

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

OPERATIONS & TECHNICAL COMMITTEE

February 9, 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
Shane Richard/Brian Zastoupil- NW Region
Bruce Hegrenes/Monte Fronk - NE Region
Terry Wesley/Darrin Haeder - SC Region
Kristen Lahr/Al Fjerstad/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
Randy Donahue, ECN
Rick Juth, ECN
Troy Tretter, MESB
Rod Olson, City of Minneapolis
King Funk, HCSO
Dereck Lyde, Northland Business
Mary Borst, Mayo
Micah Myers, Central ESB
Bob S., Allina
Kurt W.

CALL TO ORDER

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

AGENDA REVIEW

Vice Chair Thomson requests to amend the agenda to move the StatusBoard report to the beginning.

Terry Wesley moves to approve the agenda as amended.
Bruce Hegrenes seconds.
Motion carries.

APPROVE PREVIOUS MEETING'S MINUTES

Rick Freshwater moves to approve the January meeting minutes.
Wesley seconds.
Motion carries.

STATUS BOARD UPDATE (STEVE MUELLER)

Steve Mueller reports that the StatusBoard polling frequency was 90 seconds but was changed to 3 minutes so there will be fewer slowdowns in the application.

Anderson says the PSAP managers and supervisors were sent an email about that. They should manually refresh every time they are going to make a reservation on StatusBoard to make sure they are seeing the most updated information.

MN Task Force One Talkgroup Request (Ron Jansen)

Ron Jansen introduces a request from Minnesota Task Force 1 (MN-TF1) as presented in the meeting materials. MN-TF1 is made up of the Minneapolis Fire Department, Dakota County Special Operations Team, Edina Fire, Rochester Fire and St. Paul Fire. They perform in a wide variety of disciplines including heavy rescue, hazmat, advanced rescue operations. They are requesting a statewide talkgroup to be able to utilize so they can quickly find it in their radios during incidents or in a convoy on the way to an incident.

Freshwater makes a motion to approve a statewide talkgroup for MN-TF1.
John Gundersen seconds the motion.

Freshwater requests that we get the hex code as soon as possible. Jansen will get that information as soon as possible.

Motion Carries.

HENNEPIN EMS PARTICIPATION PLAN AMENDMENT (KING FUNG)

King Fung introduces a request from Hennepin County EMS. In preparing for the 7.19 upgrade, Hennepin EMS will be purchasing a Motorola AIS server on the ARMER system. They are also adding a new Revcord logging recorder system. It has been approved by the Metro Technical and Operations Committee.

Tim Lee makes a motion to approve the Hennepin County EMS Participation Plan amendment.
Freshwater seconds the motion.
Motion carries.

STANDARD 2.10.0 (CATHY ANDERSON)

Cathy Anderson introduces the edits to Standard 2.10.0, Telephone Interconnect. There is only one recommended edit, which is to change the word Users to Subscriber Radios.

She adds a note about the sentence which reads, "Telephone interconnect calls can be placed to talkgroups of the system if the talkgroup is configured for telephone interconnect functionality." She asked John Anderson if there are any talkgroups on our system which are configured to accept a phone call. John Anderson did not find any.

**Gundersen makes a motion to approve the standard as presented with the proposed edit.
Freshwater seconds the motion.**

Discussion about the sentence about telephone interconnect calls not being needed in the standard if there are no talkgroups with that capability.

Gundersen makes a friendly amendment to his motion to remove the sentence about telephone interconnect calls. Freshwater agrees to accept the friendly amendment.

Motion carries as amended.

STANDARD 2.12.0 (CATHY ANDERSON)

Anderson introduces the proposed edits to Standard 2.12.0, Scanning. She lists the edits that are recommended.

Under paragraph two entitled Constraints, it is recommended to delete the sentence which reads, "While scanning is available on ARMER, it works differently than in conventional radio systems." This is already explained under the section entitled Capabilities.

Under the second paragraph under section number four, entitled Recommended Protocol / Standard, a reference to Standard 2.7.0, Use of Shared Talkgroups, was added.

Under section number five, Recommended Procedure, the first paragraph was deleted. The information about permissions was included in the preceding paragraph.

Under section five, in the third paragraph, the word "talk-around" was removed.

Under section five, a fifth paragraph was added saying, "Talkgroup permission forms can be found on the Statewide Emergency Communications Board (SECB) website under Operations and Technical Committee (OTC)."

Under section six, Management, the language was changed to take the responsibility for scanning issues from the Statewide System Administrator and given to the site owner and local System Administrator. If there are any issues that cannot be resolved at the local level, those should be brought to the Statewide Administrator.

Jim Stromberg suggests that the language be changed to say the information will be on the ECN website and not list a specific spot on the website as this could change.

Freshwater makes a motion to approve the recommended changes to Standard 2.12.0 with the additional change to say ECN website instead of SECB website and not list where it will be listed on the website.

Bruce Hegrenes seconds the motion.

Motion carries.

STANDARD 2.14.0 (CATHY ANDERSON)

Anderson introduces the proposed edits to Standard 2.14.0, Private Call.

Under number 2, Technical Background, under Constraints, bullet point one was edited to clarify that a private call will consume a site radio channel for “each site involved for” the duration of the conversation.

Under the seventh bullet point in that same list, scanning was added so that users know that they cannot scan when they are on a private call.

Under bullet point eight, there was some discussion that you can't manage the usage of a private call on the system, unlike interconnect calls, which can be managed.

Gundersen makes a motion to approve Standard 2.14.0 with the recommended edits.

Tim Boyer seconds the motion.

Motion carries.

STANDARD 1.3.0 (CATHY ANDERSON)

Anderson introduces the proposed edits to Standard 1.3.0, Database Management, most of which are language clean up.

In the second bullet point under Purpose or Objective, “radio users” was removed because there is not a separate database for it because it is part of subscriber radios now.

The workgroup left in the part about storm plans because there are groups that might use it.

Bullet number six, “system side of the fleetmap programming” was removed because it is talkgroups and multigroups now-- whatever is programmed into Provisioning Manager.

The last paragraph under section number one was removed. It said that “the database does not contain the software load information of software load...” but now it does.

Under number three Operational Context, manager was removed and “local” was added (local system administrator).

In the third, fifth and seventh paragraphs, under Operational Context, language was changed to be consistent with other standards.

Under number five, Recommended Procedure, the last sentence was removed to take out System Managers Group (SMG) to be consistent with other standards.

Under number six, Management, language was changed to be consistent with other standards.

Hegrenes makes a motion to approve the proposed edits to Standard 1.3.0.

Wesley seconds the motion.

Motion carries.

NEW BUSINESS

DISCUSSION OF CAPACITY ISSUES AND HOW TO ADDRESS THEM (VICE CHAIR THOMSON)

Vice Chair Thomson introduces the subject and reports that at the last SECB meeting one of the board members raised the issue of busies, particularly in the Metro region.

Troy Tretter adds that the discussion was raised during a regional leadership meeting about a standard that had been changed in the Metro region to tighten participation plans because in the Metro region there is no additional

capacity to add channels. The concern is to address this before it becomes a bigger issue.

Gundersen says in Hennepin, most of the growth has been in the category of other non-public safety entities, such as school districts and EMS groups. The growth we are seeing in the Metro is beyond the conventional police and fire.

Vice Chair asks if roaming is as big an issue as growth.

Gundersen responds that Hennepin West always has roaming traffic and that continues to be an issue and that is part of what drove the Metro standard to be tighter. Some of the counties that came on were startled by how much roaming traffic there is. From an operational standpoint, whenever there is roaming it's partially because it is an interoperable system and that's a lifesaver so it's a tradeoff. He adds that the Metro region is looking at adding more regional talkgroups. They only have 8 and no encrypted ones.

Hegrenes says in Greater Minnesota they are seeing a lot of requested sites. You'll see a site with three different counties all having requested talkgroups on it. It's not an issue of not finding frequencies in Greater MN it's finding the money to build the capacity. He doesn't think the committee should look for one solution that fits both Metro and Greater Minnesota. Greater MN has the capacity or the ability to build capacity into the system. It is important for entities like school buses and snow plows to be able to use the system when they are operating in areas where there is no cell phone coverage.

Vice Chair Thomson asks the committee if a workgroup should be formed or if there should be two workgroups, one for Metro and one for Greater Minnesota.

Gundersen says he thinks the Metro is at a stable place and does not think there is a need for a workgroup. They met with some of the users and engaged with them. Metro Mobility, for example. They have worked with them because they were generating a lot of voice traffic. The region is dealing with the overall problem and Gundersen doesn't see a need right now for a workgroup but the region would be happy to cooperate. He adds that there are a lot of elements. There is training for the operators, configuration of how many talkgroups can be used for an event, engaging with individual users. Another idea would be with the COML program we could come up with some standardized ideas for the radio plans.

Jansen adds that the committee should look at home zone mapping. When you start patching in the STACs outside of zone 1 or zone 3 you are tying up two resources at every repeater site. If anything is going to change with home zone mapping it would need to happen under change management so should be looked at while that is open.

Discussion about if and how to limit non-public safety entities on the system. Discussion about requesting non-public safety entities to contribute financially.

Tretter adds that at the Interop conference John Anderson will be chairing a session on capacity issues. Jansen and Tretter will be in it too. It will talk about Best Practices that are used in the Metro that could be applied to Greater Minnesota and also about what might be different for Greater Minnesota.

Juth says the concerns about additional users is an issue that is going to need to be addressed because there will come to a point where there is no more capacity left. The Steering Committee should address the issue.

Thomson says it sounds like particularly in Hegrenes area the busies come from requested sites or some subscriber programming issues loading an adjacent site beyond capacity. Those are things we have procedures to address. Do we have other capacity issues that are not being handled by the Metro's more restrictive standard?

Freshwater says it's more the concern about potential use. How do we justify and determine what's needed before it's needed?

Hegrenes says the Northeast region has taken a strong look at busies and has alleviated a lot of it. Some was configuration, some was users. That is part of the RAC agenda every month. The RAC looks at what can be changed. It has led to some unique things –one was a federal bus company that was part of the EEOC that requested to come on the system. We recommended that they come on with a full participation plan. They were a multi-county and multi-region and when they took a look at the price of hiring a consultant to develop a plan they decided to build their own radio system. There are a lot of things the regions can do. Make it a priority and take a look at it every month.

Vice Chair Thomson sums up the discussion that the committee's preference was to look at capacity issues at the regional level and discuss this further and report back. The issues are different for the Metro and Greater Minnesota. There was not a decision to create a workgroup at this time.

Gundersen suggests that each month when the regions give regional reports to the committee the issue of system loading be addressed.

OTC POWER POINT TEMPLATES (VICE CHAIR THOMSON)

Jim Stromberg reports that the Steering Committee Education and Outreach workgroup has been tasked with branding of the SECB. As a part of this, Power Point templates were created for each of the committees. The OTC Power Point templates are included in the meeting packet and are available on the OTC page of the ECN/SECB website.

OLD BUSINESS

REGIONAL REPORTS

Northwest (Zastoupil)

Zastoupil reports that Lake of the Woods County will be applying for a grant to increase coverage in the Northwest angle where there are coverage gaps. More information will be forthcoming.

Cass County, North Dakota, approached the RAC about building a 700 or 800 MHz trunk system to cover the county. We looked at the cost of purchasing our own zone controller. There is a State of North Dakota project looking at the feasibility of a statewide trunk radio system. Cass County does not want to wait for that to come to fruition because the funding in North Dakota is on a biennial schedule. The short term approach would be to connect a Cass County subsystem to the zone controller in Detroit Lakes, which has capacity. Then, if and when North Dakota's system becomes a reality, the Cass County, North Dakota subsystem would be pointed toward a North Dakota zone controller and we would deploy an ISSI between ARMER and the North Dakota system. We've met with Marcus Brunings and Jim Stromberg and have had discussions and are educating Cass County public safety officials. This project would be funded by North Dakota and we are working on funding models. We have a quote from a consultant and are looking at a 5-6 month time line. We are looking for a win-win solution for North Dakota and Minnesota. There are some coverage shortages in Norman County, Minnesota and we would allow Norman County public safety to roam over this way and expand some channel capacity on the Minnesota side. Our approach is to be early and transparent and give people time to think about it and vet it.

Northeast (Hegrenes)

Hegrenes reports that the region is working on grant proposals. They are looking at a training conference to be held in August and are looking at as a mini-Interop conference for the region. They are talking to their user agencies and finding that there is a lot of need for re-training and train-the-trainer. With regard to system busies—there are two channels at two sites in Carleton County with busies. St. Louis County is adding two more channels for capacity issues in the Duluth simulcast plus they are going to build out the rest of the five channel sites in St. Louis County. As a region they have been looking at capacity and taking a proactive stand to make sure they stay

ahead of it.

Northern RIC (Bruning)

No report.

Central (Bonnema)

Micah Myers reports that the region is beginning discussions to expand the regional system admin role to more of a system coordinator. The region is also busy with grant proposals and reviewing standards. They are working on a couple of site additions, one in Mille Lacs County and another in Breckenridge.

Metro (Gunderson)

Gunderson reports that the Metro Technology and Operations Committee (TOC) met on January 27 and approved many changes to metro standards, updating with current language in regards to state and metro plans. Some of the standards will be going to workgroups to review the operational context of the standards. They discussed the metro use of statewide talkgroups LETAC5E-8E and found that the most use of these talkgroups was by the metro. There was discussion of the possibility of regional Metro Encrypted talkgroups. More research will be done to support future discussion at the TOC. The TOC approved the grant application 2015 SHSP grant, which will be used for training. Curt Meyer has been promoted to Assistant Radio Systems Manager at the Hennepin County Sheriff's Office. He will continue to serve as our sub-system administrator until his replacement in that position has been chosen.

Central and Metro RIC (Juth)

Rick Juth reports that the Central Region has as a standing agenda item at all RAC meetings to address site busies using the information provided by MnDot's monthly report. They have taken action on adding channel capacity or adding site infrastructure to the system.

South Central (Wesley)

Westley reports that the RAC met in January and discussed the 2015 SHSP grant, \$25,000 of it being for planning and training. They are working on getting plans together to submit for potential projects, including BDAs and a couple of school systems and a full site for the city of Fairmont. Another discussion was about Motorola and Alpha Wireless putting together an APEX radio program training for the region.

Southeast (Freshwater)

Freshwater reports that the region is currently at 11 channels on the subsystem with four state sites. The region will add a 12th channel in April. They've coordinated the frequencies with MnDot. The joint RAC /ECB meeting was scheduled last Monday but cancelled due to weather.

Thomson reports that the regional logging continues to be successful. Mower County was added and Fillmore is coming on. There is capacity to add additional counties. The region has three logging admins now from different counties.

Southwest (Hall)

No report.

Southern RIC (Donahue)

Randy Donahue reports that there have been weather challenges in the south that have caused cancellation of meetings. Rock County has been added to the regional logger. Everybody has submitted their grant requests.

OTHER REPORTS

MnDOT (Lee)

Tim Lee reports that there are a couple of sites under construction in the Northeast part of state. At Cromwell and Duluth South they are in the process of awarding contracts. MnDot is continuing to work on the remaining sites.

Systems Managers Group (Lee)

Motorola participated in the meeting and there was a discussion about the 7.15 upgrade. Motorola will be back at the end of March to discuss this further.

Hegrenes adds that there will be an upgrade impact training scheduled for March at the SMG meeting.

Jansen adds that Motorola had some planned outages during normal business hours for the switch over and we raised that as a concern and were able to get the times changes. Motorola was going to do a system-wide shut down but is now looking to see if they can do the shut-down zone by zone.

DPS Standing Report (Stromberg)

Stromberg reviews his top four priorities for the OTC as identified with Chair Glaccum and Vice Chair Thomson:

- 1) The 7.19 upgrade;
- 2) Change Management;
- 3) Strategic reserve equipment, standards and practices to ensure that resources are being maximized;
- 4) Website updates.

He will report on the progress on these priorities every month.

Change Management (Stromberg)

Stromberg reports that the workgroup met on the January 26 and drafted a new standard. The draft standard is gathering feedback from the workgroup members and Stromberg hopes to have the feedback ready to present to the OTC at next month's meeting. The workgroup removed the flow chart from the standard and identified what would be the situations when the change management process would need to be employed or engaged. In essence, if an idea is brought to the OTC, the OTC would decide what other committees need to be engaged. In the meantime, the OTC could grant provisional authority, with the approval of the SECB. The requestor would solicit feedback from the other committees as directed by the OTC (within six months) and bring the feedback to the OTC. At that point the OTC would begin its deliberations.

Hegrenes asks if anything has been brought forward for this cycle of change management.

Stromberg responds that a call was put out for change management ideas and the SOA repeater solution is the only thing submitted so far. Stromberg has an idea he may like to add about the programming of cache radios.

Meeting adjourns at 3:04 p.m.