

**Central MN
Regional Advisory Committee
Friday, March 11, 2022 – 10:00 a.m.
Microsoft Teams Meeting**

Members/Alternates Present:

1. Micah Myers, Chair & Brandon Larson – City of St. Cloud
2. Kyle Dusing – Benton County
3. Sheriff Mark Brown – Big Stone County
4. Tom Egan – Douglas County
5. Jon Combs – Grant County
6. Jody Norstegard – Kandiyohi County
7. Sheriff Brian Cruze – Meeker County
8. Andy Beckstrom – Mille Lacs County
9. Victoria MacKissock & Jane Holman – Morrison County
10. Greg Seim & Jason Karlgaard – Otter Tail County
11. Nathan Brecht – Pope County
12. Kristen Lahr & Mary Lieser – Stearns County
13. Dona Greiner – Stevens County
14. Bill McGeary – Swift County
15. Mike Wisniewski – Todd County
16. Lynn Siegel – Traverse County
17. Tyler Wheeler – Wadena County
18. Sheriff Rick Fiedler & Amy Schulz – Wilkin County
19. Richard Ward – Wright County

Guests Present:

1. Stephanie Johnson, EMAC Chair – Meeker County
2. Paul McIntyre, User Chair – Mayo Clinic Ambulance
3. Steve Tait, Southern RIC – ECN
4. Curt Carlson – MnGeo
5. Mike Kahl – Granite Electronics
6. Lucas Heitkamp – Northland Business Systems
7. Heidi Schultz – Northland Business Systems

Meeting was called to order by Chair Myers at 10:00 a.m.

19 of the 19 members in attendance with a quorum present.

Revisions and Approval of Agenda:

Todd County made a motion to approve the RAC Agenda. Morrison County seconded, motion carried.
Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye.

Approval of Minutes:

Stearns County made a motion to approve the RAC minutes from January 14, 2022. Wilkin County seconded, motion carried. Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Meeker – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye.

Communications:

1. MN Public Safety Communications Conference – April 25-27th
Myers reported registration has opened. However, as of yesterday the schedule has not been made. There is a meeting today for finishing that up.

Tait reported the meeting is at 11:00 a.m. this morning. Tait apologized that this is a last minute effort. There are a lot of comped registrations available for the regions. Each representative of the RAC and each representative of the ESB get a free registration to those members, or their designees. If your commissioner or member of the RAC here cannot make it, they can hand that off to two other members of their organization, or two other members within the region. There is not a lot of funding available in your budget as a region, or in your individual agencies, to pay for things like this, so ECN thought we would chip in and try and offset the pain on attending.

Tait provided information on an encryption summit. Tait did send out some information to your representatives on the LMR Committee. ECN is going to be working with the LMR Committee to hold an encryption planning summit in Brainerd on May 4-5th. We sent out a save the date notice. We are looking for your representatives on the LMR Committee and maybe one or two other people in the region to participate in that. Our goal is to lay out what elements need to be included in a short and long-term plan for migrating to AES-level encryption. Our goal is not to walk out of this day in a half summit with a full plan developed, but a roadmap for all the actions that need to happen in order to get a comprehensive plan in place. As we discussed on the Finance Committee yesterday, there are a lot of moving parts here, so we need operational input, technical input, MnDOT input, and input from our elected officials especially our sheriffs on how we want to make this happen so we do not leave anybody behind and we can still accomplish this goal within our very limited budgets. Tait encourages you to talk to your members on the LMR Committee and make sure your voice is being heard at this summit. If you have some other ideas on who you would like to see attend, please let Marcus Bruning know he is the one putting this together on behalf of ECN. We will be paying for lodging, breakfast and lunch out of our SHSP Grant. You will be responsible for your travel expense and then that dinner on the first night.

Reports:

SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT (Dave Klema)
No report.
2. SECB: (Micah Myers)
Met on February 24th. There was a discussion on the Public Safety Conference. The action item was an item that came from the Wireless Broadband it was on an AT&T tower spot. There was a follow-up on the Operation Safety Net action report. We had a good discussion on filling vacancies. We are working on our process to get the vacancies filled, because if the committees are going to be doing some of the work or following through on the SCIP plan we need to make sure we have representation from all the membership. It is in our best interest to get those updated. There was an update on the progress report process on how the other committees are updating their SCIP. There was the standing committee reports and then the ECN and ARMER reports.
3. Finance Committee: (Micah Myers)
Met yesterday. We had a good discussion on encryption. We had discussion on filling vacancies. We have a memo we will be sending out to the MN Indian Affairs Council. As you look through the committees on the SECB and its committees they are not represented. Our goal from the Finance Committee was to reach out to the Indian Affairs Council and come up with a template that all the other committees can use to fill those vacancies. We voted on that and approved that. Myers will be sending that letter out to the executive director from the MN Indian Affairs Council with a recommendation for filling that seat on the Finance Committee. The other item we talked about was our in-person meetings of the Finance Committee. Commissioner Swanson has been working towards this.

Reports: (Continued)

SRB/ARMER Update; MnDPS/MnDOT: (Continued)

3. Finance Committee: (Micah Myers) (Continued)

Myers explained we are going to build the agenda for this year looking at either a late spring early summer, so May/June timeframe, or if we cannot find a date that works for schedules we will push it into September as a fall. The goal of this in-person meeting is to go over our SCIP goals and items that had come up from the Finance Committee as we are looking to commission a study as to what it takes to run ARMER, NG911, Wireless Broadband and IPAWS the core disciplines that ECN has governance on. We are going to build towards an in-person meeting where we can spend an extended time to discuss these. We are looking at a half-day or an all-day meeting to go through those items. The next item we have was the discussion on Representative Baker's bill. We took action to bring this to the SECB for support. There was some discussion as to how much support or what the SECB can do and we will have a discussion with that at the upcoming SECB. The Grants Workgroup gave an update as to what they are working on. One of the items we looked at and took action on was a clarification consistency in committee naming, because in some places you will look on the SECB website 'workgroup' is one word, some places it is two words. There is a little bit of discussion as we go through the 403 rewrite there is also some inconsistencies as to communication verses communications. We are just looking to clean those up.

4. Legislative Committee: (Micah Myers)

Met on March 3rd. There was an update on the 403 rewrite. On the technical portion Stroud gave that is moving through right now. The update on the governance side which is both the SECB and the regional, so we are making progress there. A report on Mental Health Crisis legislation and how that is going to get implemented. Updates from Telecommunicator workgroup and Pension coverage. Then there was going over our SECB SCIP goals for the committee.

5. Interoperability Committee: (Micah Myers)

Meets on the 15th. Some items that are coming up there will be some COMT/L's renewals and then there is an initial award. There will be some discussion on the Public Safety Conference and the same things as the other committees the SCIP goals and looking at filling vacancies.

6. Land Mobile Radio Committee: (Kristen Lahr)

LMR Committee will not meet this month. However, since the RAC did not meet in February, there were several statewide talkgroup requests. One by the BCA, Dakota County, and another by the MN Task force for a handful of encrypted statewide requests. Those were all approved. There were a few additional talkgroup and radio ID requests. One by Brown County and one by Pierce County Wisconsin. The Pierce County Wisconsin were just for radio IDs for interoperability. Brown County also had 200 radio IDs and 20 talkgroup IDs just to keep them in compliance with what they currently had on the system and for some future growth. Scott County had a participation plan request with a change in their network connectivity to the zone controller. They are currently interfacing at Shakopee and they are moving that to the Norwood site re-routing that connectivity. We did review the after-action report again from Operation Safety Net and the after-action report items and did a quick overview on the SCIP goals.

7. Steering Committee: (Kristen Lahr)

Met on Wednesday. We did do an overview on the regional governance language in the 403 statute. Reviewed some of our SCIP goals including discussion regarding filling vacancies on the Steering Committee. The Steering Committee was questioning we do have vacancies it looks as though all of the regions are represented on Steering Committee, however we have had vacancies for quite a number of years for the MN Sheriffs' Association, Chiefs of Police, Fire Chiefs, and Indian Affairs Council. We seem to be struggling to get representation for those seats.

Reports: (Continued)

SRB/ARMER Update; MnDPS/MnDOT: (Continued)

7. Steering Committee: (Kristen Lahr)

There was some questions brought up as to because this seems to be a goal for all committees filling vacancies to bring the issue to the board to see if there is a more efficient way or a more direct way maybe coming from the Board Chair to request these vacancies to be filled on all committees. Or, to open up some sort of dialogue as to why they are not being filled. Is it a matter of information sharing? What is the benefit of having representation on these committees, or is it a situation where maybe some of these agencies just have no interest in having representation? There was some discussion with the NG911 GIS Workgroup there was a request from NG911. Pankonie had presented a workgroup report to the board regarding some direction on how to coordinate efforts for some of the committees through the governance structure to have projects flow through the governance structure where maybe its not quite so cut and dry like some of the ARMER projects that go through steps in governance. Where does some GIS projects go in the current SECB governance to flow through and get that work done?

8. NG911 Committee (Sarah Booker)

No report.

9. Wireless Broadband and Applications Committee (Brandon Larson)

Met in January and February. Our ongoing business we have conducted has been review of our ongoing SCIP goals. One of those items is adding a Wireless Broadband chapter to the MNFOG. Our committee did take action in February on an amendment to the AT&T Governor's opt-in plan. When the governor did opt-in there was a contractual agreement between the State of MN and AT&T/FirstNet to build 23 towers. Their locations were identified based on data submitted from public safety agencies throughout the state. There is a due date of 2023 for these 23 towers that have to be constructed. This is the second time that AT&T has come to our committee requesting for a swap for understanding there is a construction or tower project that is hitting some speed bumps. They do not feel it would meet the 2023 deadline and they swap it for a different project. This particular swap request were two tower sites that were in the Red Lake Nation. Our committee provided feedback that they wanted to hear from the Red Lake Nation as being stakeholders for that. ECN reached out and helped foster a conversation with AT&T and the Red Lake Nation which resulted in AT&T promising to still construct the two Red Lake Nation tower sites, and a consideration of another two as well. That action was taken at our committee and approved by the board. We have very similar conversation regarding filling vacancies on our committee. Without looking up specifically which agencies are absent from our meetings, they sound very similar to what was reported on in Steering. It is Larson's hope we can have an SECB response rather than each individual committee member reaching out to all these agencies to find representation. We also discussed the Public Safety Conference.

10. Interop – STR Workgroup (Brandon Larson)

Met this year. There was a focus on taking detailed inventory of the STR towers. At one point those STRs were identical. Over the years each region has added different materials or equipment to their tower, or found different work arounds that are effective for operating and maintaining it.

COMU workgroup met in February. They moved forward some taskbook renewals and initials to the Interop Committee for approval. We have been having conversation over the last couple of meetings about reaching out to surrounding states that have similar COMU workgroups to learn from each other since many of us have had the same conversations or run into the same speed bumps along the way so that maybe we can learn from each other. That is going to be an ongoing piece.

Reports: (Continued)

SRB/ARMER Update; MnDPS/MnDOT: (Continued)

10. Interop – STR Workgroup (Brandon Larson)

Based upon feedback Larson reported on from our COMU folks within our Central Region, we are going to have further conversations with a small group of us at the COMU workgroup level regarding providing statewide continuing education for all COMU personnel statewide similar to what we have been providing our Central Region COMU folks. We have had good conversation regarding a full-scale communications exercise that ECN will be hosting in mid-late August up at Camp Ripley similar to this past year. The upcoming one is going to have a larger focus of more of the different, not just ARMER, and more technologies including Wireless Broadband.

11. RIC Report (Steve Tait)

We are still chipping away on our statewide ARMER radio inventory process. Still have responses trickling in. We are hopefully going to have a clear picture of who is operating the 91,000 radios on the system and what make and model of equipment they are operating. Special thanks to Larson for helping to put that survey together, that will be really useful information, especially when we do our encryption planning summit in May.

We are moving into high gear on our RapidDeploy Radius Plus project. We have a number of PSAPs in the region here that are part of the initial roll-out. Those devices are being shipped. And the HPUE FirstNet modems are being ordered. We had a call with them yesterday. Those should be delivered in the next couple weeks. And we will get those devices installed up and running and get all our telecommunicators trained on how to use that. Pretty exciting to introduce that new technology to the PSAP and even more exciting that ECN is going to foot the bill on it.

We are rolling through PSAP cybersecurity assessments down in the Southwest Region. We have five PSAPs that have fully completed the process including the workbook assessment and the onsite visits with our contractor. We will be doing a session at the Public Safety Communications Conference to talk about the process and some of the common themes we have seen through those first five. Cyber security is a big deal. There is a lot going on behind the scenes, a lot of poking and prodding and attempting to disrupt our networks. We need to make sure the ESInet and our public safety networks are not compromised. That is a huge initiative that will be going on for several years.

Tait will be sending out a questionnaire to the PSAPs on behalf of NG911 Committee, so we can get a little better understanding of exactly what is going on in our PSAPs. What some of your operational, technical, and funding needs might be. We had a great meeting with the MN Sheriffs' Association earlier in the week to talk about collaboration and funding for a statewide recruitment effort. Tait does not think there are very many PSAPs in our state that can say they are fully staffed. It is very challenging to make sure we have adequate staffing and the right people sitting in our PSAPs, so we can handle those 3 million 9-1-1 calls that come in every year. There will be more information coming out of that and this questionnaire really plays into that. We are going to ask questions on what is your authorized staffing verses actual staffing, etc. We really appreciate your participation so we can help guide those investments in technology, training and operations.

Regional Leadership Group – (Next Meeting July 25, 2022)

Next meeting will be in July.

NG-911 Committee (Sarah Booker)

No report.

Reports: (Continued)

EMAC Committee: (Stephanie Johnson)

Met January 26th. At that meeting we continued the discussion of closing out projects that were identified in the EMAC strategic plan which went through 2021 and how we may integrate some of those projects that we were not able to get to do due to COVID and to our new EMAC strategic plan. We also discussed how we were going to collect information for the creation of the updated plan. And also had more discussion on how we foresee meetings working with the addition of the virtual option post-COVID when we get to that point. At our meeting, the National Weather Service provided a spring outlook update for our region and we also had a conversation with feedback on how we as a region may get better National Weather Service radar coverage as there are some areas in our region that do not have as good of coverage as we would hope to see. We also talked about making some adjustments to our nomination process for leadership positions. One of the major areas of that is looking at recruitment and time for those who may be interested to find out more about the position before we actually are hosting our elections and before leadership changes occur. Our next meeting is going to be April 27th.

Owners & Operators Committee: (Kristen Lahr)

Met in February. On the O&O side we did review and approve a COML recognition application and a participation plan amendment from Stearns County to add two console positions. We also jointly with the User Committee took a stab at some good discussion on our regional strategic plan goals between the O&O and Users. Reviewed some initial data that was returned for the subscriber inventory regionally. Talked about CASM updates and awareness and also COMU awareness. We will meet again next week Thursday. Otter Tail County has a participation plan amendment request and we intend to work on those regional strategic plan goals as well.

User Committee: (Paul McIntyre)

Our biggest goal for our upcoming meeting is taking a look at our Training Roadmap. Thanks to the efforts of the training group they got some costs for some upcoming trainings. Take a look and come up with a plan of what the region wants and try to submit a proposal to the board to see if we can get any funding.

EMS/Hospital Sub-Committee: (Paul McIntyre)

Due to Tait and Bruning's efforts of finding regional appointments, a lot of the other regions have people that will be representatives for the EMS/Hospital group. We will continue to make sure all of our partner agencies are always welcome to it as well. And hopefully start meeting next month. Just waiting for Miller to get back to McIntyre on whether, or not, we have our infrastructure in place that we used to have.

Executive Committee:

Will meet before the Board on March 30th.

Emergency Services Board: (Next meeting March 30, 2022)

a. Discussion on Resolution for Grant Signatures

Myers explained one of the things that came up in the grant process. Typically we go through when we put in an application we will ask for board approval and the process has been that the Board Chair and Myers would sign off on it. Looking at making it official from the region's standpoint going forward on the grants we will create a policy that the Board Chair signs, if we still have the Regional Coordinator, the Regional Coordinator will be the alternate signature on the grant requests. Going forward whoever is in the position of the Board Chair and as well as the Regional Coordinator will be the official signatures to the grant agreements as we go forward. We will have to draft something up to put together for the Executive Committee to review and get to the board for their next meeting. Is that something that folks see a need for, or do we keep our current process which is taking it doing an application and going through and requesting it. Sometimes where that can be a challenge is if you have for grant application or something that comes due and there is not a meeting on the schedule and they call a special meeting for that.

Updates from Partners on Current Projects:

None.

General Discussion and New Business:

NG911 Grant

Myers reported we are getting down to the last few weeks of these grants. Shari has been working very hard at getting the paperwork and stuff in.

1. GIS – Progress Reporting

Myers reported that is due at the end of the month here.

2. CPE – Progress Reporting

Myers reported we are down to Swift County is the last agency. Myers knows the sheriff is doing training on that one, so they are close to going. That will be the last one. We continue to work with Motorola to make sure we have all the corresponding invoices and stuff that were on the grant applications submitted to those agencies can get reimbursed. We are getting ready to close that one as well.

3. Rapid Deploy Project

Myers reported Tait eluded to the Rapid Deploy Project where the hardware was being shipped in his report.

Grant Funding Letter

Myers reported the region wrote the letter and submitted it to Director Kelly and carbon copied Director Wahlberg and Commissioner Harrington. That has been signed and sent. We will just wait to see what kind of response we get.

Support for HF2821 and SF2670

Myers stated this is one that Myers would like the group to either take action on or have the Executive Committee. One of the things that was mentioned from the ESB Chair when this came down it was between meetings, that there was not an official letter of support coming from the region for these bills. Myers knows Greiner had reached out earlier in the week. The House is moving along, but we are running into some little bit of snags. Myers thinks the letters of support will help from the individuals and ask for the region being able to send, so Myers would ask the board to send a letter of support for these two bills. The HF2821 and the SF2670. We had a template letter that we sent out by way of the Finance Committee to the members. Myers knows Greiner has done an amazing effort in keeping this stuff moving.

Greiner received a request asking for additional talking points for Senator Howe. They are having a hard time getting it on the floor. So, any type of letter would help, or a letter of support resolution. Greiner thinks we have sent up 16 letters. The one we sent today was from Nicollet County Sheriff. Regions are working on it and Greiner thinks we heard within the next couple of weeks if we can get those moving up that would be good.

Wisniewski asked were you requesting a motion to actually have the region do a letter? Myers responded we can either bring it from the RAC to the board or we can have the discussion from the Executive. Myers thinks we need to move something to the board at their meeting at the end of the month to send out a letter of support or have the board pass a resolution of supporting these two bills. *Todd County (Wisniewski) made a resolution that the RAC do a letter to the board for approval to send on to the public safety committee. Stearns County (Lahr) seconded.* Roll Call Vote: City of St. Cloud – Aye; Benton – Aye; Big Stone – Aye; Douglas – Aye; Grant – Aye; Kandiyohi – Aye; Mille Lacs County – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wadena – Aye; Wilkin – Aye; Wright – Aye.

General Discussion and New Business: (Continued)

Purchasing ARMER Radios with ARP Funds

Myers stated we had presented this before to this committee and some of the others. Myers knows Douglas County leveraged their ARP funds to acquire radios. Egan replied yes we did, we received approximately \$844,000. That is for our Public Works and the Sheriff's Office. Myers replied so there is an option and we want to be mindful of that, because Motorola is talking about a 20% bump on radios ordered after the end of the month. We are still waiting for the updated state contract pricing. We had some discussion at the Finance Committee on this as well whether, or not, you leverage those funds and acquire replacement radios before the end of the month when we know there is an uptick in the price coming.

Training Roadmap

Myers reported we had reached out to On Target and Rey Freeman had confirmed that the pricing we had paid in the past he would honor that pricing. These are the trainings that the group had asked for. We will look for input from the Users Group at their meeting next week.

CMN800MNz List serv – Ending May 2/16

Myers explained looking at a transitioning of the list serve. Shari has come up with user lists that we have out there looking at the ones we are going to make private and public and which one is more efficient or what would be the easiest to maintain. We have some lists we will probably sunset. Just looking for some input from the group as to how often they are using the list serve because the board had voted to sunset and go with utilization of the list serve feature that is embedded in our current website.

Shari explained before April or May she would need to know if we are going to create private new lists for each committee's members, or if we create public lists for the members, so they can sign-up themselves and remove themselves, but then the public can sign-up too. Or, if we do not create any new lists and just put everything out on the Central Region Newsflash or the Statewide Newsflash, because those already exist as public lists.

Myers explained the thing with the private lists is the management of it. Whereas, if we allow the public they can sign-up and manage those lists. And that was one of the things you had come across with the list not being updated that there are folks that are no longer employed with their respective agencies. It is just the management, so we are not sending out to dead emails and stuff like that. Shari replied correct. Shari does not have a problem managing the members from the committees, but Shari does not know what to do with all the people from the state agencies, federal agencies, or the local jails, because Shari does not even know if they are still employed. Shari does not want to be adding those people in unless somebody tells her too.

Lahr asked if we create private lists for items #1-9, so those do not exist currently, correct? Shari replied on the website they do not exist. Lahr asked how often are those used to send out notifications and essentially who uses them? Do we need a list serve on the website for that? Or, can that just be an email list maintained by the Regional Coordinator, because that is generally where any correspondence would come from anyway. Shari explained each sign in sheet for each committee or board does actually have the emails for everybody associated on those sheets. So, we could just copy all those emails and send anything if it is coming from a committee and they want to reach all their members. Lahr does not have a preference either way. Lahr would say go with the most efficient manner based on where the correspondence is coming from.

Myers explained we will put a little more thought and discussion on this at the Executive, but if there is anything from this group's standpoint reach out to Myers or Shari. Our goal is to have these converted here as you can see on the agenda by May.

Other
None.

Old Business:
Attendance Standard
View online.

SECB Committee Appointments
View online.

Regional SCIP Plan
Myers reported one of the things we talked about earlier here in funding letters of support would be greatly appreciated from the membership as we are looking at the two bills we discussed earlier, as immediate funding, but then looking at some of the long-term sustainable funding we are going to have to work towards that and continue through each of the committees as they go through and look at their portions of the SCIP plan.

Upcoming Meetings:
a. April 8, 2022 – Microsoft Teams Meeting

Adjournment:
Chair Myers made the executive motion to adjourn the meeting and the motion was carried unanimously to adjourn at 11:00 a.m.

Minutes recorded by Shari Gieseke.