

Metropolitan Emergency Services Board

Radio Technical Operations Committee

August 26, 2020

Draft Meeting Minutes

Meeting Held via WebEx

Members Attendance

Derek Baas, Sherburne County

Jeff Bjorklund, MSP Airport

Susan Bowler, Carver County

Ron Jansen, Dakota County

Curt Meyer, Hennepin County

Mike Mihelich, Ramsey County

Rod Olson, Hennepin County

Nick Schatz, Scott County

Bob Shogren, Isanti County

Val Sprynczynatyk, Anoka County

Chuck Steier, U of M PD

Jake Thompson, Chisago County

Nate Timm, Washington County

Victoria Vadnais, Allina EMS

Mark VandenBerghe, MN State Fire Chiefs-**absent**

Guests: John Anderson, *MnDOT*; Marcus Bruning, *ECN*; Frank Jarman, *Motorola*; Clay Stenback, *Metro Mobility*; Peter Sauter, *Carver County (alternate)*

MESB Staff: Tracey Fredrick, Jill Rohret, Martha Ziese

1. Call to Order

Bob Shogren, Radio TOC Chair called the meeting to order at 1:09 p.m.

2. Approval of Agenda

M/S/C Ron Jansen moved to approve the agenda for August 26, 2020 meeting. Jeff Bjorklund seconded. Motion carried. (see roll call vote addendum)

3. Approval of Minutes

M/S/C Nick Schatz moved to approve the minutes from the July 22, 2020 meeting. Jake Thompson seconded. Motion carried. (see roll call vote addendum)

Action Items

A. Standards – Tracey Fredrick

i. Metro 3.14.0 ME TACs

Fredrick said discussions began on the review of Metro Standard 3.14.0 as a result of the Civil Unrest After-Action Report. Language was added for clarification that the two encrypted ME TAC talkgroups should not be programmed into non-law enforcement radios, unless a waiver is obtained. Language was also added to grant permission to the clear ME TAC talkgroups with written permission only. This language was added to provide ease of use of these talkgroups during emergent events.

Fredrick said the changes were recommended by the workgroup.

M/S/C Motion made by Jansen to approve revisions to Metro Standard 3.14.0. Curt Meyer seconded. Motion carried. (see roll call vote addendum)

Metropolitan Emergency Services Board

ii. Metro 3.21.0 Initial Communications Plan for Large Scale Events

Fredrick said discussions on the review of Metro Standard 3.21.0 also came about as a result of the Civil Unrest After-Action Report. The work group made numerous changes to this standard.

Fredrick said some minor changes were made to update references to State SECB Standards, as the State standard numbering has changed.

Fredrick said language has been added to use local talkgroups first, before moving to a statewide talkgroup.

Fredrick said the standard also referenced some out-of-date practices, which have been removed with these amendments.

Jansen said here had been an old undocumented agreement that the ME TAC 1 and STAC 1 would be left as is for truly emergent incidents. Jansen said he spoke with Cathy Anderson, and she is willing to put the agreements on an upcoming work group agenda.

M/S/C Motion by Bjorklund to approve language revisions to Metro Standard 3.21.0, Thompson seconded. Motion carried. (see roll call vote addendum)

Jansen asked if we should still consider moving this to be a statewide standard rather than a regional standard; Meyer and Shogren agreed.

Jill Rohret recommended the Metro Standard for 3.21.0 revisions be approved as a motion and to approve a state standard revision as a separate motion when the state provides a state standard revision.

M/S/C Motion by Jansen to send Metro Standard 3.21.0 to state for review to craft a state standard. Meyer seconded. Motion carried. (see roll call vote addendum)

iii. State GOV-3 ESB/ECB Board Member Selection

Fredrick said this is a state-wide standard. It is being asked that each region weigh in on the changes proposed. The standard itself is the protocol for selecting board members for the SECB. The Metro is not impacted by this standard. This action item is before the Metro TOC to note that the Metro TOC is aware and supportive of these changes.

Thompson said the metro does not send out standards to other regions for approval and asked why this change is before the Metro Radio TOC.

Fredrick said that regardless of impact, it was asked that every region review the changes since it is a statewide standard.

M/S/C Jansen motioned that the Metro Radio TOC has reviewed and approves the changes suggested. Shogren seconded. Motion carried. (see roll call vote addendum)

5. Moves, Additions & Changes to the System- No Updates

6. Committee Reports

A. Metro Mobility System Usage Update

Metropolitan Emergency Services Board

Chad LeVasseur said usage is still below average from the pandemic, so nothing new to address.

B. System Managers/Metro Owners Group Update

Jansen said there was an expanded MOG group in August. Some of the outstate was included and the timeline for the Motorola upgrade was discussed. The upgrade is currently set for 1:00 PM and 7:30 PM on September 29. Motorola had originally said they had wanted to do the cutovers during normal business hours.

Nate Timm said he tried but was unable to join that meeting, as the number of participants was limited. He would like that it be an option that metro could be included in those calls.

Jansen will look in to increasing that number of participants with pre-approval of notice. Jansen said Dakota County will continue with call-in meetings at least through 2020. The state announced they will continue call-in meetings through their fiscal year, which is June 2021.

Schatz said there was a system freeze date announced. Jansen said that Motorola does not require an official freeze anymore, but MOG decided to freeze the system two weeks prior to the September 15 freeze date. John Anderson confirmed that the freeze date is September 15.

Timm asked Anderson if there will be remote console sessions. Anderson that is the intent to provide long term support as soon as the load software is available.

C. MnDOT ARMER System Update

Anderson said the upgrade is scheduled for the last week of September. MnDOT is in the process of purchasing the Fujitsu MUX equipment; these will replace the old Lucent MUX and these will be replaced sometime after the Motorola upgrade is completed. MnDOT is researching and testing equipment for ethernet backhaul in the future.

D. SECB Committees

i. Steering

Rohret said the Steering Committee last met in July, nothing new since the last Radio TOC meeting. The amended SECB bylaws and the proposed committee bylaws should be going out to all committee members for review and approval soon. The strategic planning will be discussed at the next Steering Committee meeting.

ii. LMR (OTC)

Mike Mihelich said the LMR (OTC) Committee met on August 4. Some of the new business items included the LifeLinkiii Participation Plan amendment; they have requested 20 additional IDs and 5 talkgroups. The Federal Bank of Minneapolis requested to move from ten to thirty radio IDs. The Department of Human Services requested an additional 15 radio IDs. Hennepin County requested 1 new MCC 7500 dispatch console. The Department of Revenue requested 5 radio IDs and 1 additional talkgroup. MHealth Fairview requested a new 4 position MCC 7500 console and 2 CCGWs at their St. Paul location and an increase of radio IDs to 195.

iii. WBBA

Rod Olson said the Broadband workgroup met August 18. Among the topics was the virtual user forum on to be held on September 28, 29 and 30. There will be a FirstNet webinar held on September 3. The FirstNet tower build has 23 sites identified; 17 of which will be completed by

Metropolitan Emergency Services Board

2021. Marine on the St. Croix, Superior Forest, and Red Lake sites are being worked on currently.

v. IOC and Workgroups - no report

vi. IPAWS - no report

vii. Finance/Grants Workgroup

Rohret said the discussions continue in the Finance Committee on the SECB and SHSP grant allocations and processes.

Fredrick said the SHSP grant of \$25,000 has been awarded. This money will be used for exercises and training. The SECB grant is still pending.

7. Other Business

A. Discussion: End-user Training

Rohret said the point was raised that end users are not able to manipulate the radios to change zones. A video was created illustrating how to change zones and is located on the secure side of the MESB website. A step-by-step guide is also being created on how to change zones in the new APX radios.

Rohret met with a police chief regarding this process, and he pointed out it would be nice to have system managers/administrators responsible for passing on the training information. The requirement for users with cooperative agreements is to provide a training which could include this radio process of zone changing. State standard requires training every two years, but each entity is responsible to decide and document what the training includes.

Timm asked if a link could be made available that does not require a username and password. Rohret said that is possible.

Timm asked if new content could be created for the APX lines and if grant money could be used to create that content. Rohret said that is a possibility and could go on the 2021 grant priorities; the video already created was not inexpensive to create.

M/S/C Motion made by Timm to request grant funds to be allocated for a user training video. Vadnais seconded. Motion passed. (see roll call vote addendum)

B. Follow-up discussion on Civil Unrest After-Action Report

Fredrick said she and Pete Eggimann have reviewed the After-Action Report and asked members if there were any further edit suggestions. None were given

Prior to adjournment, Timm said in discussion with Ramsey County while preparing for the 2020 Food parade at the State Fairgrounds, he and Mihelich discussed the regional TACs. Home zone mapping makes that a problem because Ramsey County is in zone 2. Timm suggests that a workgroup be formed to discuss the home zone mapping broadly and possibly pre-staging in zone 1 and zone 2.

Jansen said that would mean creating new talkgroups, not just moving IDs.

Metropolitan Emergency Services Board

Anderson said either new talkgroups would need to be created or the zones could be re-mapped.

Anderson, Fredrick, Jansen, Mihelich, Olson, Schatz, Thompson, and Timm volunteered to participate in the talkgroup to discuss the zone mapping issue.

8. Adjourn 1:58 p.m.

MESB Radio TOC Roll Call Votes – August 26, 2020

Attendance

Name	Entity	Present	Absent
Baas	Sherburne	X	
Bjorklund	Airport	X	
Bowler	Carver	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Schatz	Scott	X	
Shogren	Isanti	X	
Sprynzynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	EMS	X	
VandenBerghe	Fire Chiefs		X

Total Attendance: 14

Approval of Agenda/Minutes

Name	Entity	Yes	No	Absent
Baas	Sherburne	X		
Bjorklund	Airport	X		
Bowler	Carver			
Jansen	Dakota	X		
LeVasseur	Metro Transit	X		
Meyer	Hennepin	X		
Mihelich	Ramsey	X		
Olson	Minneapolis	X		
Schatz	Scott	X		

Metropolitan Emergency Services Board

Shogren	Isanti	X		
Sprynzynatyk	Anoka	X		
Steier	U of M	X		
Thompson	Chisago	X		
Timm	Washington	X		
Vadnais	EMS	X		
VandenBerghe	Fire Chiefs			X

Total Votes

Yes 14

No 0

Pass

4.A.i. Approval of Changes to Standard 3.14.0

Name	Entity	Yes	No	Absent
Baas	Sherburne	X		
Bjorklund	Airport	X		
Bowler	Carver			
Jansen	Dakota	X		
LeVasseur	Metro Transit	X		
Meyer	Hennepin	X		
Mihelich	Ramsey	X		
Olson	Minneapolis	X		
Schatz	Scott	X		
Shogren	Isanti	X		
Sprynzynatyk	Anoka	X		
Steier	U of M	X		
Thompson	Chisago	X		
Timm	Washington	X		
Vadnais	EMS	X		
VandenBerghe	Fire Chiefs			X

Total Votes

Yes 14

No 0

Pass

4.A.ii. Approval of Changes to Standard 3.21.0

Name	Entity	Yes	No	Absent
Baas	Sherburne	X		
Bjorklund	Airport	X		
Bowler	Carver			
Jansen	Dakota	X		
LeVasseur	Metro Transit	X		
Meyer	Hennepin	X		

Metropolitan Emergency Services Board

Mihelich	Ramsey	X		
Olson	Minneapolis	X		
Schatz	Scott	X		
Shogren	Isanti	X		
Sprynzynatyk	Anoka	X		
Steier	U of M	X		
Thompson	Chisago	X		
Timm	Washington	X		
Vadnais	EMS	X		
VandenBerghe	Fire Chiefs			X

Total Votes

Yes 14

No 0

Pass

4.A.iii Approval of State Standard GOV-3

Name	Entity	Yes	No	Absent
Baas	Sherburne	X		
Bjorklund	Airport	X		
Bowler	Carver			
Jansen	Dakota	X		
LeVasseur	Metro Transit	X		
Meyer	Hennepin	X		
Mihelich	Ramsey	X		
Olson	Minneapolis	X		
Sauter	Carver	X		
Schatz	Scott	X		
Shogren	Isanti	X		
Sprynzynatyk	Anoka	X		
Steier	U of M	X		
Thompson	Chisago	X		
Timm	Washington	X		
Vadnais	EMS	X		
VandenBerghe	Fire Chiefs			X

Total Votes

Yes 14

No 0

Pass

7.A Approval of Video Request to be added for Grant Funding

Name	Entity	Yes	No	Absent
Baas	Sherburne	X		
Bjorklund	Airport	X		

Metropolitan Emergency Services Board

Bowler	Carver			
Jansen	Dakota	X		
LeVasseur	Metro Transit	X		
Meyer	Hennepin	X		
Mihelich	Ramsey	X		
Olson	Minneapolis	X		
Sauter	Carver	X		
Schatz	Scott	X		
Shogren	Isanti	X		
Sprynzynatyk	Anoka	X		
Steier	U of M	X		
Thompson	Chisago	X		
Timm	Washington	X		
Vadnais	EMS	X		
VandenBerghe	Fire Chiefs			X

Total Votes

Yes 14

No 0

Pass

Jennifer Geiselhart COML
Renewal

COMU Position Recognition Application

Application Type:

- Initial Application Renewal Change of Status

Position (check only one unless changing status):

- COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Geischart, Jennifer Josephine

Certifying Agency Minneapolis Emergency Communications Center

County Hennepin ECB/ESB Region Metro

Agency Address 350 S 5TH ST Room B111 Minneapolis, MN 55415

24/7 Telephone 612-348-7240 Business Telephone 612-348-2345

Email Address jennifer.geischart@minneapolismn.gov

Signature Jennifer Geischart Date 6/14/2020

Agency Certification (this section must be completed even if PTB Agency Certification form was completed)

The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers Compensation, liability, and all other liability-related protections afforded employees of the agency, when activated for duty.

When the above named person serves in the COMU position(s), whether within the agency's jurisdiction, or outside, the person serves as an employee/representative of the agency.

Name & Title Sara Boucher-Jackson, Training & Quality Assurance / COML-INTD

Agency Minneapolis Emergency Communications Center

Signature Sara Boucher-Jackson Date 8/20/2020

Regional Recognition

The ECB/ESB region has reviewed the request for state recognition and supports state recognition of this person.

Name & Title _____ Region _____

Signature _____ Date _____

COMU Subcommittee & SWIC Recognition

The COMU Subcommittee and the SWIC have reviewed the request for state recognition and supports state recognition of this person.

SWIC Signature _____ Date _____

COMU Experience Record

Name (Last, First Middle) Geiselhart, Jennifer Josephine

Agency NECC

ECB/ESB Region Metro

Position:

- COML COMT INCM
 INTD RADO AECS

Detail activities below and attach supporting documents (use multiple lines or pages, as necessary).

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
3	4/3/2019- 4/9/2019	COML for 2019 NCAA Final Four. City of Minneapolis. Several MN Public Safety Agencies. ICS 200S Attached. Assisted by COML Sara Boncher-Jackson
3	1/25/2018- 2/6/2018	One of several COMLS who worked on Superbowl LII Radio Planning. Under COMC Sara Boncher Jackson. ICS200S for covered areas attached.

I certify that I participated in the above activities.

Signature Jennifer Geiselhart

Date: 8/20/2020

Anoka County Participation Plan Amendment



Anoka County
COUNTY ADMINISTRATION

Emergency Communications Center / 911 / Radio Service

August 24, 2020

Participation Plan Amendment

Anoka County is formally requesting approval of an amendment to its participation plan to add five new MCC7500 consoles. Currently Anoka County operates 14 dispatch positions. We will be increasing our console count to 19 MCC7500 consoles.

There will not be any changes to CCGWs or logging with this addition. Anoka County has enough IDs to accommodate the additional consoles.

Thank you,

Valerie Sprynczynatyk
Emergency Communications Director

Emergency Dispatching for Sheriff, Police and Fire Departments in Anoka County

Anoka County Courthouse ▲ 2100 3rd Avenue ▲ Anoka, MN 55303
Office: 763-324-4760 ▲ Fax: 763-324-4764 ▲ www.anokacounty.us

Affirmative Action / Equal Opportunity Employer

Multi-County MCC7500E Dispatch Project

HENNEPIN COUNTY

SHERIFF'S OFFICE

Hennepin County Sheriff's Office
1245 Shenandoah Lane N
Plymouth MN 55345

September 2nd, 2020

Ms. Tracey Fredrick
Metropolitan Emergency Services Board
2099 University Ave West
St. Paul, MN 55105

Dear Ms. Fredrick,

Hennepin County Sheriff's Office is working with Anoka County, Chisago County, Scott County, and HCMC EMS on a new MCC7500E dispatch project. This partnership will provide backup dispatch consoles functionality that can be setup with mobile deployments, and/or for telecommute work environments.

The architecture of this system will include 2 link operator servers, a main and a standby. This will be connected and housed at the Zone 2 MSO (mobile switching office) located at the ECF (Emergency Communications Facility) in Plymouth as site 7. Each agency will be allotted 4 ports each for dispatch console positions. The cost of the link operator servers will be distributed between all the agencies, and the cost of each dispatch console will be the responsibility of the user agency. The backhaul links from the dispatch console locations to the link operator servers will be the responsibility of each user agency and will be a cellular connection such as: Firstnet, Verizon, TMobile, or Sprint.

This letter is to request approval of this ARMER Move Addition Changes to our respective plans. If you have any question, please let me know.

King Wai Fung

King Fung
Senior Professional Engineer

CC: Anoka County – Valerie Sprynczynatyk
Chisago County – Jake Thompson
HCMC EMS – Wade Johnson
Hennepin County Sheriff – Curt Meyers
Scott County - Nick Schatz



Regional Radio Grant Funding Priorities



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: September 23, 2020
Agenda Item: 4D. Approval of Radio Grant Projects
for 2021 Region Funding Priorities
Presenter: Fredrick

RECOMMENDATION

The Radio TOC must approve possible Radio grant projects to be included on the MESB's 2021 Regional Funding Priorities. The projects should include possible dollar amounts and be prioritized by the committee to provide guidance to the Statewide Emergency Communications Board (SECB) if there is insufficient funding for all projects submitted.

BACKGROUND

The SECB grant is a bi-annual grant program for communications-related projects across the state. Regions are required to have a region-approved list of funding priorities, before submitting project funding requests for SECB consideration. SECB Standard FIN-1 (formerly Standard 6.5.0) – Prioritizing Capital Spending provides guidance on how the ECB determines which projects will receive funding.

The SHSP grant is an annual grant program available to jurisdictions and agencies throughout Minnesota. Funds support terrorism preparedness activities at the state and local level and, in particular, projects that build and sustain the capabilities essential to achieving the National Preparedness Goal of a secure and resilient nation.

ISSUES & CONCERNS

Staff is aware of Motorola training as an option that have been expressed as desired in the past. Other needs that have been expressed for grant funding are creation of an ARMER training video, CRTF Annual Exercise, and the Minnesota Public Safety Communications Conference. The Radio TOC needs to determine the priority of those possible grant projects, as well as any other possible projects.

The Board will vote on the 2021 Region Funding Priorities at its November meeting.

FINANCIAL IMPACT

Requests for the purchase of equipment have a 50% local match requirement.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Regional Encrypted TG Keyloader Recommendation

Metro Transit BDA Request

September 10, 2020

Bob Shogren, Chairman
Radio Technical Operations Committee
Bi Directional Amplifier Request

Metro Transit is seeking permission to add Bi Directional Amplifiers at the Mall of America Transit facility.

This unit will be installed at the Mall of America Transit Center located at 60 East Broadway in the city of Bloomington. This unit is needed to enhance the coverage in the hallway, bathrooms, Transit platform and Police Department office where there is little to no coverage. This will also provide coverage for the City of Bloomington who have a police office next to the transit office.

These units will utilize the City Center site just like the rest of Metro Transit's BDA's. Metro Transit is currently in the process of getting these units registered with the FCC.

Sincerely,

Chad LeVasseur
Manager of Communication Systems
Metro Transit

Appendix C Standard Update

**Metro Mobility Usage
(Hours:Mins:Secs)
2020**

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall
January	264:04:13	164:51:33	65:13:05	60:46:17	114:00:44		124:17:17	793:13:09
February	120:22:06	73:56:37	30:25:30	20:41:31	75:49:33		44:19:06	365:34:23
March	33:07:38	21:39:22	6:26:10	7:10:40	10:21:55		15:02:45	93:48:30
April	22:53:43	12:23:13	3:30:48	4:30:04	6:11:47		9:39:49	59:09:24
May	23:02:12	15:46:27	3:40:44	3:17:29	4:27:22		10:20:52	60:35:06
June	48:54:05	30:00:47	13:44:17	8:08:26	25:39:15		20:54:00	147:20:50
July	81:43:52	45:00:38	29:09:02	13:43:54	54:56:00		27:05:54	251:39:20
August	94:02:18	46:09:32	34:57:10	14:59:15	64:34:26		30:03:30	284:46:11
September								
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