M E T R O P O L I T A N   E M E R G E N C Y   S E R V I C E S   B O A R D

RADIO TECHNICAL OPERATIONS COMMITTEE
AGENDA
Board Room, Metro Counties Government Center
January 24th, 2018
1:00 – 3:00 p.m.

MEMBERS:

Scott Haas, Chair
  Scott County

Ron Jansen, Vice Chair
  Dakota County

Jake Thompson
  Anoka County

Tim Walsh
  Carver County

Rod Olson
  City of Minneapolis

Jon Eckel
  Chisago County

John Gundersen
  Hennepin County

Bob Shogren
  Isanti County

Jeff Bjorklund
  Metropolitan Airports
  Commission

Chad LeVasseur
  Metropolitan Council

Wendy Lynch
  Metro Region EMS

Scott Gerber
  MN Fire Chiefs Association

Nancie Pass
  Ramsey County

Chuck Steier
  U of M Police, at large
  member

Nate Timm
  Washington County

Open
  MN Chiefs of Police
  Association

1. Call to Order

2. Approval of December 2017 Minutes

3. Agenda Items
    a. U of M MCC7100 console addition – Jeff Lessard
    b. SECB IOC Alternate - Tretter
    c. Statusboard Update – Jansen *(Discussion Only)*

4. Moves, Additions & Changes to the System
    a. Sherburne County Intent to Join the MESB – Tretter

5. Committee Reports
    a. Metro Mobility System Usage Update—Chad LeVasseur/Dana Rude
    b. System Manager's Group/Metro Owner's Group Update – Jansen
    c. Reports from SECB Committees
        i. Steering - Tretter
        ii. OTC – Gundersen / Timm
        iii. Interoperable Data Committee – Olson / Thompson
        iv. IOC –Thompson
        v. IPAWS – Haas / Williams
        vi. Finance / Grants Workgroup- Tretter
    d. Super Bowl 52 Communications Workgroup – Olson

6. Other Business
    a. Regional Talkgroup Permissions Requests
    b. Next Meeting: February 28th

7. Adjourn

                                          Scott Haas, Chair

Members Present: Ron Jansen, Chad LeVasseur, John Gundersen, Wendy Lynch, Nate Timm, Scott Haas, Rod Olson, Chuck Steier, John Eckel, Tim Walsh

Guests Present:
Victoria Vadnais, Allina Health EMS; Rebecca Reckamp, Motorola; Peter Sauter, Carver County; Dana Rude, Metro Transit; Brian Pitzen, Todd Strom, Internal Revenue Service.

Call to Order:
Scott Haas called the meeting to order at 1:03 P.M.

Approval of Minutes
M/S/C Motion made by Gundersen to approve minutes from October 25, 2017. Jansen seconded. Motion carried.

Agenda Items:
Eden Prairie Fire Department Request to add mobile radio at the Eden Prairie Center
Tretter presented on behalf Mark VandenBerghe that they are requesting to install a mobile radio in the Eden Prairie Center mall with two receive only city talkgroups. This is for situational awareness for mall security of any incidents happening near the mall.

M/S/C Motion made by Jansen to approve Eden Prairies request. Gundersen seconded. Motion carried.

Doris Lake COML renewal
Tretter presented that under the new communications unit (COMU) standard and standard operating guide (SOG), COMU renewals need to be approval regionally and sent to the COMU sub-committee. Doris is renewing her COML and has provided the necessary requirements for training.

M/S/C Motion made by Jansen to approve Doris Lake's COML renewal. Eckel seconded. Motion carried.

IRS Criminal Investigation Division ARMER Plan
Todd Strom from the IRS presented on current IRS Criminal Investigation operations that involve a need for interoperability with Law Enforcement in the metro area. They have approximately 30 metro based personnel with dual-band radios, VHF will be their primary internal communications. The IRS will be submitting a formal request for an interoperability ARMER plan with the Operation and Technical Committee.

The IRS is requesting access to the regional interoperability talkgroups ME TAC1-12E.

M/S/C Motion made by Timm to approve IRS access to ME TAC1-12E, contingent upon plan approval by the SECB. Gundersen seconded. Motion carried.

Move, Additions & Changes to the System- None

Committee Reports
Metro Mobility System Usage Update

LeVasseur said they are moving forward with independent links for the dispatch centers, once the independent links are up, they will turn on the repeater disabled function on their radios.

System Manager's Group/Metro Owner's Group Update
Jansen reported the MOG met this morning and meetings will be moved to the Dakota County Communications Center because of security changes at the previous location. Meetings will still be held the 3rd Wednesday of the even numbered months, opposite of the SMG.   The MOG voted on an ARMER system freeze from January 16th to February 6th for zone 1 and 2 because of the Super Bowl.

Reports from SECB Committees
Steering -
Tretter said there was not meeting, but there was a meeting with Rey Freeman and the region regarding the Federal ARMER study.

OTC
Timm reported they met on December 12th, there was approval for St. Louis county interoperability with Douglas County, Wisconsin and Superior Fire.

There was approval for a plan amendment for Pierce County, Wisconsin to add additional ARMER ID's.

Lake County also had a plan change to add a co-op light and power company to their ARMER plan.

Interoperable Data Committee – No meeting, no report.

IOC – No meeting, no report.

IPAWS – No meeting, no report.

Finance/Grants Workgroup –
Tretter reported the grants workgroup met and did not approve any replacement radios, they will only approve non-encrypted new radios. They approved the Dakota BDA request, but it was not funded.

Super Bowl 52 Communications Workgroup
Janelle Harris from the City of Minneapolis presented on Super Bowl 52 public safety communications from January 26th to February 5th.

Other Business
Regional Talkgroup Permission Requests – IRS Criminal Investigations – ME TAC1-10 & ME TAC11E - ME TAC12E. No action was needed, the request was approved under agenda item 3c.

2018 Meeting Dates- Tretter shared the dates for 2018, these will be posted to the MESB website.

Haas said the next meeting is scheduled for January 24th.

The meeting adjourned at 2:35pm.

UNIVERSITY OF MINNESOTA

Twin Cities Campus   **Department of Public Safety**   *University Office Plaza – Suite 335*
Emergency Communications   *2221 University Avenue S.E.*
Minneapolis, MN 55414
Office: (612)624-7828

January 17th, 2018

Troy Tretter
Metropolitan Emergency Services Board
2099 University Avenue W.
St. Paul, MN 55104

Troy,

The purpose of this letter is request approval to change the University of Minnesota's participation plan for the ARMER radio system. The University's current participation plan consists of five (5) MCC7500 consoles deployed in the Public Safety Emergency Communications Center, and one (1) MCC7100 console deployed to the Command Post within TCF Bank Stadium. The University is seeking to add an additional MCC7100 console to the plan.

The new console will be provided, installed, and programmed by Motorola Solutions. This will include the installation of a new proxy server and firewall, both of which have been specified by Motorola in accordance with all relevant MNDOT policies and procedures. The new equipment will reside in a secured University server room with all other University-owned ARMER backroom equipment.

The new console will be wireless, but will primarily be deployed to the University Police Department's Mobile Command Van. This vehicle is equipped with its own private wireless network. The console will connect to ARMER via this network through a dedicated Virtual Private Network (VPN) connection. The VPN has been specifically developed to the specifications provided by Motorola to ensure security.

Thank you for your consideration.

Sincerely,

Jeff Lessard, Director
U of M Public Safety
Emergency Communications
2221 University Avenue SE
Minneapolis, MN 55414

METROPOLITAN

EMERGENCY SERVICES BOARD

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MEMO

To: Radio TOC Members
Fr: Troy Tretter
Date: October 19th, 2017
RE: 2018 Radio TOC Chair & Vice Chair Elections, SECB Committee Appointments

Annually in the fall, the RTOC holds elections for the TOC Chair and Vice Chair for the next calendar year. In addition, the review and change as necessary, appointments of metro representatives to the following SECB Committees.

The following list shows the 2017 membership appointments and commitments:

Metro Radio TOC
(Monthly, 4th Wednesday of the Month, 1-3pm)
Chair: Scott Haas, Scott County
Vice Chair: Ron Jansen, Dakota County

SECB Operations and Technical Committee (OTC)
(Monthly, 2nd Tuesday of the Month, 1-3pm)
Primary: John Gundersen, Hennepin County
Alternate: Nate Timm, Washington County

SECB Interoperable Data Committee (IDC)
(Monthly, 3rd Tuesday of the Month, 10am-12pm)
Primary: Jake Thompson, Anoka County
Alternate: Rod Olson, City of Minneapolis

SECB Interoperable Communications Committee (IOC)
(Bi-monthly, 3rd Tuesday of the Month, 1-3pm)
Primary: Jake Thompson, Anoka County
Alternate: Chris Kummer, Metropolitan Airports Commission

SECB Integrated Public Alter and Warning System (IPAWS)
(3rd Thursday of every other month- January, March, May, July, September, November, 1-3pm)
Primary: Scott Haas, Scott County
Alternate: Scott Williams, Ramsey County

The following are appointments to SECB IOC Subcommittee that were appointed by the Radio TOC in September 2017:

Communications Unit (COMU) Subcommittee
(3rd Tuesday of every other month – February, April, June, August, October, December 1-3pm)
Primary: Chris Kummer, Metropolitan Airports Commission
Alternate: Nate Timm, Washington County

Strategic Technology Reserve (STR) Subcommittee
(1st Tuesday of every other month – February, April, June, August, October, December 1-3pm)
Primary: Troy Tretter, Metropolitan Emergency Services Board
Alternate: John Gundersen, Hennepin County

Troy Tretter

From: Jansen, Ron <Ron.Jansen@CO.DAKOTA.MN.US>
Sent: Monday, January 08, 2018 3:43 PM
To: Troy Tretter
Subject: TOC Agenda Item

Good Afternoon,

Could you add a TOC agenda item of Status Board Update? Sounds like ECN has approved resources to move forward with some updates.

FYI…

US452)   **PRIORITY 1: Warn me prior to overwriting a reservation**.
METHODOLOGY: When user clicks to make a reservation that will override/bump another, a warning will ask if they are sure they want to do this because it will bump someone else's reservation.
If polling time is substantially reduced, only for calendar reservations; otherwise, quick schedule, as well.

(US453)   **PRIORITY 2 – Alert me before my reservation expires.**
METHODOLOGY: A pop-up will indicate "reservation is close to expiration" so user knows they need to re-schedule use of the resource. Pop up should display (blink, if possible) 15 minutes prior to reservation expiration and stay up until original user or original terminal (in case original user has gone home) "x's" out of it. Pop-up will also show up on StatusBoard of all members of same agency who are currently logged on. If a different member "x's" out, pop-up remains on original scheduler's SB until they "x" out.

(US454)   **PRIORITY 3 – Search for a user account.**
METHODOLOGY: User can search, find, and edit a user account by using a full or partial spelling of a name for the search.

(US456)   **PRIORITY 4 – New calendar appointment default end date to same as start date**
 METHODOLOGY: Calendar start and end date will be the same as a default.

(US709)   **PRIORITY 5 – Super user account has no priority**
METHODOLOGY: Super user account profile will be the only one allowed to access "settings" under Admin.
SUCCESS CRITERIA: Enforce the super user account abilities to be the only user that has access to change settings in StatusBoard
CRITERIA WILL BE MET WHEN: Super user profile can access Settings in the Admin tab, as well as all other accounts in StatusBoard and others with only agency profile cannot access Settings in the Admin tab.

(US710)   **PRIORITY 6 – Format screen better**
METHODOLOGY: iPads and mobile phone application will work with the StatusBoard application and allow users to see all fields.
SUCCESS CRITERIA: Format the screens better in the application across all web browsers.
CRITERIA WILL BE MET WHEN: All features of StatusBoard fit on screens and are fully accessible and functional on other media forms – iPad, cell phone, etc.

Best Regards,
     Ron