

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

Members/Alternates Present:

1. Micah Myers, Chair & Brandon Larson – City of St. Cloud
2. Kandiyohi County – Big Stone County
3. Jody Norstegard – Kandiyohi County
4. Sheriff Brian Cruze – Meeker County
5. Andy Beckstrom – Mille Lacs County
6. Jane Holman – Morrison County
7. Greg Seim & Jason Karlgaard – Otter Tail County
8. Sheriff Tim Riley, Vice Chair – Pope County
9. Kristen Lahr & Mary Lieser – Stearns County
10. Dona Greiner – Stevens County
11. Tyler Wheeler – Wadena County
12. Sheriff Rick Fiedler – Wilkin County
13. Seth Hansen – Wright County

Members/Alternates Absent:

14. Benton County
15. Douglas County
16. Grant County
17. Swift County
18. Todd County
19. Traverse County

Guests Present:

Commissioner Jeff Jelinski, ESB Chair – Morrison County
Stephanie Johnson, EMAC Chair – Meeker County
Paul McIntyre, User Chair – Mayo Clinic Ambulance
Steve Tait, Southern RIC – ECN
Mike Kahl – Granite Electronics
Heidi Schultz – Northland Business Systems
Scott Wosje – Northland Business Systems

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

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

Revisions and Approval of Agenda:

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

Approval of Minutes:

Stearns County made a motion to approve the RAC minutes from May 13, 2022. Pope County seconded, motion carried. Roll Call Vote: City of St. Cloud – Aye; Big Stone – Aye; Kandiyohi – Aye; Meeker – Aye; Morrison – Aye; Otter Tail – Aye; Pope – Aye; Stearns – Aye; Stevens – Aye; Wadena – Aye; Wilkin – Aye.

Communications:

- a) Sheriff Fiedler leaving end of June
Central Region members thanked Sheriff Fiedler for his service to the region.

- b) MN Public Safety Communications Conference – Reimbursements
Myers reported we received a handful. There were several more in attendance and looking at getting reimbursed for the conference. There has been some challenges with the resort Breezy Point getting the room detail. We had thrown a date at the end of June, Myers is believing we will give a little more time in light of the difficulty some folks are finding to get those. Continue to get that information. Shari can guide you with what you need to submit to get reimbursed on that.

Reports:

SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT (Dave Klema)
No report.

2. SECB: (Micah Myers)
Met May 26th. There were several action items. Handful of standards coming from the LMR. Wisconsin State Patrol Interoperability request, LMR Change Management all of those were approved. The Interop Committee brought forward three standards which were approved. There was a letter of support from City of Marine on Saint Croix came from Wireless Broadband that was approved supporting an AT&T tower addition there. The Finance Committee brought forth an item that is for our next month's meeting will be followed by a retreat where we go through and take a deeper dive into our SCIP goals. We asked the board to approve ECN being able to cover the costs of meals for that session. We had some discussion on the role of the SECB in relation to legislative issues. It is whether, or not, the board can weigh-in on affairs that maybe contrary to the Governor's Office. ECN provided a funding report showing the expenditures going back to 2014-15 as to how the monies, the \$2 million appropriation, that comes into the board was spent. Giving a detailed report on that one. We will do a deeper dive into that and the budgeting process for the SECB going forward. A report was given on the ARMER budget forecast as required. Every spring ARMER produces a cost summary as to what they anticipate the cost to operate the backbone. That is taken to the SECB for approval. Then we had our standing committee reports. ECN gave a DPS status update.

3. Finance Committee: (Micah Myers)
Met yesterday. We did a follow-up to the funding report that was provided by ECN. Had some good discussion on that. Looking for more detail for that we anticipate will be presented at the retreat. We went over our SCIP goals. We gave an update on filling committee vacancies. Reached out to the Indian Affairs Council and they met the first week of May. They have named a candidate. They are just waiting for him to accept the appointee and then we will have representation from him on the Finance Committee. We had a discussion on our upcoming retreat as to what the agenda is going to be. We had a brief discussion on the scope to operate, the cost study we are looking at. We are going to take a deeper dive into that at the retreat coming up next month along with the encryption costs and what we anticipate. We have had some information that was provided from Tim Lee from MnDOT. Give a handle for backbone cost. We are starting to put the pieces of that puzzle together for that. We are going to develop a long-term plan.

On the education side of educating our elected officials, it was a goal that striped across not only the Steering Committee, but the Finance Committee. As Steve Tait mentioned in our Finance called yesterday, to actually hit pretty much all of the committees. It is something that we may have more folks participating in this, but we are looking at developing how that process would work and how we work on materials and everything to educate our elected officials. We had our Grants Workgroup update.

Reports: (Continued)

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

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

Myers explained when we did the SECB Grant that was approved back in December by the board South Central had made a request but they did not have their work plan in place for a training request, because there was about \$11,000 left unallocated in the SECB Grant. They presented that to the Grants Workgroup a week ago Tuesday and that was presented to the Finance Committee for approval and that was approved. That will get moved onto the SECB for their training. The LMR/LTE funding workgroup that group has not met, but we anticipate that group getting back going after our retreat, because we will have to come out with a task list for them.

5. Legislative Committee: (Micah Myers)

Met June 2nd. The only action item we had was from the 403 workgroup that is dealing with the first 15 chapters. Previously, they had a request put through to formalize the group to work with their service providers to remedy the concerns they had with the changes to the 403, so that bringing this back in the next legislative session it will not face opposition, but it will get approved. They were asking for the ability for that group to meet and continue to be able without having to bring every little thing back to the board. They wanted to come work through and get a process and then bring present back. There was an update on the Mental Health Crisis legislation. There was talk of them looking at the 911 fees for covering the cost of that, but they came up with a different funding source. The telecommunicators certification process we got an update on that due to the fact that we are still waiting, hoping the special session comes through that they can take up action, because a lot of these items did not get completed. They did not cross the finish line. We had a discussion on the public safety radios, as we all know that started out at \$250 million, went down a million, and down to nothing. We went over our committee goals and we also had a discussion on filling vacancies on the Legislative Committee.

Beckstrom from Mille Lacs County announced he was on the call.

6. Interoperability Committee: (Micah Myers)

Met on May 17th. Myers reported we had three standards that we approved, the National Weather Service, the use of the duty Officer Talk Group, Use of Statewide Emergency Management Talk Group (SEMTAC). We had a discussion on our committee goals discussion with filling the vacancies. We reviewed and discussed the Minnesota MNFOG draft of April 22nd. And the work group reports from the STR work group and the COMU and EMS. We have the action items that we took forward to the board level to approve.

7. Land Mobile Radio Committee: (Kristen Lahr)

Lahr reported the LMR Committee did meet in May. We discussed two standards LMR-40 and LMR-27. Both of those standards were approved with little to no changes. Chair Thompson did give a report on the encryption summit that was held in the first part of May. The LMR Committee reviewed the recommendations that came out of that summit. In a nutshell, the recommendations are to incorporate AES-256 as the state standard for encryption on Interop communications for ARMER. The summit did recommend that it's of utmost importance to maintain interoperability for and with all agencies and disciplines as they incorporate or consider encryption of both regional, state and local talkgroups. The group does anticipate migration from DES to AES to be a long process, probably about 8 to 10 years to fully migrate to AES. LMR did discuss and take action to request that the change management process be open. That was brought to the SECB, because it is kind of an off year. The standard for change management kind of designates years where the change management process should begin and we fall outside of those date ranges.

Reports: (Continued)

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

7. Land Mobile Radio Committee: (Kristen Lahr) (Continued)

Lahr explained LMR did bring this to the SECB to start the change management process regarding encryption to start outside of what the standard calls out and that was approved at SECB. There are some workgroups that will be stood up in regard to change management, both the change management workgroup and you will probably be hearing more of that in the coming months. We will be requesting representation on that from our region. So please, this is kind of a changing point in the ARMER system. It has kind of been business as usual for a number of years here, but the changes with encryption are really important for everybody to be made aware of and to have a voice in and discuss that as we move through moving to a higher level, a federal standard for encryption on the ARMER system. It is really important to be involved and pay attention to what is going on so we do not lose any interoperability that we all enjoy and appreciate right now and you know what to plan for and expect. Out of the encryption summit there is an education workgroup that was kind of stood up. There are several people that are involved in that right now statewide, both Larson and Lahr in the Central Region. If you are interested in participating, please let us know and we can forward your contact information to Marcus Bruning so you can be put on the mailing list for that, but the education group is developing a purchasing guide so we can educate any decision makers, anybody that is looking at new radios, things to consider when you are looking at purchasing new subscribers and people you need to talk to whether your neighbors are moving to AES encryption, if they are going to be starting to encrypt their day-to-day dispatch traffic, just things to consider and to take into consideration. Kind of like an educational packet, just as we are moving forward through this whole change in encryption process.

Larson would echo what Lahr said about the education workgroup. We are really looking for volunteers to get involved. Luckily right now we do have a decent mix of operations, administration and technical, but it would be good to have a few more people involved in that workgroup as well.

Lahr explained that workgroup is not like a workgroup going into perpetuity. We do have some solid tasks to discuss and kind of produce some education material and hopefully we can stand down on that workgroup once those are completed. If the need arises to put it back together again, so be it. But it is not a life sentence, should we say.

8. Steering Committee: (Kristen Lahr)

No meeting since the last RAC Committee meeting.

9. NG911 Committee (Sarah Booker)

No report.

10. Wireless Broadband and Applications Committee (Brandon Larson)

Met in May. Larson was not in attendance, but Larson is aware they did have an action item, a letter of support for Marine on Saint Croix, which is a community in Washington County. Previous, the original data provided from the PSAPs and the State of Minnesota to FirstNet as per to help identify towers that would help fill gaps where public safety data showed there was a response area. Marine on Saint Croix was originally part of the 23 contractual towers FirstNet was to construct by 2023. Larson thinks in 2020, AT&T came to the committee and requested that tower be removed from the contractual list and swapped with a different build they had that was approved. However, AT&T is still committed to constructing this site on Marine on Saint Croix. This letter of support was destined for the Marie on Saint Croix planning committee to try to get that tower moving forward. That was approved and taken to the SECB and approved at the board level as well.

Reports: (Continued)

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

10. Wireless Broadband and Applications Committee (Brandon Larson)

Larson explained our SCIP progress, we have a workgroup that is working on providing recommendations. They were doing some research on how to request and what resources are available during a major incident. For example, with the tornadoes that have hit the state recently. If cell towers went down and communications were impaired, how would a communications person request, and from whom, resources to fill that gap temporarily. The goal for the Minnesota Field Operations Guide is to add a wireless broadband chapter. They have been working on that. There was an article provided from Steve Tait for the LTE to LMR SAFECOM piece that Larson believes is being moved forward to Interop and LMR Committees. We also have vacancies on our committee as well. Sounds like the MN Sheriff's Association is working to evaluate their representatives on our committee. We also have a few other vacancies or reps that have been unable to attend. Larson's hope is that collaboration with the Steering Committee, we can have one response letter rather than each committee reaching out to these groups individually.

11. Interop – STR Workgroup (Brandon Larson)

No report.

12. RIC Report (Steve Tait)

Tait gave a quick thank you for those of you that did attend the conference and provided feedback in the survey that John Dooley put together. That survey was due Wednesday afternoon. Last Tait had heard, we had over 120 responses. Thanks for all of you that provided that feedback. That will be a topic of discussion at the upcoming regional leadership meeting on July 18th, kind of going through those survey results and starting the planning process for the 2023 Public Safety Communications Conference. We had a kickoff call yesterday for the PSAP Cyber Security Assessment project, bringing the PSAPs in the Central Region into the mix on that. More discussion coming out of the 911 committee on that. Cybersecurity is a big deal, and we need to start putting a plan together to identify what your needs are and see what we can come up with for funding to help address those needs. You touched on it in your Finance Committee report, planning is going to be a very hot topic here in the coming months. Getting plans in place so we know exactly what your needs are and you how we might address those, especially on the financial side. We need to know what our starting point is, and what our desired state is, and how much it is going to cost to get from A-Z. The Finance Committee and our regions are going to be real busy providing input on that and laying out what we need to go to the legislature for in our upcoming 2023 session.

Regional Leadership Group – (Next Meeting July 18, 2022)

Myers reported this is a change to the originally the date was the 25th that it got moved for the scheduling conflict. Also note in there that if you are going to be in attendance you need to RSVP to ECN by the 8th of July. Because lunch is being provided. Tait knows LMR encryption planning was suggested, the conference survey, and a little bit of an overview on this recent Public Utilities Commission filing regarding the originating service providers and cost recovery that was suggested.

NG-911 Committee (Sarah Booker)

Karlgard reported we met yesterday. Discussed the Communications conference again. The status for StatusBoard ECN sent out an update saying for recommended browsers. The recommended browser is now Google Chrome again for StatusBoard. An update on the 988 Mental Health number that is going live in the beginning of July and just a little more discussion on that. Discussed the public safety training and standards bill.

Reports: (Continued)

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

EMAC Committee: (Stephanie Johnson)

The ESB did approve the change to our Bylaws. That will be going back to EMAC at our July meeting.

Owners & Operators Committee: (Kristen Lahr)

Our May meeting we discussed a potential replacement for the Genesis software PC that has been discussed at the ESB and put into the proposed budget for 2023. Lahr was kind of appointed interim chair for Users for that meeting since Paul and Jim had a conflict for the May meeting so Lahr can cover Users as well. As a group we discussed the training roadmap. The desired courses for the next year have been listed out and placed into the ESB budget as well. Stearns County and Otter Tail to look at potential room availability for courses that we will be holding this year. Hopefully we can get some potential dates posted and get some of that stuff scheduled. We reviewed the ARMER Radio Trainer after-action report from the training that was held in April. And then we reviewed our joint O&O and User focused regional priorities looked over the progress that we are making on moving those forward.

User Committee: (Paul McIntyre)

See also Owners & Operators Committee. McIntyre explained for the Users meeting, we did approve at the board meeting the training roadmap. We came back to them with the request because we were unable to locate additional funding, to have that training roadmap funded through the reserve funds that they approved. We will be able to provide education and training for all of our members in the region this year. Thank you to the board also out of our Users request for the board meeting was just a reminder to get their conference reimbursement in.

EMS/Hospital Sub-Committee: (Paul McIntyre)

For the EMS and Hospital Subcommittee we are coming back online. Our first meeting is actually scheduled for next Friday, the 17th at 10:00 o'clock. We will set our meeting schedule goals and hopefully start meeting every other month moving forward affectively next week.

Executive Committee:

Met Wednesday. Myers reported we had a couple of items that had generated good discussion. One, worked on the overall layout of our regional plan. We made some noted changes and that will get submitted for official adoption to the board when they take up their budget meeting next month. And so, we will have an official baseline, and then we will leverage the update process that Lahr had developed, and it will be using with the other committees. We also talked about a grant funding. There is the communication we have had with HSEM in reference to the reduce of funding and funding opportunities made available on the communication side. We had a discussion on in-person versus virtual meetings or hybrid. That was also moved over to the ESB, which we had a very good discussion on that as well.

Emergency Services Board: (Next meeting July 27, 2022)

a) CMNESB 2023 Draft Budget

Myers reported we did add in there the request from the Owners & Operators. In the detail page there is an item we have added it is under the laptop PC. We are going to go with the kind of the model we are doing a leasing concept. That way we continue to have the device fresh. There will be three payments of \$800. The lease will go over three years and we will keep that device current. Some other noteworthy aspects of the budget we did reduce the budget. Based on the auditors findings, we believe we have a good balance in our reserve. We are going to be spending a good 10% of that reserve is going to go to our training the group has asked for. There was no objection there. When they adopt our final budget you will see that. The logger details is in there as well. Washington County is finalizing. Washington County's contribution level the first four years are going to go to pay offsetting the region, acquiring their equipment they are putting into the pot so that covers their costs for the next four years.

Emergency Services Board: (Next meeting July 27, 2022) (Continued)

a) CMNESB 2023 Draft Budget (Continued)

Myers added but then in year five, you will actually see their contribution level and it will further reduce the logger members contribution level. We continue to work with another individual, but until they sign the agreement, this is what the budget will be close at maybe a few dollars off, but we are finalizing that. This will be the contribution level for the folks that participate on the logger. One other item, Larson had sent over a proposal. If you go back up to the detail section we have a line item in here for the analyzer. We have a proposal for the analyzer. It is about that number that we have in there for annual. It is a three or five year. There is no price break for three to five. The only thing Myers would think of is if we get the 5-year commitment because maybe at the end of year 3 they may not want to renew it. Larson also put together a proposal for a replacement. Did not know what the group's decision on that is, but it is coming out for renewal on the maintenance so looking at do we do a 3 or 5-year renewal on it is what Myers would ask the group.

Larson responded when he reached out to Locust USA, the manufacturer of the analyzer, they offered up a quote for a trade in offer, providing a small trade in monetary ability to upgrade to a newer model that does have other capabilities as well. And they included year one and two maintenance in that as well. Larson can look for that quote if you want me to. That was something that the manufacturer brought to Larson. But Larson also had that 3 and 5 year and like you said, the number does not change. They are on a GSA contract, so there is no price break for purchasing further in advance. It would just mean that we bought it in advance and do not have to keep annually renewing which that renewal comes due in February of next year.

Myers reported the board will have their finalized budget meeting on July 27th. There is a 15-day period after that, so by August 15th, if there is no objections or any following concerns with the budget that is presented it becomes ratified. If there are concerns folks have they can submit those and then it is on the schedule for the Executive Committee, they will go through and review those and try and remedy it, but that is basically our budget process. That will be an action item at the next meeting and then bringing back our regional plan for final adoption will also be an action item at the next board meeting.

Updates from Partners on Current Projects:

None.

General Discussion and New Business:

a) Rapid Deploy Project

Myers provided Wendy's last update: Status info for 5/7 – 5/13

- Work continues on the MN GIS base map element of the project – ably led by Marcia Broman of MESB.
- Several sites are in the running to be the first to get their FirstNet HPUE connection up. If you have challenges setting up your FirstNet HPUE & antenna, please let me know. ECN has new resources available to help with this - at no cost to the PSAPs.
- If your PSAP is one of those who plan to use a LAN connection (instead of FirstNet) to connect your EDG device, please contact Kelsey Jindra of RapidDeploy, as there are a couple more technical items needed. Once you have connected all your components, RapidDeploy will work with you to validate that all is working as it should be.

Myers added and part of that is white-listing. There are some web addresses/IP addresses that you will have to white-list. We have six folks in the region. It is moving along. Lahr believes we are waiting for a couple FirstNet boosters that are going to be installed in the law Enforcement Center so we are able to take advantage of the wireless FirstNet connection for those EDG devices. Mary replied three of them and they come on Monday.

General Discussion and New Business: (Continued)

b) Grant Requests/Letter

Myers reported back in March we had sent a letter to Director Kelly on the region's behalf looking at if we could get a better understanding as to why we are seeing the drop in funding that was coming on the communications side through the SHSP Grant. We did a follow-up action from the Board at the end of March asking for Commissioner Jelinski's ability to do a follow-up. We got an interesting reply. It prompted a discussion we had at the Grants workgroup and we talked at the Executive is looking at how do we get. Let's take a step back to the Grants Workgroup, one of the things we talked about is getting the information because ECN applies for that grant on behalf of the regions. We want to make sure we are getting information or identifying our needs and developing the process. That is one of the things we are going to talk about at our Finance retreat next month. But then it was also looking at the EMAC. We are just looking at because we have competing interests on this grant, but making sure that the needs. One of the things we also talked about at the Grants Workgroup is typically we were looking from the communications side, but there are three other programs that fall in the mix under ECN. If you look at the recent notice NOFO for this grant there are six core areas it needed to address 30% of the funds that are made available were supposed to go towards that. It furthered the discussion at the Grants Workgroup that we start developing when we take our needs list that we identify coming up with a way not only for our region, but looking at for the other regions in the state, if we are going to help ECN identify what our needs are to include in that give them the requirements, because it has to align with the certain nexuses to terrorism. If we are all looking for the same hardware, we help develop what those nexuses are so it makes it a little bit more conducive for ECN to get our requests into the grant. Help them to help us is basically is what we are looking at. This is the follow-up we received from HSEM. One of the other things is looking at bringing Director Kelly to a Finance Committee and have a discussion as to we still have needs and understanding what is it they need from us so we can provide that information to ECN who ultimately applies for the grant.

c) Training Roadmap

Myers reported this was presented to the ESB on Wednesday. There was approval for this, so we will be moving this forward. We have asked looking at getting dates on the calendar. There is a lot of communication gone out since the last meeting. There are a lot of folks that are throwing their hat in the arena for hosting these trainings. We will firm those up and reach out to our vendors and get those on the books. That is what we have coming for this year and then thinking about what we need to look into the 2023 roadmap.

d) CMN800MHz Listserv – Sign-up for Notifications on MNECB.org

Myers reported the list serve was ended on May 16th. We have a new format. You can sign-up for notifications. You go through and select the lists you want. Also, you will find on that page where you can sign-up for the state lists. There are several lists the state has that will help. In the past, information gets forwarded and we are forwarding it back out, but we are trying to make it self-service. If you go there and you are signing up for our list serves, take a gander at what is out there for ECN or the state's list serve as well. Make sure you get on that so you get the communications that are being sent out by way of those list serves.

Old Business:

a) Attendance Standard

View online. There are several agencies now that have achieved that 100%.

b) SECB Committee Appointments

Myers reported the one noteworthy change to this is we added Mary Lieser for the workgroup. Gave the update at the Board.

Old Business: (Continued)

c) Encryption Summit

Myers reported that will be something we will follow-up to as well at the upcoming Finance Committee retreat. We have some numbers we will be looking at and be able to present those soon.

d) Regional SCIP Plan

Myers reported at the Executive Committee on Wednesday we made some updates to that. That will be included in the packet for the next ESB Board meeting to adopt, and then we will be going forward. Looking at our priorities one of the things we did have a discussion on the priority side is that we did not have them numbered like in the draft you see there were original, there is a numbering. We removed the numbering, because we deem them as all priorities. We did go through and talk about the assignment of ownership to which of the ESB committees are going to take the lead on. But just because one committee has a lead does not mean the other committees cannot comment on, so we are just trying to get so that there is someone that keeps these things moving forward and then we will leverage the document that Lahr had put together as our vehicle to update our regional plan.

Upcoming Meetings:

- a. July 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 11:01 a.m.

Minutes recorded by Shari Gieseke.