

STATEWIDE EMERGENCY COMMUNICATIONS BOARD

OPERATIONS & TECHNICAL COMMITTEE

September 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
Tom Semmelroth/**Rowan Watkins** - NE Region
Terry Wesley/**Darrin Haeder** - SC Region
Al Fjerstad/**Kristen Lahr**/**Paul McIntyre** - CM Region
Rick Freshwater/**Michael Peterson** - SE Region
Paul A. Johnson/vacant- SW Region

*Members attending are marked with yellow highlight.

Guests reporting:

Name Representing

Jim Stromberg, ECN
Cathy Anderson, ECN
Melinda Miller, ECN
Randy Donahue, ECN
Rick Juth, ECN
Carol-Linnea Salmon, ECN
Nate Timm, Washington County
Brandon Larson, Central Region
Mary Borst, Mayo
Bob Schornstein, Allina Health
Troy Tretter, MESB
Chris Meier, Motorola
Bill Burton, Motorola
Scott Wosje, Northland Business Systems
Rod Olson, City of Minneapolis
Tom Folie, LOGIS
Seth Hanson, Sherburne County
Robert Vawser, Life Link III
Matt Wise, TriTech
Ann Marie Newton
Kurt W.

CALL TO ORDER

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

AGENDA REVIEW

Chair Glaccum notes that there have been requests to add two items to the agenda. One request is from Life Link III for additional radio IDs and the other is from the Sherburne County Sheriff's Office for additional I.D.s.

Kristen Lahr makes a motion to approve the agenda as amended.

John Gundersen seconds the motion.

Motion carries.

APPROVE PREVIOUS MEETING'S MINUTES

Kristen Lahr requests to make the following changes to the August meeting minutes. On page 3, it should say that there are a lot of problems with retrieving the phone and radio audio since the upgrade. On page 7, the Central Region report should say that the Wahkon tower will happen.

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

Tom Semmelroth seconds the motion.

Motion carries.

FIRE SERVICES COMMUNICATIONS BEST PRACTICES GUIDE (CATHY ANDERSON)

Cathy Anderson introduces the revised Fire Services Communications Best Practices Guide. She notes that the guide was presented to the committee previously and was sent back to the workgroup for further revisions. She gives an overview of the revisions, which were presented in a summary memo submitted with the meeting materials.

Gundersen makes a motion to approve the Fire Service Communications Best Practices Guide.

Lahr seconds the motion.

Discussion:

Chair Glaccum asks the committee if they would prefer a written summary of changes or to look at the marked up versions as in the past. Based on responses, Chair concludes that the summary page is useful and to continue include it in addition to marked-up and plain versions of edited documents.

Motion carries.

TRITECH INTERFACE TO MCC 7500 (TOM FOLIE)

Tom Folie, Manager of Public Safety Applications at LOGIS, introduces a request for an interface from the CAD system by TriTech to the MCC7500 console. The purpose is to auto tone from CAD certain events. He notes that LOGIS presented to this committee last spring and the configuration proposed at that time was a little confusing and non-standard. LOGIS worked with John Anderson and with Motorola to standardize the approach. This interface requires a small executable upon the console. TriTech has done this successfully in Idaho and Texas.

Chair Glaccum asks if Motorola has signed off on the executable residing on the MCC7500 console. No one from Motorola in attendance can confirm that it has been approved.

Folie reports that Motorola said that bringing it through the lab would not work because it has to be executed on the system.

Tim Lee notes that his understanding is that John Anderson from MnDOT and his group met and discussed this and approved what was laid out.

Further discussion about the executable. Mike Wise from TriTech states that his understanding from Motorola is that the only way to accomplish this auto toning is to use the API that resides on the workstation and the only way to do that is to have an executable that sits on the console and uses the DLL directly.

Gundersen says the Metro Technical and Operations Committee received a presentation on this and approved it in August and it is going before the MESB board on September 14. He expects it will be approved.

Discussion about obtaining Motorola approval and about time sensitivity. Agreement that Motorola should submit a letter of approval before the OTC will approve the request.

Gundersen makes a motion to approve the LOGIS request for a TriTech interface with MCC 7500 consoles for member PSAPS contingent upon getting a letter of approval from Motorola.
Lahr seconds the motion.

Chair Glaccum adds that if he receives a letter from Motorola prior to the SECB meeting he will present the item at the September meeting.

Motion carries.

LIFELINK REQUEST FOR I.D.S (VAWSER)

Robert Vawser, Communications Center Manager for Life Link III, introduces a request for 30 additional radio I.D.s on the ARMER system. The reason for the request is to facilitate an announced base expansion in Brainerd, including additional rotor wing aircraft. Life Link has also initiated a portable radio replacement program allowing the company to have portable radios that can be placed in service while others are in maintenance or to be used for public relation events and helicopter landing zone training.

Tim Lee makes a motion to approve the request from LifeLink for 30 I.D.s.
Dave Thomson seconds the motion.
Motion carries.

SHERBURNE COUNTY SHERIFF'S OFFICE REQUEST FOR I.D.S (SETH HANSON)

Seth Hanson introduces a request from the Sherburne County Sheriff's Office for an additional 300 I.D.s to be added to the ARMER system. The county is growing and is also going through radio replacement and police and fire are building reserve caches. The Sherburne County Sheriff's Office has a total of 1500 now and is requesting an additional 300 I.D.s.

Tim Lee makes a motion to approve the Sherburne County Sheriff's Office request for additional I.D.s.
Gundersen seconds the motion.
Motion carries.

REGIONAL REPORTS

Northwest (Zastoupil)
No report.

Northeast (Semmelroth)

The regional recorder is about half in. Carleton County put in microwaves. With the Ontario interop project they are able to talk now from Kanora up to Grand Rapids. Most of the consoles have been upgrade to 7.15. We've acquired two positions and are going to make a regional training center with four console positions. Itasca got one through a grant and St Louis County supplied one.

Nate Timm asks for an update on the ISSI.

Semmelroth responds that it is progressing slowly. He thinks the Minnesota side is getting close. Wisconsin is also getting close to getting their connectivity. He thinks it will all be through Ethernet. He thinks the hardware is in on the Minnesota side but he doesn't think it is configured yet.

Northern RIC (Bruning)

No report.

Central (Lahr)

The Regional Summit is schedule for September 27 in conjunction with the Central Region Emergency Services Board meeting. The region has an RFP out for a regional coordinator and the deadline is September 16.

Al Fjerstad had reported at the last OTC meeting that there were some logging issues last month in Mille Lacs County connecting with the central logger. That is back on line now with no missed audio recordings and they are able to retrieve their recordings again. The 7.15 upgrade is continuing throughout the regions and there have been some upgrades in preparation for 7.19. The St. Cloud simulcast system was upgraded and the four Stearns County ASR sites have been migrated over from Quantar based.

Metro (Gundersen)

The Metro TOC met in June and July. The TOC accepted into metro change management proposals for additional regional channels, both encrypted and unencrypted as well as a request for a regional hailing channel. Currently, the metro has a PSAP to PSAP only hailing channel and regional PSAP hailing from the field is done via MSP-CALL. This is still in the change management process and will go before the metro 911-TOC for input on September 15. In July the TOC voted on a change to the metro conventional overlay. This would remove voting from the VHF channels and reorganizing placement of VLAW31, VMED28, and VTAC14R. These changes will take effect on October 3. The City Center site was converted to IP simulcast on August 31. It was converted one half of the 24 channels at a time. (Busies for the month were 596; unsure if they were all related to the cut-over.) The Metro will be moving the voting receivers. Troy Tretter will send out a memo about this. The CCGWs are currently located at Water's Edge but will be moved so people will need to make a change at the time as well but it is not yet known when that will happen.

Central and Metro RIC (Juth)

Nothing to add.

South Central (Wesley)

No report.

Southeast (Thomson)

Dave Thomson reports that regarding the regional logger there was an unplanned power outage of the entire Olmsted County Government Center building on August 30 and a couple of hours of ARMER reporting was lost. There was a planned outage on September 2 to fix the problem. There were two very short, less than 5 minutes, outages, very early in the morning, as the problem was fixed.

Southwest (Johnson)

Paul Johnson reports that the next regional meeting will be on September 28. They are working on changing who owns some of the communications trucks.

Southern RIC (Donahue)

Randy Donahue says the Southwest region issued two RFPs, one for a system administrator and one for a regional planning coordinator. The current planning coordinator will be retiring. They might combine the positions but they put it out as two separate RFPs.

Regarding the communications truck information that was previously mentioned, that will affect one of the trucks going to Southwest region and one to the South Central region since the list of emergency managers overlaps in those two regions.

OTHER REPORTS

MnDOT (Lee)

Tim Lee reports that the ARMER system backbone is at 97% completion. There are five towers under construction. They have been under construction for a while due to delays in getting power to the sites. There are six sites where MnDOT is working on acquiring property or getting permissions. There are a couple of old MnDOT towers that are currently being replaced and two more that MnDOT is putting specs out for later this year.

They are still continuing to do consoles for the 7.15 upgrade. City Center and St. Cloud were converted to IP. The next one will be Zumbrota on September 28 and a week later North Branch. Toward the end of October, the Sherburne system. Equipment has been ordered for the Olmstead system so that will be later this year.

Lee highlights a MnDOT memo sent about changes to the voting receivers. Those in the metro will have to make a change to their consoles and move them to a new resource. Troy Tretter will send out the memo to those in the metro.

Systems Managers Group (Mohn)

No report.

DPS Standing Report (Stromberg)

Stromberg presented at first Northeast Users Conference. It was a good conference with about 60 attendees that were users. ECN will be presenting at the Central Region Summit in the next couple of weeks. Cathy Anderson has been working with OEC preparing for two Oxcons that are coming up in October, one in Grand Rapids and one in St. Peter. Anderson also gave an ARMER refresher training to the Fire Marshall's Office and Pipeline Safety.

The 7.19 upgrade monitoring is on track. The Change Management Standard will hopefully be approved at the next SECB meeting. The Strategic Reserve Technology Equipment Review is a little delayed due to the time it takes to get to all of the regions but where he has been it seems that everything is in good order with cache radios and towers. Website updates for the ARMER and Interop pages is slowly being completed. A new DPS Communications person has assigned to ECN, Amber Schindeldecker, who has been a great help but is spread thin and is making changes as she can.

Chair Glaccum asks about StatusBoard. Cathy Anderson says it has been running as it should and nothing to report. Glaccum asks Stromberg to add a StatusBoard bullet point to his regular report.

Nate Timm asks if there are any updates on the Interoperability Conference Planning Group.

Stromberg responds that he will meet with Ron Whitehead this week and notes that there will be a greater need for volunteers as Whitehead is not a paid committee chair this year.

Change Management Report (Stromberg)

Stromberg reminds the committee that the LTAC-E item was identified as a major change by the OTC and Interoperability Committee. The workgroup met and decided to add four LTAC-Es rather than two. Workgroup recommendations were recently sent to MnDOT, SMGs, the regions and the Finance Committee for review.

The OTC and IOC also identified the SOA-R proposal as a major change. The workgroup drafted a standard. It looked at modifying the original request from a repeated SOA to the option of using simplex SOAs and 800MHz National Interop channel 8TACs. That recommendation was reviewed by the IOC informally where the committee tended to support the use of 8TACs. The IOC meets again next week and will make a formal consideration. The concept and draft standard have been sent to MnDOT, SMGs, the regions and the Finance Committee for review.

Nate Timm adds with regard to the LTAC-Es that the Interoperability Committee asked the workgroup to discuss what encryption key to use and home zone mapping. The workgroup determined that all existing LTAC-Es are in the St. Cloud zone and recommended two in the East Metro and two in the West Metro. The workgroup was asked about patching encrypted talkgroups and determined that the standard needs to be reviewed and that that was outside of the workgroup's scope.

NEW BUSINESS

None.

OLD BUSINESS

CENTRAL REGIONAL LOGGER

Lahr says there was no loss of recording they just weren't able to retrieve their audio for a period of time. The problem involved an upgrade with Windows 10. They put a virtual machine in place running Windows 7 to get around that.

Meeting adjourns at 1:47 p.m.