

**Central MN  
Owners & Operators and User Committee Meeting  
Microsoft Teams Meeting  
January 20, 2022 – 10:00 AM**

**OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:**

1. Brandon Larson, Vice Chair & Micah Myers – City of St. Cloud
2. Kandiyohi County – Big Stone County
3. Kevin Smith – Douglas County
4. Tina Lindquist & Jon Combs – Grant County
5. Ace Bonnema – Kandiyohi County
6. Sheriff Brian Cruze – Meeker County
7. Andy Beckstrom – Mille Lacs County
8. Victoria MacKissock – Morrison County
9. Jason Karlgaard – Otter Tail County
10. Kristen Lahr, Chair & Mary Lieser – Stearns County
11. Dona Greiner & Brian Koehler – Stevens County
12. Sheriff John Holtz – Swift County
13. Sarah Booker – Todd County
14. Tyler Wheeler – Wadena County
15. Haley Dubois – Wright County

**USERS MEMBERS/ALTERNATES PRESENT:**

1. Tom Zabinski & Steve Williams – City of St. Cloud
2. Perry Beise – Benton County
3. Kandiyohi County – Big Stone County
4. Kevin Smith – Douglas County
5. Tina Lindquist & Jon Combs – Grant County
6. Ace Bonnema – Kandiyohi County
7. Sara Miller – Meeker County
8. Andy Beckstrom – Mille Lacs County
9. Victoria MacKissock – Morrison County
10. Jason Karlgaard – Otter Tail County
11. Paul McIntyre, Chair; Kristen Lahr; Chief Jim Hughes, Vice Chair; & Erin Tufte – Stearns County
12. Dona Greiner & Brian Koehler – Stevens County
13. Sheriff John Holtz – Swift County
14. Sarah Booker – Todd County
15. Tyler Wheeler – Wadena County
16. Haley Dubois – Wright County

**GUESTS:**

1. Commissioner Jeff Jelinski, ESB Chair – Morrison County
2. Stephanie Johnson, EMAC Chair – Meeker County
3. Wade Jeseritz – West Central Communications
4. Keith Christenson – CentraCare
5. Jason Sufka – CentraCare

**OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:**

1. Benton County
2. Pope County
3. Traverse County
4. Wilkin County

**USER MEMBERS/ALTERNATES ABSENT:**

1. Pope County
2. Traverse County
3. Wilkin County

**CALL TO ORDER:**

Meeting called to order by O&O Chair Kristen Lahr at 10:00 a.m.

**INTRODUCTIONS:**

Introductions were conducted. There was a quorum for both Committees.

**APPROVAL OF AGENDA:**

*Stearns County made a motion to approve the O&O/Users Agenda. Morrison County seconded, motion carried.* Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Big Stone County – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Wadena – Aye; Wright – Aye.

**APPROVAL OF MINUTES:**

*Morrison County made a motion to approve the November 18, 2021 O&O/Users minutes. Todd County seconded, motion carried.* Roll Call Vote: City of St. Cloud – Aye; Benton – Abstain; Big Stone County – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Wadena – Aye; Wright – Aye.

**COMMUNICATIONS:**

- a. Regional Stakeholder Engagement Meeting  
Lahr reported an updated agenda has been published. The meeting was originally posted to be held both virtually and in-person in Stearns County. However, with the increase cases of COVID-19, the in-person location has been cancelled. ECN has restructured the agenda a into 1-hour or 90-minute blocks, so users can join for items that are of interest. They are scheduled throughout the day. It is still a 5-6 hour meeting, but you can join and drop-off.

**O&O BUSINESS:**

- a. CM Analyzer rotation schedule  
Larson reported the analyzer is with Morrison County. Once they are done in a few weeks the next agency is Todd County.
- b. COML Renewal – Ace Bonnema  
Lahr reported Bonnema is renewing his COML activities for the COMU experience record. He has attached subsequent 205s that do support the activities he has completed in the last few years. One point for a 205 for the Spicer 4<sup>th</sup> of July event. Three points as a COML for the Paynesville Air Show this past August, and was able to sign-off taskbooks for both Lahr and Larson through that event. Bonnema was integral in the planning and coordination of that.

**O&O BUSINESS:** (Continued)

b. COML Renewal – Ace Bonnema (Continued)

Then another point for a 205 created for the Kandiyohi County Fair. Lahr looked for a motion to approve. *Meeker County motioned. City of St. Cloud seconded.* Roll Call Vote: City of St. Cloud – Aye; Big Stone County – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Wright – Aye. *Motion carried.*

c. Regional Talkgroup Request – US Postal Inspections Service

Lahr reported we received this from our RIC Steve Tait. Lahr stated Tait notes in his email that the US Postal Inspection Service is requesting permission to access the newly created regional encrypted interoperability talkgroups. Their original request was approved by the region in late 2019. The supporting document in your packet is the updated request. Lahr explained the US Postal Inspection Service is a post-certified inspection service, so they are technically law enforcement. They would be qualified for CM 2LE-5LE in their request as well. Lahr stated we would be looking for a motion to approve. Larson asked two questions on EMS Hail and Emergency Management talkgroups. Larson would ask for EMAC to speak up about this. Not sure if those are talkgroups that for a postal inspector would benefit them in any way for those two talkgroups. McIntyre stated as far as EMS Hail goes, McIntyre does not know if they would have a benefit to it. We would not be against them having it, but there is very little traffic on them. Lahr knows originally the region did deem Emergency Management to be for Emergency Managers only. Tufte reported we utilize this most regularly during exercises and for severe weather events that are affecting the region. Similar to McIntyre explaining the EMS one, this is not a regular use. If you are listening or scanning there probably is not generally conversation on it. Lahr asked do we have a motion by any of the members to approve or deny or approve with any subsequent modifications to the request? *Kandiyohi County motioned to approve without the EMS/Emergency Management talkgroups. City of St. Cloud seconded.* Karlgaard asked you said they are technically law enforcement. Are they licensed law enforcement officers? McIntyre had a friend that had a friend that used to work for them if it is the law enforcement side, they are considered a licensed federal agent. That was Lahr's understanding just by requests that have come through LMR in the past. They have LTACs in their radios as well. Roll Call Vote: City of St. Cloud – Aye; Big Stone County – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Wright – Aye. *Motion carried.*

d. CentraCare CM Encrypted TG Permission Request

Larson reached out to Keith Pattison and looked for some clarification. He is looking for our all-discipline encrypted talkgroups, so CM 6 encrypted through 12 encrypted. He said only if the region felt they should have the law enforcement ones, they would accept them, but it was not part of their request. Lahr stated because CentraCare has a participation plan, they are technically a participating member in the Central Region. They are not represented on committees as such. We thought we would put it on the agenda just for transparency sake and discussion. Lahr asked would they have necessarily needed to have it on the O&O agenda for approval if they are a participating member in the Central Region? Or could they have just requested them from the Regional Coordinator? McIntyre asked is there a regional plan or a state plan like McIntyre's? Lahr believes it is a state plan. McIntyre knows mine technically was not, so he had to seek permission because it was not technically the regions.

**O&O BUSINESS:** (Continued)

d. CentraCare CM Encrypted TG Permission Request

McIntyre had to go to all the regions and get approval. That is how the committee handled it with us being a state plan. Lahr thinks as a matter of checking off boxes, it is probably conducive to add these requests to the O&O agenda then. Lahr asked do we have a motion for approval for CentraCare EMS to add the all-discipline regional encrypted talkgroups to their radios? It would be CM6E-CM12E. *Douglas County motioned. City of St. Cloud seconded.* Roll Call Vote: City of St. Cloud – Aye; Big Stone County – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Wright – Aye. *Motion carried.*

e. Meeker County Participation Plan Amendment

Lahr reported Meeker County is looking to reroute a connection to the Zone 4 master site in St. Cloud. Sheriff Cruze explained our T1 provider tripled the cost to us. We are just finding a less expensive route to do that. Originally, we had a direct link through T1. What we are going to do is we will use a T1 to a state tower that has microwave. The microwave signal will send it up to St. Cloud. Lahr noted they do have approval from MnDOT ROC. They did also submit this request to the LMR in January and it was approved there pending approval at the region. Do we have a motion from the O&O to approve this request for Meeker County? *Grant County motioned. Todd County seconded.* Roll Call Vote: City of St. Cloud – Aye; Douglas – Aye; Grant – Aye; Meeker – Abstain; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Wright – Aye. *Motion carried.* Lahr will make mention at the next LMR just to update the committee that it was approved by the Central Region.

f. O&O Committee Attendance 2021

Lahr reported it lists the membership as of 2021 and the attendance of those delegates or alternates for last year. If you have any changes in your committee membership please forward that documentation to the City of St. Cloud.

**JOINT BUSINESS:**

a. Regional Strategic Plan – O&O / Users focused goals

Lahr reported we will have this on our agenda for the foreseeable future.

i. Regional Encryption Capabilities – discussion

Lahr reported this has been a hot topic of conversation since last fall when the BCA put out some encryption requirements for CJI data over LMR. It has been brought up for discussion at several state committees and at the RAC. Most of our sheriffs or police chiefs have received those notifications or requirements from the BCA so there are a lot of questions surrounding what is CJI data that is being transmitted and what needs to be encrypted. How we come up with some sort of a plan statewide to meet those requirements. At the RAC meeting, Myers had brought up that there was some discussion at Finance. A desire to come up with a base-level inventory of radios or subscribers that may need to be replaced and/or upgraded to meet these requirements.

Myers stated what we are looking at is trying to get an inventory. We know from pulling reports from John Anderson, so we know how many subscribers are on the network, but we have no idea what they are. The reason we need to get this inventory is we are going after money with the legislation session starting at the end of the month here we are looking to go after some of the surplus dollars that are out there to aid in replacement and getting folks that do not have radios.

**JOINT BUSINESS: (Continued)**

a. Regional Strategic Plan – O&O / Users focused goals (Continued)

i. Regional Encryption Capabilities – discussion (Continued)

Myers explained we are trying to figure out what the capability of the radios that are out there. Getting the models, manufacturer, etc. It is on the SMG for the 26<sup>th</sup>. They are going to reach out to the admins. But, not every admin attends that. So, we are trying to be proactive and get this. The Finance Committee would like to have this so we can put together budgetary numbers so we have a reasonable ask, and be able to support that ask when we reach out to the legislators. It is imperative we get this inventory. We can go through with some of the information for Motorola radios we know that some of these are going to be coming end of life and not supported here in the next 2-3 years. And that is why it is imperative we have the models. As Larson had presented to our local interop group here in St. Cloud, if you pull back the radio we need to know if they are ‘A’ ends or ‘B’ ends, because that is going to determine when they are going to end of support. Also looking at what level of encryption is in the radio right now to know if your radios can be upgraded, or if they have to be replaced. If we are going to ask the legislators for it we have a short window to collect this information. The other component to it is once we know this, and we have an idea for the subscribers, we are also looking at what is it going to take for the management side of these keys, like OTAR. We are going to come up with estimates as to what we have to put on the system backbone to be able to manage these keys. And then there are other things we are going to develop through the process, the timeliness, and standards. Right now, we are looking at getting as close to an accurate inventory on the subscribers we have on the system and then trying to come up with a best guess for however we have to put on the core of the system.

Lahr stated with this initial ask, it seems like we are coming up with this potential budget request through a legislative session. Are we tying that to this requirement from the BCA/FBI requirement for encrypting CJI? And if that is the case, should we start with are we primarily looking for the inventory or the capabilities of law enforcement radios at this time, because that is where that ask is tied to? Or should we also be gathering all of our other subscriber inventory data in regard to the disciplines as well for interoperability purposes?

Myers replied part of it is tied to that, but we have been having the discussions about encrypting radios since the last SCIP planning. We went through and looked at what it is. One of things that Myers would say is frustrating or concerning is we always say we gear towards law enforcement, but law enforcement works with the other disciplines on it. One of the examples Myers gave, if someone patched across a conversation between law enforcement and someone else and they have got CJI information, because the other component is what do you do if we are logging that talkgroup? Now that talkgroup has to be encrypted at rest as well. It is more than just law enforcement, it is looking at making sure all your radios are capable and we will vet that out, but Myers would not just fix on law enforcement. Myers would look at what your entirety of your fleet is to get that information. We will vet that out at the end. To Myers it makes more sense to collect all of what you have for radios. Larson and Myers had a discussion on this as to what about the fire agencies and the other ones. Those individual agencies within a county did not do it. The counties did the participation plan for all their discipline, for public works, etc., so they should have some level of inventory on that. That is all we are trying to get right now. Myers does not really care about the discipline, Myers is just looking at what do you have on the system right now.

**JOINT BUSINESS: (Continued)**

a. Regional Strategic Plan – O&O / Users focused goals (Continued)

i. Regional Encryption Capabilities – discussion (Continued)

Larson pulled up a spreadsheet that Lahr created for inventorying her own agency radios. Larson explained unless others have thoughts on how to modify this, this is what Larson was thinking as a template to help everyone create the inventory. Recognizing this is asking for some detailed information. Larson realizes as system admins you may not have this level of detail. You may need to work with whomever you utilize to maintain your subscribers, or you just might not have this information based in a spreadsheet form. Larson explained how Lahr listed out her agency, and it was a law enforcement discipline, they are Motorola radios and then she lists out by each line which models they have within their agency. Whether it is a mobile or a portable. What Myers was mentioning is the BN/AN difference on Motorola equipment. For instance, you could have an APX6000 portable radio that your agency purchased maybe 6-7 years ago and it works just fine. But, if you pull off the battery and look on the radio itself underneath where the battery goes, there is a white label and it will list out some information like serial number, and model number. The model number will have a whole bunch of alphanumeric, but at the very end of it, it will have two characters. And it will either say AN/BN. AN means it was the first revision of the model of radio. BN means it was a revised model. The BN for the 6000 came out a few years ago, and that is going to continue to be supported. Whereas, the AN model is not going to have the same level of support as the BN radio. That is one of the reasons why we are asking that question, so we understand the life expectancy from the manufacturer for support. We then include a count, so you include how many of each of those models. If you are aware of what encryption types are within the radio, you can include that for these models. If you have got 6000Li's that differ you can include multiple lines for that. The white boxes are fillable. And the grey boxes have the drop-downs to help you out with the models. Not everyone has Motorola equipment, so Larson did his best to include Kenwood, EF Johnson, Tait, and Harrison and BK radios as well. Larson has reached out to Motorola to get some additional information to help us translate. Once we have got this inventory, it will help your agency translate what the capabilities of your equipment is. Larson has also reached out to Brandon Communications for assistance with similar information. Larson is not sure if we have Harris, Tait, or BK units in our region, but if we do, Larson can reach out to those vendors as well for similar information to help out.

Larson explained a Change Management workgroup commissioned by the LMR Committee is looking at more than just what this BCA/FBI requirement is looking at for encryption type. Larson pulled up a Motorola spreadsheet. The Motorola information which is a similar stuff Larson is looking for others. Includes information about the model, type of encryption that the radio is capable of, if you are able to have the DES-OFB which is currently the state interoperable one. And AES which is the higher level the Change Management workgroup is trying to figure out a migration process. And some additional information regarding how many encryption keys are capable of being held in that radio and further discussion regarding integrated voice and data and over-the-air rekeying to keep the keys of the utmost security and rotate them.

**JOINT BUSINESS: (Continued)**

a. Regional Strategic Plan – O&O / Users focused goals (Continued)

i. Regional Encryption Capabilities – discussion (Continued)

Myers added one of the other things we touched on was what is called CJI data. There is going to be more in-depth discussion here at the Monday Regional Quarterly. If you need to find more information about it, Myers would suggest that you get logged in.

McIntyre suggested one more yes/no tab on the spreadsheet just to have people double-check if they have multi-key or not for the interoperability side of it, you need that. Larson added for those that are unaware, multi-key is a software feature you purchase with your radio along with encryption which allows you to have multiple encryption types in your radio and multiple keys.

Lahr asked does anyone have any concerns about their ability to gather this information? Do you know what your inventory capabilities are? Do you have any concerns about that? Would you be able to work with your radio shop if you have a radio shop maintaining your fleet? Does anyone have any concerns about this request, or about anything related to this topic?

Bonnema spoke for Kandiyohi County it would be a big time thing is the biggest issue. And from Big Stone, Bonnema knows they are probably going to have to just rely on what the radio shop has. It seems like we have kind of done some of this stuff putting things into CASM and there seems to be a push again in the regional plan for CASM and here we go again what round is this?

Lahr read Greiner's comments in the chat. Greiner is stating that you do not have concerns about gathering the inventory on your radios, but again it would take some time. Lahr asked Myers do you suggest that agencies start with their law enforcement radios first just so we can get that? Is there a priority on what discipline we gather in the forefront? Dependent on the size of your agencies, Lahr is looking at upwards of close to 2,000 radios for Stearns County gathering this data and maybe having to go out to some agencies just to verify Lahr has correct information. Just to look at the physical radios themselves.

Myers understands it is a large ask. We do our best guess. Get what you can, and we will try and go from there. The challenge we have got is this is a very tight window to get it. You can make it a priority if you want. If we do not have the information when we make our ask for money, they will give priority to that. If you know you need radios, you are going to have to do this in some form depending on what the BCA and the Feds go with the encryption we have there, but then it is more than just that item. Myers knows this is asking a lot to try and get done in a short window, so you can make priority to your law enforcement, but Myers goes back to the point, you are still going to have CJI information that goes more than just to your law enforcement.

Lahr noted we are not asking for perfection, correct? We are asking for some ballpark figures. Myers replied ballpark best guess that we can make a reasonable ask. Myers cannot just go to legislation and say I need \$200 million dollars for radios. When we are building our case, part of what we are trying to leverage is the BCA requirement, but there are other things we talked about. Because what you have for encryption right now is not really encryption, because it has already been compromised and we have known this for how many years.

**JOINT BUSINESS: (Continued)**

a. Regional Strategic Plan – O&O / Users focused goals (Continued)

i. Regional Encryption Capabilities – discussion (Continued)

To Myers it is more than that, here is an opportunity for us to get some one-time monies, but it takes a little bit of effort. If you do not want to put the effort in, then don't complain. Everybody is looking for funding to replace their radios. And this is an opportunity we can go there. You can prioritize it how you want, but we are just trying to get our best case number that we can present to the legislators.

Karlgaard asked should we include something in here about dispatch consoles and VPMs? Karlgaard just learned recently that our VPMs here in Otter Tail are not currently capable of AES. Karlgaard started this a few months ago before this whole encryption topic came up just because Karlgaard is interested in utilizing some AES for Otter Tail County talkgroups and Karlgaard is waiting on a quote from Granite right now for that. Karlgaard's second question is Karlgaard had thought someone had mentioned that would maybe be a chargeable upgrade or if it was part of the SUA. Does anyone know?

Lahr asked as far as adding them to VPM's the console specific encryption? Karlgaard stated making the VPMs capable of AES encryption. Lahr asked making a clean sweep across the state ensuring that all consoles have AES capability? Karlgaard replied yes. Lahr does not know. We would have to check in with either Tim Lee or ECN to either check, or negotiate that. Karlgaard agrees with the others, the information on the radios is a big ask for time and effort, but it can be done.

Smith asked is this gospel? The people that put this in place the FBI/BCA, were they realistic in realizing the cost this is going to be for the State of MN and across the country? Is it possibly something that would go away? Smith understands the reasoning behind encrypting the CJI data.

Myers talked to the BCA when this came out and they did think about it. How long have you worked in government? It is a Federal mandate that comes through. If you go back to when they were doing 2FA when they got challenged. They could get challenged and remove it. But, as Myers said before, this is an opportunity for multiple reasons. This is just one of the things we are going to present in our arguments to the legislators saying, 'In order for us to get into compliance we would like to tap into the surplus we have.' But we also know the encryption we currently are using in our radios has been compromised, it is not really encryption. Myers does not know why you would put something in that can be compromised. And also looking at the other thing we had discussions on we looked at let us find out if we are going to ask for money to get folks that are searching for funds to try and get radios, and the folks that are on the system and have been on for sometime and they are going to have to replace these radios. We know not everyone has the same level of funds available to them to replace them. We are trying to get some way we can offset those costs that we are going to have to incur at some point in the future. When you look at what is available to us right now, this is why the pressure is being put on. No, they did not consider it, but Myers does not think we should just sit on our laurels and not do anything when you have an opportunity to get some funding to upgrade them and get to an actual encryption algorithm that is not compromised and get replacement radios. It is a lot of work, and we are trying to get our best case number, but if you do not ask you can guarantee you are not going to get anything.



**JOINT BUSINESS: (Continued)**

a. Regional Strategic Plan – O&O / Users focused goals (Continued)

i. Regional Encryption Capabilities – discussion (Continued)

Larson noted Karlgaard asked about identifying if you have AES algorithm in your dispatch VPMs. That is going to be it is a VPM by VPM check. Larson did reach out to Dave Theis, he advised one of the easiest ways is if you have a key loader that can load an AES key, you could try loading it in to see if it works. Otherwise, there is a way for him to check remotely which VPMs already have AES within the region, but that would be the O&O having to request Dave's time through the Regional Coordinator contract. Larson asked Myers what is your time frame on when you think you need this data to present?

Myers replied the Finance Committee is hoping to take action at the next meeting to start the process of how we introduce legislation or get appropriations that come back to the SECB. We would like to have this on our next meeting which is February 10<sup>th</sup>.

Lahr stated we will get this inventory spreadsheet sent out to all of the system administrators and/or agency contacts and see what we can get. Larson can get this sent out to all the system admins. Larson has that contact list made already. If there are others that want a copy of this template, reach out to Larson. Larson is more than willing to work with any of the agencies to help you out with this. And like it was said earlier here, be as detailed as you are will benefit your agency for knowing what you do, and do not, need. But, like Myers said, ultimately, if you have a good sense of what you have and what you would need, then let us get that documented as well.

Myers added there has been a push from the state, this came out for an update to CASM. We are collecting this information and it is not in vain, because we can funnel this information in so we have it. But, it comes down to it is one thing to put it in there, but are you going to maintain it. There has been discussion as to providing additional training and doing the upgrade, so that is another vein that is moving forward. Myers knows it is a lot of work, but you have an opportunity to potentially get funding to help upgrade/replace aging radios. And it also provides us one of the goals we have on our regional plan is looking at going back to CASM and getting that. It seems like we are repeating this stuff, but at least there is more value than just getting the numbers we need to ask for money from the legislators.

What Bonnema is getting at with the CASM is instead of just pushing that locally, is that something the region should be trying to encourage the LMR as far as participation plans and stuff all of that could be put into CASM, and that could be the repository that is kept up-to-date, so that things do not fall behind. If we keep that up and running and current, we would not constantly come up against these battles.

ii. CASM Awareness and Training

Larson knows in the past the region has hired out for CASM training and back then the region committed to utilizing CASM in all forms for communications inventory and interoperability. We have discussed just prior to COVID about trying to put together our own type of training class. Larson has not had the time to be able to put that together yet. Larson is looking to see what our next steps are and how do we identify and reinvigorate usage of CASM? We found over the last few years with Northern Lights Taskforce, Operation Safety Net, and other real life events, that if we would have had the data in CASM it would have made the pre-planning for those events and seeking out of information from the rest of the state so much easier.

**JOINT BUSINESS: (Continued)**

a. Regional Strategic Plan – O&O / Users focused goals (Continued)

ii. CASM Awareness and Training (Continued)

Larson explained just like what Bonnema mentioned, ECN came to all the regions asking in preparation for Northern Lights, what additional communications equipment do you have available that the northern regions could use? That is all information that should have already been in CASM. We have discussed before that CASM is only as good as the data that is in it and how fresh the data is and complete the data is. Larson does not know what the next steps are how to move forward.

Myers responded yes we need to stress this. Myers sent Larson an email this morning that Myers got from SCIC. There is a refresh coming to CASM. So, if we are looking at training, Myers would hold off, and we need to do some investigation. Find out when that refresh is actually going to happen. And what does it do to the data that is already in there. Is it going to change data that is in there? But, then as we talked about our regional plan, we have this as a priority on it. And this is what we present to the Board saying this is a priority if we want to make regional policy saying not a 'shall,' but it is highly recommended, or best practices, that you do this and start doing that. If we sit back and wait nothing is going to happen. Myers thinks that is the first approach to start looking at do we want to define it, or make it a requirement, or best practice? Put that best practice guide together and then follow-up as Myers said earlier as to what is this refresh going to entail? What does it do to the data that is already in there and go that route. Myers thinks that is the course that this committee, and making that recommendation back to the board, so the board says yes, we are behind this and make it a regional policy or whatever you want to do.

Lahr asked for thoughts on keeping both of these items in particular on our next agenda for either continued discussion or discussion on the progress of what our region was able to gather as far as the encryption subscriber inventory. And a discussion on the potential of adding that data into CASM and continued discussion on additional items that should be updated regionally from our participating members into CASM. We can continue that discussion on training after a refresh.

Larson stated something that is on our regional strategic plan and dovetails nicely into CASM would also be including a topic of COMU. COMU greatly benefits from up-to-date CASM information when responding to events pre-planned or emerging. Right now, our COMU group we do have strong membership with it, but it is an unofficial group of the region. That was one of our strategic plan goals of bringing it underneath the umbrella of the region. That might be a good conversation for future meetings.

Lahr replied in regards to the regional strategic plan, we can update the sub items on our agenda here to 'regional subscriber inventory,' 'CASM updates and awareness,' and 'COMU awareness' topics just to update or keep the process on each of those topics moving. Lahr stated we will get that inventory spreadsheet out and if each agency can do their best to get that information gathered and sent back to Larson. Lahr is always available for any questions. We will see what we can do to get at least some information back to go to Finance in February. Larson will email it out to all the system admins. The Finance Committee meets February 10<sup>th</sup>. Larson explained their meeting packet has to be out a week prior. If you get the data back to Larson on Wednesday, February 2<sup>nd</sup> that gives Larson an opportunity to put all the data together for Myers for his meeting packet on Thursday.

**USER BUSINESS:**

a. ARMER Radio Instructor Training – April 12-13<sup>th</sup>

Lahr reported there are 8 spots remaining for the course in April. McIntyre asked is that something like in the past if we cannot get those 8 spots filled will we put that out to other areas to try and fill? Lahr believes that is the consensus. Lahr explained the region is paying for this training out of the regional budget, because it was not available to be reimbursed by grant funds. We want to make it available to our regional members first, but we ultimately do not want those spots just to fall to the side either. We want to make sure somebody is able to make use of that. Lahr believes we will open it up. Lahr asked Myers if he had an opinion on when we send this to be posted statewide. Myers would say we give it to the end of March. That gives them two weeks for someone outside of our region.

Myers noted one of the discussions we had at the RAC a question came up about what is on our training roadmap for 2022. Knowing we do not have any grants, but if there is something we want, we can go to the board and ask to do the same thing we are doing for this Train the Trainer. Myers thought we were going to have a discussion what does the User group or this group want to see for training if any for 2022 outside of the radio Train the Trainer?

McIntyre knows the state is providing a few things, but it sounds from what we are seeing that within the first 40 minutes of putting it out there those classes fill up, so anything we can do regionally. McIntyre thinks the networking we have done on some of the system admin and radio training has always been really good, especially as things keep changing. If there is anything with either one of those that are possible to consider.

Myers stated what we have done in the past, on the training roadmap Shari also lists down at the bottom classes and when the last time we had those classes. If those classes are a value we can send that out to this group and bring it back at next month's meeting. And we can get the board to take action at their March meeting. We can present it to them with an update saying we are looking at training for the calendar year and we hope to bring something back to them in March and then coordinate with On Target, or whatever the training is, that we can get it on the calendar, because they are going to fill up. Myers would suggest we send that out, take a look at what we have done in the past with training. If there is value add, or there is a need for it let us know. McIntyre added if we can all take a look and bring back recommendations for next month's meeting that would be greatly appreciated. Or, if there is anything new out there that anybody can think of that is not on there, please bring that forward as well.

b. User Committee Attendance 2021

McIntyre noted we have our User Committee attendance for 2021. You can take a look to see how things are going.

**REPORTS:**

**RIC Report**

No report.

**CMESB:**

**Emergency Services Board (ESB)**

Will meet next week. Myers reported the agenda will go out tomorrow. We had made a request from the committees to have information. It will be their first meeting. We will have some discussion. We will add the item about training to there. And give an update as to where we are with our regional plan.

## **REPORTS: (Continued)**

### **CMESB: (Continued)**

#### Regional Advisory Committee (RAC)

Met last week. Myers reported we did not have a whole lot other than the discussion we just talked about was the training was the one item we wanted to bring to this group. We did talk about the request from ECN on getting the inventory. It was mentioned it would be discussed here.

#### Next Generation 911 Committee (NG911)

Met last week. Booker reported we did have elections for Chair and Vice Chair which remain the same. We did have some discussion regarding the RapidDeploy project moving into the next steps. We did take action on making a formal request to ECN to draft an MOU document so all the project details and responsibilities are clearly outlined.

#### Emergency Management Advisory Committee (EMAC)

Met December 8<sup>th</sup>. Johnson reported at that meeting we voted on EMAC officers. They remain the same as 2021, Chair is Johnson, Vice Chair is Richard Ward from Wright County, and secretary is Lynn Siegel from Traverse County. We did approve the 2022 meeting schedule with the understanding that our meetings for location, or being hosted virtually, are subject to change due to the COVID pandemic. Through that approval and the discussion, we talked a little bit about moving forward post-pandemic and what that may look like. In our Bylaws we did go ahead and add, like all of the groups here, the blended option of a meeting especially during COVID or inclement weather. As we continued that discussion, it really opened eyes to the amount of time travel spent to go to our meeting verses the time the meetings take. We opened it up to just looking at what blended meetings may look like. We all agree that in-person meetings are beneficial, but we are going to continue that discussion on what we might be able to do to bridge both that gap of meeting in-person with travel time and also the virtual options like many of us on the call one of the barriers to the capabilities of doing a blended meeting is technology and the capabilities that our rooms in our facilities have. It was mentioned at the last EMAC meeting that there is a resource called the Owl, Todd County has actually purchased it already for some of their meeting spaces and it helps bridge that technology gap. Looking into some of those options as well. We also discussed moving into our strategic plans so the EMAC strategic plan was through the 2021, so we are now going to start and work on our 2022 and onward strategic plan in the hopes that will give us a direction for where we want to go with core capabilities, trainings, exercises, and then also hopefully be able to bridge that as well with any grant applications we would submit in the future.

#### Regional Logger Committee:

Larson reported the regional Logger we are now meeting jointly with the RAC. At the close of the RAC meetings the Logger meeting is starting up. We still have our separate meeting agendas and meeting packets. We are just piggybacking from the RAC meeting. We do have two non-regional non-JPA partners we anticipate to be joining this year. One will be Washington County and the other one is Sanford Health EMS. Both of them were at the contract place in the process. We are waiting on contracts to be approved by both entities before we move forward for connection pieces. Both agencies have been approved by the ESB. And we are also having similarly to this meeting and RAC and everyone with the BCA/FBI encryption piece. They are also including loggers as well with that, that the recording must be encrypted both at rest and in transit. We started discussion with our vendor Northland Business Systems to see what some worst case budgetary numbers are for handling that encryption.

#### Grant Updates/Current Regional Requests

Myers reported the grant we have that will be active right now is going to be Wilkin County that is their console upgrade. That was part of the SECB Grant. We are just waiting for the paperwork to be provided and we can sign it and they can start moving. The board has approved that.

## **REPORTS: (Continued)**

### **CMESB: (Continued)**

#### **Grant Updates/Current Regional Requests (Continued)**

Myers reported the CPE Grant we are wrapping up. We are into the last quarter. We have got some issues we are trying to resolve with Motorola on the invoicing as they cannot follow directions. We had prior to the start of this grant and we struggled all the way through. Motorola is very lackadaisical in their response we do not get a lot. We have even went as far as reaching out to ECN, because the GIS Grant had a start date that would put us in compliance. We requested to see if we could move the start date of the grant, and that was declined. We are going to have to continue to try and get Motorola. Myers has went as far as saying Motorola will have to make up the difference. Myers does not know where that is going to get us, but we will keep pushing on that one. The GIS we are into the last quarter and folks are continuing to submit their work. We know there is going to be some work that will continue after the grant and we will look for other opportunities on that.

## **REPORTS:**

### **SECB:**

#### **Land Mobile Radio Committee (Kristen Lahr)**

Met last week. Items of interest for the Central Region were the approval of the Sanford Health participation with our Regional Logger. As well as the Meeker County participation plan change pending approval here at the Owners & Operators group. Those were both passed. Several standards were reviewed and approved. Those were all approved aside from the Response to Non-Compliance Standard which is going to go back to workgroup just for some massaging of some language. There was also an after-action report by Marcus Bruning on Operation Safety Net. And some items that came out of the after-action report that was deemed necessary to go to both Interoperability and the LMR Committee for review.

#### **Interoperability Committee (Micah Myers)**

Met on 18<sup>th</sup>. Steve Tait gave a discussion on the regional quarterly. We went through action items on the SCIP. We talked about how we are going to do our part to update the Interoperability Committee. A suggestion that was made was similar to what we took up at the Finance Committee where we have a supplemental report we do and that would link into the main SCIP plan, so we can see what all the other committees are doing. Elected Committee officers for 2022. Did some COMT/COMLs. A handful of those were approved. The standards we talked about earlier.

- **Workgroup Reports (COMU – STR – EMS/Hosp)**  
COMU workgroup met. Larson reported they reviewed a couple of those COMU positions that went through this month's Interop meeting for approval. They also had conversation regarding an interest in reaching out to surrounding states that have similar COMU type meetings to be able to collaborate and share experiences and ideas regarding standards, best practices, etc. Larson was unable to attend the last STR meeting.

McIntyre reported EMS/Hospitals were recently assigned Melinda Miller as a representative from ECN to oversee the workgroup. We are waiting to hear back that some of the infrastructure is still in place for our group to move forward. We are still holding off through January based on the state of healthcare and we are hoping to get going at the end of February first part of March and have meetings in 2022. If anybody is interested in being part of the EMS/Hospital groups send McIntyre an email to get on the list. Tait and Bruning have been promoting it in their other regional meetings. As soon as McIntyre hears from Miller that our list serve is still valid will get that link out to everybody.

**REPORTS: (Continued)**

**SECB: (Continued)**

**Wireless Broadband and Applications Committee (Brandon Larson)**

We held officer elections. Dave Pike from the Southeast Region is our Vice Chair for this year. Larson has put his hat in the ring for Chair of the committee for this year. We will find out at this month's SECB meeting who the Chairs are for the committees. We did have action items similar to the other SECB Committees relating to two standards. Both of those were approved. We had a discussion regarding our progress for the SCIP plan. The item we have the most progress on so far is assisting with a revision of the MN Field Operations Guide (MNFOG). We do have a goal of including a wireless broadband chapter into the guide to assist COMU personnel on incidents with wireless broadband. We did have a discussion regarding Operation Safety Net after-action report. The SECB provided us action items. Those action items were a tad bit vague, so we have requested additional information regarding what we need to do to fulfil those action items.

**Steering Committee (Kristen Lahr)**

Met this last week. We did a final blessing moving the statewide SCIP to the SECB this month for approval. Also reviewed a couple standards. We did have an update from Deputy Director Clark on where the state is at, or where the SECB Committee process is at, with the statewide and regional governance language in the 403 statute. That workgroup was put on pause as that discussion went to SECB on how the SECB would like to move forward on revising that language. A Metro Region Commissioner as well as at our Steering Committee, our Chair, is very interested in getting work on that moving again and some workgroup appointments have been sent out for continued revisions on the governance language in the 403 statute.

**NEXT MEETING:**

The next O&O/Users meeting will be February 17, 2022 at 10:00 AM via Microsoft Teams.

**ADJORNMENT:**

*Chair McIntyre made the executive motion to adjourn the meeting and the motion was carried unanimously at 11:42 a.m.*

Minutes recorded by Shari Gieseke.