

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

OPERATIONS & TECHNICAL COMMITTEE

January 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
Shane Richard/Brian Zastoupil- NW Region
Bruce Hegrenes/Monte Fronk - NE Region
Terry Wesley/**Darrin Haeder** - SC Region
Tom Justin/Ace Bonnema / 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
Nate Timm, Washington County
Troy Tretter, MESB
Rod Olson, City of Minneapolis
Mike Fink, Motorola
Steve Mueller, MNIT
Carrie Oster, Motorola
Jim Schnoor, Federal Reserve
Jake Thomson, Anoka County
Steve Ouradnik, MN DOC
Dereck Leyde, Northland Business Systems
Al Fjerstad, Mille Lacs Lake Sheriff's Office
Lance Lehman, MN BCA
Philip Meixner, Pierce County, WI
Mary Borst, Mayo
John Hyde, City of Duluth

Bob Schornstein. Allina EMS
Paul McIntyre, MAA
Kurt Woodruff

CALL TO ORDER

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

AGENDA REVIEW

Chair Glaccum requests to amend the agenda to move the StatusBoard report to the beginning, to remove Standard 2.8.0, and to add requests from Mower County and the Department of Human Resources.

Terry Wesley moves to approve the agenda as amended.
John Gundersen seconds.
Motion carries.

APPROVE PREVIOUS MEETING'S MINUTES

Bruce Hegrenes moves to approve the December meeting minutes.
Dave Thomson seconds.
Motion carries.

STATUS BOARD UPDATE (STEVE MUELLER)

Steve Mueller reports on the StatusBoard, as presented in the meeting materials. There was one unscheduled outage on December 22 from 8:57 p.m. to 9:16 p.m. due to emergency backup maintenance. MNIT is making changes to keep things more secure in the server environment and this resulted in some of the down time over the past year.

Cathy Anderson is gathering of list of items that to be considered for changing in the upgrade. Please send any concerns or requests to her.

Pierce County Participation Plan Amendment (Philip Meixner)

Philip Meixner of Pierce County Sheriff's Office introduces the request for an amendment to the Pierce County, Wisconsin, Participation Plan, as submitted in the meeting materials. The county is requesting to add the Prescott Police and Fire Departments to the plan and to add 12 radio IDs for a total of 55. This will accommodate the addition of those agencies and also three years of projected growth. The sheriff's office will program the radios and provide training.

Gundersen moves to approve the Pierce County Participation Plan Amendment.
Hegrenes seconds the motion.
Motion Carries.

Carleton County Request (Bruce Hegrenes)

Bruce Hegrenes introduces a request from Carleton County, as presented in the meeting materials. Due to consistent busies at the Moose Lake and Mahtowa ARMER sites, Carleton County is requesting to add two channels to these sites, for a total of seven channels at each site. The request is on the agenda for the regional meeting later

this month so the request is for approval contingent upon approval by the NE Emergency Communications Board.

Tim Lee moves to approve the Carleton County Participation Plan amendment contingent upon regional board approval.

Hegrenes seconds.

Motion carries.

DAKOTA COUNTY PARTICIPATION PLAN AMENDMENT (RON JANSEN)

Ron Jensen introduces a request from Dakota County to amend its Participation Plan, as submitted in the meeting materials. The Dakota County Communications Center requests to add a Motorola AIS unit to accommodate for logging. This will be required due to the obsolescence of the Motorola Gold Elite consoles. It has been approved by the Metro Technical Operations Committee.

Gundersen moves to approve the Dakota County Participation Plan Amendment.

Lee seconds.

Motion carries.

BCA REQUEST FOR ADDITIONAL SYSTEM I.D.S (LANCE LEHMAN)

Lance Lehman introduces a request from the Bureau of Criminal Apprehension to add 50 additional system IDs, for a total of 234. The request reflects an immediate need based on increased personnel and equipment needs of the BCA. It also accommodates a modest increase of system identifiers for replacement or new purchases of radios in the near future. They will be used for day-to-day communication on eight private talkgroups and for interoperability and have a code plug that incorporates more direct communications throughout the state with multiple law enforcement agencies. The last request for expansion was in 2012 for an additional 25 IDs.

Lee moves to approve the BCA request for fifty additional system IDs.

Gundersen seconds the motion.

Motion carries.

DOUGLAS COUNTY REQUEST FOR REQUESTED SITE (AL FJERSTAD)

Tom Egan is unexpectedly unavailable. Al Fjerstad presents on behalf of Douglas County. The request, as submitted in the meeting materials, is for the DG Fire Talkgroup to be "requested" on the West Union tower Site, primarily for scanning. This was approved the regional Owners and Operations and Users Committees and the Central Emergency Services Board.

According to the submitted materials, Douglas County has a six site VHF simulcast paging system. Douglas has patched the VHF paging to the DG FIRE talkgroup, so the units in the field are able to hear all pages sent out by the Douglas dispatch. Because the city of Osakis is much closer to the West Union Tower site, the Osakis police department mobile and portable radios have been programmed to "prefer" the West Union site. The Osakis police officers have been periodically missing pages. DG FIRE is not a high volume talkgroup. It is used for all VHF paging and the initial communication from the fire departments, first responder units, and ambulance services acknowledging the page. The unit(s) are then moved to one of the eight interoperable talkgroups for all radio communications related to the event.

Discussion:

Rick Juth says that he has been monitoring the site for Mr. Egan and "busies" have not been an issue at that site.

Chair Glaccum says that we can monitor the site and if there are "busies" the committee can revisit it.

The site is located in Todd County. Todd County must submit a letter of approval. Fjerstad will report to Tom Egan that a letter is required.

Gundersen moves to approve the Douglas County request for the “requested” West Union tower site, contingent upon Todd County providing a letter of support.

Shane Richard seconds the motion.

Motion carries.

STANDARD 1.2.0 (CATHY ANDERSON)

Cathy Anderson introduces the changes proposed by the Standards Workgroup to Standard 1.2.0. Network Management, as submitted in the meeting materials. The primary change was under number 3, Operational Context, where the workgroup added that any infrastructure hardware or software upgrades or changes that may impact the system will need prior MnDOT and regional approval. The requests will then be vetted through the System Managers Group (SMG) before being submitted to the OTC for approval.

Discussion about whether or not to include SMG in the standard, for the sake of consistency, as SMG has been removed from other standards. Agreement to keep it in this standard.

Anderson reports that under number 5, Recommended Procedure, the workgroup added that there must be approval by the OTC.

Under number 6, Management, reads, “The System and Subsystem Administrators and Managers are responsible for managing and maintaining their agency’s data attributes. The Statewide System Administrator shall be responsible for the regional portion of the network.”

Gundersen suggests that be changed to read that the Statewide System Administrator shall be responsible for the *statewide* portion of the network. Agreement to remove “regional” and add “statewide.”

Hegrenes moves to approve Standard 1.2.0. as amended.

Dave Thomson seconds the motion.

Motion carries.

STANDARD 2.4.0 (CATHY ANDERSON)

Anderson introduces a recommendation from the Standards Workgroup to sunset Standard 2.4.0 Console Naming on June 1, 2016. It will not be applicable after that date because Motorola and MnDot will be putting new naming conventions in. This is due to the elimination of the Gold Elites.

Gunderson moves to approve sunsetting Standard 2.4.0 on June 1, 2016.

Hegrenes seconds the motion.

Motion carries.

STANDARD 2.6.0 (CATHY ANDERSON)

Anderson introduces proposed edits to Standard 2.6.0 Fleetmap Standards. Under Capabilities on page one “detailed” was added before “information”. On page two, number three, Operational Context, “this manual” was removed and “the State Standards” was added. Under section five, Recommended Procedure, the first two bullet points were deemed to be unnecessary and redundant and were removed. The information is available in Provisioning Manager.

The Workgroup added the last bullet, "Only talkgroup names and non-detailed fleetmaps/channel lists are to be shared." Discussion about the need for this bullet. Agreement that the bullet above it covers the security issues. Agreement to remove the last bullet point under number 5, Recommended Procedure.

Hegrenes moves to approve the proposed changes to Standard 2.6.0 with the addition of the suggested change.

Wesley seconds the motion.

Motion carries.

STANDARD 2.16.0 (CATHY ANDERSON)

Anderson introduces the proposed edits to Standard 2.16.0 Emergency Button, as submitted in the meeting materials. Under Capabilities, the Standards Workgroup added "or alias" after "display the radio ID". Under Constraints, a sentence was added which reads, "Pressing the Emergency Button does not provide a central radio monitoring point with emergency location information."

On page two, in the fifth bullet, after "All Emergency Button response plans must include, at a minimum" language was changed to read, "a central radio monitoring point that can identify which radio user pushed the button and what the proper agency response should be." The point of this change is that just by pressing the emergency button does not mean that people will be able to locate you.

Gundersen moves to approve the revisions to Standard 2.16.0.

Hegrenes seconds the motion.

Motion carries.

STANDARD 3.24.0 (CATHY ANDERSON)

Anderson presents the proposed changes to Standard 3.24.0 Public Safety Answering Point (PSAP) Interoperability, as submitted in the meeting materials. Anderson says on page one, under number Technical/Operational Background, the last paragraph under Capabilities was removed because it was thought to be redundant to paragraph one, Purpose or Objective. All of the changes on page two are updating the names of the regional boards.

Hegrenes moves to approve the proposed changes to Standard 3.24.0.

Richard seconds the motion.

Motion carries.

STANDARD 1.11.0 (CATHY ANDERSON)

Anderson presents proposed changes to Standard 1.11.1 System Administrators Definition and Minimum Training Requirements. Anderson reports that, as requested by the committee, an in-person meeting was held with representation from each region to revise this standard.

The group added the levels of system administrators back in and included what was agreed to be the appropriate training for each level. The previous concern was under level two and whether the training needed to be by a vendor. This was changed to read, "formal manufacturer training or OTC approved vendor training" and MnDOT Best Practices Training.

Under the third page the workgroup decided to take out the URLs for the Best Practices Guides and list that they can be accessed via the ECN website under ARMER radio.

Under Management on page 4, Approval of Curriculum, the following was added:

“All vendors who wish to perform System Administrator training must submit current curriculum for each level of training to the Operations and Technical Committee for approval.”

“System Administrators with credentials to the ARMER system prior to February 1, 2016, shall retain their current rights.”

Discussion about whether the OTC should approve other things in addition to the curriculum, such as trainer bios. Agreement to add, *“At the committee’s discretion, additional information may be requested from prospective vendors.”*

Discussion about whether or not mentorship should be included for a level 3. Anderson responds that the workgroup talked about this and was concerned that something would be lost in the translation over time. The workgroup did not recommend mentorship.

Micah Myers raises a concern about a Motorola training that was modified for the Central Region and whether it will still be allowed. Discussion about this and conclusion that it would be allowed because it is “formal manufacturer training.”

Hegrenes feels that if there are changes the standard should go back to the workgroup and regions to recommend those.

**Hegrenes moves to table the proposed changes to the standard.
Motion fails due to the lack of a second.**

**Gunderson moves to approve Standard 1.11.1 with the addition of the sentence “at the committee’s discretion, additional information may be requested from prospective vendors.”
Rick Freshwater seconds the motion.
Motion carries.**

MOWER COUNTY REQUEST (RICK FRESHWATER)

Rick Freshwater presents Mower County’s request for additional 88 IDs and eight talkgroup IDs. Glaccum asks if there are any loading issues. Freshwater says that has been looked at and there are none.

**Lee moves to approve the Mower County request for additional system IDs and talkgroup IDs.
Hegrenes seconds the motion.
Motion carries.**

DHS REQUEST (BILL SCHMIDT)

Bill Schmidt introduces a request from the Department of Human Services (DHS) and the Minnesota Sex Offender Program (MSOP) as presented in the meeting materials. He notes that the letter submitted in the meeting materials was dated January 2015 and should say January 2016.

The DHS and MSOF are requesting an additional 72 radio IDs. The IDs already have number blocks assigned to them and just need authorization. Twenty-two will be used to update existing system records and correct for a current overage of 22 IDs. The additional 50 will be used for new assignments. There is also a request for 23 talkgroup IDs. This request is to update records only, as the talkgroups already exist in the system. This is to correct a records keeping error.

The requests will update existing systems records and provide needed capacity at the Moose Lake and St. Peter MSOP facilities and programs.

Chair asks for MnDot's opinion. Tim Lee reaffirms that this request is to clean up records.

Gundersen moves to approve the request.

Thomson seconds.

Hegrenes asks how many additional radio IDs will be for Moose Lake. Schmidt says 25. Hegrenes says they have had to buy an additional two channels because of Moose Lake traffic.

Schmidt says these will be for internal use.

Motion carries.

NEW BUSINESS

ATTENDANCE (CAROL SALMON)

Carol Salmon calls attention to the committee's 2015 attendance, as submitted in the meeting materials. This is a matter of record keeping and submitted annually for the committees to see where there might be vacancies or non-participation and for review of the membership roster.

Chair Glaccum thanks the committee for its active participation.

OLD BUSINESS

SOA REPEATER (CHAIR GLACCUM)

Glaccum calls attention to a letter he received from Bill Flaten, Yellow Medicine County Sheriff, in support of the SOA Repeater initiative brought forward by the Central Emergency Services Board.

NWS AND DROS PARTICIPATION PLANS AND STANDARDS (JIM STROMBERG)

Jim Stromberg researched the current standards and practices regarding the National Weather Service (NWS) and Disaster Relief Organizations (DSOs) in follow up to a discussion at the December meeting. Stromberg prepared a report, which is included in the meeting materials. He found no participation plans for the NWS, the American Red Cross, the Salvation Army, or the Minnesota Voluntary Organizations Action in Disaster (MnVOAD). He found one sponsorship letter from Blue Earth County, sponsoring the American Red Cross. He identified two standards specific to the NWS: Standard 3.35.0 (state) and Standard 3.35.0 (metro). He identified two standards specific to DRO: Standard 5.2.0 (state) and 5.2.0 (metro).

He reviewed Standard 1.9.0, which references Standard 1.10.0. Together, these standards suggest that a DRO (as a statewide resource) would need to hold a participation plan with MnDOT or regional radio boards. He notes that Standard 1.10.2 allows for sponsorship of non-public safety/non-public service organizations "not specifically addressed in other ARMER standards." This suggests that, because existing standards address the NWS and DROs, those entities would require their own participation plans.

Discussion about whether requests NWS and DROs should be considered region by region or statewide.

It is agreed that the NWS should be approached for a statewide participation plan. This will also need to go through MnDOT. Stromberg will approach the NWS about this.

Discussion about DROs. It is agreed that it would be best to have a statewide initiative for DROs rather than region by region agreements. Tim Lee says that if DROs are requesting talkgroups, they should submit a plan and the Steering Committee should review it. Chair Glaccum suggests that the Steering Committee should also consider if the Red Cross should be treated separately from other DROs.

REGIONAL REPORTS

Northwest (Richard)

The region is working on the regional logger. Rey Freeman was contracted to do a county report which will come before the board tomorrow. The region is working on SHSP grant items and training exercise planning.

Northeast (Hegrenes)

The radio board had a super quorum for the first time in nine months. The region has been working on the Carleton County initiative and the ISSI gateway project. A participation plan amendment for the ISSI project will come before this committee next month. The region has also been working on training and is considering the possibility of establishing a regional training center in Duluth.

Northern RIC (Bruning)

Both regions are working on planning for training exercises for events for next year. The NW is going strong with attendance and the NE is working on increasing attendance at the radio board level.

Central (Bonnema)

No report.

Metro (Gunderson)

The Metro Technology and Operations Committee (TOC) updated Standard 1.10.1, Requesting Participation. It defines public safety agencies, public service organizations and EMS agencies in regard to participation eligibility. There were also language changes to levels of participation to match the state standard. This will be voted on tomorrow by the full MESB board and will be posted on the MESB website.

On December 23 there was a Black Lives Matter protest that started at the Mall of American and moved to the airport via the light rail. There was an ICS205 that was done by Bloomington Police Department COML Butch Gillum that was distributed in advance of the event. Monitoring the radio traffic during the event and the eventual escalation to the airport would have been a disaster if not for the ARMER system. Having Metro Transit PD, State Patrol, local PDs supporting the Mall of America, and the Metro Airports Commission Airport PD on shared ARMER resources for communication allowed for expedited coordination as the event quickly moved from jurisdiction to jurisdiction. Troy Tretter gives additional details and reports that the ARMER communications was a huge factor in the success of how this situation was managed.

Glaccum invites Mr. Tretter to report on this event at the next SECB as an example of an ARMER success story.

Central and Metro RIC (Juth)

The Central Region is planning their training road map for 2016. The region is holding elections for chair and vice chair of the various committees. Central Region made a decision that the chair and vice chair of the committees will also be their primary and alternate for the appropriate SECB committees. The region is moving forward with a regional coordinator position. This will be a contract position that will coordinate all of the projects in the Central Region. Juth also reports that he recently attended a PSAP Roundtable of PSAP managers in the metro area, where the discussion included minimum training standards for dispatchers.

South Central (Wesley)

The RAC meets tomorrow.

Southeast (Freshwater)

Mower County is joining the regional logger in January and Rice and Steele Counties are looking at joining in 2016. The region will have co-administrators manage this.

Southwest (Hall)

No report.

Southern RIC (Donahue)

No report.

OTHER REPORTS

MnDOT (Lee)

Tim Lee reports that the monthly MnDOT report has been changed to reflect the actual sites on the system. There are 326 sites, rather than the 324 that have been previously been reported. This is an adjustment in the way MnDOT is reporting and not a change to the system. There are 326 sites on the air out of 335. The project is still at 97% completion. The new contract with Motorola is in place for the next five years to cover the SUA and the equipment needed for the 7.19 upgrade and install. Lee is working on getting the costs out to everyone for their 2016 billing. He is waiting for information from Motorola on warranty end-times for some of the consoles. Billings will probably go out in March. The 7.15 upgrade is scheduled for May with a system lock-down in April. Motorola will be at the next SMG meeting to talk more about the upgrade and will also be at the March SMG meeting. A notice will be sent out with more information about what will be covered at those two meetings. The contract for the next five years includes the hardware upgrade for a number of agencies and MnDOT will set up meetings with all of the agencies involved. That will be coming soon. Lee learned that the ISSI gateway will be provided to the core of the system as part of the 7.15 upgrade. St. Louis County is buying the licenses and the interface needed to use this but the actual gateway is part of the upgrade, along with some firewalls. Motorola is also providing wave servers. MnDOT will be looking for more information from Motorola about what it will mean to have wave servers and how this will interface with the system.

Systems Managers Group (Lee)

At the January meeting there are plans to go over the 7.15 upgrade and there will be more details in March.

DPS Standing Report (Stromberg)

Jim Stromberg reports that a Change Management workgroup has been formed and will meet in Arden Hills on January 26. A call for change management items has been made and those items are being collected. The workgroup still needs a representative from the NW. Other members are: Jim Stromberg; Cathy Anderson; Bruce Hegrenes; John Maatz; John Gundersen; Rick Freshwater; Al Fjerstad; Adam Kruger; Keith Ruffing; Micah Myers; Mike Peterson; Jim Mohn; Neil Dolan; Heath Landsman.

Meeting adjourns at 2:57 p.m.