METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE
AGENDA
Board Room, Metro Counties Government Center
September 27th, 2017
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

Scott Gerber
   MN Fire Chiefs Association

Nancie Pass
   Ramsey County

Chuck Steier
   U of M Police, at large
   member

Nate Timm
   Washington County

Open
   Metro Region EMS

Open
   MN Chiefs of Police
   Association

1. Call to Order

2. Approval of June 2017 Minutes

3. Agenda Items
   a. Allina Talkgroup ID request – Vadnias
   b. Metro Transit Talkgroup Request – LeVasseur
   c. Hennepin County Plan Change – Fung
   d. Discussion item - NGO usage of ARMER for preplanned events - Haas

4. Moves, Additions & Changes to the System
   a. Update on Removal of Voting from Interoperability System – Jansen

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. Metro National Weather Service Standard Workgroup - Jansen
   d. Reports from SECB Committees
      i. Steering - Tretter
      ii. OTC – Gundersen / Timm
      iii. Interoperable Data Committee – Olson / Thompson
      iv. IOC –Thompson / Kummer
      v. IPAWS – Haas / Williams
      vi. Finance / Grants Workgroup- Tretter
   e. Super Bowl 52 Communications Workgroup - Olson

6. Other Business
   a. Regional Talkgroup Permissions Requests
      i. Goodhue County – ME TAC9-10 & 11E-12E
   b. Next Meeting October 25th

7. Adjourn

Scott Haas, Chair

Members Present:
Ron Jansen, Jon Eckel, Chad LeVasseur, Rod Olson, John Gundersen, Peter Sauter, Dave Pikal, Scott Haas, Nate Timm, Jeff Bjorklund, Chuck Steier, Robert Shogren,

Guests Present:
Chris Kummer; MAC, Dana Rude; Metro Mobility, Dan Anderson; HCEM, Troy Tretter, Jill Rohret, Martha Ziese; Metropolitan Emergency Services Board

Call to Order:
Scott Haas called the meeting to order at 1:00 P.M.

M/S/C Motion made by Eckel to approve the May 2017 minutes. Gundersen seconded. Motion carried.

Agenda item added as 3.d. SWAT use of LTACs.
M/S/C Motion made by Jansen to approve the June 28, 2017 agenda with the above modifications. Shogren seconded. Motion carried.

Agenda Items:
Metro Standard 3.35.0 – National Weather Service ARMER Radio Operations
Scott Haas said as a result of an all-day work session with other regions, changes were made to the standard. The regions will be fiscally responsible to pay for the weather service. The radios will only work in their own area instead of statewide. There will be one point of contact per city or area. The state standard was approved at the last SECB meeting and will become effective January 1, 2018.

M/S/C Motion made by Eckel to appoint Ron Jansen to chair and form a workgroup to compare the state standard with the metro standard and bring recommendations for changes to the metro standard. Gundersen seconded. Motion carried.

Rohret suggested that PSAP representatives be on the workgroup. Dan Anderson, Nate Timm Rod Olson, John Gundersen and five PSAP representatives will also sit on workgroup.

Metro Standard 3.13.0 – Nationwide 800MHz Conventional Interoperability Channels
Tretter said that this standard has not been updated in a number of years. The MOG reviewed this standard and have made their recommendations for change.

M/S/C Motion made by Gundersen to approve changes to this standard. Jansen seconded. Motion carried.

Discussion – NGO usage of ARMER for preplanned events.
Nate Timm said there were microwave issues during a storm, he checked zonewatch and noticed a lot of traffic on STAC 11 and 12. A Statusboard check revealed STAC 11 and 12 were reserved for the MS 150 ride. Nate did some checking and was able to get the ICS205 for the event, that was completed by a non-COML and was approved by a non-metro COML. Nate said there was one radio with over 7,100 Push to talk's and there was a lot of non-public safety related conversations.

Gundersen said that was a good summary and that it could also affect metro channels. Metro has the same issue; non- governmental use but some safety issues and a complicated situation.

Jansen said the concern is that the COML was from Lake County, not from the metro.

Tretter said there was a COMU call last week, he addressed the concern with the group. Per the state standard if a 205 is created and affects another region it is to be passed on to that region.

Timm said that a report from John Anderson showed that STAC 11 or 12 were not involved in causing any busies in the metro area during the event.

Eckel said if it was directly limited to life safety issues between designated personnel -not for anything else.

Kummer said that this issue is a lot more prevalent than we might think, and it should be clearly defined.

Hass said he has it in his notes to follow up on having the issue defined.

Gundersen said that a priority adjustment should be done if we are going to allow this.

Hass said after this event there was another one in St. Cloud and they were on an STAC and they were not trained on ARMER prior getting a radio.

Tretter said that Kristin Lahr who was the COML assigned CM12 and STAC 12 and they should have had them on CM12 exclusively. Saint Cloud State University, who does have an ARMER participation plan, was using it for a campus-only event. Kristin said she did not know what the request was specifically for from the requesting PD lieutenant and was heading home sick when she approved the request.

Timm said he did bring up the training point and that 10-15 minutes of training was being done. Do we really want non COMLs to be doing 205s?

Jansen said he would hate to have to redefine the STACs and the permissions.

NGO talkgroups could be a priority 9.

Rohret read the State Standard 3.17.4 definition. Use for any other reason is clearly in violation.

Haas said that there are a lot of events all over the state and if you can get free radios, everyone will take advantage of that. Hass asked members if they wanted to address this issue and find out the scope of the problem. If so, a statement would need to be crafted with very specific language.

Jansen said the language should include we have a serious concern about loading, training and not following the current state standard. Language to include use only for public safety and any other use is in violation.

Timm said that the traffic definitely needs to be monitored, but there needs to be process.

Kummer said that a vast majority of these all started with EMS and medical coordination.

Gundersen said that it should be written at a state level.

Rohret said that whatever happens in your jurisdiction you are responsible for.

Jansen suggested to follow current standard and ponder how it is shared.

Gundersen said to give a summary to the OTC. One portion of the standard was not followed.

M/S/C Motion made by Jansen to have Tretter craft a letter, signed by the Chair to go to the OTC Chair for the July 11 meeting regarding this issue. Shogren seconded. Motion carried.

SWAT use of LTACs
Timm said there was an incident where the SWAT team encountered a life safety issue. There was a lot of traffic on LTAC and the paramedics were not able to communicate. Timm requested for a waiver to add LTACs officially to the medic radios only.

M/S/C Motion made by Jansen to approve waiver. Bjorklund seconded. Motion carried.

Move, Additions & Changes to the System
Update on Removal of Voting from Interoperability
Jansen said all the licensing has been done. The state is replacing E.F. Johnson equipment with Motorola GTR equipment, a time needs to be scheduled to replace the equipment.

Haas said that MNDOT did a good job with the Norwood upgrade earlier in the day.

System Committee Reports
Metro Mobility System Usage Update
Dana rude said that they had computer issues on their own network which caused their NDCs to go down. Site access profiles will be re-evaluated after all the buses are transferred.

System Manager's Group/Metro Owner's Group Update
Jansen said that 7.15 upgrade has been completed. There was a discussion on the equipment for the 7.17 upgrade late 2018. They reviewed some metro and state standards. The BCA and Chisago met.

Reports from SECB Committees
Steering – No meeting
Tretter said that Rick Juth and Randy Donahue are no longer at ECN.

OTC
Interoperable Data Committee
John Gundersen that at the last OTC on June 13, a National Guard request for additional radio ID's was approved. A couple of standards were updated. Mille Lacs County CRAE project was approved. A couple of new model radios were added. The National Weather Standard was discussed. A T1 was approved. Feedback from Fargo and Cass County ARMER project. Waiver approved for Dakota Burnsville Fire radios to use LTAC's.

Tretter said at the last SECB meeting it was decided that T1 and new radio approval requests would just approved be at the OTC level rather than being approved at the SECB.

Interoperability
Jake Thompson said that there was no quorum. But there was a phone discussion about the Texas conference, AT&T meetings to go over state requirements, and an informational flyer for law enforcement.

IPAWS - No meeting

Finance/Grants Workgroup
Tretter said one of the grant items that was approved to move forward was APX programming. There will be two sessions October 3 & 4 and October 5 & 6. (twelve persons per class). There will be feedback at the September or October TOC about future classes. The instructor has not been designated yet so no invitations have gone out. Tretter asked members who the participants should be. In the past, it was a participant from Minneapolis and two from each county.

Rohret said that John Dooley has joined ECN doing the same as he was at HSEM.

Super Bowl 52 Communications Workgroup
Olson said many groups meeting besides the core communication group. They are trying to come up with the needs of the different sub groups with what they are requesting. Aviation support, they are planning on using the VTACs in the aircraft. There will be a need for support from the TOC in the future for the overall plan for the super bowl.

Other Business
None

Next meeting July 26, 2017.

M/S/C Motion made by Jansen to adjourn. Bjorklund seconded. Motion carried.

Meeting adjourned at 2:17pm.

August 15, 2017

Troy Tretter
Regional Radio Services Coordinator
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

Dear Mr. Tretter,

Allina Health Emergency Medical Services (AHEMS) was allocated twenty-six talk group ID's when we joined the ARMER system in 2003. Since then we have grown to support several EMS agencies and their communities. We currently have twenty-five of those twenty-six ID's defined in Provisioning Manager.

We are requesting the allocation of 24 additional talk groups for orderly future growth. Any need for statewide TG access has not been identified and would be brought to the appropriated ARMER committee for approval when needed.

Thank you for your consideration,

Victoria Vadnais

Allina Health Emergency Medical Service

167 Grand Avenue
Saint Paul, Minnesota 55102

651-241-4405
Victoria.Peckman@allina.com

REQUEST FOR SPECIAL
WIDE AREA SITE ACCESS
FOR AN ARMER TALKGROUP

Talkgroup/ Announcement Group Name(s): MC COOP

If Announcement Group List all Contained Talkgroups:

Sites Requested:

       Statewide (Requires Statewide Radio Board Approval)

  X   Other (Specify Sites or Regions): Metro RG

Talkgroup Owner Agency (Include Point of Contact Information):

Agency Name: Metro Transit
Contact Name: Chad LeVasseur
Address: 519 10th Ave. N.
          Minneapolis, MN 55411
Phone: (612) 349-7594
Email: chad.levasseur@metc.state.mn.us

Talkgroup or Announcement Group Type (Check all that Apply):

       Shared

       Private

       Special Roaming Only Talkgroup – Occasional Use.

       Special Operations Tactical Talkgroup – Occasional Use. **If Yes,** describe or list the counties or regions covered by a mutual aid agreement, memorandum of understanding, joint powers agreement, incident response plan, or other relevant agreements here:

  X   Main Dispatch or Tactical Talkgroup – Day to Day Use. <u>If yes</u>, applicant must demonstrate that the users of this talkgroup conduct their "Normal Day to Day Business Operations" throughout the requested coverage area. Describe or list the counties or regions where the users of this talkgroup conduct their "Normal Day to Day Business Operations" here: This talkgroup will be used to communicate Continuity of Operations/Emergency operations between senior staff.

Describe the users, entities or agencies that will operate on this talkgroup: Metro Transit

Describe the type of operations that will occur on this talkgroup: Emergency communication between Metro Transit senior staff.

Describe the anticipated frequency, duration, and extent of use of this talkgroup: This talkgroup will be used with limited frequency to respond to Continuity of Operation/Emergency issues.

Describe why the Statewide Shared Incident Response talkgroups or other shared roaming talkgroups are not suitable to meet these operational requirements: This talkgroup will be used for Metro Transit senior management operations.

Talkgroup Owner Agency Authorized Official – Signature & Date

Chad LeVasseur – Manager of Communications
Printed Name and Title

January 14, 2017

Metropolitan Emergency Services Board
2099 University Ave West
Saint Paul MN 55104

Mr. Tretter,

Hennepin County is requesting the use of additional ARMER resources. This request needs to be submitted to the Technical Operational Committee for review.

The County is working to install a new five site VHF simulcast paging system to accommodate the traffic of new and existing fire department users in Hennepin County. The resources needed are one T1 at each of the following sites:

Site	Loop
Minnetrista	South
Rogers	North
Golden Valley	Central
Medina	Central
Braemar Park	Central

All but the Minnetrista site are administered and owned by the County. At the Minnetrista site we will need to add half a rack of space as well as to replace an existing antenna and add a new transmission line. The VHF fire paging resource will be hard patched to ARMER talkgroups and controlled by ARMER MCC7500 consoles located at the Hennepin County Emergency Communications Facility in Plymouth.

Respectfully submitted,

King Wai Fung

King Fung
Senior Professional Engineer
Hennepin County Sheriff's Office
1245 Shenandoah Lane N
Plymouth MN 55447
612-596-1923

MEMO

To: Radio TOC Members
Fr: Troy Tretter
Date: September 21st, 2017
RE: Regional Funding Priorities, FY 2018

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.
- 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 approved 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 2017 TOC Meeting.

Investment Hierarchy

2017 SHSP Grant

Applicant projects should fit within the scope of the priorities listed below. This hierarchy pertains to this grant only. All equipment other than the Firewall Project is at a 50% match and invoices and proof of payment must demonstrate the agency paid the equivalent. If items are not listed in the examples below, be sure and check with grant administrator to ensure payment.

Priority 1   Firewall Project

Support the purchase and configuration of PSAP firewall devices and software at all 104 PSAPs to ensure that cybersecurity attacks at the PSAP do not affect the NG9-1-1 network and serve as a layer of security protection in front of PSAP CPE.

Priority 2   ARMER Training and Interoperable Voice Communication Exercises

Training and exercise events that enhance the abilities of emergency responders to achieve seamless interoperable communications. Examples are ARMER Train the Trainer; Refresher ARMER Train the Trainer, System Admin Training; Dispatch training; ICS/Communication Workshops; Radio Programming; ICS 300; Interoperability Conference; CASM training; tabletop exercises for planned events, dispatch exercises.

*NOTE: All training costs must be **pre-approved** by the DECN per HSEM requirements. Forms can be found on the ECN website.*

Priority 3   Other ARMER Interoperability Infrastructure (must be consistent with the SCIP)

Infrastructure investments which generally enhance radio interoperability but do not provide any material enhancement to the performance of the ARMER backbone. Examples include indoor BDAs for public safety sites such as LECs, jails or courthouse and schools only. Also can be used for portable radios (SHSP grant only).

Priority 4   ARMER Integration Costs (Infrastructure Enhancements):

Investments into infrastructure projects which result in a material enhancement to the performance of the ARMER backbone by expanding its capacity, coverage area, or wide-area network. Examples of such are channel additions, tower sites, MCC7500 consoles and outdoor BDAs as needed to fill in coverage gaps. NOTE: All outdoor BDAs must be approved through OTC to ensure MNDOT is aware of them and they are set up correctly so as not to cause interference with ARMER backbone.

From:	Steffen, Chad <chad.steffen@ci.red-wing.mn.us>
Sent:	Wednesday, September 06, 2017 12:10 PM
To:	Troy Tretter
Cc:	Johnson, Kris; 'Mitch Sperl'; Timm, Nate
Subject:	TG Permission Request
Attachments:	Permission Letter to MESB for new ME TACs.pdf

Hello Troy,

Please see the attached talkgroup permission request on behalf of Goodhue County Sheriff's Office and Red Wing Police Department. I know I requested this from you back in February and quite frankly, I just got around to it now. Once and if approved, ANCOM and I can start updating our codeplugs. Additionally, I would like to get the CKR key added to our keyloader. We are requesting the new TGs to update our metro zone in our radios so they are accurate and complete.

Any questions, please feel free to contact me. Thanks in advance,

Chad Steffen | Patrol Officer, COML/COMT
Police Department | Badge 229
City of Red Wing | www.red-wing.org
430 West 6th Street | Red Wing, MN 55066
Phone: 651.267.2886 | Fax: 651.267.2683
24-Hr Dispatch: 651.385.3155 | Records: 651.267.2604
Email: chad.steffen@ci.red-wing.mn.us

APPENDIX C – TALK GROUP PERMISSION LETTER TEMPLATE

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	**Appendices**	Radio TOC Approval – Signature:
Sub-Section:	**METRO Appendix C**	
Procedure Title:	**TALK GROUP PERMISSION LETTER TEMPLATE**	
Date Established:	**5/12/01**	
Replaces Document Dated:	**5/21/01**	MESB Approval - Signature:
Date Revised:	**2/25/09**	

1. Purpose or Objective

The purpose of this template is to provide a guide for requesting the use of another owner's talkgroup resources. Note that this is a two-sided, one sheet document. Procedure for use of this letter is found in ARMER Standard 2.7.0—*Use of Shared Talk Groups*.

(See next page)

FINAL   **FINAL**

Metropolitan Emergency Services Board - ARMER System
AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Date: _09/26/2017_____

Requesting Agency: __Goodhue County Sheriff's Office_____

Authorizing Agency: ___Metropolitan Emergency Services Board_____

Reason for Request   ☑Add Talk Group(s) to Radios
                                ☐ Scan Talk Group(s)
                                ☑Other __Respective Algorithms_____

I.   Request permission to ADD the following talk groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	For the following Work Units:
ME TAC 9	All LAW ARMER Radios	All LAW ARMER Users
ME TAC 10	All LAW ARMER Radios	All LAW ARMER Users
ME TAC 11E	All LAW ARMER Radios	All LAW ARMER Users
ME TAC 12E	All LAW ARMER Radios	All LAW ARMER Users

II.   Request permission to SCAN/ MONITOR the following talk groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	To be monitored by the following positions:	Request for Receive Only

III.   Other Request/ Requirements (Explain)

___Algorithms for the two abovementioned encrypted talk groups (CKR #2600)_____

IVI.   Reason for Request

___Continued Interoperability. Currently have had ME TAC 1-8, just adding additions_____
(Attach supporting documentation)

Name of individual completing application__Chad S. Steffen, Red Wing PD (for GCSO)_____

Address__430 West 6th Street, Red Wing, MN 55066_____

Phone__651-385-3155_____   E-mail address__chad.steffen@ci.red-wing.mn.us_

This Side for Authorizing Agency use Only

Metropolitan Emergency Services Board - ARMER System
AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Request Approved_____   Approved with Conditions_____   Denied_____

Conditions:

_____

_____

_____

_____

_____

Authorized Signature: _____

Name of Authorizing Individual _____

Address_____

Phone_____   E-mail address_____