

**Central MN
Regional Advisory Committee
Friday, April 8, 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. Kandiyohi County – Big Stone County
4. Tom Egan & Kevin Smith – 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. Jane Holman – Morrison County
10. Greg Seim & Jason Karlgaard – Otter Tail County
11. Sheriff Tim Riley, Vice Chair – Pope County
12. Mary Lieser – Stearns County
13. Dona Greiner – Stevens County
14. Bill McGeary – Swift County
15. Sarah Booker – Todd County
16. Lynn Siegel – Traverse County
17. Tyler Wheeler – Wadena County
18. Amy Schulz – Wilkin County
19. Seth Hansen – Wright County

Members/Alternates Absent:

Guests Present:

1. Commissioner Jeff Jelinski, ESB Chair – Morrison 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:

Myers noted the Legislative Committee did meet, so Myers will give that update. *Todd County made a motion to approve the RAC Agenda. Otter Tail 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; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wilkin – Aye; Wright – Aye.

Approval of Minutes:

Wright County made a motion to approve the RAC Committee minutes from March 11, 2022. Pope 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; Mille Lacs – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Swift – Aye; Todd – Aye; Traverse – Aye; Wilkin – Aye; Wright – Aye.

Communications:

1. MN Public Safety Communications Conference – April 25-27th
Myers reported they said the hotel block was to the 1st, but there are ways to work with them to get signed up. Shari added if anyone does submit a dinner receipt to make sure about two things: (1) You have itemized menu items on it, not just your final receipt with the payment for the credit card; and (2) People submit all their receipts to their agency to get reimbursement from their agency, because we are going to be reimbursing agencies not individuals. Shari had a question about the coupon codes. Each agency has two free coupon codes and if they have anymore than two people to send they will need to pay for those people for their conference fees? Tait replied on the coupon codes you can share those between members of the region. For example, if one member wanted to send four people and another member wanted to send nobody you could borrow those codes from your neighbor. Tait thinks based on the numbers we are seeing no member of your region should be paying the \$125. We should have more than enough coupon codes to go around to offset that cost. Shari asked if counties did go ahead and pay for extra personnel how do they go about removing that? Tait replied they can just reach out to Tait directly and he will put them in touch with our conference vendor and we will get all that squared away and the refund issued. Tait stated you should have 38 coupon codes available for your region. As long as you do not go over 38 total registrants you should be able to get all those comped. Shari requested a registration list from Tait for our region. Myers asked what day of the conference will they be doing the awards? Tait replied that will be on Wednesday.
2. PSAP Recruitment and Retention Tools
Myers reported ECN is looking at doing a recruitment video production and outreach. We discussed it at the Board meeting here recently. Looking at seeking input from all the membership as to if they would like to be included or thoughts on how that should go. One of the things we brought up at the board level was looking at identifying the target audience. Once you create this video how are they going to get this out to the people? Myers wanted to get the folks in the region thinking about it if they do come up with a workgroup that decides to put together the content for that. Looking at volunteers from the region that would be willing to work on that and help develop the content and then looking at how do we deliver this video. You will see the email in your packet from Director Wahlberg talking about what they are looking at doing and the ask of the region.

Reports:

SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT (Dave Klema)
No report.
2. SECB: (Micah Myers)
Met last week. No action items. We did have some good discussion on some items that came from the Finance Committee. We did a follow-up on the Operation Safety Net. Gave reports from all the committee chairs that were impacted by that. We had a good discussion on filling vacancies on the SECB and reaching out to the entities that are not currently represented on the SECB. Also had some discussion on filling vacancies on the SECB Committees. Report on the CISA Shields Up. We also reached out and this is one that is going to impact us in the region as it comes through. It is going to become part of a process we are bringing back from the SECB. Similar to the Executive Committee that will meet the week prior to the SECB meeting reviewing the agenda and also talking about this topic we had on there and that was commission a study to detail the cost to run ARMER, 9-1-1, and the other programs that fall under ECN's purview.

Reports: (Continued)

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

1. SECB: (Micah Myers) (Continued)

There was a lot of good discussion on it. What we are looking for is defining the scope that is going to impact our PSAP folks, ARMER folks. In the PSAP, what we are looking for is what does it cost to keep the lights on. What does it cost to run your PSAPs? One of the challenges we are facing right now and it is part of the legislation that is going through on there for replacement radios. It is really hard to go ask the legislators for money when we really do not know what it costs to run and do this. That is what we are trying to figure out as we look at our SCIP goals going forward we have to know what our exposure is. We are going to define that and it is not going to happen overnight. We are looking for input not only at the SECB Committee levels, but from the region. One of the things we have to start looking at and preparing is what kind of questions should be included, or what should we be including in the scope was we look to have someone come in and put together a report as to what does it cost to run 9-1-1. Not only from the state backbone, but from the PSAPs. The same token with ARMER. What does it cost to run ARMER from the backbone, the cost of the individual agencies, such as what we have already started doing is looking at the subscriber replacements and subscriber costs, etc. Then it gives us a clear picture going forward. The other one was the bill that Myers referred to is the HF2821 and SF2670. The numbers that are being included have been being reduced. Myers seen as of yesterday morning, Commissioner Klages had reached out and was saying to continue to call to continue to provide the support. We are not done we need to continue supporting it.

2. Finance Committee: (Micah Myers)

Will meet next Thursday. Item we are bringing back is further defining what we anticipate being in the scope of a funding study. We also have a regional governance item that is being brought back by our Grants Workgroup which operates underneath the Finance Committee.

3. Legislative Committee: (Micah Myers)

Met yesterday. One of the big items we had from the Legislative Committee was HF3956 and 3785. Those are bills that are going through for the 403 statute the first 15 chapters the technical. We are running up against some opposition. That bill did not make it into the Omnibus bill, so it is dying on the vine. We do not believe there will be any action taken in this current session. The discussion we had at the Legislative Committee was looking at how do we keep it on the radar so it does not get lost, because it does need to happen. Some of the challenges we are having in there was with the VOIP providers. A handful of them got their lobbyist and they were able to stop the progress of this. ECN staff in part of the discussion we had yesterday is looking at meeting with the providers to figure out what their issue is with it, so we can get that corrected. If we continue to be at an impasse is looking at what steps do we do from the SECB down to the regional down to the individuals. Reaching out to our elected officials is probably going to be what ends up happening to keep this thing moving forward. There was a report on the regional governance. At our last meeting, we got something that has been now sent to the Governor's liaison to put the wordsmithing as to what would go in the bill. Once that is completed then that will be brought back to the Legislative Committee and then forwarded back to each regional board for any changes or questions they would have on that and then ultimately to the board for adoption to move forward. There was a report given on the Mental Health Crisis Legislation. Mark Lallak gave a report on where we are at with HF3974, that is the Telecommunicators certification process it is moving forward. Then there was also an update on HF2821 and 2670 which we just talked about the reduction of funding in it, but it still needs focus on reaching out to elected bodies to keep that moving. The number is down significantly from what the original ask was, but anything we can get still is valuable. We also went over the SCIP goals and gave a progress on that. Then we had another on filling vacancies and gave updates as to some of the things we are looking to help achieve filling those vacancies.

Reports: (Continued)

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

4. Interoperability Committee: (Micah Myers)
Met on March 15th. Action items were several COMT/COMLs that were approved. One of those had impact in the region, Bonnema's COML was approved. We went over our SCIP goals. And once again had the discussion on filling vacancies. Discussion on the Operation Safety Net. New business we dealt with the COMU terms and the MNFOG division which are being worked on.

5. Land Mobile Radio Committee:
No meeting.

6. Steering Committee:
No Meeting.

7. NG911 Committee (Sarah Booker)
Met on March 16th. We also got the report from CISA for the Shields Up. Discussion on the best way to be tracking our progress on the SCIP goals. Had discussion on the ongoing initiatives for the COOP planning, cybersecurity projects that are upcoming or in-progress. Received an update on the Mental Health workgroup activities, both the NG911 working group and the subgroup that is working with MDH. Several updates on the various legislative initiatives. We did go over the initiation of a couple of new workgroups for our committee including the operations and technical workgroups. Operations kicked off this week and technical will be kicking off next week. Those two workgroups will be looking at some very specific functions both on the operations side and the technical side as we come across things we want to assign and have them take a look at. We also had a discussion on the recruitment and retention. Director Wahlberg did present her suggestions for the video which is a request that came from MSA and their working group.

8. Wireless Broadband and Applications Committee (Brandon Larson)
Met last month. We had discussions regarding our SCIP goals including MNFOG update to include a Wireless Broadband chapter. Our workgroup met shortly after that meeting and received a presentation from FirstNet Authority regarding disaster response capabilities to help guide content for that chapter. That workgroup will meet at the end of this month to get a presentation from T-Mobile and then another presentation for that next meeting will be Verizon.

9. Interop – STR Workgroup (Brandon Larson)
Met this past Tuesday. Smith reported we discussed our workgroup charter for the guidance of the group and developed a task list for future use. There was discussion of the tower trailer preventative maintenance sheet that is in development. John Dooley let us know they are going to be adding PPE to each of the trailers around the state. Three helmets, three safety glasses, and five sets of gloves. And then our continuing on an update on the deployment manual as we found some gaps in it when we had our drill in Ripley last year.

10. RIC Report (Steve Tait)
No update.

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

Tait reported fingers crossed we should be in-person in St. Cloud on July 25th.

NG-911 Committee (Sarah Booker)

Did not meet in March. We will be meeting next Thursday.

Reports: (Continued)EMAC Committee: (Stephanie Johnson)

No report.

Owners & Operators Committee: (Brandon Larson)

Meeting next week. Larson reported O&O recently have seen a couple different participation plan amendments come forth. Meeker County brought forth an adjustment to backhaul from their PSAP center into the ARMER network that was approved. There was also a participation plan amendment for Otter Tail County for increasing radio IDs that was approved. And Stearns County for addition of MCC7500e consoles which was approved. We are getting the agenda put together for our upcoming meeting.

User Committee: (Paul McIntyre)

The focus of the last couple Users meetings was taking a look at our training roadmap. Surveying the membership of what trainings they still feel are important. A survey was sent out to guide everybody's needs and what people were looking for. We presented at the board meeting a request to seek out additional grant funding, work with ECN to try and come up with some funding for some of these classes, or come back by the next Board meeting with a list of classes the region feels are still important and seek funds from the Board from the reserve funding.

EMS/Hospital Sub-Committee: (Paul McIntyre)

No report.

Executive Committee:

Met last week before the board. Myers reported we went over SCIP. Good discussion on the training roadmap. We took an action item to the Board. One of the other items we did was grant funding. We sent out a grant funding letter to the Director of HSEM. We were seeking the ability for our Board Chair to be able to send out a follow-up on that, because we have not heard anything back from that one as of yet. We had a discussion on the RapidDeploy Radius Mapping project. We also took action on the list serve looking at sunseting that and making a recommendation to the Board which they did approve. The annual STR report Larson gave an update as to where we are at with the balance what we have used out of the STR reserve fund. We had a discussion on CASM training for the folks that did not get a chance to take a training. CASM was updated last Monday and they provided trainings all last week. Some of those will be made available if you were unable to attend. We will follow-up on that. That was the refresher training on the changes. We took an action item on our schedule because we had a schedule conflict with the SMG/Change Management. The Change Management workgroup handed the work they are doing back to the System Managers Group. We talked about the NG911 recruitment tool. Our next meeting is scheduled for May 4th if we do not have any action items that one will be cancelled. Our next meeting after that will be the June 8th budget meeting with the Board.

Emergency Services Board: (Next meeting June 8, 2022)

Myers reported their next meeting will be their Preliminary budget meeting on June 8th. For the recommendation we would like to have information to provide for them to give us the authority as to which trainings we will be able to proceed with. We are trying to put together a budget for them. Whether it is going to come from reserves or we can seek additional funding. That will be presented to the board as well on their budget meeting on June 8th.

Updates from Partners on Current Projects:

Wadena County announced they had joined the call. Shari noted we will have to reach out to Wilkin County this month, because we will have to get a progress report for the 1st quarter for the SECB Grant.

General Discussion and New Business:

NG911 Grant

1. GIS – Progress Reporting

Shari reported in the packet is a report from the end of the 4th quarter. We have a bunch of submittals that are just now trickling in for the GIS. We have some vendor invoices, but we are still missing quite a few. If you have them out there send them to Shari, so she can start recording them. You can always send the cancelled check later.

2. CPE – Progress Reporting

Myers reported Swift County was the last one. Booker reported at our last NG911 Committee meeting they had their tentative date of March, but they were dealing with some supply and delivery issues of equipment.

3. Rapid Deploy Project

Myers reported we had a discussion at the Executive Committee about that on the MOU we were seeking for years going forward. Myers asked Tait if he had received clarification on that as to how that was going to impact the Central with our request for the MOU. Tait did have an opportunity to talk with Stroud our 9-1-1 Program Manager. She reached out to Mn.IT and Tait did find a shorter version of an official state contract they have used for MOUs. Tait thinks we will be looking at adopting that for the next phase after the pilot project. Stroud had some reservations about trying to do an MOU for a pilot project, because the purpose of the pilot project is to determine what our path forward is. We will probably have to do two agreements. One for the pilot and one for something long-term if people want to keep using the Radius Plus solution. Tait will be working on that and putting that together and hopefully Tait will be able to give a report to the 911 Committee next week. Myers thinks there was a little bit of confusion. We understand on the pilot. It was once the pilot has been established and going forward what is the expectation is what we were seeking. Tait reported Stroud is absolutely on board with that. If it becomes a long-term solution we will definitely have to define those roles and responsibilities.

Support for HF2821 and SF2670

Myers reported we were on a letter writing campaign. We are looking at more than just calling. Greiner reported what she heard yesterday is they are reducing the dollar amount. They are removing the additional equipment to the verbiage. They are only going to have portables and mobile radios in there. It is still important to call the senators. The only senator that Greiner has heard from is Torrey Westrum. And Jeff Backer and his assistant they are continuing to push this forward to get it on the floor.

Training Roadmap

Myers reported this was presented to the ESB. Looking for approval to go forward and try and find funding for the items that are listed in here. We ended up putting out a survey. We had a good response. Looking at establishing priorities that if we are unable to get funding which of these trainings will we look to put on? Being mindful of the fact that it is really almost near impossible to put trainings on in the summer. We are anticipating the trainings whatever the board does approve will take place towards the tail end of summer starting in the fall into the winter season. One of the ones we did reach out is the NG911 mental health caller and caller management. Reached out to the 911 Institute and we received a follow-up from them yesterday. If there is any interest in that one you are looking at we have a class size of about 25-30. Our break even point on that is when we hit about 21 and at that point any additional ones otherwise we could do the individualized. We are looking to do a follow-up on that as well. There will be some discussion at the NG911 call next week on that. Any thoughts from the group as to anything in addition? Otherwise the items you see on the training roadmap are what we are seeking funding for.

General Discussion and New Business: (Continued)

CMN800MNz List serv – Ending May 2/16

Myers reported the Executive Committee we chose the date of the 16th. We are also looking at what we took action on is going with the private lists. Coming up with a catch-all list. Larson had brought up some very good points in referencing some of the items that if it is. It is going to be more of a hybrid. It will be something that we can if it is not one of the defined lists that we would be able to do, so we are going to be moving on that. The support of the current list serve will be ending May 16th is the date we were given to the county. So, we will be using the new process. You can see the link there in your agenda if you want to sign-up for the lists, not only will you be able to sign-up for the regional lists, but there are also state lists on there that you will find a link to as well. For managing those lists looking at having folks sign-up for them, so we are not having to track those. Shari asked did you say there were going to be public lists or private lists added for the committees? Myers replied it was going to be one private that we manage and the rest would be the public where people would sign-up. To try and manage those it is always the challenge that we talked about. As when people leave we are not getting a notifications on those. We want to have multiple lists. That is why we looked at the hybrid approach. We would have the one that we would manage and then the other ones are going to be for the folks to sign-up. That is why the sign-up notification if you want to get information it is up to the individuals to go and sign-up for the list they want to subscribe to. Shari was just wondering if she had to make public lists for each committee and people are going to be looking for those. Myers replied yes it will be public lists.

Other

None.

Old Business:

Attendance Standard

View online.

SECB Committee Appointments

Myers replied you will see a few groups we do not have alternates on, but for the most part all of our primary spots are taken care of.

Regional SCIP Plan (Micah Myers)

- Myers wants to focus on this item one stable and reliable funding. As Myers gave in the report from the SECB and looking at the detailed study, one of the things we talked about at a state level is coming up with a capital improvements plan. Part of that challenge is going to be knowing what our exposure is right now. What does it cost us? That is something we are going to have to do on a regional level, or as an individual level starting to think about. What does it cost to run your operations and looking at where you have shortcomings and then getting that rolled up into a plan. One of the things as we discussed here with the house files that are out there looking at sustainable and funding vehicles for us. We are going to have to continue. It is not just a one and done it is going to be an ongoing thing. It is one of the things we are bringing forth on the Finance Committee up to the Board and that is the regional governance support. We are looking at making some changes there in the appropriation language to get that. Then there is going to be another item we will be bringing back. We don't know what we don't know and that is the funding. That is going to come back to the groups and the regions as well. Looking at what it is we will support, because as it stands right now we have an appropriations amount that is in there that goes into a competitive grant process and looking at a process that is not competitive, so we can allocate. We need to make sure our needs are being met, if not, then we need to look at it, because that has not been touched for some time so as looking at that stable funding stream. It is not on the list, but it is something we have to look at user fees if we continue to see reduction in our funding.

Old Business: (Continued)

Regional SCIP Plan (Continued) (Micah Myers)

- In the last O&O meeting they went through their goals and looking at putting a format, so that is like a standing item. We want to start getting this so we are not just one and done with this. We want to continue to address this at every meeting. If there is something we do not discuss here today or the next committee that comes up we want to have a vehicle that we can get it out there so we can continue to have discussions on that.
- FirstNet is another one that is being put on standing committees.
- The one that we are working on right now is the training, so we are making progress.
- There was another goal we had was the PSAP able to attract and retain staff. ECN is working on that one, so that is another one we need to preference. If we are going to have input onto the content that goes in there and who is the target audience. That is something we need to continue working on.
- CASM we talked about.
- One that we have not really talked about is IPAWS and looking at how are the groups using, or if there are changes we want to see from IPAWS.

Myers question to the group is in looking for input from the group what other items do you see we should be doing to meet our goals that are laid out here that we defined over a year ago now and keep moving forward on these?

Upcoming Meetings:

- a. May 13, 2022 – Microsoft Teams Meeting

Adjournment:

Chair Myers made the executive motion to adjourn the meeting and the motion was carried unanimously to adjourn at 10:51 a.m.

Minutes recorded by Shari Gieseke.