

# STATEWIDE EMERGENCY COMMUNICATIONS BOARD

## OPERATIONS & TECHNICAL COMMITTEE

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March 8, 2016  
MnDOT Arden Hills Training Center

### MEETING MINUTES

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#### Attendance

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##### **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  
Randy Donahue, ECN  
Steve Mueller, MNIT  
Troy Tretter, MESB  
Rod Olson, City of Minneapolis  
Carrie Oster, Motorola  
Mary Borst, Mayo  
John Hyde, City of Duluth  
Brandon Larson, Central ESB  
John Anderson, MnDOT  
Tom Folie, LOGIS  
Scott Wosje, Northland Business Services  
Rhonda McKibben, Iowa Interoperable Communications Bureau  
Nathaniel Rippey, Iowa Interoperable Communications Bureau  
Edwin Juarez, TriTech  
Sue Irwin, TriTech  
Butch Gillum, City of Bloomington

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### CALL TO ORDER

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

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### AGENDA REVIEW

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Chair Glaccum asks to amend the agenda to move the StatusBoard report and the announcements to the top of the agenda.

**Bruce Hegrenes makes a motion to approve the agenda as amended.**

**Terry Wesley seconds the motion.**

**Motion carries.**

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### APPROVE PREVIOUS MEETING'S MINUTES

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Hegrenes notes that in the second paragraph on page 6 there is a typo in the spelling of EEOC.

**John Gundersen makes a motion to approve the February meeting minutes as amended.**

**Hegrenes seconds the motion.**

**Motion carries.**

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### ANNOUNCEMENTS

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Tim Boyer introduces Rhonda McKibben and Nathan Rippey from the Iowa Interoperable Communications Bureau. They are visiting today to see how Minnesota's statewide radio network works and how Minnesota has pushed this initiative forward. Iowa is embarking on a 700MHz statewide network.

Chair Glaccum welcomes the guests and states that in Minnesota we are proud of the SECB governance structure and he is particularly proud of this committee.

Chair Glaccum welcomes Al Fjerstad and Kristen Lahr, the new representatives from the Central Region, and Neal Dolan who is the new primary representative from the Northwest Region.

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### STATUS BOARD UPDATE (STEVE MUELLER)

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Steve Mueller reports that there was no StatusBoard down time in February. He adds that Cathy Anderson has received some reports of people being kicked off the application. If that happens he would like to hear about it with some details, such as what browser was in use and if this has happened in the past. It seems to be isolated to a few agencies so he does not believe it is on the MN.IT side but does not know for sure and wants to ensure good connectivity for all users.

Chair Glaccum thanks Mueller for his monthly reports.

**CHAIR GLACCUM CALLS UPON VICE CHAIR THOMSON TO PRESIDE OVER THE MEETING FOR THE FIRST ACTION ITEM.**

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### NORTH MEMORIAL LOGGING SOLUTION REQUEST (JOE GLACCUM)

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Scott Wosje, from Northland Business, introduces the North Memorial request. Northland Business installs Verint equipment for Motorola. Wosje reports that the layout and overview points were presented in the meeting materials. All of the equipment going in is on the customer side and is not touching the ARMER network. The technicians are all CJIS certified. This solution is necessary to become compliant with the upcoming upgrade.

**Gundersen makes a motion to approve the North Memorial Logging Solution, as presented in the meeting materials.**

**Tim Lee seconds the motion.**

**The motion carries, with Joe Glaccum abstaining from voting.**

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CHAIR GLACCUM RESUMES PRESIDING OVER THE REMAINDER OF THE MEETING.

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STEARNS COUNTY REQUESTED SITE ADDITION (KRISTEN LAHR)

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Kristen Lahr presents the Stearns County request to designate Site 41 (St. Cloud Simulcast) as a Requested Site in the site access profile RGN-CM-ST-R. The talkgroups that are currently using the requested site access profile are listed in the meeting materials. Stearns County currently has backup consolettes affiliated to Site 41 for county mains (law and fire) which carry the bulk of the traffic. The impetus of this addition is to request traffic for the emergency button talkgroup and panic alarm talkgroup. The average usage per month is estimated to be under ten minutes. The request has been approved by the City of St. Cloud and the Owners and Operators group and MnDot has reviewed it and has no objections.

**Dave Thomson makes a motion to approve the Stearns County request for requested site access.**

**Gundersen seconds the motion.**

**Motion carries.**

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LOGIS CONSORTIUM REQUEST (TOM FOLIE)

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Tom Folie introduces a request from the LOGIS consortium. The LOGIS consortium is moving to a TriTech system for Computer Aided Dispatch and requests to interface to the MCC7500 consoles for member PSAPs from a TriTech Inform CAD System. The request is for approval of installation of an application on MCC7500 consoles that will communication with the TriTech interface server via a TCP connection.

There is a question about whether or not the application has gone through Motorola labs or has received Motorola approval. Carrie Oster from Motorola responds that she has been a part of earlier discussions and will follow up with TriTech regarding going through Motorola labs. A phone call about this is schedule for later in the day. Chair Glaccum would like to hold off on a decision until Motorola signs off on the application.

Hegrenes asks if the request has been submitted to the Metro Region for approval. Gundersen responds that it has not and adds that the request should be presented to the Metro Region first or be approved contingent on Metro Region approval.

**Hegrenes makes a motion that the request be tabled until it has been reviewed by the Metro TOC and has received Motorola approval.**

**Gunderson seconds the motion.**

**Motion carries.**

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STANDARD 1.1.0 (CATHY ANDERSON)

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Cathy Anderson introduces recommended changes to Standard 1.1.0, Operational Management, as presented in the meeting materials. She reports that the workgroup did recommend many changes to the standard. The first change

was for consistency with the name of Statewide System Administrator. "Regional infrastructure" was changed to "state-owned portion of the system." The System Administrator meetings have changed from monthly to periodically. System Managers Group was changed to OTC and management was changed from SMG to Statewide System Administrator.

**Gundersen makes a motion to approve Standard 1.1.0 as presented.**

**Tim Boyer seconds the motion.**

**Motion carries.**

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#### STANDARD 3.16.2 (CATHY ANDERSON)

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Anderson introduces recommended changes to Standard 3.16.2, Use of Statewide 800 MHz STAC 1-12 Talkgroups Air- Ambulance Emergency Landing Zone Coordination, as presented in the meeting materials. The workgroup did not recommend many changes to the standard and most were small changes to verbiage. On page two, language was changed so it was clear that aircraft are not equipped with ARMER radios. The highest number of S-TAC was changed to 8.

**Thomson makes a motion to approve Standard 3.16.2 as presented.**

**Hegrenes seconds the motion.**

**Motion carries.**

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#### STANDARD 3.28.0 (CATHY ANDERSON)

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Anderson introduces recommended changes to Standard 3.28.0, Use of Statewide Emergency Management Talkgroup SEMTAC, as presented in the meeting materials. The only change the workgroup recommended was to add National Weather Service as an example under section four, Recommended Protocol, Talkgroup requirements.

**Al Fjerstad makes a motion to approve Standard 3.28.0 as presented.**

**Terry Wesley seconds the motion.**

**Motion carries.**

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#### STANDARD 3.28.2 (CATHY ANDERSON)

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Anderson reports that the workgroup did not recommend any changes to Standard 3.28.2, Use of Duty Officer Talkgroup, MNDO. Chair Glaccum clarifies that therefore no action is required by the committee.

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#### STANDARD 4.10.0 (CATHY ANDERSON)

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Anderson introduces recommended changes to Standard 4.10.0, System Maintenance: Programming and Qualifications, as presented in the meeting materials. Anderson reports that the standard originally read, "The minimum standard for criminal history checks will be the Interstate Identification Index." The workgroup recommends taking that out and adding, "All employees who have physical or logical access to systems with Criminal Justice Information must pass a fingerprint based background check and complete the Security Access Training and certification exam to comply with the CJIS Security Policy requirement."

Discussion about including a CJIS Security Policy requirement in an ARMER Standard. Agreement on the need for security but concerns raised about including CJIS requirements in an ARMER Standard.

Chair Glaccum asks that the workgroup further consider the standard with this in mind.

**Fjerstad makes a motion to send Standard 4.10.0 back to the workgroup for further discussion.**

**Lee seconds the motion.**

**Motion carries.**

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## DISPATCHER BEST PRACTICES GUIDE (CATHY ANDERSON)

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Anderson introduces a proposed revision of the Dispatcher Best Practices Guide, as submitted in the meeting materials. The workgroup recommended adding information about MnFOG, CHASM, and Motobridge console. The TIC Plan information was moved to a different section. Section 6 was changed to Other Resources. Other Resources incorporates STR, COML and COMT. On page 12, under Interop, "Excerpt from the VHF Frequency Plan" and the table were removed.

Anderson adds that there are several areas where URLs are listed in the document. The workgroup recommends including a link to the ECN website at the beginning and removing the other URLs. Anderson will make that change.

**Dave Thomson makes a motion to approve the Dispatcher Best Practices Guide.**

**Fjerstad seconds the motion.**

**Motion carries.**

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## NEW BUSINESS

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None.

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## OLD BUSINESS

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None.

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## REGIONAL REPORTS

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### **Northwest (Dolan)**

Neil Dolan reports that the region did not meet this past month due to the Governor's HSEM Conference.

### **Northeast (Hegrenes)**

Hegrenes reports that the RAC and ECB met last month with quorums. The groups are working on grants and on a fall conference in Hibbing for training and a get-together.

### **Northern RIC (Bruning)**

No report.

### **Central (Fjerstad)**

Fjerstad reports that the Central Region finalized its 2016 training calendar. Mille Lacs and Otter Tail Counties are working on site additions. The new site in Mille Lacs will be up and running in sometime in June. The region is discussing priorities surrounding CASM and CASM entry and maintenance.

The regional logger is up and running. There were a couple of issues with encrypted talkgroups not recording but that has been resolved. The region is discussing the feasibility of hiring or contracting a regional coordinator.

Otter Tail has the hardware version of Motobridge. Mille Lac County will have the software version which will provide a back up to the hardware in Otter Tail.

Chair Glaccum asks if the regional coordinator would do system administration. Kristen Lahr says the region is in preliminary discussions about the position and what would most benefit the region as a whole.

### **Metro (Gunderson)**

Gundersen reports that the Metro Technology and Operations Committee (TOC) met on February 24. The TOC discussed the use of Law Enforcement only Encrypted talkgroups and determined there was a need for additional resources statewide and regionally. Items will be prepared for change management asking for encrypted talkgroups in the region and statewide. There was discussion about system capacity. Users with a lot of high usage, such as Metro Mobility, have a standing report each month at the TOC. The TOC discusses ways to decrease usage. One of the recently implemented solutions was to implement a 'dispatch mode' that prevents traffic from the mobiles to their dispatch on their main channel from being broadcast to all vehicles. This has reduced usage by over 500 hours a month from December 2015 to February 2016.

This summer Anoka County and Dakota County are having ARMER sites on water towers repainted. The Metro will use portable and temporary tower solutions while the sites are repainted.

When the region deployed the SATCOW it was found to need maintenance and it is now in Oklahoma for repairs.

Discussion about the deployable trailers and who is responsible for maintenance and ensuring that they are operational. Hegrenes says that every region was required to develop a standard regarding the maintenance and operation of the STRs. Chair Glaccum asks Jim Stromberg to check on the status of the STRs.

### **Central and Metro RIC (Juth)**

Rick Juth reports that the Central Region has identified a list of things that a regional coordinator would be responsible for and one of them would be the STR. The region is also reviewing how grants are allocated within the region and the idea of some relationship with committee attendance.

### **South Central (Wesley)**

Wesley reports that the RAC did not meet last month due to the Sheriff's conference and will meet tomorrow.

### **Southeast (Thomson)**

Thomson reports that the region had a joint RAC and ECB meeting yesterday. Two more counties will be coming on the logger -- Freeborn County will be coming on shortly and the Pearl-Street combined dispatch center of Rice and Steele County will come on before the end of the year.

### **Southwest (Donahue)**

Randy Donahue reports that there has not been a regional meeting since the last OTC meeting. The region is going out to RFP to hire a regional system administrator.

### **Southern RIC (Donahue)**

See report above.

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## OTHER REPORTS

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### **MnDOT (Lee)**

Tim Lee reports that there are 326 sites on the air. Seven sites are under construction but not much will happen on them until the ground thaws and trucks can move again. The replacement tower for the Eden Valley site will be put out to bid soon. MnDot continues to work on land acquisition for the remaining sites.

The 7.15 upgrade is slated for May. April 1 is the lockdown on the database for the system before the upgrade.

Part of the five-year SUAll plus project is upgrading the STR3000 stations and circuit-based simulcast and IP-based simulcast. A kick-off meeting about this was held in the Central region and another meeting is scheduled for the Goodhue/Olmstead area.

With the upgrade, Motorola will be providing the wave product at the head end and the ISSI gateway. The licenses and other downstream pieces will need to be purchased by St. Louis County and whoever else will use ISSI. It looks like we are also going to get the server software and the server and some of the interface needed at the head end for integrated voice and data. If a county wants to add resources for integrated voice and data, it will bear the cost for the resources and licenses but not for the head end master site equipment.

### **Systems Managers Group (Anderson)**

The next meeting will be on March 23 in Arden Hills at 9:00 a.m. Motorola will present Impact Training and the Final ITL for the upgrade.

### **DPS Standing Report (Stromberg)**

Stromberg reports on his four work priorities identified by the OTC and by Chair Thomson for the IOC, as presented in the meeting materials. The topics are:

- 1) Change management;
- 2) 7.19 upgrade;
- 3) ECN website updates as related to the ARMER and Interop pages;
- 4) Strategic reserve equipment.

Registration for the Interop Conference is now open and Stromberg encourages everyone to sign up.

Stromberg has been reviewing participation plans with an eye toward a more clear distinction between which are limited operability, which are sponsored and which are interoperability plans.

### **Change Management Update (Stromberg)**

Stromberg reports that he was hoping to present a new Change Management Standard at the meeting today but it was not ready. He hopes to present it next month.

Items currently submitted for Change Management are:

- 1) SOA repeater
- 2) Suggestion to add 700MHz interop frequencies to radio caches

Stromberg says that under the current Change Management Standard, the OTC would make a decision whether these are major or minor changes. Then the items would be sent to MnDOT for a technical review, then to the SMG, then to the regional Owners and Operators and finally to the Finance Committee. Agreement to continue moving the items along under the existing Change Management Standard.

Cathy Anderson reports that MN.IT has been working on a wireless E-911 program called Wireless Emergency Routing Management (WERM) which will determine where a 9-1-1 call is routed. She and Dana Wahlberg will be visiting regions to provide training and information about WERM.

**Meeting adjourns at 2:30 p.m.**