Statewide Radio Board
Meeting Minutes

January 26, 2012
MnDOT Arden Hills Training Center

Attendance

Members:

Present	**Member/Alternate**	**Representing**
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
X	Tarek Tomes/Mark Nelson	OET
	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/John Mock	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/ Vacant	League of MN Cities, Metro
X	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
X	Tony Bennett/Jim Ische	Assoc. of MN Counties, Metro
X	Jim McMahon/Vacant	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
X	Dan Hartog/Scott Turner	MSA, Greater MN
X	Jim Ische /Gayle Degler	MESB
X	Mike Risvold/Vacant	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Rick Juth	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
	Bill Mund/John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	Joe Glaccum/Vacant	MN Ambulance Assoc., Metro
X	Brad Hanson/Scott Miller	MN Ambulance Assoc., Greater MN
X	Jack Swanson/Tom Kaase	RRBs

**Members attending are marked with yellow highlight.*

Name	*Representing*
Jill Rohret	MESB
John Tonding	DPS-ECN
Jackie Mines	DPS-ECN
Tom Johnson	DPS-ECN
Wendy Surprise	DPS-ECN
Cathy Anderson	DPS-ECN
John Dooley	HESM
Brian Askin	DNR
Brandon Abley	DPS-ECN

Action Item Summary

1. Request to formalize the EMSHW from a workgroup to a subcommittee called "EMS and Hospitals Communications Subcommittee"	Motion Carries.
2. Request to change EMS Communications Best Practice Guide to Communications Plan	Motion Carries.
3. MN Dept of Corrections (DOC) request for amendment to ARMER Participation Plan	Motion Carries.
4. Approval for additional goals for the Minnesota SCIP	Motion Carries.
5. Modification to Standard 5.2.0 Disaster Relief Organizations	Motion Carries.

Meeting Minutes

Call to Order

Approval of Agenda

Chair Dunaski calls the meeting to order at 12: 31p.m. A quorum is observed.
Chair Dunaski makes an amendment to the agenda to include a report by IPAWS Committee (Ulie Seal)

Sheriff Hartog motions to approve the agenda.
Thomas Humphrey seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Jim McMahon motions to approve the previous meeting's minutes.
Bill Mund seconds.
The motion carries.

Reports

Operations and Technical Committee (OTC) Report

1. Request to formalize the EMSHW from a workgroup to a subcommittee called "EMS and Hospitals Communications Subcommittee" **Action Item**

   Joe Glaccum introduces the request from the EMSHW to become a subcommittee. The EMSRB currently has a plan that they are prepared to sunset as it is out of date and not compatible with today's processes.

   Tom Johnson adds that at the last meeting of the EMSHW Workgroup the pros and cons of the group moving to the Interoperability Committee from the OTC were considered. Members were in favor of the move and the group has put together boiler plate information which can be used by the other workgroups. It was also concluded that Public Health is a better fit with Emergency Management and the Public Health Official in attendance also agreed that they should be moved to the Emergency Management Public Health Workgroup.

Joe Glaccum, as chair of the OTC, recommends formalization from a workgroup to a subcommittee called EMS and Hospitals Communications Subcommittee

Chair Dunaski recommends that the request move forward and asks for a motion.

Thomas Humphrey motions to approve the request.
Sheriff Hartog seconds.
The motion carries.

2. Request to change EMS Communications Best Practice Guide to Communications Plan **Action Item**

Joe Glaccum introduces the action item. He explains that the Best Practices Guide from the EMSRB will be sunsetted in favor of a Communications Plan.

Sheriff Hartog motions to approve the request.
Cari Gerlicher seconds.
The motion carries.

3. MN Dept of Corrections (DOC) request for amendment to ARMER Participation Plan **Action Item**

Joe Glaccum explains the request as written. The change to the Participation Plan will be that the system will use OET's IP tunnel instead of carrier-leased lines for its secondary connection to the MSO.

Thomas Humphrey motions to approve the request with the correction.
Jim McMahon seconds.
The motion carries.

Discussion item.

Joe Glaccum also makes the Board aware that there was a request from the FBI for additional ID's before the OTC. While the item does not require any formal action from the SRB, the OTC wanted members to be aware that federal partners are increasing their activities and subscribers.

Finance Committee Report

The committee did not meet. No report.

Interoperability Committee Report

4. Approval for additional goals for the Minnesota SCIP **Action Item**

Committee Chair Cari Gerlicher introduces the Action Item.

Tom Johnson gives a background and states that at the April 2011 Minnesota Statewide Communication Interoperability Plan Implementation Workshop meeting, 30 + representatives from the different regions reviewed the Minnesota SCIP and determined there are six additional standards (one under Governance, three under Technology (one voice ,two under data), and two under Usage) that should be added. Five of the six are being undertaken at this time by ECN and other partners.

Joe Glaccum motions to approve the additional goals.
Jim Bayer seconds.
The motion carries.

5. Modification to Standard 5.2.0 Disaster Relief Organizations **Action Item**

Cari Gerlicher introduces the action item by giving a history of the Standard and the need to revise to allow Disaster Relief Organizations (DROs) the use of the ARMER system. The language of this Standard was amended by Cari Gerlicher, John Dooley and Tom Johnson.

Tom Johnson clarifies that new language should read "and any upgrade costs" under recommended procedures, paragraph 2.

Cari Gerlicher agrees and further clarifies that the sentence should read, "any additional upgrading costs."

Joe Glaccum states that the language change should come as an amendment from the SRB and should be amended to read "The users will be responsible for any future upgrade costs."

Language will now read "*Users will be responsible for their radio programming and any future upgrade costs."*

Bill Mund moves to accept the amendment as presented.
Jim McMahon seconds.
Motion carries.

Bill Mund moves to approve standard as amended
Joe Glaccum seconds.
Motion carries.

Legislative and Government Affairs Committee Report

Thomas Kaase reports that committee did not meet.

Steering Committee Report

The committee did not meet. No report.

Other Reports:

ARMER Project Status Report MnDOT
Mukhtar Thakur gives ARMER Project Status Report.

72% complete.
On schedule and on budget.

The following sites went on the air:
- Evan (Brown County)
- Gibbon (Sibley County)
- White Pine (Aitkin County)
- Saum (Beltrami County)
- Glen (Aitkin County)
- Danube (Renville County)
- Woods (Chippewa County)
- Nicollet (Nicollet County)

Thakur states that he expects that level of progress to be continued throughout 2012 along with a substantial bulk of the tower sites.

Of the ARMER Backbone 324 Sites, 235 are on the air.

Thakur gives an update of the approximately 30 sites that have been particularly challenging from the counties of Cook, Lake, St. Louis, Pine, Cass, Koochiching, Beltrami, Clearwater, Mahnomen, Hubbard, Fillmore, and Traverse. Because of the estimated time (20 months) to get the site acquired and constructed, time is of the essence because they are approaching the goal completion date.

IPAWS

Ulie Seal, Chair, gives an update to the status of the IPAWS committee. He and John Dooley have been recruiting members and drafting a committee charter. Mr. Seal believes the first meeting will be in late February or March.

ECN Update

Jackie Mines begins report stating that while no new counties were added this month, she anticipates several counties going on this quarter.

The VHF interoperability Cross Spectrum Steering Committee is scheduled for a conference call on February 2, 2012. Still encouraging people to join this committee.

Tom Johnson has been working with Brandon Abley and Pat Novacek on the Manitoba/Minnesota and Interoperability Committee. They have identified equipment needed for interoperability and will use PSIC grant money. They are now working with our Ontario counterparts on interoperability needs.

Training and development is ongoing with Alex Vo Tech and Linda Muchow. The Alexandria tech College Dispatch Center is now complete and up and running. Ms. Mines identifies some training materials that can be customized and use for county or individual training including Train the Trainer Outline, Instructor Guides, Student Workbooks, Quick-Reference Guides, Dispatch Handbook, Radio Handbook, and a Radio/Console Quick-Reference Guide. ECN will continue to collect feedback from the regions on what type of training is still needed. Cathy Anderson is attending regional meetings to gather information regarding training needs.

The Interoperability Work Group has been working on 3 draft standards:

1. Statewide Disaster Relief Organizations, which was presented to the Interoperability Committee in January;
2. Statewide national Weather Service Standard; and
3. Statewide Pursuit Standard, which will likely be presented at the next Interoperability Committee meeting.

The Strategic Technology Reserve (STR) Project the trailer type tower prototype reviews have been completed and the group has submitted a list of changes they want. All 6 trailer towers will be constructed and shipped by late February. Trainings will be held the last week of March in Bemidji and Blue Earth County. Those interested in training or prototype review should contact Brandon Abley. A formal announcement soliciting interested parties throughout the state to participate in training will be issued shortly through the Statewide Radio Board’s Website.

With regard to the Broadband Study draft project Phase 1, Final Deliverable and the funding model is due at the end of the week. Pending further review, Phase 1 of the study should be complete in four to six weeks.

An RFP was put together for Status Board Project and all internal approvals have been met and Mines states that is should be published in the next couple of weeks. The hope is to select a vendor within a month to start work.

Joe Glaccum states that at OTC it became apparent that the Status Board project is becoming more and more urgent.

Regional Interoperability Coordinator (RIC) Report

John Tonding gives an update on the Metro and Central Regions.

Metro Region:

As of summer 2012, the Metro will be the first region in the state to have all counties on ARMER with Chisago County joining the system on June 26 at 10:00 am. This will be a 9 site, 10 channel subsystem. Coverage is expected to be excellent. However, to cover the NW part of the county, a site will be added at Nessel. All LE and fire agencies will migrate on that date. Public Works will stay on legacy systems and commercial wireless for the present.

Fire paging will be done on an 8 site simulcast VHF paging network that will provide great coverage throughout the county.

As part of the project, Chisago is constructing a new building to house their new PSAP, which will go live at the same time as the ARMER cutover. PSAP systems being installed include 4 dispatch positions with MCC7500 consoles, with two extra consoles to spare; a Positron VIPER voip 911 phone system; and a new CAD and Records system. They have an active users group that is engaged in the entire process, and it looks like it will be an excellent system.

In terms of interoperability, having Chisago on ARMER will help greatly with wildland fire fighting, which the north metro works on very cooperatively, as well as with incidents moving up and down the I35 corridor.

Carver and Scott Counties are discussing consolidating PSAPS. On paper, it looks like a great fit and would result in more efficiency and greater cost effectiveness. The consolidated PSAP would serve over 220,000 people. The counties already have a consolidated transit system, so they know how to share resources. They also share a simulcast subnet on ARMER, and In terms of operations, Scott Co already handles calls using a two stage process. Carver does not, but has been considering it for efficiency. The new center would surely be two-staged. Both counties face radio console upgrades in the foreseeable future, and a consolidation would significantly reduce the cost of that project. They envision going from 15 Gold Elites in the two PSAPs to 10 in the consolidated one. Personnel could be done the same way, in general, that Dakota was - bring everyone over, and reduce dispatch staffing levels via attrition. The 37 current dispatch FTEs could, over time, be reduced to around 25. Reduced supervisory / management, as well as IT support would save additional funds.

This represents the largest multi-county consolidation ever in the state - slightly larger than the Fargo / Moorhead (Cass / Clay) consolidation. A project of this size and importance could be a catalyst for other MN counties to look at combining forces to gain greater efficiency, along with some cost savings.

Regional radio usage by one specific region wide user (Metro Mobility) is very high, in terms of airtime. A 2011 review showed that MM was the largest single user on the Carver / Scott subsystem, and the 2nd highest user on Anoka, Dakota, Hennepin West and Washington. This is with 268 total radios. Solutions have been evaluated, including training, limiting them to City Center, and reducing TG priority.
The Metro TOC met yesterday, and discussed the topic at length. MM has been tasked with coming back to the March meeting of the TOC with specific operational and technical changes to help manage the loading on local subsystems.

One specific issue that applies to the Metro, but is not limited to that region, has to do with the need for encrypted use of conventional resources by BCA and potentially other investigative units. The matter was brought to the OTC recently, with BCA asking for a change to the standard to allow encrypted use of SOAs. Tonding has been working with Brandon Abley and has identified two 700 MHz channels that are already licensed for use anywhere in the state for interoperability use, and we would like to move forward with a plan to use these channels for encrypted, local area usage when ARMER coverage is not available.

Tonding recommends that one be reserved for use by SIU users, and the other for general LE usage. The concept is currently being reviewed by the Region 22 700 MHz RPC and if everything still looks good, Tonding would anticipate bringing forward a recommended standard for consideration by the SRB.

Central Region:

The Central Region has been very busy with the process of migrating to ARMER. Of the 19 counties and 1 city that make up the region, 11 counties and the City of St Cloud are on ARMER. The remaining 8 counties are all committed to move to ARMER, and are on schedule to complete the move this year.

Ottertail is on the verge of cutting over.
Wadena needs site construction, but is dabbling with use of the radio system now.
Douglas really needs the Garfield site to go on the air, but they are working to be ready when the network is.
Wilkin and Swift recently got some much needed funding for the final subscriber radios they need to manage the migration.
Traverse will be using EF Johnson consoles and radio equipment, and is just waiting on some construction at their LEC.
Mille Lacs needs a few more subscriber radios, but they have done extensive planning and will be ready this summer.
Todd Co has their radio equipment, and they are completing final planning to do their transition.

Currently the Central region is dealing with JSOA and Standard Revision. In outstate Minnesota, coverage inside jails can be inadequate. An idea came up that use of an SOA for internal jail communications and sally port access might be a good fit resolve the issues.

Another concern is NWS statewide standard, and the challenges for Aberdeen and Grand Forks. Tonding is hopeful that Motobridge might offer some opportunities for the Aberdeen and Grand Forks Offices to connect with ARMER and to do their warnings in a similar fashion.

County Emergency Managers are being brought under CM - ESB.

Regional Logger project is moving forward. Tonding says that it will offer opportunities for shared services, hosted services and states that it is a “if we build it, they will come” situation. One issue is who will capitalize it initially to get the service in place.

Network Integration Update

Mark Nelson gives report.
Project 1:
The Simulcast application remains status quo.
Project 2:
Network intergation for accounts control, the Board approved the change in the modification plan for DOC. Working on the other two sites for that plan.

A lot of OET’s resources are focused on the country network upgrades. 73 of the counties are planning to get 100 mb connectivity and 14 will have gigabyte connectivity. In the process of turning up those circuits and cutting over the connections. Once complete, testing will be done.

Project 3:
On hold until Project 2 is complete.

Cari Gerlicher asks about connection to Goodhue County/Red Wing and when it will be completed.

Nelson responds that he believes that an upgrade was made to the facility to a 10 mb connection. He believes that they are waiting for some fiber build outs and inter connects to then be connected to 100 mb connectivity.

Gerlicher states that the concern is that the radio site at the Red Wing Correctional Facility can't go up until the 100 mb connection is established. Initial forecast was for early spring, but now have pushed it out until late fall. Gerlicher is looking for confirmation of the date as this would change her on air date considerably.

Nelson says that they are putting in some separate transmissions facilities in the interim, until the fiber infrastructure is built out.

Old Business

None.

New Business

1. 2012 Election of Executive Secretary and Vice Chair are required. Please bring nominations. Per Bylaws, one board member must be from greater Minnesota and one from the metro area.

Chair asks for nominations for those positions.

Chief Seal nominates Joe Glaccum and Bill Mund.
Cari Gerlicher seconds.
Bill Mund is re-elected Vice Chair and Joe Glaccum is re-elected Executive Secretary.

Chair congratulates Mr. Mund and Mr. Glaccum on their appointments and expresses appreciation for their hard work

2. Modification to Bylaws adding IPAWS as a Committee. Any suggestions for other changes should be submitted to Wendy Surprise (DPS ECN) for discussion at the SRB Steering Committee meeting in February.

Jackie Mines discusses the change in Bylaws that it necessary due to implementation of the IPAWS Committee and invites member feedback regarding any other changes.

Other Business

Major Mock or the State Patrol states that about 3 weeks earlier, Mankato dispatch was moved over to Rochester. Major Mock believes the consolidation has been successful overall.

Cari Gerlicher discusses a recent DOC event wherein 10 facilities were shut down simultaneously. Because of the ARMER System, communication was maintained throughout the shutdown (approx 13 hours). She states that this is the first time that all of the institutions have been able to speak to one another on a radio system. Prior to the adoption to ARMER, there weren't two institutions that could communicate except by landline. Every movement of every offender in ten prisons was micromanaged for the entire length of the shutdown.

Announcements

Rick Juth asks if Mukhtar Thakur (MnDOT) would comment on the network outage earlier in the week in Northern Minnesota.

Thakur states that he found out about it when most everyone else did. The outage occurred due to a software glitch during an upgrade cycle. The incident has brought out the need for:

A speedier response by technical staff;

Motorola system supplier find out what caused the failure; and

Exploring the possibility of reducing the number of upgrade cycles to stay with stable software that we know works very well. The downside of fewer upgrades, however, is that there would not be upgraded capabilities that newer software might bring.

Thakur hopes to give a more comprehensive update at the next meeting.

Ulie Seal asks what capability was lost.

Juth states that this is the second time an outage has happened. Juth was told by MnDOT that one of the OEC technicians was adding some ARMER sites into the system in Cook County and for some reason, the Motorola software decided to write a script to remove all of the MCC 7500 consoles in Zones 5 & 6. The State Patrol and St. Louis County are the only ones with 7500 consoles in those zones.

Thakur states that while the system is built out, this issue has the potential to happen off and on over the next year.

Mike Fink offers that Motorola is aware of the problem, but has no answer at this time. He assures the Board that they are working hard to get an answer.

Seal asks if it would be a good idea to notify all PSAPs that have 7500s of the potential for issues during the build out.

Glaccum suggests inviting Motorola to next OTC for a post incident report.

Chair agrees that would be a good idea.

Adjournment

Cari Gerlicher motions to adjourn.
Bill Mund seconds.
The meeting is adjourned at 1:58PM.

Recorded by Wendy Surprise

<END>

Statewide Radio Board
Meeting Minutes
February 23, 2012
MnDOT Arden Hills Training Center

Attendance

Members:

Present	Member/Alternate	Representing
x	Mark Dunaski (Chair)/Jackie Mines	DPS
x	Mukhtar Thakur/Tim Lee	Mn/DOT
x	Tarek Tomes/Mark Nelson	OET
x	Rodmen Smith/Dan Kuntz	DNR
x	Kevin Daly/John Mock	MSP
x	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
x	Bill Droste/ Vacant	League of MN Cities, Metro
x	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
	Tony Bennett/Jim Ische	Assoc. of MN Counties, Metro
x	Jim McMahon/Vacant	Assoc. of MN Counties, Greater MN
x	Rich Stanek/Jim Bayer	MSA, Metro
	Dan Hartog/Scott Turner	MSA, Greater MN
	Gayle Degler/Jim Ische	MESB
x	Mike Risvold/Vacant	MN Chiefs of Police Assoc., Metro
x	Cari Gerlicher/Rick Juth	MN Chiefs of Police Assoc., Greater MN
x	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
x	Bill Mund/Vacant	MN Fire Chiefs Assoc., Greater MN
x	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
x	Brad Hanson/Scott Miller	MN Ambulance Assoc., Greater MN
x	Jack Swanson/Tom Kaase	RRBs

**Members attending are marked with yellow highlight.*

Name	*Representing*
Renee Indehar	Ramsey County
Jackie Mines	DPS-ECN
Tom Johnson	DPS-ECN
Wendy Surprise	DPS-ECN
Cathy Anderson	DPS-ECN
Rey Freeman	GEOCOMM
Mike Fink	Motorola
Bob Schnese	Motorola
Tim Harper	Motorola
Micah Myers	St. Cloud
Tom Justin	St. Cloud

Action Item Summary

St. Cloud State University/City of St. Cloud Request for	Approved

Approval of ARMER Participation Plan	
Central Minnesota Emergency Services Board Participation Plan Modification Approval	Approved
Stevens County Participation Plan Modification	Approved
Jackson County Request for Approval to changes in current ARMER Participation Plan (amended to include **no CCGWs**)	Approved
Leech Lake Band of Ojibwe (LLBO) Request for Approval to ARMER Participation Plan	Approved
RACOM Request for the use of 2 Unit ID's for technician use (pending executed Contract with MnDOT)	Approved
Greater NW EMS Request to approve Limited Participation Plan	Approved
Request for Change in Scope for PSIC Projects with SRB Match	Approved

Meeting Minutes

Call to Order

Chair Dunaski calls the meeting to order at 12:37p.m. A quorum is observed.

Approval of Agenda

Bill Mund motions to approve the agenda.
Rick Juth seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Thomas Humphrey motions to approve the previous meeting's minutes.
Bill Mund seconds.
The motion carries.

Operations and Technical Committee (OTC) Report (Dave Thompson)

1. St. Cloud State University/City of St. Cloud Request for Approval of ARMER Participation Plan **Action Item**

   Mr. Thomson presents the plan as written. States they are asking for 10 talkgroups for 43 radios. They are planning for future use and do not expect to expand the number within 3 years.

   Bill Mund motions to approve the standard as written.
   Jim Bayer seconds.
   The motion carries.

2. Central Minnesota Emergency Services Board Participation Plan Modification Approval **Action Item**

   Mr. Thomson presents the plan as written. CMRRB would like to modify the process by which they approve Participation Plans affecting the Central Region. Upon review and approval by the Owners and Operators Committee, the participation plans are to be forwarded to the OTC and the SRB by the Owner's & Operators

Chair. The Chair then reports back to the CMRRB Board and to the RAC at the next scheduled meeting. This change in delegation of authority is to expedite the process due to the frequency of the Board's meetings.

Bill Mund motions to approve the request.
James McMahon seconds.
The motion carries.

3. Stevens County Participation Plan Modification **Action Item**

Mr. Thomson presents the plan as written. Stevens County requests approval for modification to their Participation Plan. The original plan, approved in 2009, indicated that connectivity from the LEC to the Morris ARMER tower would be accomplished via a microwave link. The connectivity was actually done through two T-1 lines running between the PSAP and the Morris Tower. This modification to the Participation Plan was approved at the Owner's and Operator's meeting in January 2011.

Rodman Smith motions to approve the request with the correction.
Jim Bayer seconds.
The motion carries.

4. Jackson County Request for Approval to changes in current ARMER Participation Plan (amended to include **no CCGWs**) **Action Item**

Mr. Thomson presents the plan as written. Jackson County received preliminary approval of their Participation Plan in April 2010. The County would like to make the changes to their final Plan including:

- Rather than using the MCC7500 Consoles, upgrading their existing consoles;
- Change the number of CCGWs needed for connectivity from 4 to 1;
- The original plan called for the use of the Jackson CATV tower for coverage. After an engineering study was completed, the tower was deemed unacceptable for use. A new 300' Guyed tower will be erected. County has been working with MnDOT to have the tower site become part of the ARMER Hub with a link to the Sherburne ARMER site. In addition, a microwave will be mounted on the new tower to provide direct connectivity to the Lakefield tower site; and
- Connectivity from PSAP) to the new tower for control of VHF stations and alarm circuits will be via microwave to LEC location with redundancy provided by secure T1/Broadband

Jackie Mines clarifies that the plan was approved at OTC **with amendment to change the number of CCGWs to 0**.

Thomas Humphrey motions to approve the request amended to include no CCGWs.
Bill Mund seconds.
The motion carries.

5. Leech Lake Band of Ojibwe (LLBO) Request for Approval to ARMER Participation Plan **Action Item**

Mr. Thomson presents the Participation Plan. LLBO was originally incorporated into the Cass County Participation Plan. After reviewing their needs and other opportunities, they have decided to go forward with their own Participation Plan. Some of the radios that are incorporated in this Plan were part of the Cass County Plan originally. Other technical parts of the plan:

- There are 6 tower sites within the Reservation and 5 outside the reservation that would provide coverage for the users. No issues with system loading.

- No local enhancements sites are being added and no additional 800 MHz RF channels are required.
- Plan to replace older Motorola consoles with MCC7500 consoles and using a microwave link to Cuba Hill ARMER tower site (not yet built).
- Planning for 2 CCGWs. Backup operations will use 800 MHz RF control stations.
- 268 ids requested (approximately 60 of which were from the Cass County Plan) along with 36 talk groups in fleet map (including 1 statewide talk group)
- 235 Radios needed (allowing for 3 years of growth). 64 are for Public Safety and 167 for potential public works and transportation service.
- EMS paging is part of Cass county network
- Tribe will retain Kaw repeaters (vhf) and convert to narrowband
- Training by outside contractor
- System Administration will be the responsibility of the LLBO EMS office.

The plan was approved by the NE region in January 2012. The request is for **245 system IDs and 36 talk groups.**

James McMahon motions to approve the request.
Rick Juth seconds.
The motion carries.

6. RACOM Request for the use of 2 Unit ID's for technician use (pending executed Contract with MnDOT) **Action Item**

   Mr. Thomson presents the plan as written. RACOM wants to add two radios for their technical staff so that they can have access to the SYSTECH Talk Groups as they are working in the sites. No objection from MnDOT.

Jim Bayer motions to approve the request.
Rodmen Smith seconds.
The motion carries.

7. Greater NW EMS Request to approve Limited Participation Plan **Action Item**

Mr. Thomson presents the plan as written. The Greater Northwest EMS, as the coordinating organization of the hospitals and ambulance serves in Northwest Minnesota desires to enter into a subscriber agreement with the Regional Radio Board, MnDOT to operate ARMER radio equipment. Their plan has been approved by the RRB. Subscriber equipment to be installed to achieve interoperability, including:

- 2 Radio Control Stations in 15 hospital emergency rooms;
- 15 ARMER Portable Radios for hospital emergency use; and
- 22 ARMER Portable Radios for Ambulance/EMS use.

In addition, GNEMS is requesting statewide, regional and local talkgroups.

Mines explains that typically EMS is part of a county participation plan however, because of the lack of northwest counties participating in ARMER, Greater Northwest EMS submitted their own plan. This situation is unique.

Brad Hanson motions to approve the request.
Bill Mund seconds.
The motion carries.

Finance Committee Report (Mund)

Request for Change in Scope for PSIC Projects with SRB Match **Action Item**

Mund explains that in August 2011, the Statewide Radio Board and the Finance Committee approved up to $80,000 in matching funds for various PSIC grant projects. In February, the Finance Committee heard a request to reallocate those matching funds as follows: 1) use $4,000 of that match for purchasing the protective covers for the deployable towers and 2) use $20,000 of that match for the Motobridge equipment for the province of Ontario. This request was approved by the committee and recommended for approval.

Rodmen Smith motions to approve.
Mukhtar Thakur seconds.
The motion carries.

Interoperability Committee (IOC) Report (Juth)

There was no February meeting. Meeting in March.

Mr. Juth states that while the committee has no action items, he has two updates. The Best Practices workgroups have been formed in each of the following disciplines:
Fire, Law Enforcement, Dispatch, Emergency Management, Public Health, and Public Works. All the workgroups have had their initial meeting and will be meeting monthly. Each of the groups has developed a table of contents for the Best Practices Guides. From the Tables of Contents, they will be developing the verbiage to support their documents.

The Interoperability Work Group is currently working on two draft standards; the Statewide National Weather Service Standard and the Statewide Pursuit Standard. Juth hopes to have them ready to present to the Interoperability Committee at the next meeting.

Legislative and Government Affairs Committee Report (Kaase)

Mr. Kaase states that the committee met this month and discussed SRB Bylaws 403 Statute Language. Committee also agreed on meeting times for committee at least through the session.

Chair Dunaski reminds group that he is still planning to meet with OET regarding consolidation language and study. Chair states that he will try to get this done before the next meeting of the SRB and report back.

Steering Committee Report (Mines)

Proposed Language Change to Statute 403 Governing Statewide Radio Board and Committee Structure **Action Item**

Minor change to 403 Statute governing the Statewide Radio Board and its Topical Advisory Committees. Mines reads amended language. Topical Advisory Committee types are the same, except removing "*System Manager" verbiage leaving a committee* that can make recommendations on performance and operational standards.

This is a minor change. Mines believes it will be in hearing next week.

Mund moves to approve.
Humphrey seconds.
Motion carries.

IPAWS Committee (Seal)

Mr. Seal states that the first meeting of the committee will be on March 15th. So far, there are 8 or 9 members and they are still recruiting more. The Committee has a draft charter and a draft work plan ready to present at the first meeting. Also at the first meeting, a vice chair will be named.

Chair Dunaski states that the Director from FEMA Region 5 was at the HSEM Emergency Management Conference and during his remarks made comments about IPAWS. Chair states that it is very important that we are in line or ahead of the rest of the country with regard to IPAWS.

Reports:

ARMER Project Status Report

Thakur states that the ARMER backbone project is 75% on-the-air. State shutdown in Summer 2011 continues to keep the schedule portion of the project in the "yellow" status due to heavy workloads along with bid and construction delays. The delays at this point are minor and Thakur states that he hopes that by next month they should be caught up.

Chair Dunaski asks how many sites will not be constructed before the December 31, 2012 deadline.

Thakur states that there are 29 towers that MnDOT anticipates will not be completed. The majority of those sites are along the northern border. He also states that he and his staff are working on a Plan B.

ECN Update (Mines)

No new county additions since last meeting.

VHF Interoperability Cross Spectrum Operational Steering Committee met on February 22nd for its initial review of the draft plan. Participation on this committee is still encouraged. Those interested should contact Tom Johnson.

Final stages of identifying the equipment needed to interface with Ontario counterparts. The hardware for interoperability with Manitoba has been purchased.

The Minnesota State Patrol will be assisting with the interoperability by agreeing to monitor the talkgroups.

Interoperability Conference agenda is complete and available on the website.

FEMA Region 5 Tri-State Cross Border Full Scale Exercise will take place on March 1, 2012. ECN will be represented at the Minnesota Site in Winona County. Tom Johnson and Steve Borchardt will be participating in the exercise.

On track to get the STRs out to regions by end of March.

RFP will be released about March 5th for Status Board Project. Mines anticipates it will be on the website for 3 to 4 weeks and then the responses will be reviewed. Mines anticipates being able to start that project in May. Outage notification will be added to that request.

Broadband Plan will be presented by Brandon Abley at next meeting.

Mines states that the Middle Class Tax Relief and Job Creation bill, HF 3630, which provides funding for Public Safety Broadband and Next Generation 911, passed both Houses in Congress and anticipates it will be signed by the President. Mines reads over the highlights and states that decisions will need to be made as to how Minnesota will proceed with a wireless broadband plan.

- *Allocates the D block and opens 250 million dollars in new grants for public safety agencies.*

- *The bill establishes a national board, similar to the Statewide Radio Board, called FirstNet, that will build out the nationwide public safety network. It will act sort of as a carrier as they will purchase the backbone and operate a nationwide core.*
- *Everyone will be required to be on that system and there will be user fees along with it.*
- *They have written in some flexibility for opting for alternative plans for local build out, allowing states to explore public/private partnerships similar to what has been looked at in the Minnesota Broadband Study.*
- *Advantages to having a nationwide core, however, the amount of money that has been allocated to this project doesn't appear to be large enough to really purchase all of the piece parts for every state.*
- *The funding is split out as follows:*
    - *$115 million has been appropriated to grants to enhance 911 services and deploy NG911 services. There is a 40% local match on that grant money.*
    - *$135 million has been appropriated for states and local governments for public safety broadband integration. There is a 20% local match on this grant. It is not clear whether these will be competitive grants or allocated based on formula or a combination of the two.*
    - *$7 billion has been appropriated to FirstNet to build out the nationwide network (network construction fund).*
    - *$2 billion is authorized in borrowing to fund FirstNet's activities including the build out.*
    - *$ 100 million is allocated to the Public Safety Research and Development program under the NIST.*

Mines states that we should only expect $150 million from this grant if it is parsed out equally, however cost to implement Wireless Broadband in Minnesota is projected to be closer to $300-$400 million.

Mines states that we should be ready to identify what our plan would be and participating in whatever FCC rulemaking comes out about this.

Regional Interoperability Coordinator (RIC) Report (S. Borchardt)

Southeast Region

Migration Schedule Status:
One new migration in the southeast region since my November 2011 report in that Wabasha County has their law enforcement agencies on the system but not their fire departments. Current ARMER counties are Olmsted, Goodhue, Dodge, Freeborn, Houston & Wabasha-LawE. Fillmore is currently programming radios and specifying dispatch equipment. They plan to install ARMER mobiles soon but retain their VHF system as their primary until dispatch is complete in October. Fillmore Fire will remain VHF and narrowband; rather than migrate, if they are not awarded a 2012 AFG grant. Timeline:

Train the Trainer classes, provided by OnTarget Training and Consulting, LLC, are for the most part concluded. There may be one or two yet offered for later migrating counties.

Talk Group plans are either finalized or well under way in every county except Fillmore and Mower.

Although Mower will not migrate to ARMER for a few years, at the February 2012 OTC meeting they applied for and were granted 125 radio IDs and 15 talkgroups.

Inter-state interoperability plans have not progressed significantly since last report. Control stations are installed in the cross-border counties currently. A plan is being considered for a hard patch between WISCOM and ARMER at a tower site in LaCresent, MN. In addition, we have a recommended minimal TG plan for interstate interop between IA & MN.

EMS/Hospital planning continues. They are finalizing a TG plan for the regions' hospitals. Brooke Wodziak, Office of Emergency Preparedness, Minnesota Department of Health, is preparing a training program for hospital personnel and is coordinating hospital participation with the assistance of Olmsted County's technician, Rick Freshwater.

The SE Users / Owners & Operators combined committees and attendance has improved since October 2011. There is room to grow but the change has been positive.

The Tri-State HSEM group, made up of WI, MN & IA, is planning an operational interop exercise for March of 2012. This exercise is being facilitated by the FEMA Exercise Technical Assistance program. A year ago this group sponsored a table-top interop exercise that was conducted in LaCrosse, WI. This exercise is the operational follow-up to that table-top. It will involve several events that involve the Mississippi River corridor and that will require cross-border and north – south collaboration and interop challenges. In this exercise, players will actually travel to the venues of the various events and transmit amongst responding elements as if an actual event were occurring.

South Central Region

Migration Schedule Status:
No South Central counties are currently on the ARMER system.

Train the Trainer sessions are complete with no further sessions being scheduled at this time.
A COML class was conducted in December 2011.

Dispatcher training planning is underway: To date dispatcher training in migrating counties has had to largely wait until local talk-group plans and protocols were complete and consoles were connected to the ARMER system and operational.

Given the crush of migrations that will occur in the sand half of the year, this format will likely be overwhelmed by training demand. As a result an innovative format is taking shape in the South Central.

MnDOT and Alpha Wireless (or just MnDOT) will supply two MCC 7500 consoles for temporary installation for familiarization training for dispatchers.

Consoles will be installed at the Blue-Earth County EOC. Consoles will be connected to the ARMER system via a fiber link across the street to the new MnDOT facility. The connected consoles will then be available for training individual counties.

This plan may not produce final and complete training because the consoles cannot be programmed with each county's talk group plans; however, it should provide a working familiarity with the equipment and patching processes such that the only component remaining will be the incorporation of local TG plans.

Talk Group organization and use protocols planning is in final stages in every county.

The region is continuing work on the STR cache radios and COW mobile tower standards, Pursuit Driving, Regional TG and Regional CALL protocol stands and others.

Inter-state interoperability plans are continuing. A minimal TG sharing plan is in place and control stations should be all installed at this time. There is no state-wide strategy. Individual counties are free to share and patch talk groups with their IA counterparts as they please. Iowa will be more on a county-by-county basis than WI or SD because there is not a state system in place in IA.

EMS/Hospital planning continues as I reported in November. Eric Weller is leading the effort to reach out to hospitals. He has coordinated with Alpha Wireless to ensure that all the hospitals have been included in the county participation plans and to design the TG's that are consistent with the Best Practices Guide. As the region begins to migrate, Eric plans to set up training for hospital staff as part of his HSPP grant program in 2012. He hopes to utilize some of the South Central Region's trainers that went through the OnTarget Train the Trainer program and himself, who has the hospital experience.

Southwest Region

Migration:
Murray and Lac Qui Parle Counties have migrated to ARMER.

With regard to training, much is happening right now. The SW is making productive use of the PSIC extension funds. They acted extremely quickly and put together an aggressive schedule of important training components on very short notice:

- Early February conducted Phase II of previous Train-the-Trainer (TtT) class.
- Immediately following conducted Phase I of a new TtT class.
- Late February hosted a CPS (programming software) class.
- Mid-March will host a Motorola Local Systems Administrator class.
- They also have plans for a COML class on the drawing boards.

Talk Group Plans are complete or nearly so in every county.

The SW continues work on Standards governing STR cache radios and COW mobile tower and National Weather Service.

Inter-state interoperability plans continue. Control stations are being installed in all SD counties at this time.

We conducted a meeting with SD State Radio System managers, Sioux Falls hospital representatives and SF National Weather Service folks in Sioux Falls on November 22nd.

Murray County agreed to serve as clearinghouse for ARMER to SD State System patches. They will accept a grant funded SD system control station and amplified antenna to enable it to receive signal from the SD system at their PSAP in Slayton, MN. The control station will be integrated into their MCC7500 console. They will patch ARMER Regional & State talk groups to SD talk groups for the entire region.

SoDak will create several specialized talk groups for Sioux Falls hospitals.

MN ambulances transporting to SF hospitals can request a patch by Murray County PSAP of ARMER SW region talk group to the appropriate SF hospital talk group and have an open conduit for their entire transport if necessary.
National Weather Service – Sioux Falls. The SW Region will supply an ARMER control station plus antennas to the SF NWS offices via PSIC grant funding. SW NWS staff will use this control station to communicate directly with MN counties during severe weather warnings and events. Final protocols for talk group use are under development at this time.

We conducted a seminar for SW hospitals and EMS companies on December 19th in Marshall, MN. The morning session included History of ARMER, Radio I0I & Trunking I0I. In the afternoon we broke out hospitals and EMS companies.

Tom Justin and Paul McIntyre facilitated a discussion of talk group organization and use for EMS, Intro to the EMS Best Practices Plan, training implications and other related issues. Joe Glaccum led a similar discussion for hospitals regarding radio use, talk group use and specialized training concerns for the hospital environment. Hospital talk group and training plans are under development at this time.

Mr. Borchardt gives an overview of the three regions' future known and emerging challenges.

With regard to funding strategies, there have been no changes in funding strategies from what I reported in August or November 2011. Again, at this time, none of the counties has reversed their plans to migrate to ARMER.

Plans remain are as follows:

- Fillmore: Has settled on a phased migration this year starting in March.

- Rock: Will employ a phased migration with LAWE migration in Q4 2012 and municipal services remaining VHF until funds can be identified. The county offered to bond for all but the municipalities declined to participate. I expect the county assets will migrate in Q4 2012 but the municipalities could remain VHF.
- Renville: Awaiting word on 2012 AFG application. Does not yet have a set financing plan but remains committed to migrating.
- Redwood: Awaiting word on 2012 AFG application. They have passed a resolution that the county will fund via reserves for all agencies in the county.
- Martin: Awaiting word on 2012 AFG application. No set plan at this time but remains committed.
- Cottonwood: County and municipalities will individually finance. They will migrate in March 2012.
- Nicollet: Awaiting word on 2012 AFG application. No set financing plan to date. They remain committed to migrating thus far.

Given the migration back-up we are seeing due to the pushing back of equipment delivery/installation dates and the current tower completion schedule, it is apparent that a relatively minor delay in either could put some counties in a bind in which they could not meet the FCC deadline. I have asked Director Mines to consider a role for ECN in facilitating or advocating on behalf of MN counties for last minute narrow-band extensions from the FCC. She concurs that ECN could assist in helping the FCC to understand the unique and comprehensive nature of the ARMER project and that requested deadline extensions by MN counties would be very temporary the final pieces of the puzzle come together.

Network Integration Update

Mark Nelson reports on each of the three trial data/ARMER projects.

Project 1: Alternate Radio Pathway – This project demonstrates the use of T1 Emulation over IP technology on an Ethernet (IP) network to create a fail-over signaling path between primary and remote antenna in a simulcast configuration. This Ethernet path is a fail-over path to a microwave radio path. This project is complete and in use at some counties.

Project 2: Radio Console Connection – This project demonstrates the use of T1 Emulation over IP technology on an existing managed IP network to counties (MNET) to create an alternate control/signaling path between a radio console in a county dispatch center and the ARMER Master Switching Office. This Ethernet path is a second diverse route path to the microwave radio path provided on ARMER.

Project 3: High Availability of Public Safety Data Applications – This project demonstrates the use of redundant, physically diverse, and logically separate network connections. It joins existing leased line IP network connections over MNET with ARMER microwave radio network connections between counties and the ARMER backbone coupled with ARMER backbone capacity to create a physically diverse, highly available IP network connection for county public safety data applications.

Bill Mund asks what the 3 projects are.

Mark Nelson says that he will send the descriptions to board secretary for dissemination to members.
Bill Mund states that Board may send to Steering Committee for review.

Chair asks Mark Nelson to forward information to Wendy for discussion at next meeting.

Old Business

- ARMER Outage Update/Report

Thakur reads from the Outage Report provided to the committee.

States that there were two outages: January 23rd from 3:45 p.m. to 6:20 p.m. and January 26th from 5:45 p.m. to 9:00 p.m..

State Patrol was impacted with multiple sites out as consoles were disabled.

Stakeholders were informed via SMG users email list.

Problem: One of the System Servers, “Voyance,” disabled the consoles at the dispatch centers.

Motorola was informed, and a software patch was created.
Plan B was deployed and utilized (mobiles were functional).

The System has been stable since outage. As this system is still under construction, there is a lot of work in progress. Some of the response strategies should be planned and trained for.

Mike Fink from Motorola states that after the first outage a case was opened by Motorola. The problem was diagnosed and they were able to write a patch to correct the problem. This was implemented Friday, after the second occurrence. There has not been a problem since. It should be noted that some things being done by MnDOT may mitigate future problems, such as limiting the number of people with access to make changes to the system and limiting the number of pushes/changes. Restrict to twice a day.

Mr. Thakur states that MnDOT is:

- looking to determine what other entities/states do in such situations and look at their solutions;
- asking if the system can act in a safe mode where basic functionality is retained;
- asking if other dispatch centers can cover for dispatch centers that experience an outage; and
- what would it take to replicate servers in terms of system design allowing them to switch to different servers when needed.

Ulie Seal states that PSAPs need to be notified and a notification process needs to be figured out for the future. Not all PSAPs are part of SMG.

Rick Juth states that there were actually 3 outages. The third was the initial outage which occurred within 60 days of the next two. Juth agrees with Mr. Seal’s comments that there is latency in the notification process and it’s not getting to proper people. Frontline dispatchers need to know about an outage first, or at least in combination with the SMG contacts. Juth states that he thinks the entire notification process needs to be addressed.

Dave Thomson states that at OTC meeting committee recognized that frontline needs to be notified and that a process needs to be implemented. Asks that the committee be tasked with putting together a notification process standard.

Ulie Seal states that he agrees that someone should be charged with writing language and that OTC is the committee to do it.

Chair Dunaski agrees.

Jackie Mines asks if PSAPs didn’t have consoles, would backup plan have worked?

Tim Harper of Motorola states that subscriber radio would have worked. Only the consoles failed. Disconnect was not “graceful.”

Mike Fink states if they were hooked up independent of the console the radios would have worked fine. If not, they would not have worked.

Chair Dunaski thanks MnDOT/Mr. Thakur for the hard work.

Chair Dunaski states that the concern from the Commissioner is that this is the 3rd time this has happened. The office recognizes that everything came out ok, but that we need to learn from what happened. We need to figure out what happened as early as possible and not wait until 3rd occurrence.

Bill Mund asks for an *After Action Report* for the PSAPs? Asks could there have been other occurrences that we don't know about.

Rick Juth states that as the OTC addresses the issue, keep in mind that someone needs to take immediate ownership of notification. Juth states that the notification process has lagged behind the problem solving.

Dave Thomson states that notification will lighten the load for MnDOT so they can address resolving the problem and not field calls.

Chris Caulk asks about using a teletype from BCA.

- Proposed Language Change to the Statewide Radio Board Bylaws

Jackie Mines discusses SRB Bylaws and states additional recommendations have been discussed by Executive Committee and they request the SRB Bylaws be referred back to the Steering committee. Anyone with additional changes should submit them to ECN.

New Business

None.

Other Business

None.

Announcements

None.

Adjournment
Chair Dunaski
Mund motions to adjourn.
Thomson seconds.
The meeting is adjourned at 2:15PM.

Recorded by Wendy Surprise

<END>

Statewide Radio Board
Meeting Minutes
March 29, 2012
MnDOT Arden Hills Training Center

Attendance

Members:

Present	Member/Alternate	Representing
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
X	Tarek Tomes/Mark Nelson	OET
X	Rodmen Smith/Dan Kuntz	DNR
	Kevin Daly/John Mock	MSP
	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/ Vacant	League of MN Cities, Metro
X	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
X	Tony Bennett/Jim Ische	Assoc. of MN Counties, Metro
X	Jim McMahon/Vacant	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
	Dan Hartog/Scott Turner	MSA, Greater MN
	Gayle Degler/Jim Ische	MESB
X	Mike Risvold/Vacant	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Rick Juth	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Tom Kaase/Ron Antony	RRBs

**Members attending are marked with yellow highlight.*

Name	*Representing*
Bill Bernhjelm	DPS-ECN
Jackie Mines	DPS-ECN
Tom Johnson	DPS-ECN
Wendy Surprise	DPS-ECN
Cathy Anderson	DPS-ECN
Mike Fink	Motorola
Jill Rohret	MESB
Dave Eischens	Motorola
Bob Schnese	Motorola Solutions

Action Item Summary

Traverse County ARMER Participation Plan Modification Request	Approved
Statewide Pursuit Communications Standard 3.44.0	Approved

Meeting Minutes

Call to Order

Chair Dunaski calls the meeting to order at 12:30p.m. A quorum is observed.

Approval of Agenda

Cari Gerlicher motions to approve the agenda.
Rick Juth seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Bill Mund motions to approve the previous meeting's minutes.
Jim McMahon seconds.
The motion carries.

Operations and Technical Committee (OTC) Report (Joe Glaccum)

- Traverse County Participation Plan Modification **Action Item**

  Joe Glaccum presents technical change from Traverse County ARMER Participation Plan. Glaccum explains the county originally planned to use Zetron Consoles and would be changing to EF Johnson Consoles. Traverse County claims that this change will allow them to drop from 13 control station to approximately 8. This modification was approved by the Operations & Technical Committee (OTC) and is recommending approval by the Statewide Radio Board (SRB).

Marvin Garbe motions to approve.
Cari Gerlicher seconds.
The motion carries.

Discussion Item: Notification Process for Service-Affecting Interruptions Standard.

Glaccum presents the discussion item for the benefit of the SRB. The OTC has a draft standard which has not been adopted yet as language is still being tweaked. In addition, the OTC recommended the draft standard be cycled through the System Managers Group (SMG) for input.

MnDOT has moved forward with the list server, which will certainly be a part of this standard.

Finance Committee Report (Mund)

No report.

Interoperability Committee (IOC) Report (Gerlicher)

- Statewide Pursuit Communications Standard 3.44.0 **Action Item**

Cari Gerlicher presents the statewide pursuit standard as approved by the Interoperability Committee last week. Some minor changes were made to the language at the meeting.

Jim McMahon makes a motion to approve.
Ulie Seal Seconds.
Motion carries.

Glaccum asks what language was amended at the meeting.

Gerlicher explains that PSAPs that have a control station don't have enough space to have all four LTAC talk groups so committee decided to not micromanage that to allow them the opportunity to use two or four.

There was further discussion about the use of LTAC1 and LTAC 2, or LTAC3 and LTAC4, but it was decided by the committee that PSAPs should make their own decisions.
Motion Carries.

Legislative and Government Affairs Committee Report (Kaase)

Thomas Kaase reports that the committee and asks Director Mines for a summary.

Mines states that with regard to 403 Statute, the bill did get a hearing in front of the House Public Safety Committee but the Telecom lobbyists asked that it be referred to the Commerce Committee, which later killed it. Telecom wants a seat at the table to discuss all the requested changes and Mines will coordinate that in the summer to be ready for that next legislative session. Mines' impression was that they their concerns centered around the changes to how the telephone companies were referred and concerns about the expansion of the SRB to include wireless broadband for public safety.

The Prepaid Wireless Bill did get resurrected briefly last week. However, given the timing and all of the things that were going on, there was a lot of trepidation from the Senate Judiciary and the Public Safety Committee to pursue something that might look like a tax increase to the Retailers Association. Mines states that she wouldn't be surprised if that one snuck into another bill, but anticipates that it won't come up again until next session.

Steering Committee Report (Mines)

Mines reports that at the March Steering Committee meeting, members discussed additional input received regarding the Bylaws, including updates and clarification. Committee had a lot of good discussion, but nothing to move forward. In terms of clarification, committee agreed to make certain the Bylaws match the 403 Statute as it pertains to membership of the SRB. Also, regarding membership and attendance of the members of committees, language should ensure clarity of the responsibility of members to attend regular meetings.

IPAWS Committee (Seal)

Ulie Seal states that the first meeting of the committee was on March 15th. Committee is still working on developing membership. They have a draft work plan, charter and bylaws. Committee will meet again in April.

Chair asks about the meeting attendance.

Seal states that they had just one member from the private sector.

Chair asks if it would be helpful for Commissioner's Office to send letters encouraging participation.

Seal states that he will keep that in mind and that will see what the turnout at the next meeting is.

Reports:

ARMER Project Status Report (MnDOT/Thakur)

Thakur reports that some progress was made in the last reporting period (reporting time changed and this time period is 12/13 days). ARMER backbone is 75% on air.

Crane Lake in St. Louis County went on the air. Land acquisition was completed at the Baudette site (Lake of the Woods County) and the Jenkins site (Crow Wing County).

Construction costs have been coming in lower; however as gasoline prices go up, Thakur states he anticipates the costs will rise. However, Thakur states he doesn't have any specific concerns at this time.

With regard to Tower Site Acquisition, of the 324 tower sites acquired, 38 are still in progress and 286 are complete. Of the 324 Tower construction and Site development work, 38 are not yet started, 40 are in progress and 246 are complete.

Microwave Connectivity and RF Deployment, 244 sites are on the air, 77 are not yet started and 3 are in progress.

Staff is working on Plan B for St. Louis County.

Chair asks how many sites will NOT be on-air by the end of the year.

Thakur states he estimates the number to be about 42 sites.

ECN Update (Mines)

The VHF Interoperability Cross Spectrum operational plan was presented at the last meeting of the Interoperability Committee.
The next steps are the development of learning objectives, training outlines and standards necessary to support the implementation of the operational plan.

ECN will be hosting two Train the Trainer sessions for this plan, taught by Brad Barber of Federal Engineering. These trainings will take place May 7th in St. Cloud and May 9th in Blue Earth County at the Justice Center. Looking for 4 representatives from each radio region. Please pass this information along to your regions and forward those names to Tom Johnson.

Additionally, Tom Johnson has two other training sessions planned. ECN was awarded a Principles of Interoperability and NIFOG Course from the OEC as part of the 2012 assistance project. This is a one-day course held in Arden Hills on August 21st. Contact Tom Johnson if you are interested.

There is another COMT Course that has also been scheduled which is limited to 15 attendees. Looking for 2 from each radio region outside the Metro. The Metro ran a COMT course last year. The course will be held on August 6th in Arden Hills. The contact for this course is Tom Johnson.

Our federal partners will sponsor another SCIP Implementation Workshop on May 2nd. This is really geared at planning for wireless broadband for public safety. They will assist us with our future plans for using wireless broadband and Mines recommends as many people participate as possible as this is going to be the future and where we go next. Again, Tom Johnson is the contact person for this workshop, which will be held in Arden Hills.

Brandon Abley will be going over a lot of information later today about the Public Safety Broadband Study and what next steps need to be pursued. Also, Abley will go over the Block D legislation that was passed and how that will affect us and the timelines that will need to be considered going forward.

ECN has received proposals for the Status Board RFP and they should be scored next week. Abley is looking for volunteers to assist with reviewing.

A list of training opportunities around the state are available on the on the website under Training Opportunities.

Cathy Anderson is performing a clean-up of standards. Please let her know if you see something on the website that doesn't look right.

2011 SHSP was awarded so we have a Grants Workgroup meeting coming up. Regions need to review their original request and adjust investment plans to match final award.

With regard to the 2012 SHSP, we've been notified that there looks to be at this point about $700,000 available to ECN. This is a large decrease. This will also be discussed at the Grants Workgroup.

Juth asks what the future is between ECN and Alex VOTECH in terms of training.

Mines explains that ECN will continue a contract with them to house the training and as part of that, will have an hourly rate if ECN wants to develop additional initial online modules or training exercises.

Regional Interoperability Coordinator (RIC) Report (Bill Bernjhelm)

Northeast Region

Regional Progress: In the last quarter the region has used grant funds to sponsor Train the Trainer- End User classes, a CPS programming class, and will have additional TTT classes coming up. PSIC training funds will be used to offset expenses for 40 attendees at the Interoperability Conference. Grant funds were used to provide an ARMER mobile radio for every ambulance service in region. An additional 99 portables will be distributed to RRB members on a needs basis in the next month.

Committees: The committees continue to meet and conduct business. Attendance and participation is good. The flow of work through the various committees needs some improvement. The Leech Lake Band completed the process of joining the RRB and appointed members to the committees. The RRB approved the creation of the Emergency Management committee and will begin to service as the JPO for EM in the region shortly.

Issues: There is still some concern over the ability of the state to complete the construction of some of the towers, but local agencies are working with MN DOT to facilitate the process where possible. In the case of several counties incomplete ARMER construction still provides better coverage than their legacy VHF system, however in other cases more towers will need to be completed before migration can occur. At this time none of the counties have filed for a narrowband waiver. Counties are very busy with the migration process including user and dispatcher training, templates and fleet maps, construction, site acquisition, contracting for services, purchasing, programming etc. The volume of work has led to some delays due to lack of availability of key contracted personnel. I don't see this improving much and may affect current planning timelines and actual migration schedules. Additionally, key county personnel are left with little time for regional committee work as they are typically the same people involved in their county migration. This has resulted in some delays in moving standards forward through the regional process.

There are significant concerns over the potential for a busy wildland fire season.

Northwest Region

Regional Progress: There has been significant interest in training with the region sponsoring a COML class, and three End-User Train the Trainer classes provided by On Target. The classes were tailored to fit the needs of NW users who will be operating in VHF and ARMER environments. At least with the law enforcement community there does seem to be some more interest in ARMER at the user level. Several more counties have brought their control stations on-line but overall progress is still slow. Some counties are working on limited fleet maps for interop use of ARMER radios, primarily with law enforcement. Border Patrol is looking at ARMER participation. County VHF- ARMER hard patches have been installed for all counties. Due to survey work requested by the RRB, it appears that all counties are aware of and prepared for the narrow band conversion.

Committees: The committees are still meeting and moving work forward. The March RRB was cancelled due to scheduling conflicts and will be held in April. The committees have decided to meet by ITV and that has produced mixed results. There have been frequent delays in meeting starts due to problems with the connections at some sites. Participation and attendance has been good generally, but the Users are still struggling to find a mission. The region has not convened an O& O committee.

Issues: Moving work from discussion to draft document to completed standard is a painful process. Especially in this region staff is frequently tasked with multiple assignments and priorities and getting things done is difficult. As more people are trained in the ARMER system the need for standards may become more apparent. At this time several important issues including regional pursuit communications, regional CALL and talkgroup use, and control station programming are in the backlog.

ARMER-MNET Network Integration Update

Mark Nelson reports on each of the three trial data/ARMER projects and gives a status of each.

Project 1: Alternate Radio Pathway – This project demonstrates the use of T1 Emulation over IP technology on an Ethernet (IP) network to create a fail-over signaling path between primary and remote antenna in a simulcast configuration. This Ethernet path is a fail-over path to a microwave radio path. This project is complete and in use at some counties.

March 2012 Status

1. Field test in Dakota County complete.
2. Service deployed and in production for Dakota County
3. Work is proceeding to complete project report and communicate to stakeholders.

Project 2: Radio Console Connection – This project demonstrates the use of T1 Emulation over IP technology on an existing managed IP network to counties (MNET) to create an alternate control/signaling path between a radio console in a county dispatch center and the ARMER Master Switching Office. This Ethernet path is a second diverse route path to the microwave radio path provided on ARMER.

March 2012 Status

1. Initial field tests to date have demonstrated mixed results:
    a) Grant County Connection showed high latency, unstable connection, did not deploy. Awaiting IP network upgrades.
    b) Alexandria Technical College initial connection showed acceptable latency, but showed some stability issues that were attributed to building wiring and some IP network configuration issues. Issue corrected and performance acceptable. Console configuration completed.
    c) Oak Park Heights correctional facility connection showed low latency and stability. The connection is

now in production between the site and the Roseville MSO.

2. Developed IP network design and performance metrics required to support T-1 circuit emulation service over the State IP Network (MNET).
3. Developed testing procedures to measure the IP network prior to deployment.
4. OET is in a service development process to offer and support a T-1 circuit emulation service.
5. As part of another project, OET has upgraded connections to counties to 100Mbps or 1,000Mbps which will improve performance.

Next Steps:

6. Test several additional sites will be installed using new testing procedures and access facilities. Deploy and test connections, report on findings.
7. Complete project report and communicate to stakeholders.
8. Offer T-1 circuit emulation service to OET network customers

Project 3: High Availability of Public Safety Data Applications – This project demonstrates the use of redundant, physically diverse, and logically separate network connections. It joins existing leased line IP network connections over MNET with ARMER microwave radio network connections between counties and the ARMER backbone coupled with ARMER backbone capacity to create a physically diverse, highly available IP network connection for county public safety data applications.

March 2012 Status:

1. Identified several possible network designs
2. Investigated IP network capabilities of microwave equipment in service at county locations that is used for radio console to zone controller connections.
3. Conducted technical investigation in Benton County in partnership with Granite Electronics to see how the Motorola PTP49600 can be configured for an IP network path.
4. Grant and Kandiyohi Counties have agreed to participate in field trial
5. Need to build project team with Mn/DOT OEC, DPS-ECN, OET and participating counties to plan and execute field trial.

Bill Mund thanks Nelson for putting together the report. Adds that it was very helpful.

Old Business

- OET Consolidation Study Update

Chair Dunaski gives an update to the OET Consolidation Study Legislation which explores the possibility of moving 911 to OET from Public Safety.

Chair states that at a previous meeting he had agreed to discuss the concerns of the Statewide Radio Board with Tarek Tomes, OET Assistant Commissioner.

Chair states that he has had a chance to meet with the Assistant Commissioner who relayed that OET has not had an opportunity yet to look at how OET interprets that legislation and their plans. He assured the Chair that OET would look into the study and to attend an upcoming meeting of the Statewide Radio Board.

New Business

Brandon Abley gives a report on the Minnesota Public Safety wireless broadband study.

Project Purpose:

Goal:
To provide Minnesota public safety officials with the essential information required for local, regional and national participation in the wireless public safety broadband process.

History:

- 2008: Wireless Data Feasibility Study; recommendation make to explore partnerships
- 2008-2009: RFI seeking information on partnerships and public safety broadband
- Dec. 2010: Public safety wireless broadband study kicks off

Project starts in late December 2010. At that time:

- No D Block certainty (was scheduled for auction)
- No Federal funding
- No national framework
- WiMAX still a viable option for public safety
- Users of spectrum limited to “sole or primary purpose of which is to protect life and safety”
- Uncertain legal basis for public/private partnerships
- No commercial 4G service (Verizon deployment starting)

Study concludes Spring 2012. At this time:

- D block allocated to public safety
- Over $7 billion in Federal funding
- NTIA assembling FirstNet board
- LTE *required* for the public safety network
- Non-public safety users can have secondary network access
- Partnerships explicitly provided in new law
- Several US carriers advertising commercial 4G service (top two Verizon, AT&T with LTE; T-Mobile, Sprint building out LTE)

Project Overview

- To define need for technical and operational requirements for public safety in Minnesota
- Determine proper technical approach that best meets these problems
- Explore available options
- Develop financing options

Next Steps:
Further Assess Regional and Local Requirements

- What are the impacts of reviewing different coverage and/or throughput figures?
- What are tribal governmental needs? Tribal government did not participate significantly in this study
- What are the impacts of targeting different coverage figures more specifically for each area?

Develop more detailed financial models

- What are the impacts of proposed rulemaking to force manufacturers to support all bands?
- What are the costs of subscriber equipment?
- Which sorts of phased models could the State consider or recommend for network implementation?
- Does the creation of FirstNet introduce new or different financial models?

Develop plans with private partners

- FirstNet may develop plans with national private partners, but what about locally?
- What exactly are our partner options in the new environment?
- Which partnerships are feasible? Legal? Useful?
- Is Minnesota a suitable test bed for major public/private partnerships?

Prepare for FirstNet

- The State will need to articulate its needs to FirstNet. This report is a good foundation.
- Is this a good national blueprint?
- The State should work to develop a national model that works for it—or plan accordingly if it cannot (opt out).

- FirstNet is required to leverage existing infrastructure to the fullest extent possible. The State should begin a full assessment of its infrastructure

ACT QUICKLY

- FirstNet timelines are coming quickly!
- The state should formally incorporate broadband activities into its governance structure
- The Governor will be required to respond to FirstNet's needs and should be correctly informed of all options and implications

Bill Droste asks about what other states are doing.

Abley states that most are realizing that this is happening for the first time. Studies like this do not exist, even amongst those who are building networks. Vendors are doing their due diligence.

Gerlicher asks what exactly is the timeframe is when the governor will receive some sort of communication from the federal government.

Abley answers that it is unknown. Adds that he has seen estimates of a year, 18months.

This decision will come directly from the governor's office. Not the legislature.

Chair states that the SRB may need to decide whether or not a Wireless Broadband Committee could be formed without having the specific language to do so written into the 403 Statute.

Chair states that the presentation by Abley was very informative and that this will be brought up again at subsequent SRB meetings.

Mund asks whether there will be a presentation on this subject at the Interoperability Conference.

Abley states there are one and a half sessions devoted to this. One will be to discuss Public Safety Broadband generically. The other is a full session looking at projects that the SRB has supported and it will come up there.

Abley states that the full report will be finished and published before the Interoperability Conference for those who are interested.

Other Business

Brandon Abley gives an overview of Change Management. Proposals have been before the Interoperability and Operations & Technical Committees.

Announcements

Next meeting will be at the Interoperability Conference in St. Cloud.

Adjournment

Cari Gerlicher motions to adjourn.
Ulie Seal seconds.
The meeting is adjourned at 2:26PM.

Recorded by Wendy Surprise

Statewide Radio Board
Meeting Minutes
April 16, 2012

Attendance

Members:

Present	**Member/Alternate**	**Representing**
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
	Tarek Tomes/Mark Nelson	OET
	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/John Mock	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/ Vacant	League of MN Cities, Metro
X	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
X	Tony Bennett/Jim Ische	Assoc. of MN Counties, Metro
X	Jim McMahon/Vacant	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
X	Dan Hartog/Scott Turner	MSA, Greater MN
X	Gayle Degler/Jim Ische	MESB
X	Mike Risvold/Vacant	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Scott Miller	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

**Members attending are marked with yellow highlight.*

Action Item Summary

Steele County Participation Plan Modification Request	Approved.
Rice County Participation Plan Modification Request	Approved.

Meeting Minutes

Call to Order

Chair Dunaski calls the meeting to order at 3:04 p.m. A quorum is observed.

Approval of Agenda

Thomas Humphrey motions to approve the agenda.
Bill Mund seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Bill Mund motions to approve the previous meeting's minutes.
Brad Hanson seconds.
The motion carries.

Operations and Technical Committee (OTC) Report (Glaccum)

1. Request to approve the Steele County Participation Plan Modification. **Action Item**

Joe Glaccum gives a background of the request from Steele County to modify their participation plan. The original plan was previously approved by the Statewide Radio Board.

Joe Glaccum motions to approve the request.
Thomas Kaase seconds.
The motion carries.

2.Request to approve the Rice County Participation Plan Modification **Action Item**

Joe Glaccum gives a background of the request from Steele County to modify their participation plan. The original plan was previously approved by the Statewide Radio Board.

Joe Glaccum motions to approve the request.
Dan Hartog seconds.
The Motion carries.

Chair Dunaski asks Glaccum to give an overview of what the OTC does.

Glaccum explains that county participation plans come before the OTC and the OTC has representation from every region that participates in the statewide build out. Members weigh in on the participation plans, ask questions and ensure participants are treated fairly.

Standards also come before the OTC. Standards that were initially built and adopted from the metro are dynamic as technology changes. Sometimes standards need wordsmithing as operations change.

There are also follow-ups to the plans that come under the OTC Agenda.

Finance Committee Report (Mund)

Bill Mund reports that while the committee did not meet this month, they will be working next month on the SRB member expense reimbursement Standard. 6.1.0. This standard was drafted a couple of years ago but has not been approved by the SRB. The Finance Committee will take this up next month.

Mund states that the Finance Committee is in charge of the 2 million dollar allocation and its dispersements. The Finance Committee brings its recommendations to the SRB for approval. The Finance Committee is also one of the stops in the grant process.

Mund also states that there are openings for members on the Finance Committee and only two regions are represented. Mund encourages anyone with interest to speak to him about membership.

Interoperability Committee (IOC) Report (Gerlicher)

Cari Gerlicher states that there was no meeting last month and the committee has no new or actionable items. Gerlicher discusses some of the accomplishments of the IOC including: membership, standards cleanup, and grant review.

Additionally, Emergency Medical Service (EMS) began a Best Practice Group that is now an IOC subcommittee and all of the other disciplines are initiating workgroups and sharing ideas regarding best practices.

Federal Engineering has completed the study for the VHF overlay. 60 people are now Communications Leader (COML) certified and 50 people just completed the first All Hazard Communications Technician (COMT) Class with another two classes coming up.

A pursuit standard was just completed.

900 narrowband reminder letters were just sent out to holders of VHF licenses.

Gerlicher expresses appreciation for the assistance from both Tom Johnson and Brandon Abley.

Legislative and Government Affairs Committee Report (Kaase)

No new items. Thomas Kaase explains that the committee does not meet regularly throughout the year but does meet as needed during the legislative session. Kaase gives a legislative summary including the following changes to MN Statute 403 which governs the technical and operational oversight of the two emergency communication networks – 911 and ARMER.

- 403 governs the funding mechanism and the technical and procedural implementation of 911 emergency networks. The current network is 30 years old and cannot accommodate adequately the newer technology adopted by the public such as mobile data, text, and video.

  Current statute contains outdated language supporting the old 911 technology and must be updated to include the minimum and technical and operational standards utilizing the emerging technology.

- The language also allows for the ability to expand the authority of the statewide Radio Board to incorporate the latest interoperable emergency communication technologies under the board’s oversight structure. The board is a model governance structure that allows regionally elected officials and radio users to influence the technical and operational standards of the statewide radio system. This change would allow this governance structure to influence all interoperable public safety communications such as Wireless Broadband for public safety, Next Generation (NG911), and Integrated Public Alert and Warning and Warning System (IPAWS). Influence is from the local level up.

- The language allows for Regional Radio Board (RRB) to become a regional emergency communication board by amending the Joint Powers Agreement (JPA) and include the responsibility of coordinating 911 and other interoperable communications for public safety.

The Bill was heard in Public Safety Committee but Telecom Carriers asked to have it re-referred to Commerce and they would not hear it because telecom carriers did not have a review completed in time for the deadline.

Also, S.F. 236, Collection of 911 Fees from Prepaid Wireless Service Customers. This bill changes the way in which the current 911 emergency communications and telecommunication access Minnesota (TAM) fees are collected from prepaid wireless customers, moving from wireless carriers to the retail point of sale.

This bill did not receive a hearing due to concern about it appearing as a tax to retailers.

Steering Committee Report (Ische)

No new items. No Report.

Integrated Public Alert Warning System (IPAWS) Committee (Seal)

Ulie Seal gives an overview of the Committee.

This committee is the newest committee of the SRB. The mission of the committee is to improve alert and warning in Minnesota. They make recommendations to the SRB regarding policy, protocol, and procedures.

This committee has had one meeting and second meeting is coming up. Committee will be reviewing a draft committee charter and also a draft work plan. A vice chair for the committee will be selected and also members to head up the workgroups. The committee is recruiting additional members from both the public and private sectors.

Chair recognizes the hard work of all of the Committee Chairs.

Reports:

ARMER Project Status Report (MnDOT/Thakur)

Mukhtar Thakur gives a progress update of the ARMER backbone project. Thakur states that the written report is updated through the last reporting period and not an up to the minute update. The budget is *in the green* and well-controlled. The schedule has been impacted by construction and land acquisition difficulties. Land owned by Department of Natural Resources (DNR) and National Forest Service is very difficult to acquire. 50 sites are planned for construction this year. Scope is well-controlled.

Planning for a total of 324 sites, with 75 sites not yet started. 248 are already complete.

Emergency Communications Network (ECN) Update (Mines)

31 of 71 counties are now online. Cass is the most recent and Watonwan will be online shortly. Counties are very busy developing their talkgroups, their code plugs, purchasing equipment, and completing their Train the Trainer and User Training Classes.

Best Practices workgroups (Fire, Law Enforcement, Emergency Management and Public Health) have been meeting to come up with Best Practices Guides.

The six mobile towers and repeaters of the Strategic Technology Reserve (STR) have been delivered. The project started about 3 years ago and is nearly finished.

Status Board went out to Request for Proposal (RFP) and bids are under review.

NG911 is a 3-phase project.
Phase 1 was building the backbone infrastructure across the state.

Phase 2 was to migrate two trial PSAPs, one in the metro area (Carver County) and one in greater Minnesota (Kandiyohi County) which has been successfully completed.

We have now entered Phase 3 and last week Ridgeview Medical migrated and continued migration throughout state is planned.

2011 SHSP Grant Contracts are being completed and should be out in the mail in the next couple of weeks.

Tom Johnson speaks about training opportunities.

Interoperability Cross-Spectrum Operational Plan has been developed and presented to the interoperability committee. Working on the Train the Trainer portion and the Standards that will be necessary to implement and support the Operational Plan. Brad Barber from Federal Engineering will be at the conference on Wednesday at 10:00 and will present an update. He will also return on May 4, 2012 and will present the Train the Trainer portion to the Interoperability Committee and on May 7, 2012 will be in St. Cloud doing training. On May 9th, will be in Mankato doing the same training. There are still some openings for these classes.

The Interoperability Workgroup has been working on a National Weather Service Standard and also a statewide encryption standard. Both of these are very important and input is welcome.

COMT Training is coming up. Class is limited to 15 students so interested parties should let Johnson know if you are interested.

NIFOG Training will be August 21st at the Arden Hills MnDOT Training Center.

SCIP Planning for Wireless Broadband planning will take place on May 2nd from 8 a.m. to 5 p.m. at the Arden Hills MnDOT Training center.

Jackie Mines thanks the ECN staff for their hard work on the many projects undertaken by ECN.

Regional Interoperability Coordinator (RIC) Report (Tonding)
John Tonding updates the Board on the Metro and Central regions.

Metro Region:

In addition to the change management items submitted for statewide consideration, the Metro is also discussing some regional change items:

- Remove public safety designations on Public Safety Tactical Channels (PTACs).
- Additional regional tacticals
- Creation of a regional calling talkgroup, with elimination of Public Service Answering Point (PSAP) specific 911 talkgroups.

Action on this was delayed until this month, so local input could be solicited from users.

Metro Mobility is a shared public transportation service for riders who are unable to use regular fixed-route buses due to a disability or health condition. Rides are provided for any purpose. The reprogramming changes that were made showed a small reduction, but future activity growth will consume that capacity and more.
Item was referred to Metropolitan Emergency Service Board (MESB) Executive Committee, with a recommendation that they be limited to 3 channels on city center, and two roaming talkgroups.

Metro Mobility asked for two months to pursue additional solutions and the exec committee gave them one, and if progress is being made, will allow a second month.

The metro region has several VHF resources with regional coverage. Two of these, METTAC A and METTAC P have seen decreasing usage, due to the migration of the region to ARMER. The FCC licenses expire in June, and these channels will be turned off at that time.

The channels will be replaced by VCALL10 and VTAC14R, which will provide better utility to the region. The METTAC console resources will be left in the system, and simply renamed.

Chisago County is still on course to migrate to ARMER in midsummer.

Central Region

The regional logging project is moving forward. 11 of the 19 counties in the region will participate in the initial roll out of the system, and several others are very interested, but are not ready to change their logging solutions at this time. Locations for the redundant servers are being selected, and system connectivity decisions are being made.

CCGW prioritization - the Central Region will need to develop a draft standard for determining priorities for Conventional Channel Gateway ports. There will be enough for Mille Lacs and Douglas, but almost no capacity. This will be taken up by the Owners and Operators/ Users.

12 of the 19 counties in the region are on ARMER, and the other 7 are all making steady progress toward migration.

- Douglas County is building a new PSAP, and is weighing the costs and benefits of doing partial transitions to ARMER until the PSAP is ready, around November 1st. All of the sites providing coverage for them are now on the air. Their VHF main is now patched to an ARMER talkgroup.
- Mille Lacs County has set a goal for getting on ARMER by the end of June - ambitious goal, with a lot of work to do.
- Traverse County has their tower up near their LEC, and EF Johnson consoles are going in this month. Good progress being made toward a summer transition.
- Wilkin County has their radio equipment, and is aiming toward a mid- to late summer transition to ARMER. They are testing coverage to determine if the Comstock site in the NW part of their co is necessary before they can move to ARMER.
- Todd County current main is patched to ARMER, and LE units in the county are using ARMER portables and VHF mobiles.
- Wadena County has some ARMER subscriber equipment in place, but their full transition is held up to some extent by construction at the Sebeka site in their county. They are committed to migrate as soon as the site is on the air.
- Swift County has all of their subscriber radio equipment, and is hoping to transition law enforcement units in about a month. Fire may not be ready until the fall.

In summary, all counties in both regions are on track to be integrated with ARMER before the end of the year. System owners and users in both regions are active and involved with managing communications in their regions.
Submitted a number of statewide Change Management items.

Steve Borchardt and Bill Bernhjelm introduce themselves as the other RICS.

Old Business

Glaccum states that the Notification Standard is still pending.

New Business
None

Other Business

Brandon Abley gives a short presentation of the Public Safety Wireless Broadband Data Network Requirements Study and gives ideas and options as next steps:

1. Establish a body to officially sanction broadband planning activities.
2. Develop a Minnesota Public Safety Broadband Plan.
3. Develop applications and data interoperability standards.
4. Execute formal MOUs with potential partners.
5. Expand our broadband planning regionally.
6. Work actively in larger planning and standards-setting.
7. Continue research efforts (designs, requirements, financing, tests).
8. Consider building a demonstration network (grants available?).

Announcements

None.

Adjournment

Chair Dunaski adjourns the meeting at 4:04 p.m.

Recorded by Wendy Surprise

<END>

Statewide Radio Board
Meeting Minutes
May 24, 2012
MnDOT Arden Hills Training Center

Attendance

Members:

Present	**Member/Alternate**	**Representing**
X	Mark Dunaski (Chair)/Jackie Mines/Tom Johnson	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
	Tarek Tomes/Mark Nelson	OET
	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/John Mock	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
	Bill Droste/ Vacant	League of MN Cities, Metro
X	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
X	Tony Bennett/Jim Ische	Assoc. of MN Counties, Metro
X	Jim McMahon/Vacant	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
	Dan Hartog/Scott Turner	MSA, Greater MN
	Gayle Degler/Jim Ische	MESB
	Mike Risvold/Vacant	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Rick Juth	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum(vice chair Dave Thomson OTC)/Gordon Vosberg	MN Ambulance Assoc., Metro
	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Tom Kaase/Ron Antony	RRBs

**Members attending are marked with yellow highlight.*

Name	*Representing*
Jill Rohret	MESB
Wendy Surprise	DPS-ECN
Cathy Anderson	DPS-ECN
Steve Borchardt	DPS-ECN
Mike Fink	Motorola

Meeting Minutes

Call to Order

Steering Committee Chair Bill Mund calls the meeting to order at 12:43p.m. A quorum is observed.

Approval of Agenda

Motion to amend the Agenda and add New Business Item: Quorum issues with Interoperability Committee.

Amended Agenda Approved.

Approval of Previous Meeting's Minutes

Marvin Garbe motions to approve the previous meeting's minutes.
Thomas Humphrey seconds.
The motion carries.

Operations and Technical Committee (OTC) Report (Dave Thomson)

- Le Sueur County Participation Plan Modification ACTION ITEM

Vice Chair Thomson introduces the item as written highlighting the modification plans.

- Adding one base station
- Upgrading to Motorola 7500 consoles
- Connected through microwave
- 542 radios with growth over 3 years of 32 to 574 total.
- 26 talkgroups
- 4 backup ARMER control stations
- MnDOT and OTC Approved

Ulie Seal motions to approve.
Mike Risvold seconds.
The motion carries.

- South Central Region modification member participation plans ACTION ITEM

Thomson introduces the plan modifications as written and approved by OTC with no objections

Modifications impact the following counties:

- Blue Earth County
- Brown County
- Faribault County
- Martin County
- Nicollet County
- Sibley County

Marvin Garbe motions to approve.
Jim McMahon seconds.
The motion carries.

- Waseca County Limited Participation Plan Modification ACTION ITEM

Thomson introduces the Plan Modification as written.

- Upgrading dispatch consoles to Mototla MCC7500's.
- Connectivity to ARMER Backborne will be achieved via micro-wave between county PSAP and MnDOT tower in Janesville.
- Additional 25 talkgroups (total 31)

Jim Bayer motions to approve.
Cari Gerlicher seconds.
The motion carries.

- System Outage Notification Standard ACTION ITEM

Thomson gives an overview of Standard approved by the OTC. System has been in place for a couple of months and is performing well.

McMahon motions to approve.
Bayer seconds.
The motion carries.

Finance Committee Report (Mund)

- Make available a grant out of SRB Funds to remaining counties for full participation plans ACTION ITEM

Bill Mund gives an overview of the request from ECN to provide funding for counties wanting to migrate to ARMER. There is money available and this is a last opportunity. Two or three counties have now decided to move forward.
Maximum funding per county would be $30,000.

Johnson explains that this is an opportunity for counties to get their participation plan done.

Garbe motions to approve.
McMahon seconds.
The motion carries.

- Expense Reimbursement Standard 6.1.0 ACTION ITEM

Mund explains that this Standard was brought to the SRB about 3 years ago and have no record of the Board adopting. This Standard will allow members to expense some mileage and meals associated with SRB business.

Ulie Seal motions to approve.
Cari Gerlicher seconds.
The motion carries.

Interoperability Committee (IOC) Report (Gerlicher)

Gerlicher explains that her committee did not have a quorum. She goes over the below issues which were discussed at the most recent Interoperability meeting.

- Change Management: Determination of Review Requirements for Major Changes

- Change Management: Minor Change; restrict use of LTAC to Law Enforcement Only, or create new TACs for Law Enforcement Only

- Standard 3.15.0: Use of PSOA2 for jail/correctional facility communications

Gerlicher invites members to offer feedback or send her emails comments.

Legislative and Government Affairs Committee Report (Kaase)

No Meeting. No Report.

Steering Committee Report (Mines)

- Establishment of Public Safety Interoperable Data Committee ACTION ITEM

Tom Johnson introduces the item explaining The Steering Committee reviewed the memo from ECN requesting the establishment of the Interoperable Wireless Data (Broadband) Committee. There was discussion as to the urgency of forming this committee however, the committee moved the request forward to the SRB and recommends establishment of the committee and that that committee's first order of business shall be to decide its name, invite the representatives as laid out in the Memo from ECN, decide their membership and write their charter.

After the Steering Committee was held, Commissioner Dohman met with CIO Parnell to discuss the role of the SRB and ECN staff as it pertains to this initiative. A letter was sent to the Governor's office requesting that the Governor recognize the role of the SRB. In addition the letter included a request for ECN staff (Brandon Abley and Jackie Mines) to attend the National Governor's Association forum, Preparing for Public Safety Broadband, along with CIO Parnell to understand the implications of the new law.

Encourages the SRB to approve the establishment of the committee.

Humphrey motions to approve
Gerlicher seconds

Risvold asks if the governor has weighed in on this issue.
Johnson states that to his knowledge, the governor has not.

Motion carries.

IPAWS Committee (Seal)

No action items to bring forward.

Reports:

ARMER Project Status Report (MnDOT/Thakur)

Thakur goes over the ARMER update report.

The following sites went on the air:
Nickerson (Pine County)
Loman (Koochiching County)
Border (Koochiching County)
Kabekona (Hubbard County)

Land Acquisition was completed at the following sites:

Wrenshall (Carlton County)
Harmony (Fillmore County)
Lancaster (Kittson County)

Gerlicher asks if the Governor's office can intervene to aid in land acquisition issues (with DNR land). Thakur states that getting the Governor's office involved may happen down the road.

Mund states that from the outside looking in, the problem between agencies seems silly. Feels that land acquisition issue should be brought up at an Executive Committee level.

Garbe agrees with Mund.

ECN Update (Johnson)

Tom Johnson gives an update. Fire and Dispatcher work groups Best Practices Guide drafts will be ready for approval at the July SRB meeting.

35 counties are now online with the most recent additions being Cottonwood, Winona and Watonwan Counties.

VHF Cross Spectrum training has concluded and are now finalizing the plan, the manual and the power point. Johnson states that he believes that the project is within a week of being completed.

Interoperability with Manitoba is nearly accomplished.

Two towers need to be built in Ontario.

Webinar training with Alex Tech has won the MnCCECT Exemplary Program/Project Award.

The 2012 Interoperability Conference evaluations have been received and the conference was an overall success. The 2013 conference planning has already begun.

Johnson states that he attended the April 26 Winona Minnesota Tri State Exercise put on by the Federal Government and describes the exercise and outcomes.

Upcoming training is available this summer

August 6-11, 2012

All-Hazards Communications Unit Technician (COMT) Course - OEC/ICTAP.
Limited to 15 participants, preferably two from each outstate radio region.
Mn/DOT Training Center in Shoreview.

August 28, 2012
Priciples of Interoperability and the NIFOG - OEC/ICTAP
Mn/DOT Training Center in Shoreview

These classes are free.

Regional Interoperability Coordinator (RIC) Report (Steve Borchardt)
Southeast Region

Since February 2012 report, Fillmore is partially on ARMER with their Sheriff's Office and Steele County has migrated. Winona is also live on ARMER at this time. The SE User's and Owners' / Operators' Committee has empaneled an Encryption Standard work group to consider issues, implications and safety protocols related to the use of encryption in day to day LAWE communications. The work group will produce a Best Practices proposal in the next month.

Other Updates:

- **Training**: Train the Trainer classes, provided by OnTarget Training and Consulting, LLC, are for the most part concluded, there may be one or two yet offered for later migrating counties. The UC/OO is beginning to discuss long-term maintenance refresher, new employee and local tech staff kinds of training strategies. In addition, they are interested in conducting at least one annual major multi-county exercise to practice interoperability tools and skills that will tend to not be used on a day-to-day basis.

- **Talk Group plans** are either finalized or well under way in every county.

- **Fillmore County:** Fillmore was rejected for an AFG grant. Therefore they will employ a phased-in migration strategy that will take them out one or two years beyond the December 31, 2012, FCC narrow-banding deadline. All fire and EMS agencies will remain VHF. They are in the process of acquiring used narrow-band programmable VHF equipment to fully equip their fire and EMS agencies. Each fire and EMS agency will be provided a few ARMER radios for interoperability. Fillmore will purchase new MCC7500 consoles and will deploy a full slate of local TGs.

- **Mower County:** Although Mower will not migrate to ARMER for a few years, at the February 2012 OTC meeting they applied for and were granted radio and TG IDs. They are currently working with Rick Freshwater, Olmsted County Sheriff's Radio Tech, on programming radios. Fire and EMS agencies will receive a few ARMER radios for interop; however, their primary system will remain VHF.

- **Inter-state interoperability** plans have not progressed significantly since last report in the SE region. Meetings are being scheduled at this time.

- **EMS/Hospital planning** continues. They are finalizing a TG plan for the regions' hospitals. Brooke Wodziak, Office of Emergency Preparedness, Minnesota Department of Health, is preparing a training program for hospital personnel and is coordinating hospital participation with the assistance of Olmsted County's technician, Rick Freshwater.

- **The SE Users / Owners & Operators** combined committees attendance has improved and stabilized with faithful and enthusiastic members. They have become quite self-sufficient regarding developing regional Standards and managing the new STR equipment. There is still room to grow in numbers but the change has been positive and they are functioning well.

South Central Region

Watonwan County is live on ARMER and Waseca will take delivery on MCC7500 consoles and program them with a full slate of local talk groups in early June. Blue-Earth County will migrate by June 1.

Other Updates:

- **Training:**
  - **Train the Trainer** sessions are complete with no further sessions being scheduled at this time.
  - **Dispatcher training** planning is underway:
    - MnDOT supplied two MCC 7500 consoles for temporary installation in the Blue Earth County Justice Center.
    - On Target Training And Consulting was retained to provide orientation training sessions.
    - To date ten or so sessions have been conducted for SC counties' dispatchers.
    - This training is an orientation to the MCC7500 and does not provide county specific TG plans, TG protocols or "screen shots" (how the TG icons are arranged on the dispatch console computer screen).
    - Sessions are being offered to SW counties also as time permits.
    - Thus far reports are that this initiative has been very successful.

- **Talk Group organization and use protocols** planning is in final stages in every county.

- **Standards development:** The region is continuing work on the STR cache radios and COW mobile tower standards, Pursuit Driving, Regional TG and Regional CALL protocol stands and others...

- **Inter-state interoperability**: We conducted a interop planning meeting with the MN counties of Faribault and Martin and Jackson and the IA counties of Emmet and Kossuth. We agreed upon a very simple TG plan for the ARMER control stations that are installed in the IA dispatch centers. This plan will make patching decisions very limited an d simple for IA dispatchers such that they will not be expected to understand how the ARMER Trunked system is organized and functions. This plan will reduce their opportunity for error and largely relieve a training obligation of MN sheriffs for IA dispatchers. The radio shops of RACOM and Alpha Wireless participated in the planning, they have the codes and are doing the programming and installation at this time.

- **EMS/Hospital planning**: Eric Weller is leading the effort to reach out to hospitals. He has coordinated with Alpha Wireless to ensure that all the hospitals have been included in the county participation plans and to design the TG's that are consistent with the Best Practices Guide. As the region begins to migrate, Eric plans to set up training for hospital staff as part of his HSPP grant program in 2012. He hopes to utilize some of the South Central Region's trainers that went through the OnTarget Train the Trainer program and himself, who has the hospital experience.

Southwest Region

Murray, Lac Qui Parle and Cottonwood Counties have migrated to ARMER.

Other Updates:

- **Training:**
    - The SW has scratched plans for a COML course as time does not allow.
    - They are scheduling one additional end user Train the Trainer course to be offered in early June.

- **Talk Group Plans** are complete or nearly so in every county.

- **Standards development**: The SW continues work on Standards governing STR cache radios and COW mobile tower.

- **Inter-state interoperability** plans continue.
    - Control stations are being installed in all SD counties at this time.
    - We conducted a meeting between MN counties of Jackson, Nobles & Rock and IA counties of Dickinson, Osceola and Lyon on Tuesday, May 22nd in Worthington. At that meeting the inter-sate interop plan created in the South Central was adopted by the SW counties.
    - We will conduct interstate meetings with individual SD counties in June.

- **EMS/Hospital planning:** Hospital and EMS TG development and training is underway in the SW.
    - May 23rd, Borchardt participated on a panel discussing radio communications at the S.W.E.P.T. conference conducted a Jackpot Junction.

All Three Regions' Future Known and Emerging Challenges:

Funding Strategies: Except for Fillmore County, there have been no changes in funding strategies from what was reported in August or November 2011. Again, at this time, none of the counties has reversed their plans to migrate to ARMER.

Plans remain are as follows:

- **Fillmore:** Denied an AFG grant. Have settled on a phased migration with fire and EMS agencies remaining VHF narrow-banded for up to several years while funding for full migration is secured.
- **Rock**: Will employ a phased migration with LAWE migration in Q4 2012 and municipal services remaining VHF until funds can be identified. The county offered to bond for all but the municipalities declined to participate. I expect the county assets will migrate in Q4 2012 but the municipalities could remain VHF.
- **Renville**: Received an AFG grant. County will fund remaining costs not covered by AFG grant.
- **Redwood:** Denied an AFG grant. They have passed a resolution that the county will fund via reserves for all agencies in the county.

- **Martin:** Denied an AFG grant. Currently negotiating funding options; likely a bond issue. Currently not seriously considering a phased-in strategy.
- **Nicollet:** Was awarded an AFG grant. Migration planning and radio purchasing has commenced.

FCC Narrow-band Deadline Extension Plans: We have discussed this possibility at each south RAC and RRB meeting. To date, no south counties have opted to apply for a deadline extension waiver at this time.

Old Business

New Business

Gerlicher states that the Interoperability Committee has a very large membership with members from many disciplines.

Meeting quorum remains an issue.

A letter has been composed to be sent to federal agencies with representation on the Interoperability Committee asking them to decide amongst themselves who will be the representative for the 5 federal agencies.

Gerlicher adds that the Committee is also looking into amending the Bylaws to make quorum 40% rather than 50%.

Mund states that this has been an issue for quite some time. The Executive Committee is discussing an amendment to the Bylaws.

Thakur asks about making them ex-officio members.

Gerlicher states that the idea was discussed but at this time determined the best course of action was to consolidate.

Mund states that he is aware this is an ongoing issue and is in favor of the committee taking action. States that the Executive Committee will address her concerns.

Garbe states that he also agrees and believes they are heading in the right direction.

Other Business
None.

Announcements

None.

Adjournment

Thomas Humphrey motions to adjourn.
Ulie Seal seconds.
The meeting is adjourned at 1:46PM.

Statewide Radio Board
Meeting Minutes
July 26, 2012

Attendance

Members:

Present	Member/Alternate	Representing
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
X	Tarek Tomes/Mark Nelson	OET
X	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/John Mock	MSP
	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/ Vacant	League of MN Cities, Metro
X	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
X	Tony Bennett/Jim Ische	Assoc. of MN Counties, Metro
X	Jim McMahon/Ron Antony	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer/Jeffrey Schlumpberger	MSA, Metro
	Dan Hartog/Scott Turner	MSA, Greater MN
	Gayle Degler/Jim Ische	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

**Members attending are marked with yellow highlight.*

Jill Rohret
Tom Johnson
Cathy Anderson
Ray Reynolds
John Polz

Meeting Minutes

Call to Order

Chair Dunaski calls the meeting to order at 12:36 p.m. A quorum is observed.

Approval of Agenda

Chair adds an agenda item. He will present a COML Certificate under new business.

Bill Droste motions to approve the agenda as amended.
Mike Risvold seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Bill Mund makes a correction to the previous meeting's minutes. Under Call to Order, Finance Committee Chair should replace Steering Committee Chair.

Marvin Garbe motions to approve the previous meeting's minutes *as amended*.

Jim McMahon seconds.
The motion carries.

Operations and Technical Committee (OTC) Report (Joe Glaccum)

1. 800 MHz Statewide Wide Area Talkgroup Access & Management Standard ACTION ITEM

   Joe Glaccum outlines the changes to the Standard (updated existing Standard).

   Chair states that there were questions about this Standard regarding how it should be regulated and who should give the final approval.

   Glaccum replies that Chair is correct and that there are some Standards out there that will be grandfathered.

Mund makes a motion to approve
Droste Seconds
Motion Carries

2. Becker County Limited Participation Plan ACTION ITEM

Glaccum gives an overview of Limited Participation Plan. Glaccum states that the Operations and Technical Committee has seen many participation plans like this one. Their plan is to put out 10 Control Stations, 30 mobiles and approximately 21talkgroups.

Marvin Garbe makes a motion to approve
Bill Droste seconds
Motion carries

Finance Committee Report (Mund)

Bill Mund reports that the Finance Committee is recommending that the Motorola SMA for 2013 and directs ECN and Mn DOT to do a longer term SUA for 2014 and beyond. The System Maintenance Agreement does not include upgrades. The only pending upgrade is 7.13

MnDOT recommended end of 2013 if we went with SUAII for 2013. Trying to do upgrades while in the process of building would be challenging.

Joe Glaccum states that OTC looked at the proposal from Motorola and determined that the only pressing issue is really CCGWs, which would be included in 7.13.
Glaccum states that the recommendation from OTC is also SMA for 2013.

Chair asks if MnDOT has any comments.

Mukhtar Thakur states that MnDOT does not have any additional comments.

Joe Glaccum makes a motion to accept the Motorola SMA contract for 2013.

Jim McMahon seconds.

Marvin Garbe states that the SW Regional Radio Board has discussed this contract and also agrees with the recommendation.

Glaccum clarifies that the motion is to approve SMA and not the 7.13 upgrade and points out that there will be additional costs with the upgrade in the future.

Motion Carries.

Mund states that he would like to start discussing the financial end of the upgrade plan and would like to see the Board begin to take a proactive approach to figure out how the state can pay for their end of the upgrade and how the locals can be assisted.

Chair states that he appreciates that idea.

Interoperability Committee (IOC) Report (Juth)

Juth states that because the Committee did not have a quorum, they were unable to conduct any formal business.

Legislative and Government Affairs Committee Report (Kaase)

Thomas Kaase states they have no new items.

Steering Committee Report (Mines)

Mines states that there was no meeting and they have no Report.

IPAWS Committee (Seal)

Ulie Seal states that the Committee a framework and collecting information for the State Plan.

Interoperable Data Committee (Cunningham)

John Cunningham reports that the committee met for the first time, and co chairs were nominated Chief Mike Risvold and Chief John Cunningham. Also states that there is concern about the group membership being too large to easily meet quorum. There is also a question about the appropriateness of having private partners as voting members.

Chair asks if there is any representation from MnIT.

Mark Nelson states that MnIT has not yet appointed a representative.

Chair states that there really needs to be a representative from MnIT .

Chair thanks Cunningham.

Reports:

ARMER Project Status Report (MnDOT/Thakur)

Mukhtar Thakur gives a progress update of the ARMER backbone project. Reports that since the end of May, the following sites went on the air:

- Eldred (Polk County)
- Mizpah (Koochiching County)
- Comfrey (Cottonwood County)
- Whyte (Lake County)
- Warren (Marshall County)
- Margie (Koochiching)

And, land acquisition was completed at Faunce (Lake of the Woods County).

Currently at 79% on the air.

With regard to land to be acquired, the number is down from 29 to 25.

There are 35 to 37 sites currently under construction and most will be completed by the end of the year.

The Leroy and Harmony sites are now under construction.

ECN Update (Mines)

Jackie Mines presents the MIFOGs and states that the committee may see Tom Johnson for copies.

Mines reports that Best Practice Workgroups are meeting monthly. Fire and Dispatch have now completed their best practice guides and submitted to the Interoperability Committee. Due to a lack of quorum at IOC, the Best Practice Guides will be brought back to the next meetings. The VHF Cross Spectrum Interoperability Training Plan, Operations Training Manual and Operations Plan were also submitted to the IOC for approval but will also have to be brought back to the next meeting in September.

ARMER migration is progressing and with the addition of Chisago County we have 37 counties on ARMER System. Looking forward to a lot of migration in the second half of 2012.1

The Minnesota Public Safety Mobile Radio Cross Spectrum Interoperability System Operational Plan has been developed and was presented in March to the IOC. Trainings were held in May and 40 people were trained. The feedback from these trainings has been incorporated into the training plan, manual and a final version of the training will be presented to the IOC at the July meeting.

Manitoba/Minnesota: Equipment has been purchased and is being programmed and connection will be up and running in the very near future. We are currently working on Standard Operating Procedures.

Ontario/Minnesota: Equipment has been purchased using PSIC grant money but will not be installed until towers are complete in the required areas. The Minnesota State Patrol has offered to assist with this initiative by agreeing to monitor the hailing talkgroup that will be used.

ECN has entered into a new contract with Alexandria VO Tech for the next year.

The 2012 Interoperability Conference was a great success according to the feedback received and planning for 2013 has begun.

The Interoperability Work Group is working on two draft standards, Statewide National Weather Service Standard the Statewide Encryption Standard.

All 15 spots for the COMT Course by OEC/ICTAP in August have been filled.

Minnesota has also been awarded a "Principles of Interoperability and the NIFOG" Course from OEC/ICTAP. This one-day course will be on August 21st. Openings still remain.

Regional Interoperability Coordinator (RIC) Report (Bill Bernhjelm)
Bill Bernhjelm updates the Board on the Northeast and Northwest regions and gives a migration status of the counties.

Northeast Region:

Regional Progress:
Train the Trainer has been completed for counties interested. The focus is on implementation for those counties left to migrate. They are continuing to work on completing the VHF overlay MOU with each county.

Committees:
The committees are functioning well. June RAC & RRB meetings were cancelled due to flood related issues and lack of available members. The Users and O&O are working on ITV capability; the RAC and RRB usually meet by ITV. There are some connection glitches but the system usually works fairly well.

Issues:
Tower construction and implementation delays continue as a concern. Floods and windstorms have created additional burdens on local staff involved in the radio projects.

Northwest Region:

Regional progress:
The region completed their Train the Trainer and COML classes. There was good participation at the Interoperability Conference.

Committees:
The RAC meets monthly and the RRB meets on the odd numbered months. The RAC and RRB usually meet via ITV, however, there have been frequent connection issues. They both decided to meet in person for the July meeting. At the May meeting the RRB elected Joe Vene from Beltrami County as Chair, and Jack Swanson from Roseau County as

Vice Chair, succeeding Bill Montague from Polk, and Skip Swanson from Pennington Counties. The RAC decided not to hold an election this year, continuing with the same officers. The Users committee has taken a hiatus for a few months due to lack of participation and what seemed to be countless technical difficulties trying to meet via ITV. The previous early evening timeframe was designed to accommodate volunteers however participation was inconsistent. The next meeting will be in August in conjunction with the RAC.

Issues:
There has been some disagreement with the VHF MOU process however that appears to have begun to have less impact and the MOU's are coming in. There has been much discussion about planning for the narrowband conversion and coordinating that among the group however there has been less than total compliance in gathering the data needed and actually coming up with a plan. There are some agencies that have already converted to narrowband and at least one that converted to narrowband digital.

Chair asks about any first hand reports regarding flooding.

Bernhjelm states that Hegrenes informed him that they were able to use their consoles.

Joe Glaccum states that he also has a report also from Bruce Hegrenes and the STR Deployment given to Coast Guard, along with Duluth Police and Fire. Hegrenes stated the system worked even when commercial telephone and data systems failed.

Chair asks Juth and Mines whether we need an after action report.

Juth states that he recommends that at the RAC or User Group level, there should be some protocol for after action reports to be brought formally to the SRB.

Mines states the Tom Johnson has been working to get after action reports from large scale events. She also states that if there is specific information the group might want, ECN could put together a template and the RICs could help to gather information.

Mund states that Sartell had an eight-day fire event and they were able to deploy central region cache radios plant personnel along with fire. He states that at the last Interoperability Conference they should consider keeping the component that dealt with after action. He recommends developing a process for getting after action reports.

Glaccum states that the format may already exist.

Juth states that Tom Johnson and the RICs should organize the information obtained from not only after action reports, but also from planned exercises.

Tony Bennett states that the after action reports and success stories need to get the attention of the lawmakers.

Tom Johnson states that ECN's Biennial Report provides highlights from the previous two years. Each year there are more to select from.

Chair asks if directing the user groups to have this as an agenda item, would enable the ECN staff to mine the data.

Johnson states that he believes that is what is happening currently.

Chair is concerned that the bigger stories, like the bridge collapse or the Republican National Convention, would be of less concern to outstate agencies than stories closer to home for them. He remarks further that reports of challenges with the System also be reported in addition to the successes.

Johnson agrees and states that the list of events he is currently looking at include everything from a lost special needs child in Wisconsin to a presidential visit.

Glaccum states that he would encourage the RICs to also mine data and also would like to see uniformity in an after action report.

Chair states that he believes this is all being housed under ECN. He also states that putting this information together into a document to share with the legislators would be a sound idea.

Mines states that ECN does this in the annual report and that ECN is also putting together a one-page performance highlights document. Mines states that the focus for both of these is success stories. She states that ECN will work on a template.

Mund states that he wants to recognize Stearns County Dispatch Center for handling hundreds of phone calls and coordinating mutual aid requests. He praises the dispatch center's staff for their good work.

Old Business

None.

New Business

Chair Presents Rick Juth with his Communications Unit Leader Certificate.

Other Business

- **Committee Quorum issues (Mines)**

Due to an issue meeting quorum on the Interoperability Committee, Mines met with Joe Glaccum and put together the following language:

The membership of the SRB and any standing committees shall maintain an attendance record of either the designee or the alternate of 75% of all official meetings across a 12 month rolling calendar.

If a member fails to meet the attendance requirement, the Chair of the committee shall notify the member's organization in writing of the attendance record and request a replacement designee.

At the discretion of the Chair of the committee, the member's appointment may be omitted in determining the presence of a quorum until the attendance record is in compliance as outlined in the article.

A member that is not in compliance of the attendance requirement will not be able to vote on any action items until the attendance record is in compliance as outlined in the article.

Jim McMahon states that at the last SRB, Chair Gerlicher had stated that she would look at consolidating the federal agency representation to one seat.

Bennett states that changing quorum wouldn’t be a good idea. Asks if there is an alternate for each seat.

Glaccum states that there is a primary member and an alternate. He also states that he has looked through Robert’s Rules of Order and feels that the language he and Director Mines have put together meets the criteria. Glaccum also states that he does not believe changing the quorum number would meet Robert’s Rules of Order.

Chair asks if the language will be brought to the Steering Committee.

Glaccum replies that it will.

Juth adds that the federal representation was consolidated to one seat with a named primary and alternate member. That seat was represented at the last Interoperability Committee meeting.

Announcements

Adjournment

Chair Dunaski adjourns the meeting at 1:49 p.m.

Recorded by Wendy Surprise

<END>

Statewide Radio Board
Meeting Minutes
August 23, 2012

Attendance

Members:

Present	**Member/Alternate**	**Representing**
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
X	Tarek Tomes/Mark Nelson	OET
	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/John Mock	MSP
	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/ Vacant	League of MN Cities, Metro
X	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
	Tony Bennett/Jim Ische	Assoc. of MN Counties, Metro
X	Jim McMahon/Ron Antony	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer/Jeffrey Schlumpberger	MSA, Metro
X	Dan Hartog/Scott Turner	MSA, Greater MN
X	Gayle Degler/Jim Ische	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
X	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

**Members attending are marked with yellow highlight.*

Also in attendance:

Jackie Mines, DECN
Cathy Anderson, DECN
Brandon Abley, DECN
Tom Johnson, DECN
Mike Fink, Motorola
Mike Martin, FBI
Rick Juth, State Patrol

Meeting Minutes

Call to Order

Chair Dunaski calls the meeting to order at 12:35 p.m. A quorum is observed.

Approval of Agenda

Bill Mund makes a motion to amend the agenda. Under New Business would like to add a discussion about Motorola's SMA/SUAII and also about long term infrastructure/lifecycle.

Joe Glaccum motions to approve the agenda as amended.
Jim McMahon seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Brad Hanson motions to approve.
Brad Hanson motions to approve the previous meeting's minutes *as amended*.
Bill Mund
Cari Gerlicher seconds.
The motion carries.

Operations and Technical Committee (OTC) Report (Joe Glaccum)

1. Central MN Region Regional Logger Request ACTION ITEM

Joe Glaccum presents the item as written.

No discussion.

Mund makes a motion to approve.
Jim McMahon Seconds.
Motion Carries.

2. Sanford Air Ambulance Request for Approval of Limited Participation Plan ACTION ITEM

Joe Glaccum presents the item as written.

No discussion.

Ulie Seal makes a motion to approve.
Cari Gerlicher Seconds.
Motion Carries.

3. Fillmore County Request for Participation Plan Change ACTION ITEM

Glaccum presents the item a written.

No discussion.

Tom Kaase makes a motion to approve.
Seal Seconds.
Motion Carries.

4. Minnesota State University Request for Participation Plan Approval ACTION ITEM

Glaccum presents the request as written. Their letter states that their intent is to initially bring on staff that interfaces with public safety. However, they intend to expand the request to all departments.

Jim McMahon makes a motion to approve

Mund asks about capacity and setting a precedent of expanding beyond security to staff at state college campuses.

Glaccum states that there is concern with that. There may not be an issue at this time with this particular campus. Historically, Board has not approved expanding to maintenance staff, etc. just for convenience of use. Because MSU is a state agency, they believe they are eligible to put all of their departments on the system. Asks if the will of the board be to accept request as it is now, but with regarding to expanding to other staff, consider that in the future. States that it would be a good idea to get a legal opinion with regard to limiting *who* can be on the system.

Seal echoes Mund's concerns and states the need to be cautious about setting a precedent.

Mund asks whether the SRB has the ability to dictate whether a state agency can or cannot be allowed on the system.

Chair states that he also has concerns and does not know what the scope of the SRB's authority is with regard to limiting state agency use. States that the issue is very complex. Asks Board if they should modify the item and approve request for migration for public safety personnel at MSU to migrate and put further migration on hold until such time there is legal clarification.

Mund states that he has no issue having public safety personnel on campus use.

Glaccum states that he recommends amending the motion on the floor to approve MSU's to request to allow their security department on immediately and ask staff to get a legal opinion and bring the rest of the plan back in the future.

Kaase states that he would second that motion.

Chair takes a vote on the amended motion. Committee votes in favor of the amendment.

Chair asks for a motion to accept amendment.

Gerlicher motions to approve the amended motion.

Seal seconds.

McMahon asks Board what is the difference between one agency being on the system and not another. Asks where the Board should draw the line.

Seal states that the difference is whether an agency has a public safety function related to them. States that MSU's Fleet Map includes event staff, housekeeping staff, etc. and that there is a difference between public works in most municipalities and the staff MSU is proposing to put on the system.

McMahon states that he is not advocating one way or another and that he just wants to play fair.

Chair states that McMahon's question is valid and adds that it is important for the Board to take a pause and get a legal opinion.

Gerlicher states that the Department of Corrections, a large state agency, utilize a campus system for some of the talkgroups knowing they would not be appropriate for main public safety law enforcement connections. She adds that perhaps that would be an option for MSU or other entities.

Glaccum states that it appears to him from reading the plan and given what was presented, that MSU had not looked at other options. Adds that while for DOC, given its size, loading would have been an issue. For a smaller entity like MSU, loading would not have been an issue. States that he would agree that Gerlicher's DOC solution could be put on the table, but that it's important to get their public safety people on the system now.

Chair asks if there is any further discussion.

No further discussion.

Motion Carries.

5. South Central RRB Request for Regional Logging — ACTION ITEM

Glaccum presents the request as written.

No discussion.

Mund makes a motion to approve.
Bill Droste Seconds.
Motion Carries.

6. Todd County Request for Microwave T1 — ACTION ITEM

Glaccum presents the request as written. Reminds the Board that if there is excess capacity to be used on the system, it comes before the Board for approval. Requesting entities understand the "what if scenario" if the capacity is needed in the future. Adds that he does not anticipate that need at this time and Operations & Technical Committee is recommending approval.

Seal makes a motion to approve.
Mund Seconds.

Motion Carries.

Finance Committee Report (Mund)

1. Status Board 2 Request for Funding ACTION ITEM

Mund introduces the item stating that it is a request from ECN for $200,000 for development of Status Board 2.

Mund asks if ECN would like to speak about this request.

Abley gives a background of the Status Board Project. This will be a new version of the Status Board application now in use. The initial bids were much higher than anticipated. A second RFP went out for development only and a contract should be signed soon.

The application will be available through the public internet. Any PSAP or responder from any location with internet access will be able to access the application. Currently, only about half the PSAPs in the state don't really have a good way to access the current application. The new version will have calendar scheduling.

Mund states that the Finance Committee discussed and approved this request.

Seal makes a motion to approve the request.
Glaccum seconds.
Motion Carries.

Chair states that he appreciates that idea.

Interoperability Committee (IOC) Report (Gerlicher)

Gerlicher states that the IOC did not meet in August and that she has no update.

Legislative and Government Affairs Committee Report (Kaase)

Kaase states that the Legislative Committee did not meet in August and he has no update.

Steering Committee Report (Ische)

In the absence of Committee Chair Ische, Mines reports that the Steering Committee did have an August meeting and discussed the Statewide Radio Board Bylaws changes and at present have nothing to bring forward to the Board for action.

IPAWS Committee (Seal)

Seal give an update of the committee stating that they are working on their work plans and the current EAS Plan. Seal states that he hopes to have some product to bring to the Board in the future.

Chair asks about the membership of the committee stating that it has some non-traditional members that need to be at the table. Chair asks Seal if he is getting good participation.

Seal states that they have a representative from the Minnesota Broadcasters, Xcel Energy, DPS Communications, etc. There are also representatives from PSAPs and progress is being made.

Chair asks Seal if there is anything happening at the Federal level.

Seal reports that the CMAS (cell phone alert) effort is still proceeding and still working on testing alert systems to the states.

Chair asks if there is a federal mandate to be prepared by a certain date.

Seal states that he is not aware of a federal mandate.

Interoperable Data Committee (Cunningham)

Cunningham states that the group did not meet in August and that he has no update.

Reports:

ARMER Project Status Report (MnDOT/Thakur)

Mukhtar Thakur reports that progress is continuing. The ARMER Backbone is at 81% on-the-air and that a number of sites have come on this month including:

- Lake One (Lake County)
- Sebeka (Wadena County)
- Holt (Marshall County)
- Lake Benton (Lincoln County)
- Canby (Yellow Medicine County)
- Ivanhoe (Lincoln County)
- Comstock (Wilkin County)

Land acquisition has been completed at:

- Plummer (Red Lake County)
- Leroy (Mower County)

Thakur states that the construction budget is running on schedule with no cause for concern.

The total number of sites completed and on-the-air is 265. About 30 sites are currently under construction and hope to have them completed by Spring 2013 depending upon winter weather conditions. The remaining 25 sites that are rite-of-way challenge sites are moving forward at a glacial pace.

ECN Update (Mines)

Director Mines reports that First Net's first members were announced and they include 4 members from Public Safety, 7 members from Industry, 1 retired Mayor, and 1 former CIO. In addition, there are standing members from the US Secretary of Homeland Security, US Attorney General and US Director of Management and Budget.

Beginning work on Phase 2 of our broadband plan “Plan the Plan.” Waseca County and Leech Lake Nation have been selected for pilot test drives for planning data. There will be an orientation with Waseca County on the 23rd. This Phase 2 project will proceed with careful regard to NTIA guidance regarding data collection for broadband, which has yet to be developed.

We have completed and distributed a training manual for STR trailers with support from the Bloomington Police Department. This closes out the remaining major deliverable from the original project. Tom Johnson hosted a COMT Training Course August 6 to 10 and had 13 students who completed the course.

Data Gathering for change management proposals has been completed and a report will be completed for review by next month’s meeting.

Mines thanks Rick Juth from the State Patrol who helped with the migration to the Next Generation 911 system. Edina, Dakota County, Eden Prairie, Mower County and Freeborn County are slated to migrate in September. Hennepin County is scheduled for October 3rd.

ECN has received the Annual SCIP Implementation Report from the Federal Office of Emergency Communications. A response to that report will be completed by the end of October.

ECN is also working on Biennial Report to Legislature that is due in December.

Regional Interoperability Coordinator (RIC) Report (John Tonding)

John Tonding updates the Board on the Metro and Central regions and gives a migration status of the counties.

Progress has been made on reducing radio system usage by Metro Mobility (MM). Reductions were seen when radio reprogramming was completed, and additional reductions were seen after user training. MM has retained an engineering consulting firm to evaluate alternatives and to help MM achieve reductions. One very encouraging step is a commitment from MM to install and utilize a data and mapping solution in the future, which will help greatly with anticipated increases in patient transports and resulting increases in communication needs.

The Metro TOC has set near term and longer term usage targets for MM, and they will continue to work with them to make sure the targets are getting met.

The Metro anticipates forming a working group to look at CCGW (Conventional Channel Gateway) port usage, with an eye toward developing standards to manage the resource before they become too scarce.

On June 26, the Metro became the first state region completely migrated to ARMER with the cutover of Chisago Co.

Central Region:

CCGWs are also a hot topic in the Central. The Owners and Operators are working on a standard that will hopefully be the template for a state standard on this. The Central was the first state region to have problems with CCGW port scarcity. The dilemma is assigning priorities to different uses when they seem to have similar levels of importance, i.e. a port used for logging less important than one used for site trunking? Ultimately, what the region seems to be leaning toward is a standard where the local Users Committees would be empowered to evaluate and determine, on a continual basis, how the region's CCGW resources are used (assuming that system needs and basic infrastructure would take precedence).

The Central was recently approached by Alex Vo-Tech with a request to use the regions STR cache radios for LE training at the school. Although the region works closely with the tech college and wants to support their efforts, the usage was deemed to be contrary to the primary purpose of the radios. They will not be permitted for use as originally requested; however, they can be checked out for ARMER specific training on an as needed basis.

The region is working on getting radio equipment in place in the Grand Forks NWS forecast office, even though only 5 counties in the region are warned from there. Regional funds were allocated for radios for Grand Forks NWS, and the radios will be purchased and put in place once the E Grand Forks radio site is on the air to provide coverage. In the meantime, the region is considering loaning a mobile radio with a power supply to get them on the air as soon as possible.

ARMER migration status for the region -

Of the 20 jurisdictions (19 counties, 1 city) in the region, 13 are on ARMER and 7 more are making steady progress .

Todd County and Wadena County are in that "gray area" between being on ARMER and still in transition - the Sebeka site in Wadena Co recently went on the air, allowing them to finalize their work. Wadena believes that by Sept 1, they could be checked off as "on ARMER", but for the most part, they are using it for day to day operations today. Todd County is well into their migration, and is running into some coverage issues in the Staples area. They are considering a Channelized BDA, similar to the one Murray Co has installed, but they understand the issues with this. Anything they move forward with would be reviewed by a certified engineer, and brought through the OTC for review and approval.

Traverse Co, likewise, is mostly on ARMER. PSAP and LE is using ARMER now, with Fire and EMS to transition in the next 10 days. PW will be later this fall. Once Fire and EMS are on, they can be considered on the system.

Wilkin is just behind the above three - Radio programming is in progress, and end user training is planned for September.

Swift is in the same category - Law is on now, Fire about Sept 10. Fire training is being done this week. Once Fire is on, they can be considered on ARMER.

Douglas Co and Mille Lacs Co are a bit more complicated since they will have MCC7500 consoles integrated with ARMER.

Mille Lacs is working on their mobile installs right now, will be complete by the end of the month. The PSAP is using their new consoles, has been for about a month, and the jail is on ARMER. Law will be on in September, Fire a month or so later, and full transition by November 1.

Douglas is building a brand new PSAP, which will be in an entirely remodeled law enforcement center. I got a chance to walk through the construction a week or so ago, very impressive facility, and should be an excellent PSAP site. The PSAP will not be ready until Nov 1, so that is what they are using for their migration date, but they will have a lot of radio training done and a lot of radios in end users hands well before that. Coverage is good and the users are excited about moving to the system. They will do another round of training for users before the final cutover.

Old Business

None.

New Business

- Motorola SMA/SUAII

Chief Mund reminds members that the Board had previously voted to approve a System Maintenance Agreement for 2013 rather than the System Upgrade Agreement. Mund states that MnDOT and ECN approached Motorola with the decision and Motorola has put together another contract offer based upon Motorola's desire to have the SUAII reconsidered. Mund directs members to look at the information provided. States that one of the common complaints heard from users is that they need information ahead of time to be considered in their budget. Mund expects this to come back before the Board in September or October.

MnDOT and ECN will be visiting regions to explain what the upgrade entails and what it means and to solicit feedback from the regions.

Thinks that as a Board this needs to decide whether we want to keep the System current or whether we want to pick and choose upgrades as we see fit. States that in 6 or 7 years, instead of being a million dollar upgrade, it might be a 25 million dollar upgrade.

Mund states that he would like to start a discussion regarding lifecycle planning Start thinking about how we are going to pay for system upgrades and equipment upgrades in the future. He volunteers to lead a task force to begin looking at how we are going to pay for upgrades and new equipment. States that he thinks a task force should have good representation of elected officials. Asks for feedback.

Mark Racquet states that the system upgrades have caught his department off guard. He is in favor of having a plan and getting out to talk to people about planning and lifecycles of equipment.

McMahon states that there is a need for the discussion.

Chair states that some counties and agencies have the resources and some do not. Says further that a talk force should have representation from legislative branch and perhaps the executive branch.

Droste states that different people will be sitting in decision-making positions every 5 to 10 years and addressing the issues starts over. States he is in favor of long-term planning and believes it will mitigate a lot of potential issues.

Chair asks Mund to set the framework for a task force to bring forward for next month.

Mund agrees to do so.

Other Business

Chair thanks Jackie Mines for her work on the PSAP consolidation in Roseville. He asks Major Mock to give a brief history of the PSAP consolidation.

Mock states that on the 12th of September, St. Cloud's dispatch duties on the same day Thief River Falls dispatch hours will go to 16 hours a day Monday through Friday. Overnight and weekend hours will be switched to Roseville as well. On September 18th Brainerd and Detroit Lakes will also have their overnight and weekend hours transferred to Roseville. On October 10th, Thief River Falls will transfer completely to Roseville.

Mankato was transitioned a while ago and Marshall will transfer in the coming months to Rochester.

Major Mock thanks Rick Juth and Jackie Mines for all of their hard work.

Announcements

Adjournment

Chair Dunaski adjourns the meeting at 1:40 p.m.

Recorded by Wendy Surprise

<END>

Statewide Radio Board
Meeting Minutes
September 27, 2012

Attendance

Members:

Present	**Member/Alternate**	**Representing**
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
X	Tarek Tomes/Mark Nelson	OET
X	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/John Mock	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/ Vacant	League of MN Cities, Metro
	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
X	Tony Bennett/Jim Ische	Assoc. of MN Counties, Metro
	Jim McMahon/Ron Antony	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
	Dan Hartog/Scott Turner	MSA, Greater MN
X	Gayle Degler/Jim Ische	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
X	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
	Ron Antony/Tom Kaase	RRBs

**Members attending are marked with yellow highlight.*

Also in attendance:

Jackie Mines, DECN
Cathy Anderson, DECN
Brandon Abley, DECN
Tom Johnson, DECN
Jill Rohret, MESB
Mike Fink, Motorola

Victor Wanchena, DOC
Micah Myers
Wendy Surprise, DECN
Shari Schmitz, Motorola
Chris Lentz, Motorola

Meeting Minutes

Chair states that the Agenda is missing the **Call to Order** and the **Approval of Agenda** and **Approval of Previous Meetings Minutes**.

Call to Order

Chair Dunaski calls the meeting to order at 12:35 p.m. A quorum is observed.

Approval of Agenda

Thomas Humphrey motions to approve the agenda.
Ulie Seal seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Bill Mund motions to approve the previous meeting's minutes.
Humphrey seconds.
Motion carries.

Operations and Technical Committee (OTC) Report (Joe Glaccum)

1. ARMER Equipment Testing Results. ACTION ITEM

Glaccum gives an overview of the four equipment items tested and recommended for approval.

Relm (BK) KNG-P800 portable
EF Johnson Viking VP600 portable
Motorola APX-4000 portable
Harris Unity XG-100M multi-band Mobile.

Mund makes a motion to approve.
Humphrey Seconds.
Motion Carries.

2. MCMT ARMER Full Participation Plan Modification ACTION ITEM

Glaccum introduces participation plan for the Mayo Clinic Medical Transport. States that the modifications initially concerned MnDOT because of the load it would put on the system. They worked with MnDOT and The OTC approved the Plan at the last meeting. They will have 11 consoles and 7 CCGWs.

Humphrey makes a motion to approve.
Jim Ische Seconds.
Motion Carries

Finance Committee Report (Mund)

No Report

Interoperability Committee (IOC) Report (Gerlicher)

Gerlicher introduces the Cross Spectrum Plan and asks Tom Johnson to give a brief overview.

1. Final Approval Minnesota Public Safety Mobile Radio Cross Spectrum Interoperability Operations Plan and Training
    a. Operations Plan ACTION ITEM
    b. Operations Training Plan ACTION ITEM
    c. Operations Training Manual ACTION ITEM
    d. Train the Trainer Power Point ACTION ITEM

Johnson gives a short overview and history of the plan which was reviewed and is now recommended by the Interoperability Committee. Two trainings have also been conducted (Mankato and St. Cloud) with this Training Plan and after the trainings the Plan was "tweaked". IOC wanted to make certain it is understood that the Plan is for Greater MN but will work seamlessly with the Metro areas. Also, fixed stations on transmit and receive tones which were not listed in the plan will be added shortly and the Plan be updated in the VHF Frequency Plan and the Operations Plan. Johnson believes that all issues that were brought up at the IOC have been addressed.

Chair asks if there are any questions.

Mund asks if items a through d could be voted on together.

Gerlicher states that though they were voted on separately at the IOC but she is not sure that is necessary now.

Mund makes a motion to approve a though d.
Glaccum Seconds
Motion carries.

2. Draft Standards

Gerlicher explains that these standards were approved individually at the IOC. Asks if Johnson would like to comment.

Johnson states that there are existing standards, 1.1.1, 1.1.2 and 3.5.0. These are being reviewed by the Interoperability Workgroup and compared against these three standards.

Johnson recommends passing these three standards (3.16.3, 3.16.4 and 3.16.5) and sunset 1.1.1, 1.1.2 and 3.5.0 after the first of the year. Both sets of standards are necessary while wide and narrow band are both being used.

Glaccum asks if there are any contradictions.

Johnson states that he is not aware of any, but assures board that they are being reviewed.

Chair asks what the process is for "sunsetting" standards.

Johnson states that they would come back before the Statewide Radio Board and request the standards be sunsetted.

Chair asks if they should be voted on together. He adds that they should probably be acted on individually.

Gerlicher states that they can be voted on separately pretty quickly.

a. 3.16.3 Cross Spectrum Interoperability System 800 MHz National Mutual Aid Resources ACTION ITEM

   Mund makes a motion to approve.
   Gerlicher seconds.
   Motion carries.

b. 3.16.4 Cross Spectrum Interoperability System VLAW31 Resources ACTION ITEM

   Gerlicher motions to approve.
   Ische seconds.
   Motion carries.

c. 3.16.5 Cross Spectrum Interoperability System VHF Variable Frequency Standard ACTION ITEM

   Glaccum motions to approve.
   Bill Droste seconds.
   Motion carries.

3. Proposed changes to the State Communications Interoperability Plan–SCIP- ACTION ITEM

Gerlicher states that the majority of the changes are adding language to enable us to deal with the National Public Safety Broadband Network. There were also some grammatical changes made as well.

Abley adds that there was a workshop about six months ago and suggested changes the SCIP plan were discussed. Goal Number 4 has been updated and also a list of benchmarks have been added to page 28.

Gerlicher recommends accepting the changes to the SCIP plan.

Mund moves to approve.
Mike Risvold seconds.
Motion carries.

4. MN Duty Officer Talkgroup MNDO Standard 3.28.2 ACTION ITEM

Gerlicher states that this talkgroup would be added to reach the Minnesota Duty Officer in a state of emergency.

Gerlicher further states that the preferred method of contact for the Duty Officer is landline or cell phone.

Humphrey moves to approve.
Ulie Seal seconds.

Glaccum states that he has no objection to the standard but does ask that changes like this need to be disseminated across the state.

Motion carries

Legislative and Government Affairs Committee Report (Kaase)

Jackie Mines states there was no meeting and there is no report.

Steering Committee Report (Ische)

Ische asks Glaccum to give an overview of the Bylaws language that the committee put together at the last meeting.

Glaccum states that main changes to the Bylaws are under Attendance and Membership.

Chair states that he is aware that the Steering Committee has put a lot of work into the SRB's Bylaws. He encourages Board members to thoroughly read them.

Chair asks for a motion.

Humphrey moves to approve.
Gerlicher seconds.

Mund asks about membership and the chair position. He states that the Finance Committee does not have a seat for Fire Chiefs (his role) and he is the Chair of that Committee.

Glaccum states that it is likely an omission.

Mines clarifies that the language states that the membership listed is a minimum.

Seal states that his committee does not yet meet minimum representation.

Tony Bennett reads Article VIII:

"ARTICLE VIII: Amendment of Bylaws
These Bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members present representing a quorum, after a 10-day notice to Board members setting forth in detail the contents of the proposed amendment(s)."

A Roll Call is taken:

Seal	AYE
Risvold	AYE

Mund	AYE
Bennett	AYE
Bayer	AYE
Humphrey	AYE
Glaccum	AYE
Ische	AYE
Droste	AYE
Gerlicher	AYE
Lee	AYE
Mock	AYE
Smith	AYE
Nelson	AYE

IPAWS Committee (Seal)

Seal states that the Committee is continuing to work on the Work Plan. There was a move at the federal level that passed the House to write IPAWS into federal law.

Chair asks what has been the challenge with regard to recruiting members for the committee.

Seal states that John Dooley has done an excellent job trying to recruit people, but that it may be easier now with summer being over.

Interoperable Data Committee (IDC) (Cunningham)

Cunningham reports that there was no meeting this past month. He states that a memo was sent out to IDC membership with an update.

Abley states that First net met yesterday for the first time and more or less passed the Bylaws.

Risvold states that at the AMEM Conference, Senator Klobuchar discussed Public Safety Broadband and did state that it is a federal priority.

Chair states that he agrees with Risvold and Senator Klobuchar was very strong in her support of it. Chair further states that she would be helpful in championing Minnesota as an example of how to roll out the program.

Johnson states that he was told in a conference call with the Feds that because of the work Brandon has done so far, Minnesota is so far out ahead of other states and the training the Feds are offering has already been covered in Minnesota. Johnson further states that they talked about asking Minnesota to stand up as a best practice for other states.

Reports:

ARMER Project Status Report (MnDOT/Lee)

Lee reports that MnDOT is up to 84% of Sites-on-air. 272 of 324 sites. Since the last meeting, the Felton site in Clay County went on the air, the Beaver Creek site and the Hardwick site in Rock County, the Sherburne and Fairmount sites in Martin County and the Waterville site in LeSueur County.

27 sites are currently under construction. 29 sites are still being worked on to acquire the land. Lee states they are still looking for land for some sites that are on-air that are on temporary sites.

Working with St. Louis County and a couple others to get some temporary sites up.

Lee also reminds Board that narrowbanding of state resources begins October 1st.

ECN Update (Mines)

Mines reports that she and Tim Lee have attended all regional meetings to explain SMA and SUA and the new Motorola proposals.

Contract for Status Board has been signed. Project will begin soon.

Brandon Abley has met with each region on the change management proposals. Most regions referred these to their Users Groups.

Conference Planning has begun and the committee will meet again next month.

3 PSAPs, Mower County, Freeborn County, and Eden Prairie, have gone onto the NextGen Network bringing the number up to 8.

Regional Interoperability Coordinator (RIC) Report (Steve Borchardt)

Southeast Region

Migration Schedule Status:
Since the May 2012 report, every county has migrated fully except Rice, Fillmore and Mower.

Rice has a projected migration date of November at this time.
Fillmore has a projected migration date for law enforcement only of October. Fire and EMS agencies will narrow-band their equipment and remain using their VHF legacy local systems into 2013. Fillmore has re-applied for 2012 AFG grant. If they are successful in obtaining this grant, anticipate fire and EMS agencies migrating in the first half of 2013.
Mower is in the process of narrow-banding VHF equipment and will retain their VHF legacy system for several years. However, they have recently made significant moves that will facilitate their eventual full migration to ARMER:

- purchased ARMER subscriber units for all agencies in the county.
- built a full talk group plan.
- September 11th, 2012, the county commission passed a resolution committing to migrate to ARMER and directing the sheriff to seek and identify grant funds that will help they accomplish the migration.
- September 11th, the commission passed a resolution to hire SEH, Inc. to produce a full participation plan for the county.
- September 25th, 2012 the Sheriff Amazi will seek county commission approval to purchase and install three Motorola MCC7500 consoles and integrate both their VHF and ARMER radios into the consoles.

Other Updates:

- **Training**: All required training is being accomplished. There has been no demand for additional Train the Trainer programs for southeast counties.
- **Inter-state interoperability:** Each county has developed their interstate interop talk group and protocol plan with their neighboring IA and WI counties.
- **Regional Audio-logging:** The concept of regional logging did not take hold in the SE region as it has in the South Central and the Southwest regions so there currently is no plan in place for a region-wide or even partial regional collaborative logging solution. However, several groups of counties are discussing potential collaborations. No firm plans have developed at this time.
- **Committee Activity:**
    - The SE RRB continues to meet semi-monthly with good attendance and participation.
    - The SE RAC has reduced their meeting frequency to every other month.
    - The SE Users / Owners & Operators combined committees continues to meet monthly. Attendance has been moderate; however, there have been some robust discussion regarding various protocol issues, such as use of encryption, so this group is functioning as anticipated it should when the governance plan was envisioned. They are making good use of IATV to facilitate meeting attendance.

South Central Region

Migration Schedule Status:

The following counties have fully migrated at this time:

- Watonwan
- Blue Earth
- Faribault

The remaining counties will migrated to ARMER by December 31st and their status is as follows:

- Martin County:
    - Martin County has re-applied for a 2012 AFG grant.
    - Sheriff Marquardt reports that they have been told November by their vendor.
    - Awaiting information regarding narrow-banding VHF frequencies that will remain is service.

- Brown County:
    - Not yet migrated and no target date in place at this time.
    - They expect all disciplines will migrate at the same time and that it will occur before the end of the year.
- Nicollet County:
    - PSAP should be migrating this week or next.
    - All FDs are getting equipment installed at present.
    - North Mankato PD is operating on ARMER as is Nicollet Sheriff's Office but with only two TGs in service until console(s) installation is complete.
- McLeod County:
    - County and City of Hutchinson intend to migrate November 1st; very recently pushed back from previous target of mid-October.
    - Schools will remain VHF internally but will each have an ARMER portable.
    - Public Works will also remain VHF.
    - All VHF agencies have been advised that they are responsible to making their own narrow-banding plans and arrangements. Target date for completion of this activity is end of November.
- LeSueur County: November
- Sibley County: December
- Waseca County will not migrate to ARMER. However:

  - They are installing MCC7500 consoles over the next two weeks; currently awaiting a tower crew to mount the micro-wave equipment.
  - They have built a full talk group plan and ARMER TGs; local, regional and state will be present in the consoles along with their VHF frequencies enabling console patching as necessary for Interop with neighboring counties.

Other Updates:

- **Training:**
  - **Train the Trainer** sessions are complete with no further sessions being scheduled at this time.
  - **Dispatcher training** is being completed with no apparent hiccups.
- **Talk Group organization and use protocols** is essentially complete in every county.
- **Standards development:** The region is continuing work on the STR cache radios and COW mobile tower standards, and others...
- **Inter-state interoperability**: Each border county has established their interstate interop talk group and protocols and plans with their neighboring IA county.
- **EMS/Hospital planning:** All hospitals in the region have their talk groups created and equipment is in the process of installation.

Southwest Region

Migration:

The following counties have migrated to ARMER:

- Murray,
- Lac Qui Parle
- Cottonwood
- Nobles

All remaining counties in the region intend to migrate to ARMER before December 31, 2012 but for a couple counties it may get very close to the deadline.

- Pipestone:
  - Portables have been delivered
  - Mobiles are being installed
  - Narrow-banding target date of Oct. 1 for completion
  - Originally had a mid-November migration target date for all disciplines but now sheriff states he has no idea when they will get migrated
- Jackson:
  - Consoles not yet installed.
  - Enhancement site in Jackson is up and running
  - Nov 1 migration target date
  - Working on narrow-banding
- Rock:
  - Hoping to fully migrate on Oct 1st to the ARMER system,
  - The noteworthy change is that they have decided to migrate everyone to ARMER, municipal Fire Departments and all. This is a change from their previous plan for an ARMER/VHF hybrid concept that they had intended to employ for two – four year
  - They currently intend to connect their dispatch consoles via control stations
- Chippewa:

  - Target date for both migration and narrow-banding of any remaining VHF frequencies has been moved from October 1 to the end of October
- Yellow Medicine:
  - Have experienced some delays in equipment installation with Motorola.
  - However, the sheriff has been assured by Motorola that they will be operational on ARMER before the January 1st, 2013 narrow-banding deadline.
  - Current projected migration date is sometime in December
- Lincoln:
  - Currently working with Alpha to start utilizing ARMER via a control station for our highway department and possibly some fire departments. This will help lessen the burden on installation as we have many installs to complete
  - The majority will migrate all at the same time
    - Awaiting console connectivity and installation
    - Anticipating an October migration date
- Lyon:
  - Their original project migration date was this past June
  - They have experienced numerous equipment delivery, installation and programming delays
    - Sheriff Mather reports that recent conversations he has had with Motorola indicate they should be able to fully migrate in the next few weeks and he is satisfied that Motorola is doing everything they can to get Lyon County on the system as soon as possible

Other Updates:

- **Training:** All training is being accomplished and there is no demand for additional Train the Trainer courses
- **Talk Group Plans** are essentially complete in every county.
- **Standards development**: The SW continues work on Standards governing STR cache radios and COW mobile tower
- **Inter-state interoperability**
  - Plans have been developed between ARMER and the South Dakota State Radio System
  - Control stations are being installed in all SD counties at this time
  - Plans between individual MN counties and their SD neighbor either have been or are in the process of being finalized
  - MN counties that border Iowa have established their interop plans with their Iowa neighboring county
- **EMS/Hospital planning:** Hospital and EMS TG development and training is underway in the SW.

Old Business

Chair reminds Board that at the previous meeting, there was an action item for Mankato State. Chair states that it was his recollection that at the end of the conversation, he would go and get counsel’s opinion with regard to having authority to grant or not grant permission to a state agency to join the ARMER system.

Chair states that Mines followed up with Joe Newton, Counsel for DPS, who stated that the SRB does have the authority to determine who can and cannot participate in the ARMER system. Chair goes on to read the email from Joe Newton.

Lee states that when the original system was put in place and the partnership started in the late 90s, there were a number of consensus statements that were put together and brought before the planning committees that originally planned the original metro system. It was also discussed that the Part 90 definition states that public safety means all governmental agencies.

Mines asks for clarification from Lee about Public Safety and governmental agencies using the system outside of emergency communications.

Lee says that in the Part 90 rules, state parks are included (DNR, Forestry) and all governmental entities are eligible.

Chair states that he will bring this up with Joe Newton and report back to the Board.

New Business

- Grants workgroup discussion.

Gerlicher says that workgroup was under the IOC. She asks if that is appropriate or whether it should be under Finance.

Mines comments that Grants Workgroup has not recently met because there are no new grants. ECN has been busy closing old grants. There were some leftover PSIC dollars that went to ECN to purchase 200 radios.

Mines explains that grants generally go through OTC, then IOC, Finance and finally the SRB. The Grants Workgroup is made up of one person from each region and one HSEM representative (because most grants have come out of HSEM). Some grants have come directly from ECN. Those grants have not gone through the Grants Workgroup but have gone straight to the Finance Committee for review. The two grants that are available today are the radios and a $950,000 for the 2012 SHSP.

Chair asks Chief Mund if he thinks the committee is where it should be.

Mund states that out of necessity it ended up at the IOC due to its diverse membership and also that many of the grants were for interoperability purposes.

Glaccum states that he believes that each committee has its purview. Agrees with the membership makeup of the Grants Workgroup. He further states that while many, if not most, grants pertain to interoperability, there may be some that have to do with infrastructure, he believes that possibility Finance is a better fit than the IOC. Finance can deal with any grant and ensure that it is disbursement is equitable and fair.

Gerlicher is fine with the Grants committee reporting to her committee or any committee.

Mines states that ECN is fine with it either way, but emphasizes that the Workgroup should be made up of members from the User level.

Mund moves to have the Executive Committee look into this issue and bring back more information and possible recommendations.
Gerlicher seconds.

Motion carries.

Other Business

- After Action Report (Abley)

Chair states that the survey put together by Brandon Abley will allow ECN to get some valuable feedback.

Announcements

Mund reminds committee that fallen firefighter memorial will take place this coming Sunday.

Adjournment

Chair Dunaski adjourns the meeting at 1:47 p.m.

Recorded by Wendy Surprise

<END>

Statewide Radio Board
Meeting Minutes
October 25, 2012

Attendance

Members:

Present	Member/Alternate	Representing
x	Mark Dunaski (Chair)/Jackie Mines	DPS
x	Mukhtar Thakur/Tim Lee	Mn/DOT
x	Tarek Tomes/Mark Nelson	OET
x	Rodmen Smith/Dan Kuntz	DNR
x	Kevin Daly/John Mock	MSP
x	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
x	Bill Droste/ Vacant	League of MN Cities, Metro
x	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
x	Tony Bennett/Jim Ische	Assoc. of MN Counties, Metro
x	Jim McMahon/Ron Antony	Assoc. of MN Counties, Greater MN
x	Rich Stanek/Jim Bayer	MSA, Metro
x	Dan Hartog/Scott Turner	MSA, Greater MN
	Gayle Degler/Jim Ische	MESB
x	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
x	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
x	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
x	Bill Mund/T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
x	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
x	Ron Antony/Tom Kaase	RRBs

**Members attending are marked with yellow highlight.*

Also in attendance:
Jackie Mines, DECN
Brandon Abley, DECN
Tom Johnson, DECN
Jill Rohret, MESB
Mike Fink, Motorola
Wendy Surprise, DECN

Meeting Minutes
Call to Order

Chair Dunaski calls the meeting to order at 12:31 p.m. A quorum is observed.

Approval of Agenda

Chair asks for an Approval of the Agenda.

Bill Droste motions to approve the agenda.
Cari Gerlicher seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Ulie Seal motions to approve the previous meeting's minutes.
Bill Mund seconds.
Motion carries.

Operations and Technical Committee (OTC) Report (Joe Glaccum)

1. Rock County Request for Outdoor BDA ACTION ITEM

Glaccum gives an overview of the request as written.

Seal makes a motion to approve.
Gerlicher Seconds.
Motion Carries.

2. Aitkin County Participation Plan Modification ACTION ITEM

Glaccum introduces participation plan changes for Aitkin County as written.

Thomas Humphrey makes a motion to approve.
James Bayer Seconds.
Motion Carries

3. Douglas County Request for Excess Capacity ACTION ITEM

Glaccum gives overview of the request as written.

Seal makes a motion to approve.
Bill Droste Seconds.
Motion Carries

4. Goodhue County Request for Excess Capacity ACTION ITEM

Glaccum presents the request as written.

Humphrey makes a motion to approve.
Gerlicher Seconds.
Motion Carries

5. Subscriber Test Results ACTION ITEM

Glaccum states that the Harris XG 100 portable unit passed and is now being recommended to put on the list of approved equipment.

Humphrey makes a motion to approve.
Bayer Seconds.
Motion Carries

Finance Committee Report (Mund)

1. Motorola SMA/SUAII and Contingency Funding ACTION ITEM

Bill Mund gives an overview of the proposals from Motorola for the Board. He explains that the Board had previously recommended going with the SMA option rather than the Upgrade. At that time Motorola encouraged us to look at the SUA again. Mund states that Mines and Tim Lee traveled to many of the regions getting input and also explaining the options. MESB also discussed this at length and provided a letter with their concerns to the Finance Committee.

Mund explains further that there are two motions to deal with. The Finance Committee discussed at length the upgrade schedule and agreed to recommend to the SRB the three-year SUAII proposal from Motorola if Motorola will agree to push out the 7.15 upgrade to 2016. This seemed to alleviate the majority of the concerns from the regions. All regions agreed that having a well-detailed plan going into the next ten or twelve years as to when upgrades are expected and possible equipment upgrades that may be needed was beneficial.

Mund says further that the State cannot enter into a contract with anyone if they do not have a funding source identified. He states that the plan is for ECN to request reallocation some existing funds to pay the State's share of costs incurred with three-year upgrade. Should the State not find an alternative funding source, the $600K will be covered through the SRB's annual $1M allocation. This will allow MnDOT to actually sign a contract because *a* funding source has been identified.

Mines states that every two years ECN has to go in front of the Legislature and this year have an initiative in the Governor's Office for approval to increase or re-task some of the 911 budget money. This would help pay for the State's portion of the SUA.

Mund asks Jill Rohret if he has accurately covered MESB's concerns. He states that it is his understanding that the regions feel this is a reasonable compromise.

Rohret agrees with Mund.

Ron Antony states that the Southwest Region is satisfied with the agreement. He states that many of the Region's counties aren't up yet and some have purchased Gold Elites and may only get a couple of years of use out of them.

Mund makes a motion to pursue the 3-year SUA Proposal from Motorola if Motorola will agree to push out 7.15 Upgrade to 2016.

Humphrey Seconds.

Chair asks if the Motion is contingent upon a written document.

Mund asks Lee if it would be in the document.

Lee states that MnDOT has already spoken with Motorola who has agreed to push the Upgrade out to 2016.

Chair asks if that is part of the written proposal.

Lee states that it is not part of the proposal but that they have emails documenting the agreement.

Chair states that he wishes to be clear and that the motion is contingent upon that agreement inside of the Motorola proposal.

Garbe states that they would like the counties that currently have tax exemption support the outstate counties to get the same tax exemption. They plan to go to the Legislature. He further says that they see ongoing costs and they would like to see the same benefit as the other counties.

Chair notes Garbe's concerns and asks for further discussion on the Motion.

No further discussion.

Motion Carries.

Mund makes a motion on behalf of the Finance Committee to recommend to the Statewide Radio Board if other funding sources are not found, to fund the 2014 costs for the states, up to $600 thousand, from the Statewide Radio Board allocation.

Jim McMahon Seconds

Mund states that under state regulation, we have to have a funding source. Mines has assured the Finance Committee to their satisfaction that the State is going to do everything they can to find their funding through the reallocation of existing fund and that this is just the backup plan.

Mund goes on and states that if this doesn't work out, the Statewide Radio Board would be down to a balance of $549 thousand for the remainder of 2014 which goes to June of 2015.

Motion Carries.

Interoperability Committee (IOC) Report (Gerlicher)

Gerlicher states that they did not meet in October and that there is no report.

Legislative and Government Affairs Committee Report (Kaase)

Mines, on behalf of Tom Kaase, states there was no meeting and there is no report.

Steering Committee Report (Ische)

Mines, on behalf of James Ische, reports that the Steering Committee did not meet and there is no report.

IPAWS Committee (Seal)

Seal states that the IPAWS Committee is continuing to work on the Work Plan. No new business for the board.

Interoperable Data Committee (IDC) (Cunningham)

John Cunningham reports that the IDC met twice this month via conference call. He states that the committee has been working on a response to the NTIA's Request for Information.

Cunningham also commends Brandon Abley for his work on not only the response to the NTIA but also for his article which was published in Mission Critical.

Mund states that in the past two days he has had two telephone calls from fire chiefs who have been notified by their county sheriffs regarding the narrowbanding deadline. Mund would like to see someone author something for Law Enforcement and Fire journals.

Mines states that if ECN can get a list of fire chiefs and their emails, we can alert them to the website.

Reports:

ARMER Project Status Report (MnDOT/Lee)

Thakur reports that MnDOT is up to 84% of Sites-on-air (272 of 324 sites). Since the last meeting, the Waterville, Fairmount, Sherburne and Trosky are now on-air. There is $49 Million in the available budget which should be sufficient.

25 sites are currently under construction and are expected to be completed in early 2013. The remaining 25 sites are glacially moving along.

Chair asks how the system notification (for outages) process is working out.

Both Mines and Thakur state that they have not been made aware of any issues.

ECN Update (Mines)

Mines recognizes Abley for his hard work on Broadband and also the Status Board II Project. A step by step mockup was presented last week.

Mines states that 13 PSAPs have migrated and average about 2 migrations per week.

Mines reports that Best Practices Guides for Fire, Dispatch, Emergency Management /Public Health, Law Enforcement and Public Works are in Final Draft form and will go to the Interoperability Committee in November.

ARMER migration is progressing. We now have 51 counties on the ARMER system. We are also up to 73 of 87 Counties passing resolutions to migrate to ARMER and we believe that will increase in the near future.

The Minnesota Public Safety Mobile Radio Cross Spectrum Interoperability System Operational Plan, the Training Plan, the Training Manual and the Training Power Point were approved by the SRB in September. We are now updating the Plan to match the updates recently completed to the VHF Frequency Plan. Once these updates are complete and the overlay is available to the entire state the training of dispatchers on the VHF Interoperability Overlay in greater Minnesota will begin.

Work continues with our Manitoba and Ontario counterparts to establish interoperability via the use of the Motobridge. Some headway has been made, although slow.

Work on the Motobridge web based training is progressing by Alexandria Tech. College. I have reviewed the 2nd rendition of the power point and I am seeking subject matter experts to review its content. The website continues to be available to our end users via the Alexandria Technical College website. This past week we had a conference call meeting with our counterparts in Kansas. We asked them to review the power point and story board that Alex Vo Tech has developed. They were very complimentary of the work completed thus far and advised that they felt that scenario based training on how to use the Motobridge is the best way to proceed. We will be developing scenarios and running them by the Interoperability Work Group. Users should check the website for new training that has come on line. Senator Klobuchar visited Alex Tech last week and they mentioned the online training being done for ARMER and she was very interested in doing it at a federal level.

Planning for the 2013 **Interoperability Conference** has begun, May 6 through the 8th.

Narrowbanding is quickly approaching. As of this date we have 67 Days until the deadline is upon us. Our State plan for narrowbanding of state resources started on October 1, 2012. We have updated the VHF Frequency Plan to include Fixed and Base Stations and what tones they should use. This update was sent out to each of the Radio Regions via the RIC's and is posted on our website. We continue to feed updated Narrowbanding Information to the Radio Regions as it is received from the Feds.

Mines reminds committee that if anyone has any concerns about meeting the deadline, Abley has put together all of the materials needed to request a waiver.

The Annual SCIP Implementation Report is complete and has been sent to the Feds and is posted on our website.

ECN is also working on the ARMER Biennial Report which is due to the State Legislature by December.

Chair asks Lee and Johnson is they have heard of any counties who will need a waiver.

Both state that they have not heard anything.

Regional Interoperability Coordinator (RIC) Report (Bill Bernhjelm)

NE REGION

Aitkin: All towers are on the air, coverage tests with portables revealed some areas of concern. Installing 7500 consoles, end user equipment. Expected Cut over: Nov - Dec

Carlton: Received AFG grant, moving forward on implementation. MCC 7500 console installed. End user equipment being installed, migration in progress as installs are completed. Wrenshall tower not yet on, will not delay county migration. Expected Cut over: Nov

Cass: Migration completed 4-17-12. Still waiting for final tower site- now called Pike Bay- located at the Leech Lake tribal PD. Completed.

Cook: Quote pending on new consoles. Law Enforcement operating on ARMER, Fire /EMS NB ready. No AFG grant was awarded. Tower construction pending on 6 sites. Train the trainer class completed. Expected Cut over: Oct.

Crow Wing: Migrated Law Enforcement on 9-17, Fire/EMS migrating as equipment is installed. User training completed, console fully operational. Paging upgrade in progress. Completed.

Itasca: On the air, reviewing programming changes for next touch. Completed.

Kanabec: Implementation completed. Completed.

Koochiching: Not planning migration, will be interop user. Users will be issued ARMER radios as resources allow. Hard patch to Law Enforcement main in place. May be taking a fresh look at participation. Expected Cut over: n/a.

Lake: New MCC 7500 consoles fully operational, end users trained and on the system, Law Enforcement operating on vhf- 800 hard patch. Tower construction still pending on some sites, will not delay migration. Additional user radios needed. System admin and support agreement with St Louis co. Concerns about coverage have been expressed. Expected Cut over: fall.

Pine: New consoles operational, Law Enforcement and county highway working on 800. Fire agencies installing radios. Installing new paging system. 2 towers yet to be completed. Expected Cut over: Oct.

St Louis: Install of the MCC 7500 consoles in progress, working with MN DOT on tower site acquisition, end user equipment being installed, working on site and channel additions. Completion of tower construction at some locations is a concern. Some county and fire dept. user radios deployed. Training for end users in progress, sponsored a TTT class Oct 20-21. Expected Cut over: Dec.

City of Duluth: Working on site additions, user radio installs, training. Expected Cut over: Dec.

City of Hibbing Working with county on tower site, user radios for PD & Fire being installed. Expected Cut over: Dec.

City of Virginia: User equipment being installed. Expected Cut over: Dec.

City of International Falls: FD has radios, will be installing in Ambulances, programming pending. Expected Cut over: Unknown.

Leech Lake Tribal: Has approved participation plan, will be installing 2 new MCC 7500 consoles in the Police Dept, purchasing dual band radios for PD & EMS, some other tribal government users, programming pending. Cooperating with MNDOT on Cuba Hill (now Pike Lake) tower site. Will dispatch on control stations until tower is in and new consoles are connected. Expected Cut over: Dec.

Grand Portage Tribal   Working on joining the RRB, will follow Cook County migration, assisting with possible tower site.

Fond du Lac Tribal: Participating as part of Carlton County.

Bois Forte Tribal: no participation at this time.

Mille Lacs Tribal: Will migrate as Mille Lacs, Aitkin and Pine counties come on. Has dual band radios.   Expected Cut over: Nov- Dec.

Regional Progress

Train the Trainer has been completed. The focus is on implementation for those counties left to migrate, and post-migration follow up for others.   We are continuing to work on completing the VHF overlay MOU with each county.

Committees

The committees are functioning well. The August and Sept RRB meetings were cancelled due to lack of agenda items. The Users and O&O are working on ITV capability; the RAC and RRB usually meet by ITV. There are some connection glitches but the system usually works fairly well.

Issues

Tower construction and some coverage issues continue as a concern.

NW REGION

Migration Status

Hubbard: Law Enforcement/ EMS acquiring radios, fire has radios from previous AFG grant, new AFG grant received for paging system upgrade. Final tower site, Kabekona is on the air at a temporary location. Upgrading to MCC 7500 consoles. Contractor working on implementation, fleet map, templates. Hard patch installed on VHF. Expected Cut over: December.

Roseau: Has limited interop plan, using hard patches for Fire, EMS. Law Enforcement is working on 800 using an encrypted talkgroup. Hard patch for Law Enforcement main not currently connected. Is heavily involved in Motobridge overlay project, assisting in Manitoba and Ontario connections. Has been provided with info for full participation plan through the grant.

Clay/Moorhead: Using some dual band radios, has hard patch in place- Law Enforcement VHF digital to 800.

Becker: Will be an Interop user, will acquire some user radios for Law Enforcement. Has hard patch in place.

Beltrami: Will be an Interop user, will acquire some user radios for Law Enforcement and task forces. Has hard patch in place.

Pennington: Will be an Interop user, will acquire some user radios for Law Enforcement. Has hard patch in place.

Polk: Participation planning in progress. Acquiring some dual band radios for Law Enforcement, hard patch in place. Expected Cut over: 2013.

Kittson: Law Enforcement is narrowband digital. Not satisfied with the coverage after narrowbanding. Has hard patch in place. Has been provided info for full participation plan through the grant. Fire and some EMS are buying dual band radios through a fire grant.

Lake of the Woods: Will be interop user, has hard patch in place. Has been provided info for full participation plan through the grant.
Marshall, Clearwater, Mahnomen, Norman: Not much interest in ARMER for field users, have hard patch in place.

White Earth Tribal: Has expressed interest in full migration for tribal PD. Has joined the RRB, and has passed resolution for the full participation plan grant. Will be selecting a contractor to do the plan. Expected Cut over: 2013.

Red Lake tribal: Will maintain VHF digital system.

Regional progress:
The region has encouraged all members to work toward either ARMER participation or Narrowband VHF compliance.

Committees:
The RAC meets monthly and the RRB meets on the odd numbered months, although the RRB met in work session and then held an extra meeting in Oct. The White Earth tribal government has joined the RRB. The RAC and RRB have suspended the ITV for the time being and are meeting in person. The committees have spent considerable time dealing with a decision about whether to continue with a regional planner and at this month's meeting voted to contract with Headwaters Regional Development Commission to provide planning and management services as well as fiscal administration. Some counties are not participating in the meetings on a consistent basis. The region has never convened an Owners and Operators committee, and the Users committee has not met for the last 4 months.
Issues:

There has been some increased interest in ARMER in some counties. It has become apparent that some agencies are not as ready for narrowband as had been believed, especially among non public safety agencies, like public works and schools.

Old Business

Chair reminds committee that there will be a follow up for next meeting regarding the statutory authority of the SRB.

New Business
n/a

Other Business
n/a

Announcements

Chair states that in Government Technology Magazine, Minnesota is listed as one of the top five states in the country pushing forward sharply with digital and IT technology.

Chair states that the State Patrol PSAP consolidation is going well and have had no issues so far.

Chair also states that he attended the State Fire Marshall Association conference and Bill Mund was named Fire Chief of the Year.

Adjournment

Chair Dunaski adjourns the meeting at 1:19 p.m.

Recorded by Wendy Surprise

<END>

STATEWIDE RADIO BOARD

MEETING MINUTES

November 29, 2012

Attendance

Members:

PRESENT	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
X	Tarek Tomes/Mark Nelson	OET
X	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/John Mock	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
	Bill Droste/ Vacant	League of MN Cities, Metro
X	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
X	Tony Bennett/Jim Ische	Assoc. of MN Counties, Metro
X	Jim McMahon/Ron Antony	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
	Dan Hartog/Scott Turner	MSA, Greater MN
X	Gayle Degler/Jim Ische	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X		MN Fire Chiefs Assoc., Greater MN
	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
	Ron Antony/Tom Kaase	RRBs

Jackie Mines, DECN
Brandon Abley, DECN
Tom Johnson, DECN
Jill Rohret, MESB
Mike Fink, Motorola
Brian Askin,
Wendy Surprise, DECN
John Tonding

Call to Order

Vice Chair Mund calls the meeting to order at 12:30 p.m. A quorum is observed.

Approval of Agenda

Chair asks for an Approval of the Agenda.

Ulie Seal motions to approve the agenda.
Rick Juth seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Juth motions to approve the previous meeting's minutes.
Thomas Humphrey seconds.
Motion carries.

Committee Reports

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (DAVE THOMSON)

1. Inver Hills Community College (IHCC) proposed ARMER Participation Plan

Thomson states that IHCC is requesting limited participation in the ARMER system for EMS and police education including 10 radios to start with IDs with the possibility of moving to 15 portables and 2 consolettes. Participation is for training purposes only. He states that MnDOT will administer.

McMahon makes a motion to approve.
Juth Seconds.

Tim Lee states that Dakota County will actually administer, not MnDOT.

Motion Carries.

2. Otter Tail County Participation Plan Modification Request

Thomson introduces item as written for additional repeater site in Henning. He says the 5-channel ASR will be placed in Henning's water treatment plant offices located near the base of the water tower. Connectivity to the ARMER system will be completed by either a T-1 connection or microwave.

Marvin Garbe makes a motion to approve.
Juth Seconds.
Motion Carries

3. Todd County Request for High Power BDA

Thomson gives overview of the request and states that Todd County is requesting a High Power BDA installed on a 180-foot tower in Staples. Todd County has been working with Fiplex. No issues with MnDOT.

McMahon makes a motion to approve.
Rodmen Smith Seconds.
Motion Carries

4. Rice County Excess Microwave Request

Thomson states that PSC Alliance is working with Rice County. Rice County intends to migrate to the ARMER system by the end of 2012 and intends to place VHF paging equipment at three MnDOT sites (Kenyon, Lonsdale and Waterville). The prime site will be at a county-owned site in Faribault (Cannon City). Rice County will need T1 connectivity from each site to the Faribault MnDOT site. County microwave will carry the connection from Faribault to Cannon City site.

Thomson states that MnDOT has taken a look at the request from Rice County and didn't see any issues.

Seal makes a motion to approve.
Humphrey Seconds.
Motion Carries

5. Washington County Request for MCC 7500 Console Dispatch Interface

Thomson outlines the request from Washington County and states the interface will select the desired fire agencies to tone according to the County's configuration of the application. Dispatchers will be able to select a CAD event for dispatch. Tiburon has created the interface and configuration of the ARMER firewall by Motorola. MnDOT has no issues.

Humphrey makes a motion to approve.
James Bayer Seconds.
Motion Carries

6. Proposed Standard Change 3.37.0

Thomson introduces the Standard with format and minor language changes. It has been approved by the EMS & Hospital Subcommittee.

Humphrey makes a motion to approve.
McMahon Seconds.
Motion Carries

7. Rochester/Olmsted Participation Plan Modification Request

Thomson outlines the request for changes to the Rochester/Olmsted Participation Plan including:

- Changing from Gold Elite to MCC7500 Radio Consoles (currently have 6 PSAP consoles and 1 for Olmsted Adult Detention Center. Contracted with Motorola for 8 MCC7500s. 8th will be used for patching.
- Additional Talkgroup IDs
- Clarification of City of Rochester Talkgroup/Radio ID counts. Rochester requests an additional 53 radio IDs, bringing the count to 900 and an increase in talkgroup count to 80.
- Requesting 4 Conventional RF resources (to be handled in a single CCGW).

Juth makes a motion to approve.
Smith Seconds.
Motion Carries

8. Aitkin County Microwave Capacity Request

Thomson outlines the request from Aitkin County. Propose to include an 8-siet VHF simulcast paging and interoperabili8ty system, and the VHF stations will be installed at six ARMER tower sites and two private tower sites. Connectivity to these sites for operation of the VHF system will be via the ARMER/MnDOT microwave radio network. Additional capacity being requested is as follows (this is updated from the materials provided to the committee).

- 4 DSO from Glen to Logan

- 8 DSO from Glen to Lawler
- 4 DSO from Lawler to White Pine
- 4 DSO from Quadna to Sandy Lake
- 8 DSO from Sandy Lake to Duluth MSO

Humphrey makes a motion to approve.
Seal Seconds.
Motion Carries

9. Waseca County CCGW Request

Thomson gives an overview of the request to change their existing Participation Plan to include six additional conventional interfaces with the MCC7500 console for fire paging. This will require adding another CCGW at Waseca County. The additional resources are needed to support the ability to send out multiple warble types on the same channel.

Seal makes a motion to approve.
Juth Seconds.
Motion Carries

FINANCE COMMITTEE REPORT (BILL MUND)

1. ECN Request to move Grants Workgroup from Interoperability Committee to Finance Committee

Mund states this is a joint proposal and makeup of workgroup will remain the same. He asks Mines to comment.

Mines states that the makeup of the workgroup would stay exactly the same and the same members are free to hold their positions. The current makeup of the group of one primary and one alternate from each regional radio RAC and one primary and one alternate from each HSEM region.

Mines states that the Interoperability Committee would still approve any grants distributed for the express purpose of interoperable communications or HSEM grant-type money.

Mines states that the Interoperability Committee voted to recommend to the Statewide Radio Board. Did not pass unanimously and the NE region expressed concerns about representation.

Vice Chair asks for a motion to approve.

Humphrey makes a motion to approve.
Garbe Seconds.
Motion Carries.

2. ECN Request for approval of methodology used to grant out extra radios received from the additional PSIC funds.

Vice Chair states that every region received about 49 percent of the radios requested.

Seal makes a motion to approve.
Bayer Seconds.

Johnson states that radios are to be directed to EMS Fire that did not receive an AFG grant.

Vice Chair states that it is noted in the memo.

Motion Carries.

INTEROPERABILITY COMMITTEE (IOC) REPORT (RICK JUTH)

1. Public Works Best Practices Guide

Juth defers to Tom Johnson for an overview.

Tom Johnson reminds Committee that workgroups were developed for the five disciplines and they used the EMS Hospital Best Practices Guide as a boilerplate for their own guides. Workgroups met monthly over the past year putting together drafts of the guides. Johnson states that the workgroups consider these guides final drafts of the guides.

Each is designed as a guide for those who are coming on to the System or are currently on the System needing help with an issue they may have.

Members of this workgroup are:

Cathy Anderson
Charles Koetter
DJ Goman
Jack Stansfield
John Tonding
Kerry Sorenson
Mike Moser
Steve Olson
Steve Borchardt
Tom Johnson
Bill Bernhjelm

This group did not have a chair but was coordinated by Tom Johnson.

Some minor adjustments were made to this guide at the Interoperability Committee meeting.

Change 1: Page 6, under section 3, suggested training. The IC felt they didn't want to imply that it was the only training that people should do in order to be certified to use the ARMER system. Added language, "Suggested Supplemental Training" in addition to required training listed in State Standard 1.11.4.

Change 2: Page 8, under State Standard 3.15.0, Use of Scene of Action. Delete last three lines in 2nd paragraph.

"With six available SOA channels, limiting the use of mobile radios on specific SOA channels will address the emergency scene needs of the fire service and still meet the needs of greater range of mobiles for all other users on the system."

Change 3: Page 9, Under Regional Tactical Interoperable Communications Plan (TICP) 2nd paragraph reads

"Public works personnel should be familiar with the regional communications resources that are available to their jurisdiction, as well as the process they must follow to request them. Copies of Regional TICP's are available through the State Communications Officer, 651-201-7498, (John.Dooley@state.mn.us), or the Statewide Interoperability Program Manager, 651-201-7552, (Tom.M.Johnson@state.mn.us)."

IC suggested deleting contact names and change to "your Regional Advisory Committee."

Change 4: Page 14, Line 10 of Table 1 – Statewide VHF Interoperability Zone (DNRTAC1) Under TX/RX Base CTCSS there are no base stations associated with this and should be "NA (no permanent fixed stations on DNRTAC1"

Johnson states that this was changed in each best practice guide and also on the VHF Interoperability Frequency Plan.

This guide with changes above was approved by IC and recommended to SRB.

Juth makes a motion to approve with changes.
McMahon Seconds.
Motion Carries.

2. Minnesota Law Enforcement Best Practices Guide

Members of this workgroup are:
Brian Smith
Cathy Anderson
Heath Landsman
John Tonding
Keith Ruffing
Randy Donahue
Scott Camps
Curt Meyer
Stacey Bonnema
Steve Borchardt
Tom Justin (Chair)
Tom Johnson
Troy Langlie
BillBernhjelm

Johnson states the Law Enforcement Best Practices Workgroup was created in 2012 to develop a Best Practice Guide for those who serve in the public safety field. Law enforcement officers provide a vital role in the delivery of public safety services. This guide is designed to serve as both a training plan and a resource document

Johnson states the IC made changes to the documents.

Change 1: Page 7, under section 3, Suggested Training. The IC felt they didn't want to imply that it was the only training that people should do in order to be certified to use the ARMER system. Added language, "Suggested Supplemental Training" in addition to required training listed in State Standard 1.11.4.

Change 2: Page 12, section 5 Law Enforcement Interoperability. Excerpt from the SRB MN VHF Interoperable Frequency Plan – Dated 12-2-2010 This will now read:

Excerpt from the SRB MN VHF Interoperable Frequency Plan – Original Dated 12-2-2010

Change 3: Page 13, Line 10 of Table 1 – Statewide VHF Interoperability Zone (DNRTAC1) Under TX/RX Base CTCSS there are no base stations associated with this and should be "NA (no permanent fixed stations on DNRTAC1"

Johnson states that IC approved document with changes and is recommending to the SRB.

Mike Risvold makes a motion to approve.
Smith Seconds.
Motion Carries

Vice Chair asks Board if they are comfortable with the changes being made regarding training and also to the table.

Vice Chair states that we can skip the discussion of those items on next Best Practices Guides if the Board is ok with it.

Johnson suggests skipping discussion about adding the word "Original" in front of the date in reference to the SRB MN VHF Interoperable Frequency Plan.

3. Minnesota Fire Serve Communications Best Practices Guide

Members of this Workgroup are:

Cathy Anderson
Curt Meyer
Dan Lallier
Dean Wrobbel
Erik Jonassen
James Van Eyll
John Tonding
Mark Marcy
Steve Borchardt
Thomas Humphrey
Tom Johnson
Ulie Seal, Chair
Vince Pellegrin
Bill Bernhjelm

In addition to the Training language change (see above), the Table change (see above), and the word “Original” added referenced document MN VHF Frequency Plan.

Change: Page 14, sentence that reads “The following grants are applicable to EMS for ARMER and VHF equipment” should say

“The following grants, if available, are applicable to Fire for ARMER and VHF equipment.”

Johnson states a bullet point should be added to the bulleted list:

- AFG Grants

Seal makes a motion to approve.
Humphrey Seconds.
Motion Carries

4. Emergency Management-Public Health Best Practices Guide

Johnson states member of this Workgroup are:

Bill Schmidt
BJ Kohlstedt
Cathy Anderson
Jeanna Sommers
John Tonding
Kimberly Hall
Mark Marcy
Monte Fronk
Scott Camps
Scott McKellep
State Borchardt
Tom Johnson
Vince Pellegrin

Johnson says this document describes the recommended best practice, standards, and contact information for Minnesota Emergency Management/Public Health and radio regions to assist in planning for interoperability with Emergency Management/Public Health and other public safety disciplines.

Johnson states this Best Practices Guide was approved by the IC as written and recommended to the SRB.

Garbe makes a motion to approve.
Humphrey Seconds.
Motion Carries

5. Dispatchers Best Practices Guide

Member of this Workgroup are:

Bill Lewis
Bob Dickhaus
Brandon Hendrickson
Cathy Anderson
Christine Kuennen
Craig Brekke
Curt Meyer
Dawn Goman
Joe Reith
John Tonding
Lynette Ancel
Rick Juth
Steve Olson
Steve Borchardt
Tom Johnson
Toni Clarin
Wendy Lynch
Bill Bernhjelm

This document describes the recommended best practice, standards, and contact information for Minnesota dispatchers to assist in planning for interoperability with other public safety disciplines. *Johnson asks for questions.* Johnson states that in the Table of Contents under Training, III: ARMER Communications and Interoperability Training, Standard 1.11.3 noted in Table of Contents but not in the body of the report itself. Johnson states he will add.

Also the other changes as noted above.

Johnson states the IC Committee approved and is recommending to the SRB.

Bayer makes a motion to approve.
McMahon Seconds.
Motion Carries

Juth thanks Tom Johnson for all of his efforts in putting together these Best Practices Guides.

6. ECN Request to move Grants Workgroup from Interoperability Committee to Finance Committee

Juth states that as mentioned earlier, there was opposition regarding the move but the motion carried.

7. Standard 3.15.0 Use of Scene of Action

Juth states that this Standard, pertaining to the use of Scene of Action talkgroups within the System, was recommended for approval by the Interoperability Committee. He asks Abley to give a history.

Abely states that it was previously submitted for Change Management. The Interoperability Committee decided that it wasn't a change and wanted it to be passed as written. Due to quorum issues, this Standard was not able to move forward for recommendation until now. He states that the only change is to allow the talkgroup PSOA2 to be used in jails and around jails with sally part access.

Smith makes a motion to approve.
Seal Seconds.
Motion Carries

8. Change Management Public Comment

Juth states that Abley presented the status of Change Management Major and Minor changes. Juth states that after much discussion it was recommended that the proposals be tabled until further technical review takes place with the exception of renaming of some existing talkgroups, specifically **Renaming of LETACs and LESIUs** . However it was suggested that a better name than LSCRAM be proposed and also the **Standardized Naming for 700 MHz SOAs (site trunking talkgroup)**. Juth asks Abley to step through the items.

Vice Chair agrees that the items should be looked at one at a time.

Abley reads through items as written.

Major change 1 standard naming convention

Abley states that item was adopted unanimously.

Major Change 2: Various Updates to Standard Radio Configuration

Abley states this is Hennepin County Proposal. **The following were tabled pending technical review**:

Three Mandatory Interoperability Zones2
This proposal is generally supported by outstate regions. However, the proposal is supported only *in concept* by MESB, who cites concerns about specific interoperability channels required, the provisions for waivers and variances, training requirements, and a need to perform additional technical analysis of system loading. A process for obtaining variances and waivers is included in the original proposal from Hennepin County. Such a variance would apply to up to an estimated 2236 radios in Minnesota. THIS ITEM WAS TABLED.
Addition of STAC5-8
This proposal is generally supported throughout the state of Minnesota, but MESB declined to make a recommendation, citing technical concerns related to site loading.4 MESB calls for a thorough technical analysis for this proposal before it has the information it needs to make a recommendation. THIS ITEM WAS TABLED
Encryption on STAC7-8
Commenters generally supported the proposal to create statewide, shared, encrypted talkgroups that are not specifically designated for law enforcement. However, the option for selectable encryption on a statewide tactical talkgroup was almost universally rejected throughout the state. Commenters recommended that shared, non-law enforcement talkgroups should have encryption strapped and should be named accordingly (e.g., to create a separate talkgroup named STAC-17-E, instead of having the option to encrypt STAC-7). MESB suggested that encrypted talkgroups should never be mandatory in all radios in the state, because not all radios support encryption. THIS ITEM WAS TABLED.
Renaming of FTAC1-4 and ETAC1-4 to STAC9-16
This proposal was generally supported throughout the state outside of the metro area. The Minnesota Fire Chiefs Association representation in MESB TOC objected to the pooling of FTACS. There were no strong objections to pooling of ETACs; MESB commented that “ETACs are rarely used and are a good candidate for renaming”. THIS ITEM WAS TABLED.

Abley discusses other changes.

Renaming of LETACs and LESIUs
This proposal was supported throughout the state. Central MN disagreed with the talkgroup name LSCRAM, and recommended names LTAC-E1-4. THIS WILL BE SORTED OUT LATER.

Renaming of Existing SOAs
This proposal was supported throughout the state. However, MESB and Minnesota Fire Chiefs Association representation in MESB recommended that FSOA remain dedicated to the fire service, and not placed into a pool. Central Minnesota recommended that each SOA retain its discipline-specific label, and that the SOA channels are *primarily* but not *exclusively* for the stated discipline (e.g., that PSOA1-2 are primarily for public safety, but are available to all users if needed. COMMITTEE RULED TO KEEP THE SOA NAMES BUT TO MAKE THEM PRIMARILY, THOUGH NOT EXCLUSIVELY, FOR THEIR STATED DISCIPLINE.

Standardized Naming for 700 MHz SOAs
This proposal was strongly supported throughout the state. MESB and Central MN commented that encryption as proposed for 7SOA 11 and 12 should be strapped with the statewide standard encryption key, and that the

talkgroups are named accordingly (e.g., 7SOA-11E). Central MN and MESB both commented that selectable encryption could be supported on 7SOA1-10 with a local key if needed. COMMITTEE AGREED TO ADOPT STANDARDIZED NAMES. This is not a big change.

Vice Chair asks if Board members would like these to come back to the SRB or approve what has been approved.

Humphrey states that his opinion is it should stay together as one package.

Abley states that for work flow purposes, it may be better to pass items today which would allow standards to be written.

Vice Chair states that under Major Change 1 Standard 3.18.0 Standard Naming Convention, he is looking for a motion to approve.

Seal makes a motion to approve.
Juth Seconds.
Motion Carries.

Chair asks for comments regarding Major Change 2.

Rohret suggests that implementation of portions of Major Change 2 that were recommended for approval be delayed until the yet to be approved portions can still be done in a coordinated fashion.

Seal states that the concern is having to touch radios more than once if we approve portions sooner than the rest.

Vice Chair asks members what they would like to do.

Lee asks if there is any need to be done right away and adds that he thinks it should stay together as one package.

Humphrey states they should stay together.

Vice Chair asks if there is a consensus to not vote on any of the Major Change 2 items today.

Vice Chair asks for a motion.

Seal makes a motion to accept the Interoperability Committee's recommendation on Major Change 2 remanding the sections that need further technical review and holding the others until a technical review is completed.
Humphrey seconds.
Motion Carries.

Major Change 3: Site Trunking Talkgroup.

This proposal was widely supported throughout the state under an opt-in model; i.e., to standardize a site trunking talkgroup throughout the state that is to be used when an agency elects to use a site trunking talkgroup. Abley states that because this is optional the Interoperability Committee did not see this as a major change and recommended proceeding to write up a standard.

Chair asks if there is any action required by the Board today.

Abley states that approval to direct standard to be written would be in order.

Vice Chair asks for a motion to direct Interoperability Committee to develop and standard for site trunking talkgroups under an opt-in model.

Humphrey makes a motion.
McMahon seconds.
Motion carries.

Abley states that the next two changes:

- Minor Change 1: Reclassify or Establish Statewide Tactical Talkgroups for Law Enforcement
- Transition Plan

would fall under the same category as the Interoperability Committee would like a technical review .

Vice Chair asks Abley if they should be held over until the committee can take action on it.

Abley states that would be consistent.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

Mines, on behalf of Tom Kaase, states there was no meeting and there is no report.

STEERING COMMITTEE REPORT (JAMES ISCHE)

Mines, on behalf of James Ische, reports that the Steering Committee did not meet and there is no report.

IPAWS COMMITTEE (ULIE SEAL)

As Seal stepped out of the room, Chair moves on.

INTEROPERABLE DATA COMMITTEE (IDC) (JOHN CUNNINGHAM)

John Cunningham reports there is nothing new to report. The Committee did submit the Request or Information to the NTIA.

Risvold states that Abley did great job putting together a draft, convening the group and finalizing the document for the NTIA.

Reports

ARMER PROJECT STATUS REPORT (MNDOT/LEE)

Lee reports that 86 percent on air. 279 sites are now on air.

The following sites went on the air:

- Strandquist (Marshall County)
- Grygla (Marshall County)
- Thorhult (Beltrami County)
- Schroeder (Lake County)
- Brimson (St. Louis County)
- Vesta (Redwood County)
- Renshall (Carlton County)

Some Sites are on the air, but on the old towers or temporary towers. They are counted as on the air, but still require construction and/or installation at the new tower sites before they are complete:

- Border
- Finland
- Beaver Bay
- Kabekona
- Mirror Lake
- Lake One

Costs may go up in the remote areas.

ECN UPDATE (MINES)

Mines compliments MnDOT on their hard work.

She met with Ryan Erdmann of the Association of Minnesota Counties. They will be putting together their legislative agenda. Mines says that she knows that tax exemption is very important to the county commissioners and the different regions that do not have tax exemption status on purchases for ARMER. Erdmann suggests contacting your county commissioners with concerns and wish to get the tax exemption issue on their legislative agenda as soon as possible.

There are 53 counties on the system. Kittson County has passed a resolution to migrate to ARMER. 74 of 87 counties have passed resolutions.

There was quite a bit of movement on the Manitoba connection. The control station combiner and antennas were installed at the MnDOT Tower in Roseau.

Mines reminds Board members that they are seeking suggestions for 2013 Interoperability Conference.

Mines reminds Board members to get out to their regions regarding narrowbanding deadline.

ECN is working on the ARMER Biennial report and 911 Biennial Report.

Mines says that Tom Johnson and Rick Juth are traveling to Iowa to present of the history Minnesota ARMER Governance.

Tom Johnson has set up COMT training June 13 and COML exercise will take place July 8.

ECN has completed broadband study pilot assessments under the phase 2 plan in the Wireless Broadband Plan and will be ready for review by the SRB and its committees in December. The purpose of the plan is to have a strategy for performing data gathering work until the NTIA SLIGP.

Status Board is under development and the project is on schedule for delivery sometime next year. Mines tells Board that if they are interested in a preview, to call Brandon Abley. Abley has prototype screens to share.

REGIONAL INTEROPERABILITY COORDINATOR (RIC) REPORT (JOHN TONDING)

Tonding reports he will start with the **Metro** Region.

As you have heard, there has been a lot of work done regarding the Change Management process in the Metro. They were the originators of many of the proposed changes, and they should be commended for their efforts to evaluate the technical implications of the changes, and not just the operational ones.

A core group of Metro TOC representatives spent some significant time doing testing, and documented the results of various patch scenarios.

The Metro also has worked extensively on their regional talk groups. Recommendations on changes will be made at the November TOC meeting.

The Metro continues to work closely with Metro Mobility to confirm that the radio usage reductions are appropriate, and that long term plans for further management of their traffic are in place. So far, the progress has been good.

In the **Central**, the last two counties are on their final steps for ARMER migration - this will mean that the Central will join the Metro as fully on ARMER. Mille Lacs County was the most recent Central county to move to ARMER, on November 5.

For Central’s Report, I'd like to focus on these three counties - how their transitions are going, what challenges they had to deal with, and the problems they will continue to wrestle with even after they join the statewide system.

First, Mille Lacs. As mentioned, they completed their ARMER migration earlier this month. They have activated a new 911 PSAP with MCC7500 consoles and a new Positon VIPER 911 phone system. They have about 300 radios in their fleet. Their users are very happy with the new system.

They did a somewhat unique transition, where they brought their Jail on first, followed by public works, followed by law enforcement, followed by fire. This allowed them to troubleshoot aspects for each discipline before moving on to the next.

Mille Lacs will be adding a channel for added capacity to their Onamia site. They are also working out the details of sharing some maintenance responsibility with Benton County for a channel add on the Gilman simulcast site.

Mille Lacs is experiencing a problem that several counties have found - despite all of the coverage testing that may be done in advance, there will still be areas where coverage is more deficient than expected. Until systems are used for day to day public safety, it is difficult to know just how problematic some areas of "soft coverage" will be. Mille Lacs is experiencing some of this, and more testing and evaluation is needed.

The other problem they are discovering in terms of coverage is that, on ARMER, when the coverage inside buildings is bad enough, the radio will report that it is "out of range". While this is a good thing for planning, it creates a perception issue of sorts - the old VHF system didn't work in those spots either, plus many more. But unless the user actually tried to communicate there, they simply didn't know. So this is a learning process for the county and the users.

Overall, the Mille Lacs ARMER transition has gone well, and their users are very happy with the system.

Next, I want to touch on Wilkin County. Plan to dispatcher and user training on the 16th and 17th of December and go live about December 18th. One of their challenges is radio interoperability with North Dakota, who they work with a lot. This has worked well with VHF but they are looking at different options on ARMER.

Lastly, I want to mention Douglas County, which will be the last Central county on ARMER. I was able to spend some time with them last week, and had an early look at their new PSAP, which is still under construction.

All of their 550 units are on ARMER, but due to some radio console installation delays, they will be in their old PSAP, dispatching from control stations until the third week in January.

Their new PSAP is very impressive - a 5 position center in a newly remodeled space, Xybix consoles, new Plant Patriot 911 phone system, MCC 7500 consoles.

Although they are anxious to get into their new center, they acknowledge that the delay won't cause any problems for them. The extra time will allow them to make sure everything is good to go before they move in.

The Central region also has spent significant time going through the Change Management process, and I want to wrap up by saying that both the Metro and the Central regions have done a great job of thoroughly considering the options and making thoughtful recommendations about how to move forward.

Tonding compliments Metro and Central Regions for all their work in the Change Management Process.

OLD BUSINESS

None

NEW BUSINESS

Juth states that the Best Practices Guides should be recommended to the user communities. He emphasizes that a great deal of time and effort went into them.

Vice Chair asks if final documents will be on the website.

Johnson states they will be on the website and also distributed through the RICs.

OTHER BUSINESS

Vice Chair states that he got an email from a fire chief in Indiana about a rumor being circulated that the deadline had been extended. He has not been able to verify this and to his knowledge, there is no extension.

No waivers have been granted.

ANNOUNCEMENTS

ADJOURNMENT

Vice Chair Mund adjourns the meeting at 1:47 p.m.

Recorded by Wendy Surprise

<END>

STATEWIDE RADIO BOARD

MEETING MINUTES

December 20, 2012

Attendance

Members:

	MEMBER/ALTERNATE	REPRESENTING
X	Mark Dunaski (Chair)/Jackie Mines	DPS
X	Mukhtar Thakur/Tim Lee	Mn/DOT
X	Tarek Tomes/Mark Nelson	OET
X	Rodmen Smith/Dan Kuntz	DNR
X	Kevin Daly/John Mock	MSP
X	Vince Pellegrin/Thomas Humphrey	METC
	Keith Bogut/Vacant	MMB
X	Bill Droste/ Vacant	League of MN Cities, Metro
	Marvin Garbe/Chris Caulk	League of MN Cities, Greater MN
X	Tony Bennett/Jim Ische	Assoc. of MN Counties, Metro
	Jim McMahon/Ron Antony	Assoc. of MN Counties, Greater MN
X	Rich Stanek/Jim Bayer	MSA, Metro
X	Dan Hartog/Scott Turner	MSA, Greater MN
	Gayle Degler/Jim Ische	MESB
X	Mike Risvold/Mark Raquet	MN Chiefs of Police Assoc., Metro
	Cari Gerlicher/Vacant	MN Chiefs of Police Assoc., Greater MN
X	Ulie Seal/Vacant	MN Fire Chiefs Assoc., Metro
X	Bill Mund/T. John Cunningham	MN Fire Chiefs Assoc., Greater MN
X	*Joe Glaccum/Gordon Vosberg	MN Ambulance Assoc., Metro
	Brad Hanson/Paul McIntyre	MN Ambulance Assoc., Greater MN
X	Ron Antony/Tom Kaase	RRBs

Also in attendance:

Jackie Mines, DECN
Brandon Abley, DECN
Tom Johnson, DECN
Jill Rohret, MESB
Mike Fink, Motorola
Wendy Surprise, DECN
Steve Borchardt, DECN
Brad Peters, MnDOT
Cathy Anderson, DECN

Call to Order

Chair Dunaski calls the meeting to order at 12:32 p.m. A quorum is observed.

Approval of Agenda

Chair asks for an Approval of the Agenda.

Chair asks to add an item under Old Business regarding the SRB's Authority under state statute and Part 90 of the Federal Communications Regulations.

Thomas Humphrey motions to approve the agenda as amended.
Bill Droste seconds.
The motion carries.

Approval of Previous Meeting's Minutes

Tony Bennett motions to approve the previous meeting's minutes.
Jim McMahon seconds.
Motion carries.

COMMITTEE REPORTS

OPERATIONS AND TECHNICAL COMMITTEE (OTC) REPORT (JOE GLACCUM)

1. Sanford Air Request for Limited Participation Plan Modification

Glaccum gives an overview of the request as written. The request is for an additional 5 radio IDs to add Technisonic aircraft radios to fleet of 4 fixed wing aircraft and helicopter.

Ulie Seal makes a motion to approve.
Bill Droste Seconds.
Motion Carries.

2. Renville County Request for Participation Plan Modification

Glaccum introduces the request as written. Renville County would like to add an enhancement site at existing tower located in Olivia.

Ulie Seal makes a motion to approve.
Bill Droste Seconds.
Motion Carries

3. Wabasha County Request for Excess Microwave Capacity

Glaccum gives overview of the request as written.

Thomas Humphrey makes a motion to approve.
Ulie Seal Seconds.
Motion Carries

FINANCE COMMITTEE REPORT (BILL MUND)

1. 2012 SHSP Grant Request for approval of recommendation and Investment Hierarchy

Mund introduces the Action Item and reviews the disbursement of the $951,145 grant. He states that the Hierarchy being recommended is very similar to the Statewide Radio Board's Hierarchy of Investment in Standard 6.5.0.

Jim McMahon makes a motion to approve
Joe Glaccum Seconds
Motion Carries.

INTEROPERABILITY COMMITTEE (IOC) REPORT (CARI GERLICHER)

Rick Juth, Vice Chair of the Interoperability Committee, states the Committee did not meet and there is no report.

LEGISLATIVE AND GOVERNMENT AFFAIRS COMMITTEE REPORT (TOM KAASE)

Tom Kaase states that the committee met on the 6th. There were three items discussed. The first was Statute 403, governing 911 and the SRB. This is the same bill we attempted last year which cleans up 911 language and expands the role of the SRB to include all emergency communications. ECN staff is in discussions with telecom carriers and the MESB so there may be some revisions to last year's attempt but they are not ready yet.

The second topic was that Emergency Communications Division will be submitting a budget item change to repurpose ECN 911 budget dollars to MNDOT for an increase in their ARMER maintenance budget. This will need support from SRB members.

The last item discussed was the tax exemption on ARMER purchases. He states that the current exemption only applies to MESB and SERRB regions. The AMC is considering a bill to support tax exemption to all counties and may include 911 equipment. AMC Public Policy Committee is in the process of deciding what their legislative initiatives will be this upcoming session. This was brought before members at Public Safety Committee. AMC's Ryan Erdmann is working on a bill proposal to address this and to work on moving this forward and he will provide updates

Mines states that they did meet with the telecoms yesterday and there are a few items that they are concerned about. Most of the concerns are technical in terms of being able to adjust the language. There was an initial concern about the expansion of the Statewide Radio Board. Mines says she thinks there was some misunderstanding about the SRB and how its' committees work. She says she thinks the overriding concern is not to obligate the carriers to too many things and they are most concerned about some of the 911 language changes that are needed to conserve our funding stream and to ensure there isn't wiggle room for carriers *not* to submit fees if they are providing services for 911. The telecoms don't want to be held to tightly to that and have some flexibility. Mines says that their objectives are obviously going to be different from ours and in some areas will have to agree to disagree. That said, Mines thinks the working relationship is very positive.

Chair says that legislation recognizing some sort of governance as we move forward and what role the governing body will play in setting up processes and changes to 911 will be very important pieces of legislation. The SRB has a Legislative Committee. The Chair states that in January there should be conversation about what role the SRB plays in talking about those types of legislation. There will come a time when the board will need to decide what proactive actions it takes. The Chair reminds the board that he, among some other SRB members, is part of the executive branch and work for the Governor. That does not mean, however, that the SRB can't move forward with legislation it thinks is relevant and important and to formulate a plan for expressing the SRB's opinion on legislative matters. Chair thanks Kaase for his robust work.

Seal asks if this discussion would happen fully in January.

Chair says yes, he would hope so.

Seal says we need to figure out how we are going to formulate a position by the Board if it is at odds with the Governor's Office.

STEERING COMMITTEE REPORT (JAMES ISCHE)

Mines, on behalf of James Ische, reports that the Steering Committee did not meet and there is no report.

IPAWS COMMITTEE (ULIE SEAL)

Seal states that the IPAWS Committee is continuing to work on the Work Plan. No new business for the board. He says they hope to have an equipment demonstration in for the board in January or February.

INTEROPERABLE DATA COMMITTEE (IDC) (JOHN CUNNINGHAM)

Mines reports that they did not meet.

OTHER REPORTS

ARMER Project Status Report (MnDOT/Thakur)

86% complete. Mukhtar Thakur states that weather issues are causing delays at some sites.

279 sites are on air and a substantial number are on target to be completed this month. Thakur states that everyone is doing what they need to do and the budget is in pretty good shape.

ECN Update (Mines)

Mines states that ARMER migration is progressing. Everyone seems to be on task to meet their deliverable at the end of the year. We now have 57 counties on the ARMER system with the additions of Yellow Medicine and McLeod. Five counties have taken advantage of the SRB grant money to do a participation plan that were not initially planning to migrate. She says we have been working on the 2012 SHSP Notice of Grant Opportunity Guidelines and Application Process. This will be run by the Grants Workgroup next month.

The ARMER Biennial Report is on the back table. It is also available online.

A PSIC Summary Report is also available on the back table. This report details how much grant money was actually used in the various regions for training, equipment and infrastructure. Mines states that it is quite a sizable amount.

20 PSAPS now migrated to Next Generation 911 Network.

Regional Interoperability Coordinator (RIC) Report (Steve Borchardt)

SOUTHEAST REGION

Migration Schedule Status:
Steve Borchardt gives report.
Rice anticipated going live by December 18th, 2012.

Fillmore is installing new consoles and beginning end user training at this time. By December 31st they will have PSAP connectivity to ARMER, law enforcement agencies will be on ARMER as their primary communications system. Fire and EMS agencies will remain VHF for the immediate future. Narrow-banding of their equipment is occurring at this time. Fillmore has acquired ARMER portable radios for distribution to their Fire and EMS agencies for interoperability.

Mower has moved towards full migration more aggressively than anticipated at the time of my last report. The Mower County Commissioners have accepted a Motorola proposal for MCC7500 consoles. They are awaiting a commitment from the City of Austin City Council to move forward. They have deployed from one to three radios to every Fire, EMS and police agency in the county except for Austin Police Department and the Sheriff's Office personnel are currently fully equipped with ARMER equipment.

As of December 13th they were not narrow-banded; in fact, their radio vendor, Whitewater Wireless, had not begun the process. Therefore, he devised a fallback plan, along with Sheriff Amazi and Rick Freshwater, Olmsted County radio Technician, in the event that Whitewater Wireless cannot accomplish full VHF narrow-banding by December 31st. That plan is, as of December 26th we will deploy SE STR cache radios in sufficient quantities to allow every Mower County public safety agency to operate on the ARMER system until such time that their VHF narrow-banding can be completed. Rick Freshwater has agreed to do the necessary programming to the cache radios and Sheriff Amazi will coordinate the talk-group plan and just-in-time training for each agency.

Committee Activity:
The SE RRB continues to meet semi-monthly with good attendance and participation.
The SE RAC has reduced their meeting frequency to every other month.
The SE Users / Owners & Operators combined committees continues to meet monthly. Attendance has been moderate; however, there have been some robust discussion regarding various protocol issues, such as use of encryption, so this group is functioning as we anticipated it should when the governance plan was envisioned. They are making good use of IATV to facilitate meeting attendance.

SOUTH CENTRAL REGION

Migration Schedule Status:
The following counties have fully migrated at this time:
Watonwan
Blue Earth
Faribault
Brown
Nicollet
McLeod

The remaining counties will migrate to ARMER by December 31st and their status is as follows:
Martin County:

- re-applied for a 2012 AFG grant.
- Consoles deployed the week of December 10th.
- End-user training began the week Dec. 17th.
- Migration target date is December 26th.

LeSueur County:

- Migrating on Tuesday, December 18th, 2012

Sibley County: Hoping to go live any day.

Waseca County will not migrate to ARMER. However, they are installing MCC7500 consoles with full connectivity to the ARMER system. They have built a full talk group plan and ARMER TGs; local, regional and state will be present in the consoles along with their VHF frequencies enabling console patching as necessary for Interop with neighboring counties. They are in the process of deploying ARMER portable radios to each of their fire and EMS agencies.

SOUTHWEST REGION

Migration:
The following counties have migrated to ARMER:
Murray, Lac Qui Parle, Cottonwood, Nobles, Rock, Lyon, Chippewa, Renville

Remaining counties' status as follows:
Redwood:

- 75% migrated
- Continued migration on-going.

Pipestone:

- Portables have been delivered
- Mobiles are being installed
- Narrow-banding completed on December 13th
- Connectivity tower is completed and the link is being completed to the Trosky tower on December 13th also.

Jackson:

- Enhancement site is lit.
- Law, fire, ems have migrated with connection to dispatch.
- Public works operating on 800 however until our console is installed, they cannot communicate with dispatch.
- Console to be installed on Monday

Yellow Medicine:

- Motorola is working on final installation right now.
- Enhancement site in Granite Falls is online
- Anticipate full cut-over by Christmas
- Narrow-banding paging now
- Public Works decided to come on also so by end of year all of YM public services will be ARMER.

Lincoln:
Alpha Wireless is assuring them they will have all systems up by the end of the year.
LAWE and Fire are now ready to go, with EMS on deck.
They are narrow-banding paging right now.
They may not have micro-wave connectivity, although Alpha is telling them they will get it done, but they already have control station RF connectivity for LAWE and Fire will have control station RF connectivity for EMS by the end of the year.
Worst case scenario they may have to loan their EMS units some Fire ARMER radios for a couple weeks into January.

Old Business

Chair states that at a previous meeting there was a discussion after a request to join ARMER system and the authority of the Statewide Radio board to limit participation.

Glaccum states that there was a school with a request for approval to join the system and the question was could the Board deny them permission.

Chair states that after consulting with counsel for the Department of Public Safety and some research by the ECN staff, we are confident that based up on Minnesota Statute and Federal Regulations, that the Statewide Radio Board does have the authority to limit usage of system as it sees appropriate, within the confines of regulations and law. At what point do we begin looking at capacity and not just having an open door.

New Business

n/a

Other Business

n/a

Announcements

Chair recognizes Commissioner Tony Bennett for his years of hard work on the Statewide Radio Board.

Adjournment

Chair Dunaski adjourns the meeting at 1:05

Recorded by Wendy Surprise

<END>