groups are needed or requested.

Freshwater moves to approve the participation plan amendment for Waseca County.

John Gundersen seconds.

Motion carries.

2. Metro Mobility's Three Year Radio /I.D. Plan Request (Dana Rude)

Dana Rude explains Metro Mobility's proposed three year plan. It is a graduated plan for 95 new radio I.D.s in 2014, 81 in 2015 and 20 in 2016. A large portion of this is to meet projected expansion and restructuring of Metro Mobility service area. Metro Mobility will have three primary providers as opposed to the current five. For 2014, 55 of the I.D.s requested are to replace the 400 MHz analog radios so that everything is on the same radio system. The additional 40 are primarily expansion to cover anticipated increases and also to improve the inventory of spare radios for backup. The entire plan is exactly identical to what we presented to the TOC of the MESB and includes in 2014 the acquisition of a console system for the dispatch centers and a couple of MCC 7500s that are at the tie-in to the ARMER system.

Gundersen moves to approve Metro Mobility's three year radio/I.D. plan request.

Juth seconds.
Motion carries.

3. MP FBI ARMER I.D. Request (Michael Martin)

Martin says that the FBI has 194 I.D.s on the system right now and they are all based in Minneapolis. The FBI has given funding for new mobile radios so they are getting 125 new mobile apex dual band which covers Minnesota, North Dakota and South Dakota. Agents come in to Minnesota to help from the two outlying states. This request is for 125 additional I.D.s and would complete the FBI's Minnesota coverage and also coverage for the South Dakota and North Dakota systems. This allows for interoperability if something would happen where the other states would have to come in to help. The FBI has two talk groups on the system. About 50 of these radios would be in North and South Dakota and the only time they would be used would be when they come in to Minnesota to work on a case.

Dave Thomson moves to approve the MP FBI ARMER I.D. request.
Gunderson seconds.
Motion carries.

4. 3.31.0: Status Board Standard Update (Cathy Anderson)

Anderson is presenting changes to this standard that were made by Brandon Abley. She says the first part of the changes were editing for style. There were a couple of changes under the training section. Language was taken out that said ECN would provide training and was replaced with a reference to an online training module. On page 4 under Planned and Unplanned outages he added verbiage.

Juth moves to accept the modified Standard 3.31.0.
Terry Wesley seconds.

Anderson reports about the status board outage. She said MN.IT is working to figure out what is going on and what the fixes are.

Motion carries.

5. Standards 2.9.0 and 2.11.0 (Ron Jansen)

Jansen says that at the instruction of this group a work team was put together but due to scheduling conflicts it did not meet. Jansen modified the two standards. One is about radio site access and the other is about talk group site access.

Standard 2.9.0:

Discussion:

The local profile should be the recommended or default profile.

Tim Lee says the main dispatch is supposed to get the first ring. It can be hard to define because there are locations where the site may be on the boundary or right across the boundary but still provides coverage within that county so it can be a judgment call. When the three profiles were set up the intent was that maybe some public works and others that did not need to have as much roaming could just stay at sites within their county and not the full ring but we are seeing a lot of talk groups set up to have all of the sites. A lot of counties are all set up as priority 5. It impacts busies for the entire system.

What is an acceptable level of system loading or roaming? How to define that? It would be different for different areas. How would this be enforced? What would the process be if the standard is not followed?

The OTC could look at trouble areas, based on busy data, and address problems. .

Would a change in the standard require existing plans to be modified?

Discussion of site access and who could deny or allow privileges. Discussion of subsystem roaming.

Chair says the reason these standards are in front of us is because we have what appears to be inappropriate roaming and that is what we are trying to address. We are not trying to change appropriate roaming. Unfortunately, before we can address anything we've got to have some standards so that people know how to comply with what is appropriate. So how do we best word it so people know when it is appropriate to go outside the ring and what is not appropriate and also what to do if there's a problem?

**Thomson moves to approve Standard 2.9.0 as amended.
Wesley seconds.**

Discussion about how the main dispatch group is defined.

Discussion about difficulty of trying to create a standard that fits everyone in all regions. Try to be specific enough to give a programming person new to the system some guidance but also allow for some individual variation in the standard to deal with specific problems.

Chair Glaccum says that he is going to vote against this. What it comes down to is that we did not get comments or participation from a group reworking the standard. He appreciates Ron Jensen taking a swing at it. The Chair recommends we form a new group and asks for volunteers.

Volunteers for the new work group:

Rick Freshwater
Rod Olson
Nate Timm
Bruce Hegrenes
Dave Thomson
John Gunderson

Anderson will contact the group.

Motion fails.

Discussion of revised Standard 2.11.0

Chair Glaccum recommends that we treat it the same as the other standard and ask the work group to work on it.

**Gundersen moves to ask the work group to work on this standard as well.
Hegrenes seconds.
Motion carries.**

6. Standard 1.10.2: Requesting Participation by Non-Public Safety / Non-Public Service Organizations (Jackie Mines) dropped from agenda

Discussion about Status Board

Discussion about Status Board

Glaccum says from what he understands MN.IT is building a new data center and there is interest in hosting the status board there. Glaccum was hoping we could do something quickly but that's what was discussed at the radio board. Everyone understands that it's critical and that it can't stay where it is.

Committee discusses various back-up solutions for when the status board is down such as dispatcher announcements and monitoring traffic. Chair Glaccum will draft a contingency plan for the short term when the status board is down and ask staff to send it out.

Old Business:

Regional Reports:

Northwest (Robertson)

The region is working on testing the VHF overlay and found, through the use of the state patrol dispatch, the system is working well. Juth adds that it was a good exercise. Some training opportunities were identified on both sides of the consoles. This is probably something that should be done more often.

Northeast (Hegrenes)

The system has been working well. Even the newest participant in Koochiching County is using the ARMER system for the extensive flooding. The regional caches have been used quite extensively by three different groups. There have been more and more requests for caches and the communications trailer. We found out that some of the groups were not necessarily involving a COML. One group was bringing about 4000 participants from St. Louis County down to the metro. Everything worked well. The standard was used very well but it does recommend that a COML be included in these large scale events. Hegrenes was not able to attend the regional RAC this month but it was a very quiet month for the RAC.

Glaccum said he heard about an event where people were being evacuated from the Boundary Waters and the system worked well.

Hegrenes responds that yes, that is true, and it does work well even into the inner regions of the Boundary Waters and even without all of the towers that are going to be adjacent. There are four towers that are yet under construction.

Central (Bonnema)

The Central region is still working on the regional recorder and is still working on regional training for incident commanders for how it relates to ARMER

South Central (Westerling)

The PSAPs in the SC region underwent a dispatcher refresher with the aid of some grant money. Westerling believes that all of the PSAPs in the region sent their dispatchers to this training.

Southeast (Freshwater)

The region is going to meet on the 'busy' issues that have happened during weather events and to how to use the National Weather Service differently and to look at talk group priorities. The RAC did not meet.

Thomson adds that the region is coming along well on logging. Trunk resources and conventional resources are all being logged onto the regional logger now. Some user permissions need to be acquired for the six counties that are using it. It is almost in production.

Glaccum asks for Freshwater to expand on the weather problem. Is this unique to the SC area or are all the regions experiencing the same thing.

Freshwater responds that the National Weather Service out of La Crosse prefers the region to use one regional talk group to talk to them, allowing the actual storm chaser people to be on that talk group and communicate with La Crosse directly. It has worked well in the past. What's happening is that some of the counties have multiple talk groups on to communicate with their EOC who then communicates with La Crosse. This adds ten times the traffic because of the multiple talk groups so if everybody would just stay on one talk group and as the weather moves then these people leave and these people get on and so on. But what's happening is some are staying on the regional talk group and communicating directly with the National Weather Service of La Crosse and two or three are using two or three or four different talk groups to communicate with their EOC who is then communicating with La Crosse. It's causing some issues. Plus the region went to simulcast and the way Bower County has put their talk groups together –they are utilizing things differently and using up a lot of resources and creating busys. This only happens during weather events.

Southwest (Hall)

Nothing new to report.

Metro (Gundersen)

The MESB Radio ELC met on June 25 and reviewed the Metro Mobility request and also received an update on the status of inquiries for interest in a regional logging project. MESB Board will meet on July 9 and it is expected that the board will approve its 2015 budget.

OTHER REPORTS

ISSI Subcommittee (Timm)

The ISSI report is near complete. Thanks to some hard work by Mike Fink and Sherry Schmidt all of the budgetary numbers are in. Now the report is just awaiting reviews and edits; it will be ready for the committee to review next month.

MnDOT (Lee)

MNDOT is still at 96 percent sites on the air. Some towers have been completed but they were replacing substitute towers so it didn't change the numbers. There are 12 towers in various states of construction. There are 2 towers up for bid. Land and environmental and acquisition for about 6 or 7 sites are getting close. There are also about 7 or 8 sites that are in various states of the project.

MNDOT is also putting in the router for the SR sites. The Southwest has been completed. Routers are being installed in the southeast and south central area right now. The new DACs will be installed at the MSO this week. The second routers are being physically installed at the site. Once the DACs is in place and once the physical installs are completed, about the last week in July, work will begin on the circuit cutover and rerouting the circuits.

In the other part of the state, physical installation of the second routers has been happening and they are close in zone 4. After this is finished, work will happen on the DACS in zone 4 and the circuit conversion there.

System Managers Group (Lee)

Motorola is still working on some of the punch list items.

Hegrenes says they've been finding MP7500 vpm failures with the new upgrade. 25% of their vpms have failed with the upgrade; two of them while they were doing the upgrade. Awaiting resolution. They are short on spares.

Freshwater says his region has had the same problem.

Thomson says since they cut over a year and a quarter ago they've had 100% failure rate and have replaced them all.

DPS Standing Report

No report.

Meeting adjourns at 2:20 p.m.

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
OPERATIONS & TECHNICAL COMMITTEE

August 12, 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
Jackie Mines	ECN
Cathy Anderson	ECN
John Tonding	ECN
Carol-Linnea Salmon	ECN
Steve Mueller	MN.IT/DPS
King Fung	Hennepin County Sheriff's Office
Luke Manderschied	Wadena County
Mike Fink	Motorola
Victor Wanchena	DOC
Chris Robinson	DOC
Bob Scheiber	Harris
John Anderson	MnDOT

Call to Order

Chair calls the meeting to order in at 1:00 p.m.

AGENDA REVIEW

Cathy Anderson requests to add Standard 2.11.0, Site Access, under Old Business.

Rick Juth moves to approve the agenda as amended.

Ron Jansen seconds.

Motion carries.

APPROVE PREVIOUS MEETING'S MINUTES

Dave Thomson moves to approve previous meeting's minutes.

Juth seconds.

Motion carries.

ACTION ITEMS

1. Wadena County Participation Plan Amendment Request (Luke Manderschied)

Manderschied reports that Wadena County would like to upgrade its dispatch center to MCC 7500 consoles. This upgrade would include two CCGWs cards with eight ports each for a total of sixteen ports. It would utilize a total of twelve resources; six conventional and six ARMER, for logging and for backup.

Juth moves to approve the Wadena County Participation Plan Amendment.

Nate Timm seconds.

Motion carries.

2. Morrison County Participation Plan Amendment Request (John Tonding)

John Tonding reports that Morrison County requests permission to replace its existing Gold Elite consoles with a four position Motorola MCC7500 console system. One of the four positions will be installed in their EOC temporarily. In the next year or so, it will move into an extra position in their PSAP. The project will include two eight port CCGW cards for a total of sixteen installed ports but only twelve of those ports will be utilized. The existing consoles consume about 200 radio I.D.s. and the new system will utilize only about four, so quite a few I.D.s will be turned back. With this update in Morrison County, all the gold elite consoles in the Central Region will have been replaced with MCC7500s. With the Wadena County project that was just approved, that will leave only four of the nineteen counties in the Central Region that are using control stations to dispatch connected to non-integrated consoles.

Thomson moves to approve the Morrison County Participation Plan Amendment.

Juth seconds.

Motion carries.

3. Crow Wing County/NE RRB/MnDot Subsystem Contract (Bruce Hegrenes)

Juth moves to hold action until next month as no one is in attendance to present the item.

John Gundersen seconds.

Motion carries.

4. 3.17.0 Communications Leader Type III Standard Update (Cathy Anderson)

Cathy Anderson reviews proposed changes. On page three, a new section on recertification was added.

Discussion about recertification for those not able to participate in a full drill.

Discussion about how to certify or what credentials would be necessary to show that participation was completed.

Anderson suggests adding the phrase, after the second paragraph in the Recertification section, *"If the above items are not available, a dated letter signed by an active COML indicating the candidate acted in the role of COML for an event would be sufficient."*

Gundersen would like to send the standard back to staff for additional reworking with suggestions from this meeting.

Gundersen moves to send the Status Board Standard back to staff for revisions and to review it again next month.

Timm seconds.

Timm thanks Anderson for her time and effort to rework this standard and notes the time savings for expired COMLs to not have to go through the original certification process all over again.

Chair Glaccum adds that he appreciates that the committee is taking the COML and COMT certification seriously.

Motion carries.

5. Standards 3.17.3 Criteria for State Certification as a Communications Technician (Cathy Anderson)

Cathy Anderson reads the proposed changes. On page three, under Recertification:

Submission of paperwork signed and dated by an Incident Commander (IC), COML, or Exercise Event Planner stating that the participant acted in a COMT capacity will recertify the participant for three years from the date listed on the paperwork.

And under Management:

All certifications will be recorded and kept on file by the Emergency Communication Networks' (ECN) Standards & Training Coordinator, the applicable RRB / ESB / MESB, and the COMT's agency. A list of certified COMTs with their certification expiration date will be maintained under the Statewide Emergency Communications Board (SECB) website under the ARMER tab.

Discussion about what would be necessary to document participation. Suggestion to have a COML or an incident commander sign off on it.

Discussion about how to record the date of certification and recertification.

Anderson points out that the Standard says, *"It is acceptable to use an incident up to three years from the COML training."*

Timm moves to return the Standard to staff for revisions and delay committee action on this until next month.

Juth seconds.

Motion carries.

6. Hennepin County's Sheriff Office Request for ARMER System Additions (John Gundersen)

King Fung reports that the Hennepin County Sheriff's Office is constructing a new Emergency Communications Facility (ECF) in Plymouth, including a PSAP. This will include the addition of new MCC7500 consoles and new AIS servers for logging of talkgroups at the new facility as well as at the existing facility in Golden Valley. There is redundancy for logging purposes. The logging vendor is DSS Corporation. The Hennepin County Sheriffs' Office requests approval of the technical change.

Gundersen adds that this has not yet been approved at the regional level because the regional TOC did not meet last month but it is on the agenda for the upcoming TOC meeting. If this committee feels this needs to have regional approval then Gundersen requests it be approved contingent on regional approval because there is time sensitivity to the request.

John Anderson says that MnDot reviewed this and had no issues with it.

Glaccum suggests that approval be contingent on TOC and regional board approval.

Thomson moves to approve Hennepin County Sheriff's office request for ARMER system additions contingent on TOC and regional board approval.

Juth seconds.

Thomson points out errors in the documentation from DSS on port issues. In the first paragraph, where it says "*Motorola Signaling Data will travel on TCP ports 50000 to 500001*" it should say "*50000 to 50001*". In the next paragraph, where it says "*on UDP ports 60000 to 90995*" it should say "*60000 to 60995*". These figures *are* listed correctly in the graphic above the paragraphs.

Mr. King notes the corrections to be made.

Motion carries.

7) ISSI final report (Nate Timm)

Timm summarizes the report. The current solution for interoperability across state borders is control stations. A better solution is a direct connection between two systems. New technology with the ISSI allows full integration to another system to include roaming. The report submitted recommends this solution. The ISSI covers console sites so if their vendor has a P25 system, they would be able to connect and have full integration with ARMER. Only the APEX radios would be able to roam and the ISSI would not be useful for cross border counties who remain on legacy conventional systems.

Discussion about the expense to upgrade technology and ongoing maintenance.

Discussion about who would use this / benefit from this. There would be immediate benefits for St. Louis County and Wisconsin. Wisconsin has purchased it. Would other states commit to it?

Discussion about the technology and system requirements. The ISSI feature is not available for Gold Elites.

Mines says she asked Motorola to put together a 3-5 year proposal of new products the regions and counties should be thinking about. She feels that it would be helpful if the requests were prioritized by the regions and then moved forward to the OTC so we are all on the same page and everyone is committed to priorities.

Glaccum proposes that we move this forward saying we find it technically favorable and see that there is value to it and request that it go through a prioritization process at the will of the Board. It would be on the strategic planning agenda to be discussed and vetted there and then through the vetting process at the regional level.

**Timm moves to forward this to the Finance Committee for review and prioritization.
Gundersen seconds.**

Mines says she thinks there is still some vetting with MnDot to see if we have the final costs for maintenance and support.

Gundersen would like to add a friendly amendment to the motion that the committee moves that it is technically sound.

**Timm accepts the amendment.
Motion carries.**

8. Standard 1.10.2 Requesting Participation by Non-Public Safety / Non-Public Service Organizations (Cathy Anderson)

Anderson reviews the changes to the Standard suggested by the Interop Committee.

Gundersen says the metro region has one concern—this standard was predated by a metro standard that is very similar. The metro region has four users—Ramsey, Anoka, Minneapolis and the Metropolitan Airport Commission—that already have sponsored users. How important would it be to have our sponsored agencies that were approved prior to this to go back and be approved again?

Discussion about how to address entities that are already sponsoring agencies. Will they need to be approved again? Discussion of ways this might be addressed. Those entities could submit a letter of intent to sponsor and to be in compliance.

Mines says the intent of the standard is to ensure that there is a sponsoring agency and that the sponsoring agency take full responsibility for the entity they sponsor. The idea is to make sure we have a sponsoring agency that is fully committed to monitoring the entity and for enforcement.

Glaccum proposes this language for under the title Management: *“Agencies already sponsoring nonpublic safety, nonpublic service entities prior to (date of adoption) can submit a letter of support in lieu of a formal application process.”*

Glaccum adds that we need to know if the sponsoring agencies are not comfortable with monitoring. He thinks it’s unlikely we will find an entity that objects and it’s really more of documenting who is sponsoring whom. So in five years when we have lots of “busies” we know where to look.

Juth says he doesn’t believe there should be a subscriber radio on the system that isn’t traceable back to a participant level.

Discussion about whether the intent of the standard is to create a registry of users.

Glaccum suggests adding under Management, "The MN Department of Public Safety division of ECN is responsible for maintaining this standard and maintaining a roster of the agencies that participate under this standard. "

Chair Glaccum entertains a motion to accept the Standard as amended with the suggested edit regarding a letter from a sponsoring agency and move it back to the Steering Committee. This standard has had a lot of vetting. We want to allow people to come on the system and we want them to have some accountability. That's the purpose at 10,000 feet. Additional language has been added to address concerns that have been brought up.

Thomson moves to approve the Standard with amended language.

Juth seconds.

Motion carries.

OLD BUSINESS

- **Status Board (Jackie Mines and Steve Mueller)**

Director Mines reports that there has been frustration and concerns about the Status Board. There have been discussions about moving the application to a different host site, about functionality, server capacity and software features and functionalities. There are two distinct issues—whether or not the server capacity is adequate and whether the uptime is adequate because of outages. On June 6th there was a software upgrade that had one known bug that has been addressed but there might be others. Meetings have been held with both MN.IT and InterTech to address the software issues because the software needs to become more stable before the application could be moved.

Mines invited Steve Mueller from MN.IT to this meeting to answer questions and to address the server capacity issue.

Mueller reports that there is a dedicated server that is hosting the application. Load testing was performed on the server before it went live and the capacity was fine. MN.IT doesn't feel there is any issue with capacity. The recent outages that have occurred were a result of log files that were filling up due to some of the errors that were in the application.

The major outage that occurred was due to an Xcel energy line and a power system that was supposed to kick in that worked and then failed repeatedly. So there was a two pronged failure on that long outage.

He recommends waiting before taking any action on this. He thinks the server has adequate capacity and that the database network is adequate where it is now. If we run into problems as we monitor this we can take a step toward moving into the data center when MN.IT gets their data center up. It will have 24/7 support.

Chair Glaccum asks how long the backup battery should run.

Mueller says that he does not know but the problem was that the UPC unit was being intermittent. It was running for 3 hours and then going off. It should have run longer. The unit is being repaired.

Mines reports that if we did decide to move it to the new data center with MN.IT, it would be late fall/early winter before this could happen.

Gundersen asks for clarification for support if there is a failure now—it is not 24/7 now?

Mueller reports that the support level now is Best Effort. The technicians have phones and get alerted 24/7. If they are available they work on it but they are not being paid to monitor this 24 /7. They get calls and try to address what they can.

Thomsen asks how many people are generally logged onto the application at a time.

Mueller responds that he does not have that data with him. The total user base was over 1500 at one time and there are multiple people logged in from the various PSAPs. He estimates easily 100s of people. The load tester simulated up to 1000 users. It was tested at 250, 500, 750 and 1000.

Thomson says if there were 1000 people on it that would be eight requests per second so he has some stability concerns about the application.

Mueller says there have been some performance improvements that have been proposed to the vendor that made this application. It is doing full database reads each time there are queries coming in. So it's doing things that it really doesn't have to be doing. There are a couple of changes that we would like to see that would significantly reduce the requirements on the system.

Glaccum identifies three different issues:

Support model –should it be 24/7 or Best Effort
Environment – is this the best, most stable environment to support the load
Application (separate vendor)

Glaccum says he is looking to the committee to support that everyone is comfortable with the path we are on right now, which is getting stability of the product and considering moving it in the future if decided.

- **Site Access (Cathy Anderson)**

Nothing to report at this time. She hopes to get the work group together next month.

Regional Reports:

Northwest (Robertson)

Did not meet next month –on schedule for tomorrow is Winona County's participation plan. Clay County met and is on the agenda. Becker County went through We-Fest and the ARMER Radios worked well for us.

Northeast (Bruning)

Did not meet last month.

Central (Bonnema)

Our recorders are recording. Waiting for permission from BCA to get the regional recorders up for all of us. Continuing with training.

South Central (Westerling)

Nothing to report.

Southeast (Timm)

Mower County is planning on building an independent site in Austin. They are working with PAC Alliance and have identified frequencies through MnDot. Steele and Cass Counties simulcast got updated with two new channels. HSEM is planning a drill to deal with a simulated bovine epidemic and ARMER will be a big part of that.

Thomson reports that the regional logger is up and running. The six participating PSAPs are using it and hopefully we will be getting a seventh participant shortly. It's working great.

Southwest (Hall)

Nothing new to report.

Metro (Gundersen)

The radio TOC and MESB Executive Committee meetings were cancelled in July. The next meeting of the Radio TOC will be on August 27th. Roger Laurence has retired from the Hennepin County Sheriff's Office.

OTHER REPORTS

MnDOT (Lee)

Southwest region is finished with dual link connectivity. We are seeing very few impacting fades in the Southwest so the result is what we desired.

Most of the routers are in place in the South Central zone and the Southeast zone. In the Southeast zone about twelve sites have the secondary links on line. Zone 3 is where we are concentrating next.

In Zone 4, Central MN, we have all of the secondary routers in place. Most of the DACs equipment is installed.

In NE and NW, zones 5 and 6, at least two-thirds of the secondary routers are in place.

System Managers Group (Lee)

We are still in the tail end of the upgrade. The punch list is a half a dozen items or less. We are working on Radio over IP Standard. That's where you use a donor control station or donor radio and go off on IP. John Tonding has asked SMG to look at some language on limited character displays, which we will bring up at the next meeting.

DPS Standing Report

Director Mines reports that on September 24th we will be meeting with FirstNet. In preparation for that meeting we will focus on twelve counties that represent various Minnesota landscapes to present the information we are finding in terms of coverage needs, user needs, things we presented on the check list to FirstNet. We are requesting CAD data. A survey will be going out in the next couple of days. It's an important survey. Mines says she is getting some indication that some counties are nervous about sending that data back or are just not seeing the value of it. She asks committee members to please remind regions that it's an opportunity to give meaningful feedback to FirstNet.

Meeting adjourns at 3:20 p.m.

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
OPERATIONS & TECHNICAL COMMITTEE

September 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
Scott Camps	NE Region
Rey Freeman	RFCC/Mahnomen County
William Schmidt	NDH/DHS
Wendy Lynch	Hennepin EMS
Jake Thomson	Anoka County
Jill Rohret	MESB
Carrie Oster	Motorola
Rod Olson	Minneapolis
Chris Kummer	MAC
Jackie Mines	ECN

Peter Sauter	Carver County
Dave Eischens	Motorola
Cathy Anderson	ECN
Randy Donahue	ECN
Carol-Linnea Salmon	ECN

Call to Order

Chair calls the meeting to order at 1:00 p.m.

AGENDA REVIEW

Agenda is amended to defer approval of August minutes; Standards 2.9.0 and 2.11.0 will be discussed under old business.

Crow Wing County/MnDOT Coop agreement does not need to come before this committee and so will not be on the agenda. It had been on last month's agenda and deferred to this month.

John Gundersen moves to approve the agenda as amended.

Bruce Hegrenes seconds.

Motion carries.

APPROVE PREVIOUS MEETING'S MINUTES

Carol Salmon reports that she did not send the August minutes out in advance of this meeting and will send them out later today for approval at next month's meeting. She apologizes for this omission.

ACTION ITEMS

1. Hennepin EMS Participation Plan Change Request (Wendy Lynch)

Wendy Lynch reports that Hennepin EMS is requesting a change to its participation plan. Hennepin EMS is set to install five MCC 7500 radios. Installation is scheduled to begin on October 7 with a tentative cutover date of November 17th. Hennepin EMS will return 294 user ID's from the Gold Elites that are ready to be decommissioned. The replacement MCC 7500s will have five user IDs. Hennepin EMS will have one CCGW installed and will use four ports for daily operations.

Gundersen says it was approved by the regional TOC and is recommended for approval here.

Lee reports that MnDOT has no issues with this request.

Dave Thomson moves to approve the Hennepin EMS Participation Plan change request.

Gundersen seconds.

Motion carries.

2. 3.17.0 Communications Leader Type III Standard Update (Cathy Anderson)

Anderson reviews changes to the Standard that were suggested by the subcommittee.

Most of the discussion at the subcommittee was about what should be required for recertification. Anderson reads from the proposed revision, for the COML “recertification will be by accomplished by participation in a NIMS type III training drill, functional exercise, full scale exercise, incident or preplanned event at least once every three years to keep the COML qualifications and skills up to date.”

The subcommittee added that it will be the candidate’s responsibility to provide the appropriate paperwork for recertification. A new form, attachment E, was added. The purpose of this form was to make sure that the person being recertified was still employed and that the employer would take responsibility for stating that that person should still be allowed to work as a COML.

Anderson clarifies that Attachment E submitted along with a letter by an active COML saying that that candidate acted in the role of a COML during an event will be sufficient for recertification.

Anderson clarifies that this will be required of candidates who are recertified after the date of approval of this Standard and that those who were recertified prior to that would not need to complete these requirements.

Discussion about whether the letter needs to be signed by an active COML at the same incident and what if there is not another one there. Discussion of why to be more inclusive than just requiring that a COML submit a 205. Examples are given of times when a COML works on an incident and does something other than communications, such as sets up land line communications and data. Then the COML might not be listed on a 205 but could still use that incident for recertification with a 205-like form. This could be verified by having a letter from another COML or an Incident Commander who was at the incident to certify that that candidate acted in the role of a COML.

There was discussion about whether the Standard as written was clear about what paperwork is required.

Jansen suggests that this be returned to the subcommittee for additional changes that were discussed at the subcommittee and to clarify the language about the required documentation.

**Gundersen moves to table voting on Standard 3.17.0 and return it to the subcommittee for revision.
Hegrenes seconds.
Motion carries.**

3. Standards 3.17.3 Criteria for State Certification as a Communications Technician (Cathy Anderson)

**Gundersen moves to table voting on Standard 3.17.3 and return it to the subcommittee for revision.
Hegrenes seconds.
Motion carries.**

4. Mahnomen County ARMER Participation Plan

Rey Freeman presents the Mahnomen County ARMER Participation Plan and says that Sheriff Doug Krier sends his regards but was unable to attend this meeting. The ARMER system has two sites in Mahnomen County, one is in Mahnomen and one in Lengby. There are five other sites outside the county that will provide coverage in the county: Bagely, Flom, Juggler Lake, White Earth and Winger.

No additional local enhancement sites are needed and no additional 800 MHz channels capacity is needed at any of the sites.

For PSAP equipment, this will be a two phased plan. In phase one, the county would take their existing MCC 5500 console and connect it to some additional control stations. That could happen later this year. There would be no CCGWs or any direct interface into the ARMER network. This would be a low cost approach to get them on the system. The reason it would be done this way is because Mahnomen has a full complement of ARMER dual band radios for the Sheriff's office. Phase two would be to replace the consoles with new 7500s and a microwave link into the Mahnomen ARMER site. This would be a long term approach, provided funding is available. Phase two would include a total of 8 CCGW ports.

There are four public safety agencies in the county and three public works and school agencies. A total of 160 system IDs are included in the plan, 40 talkgroups in the fleet map and two statewide talk groups. 150 -800 MHz radios in the plan, which includes three year's growth. 138 of those would be used for public safety and 12 for public works/school transportation. No local enhancements.

They would retain their existing VHF tone and voice system for fire, paging and operations. For interoperability, the plan would be to keep the existing VHF Law and repeater system, as needed.

Training for dispatchers and radio users would be provided by an outside contractor. System administration would be the responsibility of the Sheriff's office. Fire and EMS would not use ARMER in the near future.

Glaccum asks, regarding phase II, if the microwave connectivity or the resources have been identified.

Freeman responds that Mahnomen County currently has a microwave link from their dispatch center to the Mahnomen ARMER site for control of their existing VHF equipment. That link could be used for ARMER.

The request is that the OTC approves 3 MCC7500 and 8 CCGW ports.

Glaccum asks if outside contractors have been identified for training. Freeman says they have not.

Gundersen asks if there will be additional RF stations.

Freeman responds that in the plan it says TBD but probably two extra. Currently they have two and would probably be adding two for their own talk groups.

Gundersen asks about channel loading—would there be four channels on all the time?
Freeman says yes.

Freeman says we request a public safety statewide roam which could be used by any of the public safety entities but which typically is used by the sheriff's office for transport duties as they crisscross the state. We request an all-roam which could be used by public safety but is basically a place-holder for future use by non-public safety. This was developed as a customer request a couple of years ago.

In terms of the 911 and emergency buttons, the customers have not asked for that to have statewide access.

Thomson says he sees that for RF control stations that in Phase II the county is looking for 8. Do they anticipate any loading issues?

Freeman says it has been their experience that when they migrate to the 7500s they end up putting in extra stations for both back up and recording purposes. One of the challenges in the Northwest is that a lot of the control stations get put in for recording purposes on primary talk groups and then get fed to their in-house recorder. Since they are tied to dispatch and there are two dispatchers the likelihood of all eight stations attempting to access the system at the same time are probably nil.

The plan was approved at last month's NW regional board.

Lee says that MnDOT has no issues with it.

Glaccum summarizes the request as approving up to 4 consolettes being connected to the system--two existing right now, two in phase I and four additional ones sometime in the future--3-MCC7500s, 8 CCGWs, 160 IDs and 40 talk groups, two of them statewide.

Hegrenes moves to accept the Mahnomen County ARMER Participation Plan.

Thomson seconds.

Motion carries.

It is pointed out that when statewide access talk groups are added, the committee approves them by a separate motion.

Hegrenes moves to accept the two statewide access talk groups in the Mahnomen County Participation Plan.

Gundersen seconds.

Motion carries.

OLD BUSINESS

- **Standard 2.9.0 800 MHz Statewide Area Talkgroup Access & Management**
- **Standard 2.11.0 (Cathy Anderson)**

Anderson asks members of the committee to give input and direction to guide the subcommittee as it reviews the standards.

Peter Sauter requests to be part of the work group.

Regional Reports:

Northwest (Robertson)

Did not meet last month; no report.

Northeast (Hegrenes)

Hegrenes says the committee met last month and passed their budget for the next year. He notes that MnDot has made an extraordinary effort at getting sites done in the NE yet this year and expresses appreciation for that. The region is in the preliminary stages of looking at a COMT course for sometime this fall.

Central (Bonnema)

The RAC will be meeting on Friday. No report today.

South Central (Westerling)

No report.

Southeast (Freshwater)

The RAC has not met yet this month so no report.

There was a concern brought forward from Fillmore County about the Status Board. Why are all of the STACS reserved on September 21 for a shooting exercise? Why is the metro region not using local resources and why are they using statewide resources for a local exercise?

Ron Jansen explains that there are three active shooter exercises three times that evening. They did tie up six of the eight STACS for the region. If you look at Status Board now you will see that it has been reduced to four. A couple not being used are 7 and 8. Cannon Falls is involved which is outside the metro region. State Patrol in Savage will be involved and that is outside of Dakota County's area. Partially it's because of bordering regions and partially because of the way Dakota County Standard SOP works for an active shooter would be that you would have a number of resources coming from Goodhue, Rice, bordering agencies.

Anderson reminds people that any time during a drill when the talk groups are tied up—if your agency needs that talk group you can get on the air and tell the people that are involved with the drill that you need the talk group for a real incident.

Southwest (Mike Hamman)

We are putting together a subcommittee for NextGen 911 to include call takers from PSAPS that can give input on user questions. We had some extra money from dues and are going to split that up among the thirteen entities to help fund reprogramming radios for the naming convention change coming up.

Metro (Gundersen)

The MESB Radio TOC met on August 27. We recommended COML certification for one COML. We appointed an alternate to the Interoperable Data Committee. We recommended approval for the Hennepin County AIS request that the OTC approved last month and the Hennepin EMS request that we approved here today. The Radio TOC also recommended approval of amendments to two metro Standards and discussed whether or not two others Standards should be amended. The September MESB meeting was cancelled. We'll meet next in November.

OTHER REPORTS

MnDOT (Lee)

We are continuing to work on the redundant router installations. We have 13 sites under construction. Some of those will be new RF sites on the air but a number of those are on temporary sites while the sites are being built. The site counts on the air will stay the same but we'll have the final tower. That leaves about 15 sites where we are still working on land acquisition, environmental and other things. Of those 15 sites, five of those are on the air on temporary towers.

We have been working on an MSO 'disaster plan'. What if the MSO at the Water's Edge burned down—what would we do? How would we recover that zone? We have been putting together a plan of what we could do to rebuild the site. We hope to have that before the OTC at the next meeting.

System Managers Group (Lee)

The System Managers Group hasn't met in a few months. The punch list for the 7.13 upgrade is down to just a few minor items. There were a couple of items on the list from some complaints that were received early on in the upgrade but we have not been able to recreate them so we've had to take them off the list.

DPS Standing Report

Director Mines reports that ECN is working on the September 24th meeting with FirstNet. Minnesota is the second state in the country that FirstNet is meeting with. Initially we had planned on just a few key people but after FirstNet met with Maryland they had some ideas about whom they would like at the meeting. They gave us a list which included entities that we didn't originally have on our list. They also wanted boots on the ground. It was difficult to decide who should get to go. We had been in the process of asking people for detailed information about CAD incidents. Those counties that responded first—we wanted to take a deeper dive on the data from those counties in preparation for FirstNet. We are going to choose three incidents and then will invite people from those counties. We are trying to get someone from fire, law and ambulance from each of those counties. FirstNet requested that we give some real life examples of incidents that we've had and how we've used commercial providers and how a FirstNet type of network might have helped or hindered.

FirstNet is looking for a response to our checklist. We've made quite a bit of progress. Things like tribal outreach, outreach to our communities, coverage assessment and user requirements.

A number of you have spent long days on Friday late into the afternoon providing feedback on some of the workgroups and I want to thank you for that extra time and effort. I think it will make our meeting more successful.

We'll have the documents that we provide to FirstNet on the H drive for everyone to view. After the meeting we'll have documentation on what happened in the meeting and the outcomes. We want to share information with everybody. There will be a series of meetings so we will pull more people in and try to spread the experience around as best we can.

We've been working on the GIS initiative for NextGen 911 and the Text-to-911 initiative. We are partnering with MN.IT to hire a person with GIS experience who can help us develop a business case for what we need to do, how to address the NextGen 911 needs at the state level versus the local level. There are quite a few organizations-- wireless broadband, office of broadband, state patrol, DNR, MnDot, pipeline safety---that are very interested in making sure we build a data base of GIS information based on 911 information because that will probably be the most up-to-date and accurate information. Hopefully that project will really get off the ground this year.

We have had a series of meetings with MN.IT about Status Board. There are fixes we want to deploy. Cathy Anderson is working with MN.IT as well as with people from the field to test things in a test environment. If all goes well, we are looking at the 16th of September to deploy that.

Mines has requested a running Status Board outage report and she will share that with the OTC every month. There was a brief outage a few weeks back but it was a false outage. We are not sure why that happened. We were immediately notified and we immediately sent out multiple notifications. Unfortunately it was not a real outage. We are making some progress in testing all of those processes and appreciate everyone's patience while we work all this out.

Glaccum says we will keep Status Board as an agenda item under old business as we work through these issues.

Meeting adjourns at 2:00 p.m.

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
OPERATIONS & TECHNICAL COMMITTEE

October 14, 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
Jackie Mines	ECN
Cathy Anderson	ECN
Carol-Linnea Salmon	ECN
Victor Wanchena	DOC
Steve Mueller	MN.IT
Ron Jansen	Dakota County
Rick Fiedler	Wilkin County Sheriff
Chad LeVasseur	Metro Transit
Rod Olson	City of Minneapolis
Jeff Nelson	PSC Alliance
Judy Siggerud	Ottertail County

Call to Order

Chair calls the meeting to order at 1:00 p.m.

AGENDA REVIEW

Modifications to the agenda:

Mr. Lee will present the Wilkin County request with assistance from Sheriff Rick Fiedler.

Mr. Glaccum will present the Aircom Standard on behalf of Clif Giese.

Status Board will be discussed under Old Business.

Nate Timm moves to approve the agenda as amended.

Bruce Hegrenes seconds.

Motion carries.

APPROVE PREVIOUS MEETING'S MINUTES

John Gundersen moves to approve the August meeting minutes.

Dave Thomson seconds.

Motion carries.

Gundersen moves to approve the September meeting minutes.

Hegrenes seconds.

Motion carries.

ACTION ITEMS

METRO TRANSIT REQUEST TO AMEND PARTICIPATION PLAN (CHAD LEVASSEUR)

Chad LeVasseur presents Metro Transit's request to amend its participation plan. Metro Transit requests to upgrade the eleven Gold Elite consoles at the Transit Control Center (TCC) to a MCC 7500 console system. In addition, Metro Transit requests to add three MCC 7500 consoles to the TCC for a total of fourteen consoles. Metro Transit will return 600 I.D.s. and will add an AIS server and firewall to the TCC site for logging purposes. This amended plan will utilize fourteen ports on two Conventional Channel Gateways (CCGWs).

Gundersen reports that the Radio TOC from the MESB recommends this for approval at its meeting on September 24th and MESB Executive Committee approved it at its meeting on October 8th. It has not been before the full board yet because the board does not meet until November 12th. Gundersen expects that it will be approved at that meeting.

Tim Lee moves to approve Metro Transit's request to amend its participation plan contingent upon regional approval.

Gundersen seconds.

Hegrenes asks if there is a document to show the AIS server and firewalls and has that been approved by

MnDot. Lee says it will be set up the way any other AIS server and firewall is set up. It is agreed that approval is based on the same set up as is typical and if there is an need to modify the AIS server and firewall set up from what is typical then the plan would come back to be reviewed by the committee.

Hegrenes asks about the T-1 plan. LeVasseur says Metro Transit would be using its existing microwave from TCC to City Center so they are not asking for a modification to the T-1s that are already allocated. Lee says his understanding is that it is going to take the same number of T-1s as they are currently using so there are no changes to the T-1 plan.

Motion carries.

Jill Rohret asks if the T-1 question will be asked for future console upgrades and will that need to be addressed in submissions.

Lee says if an upgrade or plan change would take more capacity than currently exists then we need to know so we can plan for it.

Chair says it would probably not be an issue if upgrading Gold Elites but probably would be if upgrading a console. Or if adding a redundant path.

ST. LOUIS PARK AND MINNETONKA REQUEST (JEFF NELSON)

Jeff Nelson presents on behalf of St. Louis Park and Minnetonka. Both communities operate primary PSAPs and each has Gold Elites consoles. In 2015, the cities intend to migrate to two MCC 7500s. Each connects to the Zone 2 master site in Golden Valley. Each has their own connectivity. Minnetonka has a microwave link and St. Louis Park has a fiber connection. This project would position them to be able to have redundant paths into the zone controller to support the MCC 7500s when they install them. One route would run through Minnetonka, bridge via microwave to St. Louis Park, then bridge on fiber up to Golden Valley. This has been discussed with MnDOT staff. It would allocate two ports for each of the two communities to achieve route redundancy. Nelson says the connections are owned by the respective PSAPs and this request is just to allocate the ports and approve the connectivity plan. This is not the MCC 7500 request at this point. They will be back with an amended participation plan request in the future.

Gunderson says this was reviewed and recommended by the MESB Executive Committee and the Radio TOC and will be before the MESB Board at its November meeting.

Lee moves to approve St. Louis Park and Minnetonka's request.

Timm seconds.

Motion carries.

WILKIN COUNTY REQUEST (TIM LEE)

Wilkin County requests to make a couple of their talk groups allowed at the Erhard site in Otter Tail County. Lee says there is a Standard that says that to make a request outside your primary operating area you need permission from the subsystem owner. Wilkin County already has permission from Otter Tail County but the site is owned by the State of Minnesota and that is directed to the OTC. The request is to have two of the main talk groups allowed at the Erhard site.

Fiedler says it would just be their main. They have had complaints that Wilkin County dispatch and deputies can no

longer be heard over the Erhard site in Otter Tail County. There may have been a patch set up at one time between MnDOT and the State Patrol that affiliated the main to the Erhard tower but that must have been taken down. Judy Siggerud from Otter Tail County says the county has added channel capacity and has no objections.

Thomson moves to approve Wilkin County's request.

Timm seconds.

Motion carries.

EMSAIRCOM STANDARD (JOE GLACCUM)

Chair Glaccum says that the aeromedical community is working to better facilitate how quickly calls happen between services. For a patient with higher criticality, we want to be sure the closest aircraft is going. In cases when a dispatch center receives a call and has an obligation to check with other aeromedical services, that takes time to call back and forth. The intent of this Standard is to put a resource on the consoles so they would be able to key up and make a Hail call. For example, "Mayo, do you have an aircraft close to New Prague?"

Intercom-ing on the consoles was considered but there are MCC 7500s, Gold Elites and consolette dispatchers so that would not work. That is why they would like a talkgroup. As far as permissions for the talkgroup, it would be very unique as far as a permissions profile, for just the towers around the dispatch centers or it could be statewide access to use an existing profile. It would not be located on any portables so the load on the system would not change at all if it was a statewide profile versus individual towers.

Gundersen says the Metro Region has some confusion about the intent. Part of this Standard seems that it's like a medcom for helicopter dispatching centers, in another words, like a hailing between, but under section three, the last sentence, sounds like it's to be used for securing landing zones (LZs). The table doesn't seem to recommend it for non-EMS communication centers but what about communication centers that are setting up landing zones that are not EMS communication centers?

Glaccum says the intent is that it is not used for landing zones. The talkgroup will not be available in aircraft or in portables. What they are trying to say is—let's say you are Dispatch Center B and I am at Dispatch Center A. I would call over on the Hail and then redirect to a different talk group to not tie up the Hail. That is what it means by "redirect non-emergency communications to an alternate talkgroup." It's also to say "Dispatch Center B, you've got an incoming helicopter for landing". It's not for LZs on scene work, it's LZs on helipads.

Thomson says the way he reads this, it really wouldn't use any system resources. If it's strictly console to console--unless somebody has a console failure.

Glaccum says there are a couple of aeromedical places that are using consolettes so it might key up a resource there, but once they go all consoles it wouldn't use any resources. .

Timm asks if his PSAP wanted to use it to Hail helicopters to save time, could they? For scene work it would be a time saver.

Glaccum says that is not the intent. Glaccum says he could bring it back to the group as a desired modification in the future.

Thomson says under number one Purpose or Objective it says EMSAIRCOM and everywhere else it just says AIRCOM.

Thomson moves to approve the Standard.

Timm seconds.

Gundersen asks if we need to get a request for a statewide talk group for this.

Glaccum says he does not think so because it doesn't need statewide access. He will leave that to the discretion of Mr. Anderson. If the committee wants to see that request, Glaccum can bring that forward.

Rohret says in the earlier part of the Standard is says "Helicopter Com Centers" and then changes to "Communication Centers". She wonders if it's consistently stated "Helicopter Communication Centers" throughout the Standard, that might help clarify it. And under Section 5, where it gives the example, "NIMS—hey you, it's me," seems too informal for a formal document.

Hegrenes asks if this should go to the Interop Committee as well.

A friendly amendment is proposed and accepted to make the language consistent regarding EMSAIRCOM and Helicopter Communications Center and also to drop "NIMS hey you it's me".

Hegrenes asks for an amended motion to send this to the Interop Committee.

Hall seconds.

Motion carries.

Motion to accept the Standard with the friendly amendment.

Motion carries.

DISCUSSION ITEM

1. ARMER System Busy Report (Tim Lee)

Lee reviews the August Busy Report that was sent with the meeting materials, listing the top 30 sites with the most 'busy' counts. He points out the Cormorant site—in the last six months, it's had six months of busies. In the last year, it's had ten months of busies. He calculated this out for each of the sites. There are a number of sites that get busies every month. He did a busy history for the year—the call count, the busy count, the busy duration in seconds. For August, he listed who is actually using the site--the percentage of use by each user.

Lee suggests the committee look at this a couple of times of year and have a discussion about what is an acceptable level of busies. One of things we saw in the Southeast last year was two storms that caused wide area massive busies. One could assume if a site is getting daily busies, from month-to-month, it probably won't stand up well if there is a storm event or a disaster. Lee thinks where we've seen the most busies on the system has been a storm event. Of the two events that happened in the Southeast, one of them was a snowstorm and it was a wide area snowstorm that ate up a lot of resources, and the other was a severe thunderstorm. A lot of work has been done in that area to look at profiles. There were a lot of different profiles set up and they had a lot of main dispatch talk groups set up to all-start. Having main dispatch talk groups having all-start can be a problem. During the storm, every volunteer fire department went out on their own tactical, even though they are all on the same site, so they stacked up a lot of tacticals.

If we are getting a site that is getting monthly busies for a whole year, on a day-to-day basis, how is going to work during a storm or event. If we get these sites that busy out during a storm or an event and we go back through and

clean up all of the profiles, and we still end up with these large groups of busies--what is an acceptable level of busies during a storm or event.

Timm says the region discussed this and made changes. One of the changes was that during big storm events, the fire departments all go on one channel. During winter storms, he thinks the channel upgrade was the solution because of the added use by snowplows.

Glaccum asks if Lee found any users that he didn't expect.

Lee says the Lincoln site is pulling all the Wadena traffic. Lincoln is pretty far from Wadena County so you wouldn't expect to see that traffic on the Lincoln site but the BDA system that covers Staples is going to affect Wadena County and Todd County. When you are pulling on a BDA system you might want to consider the capacity of the system you are pulling over to.

Siggerud says they are adding channel capacity on the Cormorant and DL towers. She is worried about the Barnesville tower site.

Hegrenes says that St. Louis County has been looking at this and is planning to add capacity. He adds that he sees a few agencies that are operating patches because they are not full participants on ARMER. He is sure they are doing it so they can provide coverage for their law enforcement and fire and state patrol. He says we should not only be concerned about full participants operating on the system but also about patching on the system.

Glaccum asks about the patches that are in place for the partial participants.

Lee says this was part of the Interop plan where the counties gave permission to take their law enforcement main and patch it to the talk group. He says we set that up through the Motobridge system.

Glaccum asks if we can revisit some of those decisions now that they have additional equipment. He adds that even with some of these fixes, the question is still what is an acceptable level of busies.

Timm says in the South East we pay close attention to John Anderson's reports and we meet regionally to talk about this. If we need solutions, we go to MnDot.

Glaccum asks if other regions are talking about this as well. Metro is talking about it. Lee says that the South central region took their grant money some years ago and added a channel in every site to preempt this issue.

Rod Olsen says the requested sites play a big role in this too.

Glaccum suggests that the committee could try to come up with some type of best practices standard about an acceptable number of busies, though depending on the region, depending on the workflow, those numbers could vary. Alternatively, this committee could deal with issues that do not get ironed out and look for a solution.

Discussion about getting information to local agencies or the participation plan holder to notify them of the excessive busies and the need to address it. Some of the counties don't have radio managers and probably don't know the problem exists. Agreement that education and awareness are needed. Discussion of the best way to get the information out. Sending letters or asking the System Managers Group and Regional System Managers Group to look at the problem were two ideas discussed. It was agreed that the RICs should bring the information to the RACS. RICS will also address roaming issues and checking profiles.

Glaccum says we will keep this on the agenda as old business and have the RICs report back.

Timm says he will bring this up with the planning group for the Interop conference.

Gundersen says some of our concerns should not just go back to the users but go to the legislature so that this could be addressed in the bigger picture.

NEW BUSINESS

No new business.

OLD BUSINESS

Status Board Report

Steve Mueller reviews the outage report. He breaks it into two groups—incidents and outages.

Incidents: When we started our monitoring we were overly zealous. In August, we reported a false outage when it turned out to be a false positive. We had a water-pipe burst in our building; there was water on the floor in the server room. It didn't affect anything but we thought you should be aware of it.

Outages: There was a big one, 177 minutes, on September 9th and 10th. It was weather-related and there was power loss in downtown St. Paul and we lost our network service connection. Our server room and the application were all up, but no one could get to it because the network was down.

There were two small ones. We had identified some problems in the application. When we deployed a new installation of the application, we had an outage of about 15 minutes. That was a preventable one and should not happen again. Past installations have been done by the vendor. This was the first one done by MN.IT and it was a step that was missed in the deployment.

The last one happened during scheduled server maintenance. Our infrastructure group does this on the 4th Wednesday of the month. We had a five minute outage on September 24th. We send notices out when this is going to happen. Most of the time there is no impact to any of the applications.

Mueller says there are some existing issues that will be addressed in the future from the administrative side and from a performance side. There are technical issues to improve performance and make the application more usable from the user perspective so that they see the reservations as promptly as possible. The goal would be that the reservation will be instantaneous. Mueller says we are on a good trajectory and have a good handle on the problems. He adds that after the first incident in June, we are at about 99.98%. Those early outages were significant. That would put us at about 99.16% uptime from about May.

Mines adds that it has been running pretty solid for a while. There are some software changes we would like to make but we want to make sure we have a period of time when we are running smoothly before we make the changes.

Jansen says thanks and we have seen drastic improvement over the last few months. The email function is working. Where should we direct bugs we notice or things we would like have addressed?

Those should be addressed to Cathy Anderson.

Gundersen says the outage that was an electrical outage in St Paul—is that a likely risk in the future? Are there steps we can take to prevent that?

Mueller says he does not have the full information on that. He will have to investigate that.

Glaccum suggests that the committee put together the Status Board work group again.

Mines agrees that would be helpful because of the upcoming changes and to address whether to pursue the other location and at what expense.

Agreement to put together the Status Board work group to include a Status Board administrator from each region. The RICs were asked to identify someone from their regions.

REGIONAL REPORTS

Northwest (Robertson)

Last month the NW had a short meeting. They conducted a table top training exercise with a chemical spill. All of the members of the RAC and the Board and the Owners and Operators Group were involved and it was a good exercise. The board supported and Polk County took the initiative and got some training together for the region on programming apex level radios.

Northeast (Hegrenes)

The RAC did not meet last month; they are meeting tomorrow. The Owners and Operators and the User's Group did meet and we were pushing forward a request to do a COMT training course. ECN has agreed to that and there is going to be one in the NE in February. It was already posted and is full.

Central (Bonnema)

No report.

South Central (Westerling)

Nothing to report.

Southeast (Freshwater)

Timm says the RAC and the Emergency Communications Board met and changed the policy on our southeast zone. Previously a request had to go to the RAC, the RAC had to approve it, and then ECB had to approve it. Now a simple email to the RAC chair is good enough. There is no longer a requirement to formally request.

Southwest (Mike Hamman)

Kim Hall says SW did not meet last month but is continuing to put together training support for PSAP operators with grant funding from our regions, to help with day-to-day operations in our PSAPs. We are also developing a Southwest NextGen911 Committee. We've asked each county to commit two PSAP representatives to be a primary and alternate to the committee. The kick-off meeting will be held on October 28th and Dana Wahlberg from ENC/DPS will be doing a presentation and she will also do a presentation at our RAC meeting on the 29th.

Metro (Gundersen)

Gundersen says the MESB Radio TOC met on September 24th and recommended one COML for certification and reviewed and recommended approval of the Metro Transit console and the St. Louis Park and Minnetonka

redundant connection requests. The MESB Executive Committee met on October 8th and also recommended approval of these items. The full board will meet on November 12 and the next Radio TOC meeting is October 2nd.

OTHER REPORTS

MnDOT (Lee)

Lee says we have 314 sites on the air, with the addition of a site in Lake County. That still leaves us at 96%. We need one more site to jump to 97%. We have a couple of sites in the works. In Forest Center, we are just waiting for a shelter. Vermillion Dam will be another new site. There are about ten sites under construction and 8-10 sites working on land acquisition. The redundant router is basically done in the southern part of the state. Now they are starting to work mainly in the NE and Central MN. We are hoping to complete most of the rest of the state by the end of the year. Some will have to wait until microwave sites are built in the northeast area.

System Managers Group (Lee)

Hasn't met so no there is report.

Glaccum asks if the punch list is done. Lee says he thinks is that is finished. Olson says he has one item that never got addressed. He asks if the affiliation display will be fixed.

DPS Standing Report

Mines reports that the session with FirstNet went very well. They didn't tell us anything really new but we heard straight from them their goals and objectives and how they intend to price out and offer service. Shortly after the meeting, FirstNet released an RFI and a Public Notice for Comment on how FirstNet interprets the language creating FirstNet. Televate has interpreted that language for us and developed two surveys for our user community to provide input. We formed a work group which included people who were at the Mn-FirstNet Consultation Meeting, members of the Interoperable Data Committee, the SLIGP work group, the SECB . We started with the RFI and invited the workgroup to respond via the survey. We had a discussion today where we went through the proposed comments on the draft we will send to FirstNet. We will have one more round sent through the team and then we will send it to FirstNet. The RFI has to be done by the end of the month and so does the Public Notice for Comment. The Public Notice for Comment is going to be a little more involved. We will have a conference call tomorrow where we will go through each item; we've already released a survey to that same work group. Televate and Brandon Abley have done a fantastic job. The level of response and participation has been outstanding from so many people and we are getting really good feedback. Mines says she is very impressed and appreciates people taking the extra time with such short notice and thinks that we will have a solid response to FirstNet.

Chair Glaccum adds that he also thinks the participation has been phenomenal.

ANNOUNCEMENTS

1. Proposed change of date for November meeting to Monday, November 10th due to Veteran's Day.

Carol Salmon reports that the building and video conferencing set up will not be available on November 11st because it is a state holiday. We could use the building and video conferencing on Monday, November 10th. There we no objections and it was agreed to change next month's meeting date to Monday, November 10th.

Meeting adjourns at 2:32 p.m.

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
OPERATIONS & TECHNICAL COMMITTEE

November 10, 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

Mary Borst	Mayo
Jill Rohret	MESB
Jackie Mines	ECN
Cathy Anderson	ECN
Carol-Linnea Salmon	ECN
Randy Donahue	ECN
Victor Wanchena	DOC
John Anderson	MnDOT
Tim Harper	Motorola
Peter Matthes	Motorola
Carrie Oster	Motorola
Mike Fink	Motorola
Rod Olson	City of Minneapolis
Scott Camps	NE RAC Chair
Jake Thomson	Anoka County

Call to Order

Chair calls the meeting to order at 1:00 p.m.

AGENDA REVIEW

Revision to the agenda. Ace Bonnema will present the Pope County Participation Plan Amendment request.

Rick Juth moves to approve the agenda as amended.

Ron Jansen seconds.

Motion carries.

APPROVE PREVIOUS MEETING'S MINUTES

Ron Jansen was in attendance at the previous meeting and should be listed as representing Dakota County, not MESB. Rod Olson should be listed as City of Minneapolis and his name was spelled wrong.

Jansen moves to approve the previous meeting minutes as amended.

Juth seconds.

Motion carries.

ACTION ITEMS

MANTORVILLE FIRE IVR REQUEST (RICK FRESHWATER)

Rick Freshwater presents request as listed in the materials. Mantorville Fire Department is adding a mobile repeater to its pumper truck and is requesting that the repeater be connected to the ARMER system. It is the same equipment as is used in Winona County's squad cars. Because of a grant deadline, the request is for approval contingent on approval by regional committees.

Discussion of whether this needs approval by the OTC. Conclusion that no action was necessary and that it is not necessary to approve this type of request going forward.

There currently isn't a 700 Channel Committee. Brandon Abley was chair of the committee and for the time being Jim Mohn will act as chair of the committee.

Freshwater should talk to Jim Mohn about a frequency.

No action deemed necessary.

POPE COUNTY PARTICIPATION PLAN AMENDMENT (ACE BONNEMA)

Ace Bonnema presents on behalf of Sheriff Riley. Some of this request is clean up from their original participation plan. They are asking to increase their talkgroups from 33 to 43, and switching from control station dispatch position to two operator positions, using the MCC 7500 consoles. One patch position will be located in the equipment room and could also be used for additional dispatch position if required. The request does not increase

the CCGW count; that might decrease. It has been approved by the region.

Tim Lee moves to approve.

Juth seconds.

Motion carries.

ARMER MASTER SWITCHING OFFICE CONTINGENCY PLAN (TIM LEE)

Lee presents the request from MnDot for an ARMER Master Switching Office (MSO) or Zone Controller recovery plan. The proposal is to purchase all of the hardware required to build an MSO in the event of total loss of an MSO site. The hardware would be stored at an offsite facility where software backups of all the MSOs would also be stored. If an MSO building was lost, which could happen as a result of a tornado or a fire, for example, the MSO would be rebuilt at a predetermined ARMER site that has access to all of the circuits from that MSO. This would not provide an immediate backup; this provides the means to rebuild the impacted MSO as quickly as possible. The estimated cost is \$1,050,000. Funding is available by rearranging some of the priorities for spending of the ARMER contingency fund.

Glaccum suggests that this be approved as technically sound but be forwarded to the Finance Committee for consideration within the Board's financial priorities.

Jansen moves to approve and forward to the Finance Committee.

Bruce Hegrenes seconds.

Motion carries.

DAKOTA COUNTY PARTICIPATION PLAN AMENDMENT (RON JANSEN)

Jansen presents the request from Dakota County to amend its participation plan. Dakota County will be migrating from the Gold Elite console configuration to MCC 7500s. The reason for the upgrade is primarily due to the upcoming 7.15 upgrade of the ARMER system which will render the Gold Elite console positions inoperable.

The upgrade will consist of replacement of all 23 current console positions and the addition of the required Motorola patch console position. Dakota County plans on returning 1,655 radio IDs that are currently in use in the Gold Elite Configurations and vacating a block of radio IDs.

The upgrade will incorporate five CCGWs (Conventional Channel Gateway). Of the 20 available ports, 19 will be configured for connectivity to existing devices. Three of the four CEBs (Central Electronics Banks) will be decommissioned upon completion of the upgrade. One CEB will remain active to provide logging support until such time as a new logging system is installed. Any microwave links that will not be utilized after the upgrade will be turned back in. This has been approved by the Metro TOC.

Dave Thomson moves to approve.

Mike Hamann seconds.

Motion carries.

ANOKA COUNTY SPONSORSHIP OF BNSF RAILROAD SECURITY (JAKE THOMPSON)

Jake Thomson reviews the sponsorship between Anoka County and BNSF Railroad as presented in the meeting materials.

Jill Rohret says this is being submitted under the grandfathering clause for existing sponsors under State Standard 1.10.2.

Glaccum asks if the committee would like to have these existing sponsorships, under the grandfathering clause, formally acted upon or if the intention was just to collect the information. Discussion and conclusion that this type of information in the future will be considered under New or Old Business and that no formal action will be needed.

No action required.

CITY OF MINNEAPOLIS SPONSORSHIP OF RADIO LINK USERS (ROD OLSON)

Rod Olson reviews the sponsorship between the City of Minneapolis and its Radio Link Users (downtown skyway security) as presented in the meeting materials. This is also being submitted under the grandfathering clause for existing sponsors under State Standard 1.10.2.

No action required.

MAYO CLINIC MEDICAL TRANSPORT CCGW REQUEST (PAUL MC INYTRE /RICK FRESHWATER)

Paul McIntyre presents Mayo Clinic Medical Transport's request to add one CCGW to the Mayo Clinic Emergency Communication Center's MCC 7500 system. The one additional CCGW is needed to enable Mayo Clinic Emergency Communication Center to connect to Mayo Clinic Medical Transport sites in Barron and Osseo, Wisconsin. The Mayo Clinic Medical Transport Wisconsin sites will be using the WISCOM and narrow banded VHF radio resources. The one additional CCGW will bring Mayo Clinic Emergency Communication Center's total CCGW count to eight. No further ARMER resources are needed for this service expansion.

Lee moves to approve.

Dave Thomson seconds.

Motion carries.

NEW BUSINESS

No new business.

OLD BUSINESS

Request for Information to Regions Regarding MnDot Busy Report (Mines)

Jackie Mines says the last time this committee met there was a Busy Report provided by Mr. Lee. It was suggested that the regions take a look at how their radios were programmed to see if some of the busy issues might be cleaned up. The idea was to take a look at programming to ensure that busies weren't being caused by things from programming back before neighbors were onboard and to look at roaming on sites adjacent to the first ring. The objective was for the regions to make sure that each of the counties respond and the region take a look and then report back to this committee. That request was sent out to the RICS a couple of weeks ago. This committee also

asked for a list of all of the system administrators and system managers.

Glaccum says should the RICS be collecting that and the information should be coming back by the end of the year. Cathy Anderson says she has 13 responses so far, many from the metro.

Status Board Report

Mines says on November 21 we will find out from MN.IT the timeline we can expect the next upgrade to occur. There are a few items left on the bugs list. Last week there was an outage but actually there was no outage for anyone else it was just internally that the DPS internet was down but it was a false alarm for everyone else. There may have been a few minutes of maintenance when it was down but other than that it was pretty steady this month.

Glaccum asks about a work group that was being put together to look at backup plans.

Rohret says that regional status board administrators were going to meet on that.

Anderson says the work group hasn't been formed yet because we do not yet have the information about who is the administrator for each group.

REGIONAL REPORTS

Northwest (Robertson)

No meeting last month.

Northeast (Hegrenes)

The Regional Radio Board did not meet. The RAC met last month. There was a good discussion about the busies and what causes them and what to look for. The RAC decided to sponsor an ICS300 course on November 24th and 25th at the St. Louis County EOC in Duluth. MnDOT is doing a create job working on finishing up all the sites in St. Louis County and it is appreciated.

Central (Bonnema)

The region is working on finishing up getting counties to approve joint powers agreement modification, including NextGen, on developing regional priority lists for training, and on updating the website. It is talking about regional coverage issues. It had training on Genesis access and has access to that regionally now. Sherburne County is the regional administrator. They've done some training and setting up VNPs through the ARMER network so one of the local systems administrators can take over the machines.

South Central (Westerling)

The last RAC meeting discussed year end funding and grants. The Owners and Operators Committee is planning to have a train-the-trainer by the end of the year.

Southeast (Freshwater)

The region is looking for grant funds to purchase a Locus Radio Analyzer, a scanner that scans for tuning radios that are out of tune. The region is moving to quarterly meetings due to lack of agenda items and attendance.

Southwest (Mike Hamman)

Both committees met and the region also held a NextGen911 kick off meeting with great attendance. Next week the region is holding the third round of PSAP training. There has been great feedback and as long as there is money available to help the PSAP people attend it, it will continue.

Metro (Ron Jansen)

The MESB Radio TOC met on October 22nd. The TOC recommended approval of a COMT certification for Rod Olson and of the Dakota County Communications request which was presented here today. Topics discussed included regional logging, ISSI's use regionally and its funding, the status of the status board, and regional funding priorities for grants. The full board will meet on November 12. The next radio TOC for the metro is scheduled for November 19th.

Jansen was asked what the outcome of the ISSI discussion was. He responds that the conclusion was that funds would be better utilized elsewhere. Rohret adds that a lot of the counties that boarder the metro region are not on the WISCOM system so it would not be needed.

OTHER REPORTS

MnDOT (Lee)

Lee says there are 314 sites on the air, which is still 96%. There are 11 sites under construction in various phases. There are 14 sites where MnDOT is working on new leases or land acquisition. A lot of these are already on the air on temporary towers or towers that need to be replaced.

System Managers Group (Anderson)

At the last SMG meeting, there was an update on the dual link status. The Southeast and South regions are fairly well complete as far as the MnDot sites for dual link. Southwest has been complete for some time for the MnDot sites. Central Minnesota is now activating secondary links. At last count they had twenty sites that are now running dual link. Zone six is starting as well, with somewhere around a dozen or so that are running. Zone five equipment is installed and work is going on.

The SMG finished a radio IT interface standard. Ron Jansen drafted that and it should be coming forward. The group will be adding a standing agenda item to review open tickets. There was a request for additional discussion about moving the SMG meeting date and time.

Glaccum asks if there are any items left on the punch list from the upgrade.

Peter Matthes of Motorola says there are no issues left from the upgrade but system issues will always be ongoing and Motorola will help with those as they arise.

DPS Standing Report (Mines)

Mines reports that the Regional Interoperability Coordinator (RIC) RFP just closed and there are four applicants and interviews will take place on November 24th and/or 25th. The SWIC job opening will close on November 15th.

ECN is working with the legal department on some FirstNet questions. ECN was asked by FirstNet what should be allowable under the Phase II part of the project. Mines has been working with Televate to get some ideas and will present them to the Interoperable Data Committee next week. The GOA sent out a survey in regard to the FirstNet project. Mines thinks this is a great opportunity to comment on some things that are missing from a legislative standpoint.

Mines has been working on three grant programs. One is a 7.19 matching grant for those subsystem owners who have huge equipment investments. She will be proposing to the Finance Committee next week that it develop a grant program around that. Also there is leftover SECB funding and she will recommend that it is used to create a

grant for regional requests for State Homeland Security Program (SHSP) grants that are not really approvable under the SHSP guidelines. The Finance Committee sent an email last week inviting the Regional Radio Board (RRB) and Regional Advisory Committee (RAC) chairs to create a list of priorities so the Finance Committee can get a sense of regional needs for a matching grant program. The Finance Committee is considering putting together an ongoing grant program out of the SECB funding each year. The Finance Committee is also looking at raising the 911 fee and what the impact would be. These decisions are based on some of the info that came out of the strategic planning session.

ECN is close to getting the NextGen RFP out. The Next Gen RFP will have Text-to-911 in the proposal. ECN has released a job description for the GIS project person that will be working with ECN and MNiT and locals to create the GIS plan.

Mines is also working on an ARMER 911 report that is due to the legislature every year.

Randy Donahue says counties are stilling working on getting the CAD data for the Televate study and on the busies survey that was sent out.

Marcus Bruning some there are migration projects underway as well as the projects Director Mines identified.

Meeting adjourns at 1:52 p.m.

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 BJORKKLUND)

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 Mountain 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.