1. Call to Order

2. Approval of September, 2016 Minutes

3. Agenda Items
   a. Radio TOC Chair & Vice-chair elections
   b. SECB Committees, Primary & Alternate (IOC, OTC, IDC) – Tretter
   c. Regional Funding Priorities – Tretter
   d. Change Management - Metro Zone Changes – Tretter
   e. CN Railroad Police Participation Plan – S.A. Black / Rick Juth (Discussion Only)

4. Moves, Additions & Changes to the System
   a. Anoka County Water Tower Sites Repainting - Thompson
   b. Update on Removal of Voting from Interoperability System – Jansen
      i. October 3rd, cut-over
   c. Removal of dual naming on metro channels in Statusboard - Jansen
   d. IP Simulcast Conversion
      i. North Branch – October 12th - Eckel

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. Scene of Action Repeater (SOAR) Workgroup – Olson / Kummer
   d. LTAC-E Change Management Workgroup
   e. Reports from SECB Committees
      i. Steering - Tretter
      ii. OTC – Jansen / Gundersen
      iii. Interoperable Data Committee –Thompson / Olson
      iv. IOC – Jansen / Kummer
   f. 2017 Interoperability Conference – Tretter / Timm
      i. Conference Dates: May 1-3, 2017

6. Other Business
   a. Regional Talkgroup Permissions Updates
   b. TOC Appointments
   c. Next Meeting November 23rd

7. Adjourn

Ulie Seal, Chair
Members Present:
Ulie Seal; Dana Rude; Curt Meyer; Ron Jansen; Nate Timm; Chad LeVasseur; Iver Johnson; Jake Thompson; Scott Haas; Robert Shogren; Chuck Steier; Jeff Bjorklund; Rod Olson; Dave Pikal

Guests Present:
Jill Rohret, MESB; Troy Tretter, MESB; Martha Ziese, MESB; Carrie Oster, Motorola; Steve Ouradnik, MN DOC; Dean Weis MN DOC; Rey Freeman, RFCC/DHS; Mike Parker, HCSO; Chuck Haneca, North Memorial; Marvin Turner, Metro Transit

Call to Order:
Ulie Seal called the meeting to order at 1:00 P.M.

Minutes of the August 24, 2016 Meeting
Ron Jansen asked the minutes be amended. Under Moves, Additions & Change to the System: Instead of “It will be a tiered approach and move to simulcast sometime in 2020”, it should read: “It will be a tiered approach and adjoined with simulcast sometime in 2020”.
M/S/C Motion made by Jansen to approve August 24, 2016 minutes as amended. Timm seconded. Motion carried.

Agenda Items:
MN DHS ARMER Plan Follow up
Rey Freeman presented the revised plan that includes the ISR sites in Anoka and St. Peter, MN to the TOC for approval. It will go next to the OTC. Jake Thompson asked for clarification on the language on page 11 that leaves out that an ISR would be necessary for all radios. Thompson also asked that the number of radios is clarified for Anoka. Two different numbers are given - 117 and 117 plus 25.

Jill Rohret said that the MESB does keep copies of all that comes before our board. This issue could be sent to the MESB as an informational item. MnDOT takes out radio ID’s in the quantities requested, and does not track the participation plans. Freeman said that ECN does keep copies of all plans. Thompson asked for those two changes to be made before approval. Rohret said that Glaccum would want those changes made to the plan before approval at the OTC.

Jansen said there is potential for statewide traffic with the amount of talk groups that are requested, that if all of the radios are on the statewide talk group, the traffic will be brought all over the state. Rod Olson ask if they are talking a blended and a statewide talkgroups. How many are going to use the statewide talkgroups? Freeman said they (the statewide talkgroups) will be used at the primary locations. There are only two statewide talkgroups in this plan. Less of a likelihood these really will get implemented. There is no intention of putting these talkgroups in the group homes.

Freeman said the use of the statewide talkgroups would be for coordinating between the primary high level facilities.

Rohret asked if there would be more of a comfort level if there was some kind of notification process as DHS implements the plan across the state.
Freeman said that would be the process.

Olson asked that the dispatch location should be brought back.

Ulie Seal looked for a motion to approve with the following changes: Clarification of radios to be 142 maximum, ISR sites, central dispatch addition, and notification of implementation in the metro area.

*M/S/C Motion made by Nate Timm to approve the MN DHS ARMER plan with the clarification that there are 142 Anoka radios, the ISR in Anoka would be implemented before they load the site with the radios and that they do have the plans at the central dispatch there would be a participation plan amendment that would need to come back to the TOC and that the Anoka plan system administrator is notified. Curt Meyer seconded. Motion carried.*

Jansen added that he suggested to Mr. Freeman that the numbers are clarified before going to the OTC.

**Anoka County Participation Plan Amendment**
Thomson said Anoka County is formally requesting approval of an amendment to its participation plan for the addition of a WAVE Radio over IP gateway as well as adding local schools as users on the radio system via the WAVE system.

*M/S/C Motion made by Bjorklund to accept the Anoka County Participation Plan amendment. Haas seconded. Motion carried.*

**Hennepin County Participation Plan Amendment**
Meyer said Hennepin County is requesting a change to their participation plan by adding one channel to the Hennepin West simulcast group.

*M/S/C Motion made by Jansen to accept the Hennepin County Participation Plan amendment. Bjorklund seconded. Motion carried.*

**Hennepin County Medical Center Participation Plan Amendment**
Meyer spoke for Lynch. Meyer said Hennepin County Medical Center is requesting a change to their participation plan by adding one new MCC7500 dispatch operator position.

*M/S/C Motion made by Jansen to accept the Hennepin County Medical Center Participation Plan amendment. Timm seconded. Motion carried.*

**FY2017 Grand Funding Priorities**
Rohret said each year ECN and the state board makes grants available. There are two offered; the federal Homeland Security, and the state grant. Terms and conditions have not been set yet. SECB is getting ready to announce their state funds grant. It would not work for APCO or IWCE, just interop.

The state grant must meet one of three goals. They are competitive, so there is no guarantee we will get one. It is important that priorities are for the entire region. This year the grants will be shared with 9-1-1.

The federal grant that ECN wrote is for cyber security for PSAPs but if it is in the PSAPs budget grant money is not available. It could be used for firewalls.

Tretter said he will take suggestions any time but it needs to be finalized at the November MESB meeting. Please get them to him by October 17th to make the October TOC meeting agenda.

Jansen said that 15k for spare deployable a microwave dish for connectivity as a regional resource?
Tretter said equipment is a 50% match.

Jansen suggested to keep on the list: TICP, Motorola and APEX, CRTF training on the list.

**SOAR Change Management Memo**
A memo from Jim Stromberg was provided, with all the SOAR background. They have landed on using 8TAC’s, rather than pairing SOA’s. Per NPSTC, who Tim Lee is the MN Chair, the 8TAC’s are only for interoperability, but can used for coverage with committee approval. This is the process the OTC/SECB is going through. Each region should be voting and providing feedback.

Rod Olson said they have not met since the last TOC, but for a conference call.

Rohret said that SOAs not supposed to be in mobiles in the metro per standard.

**LTAC-E Change Management Memo**
This change is also for each region to vote and provide feedback. The proposal is for 4 LTAC-E’s. Home Zone mapping from the August 25th Workgroup decided on 2 in Zone 1 and 2 in Zone 2. Rod Olson noted that they will not be upgrading their portable radios until 2019, and will request a waiver to program in the new LTAC-E’s.

**Moves, Additions & Changes to the System**

**Anoka County Water Tower Site Repainting**
Thompson—said the Columbia Heights tower is to be painted. Temporary towers for Blaine. Lease agreement with Sprint, Verizon and AT&T.

**Update on Removal of Voting from Interoperability System**
Jansen said it is still scheduled for cutover October 3rd. Be ready to update your consoles after the cutover.

Jansen put together a memo on the removal of dual naming on metro channels in Statusboard. He also put together a memo on VHF overlay. Tretter asked members if they thought the memos would be understandable by the PSAPs. Members thought it was and Tretter will send out to PSAPs.

Jansen has a meeting with the state on Statusboard to discuss how to make the changes to remove dual-naming on the ME TAC channels.

**IP Simulcast Conversion.**

Rod Olson said that City Center went smooth, no issues reported.

North Branch slated for October 5th. Tretter stated that Jon Eckel reported via email that they are ready for the conversion and have no issues.

**Committee Reports**

**Metro Mobility System Usage Update**
Dana reported they had a phone conversation with Trapeze last week, other than that nothing to report.

**System Manager’s Group/Metro Owner’s Group Update**
There was no meeting. Standards discussion is on the October Metro Owners group agenda.

**Reports from SECB Committees**

**Steering**
The group did review a draft standard of the conflict resolution standard, this outlines who to work with another region on issues. This went to a workgroup, Jake Thompson attended.

**OTC**
The TriTech interface request was approved, contingent upon a letter from Motorola blessing off on the request. The letter was submitted before the SECB, Chair Glaccum approved Bloomington as the test site. If any other entities wish to implement, they will need to submit through OTC.

**Interoperable Data Committee**
The discussed how to evaluate the draft and state plan. The asked for workgroup members of 5-10 experts of their domains. ECN wants to have a regional meeting somewhere in Mid-January to Mid-March timeframe. May 2017 will be the draft state plan release. September 2017 will be the final plan release to MN and all regions.

**IOC**
They did not have a quorum; did not have Metro representation so they did not vote on any items, but they did discuss the LTACE and SOAR processes.

**Scene of Action Repeater (SOAR) Workgroup**
The group felt the discussion earlier was sufficient. No additional report.

**911 TOC Feedback on Metro Zone Change Management Proposals**
Tretter said that he and Ron and presented the questions that were voted on at the July TOC meeting, Tretter asked if the workgroup needs to meet or is this enough to move forward with? He asked all TOC members if they would present this to their respective areas / Law, Fire, EMS disciplines for feedback. I see moving forward with 2 ME-TACE’s, 2 ME-TAC’s and opening up all non-encrypted ME-TAC’s for all users. Consensus was we have enough and can vote at the October TOC.

**Other Business:**

**Regional Talkgroup Permissions Updates**
None

**Next Meeting October 26th.**
TOC & SECB Committee Chair/Vice: This will be important to vote on who would be chairing the committee, and also for the SECB committees. Tretter said he will have a memo for the next meeting for who is currently holding the positions and the time commitments.

*The meeting was adjourned at 3:02pm.*
MEMO

To: Radio TOC Members
Fr: Troy Tretter
Date: October 17th, 2016
RE: 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 current membership appointments and commitments:

**Metro Radio TOC**
(Monthly, 4th Wednesday of the Month)
Chair: Chief Ulle Seal, Bloomington Fire
Vice Chair: Ron Jansen, Dakota County

**SECB Operations and Technical Committee (OTC)**
(Monthly, 2nd Tuesday of the Month)
Primary: John Gundersen, Hennepin County
Alternate: Ron Jansen, Dakota County

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

**SECB Interoperable Communications Committee (IOC)**
(Bi-monthly, 3rd Tuesday of the Month-Afternoon)
Primary: Ron Jansen, Dakota County
Alternate: Chris Kummer, Metropolitan Airports Commission

**SECB Integrated Public Alert and Warning System (IPAWS)**
(3rd Thursday of every other month- January, March, May, July, September, November)
Primary: Scott Williams, Ramsey County
Alternate: Vacant
MEMO

To: Radio TOC Members
Fr: Troy Tretter
Date: October 17th, 2016
RE: Regional Funding Priorities, FY 2017

Per ECN Director Jackie Mines, annually each radio region must establish regional funding priorities for the next grant cycle.

Types of grants available for the Metro Region:

- **SECB (State Emergency Communications Board):** This is a state grant paid though state 911 fees, we cannot buy radios with this grant.
- **SHSP (State Homeland Security Grant Program):** This is a federal grant that ECN applies for yearly, priorities are set by the federal government each grant. The 2017 grant will be for cyber security projects only.
- **SLIGP (State and Local Implementation Grant Program):** This grant is a mixture of state and Federal funds and can only be used for FirstNet and Broadband activities.

The following list represents the recommended funding priorities received for FY2017:

- Motorola provided training: Unified Event Manager (UEM), Motorola APX CPS Training
- TIC Plan and CASM Data Maintenance
- Communications Response Task Force (CRTF) Training
- Unlicensed Portable Tower Microwave Dish
- Interoperable Communications Conference Attendance

The Radio TOC needs to prioritize and finalize this list of funding priorities at the October 2016 TOC Meeting.
<table>
<thead>
<tr>
<th>Channel Configuration</th>
<th>Channel Name/Trunked Radio System Talkgroup</th>
<th>Eligible Users</th>
<th>RX Freq N or W</th>
<th>RX Tone/NAC</th>
<th>TX Freq N or W</th>
<th>Tx Tone/NAC</th>
<th>Mode</th>
<th>Remarks</th>
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<td>1 Trunked</td>
<td>MSP-CALL</td>
<td>All Users</td>
<td>(ARMER Trunked 800MHz System)</td>
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<td>Regional Hailing to MSP</td>
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<td>PSAP Consoles</td>
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<td>PSAP to PSAP Hailing</td>
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<td>East Metro MRCC (Regions)</td>
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<td>West Metro MRCC (HCMC)</td>
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<td>Water Patrol, Fire Rescue, and Conservation officers in the Metro.</td>
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<td>Water Patrol, Fire Rescue, and Conservation officers in the Metro.</td>
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<td>Public Health, Public Safety</td>
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</tbody>
</table>

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g. Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.
10/17/2016

Joe Glaccum, SECB OTC Chair
North Memorial Ambulance
4501 68th Ave North
Brooklyn Center, MN 55429

SUBJECT: INTEROPERABILITY PARTICIPATION PLAN

Dear Mr. Glaccum,

The CN Railroad Police Department (CN Police) is respectfully requesting authorization to join and use the Minnesota Allied Matrix for Emergency Response (ARMER) radio system for law enforcement interoperability purposes.

CN Police exist to lead the CN Railroad across its network to be the safest and most secure railway in North America by delivering professional and effective railroad policing services. We work to keep our railway, and the communities we serve, safe through proactive, targeted enforcement and education initiatives throughout the reach of the CN rail network.

CN Police Special Agents in Minnesota conduct law enforcement functions under authority from the U.S. Secretary of Transportation Chapter 281, Subsection 28101 (49USC28101), which grants us authority to carry a officer’s police commission from one state into another for specific, clearly defined rail-protection purposes.

In order to complete our mission within Minnesota, we work closely in conjunction with city, county and state law enforcement agencies in the course of investigations, emergency response, and enforcement activities. These activities require us to have the ability to quickly and compatibly communicate with law enforcement and other emergency response units. Above all, as railroad police officers most often work as single person units, mainly itinerant through the state; we feel the most vital need is the increase to officer safety while operating in the field. Our desire in seeking to join Minnesota agencies on ARMER is for these interoperability purposes only, as our day to day communications are held on CN specific systems.

To positively change attitudes and behaviors towards rail safety through proactive, targeted enforcement and strategic education initiatives.
CN Police is submitting an Interoperability Participation Plan as an attachment to this letter. This NW Regional Advisory Committee reviewed this request and is in support of the attached plan. All CN Police users are currently in possession of system compatible and approved equipment and will undertake required training as required prior to any use of ARMER resources. I will avail myself as needed to answer any questions and work as a point of contact for CN Police. We appreciate your time and review of our request and look forward to working with you on this process.

Sincerely,

[Signature]

S/A Benjamin Black #118
CN Railroad Police Department
SUBJECT: INTEROPERABILITY PARTICIPATION PLAN, CN RAILROAD POLICE

Section 1
Agency ARMER Infrastructure Elements

- None

Agency ARMER Subscriber Equipment

- Motorola portable radios.

<table>
<thead>
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<th>Quantity</th>
<th>Equipment</th>
<th>Area of Operation</th>
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<tbody>
<tr>
<td>5</td>
<td>Mobile APX 7000</td>
<td>NW, NE, Metro and SE Regions</td>
</tr>
</tbody>
</table>

This equipment will be maintained in accordance with Statewide Emergency Communications Board (SECB) Standard 3.33.1 and with a fleetmap consistent with that standard.

Section 2
Other Equipment

- None

Section 3
Radio User IDs Requested:

CN Police respectfully request the following numbers of radio user IDs:

<table>
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<th>Purpose</th>
<th>Number</th>
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<td>Law Enforcement/Interoperability</td>
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<tr>
<td>3 year Growth</td>
<td>5</td>
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Section 4
Additions to the ARMER Interop Infrastructure:

- None
Section 5
Interoperability talkgroups

CN Police propose the following ARMER radio resources to interoperate with Federal, State and local partners in the performance of public safety activities:

<table>
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<th>Law</th>
<th>MN</th>
<th>Metro</th>
<th>NW</th>
<th>NE</th>
<th>SE</th>
<th>BC</th>
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<td>STAC1</td>
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Section 6
CN Police specific talkgroups

- None. Day to day communications will be conducted on CN Police specific systems.

Section 7
Training

- CN Police personnel will not be allowed to use ARMER subscriber equipment programmed with ARMER resources until such time as they have been provided appropriate training as required by SECB standards.

To positively change attitudes and behaviors towards rail safety through proactive, targeted enforcement and strategic education initiatives.
Section 8
Designated local Administrator

- The following person is designated as the agency administrative contact for any issues related to operation, deployment, and maintenance of the regional resources described herein:

Special Agent Benjamin Black
CN Railroad Police, Superior Office
3192 S Pokegama Road
Superior, WI, 54880
(715) 919-2178
benjamin.black@cn.ca

(Agency Contact, Signature) 10/17/2015 (Date)
Metropolitan Emergency Services Board
Radio TOC Members

September 2016

**Ulie Seal, Chair (2016)** (MFCA appointment)
Bloomington Fire Department
Alternate—None

**Ron Jansen, Vice-Chair (2016)**
Dakota County
Alternate—??

**Jake Thompson**
Anoka County Central Communications
Alternate—Linda Hanson

**Tim Walsh**
Carver County Sheriff’s Office
Alternate—Peter Sauter, CCSO

**Rod Olson**
City of Minneapolis
Alternate—None

**Jon Eckel**
Chisago County Sheriff’s Office
Alternate—None

**John Gundersen**
Hennepin County Sheriff’s Office
Alternate—Curt Meyer

**Bob Shogren**
Isanti County Sheriff’s Office
Alternate—Chris Caulk; Lisa Lovering, ICSO

**Jeff Bjorklund**
Metropolitan Airports Commission
Alternate: Chris Kummer, MAC

**Chad LeVasseur**
(Metropolitan Council appointment)
Metro Transit
Alternate—Dana Rude

**Iver Johnson** (Metro Region EMS appointment)
HealthEast
Alternate—none

**Dave Pikal**
Ramsey County
Alternate:

**Scott Haas**
Scott County Sheriff’s Office
Alternate: None

**Chuck Steier** (MESB At-large appointment)
University of Minnesota Police Department
Alternate—None

**Nate Timm**
Washington County Sheriff’s Office
Alternate—Darlene Pankonie, WCSO

**Open** (MCPA appointment)
Alternate—None