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Central Minnesota
Regional Logger Committee Meeting
Microsoft Teams Meeting
February 12, 2021 – 11:40 a.m. (After RAC)

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Members/Alternates Present:
1. Micah Myers & Brandon Larson, Chair – City of St. Cloud
2. Tom Egan & Kevin Smith – Douglas County
3. Jon Combs – Grant County
4. Randy Celander – Meeker County
5. Andy Beckstrom, Vice Chair – Mille Lacs County
6. Jason Karlgaard & Greg Seim – Otter Tail County
7. Sheriff Tim Riley – Pope County
8. Kristen Lahr – Stearns County
9. Dona Greiner – Stevens County
10. Sheriff Fiedler – Wilkin County
11. Haley Dubois – Wright County

Members/Alternates Absent:
12. Big Stone
13. Kandiyohi
14. Sherburne County

Guests Present:
1. Chris Schultz – City of St. Cloud
2. Dereck Leyde – Northland Business Systems
3. Heidi Schultz – Northland Business Systems

Approval of the Agenda
City of St. Cloud made a motion to approve the agenda. Douglas County seconded, motion carried.
Roll Call Vote: City of St. Cloud – Aye; Douglas – Aye; Grant – Aye; Meeker – Aye; Mille Lacs – Aye;
Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Wilkin – Aye; Wright – Aye.

Approval of Minutes
Wilkin County motioned to approve the minutes from January 15, 2021. Wright County seconded, motion carried. Roll Call Vote: City of St. Cloud – Aye; Douglas – Aye; Grant – Aye; Meeker – Aye; Mille Lacs – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Wilkin – Aye; Wright – Aye.

Communications
None.

NEW BUSINESS

Non-JPA Contributions

Myers stated our last meeting we talked about the non-JPA contributions. We have that set right now at $6,000 per agency that comes on. How do we allocate those costs back to our reserves and reducing the participating memberships costs? What Myers went through and did, the dollar amount we have based on the items here. Northland maintenance was ~$40,000. The Motorola firewall monitoring was $16,000. The AIS maintenance is $2,700. The MnDOT site rent is $500. What we have been doing based on a 7-year replacement model, that is the $18,571.43, we need to put annually to be able to replace it based on the last actual expenditure for replacing the hardware doing the upgrade. Then there is the additional console site reserve. At some point we are going to max out the current logger configuration and we will have to duplicate it. At that point, it requires a second console connection which there is a cost associated to it. Planning for it we are taking a portion of the non-JPA membership, because that is going to drive the costs, or even if we have, because there is a handful of members in the region that have not joined. At some point we are going to pay the costs to expand the logger. We are starting to accrue a reserve on that. And then there is the support and stuff we have there for meeting materials, Teams costs, etc.

Myers explained in the budget what you had for the current year we had figured Washington County joining. Well, they have not joined yet. The only one we have so far with a signed contract is M Health. Not to change, because you set your budgets, so what Myers ended up doing if you look at the one where it says the 7-year core replacement that number is $3,400. Myers took a higher allocation to accommodate and keep your 2021 contributions at the $5,260. Then you look on the line where it says the Total Budget JPA Members. As we add, and if you look up at the top it says number of participates that are SLA or non-JPA. Right now, we have one. If we get two and three you can see with this model Myers put together what it will do to your maintenance. You can also see as to how the dollar amounts will start adding into the additional reserve funds for the replacement and then for the console connection when we get to that path. Our numbers will continue to go down with this model, but we are also building those appropriate reserve funds and covering our operational costs. Keep in mind typically there is some inflationary numbers on it, so the numbers will not be exact, but they will be close. If we get the additional membership for 2021, because we do not know when they are going to sign on. We are still negotiating with MAC and Washington County. Myers is going with that model if you look at that first column on the equal shares that is what you have in your budget. If we were to get the other ones, Myers is not going to, because we are going to be sending out the bills shortly. Anything above what we collect will end up going into the reserves. Then the subsequent years, based on the number of participants you will see what your contribution cost is.

This is just a model Myers threw out there. It is not set in stone. What Myers ended up doing here the firewall maintenance the contribution amount is set-up based on total participants. We take that $16,000 and we divide it amongst the total number of members to the Logger and that is an equal share cost appropriation. Right now, it is just the one, the portion of the M Health proposal when we get the payment on it. Of that $6,000 a $1,000 of it will go into offsetting the Motorola firewall maintenance. The SUA costs that we have they will get $180 based on that same model. And with the rent the same model there. It is divided amongst the members and they would pay those dollar amounts.

NEW BUSINESS (Continued)

Non-JPA Contributions (Continued)

Myers explained they would also contribute, basically what we have been doing on here this is where Myers did the catch-up. Normally, we have had the membership budget about $1,000 of their contribution goes towards our reserve fund for replacing the core of the system. In order to offset the budget, Myers added $2,400 to that number. That would be a this year allocation only, then it would adjust accordingly going forward. It would be typically $1,000. Anything that was left after we filled those buckets the remaining of that $6,000 would go into what we call the console reserve. We can move these numbers around. This is where Myers thinks is a starting point and we can always adjust them, but this is what Myers would like the group to consider. Myers opened it up for your thoughts. Otter Tail and Stearns thought it looked good.

Myers added why it is imperative that we actually squirrel away something for it. And it would be something that we could figure a cost allocation across folks that are either non-JPA or when do we sunset for it. Because we have 14 of the 18 possible PSAPs in the region are on the Logger. If they join at some point we are going to hit the capacity threshold and we are going to have to set-up a second redundant logger pair and that is going to require a console connection. There is going to be a cost at that time we do it, and if we are not reserving it away, or doing some of this we are going to have to figure out a model to handle that cost when we get to that bridge. Right now, we are being proactive with this model to get some there. But, we know at that time we can take what we have accrued in reserve and then create a funding model that we can weigh it towards the additional participants, because right now our current needs are being met, but we do not know if our needs are going to be in the future. If we use up our capacity that the logger is capable of doing, we are going to have to figure out how we expand it.

Myers would say we approve this so it gets updated in the Logger Plan that this is our funding allocation right now and it becomes part of our budgetary process. Myers would ask we approve this and make this part with the caveat we review this on an annual date when we are setting our budget to recommend back to the board. *Myers made the motion to approve this cost allocation formula that we have presented for the non-JPA membership. Grant County seconded.* Roll Call Vote: City of St. Cloud – Aye; Douglas – Aye; Grant – Aye; Meeker – Aye; Mille Lacs – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Wilkin – Aye; Wright – Aye. *Motion passes.*

OLD BUSINESS

Non-JPA Update

    a) M Health

        Larson reported this is just a copy of contract agreement that was signed with M Health. This is just an update. M Health is not onboard recording at this time. We are still in the process of working with Northland on getting them set-up with equipment and getting the network path figured out. We will have a further update later.

        Myers stated as part of trying to negotiate with the MAC from the security constraints, it identifies some things that we need to update the plan. We have had this circular discussion with the MAC. There was some security concerns they had. During the discussion we found that some of those concerns were already addressed. Those were in the early days of setting this up. The requirements that the BCA had established.

OLD BUSINESS (Continued)

Non-JPA Update (Continued)
   a) M Health (Continued)
   Myers explained for those who remember, where Chuck Freeman from the BCA, he came
   and talked about what the BCA's requirements were. Myers has started adding on the plan
   putting this in. We can present this at the next meeting. There are requirements we just
   need to note in the security section, or the networking section. Myers wanted to add
   security and maybe an addendum to the plan that identifies some of the concerns the MAC
   has addressed. We have them in writing which will help maybe ease their concerns. There
   are some other things we also for in the audit engagement that we talked about at the RAC.
   Myers had requested a cost for getting a SAS70 which is now an SSAE16/18/20. What they
   are is a report. When you start going through and looking at the compliance Myers does not
   think it really applies to us, but Myers thinks because they have a box that you need to
   check they wanted to have that. One of the things we are looking at, Myers requested, if an
   agency such as MAC or another bigger agency says they need this. The thought process is
   that they can pay for it. Myers is getting a quote, so we know what that number is going to
   cost to get it. And if they want to make that as part of their initial contribution we will do it.
   For the most part, the concerns they had talked about we have addressed. The changes to
   our Logger plan with the security section we will address those.

Logger Update
   a) Motorola ARMER Upgrade
   Larson explained we still need to complete this. We are working on scheduling time with
   City of St. Cloud, Northland and Motorola to have this update complete. We will send out a
   notice to all membership when this is going to happen. Larson wanted to notify the group
   and he will send out an email. There is going to be some logger maintenance that will be
   completed on Friday, the 19th starting at 4:30 p.m. and it will go into Saturday. There is
   some data migration that is going to be occurring. It is reported there is not going to be any
   loss of logging, but the users will have difficulty, or not be able to login during that
   maintenance window to retrieve recordings. That is for the Regional Logger only, not your
   premise loggers. Notice will go out to the group for that work as well.

Logger User Concerns
Wilkin County has been having an issue with one of our lines not recording. They were here
yesterday, but did not hear if it got fixed. Leyde replied the line that was not recording that has
been resolved. There is static on a different line that we are working with your wiring vendor to
resolve and we will continue monitoring that. We did get that one admin line recording.

Leyde reported Otter Tail County we resolved the segmenting calls issue into one call now. Where it
was segmenting before the current issue we are investigating is the CDR mapping stops on
occasion. We are working to develop a work around until Verint releases an update. We touched on
Wilkin County. Last, Leyde has Stearns County text-to-911 Intrado made a change to the logger
delivery integration so Verint is working with Intrado to develop an update to correct this. Otter Tail
noted there was some great progress this last week, but would not say it is 100% resolved yet
though. We can take that discussion offline. Leyde added other than that it, is just scheduling the
Motorola upgrade from our side working with Larson and Motorola.

OLD BUSINESS (Continued)

<u>Logger User Concerns (Continued)</u>

Douglas County noted we had run into an issue where one of our stations was not recorded after we moved to the Vesta hosted system. It was a cabling issue that should have been taken care of when Motorola was on site. Granite came out and took care of it for us. Douglas County wanted to give everybody a head's up to make sure your stations are recording before Motorola completes their stuff. Leyde added words of advice for everybody when we do the cross over just to double-check all the lines. We try to do our best from our side, but what we find is with our testing and the tone generator it works. If Motorola makes a change afterwards, or the cross connecting is not what we expected that situation can take place. And that is what happened at Wilkin County too. For anybody new, Leyde would advise we do a lot of testing both with us and whoever in dispatch.

<u>Open Discussion</u>

None.

Next Meeting: March 12, 2021 – Alexandria Fire Hall (Physical location dependent upon COVID-19 circumstances

Adjournment

Chair Larson made the executive motion to adjourn the meeting and the motion was carried unanimously at 12:08 p.m.

Minutes recorded by Shari Gieseke.

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.