

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

OPERATIONS & TECHNICAL COMMITTEE

June 14, 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 Zastoupi**- 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
Rick Juth, ECN
Carrie Oster, Motorola
Jackie Mine, ECN
Brandon Larson, Central
Randy Donahue, ECN
Kurt from Alpha Wireless
John Hyde, City of Duluth
Bob Schornstein, Allina
Jason Siedle and Gina Winter, Brown County
Scott Wosje, Northland Business Systems
Rod Olson, City of Minneapolis
Jake Thomson, Anoka County
Tom Semmelroth, St. Louis County
Nate Timm, Washington County

CALL TO ORDER

Chair Glaccum calls the meeting to order at 1:03 p.m.

AGENDA REVIEW

Bruce Hegrenes makes a motion to approve the agenda.

Terry Wesley seconds the motion.

Motion carries.

ANNOUNCEMENTS

Chair Glaccum announces Bruce Hegrenes' retirement and thanks him for his work. Hegrenes thanks the committee. He introduces Tom Semmelroth who may be Hegrenes' replacement. Semmelroth has worked for St. Louis County for 19 years on the technical side. Glaccum welcomes Semmelroth.

APPROVE PREVIOUS MEETING'S MINUTES

John Gundersen makes a motion to approve the May meeting minutes.

Hegrenes seconds the motion.

Motion carries.

BROWN COUNTY BDA REQUEST (TERRY WESLEY)

Terry Wesley presents a request for an outdoor bi-directional amplifier (BDA) for the city of Springfield in Brown County. The request has been approved by the South Central Regional Advisory Committee (RAC), the Regional Emergency Communications Board and MnDOT and will be paid for by the 2014 SECB grant. The BDA will go on the Springfield water tower and will enhance coverage for police, fire and emergency medical services.

Jason Seidl, from the Brown County Sheriff's office, adds that they have been working with MnDOT and Fiplex Communications and Alpha Wireless on how to increase coverage in low spots in the city. A commercial service was considered but there would be rent and maintenance costs so the decision was to use the city of Springfield water tower. There is generator on site for backup power.

Jim Mohn from MnDot confirms that it has MnDot approval.

Al Fjerstad makes a motion to approve the Brown County BDA Request.

Hegrenes seconds the motion.

Motion carries.

FIRE SERVICE COMMUNICATIONS BEST PRACTICES GUIDE (CATHY ANDERSON)

Cathy Anderson introduces the Fire Services Communications Best Practice Guide as submitted in the meeting materials. The Standards Workgroup made suggested edits. There are additional edits that were submitted late that are not in the version presented in the meeting packet.

Char Glaccum asks who on the Standards Workgroup. Anderson responds that it is comprised of about 70 people, with good representation from various entities. About ten people participated in the last phone call to edit this guide and the final version was distributed to the entire list of 70 for comments.

Anderson reviews the proposed changes as submitted in the meeting materials. She presents new changes that were suggested by members of the workgroup but not reviewed by the full workgroup prior to this meeting.

There is discussion about the new changes that had not been vetted by the workgroup. There is consensus that

action on the Fire Service Communications Best Practices Guide should be tabled and the guide should go back to the workgroup with the suggested changes that came in too late for the workgroup to review.

Discussion and agreement that the names of those involved in rewriting the document be captured going forward so there is a list of those who participated and authored the changes. Discussion that this list could be those who participate on the final phone call.

Tim Boyer makes a motion to table this item until the workgroup can review the new proposed changes.

Fjerstad seconds the motion.

Motion carries.

ST. LOUIS COUNTY ARMER PARTICIPATION PLAN ADDENDUM 3 (BRUCE HEGRENES)

Hegrenes presents a proposed addendum to the St. Louis County ARMER Participation Plan as presented in the meeting materials. St. Louis County requests 150 additional talkgroup IDs for a total of 370. The additional talkgroups will be used for emergency responder activation and dispatch. There are 3800 subscribers in St. Louis County and 184 user agencies in St. Louis County and over 7000 square miles. He notes that the request is for under 10 radios per talkgroup. St. Louis County also proposes to add a P25 Inter Subsystem Interface (ISSI) gateway interconnect between ARMER and Wisconsin WISCOM trunking systems for interoperability between Duluth and Superior and the surrounding area. Two additional T1 ports are requested from Waters Edge to Zone 5 MSO for the ISSI gateway. Five additional site access profiles are requested. St. Louis County, the city of Duluth, and city of Carlton have gone to trunked radios and have had an issue with being able to communicate directly with partners across the bay and in the bay. The proposal is for an interoperability gateway which would take a P-25 trunked system and directly connect it to the state of Wisconsin P-25 trunk system. The Wisconsin system is VHF but this would allow for traffic to be patched and passed across directly without being coded or encrypted. The delays that normally happen with a patch and the issue of encrypted talkgroups being passed across encoded/decoded/encoded would not happen. The microwave between Wisconsin and Minnesota is already in place. St. Louis County has purchased and installed it between the Zone 5 MSO and the Douglas County initial port of contact. The proposal is to install this along with the server that was installed as part of the 7.15 upgrade which was a WAVE server provided by Motorola as part of the upgrade. This will be an application that will be installed on top of that. Two T1s are requested from Waters Edge to the Zone 5 MSO in Duluth. This proposal is not to approve the WAVE network. This proposal is for an application that will ride on the server already provided by Motorola. This is just for the ISSI. The WAVE discussion will happen later. There are two diagrams provided in the meeting materials with the changes that MnDOT has requests. A firewall is included.

Hegrenes adds that he would like to add one user, the Boise Fort Band Conservation Group, which will add about five radios, and will be under St. Louis County's participation plan. This user was not included in the submitted meeting materials.

Jim Mohn adds that MnDOT has no issues.

Jim Stromberg asks that if in the future if the WAVE was not adopted by the state would that compromise St. Louis County's ISSI project? Hegrenes says it would not.

Stromberg asks how to ensure that future upgrade costs or maintenance costs associated with ISSI are assigned to St. Louis County and not to the state. Hegrenes says St. Louis County will fund upgrade costs or maintenance costs associated with the existing St. Louis County ISSI project but with the caveat that they also be included in the state contract, as consoles are and additional channels, so they can negotiate a cheaper price than what St. Louis County could receive from dealing individually with Motorola.

Glaccum says St. Louis County has paved a new road with the ISSI and in the future it may be helpful elsewhere and then costs may be shared but as it stands today it is a St. Louis County initiative.

Mines asks Mohn if there is an install charge on the WAVE.

Mohn is not aware of an install charge. Hegrenes says he has been told there is not an additional charge. Mines says she wants to be sure she is aware of what MnDot has promised St. Louis County and what the expectations are for the state.

Glaccum says in informal conversations with MnDot he understood that there would be no other charges than to St. Louis County. If that changes, then we will have that discussion.

Hegrenes says they have a couple of other partners that might be interested in this in the future. Discussion about adding talkgroups for other users. These would need approval from St. Louis County and also from this committee. Another 10 talkgroups would require an additional license from Motorola and additional hardware for connectivity because St. Louis County will already be at the maximum number of talkgroups that can be brought across through a T-1.

Mohn says he can find two T-1s for St. Louis County. MnDOT has a plan to use an ethernet so as those things come up in the future it can accommodate more than just St. Louis County but for now it can just accommodate St. Louis County.

Nate Timm proposes the OTC add a subcommittee in the future to write a standards about how we would add more systems and talkgroups and he would be willing to organize that.

Mohn says there will need to be significant discussions regarding WAVE before we can move forward with it. There are a lot of things involved that need to be discussed.

There is discussion about what might be required for potential future interoperable needs along the border if at some point additional counties wanted to use ISSI. Jackie Mines recommends that if there is an interest going forward for statewide support that it be considered within the context of the SECB strategic plan and priorities and that careful thought be given to the financial impact on other priorities.

Gundersen says he thinks this is a minor change because all of the costs are borne by one county and it does not involve reprogramming radios. In a discussion about using it statewide, at that time it might be considered as a major change in change management. That's a three year cycle.

Glaccum summarizes that any other entity that is interested in this for the time being would present a request to St. Louis County and then to the OTC. He notes that the SECB has not formally adopted the implementation of ISSI and that this would be recommending to the board not only the adoption of the addendum but also the approval of the implementation of ISSI.

Hegrenes makes a motion to approve the St. Louis County Participation Plan Addendum with the understanding that this will be presented to the SECB as approval of the ISSI 8000 product to connect the ARMER system with the state of Wisconsin Wiscom system and with the addendum to approve the Bois Fort Band Conservation and with an additional five Site Access Profiles.

Terry Wesley seconds the motion.

Motion carries.

NEW BUSINESS

STATUSBOARD DISCUSSION

Cathy Anderson asks if there is still a desire to have a StatusBoard discussion at every meeting, as things are going well now. She can make a report if there is something of concern.

Chair Glaccum adds that the StatusBoard was unstable for a while but now it pretty stable. He suggests that it can be left off the agenda now and brought up as needed. He requests that in the event that there is a disruption to the system that Steve Mueller attend the next meeting to report on it.

OLD BUSINESS

REGIONAL REPORTS

Northwest (Zastoupil)

Brian Zastoupil reports that there was not a quorum at the last Regional Advisory Committee (RAC) meeting and there is no report.

Northeast (Hegrenes)

Hegrenes reports that the RAC and Emergency Communications Board (ECB) met last month with quorums. They are finished with grants for this year. Work is ongoing for the September training seminar in Hibbing and there is a venue now. It will be a two-day training and many participants are expected. They are looking ahead to the regional training center that is being established in Duluth for dispatch. Two additional MCC 7500s console positions will be added to the two that are already there and that should be done by the end of the month. There will be a joint meeting with ECN and the RAC and ECB on the 23th in Hibbing.

Northern RIC (Bruning)

No report.

Central (Fjerstad)

Fjerstad reports that there was an issue with the regional logger over the weekend. There is speculation as to the cause and a report will be presented at the upcoming Owners and Operators meeting. The RAC did not meet this month. There will be a Detail Design Review with Motorola on the walk-on tower tomorrow and the plan is to light that tower up by the end of August.

Kristen Lahr says an RFI is moving forward for hiring or contracting a Regional Administrator.

Metro (Gundersen)

Gundersen informs the committee that Ron Vegemast passed away on June 9. He reads from the Star Tribune obituary. Ron started his consulting engineering firm in 1984, pioneering over 500 9-1-1 and public safety projects in 31 U.S. states, Canada, Central America and the Middle East. His achievements included developing transistor components, engineering autopilot technology and traveling faster than the speed of sound as a flight test engineer. Ron served as the president of the MN Society of Professional Engineers. Gundersen adds that Vegemast made usage predictions about 10 years ago when MAC came on the system and he hit it about on the button every year. He will be missed.

Gundersen reports that the Metro Technical and Operations Committee (TOC) met on May 25 and discussed state Standard 3.19.0, the Use of the Statewide LTAC. This was because the Maple Grove Fire Department asked for some LTACs but the request has since been rescinded. The TOC took a look at the standard and discussed possibilities for other users down the road of perhaps having a way to get a waiver and made a recommendation that the state standard on the use of these talkgroups be reviewed by the state standards workgroup. The TOC looked at the state change management revision and presented it to the change management standard workgroup. The TOC understands that not all of the recommendations were accepted and the revised document will be considered at the next meeting. He reinforces that it was a negotiated document and he will recommend that it be approved.

Anderson says that she thought Standard 3.19.0 was referred to the SMG.

Nate Timm recalls a discussion at the System Managers Group and that it was stalled until the upgrade was complete having to do with testing and patching.

Jansen agrees that it went to the SMG and was tabled until the upgrade was completed so some encryption patch testing could be completed. It has not been taken back up again.

Central and Metro RIC (Juth)

Rick Juth reports that the Central Region is seeing more participation since the addition of a training component along with the meetings. Last month there was a scenario-based exercise developing a 205. This Thursday they plan to stand up the STR during the meeting.

South Central (Wesley)

Terry Wesley reports that the RAC met on May 12 and discussed allocation of funds for the 2015 SHSP grant which will include training and exercises and funding for a BDA for McCloud County. The RAC also approved the Brown County BDA project in Springfield. The RAC discussed the idea of LTACs be used in other than law enforcement radios and moved and approved that LTACs should only be used in law radios with no exceptions. Randy Donahue talked about the Public Safety Communications Research Program (PSCR) conference held in San Diego and it was approved and encouraged that up to four members from the region could go. Terry Wesley attended the PSCR (no others). There was a presentation from DHS about ARMER in St. Peter and Moose Lake.

Southeast (Freshwater)

Freshwater was at the PSCR conference in San Diego last week. No further report.

Southwest (Hamman)

No report.

Southern RIC (Donahue)

No report.

OTHER REPORTS

MnDOT (Mohn)

Jim Mohn reports that MnDOT recently substantially completed the core of the 7.15 upgrade. It went fairly well. He refers to the report in the meeting materials and asks if there are questions.

Glaccum asks about the Meander Lake solar power tower. Mohn says he assumes it is going well. Hegrenes says there was a short outage a couple of weeks ago. There was a wild fire and it worked very well.

Systems Managers Group (Mohn)

The SMG talked about the upcoming upgrade.

Timm adds that there was a discussion about the bug in network management where if you have affiliation display it hangs up on large site load. If that happens there is a new version of software that will fix this.

DPS Standing Report (Stromberg)

Jim Stromberg reports that the Change Management Workgroup met on May 27. The workgroup looked at the changes suggested by the Metro Region and came up with something all members of the workgroup agreed upon. He sent the upgraded standard to the regions and ask that they bring it up at their next meetings and report back.

Glaccum asks Stromberg to please recommunicate that the regions should be prepared to report back at the July OTC meeting.

The SOA Repeater Change Management Issue

Al Fjerstad reports that he was asked to chair an SOA Repeater Workgroup at the last OTC meeting. He sent an email to the RICs requesting an operational person and a technical person to sit on the workgroup to draft a standard. He received the names of two people from the Central Region, two from the Metro Region, and one from the Southwest Region. No other regions responded. He asks if he should move ahead with those he has or send another message out and delay the process. He has no representation from the northern region.

Glaccum asks Fjerstad to check again with the Northern RIC and says that it is up to Fjerstad's discretion when to convene the group.

LTAC-E Change Management

Stromberg reminds the committee that there was a suggestion to create an L-TAC Change Management workgroup. He received feedback from the regions and RICs that there are too many workgroup requests. He would like to suggest a different model of how to discuss the details of these technically and operationally specific change-management issues. He recommends a change management subcommittee under this committee that could help identify all change management items and identify subject experts to discuss the various subjects.

Discussion about different types of groups that might be formed, such as a strike team model where subject experts meet on one issue and then disperse.

Discussion about LTAC-E usage. Is this a statewide issue or a Metro issue because of the lack of encrypted talkgroups in the Metro Region? The Metro Region recommends adding two encrypted talkgroups to Metro Region and some regional ones as well. Discussion about this being a major change under change management due to radios being reprogrammed.

Nate Timm will chair and put together a workgroup with regional representation and representation from the BCA and others and report back.

Subsystem Roaming

Stromberg reports that the Subsystem Roaming Workgroup has been moving along slowly but in a forward direction. There will be an in-person meeting in St. Cloud on July 11.

Agreement to add Change Management as a regular agenda item and Stromberg will report on it.

Rick Juth brings up that in the last meetings minutes there was motion that information should go to the regions for discussion about whether LTACs should be allowed in non-law-enforcement radios and that the regions should report back to the OTC. Juth notes that the Central and South Central regions approved motions that LTACs should not be added to other than law enforcement radios. Randy Donahue adds that the Southwest Region discussed this and concluded to not allow LTACs on other than law enforcement radios.

Mines ask that the RICS report to the next OTC meeting on the question of whether to allow LTACs in other than law enforcement radios.

Meeting adjourns at 3:10 p.m.