



# **METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA**

October 26, 2022, 1:00 p.m.

This meeting will be conducted in-person at the MESB Office, 2099 University Ave W, St Paul ONLY

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of September 28, 2022 Meeting** – Thompson
4. **Action Items**
  - A. Radio TOC Chair and Vice-Chair Appointments for 2023 – Tracey Fredrick
  - B. SECB Committee/Workgroup Appointments for 2023 – Fredrick
  - C. RFP Workgroup for Service Contract Review – Fredrick
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
  - A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenback
  - B. System Managers Group Update – Ron Jansen
  - C. MnDOT ARMER System Update – John Anderson/Dave Klema
  - D. SECB Committees
    - i. Steering – Jill Rohret/Fredrick
    - ii. LMR – Nate Timm/Nick Schatz
    - iii. WBBA – Rod Olson/Thompson
    - iv. IOC & Workgroups
      - a. IOC – Thompson/Timm
      - b. STR Workgroup – Schatz/Mike Parker
      - c. COMU Workgroup – Timm/Dan Anderson
    - v. IPAWS – Scott Haas
    - vi. Finance/Grants Workgroup – Fredrick
7. **Other Business**
  - A. METAC Permission update – Fredrick
  - B. Regional Change Management Update – Workgroup
  - C. Possible Cybersecurity Grant Needs – Fredrick
8. **Adjourn**

*Reminder: Next meeting scheduled for November 16, 2022 \*note: 3<sup>rd</sup> Wednesday due to holiday*

# **Metropolitan Emergency Services Board**

## **Radio Technical Operations Committee**

**September 28, 2022  
Draft Meeting Minutes**

### **Members**

Airport - Ryan DeYoung

Allina – **absent**

Anoka County – Cory DeMuth

Carver County – Susan Bowler

Chisago County – Jake Thompson

Dakota County – Ron Jansen

Hennepin County - Mike Parker

Isanti County – Bob Shogren

Metro Transit – Chad LeVasseur

Minneapolis – Rod Olson

Minnesota Fire Chiefs – **absent**

Ramsey County – **absent**

Scott County – Nick Schatz

Sherburne – Derek Bass

Washington County – Nate Timm

U of M – Jeff Lessard

**Guests:** Mike Melby, *North Memorial EMS*; Dave Theis, *U of M*

**MESB Staff:** Tracey Fredrick, Jill Rohret, Martha Ziese

### **1. Call to Order**

Jake Thompson, Chair called the meeting to order at 1:01 p.m.

### **2. Approval of September 28, 2022 Agenda**

*Motion (Bowler/LeVasseur) to approve the September 28, 2022 agenda. Approved.*

### **3. Approval of August 24, 2022 Minutes**

*Motion (Schatz/DeMuth) to approve the August 24, 2022 meeting minutes. Approved.*

### **4. Action Items**

#### **A. COMU Recognitions/Renewals**

Tracey Fredrick said Kari Morrissey has met all the requirements for COML recognition.

Fredrick said Lindsey Stambaugh has met all the requirements for INTD recognition.

*Motion (Timm/DeMuth) to approve COMU Recognition for Kari Morrissey and Lindsey Stambaugh. Approved.*

#### **B. Appendix C Revision**

Tracey Fredrick said some language was suggested to add to Appendix C for entities that have been granted use of encrypted talkgroups. If an entity loses a device that has encrypted talkgroups loaded to let the granting entity know about the loss.

*Motion (Jansen/DeMuth) to approve Appendix C revision. Approved.*

#### **C. Northfield Hospital Full Participation**

Dave Theis said Northfield Hospital is currently a limited partner under Allina. Recently dispatch was changed to M Health Fairview. There is no specific date yet but Northfield is planning on installing connected consoles and bringing dispatch into their own operation. Northfield's primary service area are sites within the Northfield service area and their northern PSA use sub-sites in Norwood and Dakota County.

Theis said the plan was approved by the Southeast RAC. There was a request from one of the RAC members that since they are using Metro sites that the Metro TOC also approve the plan.

## **Metropolitan Emergency Services Board**

This request is on the LMR agenda. The request includes four new talkgroups. They will be adding new radios but request to re-program the radios they have in their cache.

Nate Timm said METACs 9 and 10 are missing from the Metro matrix.

Jansen asked if anyone wants permissions for the new talkgroup, who should that request go to. Theis said to send permission for those talkgroups be sent to Brian Edwards.

Timm asked if the security staff are contractors or hospital employees. Theis said currently security only has one radio. Security is staff with no roaming capabilities.

Jill Rohret said that Dakota County should be involved because of the load on the system if the hospital chooses to add consoles.

Theis said there have been discussions with CentraCare about putting dispatch at its site in St. Cloud or at the Northfield Hospital.

*Motion (Timm/Jansen) to approve the Northfield Hospital Full Participation as presented. Approved.*

### **5. Moves, Additions & Changes to the System – no update**

### **6. Committee Reports**

#### **A. Metro Mobility System Usage Update – no change**

#### **B. System Owners Group Update – cancelled**

#### **C. MnDOT ARMER System Update – no update**

#### **D. SECB Committees**

##### **i. Steering**

Rohret said the Steering Committee met in September. There was a GIS/NG9-1-1 workgroup discussion. The next meeting is in November.

##### **ii. LMR**

Nate Timm said discussions at the last meeting September 13 included the SCIP 2022-2024 goals were discussed. LMR to LTE integration best practices, change management workgroup, STR re-programming and documents for encryption.

##### **iii. WBBA**

Rod Olson said at the September 20 WBBA the official workgroup charter was approved. There was an AT&T update. There was a discussion on the SCIP goals and a discussion on the vacancies on committees.

Jansen asked about what the workgroup formation was for. It seemed as though the workgroup had already been formed, so is the charter for something new. Olson said that the workgroup has been meeting for quite some time, but there is a directive for all SECB committees and workgroups to have an official charter to guide work.

##### **iv. IOC & Workgroups**

###### **a. IOC**

Thompson reported that the EMS Hospital Workgroup Charter was approved, CISA Interoperability Markers document was reviewed, and a follow-up on the August COMMEX was given.

## **Metropolitan Emergency Services Board**

Jansen stated that, in response to committee vacancies, the UASI seat is no longer needed or staffed and has asked for it to be removed multiple times.

Olson asked if this committee was the one that had discussion about reviving the TICP. Rohret said that she thought this information was put in HSIN and is no longer a federal requirement. There is also a struggle with the TICP is that as soon as it is published there is outdated information because the information is not kept current.

### **b. STR Workgroup – no meeting**

### **c. COMU workgroup – no meeting**

### **v. IPAWS – no update**

### **vi. Finance/Grants Workgroup**

Fredrick said both groups met this month. There was a MOU update on financial transactions between the SECB and ECN. There is a grant workshop the end of October. There is a potential for a request for a regional governance support grant.

Rohret said there was a SECB Summit held at the beginning of September. There was discussion at the end of the summit which focused on the 403 Statute rewrite. It was decided that the work should not be rushed. Getting the governance document correct is more important than getting it done fast.

## **7. Other Business**

### **A. METAC Permission update**

Fredrick said there was one request from Kanabec County for permissions 1-10.

### **B. Cybersecurity Insurance coverage**

Fredrick said there is an option to have cybersecurity insurance coverage as part of our current insurance.

Rohret said the coverage would be for ransomware and that sort of hacking. Some may already be insured through your agency and it might be cost prohibitive, but if there is an interest the MESB will look into quotes with AIG to start.

### **C. Possible Contract with On Target**

Jeff Lessard said when the U of M did its MCC7500 upgrade in 2014 and then a refresh in the last two years, it was discovered there was a lot of unused equipment that went to recycle at approximately \$25,000.00 that was not needed.

Rohret said an RFP could go out for this item and set it up like a joint purchasing agreement.

Lessard said Dave Theis could review proposals. If this puts a target on On Target's back, it is almost an acknowledgment that the vendors are aware.

### **D. Change Management Submission for METCOM Encryption**

Nick Schatz said there is a request to make METCOM encrypted so that PSAP to PSAP communications are more secure.

## **8. Adjournment 1:58 PM**



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** October 26, 2022  
**Agenda Item:** 4A. Approval of 2023 Radio TOC Chair  
& Vice-Chair  
**Presenter:** Fredrick

### **RECOMMENDATION**

It is recommended that the committee members nominate and elect a Chair and Vice-Chair candidate to serve as the 9-1-1 TOC Chair and Vice-Chair for calendar 2020, subject to Board approval.

### **BACKGROUND**

According to MESB bylaws, the Radio TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee.

### **ISSUES & CONCERNS**

None.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## METROPOLITAN EMERGENCY SERVICES BOARD

**Meeting Date:** October 26, 2022  
**Agenda Item:** 4B. Approval of 2023 SECB Appointments  
**Presenter:** Fredrick

### **RECOMMENDATION**

Each year, the Radio Technical Operations Committee (TOC) makes recommendations to the Board for representation to the Statewide Emergency Communications Board (SECB) Land Mobile Radio, Interoperability, Wireless Broadband and Applications committees and Strategic Technology Reserve and Communications Unit workgroups. The following represented the MESB in 2022:

#### *SECB Land Mobile Radio*

Primary: Nate Timm (Washington Co.)  
Alternate: Nick Schatz (Scott Co.)

#### *SECB COMU Workgroup*

Primary: Dan Anderson (Hennepin Co.)  
Alternate: Nate Timm (Washington Co.)

#### *SECB Interoperability*

Primary: Jake Thompson (Chisago Co.)  
Alternate: Nate Timm (Washington Co.)

#### *SECB STR Workgroup*

Primary: Nick Schatz (Scott Co.)  
Alternate: Mike Parker (Hennepin Co.)

#### *SECB Wireless Broadband & Applications*

Primary: Rod Olson (Minneapolis)  
Alternate: Jake Thompson (Chisago Co.)

### **BACKGROUND**

The Metropolitan Emergency Services Board, per Minnesota Statute Chapter 403, has a seat on the SECB, and has maintained seats on all SECB committees since the SECB's inception. The MESB makes its annual appointments to the SECB and its committees each January, thus the TOC should make its recommendations during the fall.

The SECB governs the ARMER system, Next Generation 9-1-1 (NG9-1-1) and interoperable data (FirstNet).

### **ISSUES & CONCERNS**

Staff discussed the appointments listed in the recommendation with those that served in 2022. If others wish to serve as representative or alternate the Board can discuss and make determinations during the meeting.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:

SECONDED BY:

MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** October 26, 2022  
**Agenda Item:** 4C. Service Contract Review RFP  
**Presenter:** Fredrick

### **RECOMMENDATION**

The Radio Technical Operations Committee (TOC) recommends drafting a Request for Proposals (RFP) for rendering services to assist in reviewing vendor service contracts. This recommendation would also include forming an RFP review team.

### **BACKGROUND**

At its September 28, 2022 meeting, the Radio TOC held a discussion about discrepancies in various vendor service contracts that show possible overcharging of services.

### **ISSUES & CONCERNS**

During the Radio TOC meeting, there was a vocalized desire to write an RFP for assistance in reviewing service contracts to find potential overcharging and/or un-needed equipment. This RFP would also include some technical review of vendor language.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

**Metro Mobility Usage  
(Hours:Mins:Secs)  
2022**

Month	Anoka (Lino					North	Hennepin	Overall
	City Center	Lakes)	Dakota	Norwood	Hastings	Branch	West	
January	53:36:06	27:47:09	28:13:09	9:57:03	35:21:22		17:49:33	172:44:22
February	57:03:36	30:50:28	24:58:48	10:50:12	41:05:35		13:14:11	178:02:50
March	51:26:59	28:23:43	24:35:46	9:22:37	35:08:05		14:54:53	163:52:03
April	56:28:46	30:31:56	30:20:01	10:08:22	42:08:20		13:00:58	182:38:23
May	55:52:30	26:23:05	30:59:34	9:06:27	39:06:26		10:53:58	172:22:00
June	40:12:15	17:55:01	16:37:14	8:14:16	27:34:40		11:43:55	122:17:21
July	41:38:18	19:08:35	19:32:57	8:46:42	25:29:45		10:25:32	125:01:49
August	50:04:22	22:09:33	22:05:02	9:11:56	34:49:54		13:47:52	152:08:39
September	47:01:09	21:19:58	22:04:03	9:55:32	30:27:21		11:03:43	141:51:46
October								
November								
December								

Difference  
since Jan.

12      656:57:50   385:58:45   298:06:15   222:53:22   265:34:15   0:26:46   152:56:51   1982:54:04

**Target      150:00:00   75:00:00   75:00:00   75:00:00   75:00:00   0:00:00   75:00:00   525:00:00**



## Tracey Fredrick

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**From:** Tracey Fredrick  
**Sent:** Monday, October 17, 2022 12:24 PM  
**To:** Tracey Fredrick  
**Subject:** FW: Apply Now for Cybersecurity Grant

For discussion at TOC



### **Application Period Now Open for State and Local Cybersecurity Grant Program**

*EMS and 911 leadership encouraged to apply to bolster cybersecurity measures*

The Department of Homeland Security (DHS) has announced the establishment of the State and Local Cybersecurity Grant Program, made possible by funding from the Bipartisan Infrastructure Law. With \$185 million available for fiscal year 2022, the program provides opportunities for state, local, and territorial (SLT) governments to mitigate risks of cyberattacks against their information systems and delivery of essential emergency services. SLT governments can use this funding to implement more resilient cybersecurity measures to protect their communities.

Cyberattacks pose one of the greatest threats to the nation and EMS and 911 agencies are susceptible to these attacks. EMS agencies collect and store personal identifiable information, making them vulnerable to sensitive information theft. As 911 PSAPs are the critical link to deploying emergency response personnel, they are at risk of cyberattacks geared to impede the delivery of their essential services. EMS and 911 leadership are strongly encouraged to apply for this funding opportunity.

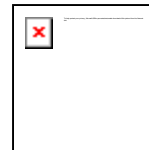
The Department of Homeland Security released the notice of funding opportunity application period on Sept. 16, 2022, and it will remain open until

Nov. 15, 2022. Applicants may propose to use the funding for new or existing cybersecurity programs.

A separate program specifically for tribal government application submissions will be released later this fall.

Read more about the program [here](#).

[Apply Now](#)



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