

**Central Minnesota
Regional Logger Committee Meeting
Location: Microsoft Teams Meeting ONLY**

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June 10th, 2022 (Meeting Jointly with the RAC at 10:00am)

Agenda

1. Call to Order
2. Roll Call
3. Revisions and Approval of Agenda
4. Approval of Minutes, May 13th, 2022 **(P1-4)**
5. Communications

New Business

Old Business

1. Draft 2023 Budget **(P5)**
2. BCA Requirements - Encryption Logger Capacity
3. Limited Member Update
 - a. Washington County
 - b. Sanford Health EMS
4. Logger Update
5. Logger User Concerns
6. Open Discussion
7. Next Meeting
- July – 8th Microsoft Teams (Meeting Jointly with the RAC)**
8. Adjourn

Central Minnesota
Regional Logger Committee Meeting
Microsoft Teams Meeting
May 13, 2022 – 12:31 a.m. (After RAC)

Members/Alternates Present:

1. Micah Myers – City of St. Cloud
2. Jody Norstegard – Kandiyohi County
3. Andy Beckstrom, Vice Chair – Mille Lacs County
4. Greg Seim – Otter Tail County
5. Kristen Lahr – Stearns County
6. Sheriff Fiedler – Wilkin County
7. Haley Dubois – Wright County

Members/Alternates Absent:

8. Big Stone County
9. Douglas County
10. Grant County
11. Meeker County
12. Pope County
13. Sherburne County
14. Stevens County

Guests Present:

Dereck Leyde – Northland Business Systems
Heidi Schultz – Northland Business Systems
Lucas Heitkamp – Northland Business Systems
Steve Tait – ECN RIC

Approval of the Agenda

It was noted that Larson had wanted to add a discussion on the list serve under Communications. City of St. Cloud made a motion to approve the amended agenda. Stearns County seconded, motion carried. Roll Call Vote: City of St. Cloud – Aye; Kandiyohi – Aye; Mille Lacs – Aye; Otter Tail – Aye; Stearns – Aye; Wilkin – Aye; Wright – Aye.

Approval of Minutes

Stearns County motioned to approve the minutes from March 11, 2022. Otter Tail County seconded, motion carried. Roll Call Vote: City of St. Cloud – Aye; Kandiyohi – Aye; Mille Lacs – Aye; Otter Tail – Aye; Stearns – Aye; Wilkin – Aye; Wright – Aye.

Communications

- a. Central MN Region List Serv – End of Life Notice May 16th

Shari reported all the lists have been created under Notify Me on the website. Every committee member has been added to their respective lists. There is a new news flash for this committee it would be Central Logger Members News Flash. You have been added to that already. You have been added to your Agenda Center, Calendar, you have also been added to the Central Region News Flash which is public, and then a Central Private News Flash which is our one and only private list. That one Shari has to manage, but all the other lists are ready to go and public under Notify Me. You can go to the Notify Me link on the homepage, it is either Notify Me or Sign-Up for Notifications. When you go there all you have to do is put in your work email address and press Sign-In and you will be able to see every list you are signed up for. If you want to add a phone number to that too you can add that as well.

NEW BUSINESS

Draft 2023 Budget – Review/Discuss

Myers explained starting with the first item the Limited Membership the 2023 number will be \$6,600 that includes the 5% increase from the \$6,300 that we had last year. Right now, we officially have one limited member. We are in the process of contracting with Washington County. However, with Washington County as part of the agreement to bring them on they are going to be adding another AIS into the mix. They are going to get a trade-in value. They will get credit for the next four budget cycles for a portion of their membership. You will not see a bigger jump in it until year 5 as the contribution levels. If you look the second column there with two members. Column 1 will be reflective to your budget. We are at \$5,900 for the budget. This is a little bit of an increase from last year even though we have the additional members. The costs were going up as were highlighted here. These were items that are going up. The \$4,200 it has a bigger jump percentage-wise, because it includes the maintenance we anticipate picking up for the Washington County AIS that we will put in. That way we will keep it on the replacement schedule going forward that if break-fix or anything like that we will have that replacement on that. The monitoring from Motorola this is their increase from last year's \$16,000. That is the reflected increase that is why we also increased the membership costs here to cover that. The Northland maintenance is status quo what we have got for what we anticipate for our maintenance for Northland. This is how we do the allocation. Based on having just one there is \$2,700 to come out of it. We have Sanford that we are working with. There are a few things they need us to do before they move forward. If they do come on then this is where you will see the reduction in the budget. This is the preliminary budget. There will be more information to come as we go through the process. The final budget adoption will be with the Board's July meeting. So, this could change. Your anticipated costs that you will see on the Logger budget will be either column 1 or column 2. These other columns 3-4-5-6 you will see those are forecasting if we get additional membership. You will see how it impacts your costs. As you can see how we break them down. You will see there is double items. There is a portion that comes from the limited membership, there is JPA membership. Divide them out. They do a cost share on pretty much everything as you see going down the list. If there is an issue, last year the dollar amount we were collecting was more than what the other members were paying, so we took that amount from last year's and we will do the same here and put that into the reserve console site. We know this is more of an insurance policy as we continue to expand or add additional resources to the logger.

NEW BUSINESS (Continued)Draft 2023 Budget – Review/Discuss (Continued)

Myers explained we know at some point we are going to hit the capacity limit for the logger and we will have to anticipate setting up a second console site. We are trying to stow away money for that. Part of your budget does include a 7-year replacement cycle. That is what you look at this number here the Seven Year Core Replacement. If you remember, we replaced ahead of schedule not too long ago that was due to a Windows support issue, so we did the upgrade sooner and each member contributed roughly \$3,800. Then we pulled from reserves to pay for the balance that was a \$130,000 upgrade. And we are anticipating there about that number is what we are setting that way we have smaller to no contributions at the end of that replacement cycle. The numbers do go up a little bit due to inflationary numbers, but not a lot.

Myers stated it is a \$100 dollar increase, because your budget was \$5,875 last year. Lahr added it increases \$86 for 2023. Myers added as you can see here this is what Myers was talking about with the foot note is the Washington County will join in 2022. We are just working through. The numbers we had given them for their AIS that was going to applied over the next four budget cycles, they will see a credit of \$12,500 will be credited each year. For this current year, the \$12,600 will be for Washington County, so that will go with the transfer of ownership of their AIS and VPM. And then it will be credited \$12,500 every subsequent year after that. Washington County, if you remember they were paying a fee twice the limited membership, because of their talkgroup volume. In year 5 you will see that going where you will see a bigger drop in your annual contribution, because the dollar amount that is being credited to their transfer of ownership of the AIS will be covered. At that point their membership will go in towards offsetting the other costs to the region and to the other limited members. This is what the number will look like for 2023 even with Washington County coming on. Their monies are going into because of the offsetting the AIS that we are acquiring for the Central Region.

Lahr asked are we looking for a motion to accept this budget projection for 2023? Vice Chair Beckstrom replied yes if we do not have any other questions. *Stearns County made that motion. City of St. Cloud seconded. Roll Call Vote: City of St. Cloud – Aye; Kandiyohi – Aye; Mille Lacs – Aye; Otter Tail – Aye; Stearns – Aye; Wilkin – Aye; Wright – Aye. Motion carried.*

OLD BUSINESSBCA Requirements – Encryption Logger Capacity

Vice Chair Beckstrom stated we talked about that previously in other meetings. Myers added discussion we had sidebar at the summit, there was a question whether, or not, we need to have to encrypt the data at rest. There is more to come on it until we get a clear view Myers would say we hold surf where we are at on the encryption stuff. Lahr would agree we table.

Limited Member Update

a. Washington County

Myers reported it is just a matter of them completing the signatures on it. They are onboard, so it is moving forward. They will be on this year.

OLD BUSINESS (Continued)Limited Member Update (Continued)

b. Sanford Health EMS

Myers reported Sanford is looking for some additional information. They have expressed interest once they get that information Myers believes we will be able to move them on. Myers does not know if we will get that information to them before we set our budget cycle, or before the end of the year, but they are very interested in coming on.

Logger Update

Schultz reported for today's update first the Solacom NENA i3 integration. Since we spoke last, we were hoping Solacom would put a test lab in place for the logging manufacturers, but they have not which causes significant delay. Darlene from Washington County had given us the go ahead to use their site for testing. However, Verint later came back and said two customers already came forward on the east coast, so they did not need a third test customer. Verint has what they need now and Verint Development is working on an update. For VESTA, several agencies in Central MN are using VESTA hosted. One challenge we have run into is the metadata handoff from VESTA to the logger. VESTA is using RS-232 for the handoff which is older data technology. We are working with Otter Tail County to get VESTA to upgrade from RS-232 to an IP CAD 6 feed instead which is also part of NENA i3.

Logger User Concerns

None.

Open Discussion

Lahr brought up after one of the last upgrades that we had to our premise we did lose some caller phone number like some ANI information in one of the columns of the incoming caller phone number on our admin lines. Our 911 calls were still recording the caller's phone number. We talked to Northland about it. They are looking for a solution to update that and get that information recorded in one of the columns for our premise logger.

Leyde responded what Lahr is referring to they have an integration with West Intrado. There are several agencies that have West Intrado in the Central Region. We have a ticket open with Verint to get to the bottom of that, but that has since been corrected. Leyde's understanding was it was just during that outage. We lost some metadata. The call is there, the audio is there, it is just the metadata tagged and we were seeing if there was a way we could still capture that data from the feed and then resynchronize it to the calls. That is something we are looking into.

Next Meeting: June 10, 2022 – Microsoft Teams

Adjournment

Vice Chair Beckstrom made the executive motion to adjourn the meeting and the motion was carried unanimously at 1:02 p.m.

Minutes recorded by Shari Gieseke.

**Regional Logger Operating Expenses Budget
Composite Allocation Plan**

Limited Membership 2023 Increase: 5%

Base Annual SLA Membership Cost - 2023	\$6,600.00	
Participating Members: Full Member	14	14
Members: Limited Member	1	2
Total Limited Membership Funds	\$6,600.00	\$13,200.00
Regional Equipment Budget Base:		
Northland Annual Maintenance	\$41,100.00	\$41,100.00
Northland Annual Maintenance (Limited Member)	(\$2,740.00)	(\$5,137.50)
Motorola Firewall Monitoring	\$17,000.00	\$17,000.00
Motorola Firewall Monitoring (Limited Member)	(\$1,133.33)	(\$2,125.00)
Motorola AIS Maintenance - Primary	\$3,600.00	\$3,600.00
Motorola AIS Maintenance - Primary (Limited Member)	(\$240.00)	(\$450.00)
MnDOT Site Rent	\$500.00	\$500.00
MnDOT Site Rent (Limited Member)	(\$33.33)	(\$62.50)
Seven Year Core Replacement	\$18,600.00	\$18,600.00
Seven Year Core Replacement - (Limited Member)	(\$1,240.00)	(\$2,325.00)
Additional Console Site Reserve - (Limited Member)	\$1,213.33	\$3,100.00
MISC Admin Cost (Phone, Printing, and Supplies)	\$500.00	\$500.00
Motorola_Verint API Annual Maintenance	\$7,500.00	\$7,500.00
Motorola_Verint API Annual Maintenance (Limited Member)	(\$500.00)	\$1,071.43
Total Budget Full Members	\$82,913.33	\$79,771.43
Base Budget	\$88,800.00	\$88,800.00
Limited Member	(\$5,886.67)	(\$9,028.57)

It is anticipated that Washington County will join the CM Logger in 2022. Their contribution per Board action will be \$12,600 for 2022. Washington County will transfer ownership of their AIS & VPM to the CMESB and credited \$12,500/year for four years. The balance of their annual contribution will be added to the "Additional Console Site Reserve - (Limited Member)".

	Equal Shares	Equal Shares
City of St. Cloud	5,922.38	5,697.96
Big Stone County	5,922.38	5,697.96
Douglas County	5,922.38	5,697.96
Grant County	5,922.38	5,697.96
Kandiyohi County	5,922.38	5,697.96
Meeker County	5,922.38	5,697.96
Mille Lacs County	5,922.38	5,697.96
Otter Tail County	5,922.38	5,697.96
Pope County	5,922.38	5,697.96
Stearns County	5,922.38	5,697.96
Stevens County	5,922.38	5,697.96
Sherburne County	5,922.38	5,697.96
Wright County	5,922.38	5,697.96
Wilken County	5,922.38	5,697.96
	82,913.33	79,771.43