

**Central MN
Owners & Operators and User Committee Meeting
Microsoft Teams Meeting
January 21, 2021 – 10:00 AM**

OWNERS & OPERATORS MEMBERS/ALTERNATES PRESENT:

1. Brandon Larson, Vice Chair & Micah Myers – City of St. Cloud
2. Julie Fraley – Benton County
3. Tom Egan & Kevin Smith – Douglas County
4. Jon Combs – Grant County
5. Andy Beckstrom – Mille Lacs County
6. Victoria MacKissock – Morrison County
7. Jason Karlgaard – Otter Tail County
8. Sheriff Tim Riley – Pope County
9. Kristen Lahr, Chair & Mary Lieser – Stearns County
10. Dona Greiner & Brian Koehler – Stevens County
11. Bill McGeary – Swift County
12. Mike Wisniewski – Todd County
13. Lynn Siegel – Traverse County
14. Tyler Wheeler – Wadena County
15. Billijo Porter – Wilkin County
16. Haley Dubois – Wright County

USERS MEMBERS/ALTERNATES PRESENT:

1. Dean Wrobbel & Steve Williams – City of St. Cloud
2. Julie Fraley – Benton County
3. Kevin Smith – Douglas County
4. Jon Combs – Grant County
5. Josh Case – Meeker County
6. Andy Beckstrom – Mille Lacs County
7. Victoria MacKissock – Morrison County
8. Jason Karlgaard – Otter Tail County
9. Sheriff Tim Riley – Pope County
10. Paul McIntyre, Chair; Kristen Lahr – Stearns County
11. Dona Greiner & Brian Koehler – Stevens County
12. Bill McGeary – Swift County
13. Mike Wisniewski – Todd County
14. Lynn Siegel – Traverse County
15. Tyler Wheeler – Wadena County
16. Billijo Porter – Wilkin County
17. Haley Dubois – Wright County

GUESTS:

1. Stephanie Johnson, EMAC Chair – Meeker County
2. Jeff Jelinski, ESB Chair – Morrison County Commissioner
3. Steve Tait, Southern RIC – ECN
4. Sara Moulzolf – Granite Electronics
5. Wade Jeseritz – West Central Communications

OWNERS & OPERATORS MEMBERS/ALTERNATES ABSENT:

1. Big Stone County
2. Kandiyohi County
3. Meeker County

USER MEMBERS/ALTERNATES ABSENT:

1. Big Stone County
2. Kandiyohi County

CALL TO ORDER:

Meeting called to order by O&O Chair Kristen Lahr at 10:01 a.m.

INTRODUCTIONS:

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

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Morrison County made a motion to approve the November 19, 2020 O&O/Users minutes. Swift County seconded, motion carried. Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Douglas – Aye; Grant – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye.

ELECTION OF OFFICERS:

- a. Owners & Operators Chair & Vice Chair

Chair Lahr called for nominations for Chair for the Owners and Operators Committee. *Larson nominated Kristen Lahr. Todd County moved to close nominations.* Lahr called the vote for Kristen Lahr for Owners and Operators Chair. Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Douglas – Aye; Grant – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carried.*

Chair Lahr called for nominations for Vice Chair of Owners and Operators. *Lahr nominated Brandon Larson.* Lahr asked are there any other nominations for Vice Chair for Owners and Operators? *Todd County moved to close nominations.* Lahr called the vote for Brandon Larson for Vice Chair of Owners and Operators. Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Douglas – Aye; Grant – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carried.*

- b. Users Chair & Vice Chair

Chair Lahr opened the floor for nominations for Users Chair. *Douglas County nominated Paul McIntyre.* Lahr asked are there any other nominations. Lahr called the vote. Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Douglas – Aye; Grant – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye.

ELECTION OF OFFICERS: (Continued)

b. Users Chair & Vice Chair (Continued)

O&O Chair Lahr opened the floor to nominations for Vice Chair. *Paul McIntyre nominated Jim Hughes.* Lahr asked for any other nominations for Vice Chair. *Lahr called the vote for Jim Hughes for Vice Chair of the Users Committee.* Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Douglas – Aye; Grant – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carried.*

COMMUNICATIONS AND INCIDENTS:

a. ECN Program Updates Newsletter ([view online](#))

ECN Program Updates Newsletter can be found online.

b. Regional Stakeholder Engagement Meeting – January 25

Tait explained with COVID we are not able to hold in-person meetings. In lieu of having our regional quarterly leadership meeting in St. Cloud we are doing virtual sessions. We have one session scheduled for this coming Monday from 9-11 a.m. and a second session from 7- p.m. We will be doing a quick ECN update, SECB update, talk about where we are at with our grant programs. Give an update on the current status of the strategic planning initiative. We will be talking about the webinar series ECN will be hosting in lieu of an in-person Public Safety Communications Conference.

Larson recognized Chief Dean Wrobbel with St. Cloud Fire Department. He is going to be retiring at the end of the month. This is his final meeting. Larson wanted to thank him for his many years of service. He has been involved with ARMER since the very beginning being a COML. Lahr concurred Wrobbel has been a staple on the User Committee meetings and volunteered for the COML workgroup.

O&O BUSINESS:

a. CM Analyzer rotation schedule

Otter Tail County reported we are all down with it. We passed it off to Mille Lacs County about a month ago. Mille Lacs County reported we have had it set-up on one of our towers. We are moving it to another location here soon. Lahr noted after Mille Lacs County it goes back to City of St. Cloud.

b. Bylaw revision

Lahr stated the next item on our agenda is the Bylaw revision to update our Bylaws to accommodate both online and in-person meeting formats. They have been posted on the website for more than 30 days. We would be looking for a motion to approve the amended Bylaws for the O&O Committee. *Todd County motioned to approve the Bylaws. Morrison County seconded.* Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Douglas – Aye; Grant – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye.

c. Otter Tail County site access request

Karlgaard stated it is a few different requests rolled into one. The first being some additional site access profiles for a couple of our cities and one for an ambulance service. The first being City of Fergus Falls. There are frequently two different tower sites radios affiliate to and this causes a problem sometimes with some missed traffic on talkgroups when they are scanning.

O&O BUSINESS: (Continued)

c. Otter Tail County site access request (Continued)

Karlgaard explained we are requesting to have an additional site access profile and make only two towers with requested sites for these talkgroups. The Fergus Falls OT tower which is a county-owned site at our courthouse, and the MnDOT site Fergus Falls site 92. It would be for any city talkgroups in order to improve scanning capabilities. The City of Perham is basically identical just a different location. Perham is our second largest city in the county. We are requesting the same thing there except the only difference being they are both state-owned MnDOT sites (Luce and New York Mills).

Karlgaard explained the third request for the site access profiles is Ringdahl Ambulance Service. They service the entire western half approximately of Otter Tail County. They operate out of two different base locations (Fergus Falls and Pelican Rapids). They have a talkgroup they use for their coordination internally between different rigs and their staff. They frequently have problems with missing traffic, because radios being left on our Fire EMS main, because that is what they primarily use to talk to dispatch. They a lot of times will miss traffic on their local Ringdahl talkgroup due to this. We are requesting to add the sites listed here. A site access profile with those sites listed as requested sites. Lahr asked since you have a couple different requests in this these are all kind of a similar request just for different areas of your county. Lahr stated we would be looking for a motion by the Central Region O&O to approve this request. Karlgaard asked do we want to include there on the last paragraph the one site Sebeka? Lahr does have a comment, if you notice there is just a site missing that you have on one of your site access profiles that is not included in the other generally Lahr does not think you need to make a formal request to LMR for that. Just for consistency sake you could probably just talk to MnDOT about it; maybe Clint Squires our Zone 4 administrator. They would be able to make that consistent across the two profiles; it was probably just an oversight. Karlgaard stated we will leave that off the motion. *Lahr asked do we have a motion to approve by the Central Region this request for additional site access profiles and then this would need to be moved to LMR as well. Douglas County made that motion. Wright County seconded.* Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Douglas – Aye; Grant – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carried.*

Karlgaard stated our second request is to change our Sheriff's Office car to car talkgroup to add it to our requested site access profile. Right now it is not requested and it is infrequently used. Due to the fact that deputies do not pick it up on scan, so a lot of times what they revert back to is using our law main to have unit to unit traffic. Moving this to our requested site access profile they would be able to pick it up on scan and it would be utilized more. Karlgaard does not think it would have too much of an effect with system loading or impact-wise, because a lot of this traffic is already happening on our law main which is already requested. We are just looking to move it off of our law main to our lower priority car to car talkgroup. *Lahr stated we would be looking for a motion to approve the site access change from the general site access profile to the requested site access profile for Otter Tail car to car. Morrison County motioned. St. Cloud seconded.* Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Douglas – Aye; Grant – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carries.*

O&O BUSINESS: (Continued)

c. Otter Tail County site access request (Continued)

Karlgard stated our third and final request is for approval of a recently acquired BDA at our combined Sheriff's Operation Center and EOC which is located in Otter Tail City. It is primarily associated to the New York Mills site which is a MnDOT owed site. It has already received the approvals from FCC and MnDOT. It is just looking to get this committee's approval as well. Lahr did go back to review, initially we were looking to get notification on any BDA's that were installed within the region. We did update our BDA standard for the region just two years ago a slight modification to make it go into line with the state repeater standard. Lahr does not think we need to grant Otter Tail County approval on a regional basis for this unless it is an outdoor BDA. We like to get the notification that there are BDAs just for the situation where it might impact a neighboring site, but as long as you have the approval from MnDOT, Lahr thinks you should be good to go on that without regional approval. Does anyone have information contrary to that? Douglas County stated you are correct on that. Karlgard confirmed it is an indoor BDA and it located right in the central part of our county.

d. Hennepin County talkgroup request

Tait explained before you today is a talkgroup authorization request from the Hennepin County Sheriff's Office. It is coming before this group, because they are requesting access to your encrypted regional resources. Hennepin County Sherriff's Office also serves about two dozen suburban law enforcement agencies providing radio service to them. They would like to program the Sheriff's Office, and any interested suburban agencies, with the Central Region talkgroup resources. Hennepin County is in the process of standing up a multi-agency mobile field force team. These resources would be a benefit if they were ever called to respond to an agency's request from the Central Region. Larson sees this is for law enforcement subscribers. Have they thought about putting our regional interops into non-law enforcement radios as well? Tait can ask Curt Meyer if they would like to submit a second request for the fire agencies they serve. Tait thinks they serve about three dozen law enforcement agencies and two dozen fire departments. Larson's recommendation would be that we authorize this. *Larson can make that motion, but also include in the motion that we offer up to all agencies within Hennepin County that they service as well. Todd County seconded. Lahr stated we have a motion and second to approve the current request and offer the all-discipline encrypted to the fire agencies as well? Larson would amend his motion to specify that.* Tait stated we can note that in the conditions on the form and that would relieve having us to bring this back in front of the committee next month with a second request. Lahr agreed. Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Douglas – Aye; Grant – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carried.*

e. ARMER Talkgroup Sharing Permission Form

Lahr stated we have provided the LMR Committee information on how other regions would request access to our regional interoperability talkgroups. Much like the discussion we just had with Hennepin County talkgroup request. The region's stance on this is our clear mode interop talkgroups we just like to have notification that your agency would be adding those to your radios. You do not need formal permission from the region. However, our encrypted talkgroups would need. There is just one additional ask from the LMR Committee on how we would go about handling requests by the non-governmental organizations like the Red Cross, or agencies that might be from cross-border agencies.

O&O BUSINESS: (Continued)

e. ARMER Talkgroup Sharing Permission Form (Continued)

The interim information Lahr provided to RIC Tait would be that for those one off non-governmental organizations we would still want to have that come through the Owners & Operators just so we can see who is requesting our talkgroups and make a decision just in case there is some reason where we might not want to share the talkgroups. Whatever reason that might be unknown to us right now. If they are not a governmental agency, or an agency within Minnesota, we would just have it go through the Owners & Operators Committee. Is there any discussion from the group that we might want to handle that differently, or does that information stand as far as the region would go about handling NGO requests? Larson stated the item in the packet what is it in reference to. Lahr replied this is in reference to the same discussion, but it is the form that was created for the whole state for talkgroup sharing permission. We can discuss that as well. Tait thinks the process just outlined is a great way to proceed and that is very consistent with what the other regions are doing as well. Tait explained as you just saw in the previous request we had a one-page form that was somewhat dated for talkgroup permission requests that all the regions and other entities were using. Standards workgroup started a discussion on is that form good enough and does it need to be updated. The result we went from a one-page form to a 4-page form. The feedback Tait is getting from some of the other regions is it was not broke so why are we fixing it. This document is way too technical and the average RAC Chair is not going to have the technical expertise to answer or evaluate a lot of these questions. This is a great document for a system admin to review to make sure those configurations and other technical details are being addressed. For a committee level approval, Tait's other regions felt the original form served a better purpose. Lahr's personal opinion is it is a lot to look at and a lot to parse out every potential technical aspect of a talkgroup request in one form. Otter Tail County would second that; this is too complicated. Larson agreed as well. If local agencies wanted to take on something like this they have that ability to each region. Our region even has it's own form along with the state form. Lahr stated the Standards workgroup was looking for feedback on it; if Tait would be willing to share that feedback from our region.

JOINT BUSINESS:

a. NG911 Grant – update
No update.

b. Regional Strategic Planning

Lahr explained there is a memorandum the region will be sending off to ECN in regards to our region participation in doing our regional strategic planning session. At the last RAC meeting, we were looking at the potential dates listed there on the memorandum: Monday, March 15th, March 22nd and March 29th. The first meeting will be a morning meeting, but the subsequent two meetings we will be meeting for two hours in the afternoon, virtual sessions for our region's strategic planning. Myers added the dates have been confirmed through Steve Tait by Judy Plante. Myers has been going out and soliciting. Looking at each of our Committee Chairs as you see listed in the document, we would like to get participation from them, but we would also look at the disciplines as listed below. Myers has reached out to our Commander of Operations he has agreed to participate. Due to the help of Larson we reached out to the Rice Fire Chief, Scott Janski, he is willing to participate. And it looks like, because it is included, Mary Lieser from the dispatch standpoint would be interested. Dona Greiner and Mike Wisniewski both said they are willing to participate. We are getting close to getting representation across all the disciplines.

JOINT BUSINESS: (Continued)

b. Regional Strategic Planning (Continued)

Myers explained it is imperative we get folks from the other two the EMS side and Public Works. Now that we got dates out there Myers is hoping we can fill those slots. It is going to be building on, the lion's share on this call probably are familiar with back in 2009 we did a regional plan but that was very ARMER focused. This will be focused on all the core programs underneath ECN from 911, IPAWS, wireless broadband and ARMER and looking at planning. This is a document we will put together that we would use for seeking funding for initiatives going forward from the beginning of 2022 through 2024. ECN is soliciting and looking for input from all the regions to help them know what our needs are. If you want to participate, Myers would say it can go beyond this list. We will put out meeting notifications on that. There was one other item where Myers would look from the standpoint of Judy Plante does not like Teams. The ask was of using WebEx. If anyone else wants to weigh-in if there is a preference to Teams or WebEx. Myers does want to see those being documented and we have those recordings for review purposes for going back and saying these are things we want and help us planning. Myers also noted on the strategic plan, Judy Plante is helping us with the initial, but when we talked about this the region will review this plan annually. If items we have established in the initial are no longer a priority we can move them down, because that is what we are going to use when we are determining the hierarchy for grants and what we are looking to fund. This is the initial plan, but this is something we will have to make a process to review on an annual basis. Lahr stated if anyone has any interest, or somebody from your agency that you think might be able to provide some good insight on helping with our strategic planning in any of those disciplines please share the information with them, or share their information with Myers and we can reach out to them. Lahr explained the meeting information will be posted so they will potentially be open for any of us to join in and participate with that planning discussion.

c. 2020 Attendance

Lahr thinks this was a request from the RAC to do more of a deep dive into the attendance. Myers replied one of the things we are going to see more focus on is on the 911 side of the house as ECN is taking on those initiatives. Our NG911 Committee is hard-pressed to get a quorum. Myers thinks attendance is important in that group and we bring this back before our ESB and look for suggestions. Do we include it into the attendance requirement? One of the things we have said time and time again if the information is being presented at these meetings and there are decisions being made then you cannot question the decisions the region makes if you are not in attendance. Long-range it will come out in the regional planning that the 911 side of the house is very important and we need to make sure we are getting attendance within our region and we are also participating on those regional committees. Sarah Booker, is now the Chair of the NG911 group, and she does a very good job in representing our region on the state committees, but we need more input from all of the folks within the region. Decisions that are being made there do impact you. We have the four committees tied to the region's attendance standard they are attended. Whether, or not that person is engaged, but we do have people there. The NG911 Committee they are struggling to get quorums and Myers is thinking we look at addressing that. We can bring that up at the Executive Committee too. Myers would like to get input from the group as to how they think we can get better attendance and should we even move that direction. Lahr asked does anyone have any comments in regard to potentially expanding the attendance standard to include the NG911 Committee? Otter Tail County's two cents is you can have attendance standards and force people to attend all you want, but it does not actually create participation. There are so many of these meetings people are silent just because they attend because they have to. Otter Tail is not saying they are against it, just saying you are not going to force people to have participation if they do not want to.

JOINT BUSINESS: (Continued)

b. 2020 Attendance (Continued)

Myers concurred that was to the point where he made, you do have people in attendance, but are they engaged that is why he made that comment. Myers is looking for suggestions. How do you think we get people to participate whether it is in the attendance, or giving the comment for feedback. That has always been a source of struggle, but then when we make a decision then you have people that come back and object to that decision. The decisions are being made at those meetings. Otter Tail County agrees and that is just it, as long as it was presented to the region and they had the opportunity to attend. If they do not like a decision that was made well that is just their too bad if they did not attend and voice their input.

Lahr chimed in as a member of the O&O Committee, the attendance standard may have aided in our committee's increasing it's attendance. You always hope in turn the participation. But Lahr would agree with both sentiments that you can bring people to the table, but that does not necessarily mean that they will engage in discussion at those meetings. Maybe at least hearing the information that is being presented is helpful. In regard to the NG911 Committee, as one of the other committee chairs, Lahr does not have too much of an opinion on that. Maybe have that discussed at NG911 and at the Board level to discuss how that committee feels about potentially trying to garner more interest or more participation at that committee.

USER BUSINESS:

a. Training

McIntyre explained we have the 2020 roadmap and then some initial discussions on 2021 roadmap being started. Myers noted the top table has the classes we held in 2020. It shows the attendance. Showed how many were within the region and how many were outside the region. The refresher training that had four in that class. Typically, we do not run them when we are down to four. We had seven folks signed up for the class; we had three no shows. Myers has reached out to On Target Training in doing some suggestions on these. Some of these are from the trainings we had in 2021 like the follow-up county trainings looking at the class evaluations and the recommendations from the folks attending. There was multiple times asked to have a follow-up more focused training on each of the entities dispatch. The thought process is that we look for the folks that were in attendance or the folks that would like to get that giving priority to the ones that attended the training to do that follow-up training contracting with On Target. Rey Freeman is working on putting together some curriculum as to what that is going to look like.

Myers explained along the lines of new commissioner. This year we have at least 8 new seats sitting on the board. What we have done in the past to bring them up to speed we put together, and this was with the former RIC Jon Tonding, we put together a PowerPoint to talk about their role. Then we also did some training on the website that shows them where they can find the resources, meeting materials, etc. Myers sent over the PowerPoints and some of the documentation we did for the training in the past to Rey Freeman to see if he could put together a proposal as to what that would look like that we could potentially do at our March meeting with the ESB. Then make it available as recorded. That we can just have folks that when we have new commissioners they can go back and look. The question was asked was this specifically for new, or would there be anything to prevent it to any commissioners that want to sit through as for a refresher. We would welcome that just to make sure they are up-to-speed on what their role is as it sits underneath our governance structure.

Myers explained the T-CPR training is one that is coming through. We have looked at this. This was part of the allocation that came two years this July. It was appropriated to the SECB \$306,000 was put in there to help with training.

USER BUSINESS: (Continued)

a. Training

Myers explained as part of the T-CPR standard, there is going to be training that is coming through as we work through the logistics of it that will be made available. That is going to be separate from our current funding we have. There will be funding made available for that one. There is some documentation we are going to have to take on that ECN is requesting. That has to go through our governance board approval. We can provide the documentation whether you participate in that program, or not, there is going to be documentation that is requested of you on that one.

Myers explained the CPE training for Douglas and Todd County. We took this to the board. The board approved. Douglas County and Todd County are part of the NG911 Grant that has eleven agencies in the Central Region participating in a hosted CPE. There is some training they did not have in their initial application that they were seeking. And we got approval. That will be one of the items we pull out of the SECB grant.

Myers explained the thing we need to look at is that this grant is shorter of a window. Typically, with the SHSP grant we have a full year to do this. This grant is going to expire at the end of June. We are trying to coordinate and get a running start and get these things identified as to what we are going to use our allocation and then hopefully once we get more details as to what the SHSP. In the past years we have gotten dollars for training. However, with COVID, and everything else a lot of the regions did not use that allocation for training. We do not know what our allocation will be for SHSP. What we have for the current calendar year 2021 will sunset June 30th, so we are going to have to do it in a compressed schedule to get these trainings in place if we are going to do them.

McIntyre asked are we precluded from any of the other trainings we have done like we have not done the Radio Programming for a couple of years now. Chief Hughes had mentioned since the one ARMER Radio Trainer got cancelled last year due to COVID if that would be bumped forward. Or, because of lack of funding, or maybe not funding guaranteed yet we are not going to be able to do those things next year? Myers would say if we wanted to do them and we can get them completed before June, Myers would say we get it on the calendar. This is just some suggestions, by no means is this a final. What we are looking for is requests or what needs have been established from the group, so Myers can go out and coordinate with Rey Freeman, or whoever is going to do the training, and get it on the calendar. The board is going to be meeting, so Myers would like to get this on the agenda for the board's meeting next week so we can keep moving, because the board will not meet again until March. And then now we only have three months to complete the training. If there is training we can get done, we want to get it on the calendar. If there is something that is not on the list, or you would like us to explore putting on the list now is the time to speak.

Lahr asked in regard to delivery of training do we have any constraints right now with if we wanted to reschedule that ARMER Radio Trainer that got cancelled? Are we able at this point to hold an in-person training if we schedule in maybe in May? Myers replied we have made some improvements in the St. Cloud location where we can make the social distancing requirements. But it comes down to what are each of the agencies policies about attending trainings. We could put out a poll and figure out if we were to hold it in that date would we have enough attendance. Myers believes we can logistics-wise come up with a location to have a training that meets the distancing. We did those changes, because there are some requirements from posts for law enforcement that they still have certain trainings in-person. Our chief has been working toward finding out does virtual training work for that, or meet those requirements. We could for that training.

USER BUSINESS: (Continued)

a. Training (Continued)

Myers explained Rey and the team he uses for training prefers the in-person on that. Myers would think we would be able to accommodate that even going as far as June, because it is just that the training has to occur. It is just getting the paperwork and everything in to meet the grant timeline. We could do this as long as we had the training within that window of the grant that we should be able to do it. Myers does not have a crystal ball to tell you what it is going to look like in five months, but Myers would say we are slowly opening up things and Myers thinks we would be able to make that, but that is just a best guess on that.

Lahr would say if it is agreeable to the group maybe adding that cancelled ARMER Radio Trainer back in that 2-day class. We can just handle it how we did the last go around. If something were to change, we cannot predict the future, but maybe hope for the best and see if we cannot get that accomplished in the first half of the year. Myers noted one of the things we have done in the past. Our preference would be to put it to training, but for planning purposes with what we do with the Regional Coordinator, we have been able to submit the expenses that way and reduce. We have a way we can expend the dollars, but Myers would prefer to put it to training, but that is up to the board. Myers explained if we have a training we will get numbers for that. We will put those into the table here and that is what we will submit. We will ask for some latitude with the board, because they will not meet again until March, but to give us the ability to schedule within. Saying here is kind of what we look at, if we have something else that is not on this table this is not an exclusive table. We will put together a back-up plan that if one of the trainings is not going to work that we can follow-up with one of the additional trainings. The sooner the better because On Target's calendar is beginning to fill up and we want to make sure we get to the top of that list.

McIntyre added outside of that one any other suggestions before we move on? Myers would say we put it into a motion and then present it to the board from the O&O. McIntyre stated we agreed for now we are adding the one cancelled training into the proposed 2021 training roadmap. Myers responded that was the way he understood it. We were not bringing back the other ones. What we are looking at is the cancelled training. What we have listed in the table for the 2021 roadmap. If there is something else that comes up. We had listed below here the last time any of those; so you have those other classes. As what we are asking is we can look at getting proposal for these as an option and then we can bring it back. This is what Myers would present to the board saying that these are the ones we are looking at as our preferred and then we can look at getting numbers for the back-up what you see in the list that was held in 2019. Getting numbers and if one does not work we have something that we could switch in for the others.

User Chair McIntyre made that motion to approve the 2021 training roadmap with the addition of the ARMER Radio Trainer. And then get costs for the other 2019 ones especially at least the Radio Programming one and have that available as options. O&O Chair Lahr seconded. Larson noted when we postponed that training at the close of last year it was noted that if it was to be brought back those that were registered would have first chance at re-registering for the class. Larson stated before we open it up to everyone we will send it out to those that were already registered. Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Douglas – Aye; Grant – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. Motion carried.

USER BUSINESS: (Continued)

1. ICS-300 course offering – Waitlist
McIntyre stated it sounds like there is a waitlist. That information is in the packet. That is an option out there through ECN.

Myers explained with the standard that came out with the T-CPR there was a compliance component that each of the regional communications boards were supposed to be managing. There are four different options. You will see the different options there. Even if you are not going to apply for any of the grant dollars for the T-CPR, there is a reporting requirement. Myers was not on the call with the NG911 group what they decided on for the compliance component of it. We put this on there as the members of the region are filling out whether, or not, they are going to ask for or what their process is whether they are going to have their personnel trained, or they are going to hand it out to a secondary PSAP. ECN is looking to get this information. And the SECB has put out the standard that has the regions doing the compliancy on it. This form is what we are going to have to complete for documentation based on what the findings are.

Tait reported the SECB 911 Committee met yesterday and this was a topic of discussion. The paperwork and the process for applying for the training grant funds was approved. ECN got the green light to move forward with asking for work plans from each of the eligible applicants and then working to get this set-up in e-Grants so we can get the training funds out to the regions to reimburse the local PSAPs for training. The topic of compliance was also brought up and the need to potentially revise the standard. Because they are still working through some discussion with the AG's office on some other issues, it was noted the standard needs to be changed to take that reference to regional responsibility out, but they are deferring that until they get the rest of the questions answered so they are only coming back to present a revised standard once verses multiple times. The standard still stands, but Tait thinks everybody understands we are not going to use that section that refers to regional responsibility to gather and maintain this as far as compliance goes. This spreadsheet as long as we get a response from every PSAP in the region this should suffice to satisfy the NG911 Committee's desire to track compliance methods.

Myers asked for the folks that are electing to do the transfer to a secondary, is the SECB going to do the compliancy on those to the secondary PSAPs, or what does that look like, was there discussion on that? Tait replied we are going to try and kill multiple birds with one stone here. In the examples we see here Washington County is already compliant they do not need to train anybody, they do not transfer, they do EMD in-house through PowerPhone that is there compliance method; zero grant money requested. Nobles County has 8 people to train, they either currently, or they plan to start transferring to Ridgeview. They are not doing anything to be compliant now. They are going to do the basic recognition through Virtual Academy and they are asking for \$400 in grant funding to reimburse those costs. The discussion yesterday was if you intend to start transferring to a secondary and you do not have an MOU/MOA in place with that secondary PSAP that is outside of the grant, but you need to get that done. If you are wanting to transfer you still need to have some sort of compliance through this Virtual Academy or one of the other first three options.

USER BUSINESS: (Continued)

1. ICS-300 course offering – Waitlist (Continued)

Tait added and you need to list who you intend to transfer to; and you need to make sure you get that MOU in place on or before July 1st. If you want to start transferring and you are not doing it today, you need to reach out to those secondaries to get that legal process started to make sure those MOUs are up and in effect by July 1st. Myers replied that answers it, but one item that came to light when Tait was talking about this do each individual, or do we do it as a region? We list all the counties that are within our region, or the PSAPs in our region, referring to the table below whether, or not they are transferring to a secondary or they are doing the training. Do each of the ones need to complete an individual workplan or can we do it as a whole and meet the compliance? Tait explained the region will gather this information from all the PSAPs and submit one work plan that encompasses all that information on the spreadsheet. Myers added that is where it tied to the letter of compliance that if they are not taking the grant and they are going to transfer they will have to provide you with that MOU or agreement in conjunction with this? Or, do we still list them in here saying they are transferring and they will provide the MOU something to that effect. Tait explained the MOU is between the PSAP and the Secondary. ECN and the committee does not need to get in the middle of that. It just needs to be listed down below there. Even if you are not taking grant money and you intend to transfer you still need to do an entry for each and every PSAP in the region on the one workplan that the region will submit.

b. Bylaw revision

Chair McIntyre stated onto Bylaws revision related to amending our bylaws to be able to have the virtual meetings as well if the order goes away. Looking for a motion on that. *Todd County motioned. Douglas County seconded.* Roll Call Vote: City of St. Cloud – Aye; Benton County – Aye; Douglas – Aye; Meeker – Aye; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye. *Motion carried.*

REPORTS:

RIC Report

Tait explained this will be on the agenda for the upcoming RAC meeting, ECN would like to host a GIS workshop for the PSAP people and decision makers, sheriffs and elected officials, etc. within the region to talk about the GIS project and what it means operationally. They will be holding a separate workshop for the GIS group on February 18th. There will be an opportunity for the members of the region to learn a little bit more about what GIS means and why that relationship with the GIS group whether, it is in-house, or contractor that you are using, is so important to advance our Next Gen 911 systems. Otter Tail County noted February 18th at 10 a.m. conflicts with our next committee meeting for this committee. Tait replied it is targeted for your GIS people which would not have too much conflict with this group. That is a very GIS-specific one. The one that will be proposed at your RAC meeting will be on a separate date and that one will be targeted more to the members of these two committees.

CMESB:

Emergency Services Board (ESB)

Myers stated the ESB will meet next Wednesday. The items that we took action up here today will be presented and added to the agenda that will go out tomorrow. If there are any other items from the group, or suggestions, we need to have those by tomorrow because the agenda goes out.

REPORTS: (Continued)

CMESB: (Continued)

Regional Advisory Committee (RAC)

Myers reported Sandi Stroud will be doing a 10-minute preview of what she wants to do for that follow-up meeting with PSAP managers and the folks for the GIS mapping components and why it is important. We suggest you be in attendance to that one to get a preview and then the follow-up where she will do the actual full presentation we will get that date set that works for the group.

Next Generation 911 Committee (NG911)

Egan reported we conducted elections for the NG911 Committee. Sarah Booker from Todd County was elected Chair and Tom Egan was elected Vice Chair for the committee. We talked about a couple of suspicious calls, which we are finding out numerous suspicious calls, received by many different PSAPs over the last week.

Emergency Management Advisory Committee (EMAC)

Johnson reported EMAC met on December 2nd. We discussed the process for the 2020 SHSP grant applications and submission into e-Grants. Since that meeting our grant application was entered and submitted to HSEM for review. EMAC regional contractor for 2020 provided us a draft of the housing plan that was created through that contract period for Emergency Management. We also received the most up-to-date data from our regional contractor for our interdiction capabilities. Data showed we had better capabilities for interdiction than we originally estimated. We also started the discussion of COVID-19 after-action report. Our regional contractor did help us create one up until the current actions in December, but we decided we were going to keep that open as COVID is still evolving and ongoing. For the remainder of the response and then when we transfer into recovery looking at that as a separate AAR or continuation of it. EMAC did hold their elections for officers. The Chair will continue to be Stephanie Johnson, the Vice Chair is Richard Ward from Wright County, and secretary remains Lynn Siegel from Traverse County. At our January meeting we will discuss the language change for bylaws which will be similar to the bylaws change for this group.

Regional Logger Committee:

Larson reported Regional Logger has an updated contract for those non-JPA entities that wish to join that we will be bringing before the Board. M Health completed the contract process and that update is coming to the board this month as well. We are still waiting for upgrade with the ARMER System upgrade. We have not gotten that scheduled yet.

Grant Updates/Current Regional Requests

No updates.

REPORTS:

SECB/ARMER:

Land Mobile Radio Committee

Lahr reported LMR met on January 12th. There were just a few requests from different agencies, Customs and Border Control was requesting an additional 200 radio IDs. Steele County had a request to add some radio IDs and 15 talkgroups to come into compliance with the current counts they have and room for some future growth. There was a revision for Standard LMR-5 on scanning that was approved. Standard LMR-4 which is in regard to talkgroup and radio user priority was approved as updated.

REPORTS:

SECB/ARMER:

Interoperability Committee

Met on the 19th. Todd County reported there were two renewals for COMU; they were approved. We had no reports from the STR Workgroup. The COMU reported that basically all they have done is just the renewals. Did not get any report on the EMS workgroup.

- STR Workgroup
- COMU Workgroup
- EMS/Hospital Workgroup

McIntyre reported at this time with everything starting to settle back down we are hoping to get it back online.

Wireless Broadband and Applications Committee

Met this week. Larson reported they approved and will be bringing to SECB a recommendation white paper for push-to-talk over LTE products. Update from AT&T on some of their projects they have been spinning up in the 2020 year.

Steering Committee

Met last week. Lahr reported discussion around the 2022-2024 strategic plan. Much of what we discussed here today on how the regions will be doing those regional planning sessions that will funnel into the statewide strategic plan. Discussion from ECN on the ECN webinar series project which will replace this year's communications conference since that was cancelled due to COVID restrictions. ECN will be hosting webinars throughout the year.

NEXT MEETING:

The next O&O/Users meeting will be February 18, 2021 at 10:00 AM via Microsoft Teams.

ADJORNMENT:

Chief Dean Wrobbel thanked everybody from the Owners & Operators and User Committees. It has been a great time and Wrobbel appreciates all the hard work everybody has put into their radios and everything throughout our region. We have one of the best regions. Wrobbel wished everyone well, and thanks for all your help throughout Wrobbel's years in St. Cloud. Chair McIntyre greatly appreciates everything Wrobbel has done working together with our groups and our organization personally. Chair Lahr concurred. Commissioner Jeff Jelinski thanked Wrobbel for everything he has done throughout the region. You have done a lot; you have been involved and as you very well know it takes involvement to make this thing work. Without involvement from everybody it does not work. You're going to be one of those cogs that is going to be missed. Thank you for everything you brought to this committee and for everything you have done throughout your career.

Users Chair McIntyre made the executive motion to adjourn the meeting and the motion was carried unanimously. The meeting adjourned at 11:57 a.m.

Minutes recorded by Shari Gieseke.

Note: Due to the Governor's Stay Safe Order during the Coronavirus pandemic, Central Region meetings may be conducted under Minnesota Statute 13D.021 – Meetings by Telephone or Other Electronic Means.