

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

OPERATIONS & TECHNICAL COMMITTEE

April 12, 2016
MnDOT Arden Hills Training Center

MEETING MINUTES

Attendance

Members

Present Member/Alternate

Chair **Joe Glaccum**/Vacant- 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
Tim Boyer/- MN State Patrol
Neil Dolan/**Brian Zastoupil**- NW Region
Bruce Hegrenes/Monte Fronk - NE Region
Terry Wesley/Darrin Haeder - SC Region
Al Fjerstad/**Kristen Lahr**/**Paul McIntyre** - CM Region
Rick Freshwater/Michael Peterson - SE Region
Mike Hamann/Kimberly Hall - SW Region

*Members attending are marked with yellow highlight.

Guests reporting:

Name Representing

Jim Stromberg, ECN
Cathy Anderson, ECN
Carol-Linnea Salmon, ECN
Marcus Bruning, ECN
Rick Juth, ECN
Steve Mueller, MNIT
Troy Tretter, MESB
Rod Olson, City of Minneapolis
Carrie Oster, Motorola
Steve Ouradnik, DOC
Victor Wanchena, DOC
Jake Thompson, City of Anoka
Mary Borst, Mayo
Nate Timm, Washington County
Bob Schornsten, Allina
Kurt W., Alpha Wireless
Jim Schnoor, Federal Reserve
Scott Wosje, Northland Business
Rey Freeman, Rey Freeman Communications Consulting

CALL TO ORDER

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

AGENDA REVIEW

The chair requests to amend the agenda to add the Mille Lacs Participation Plan amendment as an action item and to move the StatusBoard report to the top of the agenda.

Al Fjerstad makes a motion to approve the agenda as amended.

Bruce Hegrenes seconds the motion.

Motion carries.

APPROVE PREVIOUS MEETING'S MINUTES

Ron Jansen makes a motion to approve the March meeting minutes.

Fjerstad seconds the motion.

Motion carries.

STATUS BOARD UPDATE (STEVE MUELLER)

Steve Mueller reports that in March there were two hours of scheduled maintenance and no unscheduled downtime. The vanity URL is currently not working. A device to support that is being purchased and will be implemented before next month. Mueller is working with the operations team to make sure the StatusBoard report gets in the committee meeting packet. MN.IT is working on the performance fix and it may be deployed next month. Mueller has been working with Cathy Anderson and ECN on changes that have been requested.

ROGER'S TWO WAY RADIO I.D. REQUEST (JEREMY VOGEL)

Jeremy Vogel introduces a request for ARMER radio I.D.s for Roger's Two Way Radio, as presented in the meeting materials. He says these would be for technicians to use while they are working on the system. They would be programmed with the NE and NW SYS TECHs talkgroups.

Neal Dolan and Brian Zastoupil from the Northwest region have no issues and are supportive of the request.

Jansen moves to approve Roger's Two Way Radio request for six radio I.D.s

Fjerstad seconds the motion.

Motion carries.

EF JOHNSON VP400 AND MOTOROLA APX 8000 RADIO TESTING RESULTS (TIM LEE)

Jim Mohn introduces the request for approval of two radios, as presented in the meeting materials. The subscriber test group has tested these radios and recommends them for use on the system.

Terry Wesley makes a motion to accept the radios and have them added to the approved subscriber list.

Jim Mohn seconds the motion.

Motion carries.

MARSHALL COUNTY PARTICIPATION PLAN REQUEST (REY FREEMAN /JASON BOMAN)

Rey Freeman introduces the Participation Plan request for Marshal County, as presented in the meeting materials. A full participation plan was submitted but it is intended to be a phased plan bringing law enforcement onto the

system first, some minor upgrades to the dispatch center and long term would incorporate fire agencies. There are seven tower sites in Marshall County. The sheriff's office has some portables and they have done testing and it works well. No local enhancement sites are needed and no additional 800 MHz channels will be added. The PSAP would retain their two positions Zetron consoles and would add new 800MHz RF control stations to be programmed on the new Marshall County talkgroups. The long term option that is included in the plan would be to put in an MCC 7500 but there are no plans to do so in the near future. The plan calls for a total of 357 radios which is the long term plan. Currently the sheriff's office has 13 portables. There are 14 public safety agencies included in plan, as well as two public works and schools. The request is for a total of 367 I.D.s. There are 25 talkgroups in the fleet map and there is a request for a statewide talkgroup. The county will retain the VHF fire radio system. Some train-the-trainer has been done by the Sheriff's office and system admin will be the responsibility of the Sheriff's office

Chair Glaccum clarifies that the request is for an additional 354 I.D.s, 25 talkgroups, 2 statewide talkgroups and no CCGWs at this time.

Fjerstad makes a motion to approve the Marshall County Participation Plan.

Jansen seconds the motion.

Motion carries.

CHANGE MANAGEMENT STANDARD (JIM STROMBERG)

Jim Stromberg introduces the Change Management Standard as submitted in the meeting materials. He reports that the main change is that it merges two standards into one. One standard was operational and the other was related to system changes. The workgroup created one simplified and cleaner version. The old standards considered whether things were major or minor changes. The workgroup determined that if something was a minor change it would follow a normal course of approval through the committees. A definition the system backbone was added. An element of timing was added. It would be a four year process to work through significant changes that would require state or local funding. Items must be reviewed by the Finance Committee and the Steering Committee.

Chair Glaccum asks if had no financial impact it would still go to finance?

Stromberg says yes.

Ron Jansen says he would like to propose that the regions have more time to review the standard.

Glaccum responds that there was regional representation on the workgroup and he would like to see this move forward.

Ron Jansen makes a motion to hold the standard for one month so regions have more time to review it.

Motion fails for lack of second.

Rod Olson asks if there is a concern that MnDot is not staffed to give this a technical overview and if will there be delays.

Jim Mohn responds that he does not have concerns about that.

Discussion about how it would be determined if something was a major or minor change. This committee would determine it.

Hegrenes makes a motion to approve the Change Management Standard as submitted and sunset the two previous standards.

**Fjerstad seconds the motion.
Motion carries with one opposed.**

SOAR / CHANGE MANAGEMENT (JIM STROMBERG)

Stromberg introduces Scene of Action Repeater introduced by Stevens County and Kandiyohi in October, as submitted in the meeting materials. ECN support and recommends that the OTC adopt this. The old standard would require that this be looked at by MnDot, System Admins and Finance Committee.

Clarification that the approval would be to put this into the change management process. The old process would be used until the new standard is adopted by the board.

**Hegrenes makes a motion to accept this as a major change management item and that a workgroup be formed and that this also be reviewed by the Interoperability Committee and then return to the OTC.
Wesley seconds the motion.
Motion carries.**

STANDARD 2.17.0 (CATHY ANDERSON)

Cathy Anderson introduces recommended edits to Standard 2.17.0, Multi-group/Announcement, as submitted in the meeting materials.

**Jansen makes a motion to approve Standard 2.17.0 as submitted.
Hegrenes seconds the motion.
Motion carries.**

STANDARD 3.32.0 (CATHY ANDERSON)

Cathy Anderson introduces proposed edits to Standard 3.32.0, Statewide Interoperable Plain Language Policy, as submitted in the meeting materials. Most of the changes were verbiage. The example under inscription or tactical language – we changed it to a high risk incident such as an active shooter.

**Fjerstad makes a motion to approve Standard 3.32.0 as submitted.
Hegrenes seconds the motion.
Motion carries.**

MILLE LACS COUNTY PARTICIPATION PLAN AMENDMENT (AL FJERSTAD)

Al Fjerstad introduces the plan amendment, as submitted in the meeting materials. The proposal is to put up a six channel ASR near the city of Wahkon. This is to address coverage issues in the cities of Isle and Wahkon.

Chair Glaccum asks if the region has approved.

Kristen Lahr responds that the Owners and Operators Committee approved it and the O and O has authority to approve participation plans on behalf of the region.

There are no objections from MnDOT.

Jansen makes a motion to approve the Mille Lacs County Participation Plan amendment as submitted.

Hegrenes seconds the motion.

Motion carries.

NEW BUSINESS

None.

OLD BUSINESS

None.

REGIONAL REPORTS

Northwest (Dolan)

Brian Zastoupil reports that the region met and approved the Marshall County plan. The region plans to evaluate the monthly busy reports from MnDot as a standing item to work on alleviating site busies. A regional talkgroup working group was formed. The region is working on drafting a standard giving guidance on who should be eligible and how to use them. A communications exercise was held in Park Rapids at the end of March.

Northeast (Hegrenes)

Bruce Hegrenes reports that the RAC and the ECB did not meet last month. The region continues to monitor site busies.

Northern RIC (Bruning)

Marcus Bruning reports that the Ontario border project is moving forward. Polk County is on ARMER in its entirety. East Grand Forks police and fire are migrating. Working on protocols to ensure interoperability.

Central (Fjerstad)

Al Fjerstad reports that the region completed its 2016 training plan. It will hold dispatch, radio programming and CASM, refresher and train-the-trainer training. It region is working on some BDAs and ASR sites. It held a demonstration on how TIC P works and how DLAN works and will make a decision on whether it will use CASM or DLAN. The region is close to putting out an RFP for a regional coordinator and has created a list of what the responsibilities would be. The Central MN ECB is looking at having an attendance standard in place by March of 2017 possibly with be fines or ineligibility for grant money for those not attending meetings. This is at a discussion level right now. Some of the concerns are the travel time to meetings. The Motobridge software is installed in dispatch in Mille Lacs County but is not totally operational yet.

Metro (Jansen)

Ron Jansen reports that the Technical and Operations Committee (TOC) received a presentation from the Department of Human Services about a proposal to add additional radios and talkgroups in the region. It was determined that Anoka and Hennepin County would need to do some engineering research to the potential impact on their sub-systems. There is a likely need for additional infrastructure. The TOC approved a change management submission for additional statewide encrypted talkgroups. A change to Alina Health EMS's participation plan was approved and a waiver request from Maple Grove Fire was reviewed. These last three items will be submitted to the OTC for review. A COMT was approved.

Central and Metro RIC (Juth)

Rick Juth adds that the RAC formed a workgroup to look at possible solutions to attendance and develop more participation.

South Central (Wesley)

Terry Wesley reports that the RAC met on March 9 and discussed funding for the Interop Conference. A couple of

proposals for training on APEX Programming were discussed and it was determined to go with a proposal from Alpha Wireless where each county would set up a session for their own training.

Southeast (Freshwater)

No report.

Southwest (Hamman)

No report.

Southern RIC (Donahue)

No report.

OTHER REPORTS

MnDOT (Mohn)

Jim Mohn reports that there are no new sites on the air. Five are under construction and there are four sites where MnDot is looking for land. These sites are challenging for various reasons. One example is at Lima Mountain where it is difficult to path on which to construct driveway.

Chair Glaccum asks about the Meander Lake site and how the solar power is working.

Mohn responds that on less sunny days in the winter a generator has to run for about an hour during the night. Technicians are making adjustments to try to increase the solar power time.

Systems Managers Group (Anderson)

Mohn reports that Motorola was at the meeting to review the SMG upgrade and go over the ITL step-by-step process.

DPS Standing Report (Stromberg)

Stromberg reports that the website updates to ARMER and Interop are moving forward. Change management made significant steps forward at this meeting. The review of strategic reserve equipment will get more underway after the Interoperability Conference. The 7.19 upgrade is going well.

Cathy Anderson adds to please reminds people to register for the Interoperability Conference. She and Dana Wahlberg have been doing 911 Wireless Emergency Routing Management (WERM) training. There is one region left to do the training and the hope is that the application will go live sometime in May.

Meeting adjourns at 2:40 p.m.