9-1-1 Technical Operations Committee

Meeting Notice

Thursday
October 20, 2016
10:00 AM

MESB Office
2099 University Ave W
St. Paul, MN 55104

Mark Your Calendars

Metropolitan Emergency Services Board

9-1-1 Technical Operations Committee
Tentative Agenda
October 20, 2016

1. Call to Order

2. Approval of Minutes / Agenda

3. Action Items
   a. Election of Chair and Vice-Chair for 2017
   b. Review Committee Membership and Governing Body Appointments
   c. Selection of a PSAP to serve as the Regional Text-to-911 PSAP

4. Unfinished Business
   a. Next Generation 9-1-1
      i. State 9-1-1 Program 9-1-1 Services RFP Update
   b. PSAP Operations Round Table Work Group
      i. Minimum Training Standards for Telecommunicators
      ii. Training Standard Implementation Guide
      iii. Training Standard Skills Verification Process
      iv. Regional Text-to-911 PSAP Relaying Information to the PSAP Having Jurisdiction Procedure
   c. Storm / Natural Disaster Procedures
   d. Radio TOC Request – Metro Interoperability Zone Changes

5. Pending Business
   a. SECB Grant Process
   b. PSAP Notification process

6. Reports
   a. Wireless Issues (see attached)
      i. Wireless Work Group
   b. GIS Issues (see attached)
   c. Data Issues (see attached)

7. Adjourn

Metropolitan Emergency Services Board
9-1-1 Technical Operations Committee
Draft Meeting Minutes
September 15, 2016

Committee Members

X	Nancie Pass, Ramsey (Chair)	X	Kathy Hughes, Hennepin
	Bob Dowd, Isanti (Vice-Chair)		Lisa Lovering, Isanti
X	Val Sprynczynatyk, Anoka		Heather Hunt, Minneapolis
X	Mike Utecht, Bloomington PD		John Rauth, Ramsey
X	Tim Walsh, Carver		Ken Dvorak, Scott
X	Jon Eckel, Chisago	X	Darlene Pankonie, Washington
X	Cheryl Pritzlaff, Dakota		Doug Anschutz, Washington
	Rose Kruchten, Dakota		

Alternates

	Susan Bowler, Carver		Kyle Blum, Anoka
	Troy Ruby, Dakota	X	Christine McPherson, Minneapolis
	Jeff Schlumpberger, Hennepin		Denise O'Leary, Ramsey
	Deb Paige, Carver		Bob Shogren, Isanti

Others Attending

Pete Eggimann, MESB	Jake Jacobson, CenturyLink
Martha Ziese, MESB	Matthew Hoffer, CenturyLink
Gordy Chinander, MESB	Heidi Hieserich, MAC
Marcia Broman, MESB	Chuck Haneca, North Memorial
Jill Rohret, MESB	Tony Martin, Edina PD
Kay Simons, MESB	Dana Wahlberg, ECN
Jon Rasch, RCECC	Chris Kummer, MAC
Troy Tretter, MESB	Victoria Peckman, AHEMS

1. Call to Order

Nancie Pass called the meeting to order at 10:03. Nancie asked those in attendance to introduce themselves.

2. Approval of Minutes

Motion to approve the draft July 21, 2016 Minutes (Pankonie/McPherson) Nancie asked that Jon Rasch's name be corrected. Approved with the correction.

3. Old Business

a. Wireless Issues – Gordy Chinander (see written report)

Gordy highlighted some of the items in his written report for the committee.

Gordy reported to the committee that the WERM system is still undergoing testing of the software's security configurations. He suggested that the staff at the PSAP who would be responsible for reviewing and approving the wireless routing may want to sign into the system to familiarize themselves before the system goes live.

b. GIS Update – Gordy Chinander (see written report)

A written report on the MESB activities regarding GIS was provided in the meeting packet. Gordy asked the committee members to review the Status Table for the GIS / MSAG data synchronization project to insure the information for their PSAP was up-to-date.

Gordy reported that Adam Iten, who is leading the NG9-1-1 GIS data effort for the State, will distribute the draft NG9-1-1 State Address Point Standard at the end of the month. Gordy emphasized that it is important for the committee members to review the draft.

c. Data Update – Marcia Broman (see written report)

A written report on the MESB activities regarding ALI data was provided in the meeting packet. None of the committee members had any new data issues to discuss with the group.

d. Next Generation
i. State RFP Update – Dana Wahlberg

Dana Wahlberg said DPS/ECN and the MESB are still in contract negotiations with the number one vendor. ECN and MESB staff members have met several times in the last month to work out the language in the Statement of Work. The Department of Administration is handling the negotiations over the terms and conditions. If the negotiations are successful, the contract will be on the November MESB Board meeting agenda.

Nancie Pass raised the question on how PSAPs could get ready for Text-to-911 if the technical requirements were not available yet. Dana understood the concern, but said the contract had to be signed before those requirements could be released, since all of the RFP respondents proposed different text solutions.

e. PSAP Operations Roundtable - Heidi Hieserich

Heidi reminded the committee that the draft Minimum Training Standard for Emergency Communications Professionals had been distributed to the committee at the July meeting. The committee accepted the draft, but tabled any decision on whether to recommend the standard be approved by the MESB Board until the PSAPs had more time to review.

Darlene Pankonie reported that the SECB NG9-1-1 Committee was also looking at the draft language, potentially to be used as a model for the other regions in the state.

Chris Kummer suggested that the work group and the Roundtable representatives had invested a significant amount of time in preparing the draft standard. He believes that all of the metro PSAPs have had an opportunity to offer input or comment, and that the committee should accept the standard as drafted with a recommendation that the MESB Board approve the standard. Pete reminded the committee that when the draft standard was put in the format currently used for the ARMER standards that an implementation or effective date needed to be added to the draft. Nancie Pass didn't think any metro PSAP manager would have trouble implementing the standard and suggested using January 1, 2017, as an effective date.

Motion was made to accept the draft Minimum Training Standards for Telecommunicators as presented by the Roundtable with an effective date of January 1, 2017, and recommend that the draft standard be presented to the MESB Board for approval. (Pass/McPherson) Approved.

The committee continued to discuss what the next steps should be. A need for some sort of compliance verification or certification was identified. Director Rohret reminded the group that the MESB did not have the authority under the by-laws to serve as a certification organization.

Motion was made to ask the Work Group to develop an implementation guide for the standard and a recommended process for documented verification of the skills identified in the minimum training standard as individual training is completed and the skills are mastered (Eckel/Hughes). Approved.

f. Storm / Natural Disaster Procedures
(Tabled until next meeting)

4. New Business
a. Radio TOC Request – Metro Interoperability Zone Changes – Troy Tretter
Troy Tretter asked the 9-1-1 TOC for input on requests from the change management work group. The requests are to:
- add two additional ME-TAC interoperability channels

- add two encrypted ME-TAC interoperability channels
- create a regional field to PSAP hailing channel

The metro is the largest region in the state and has the least amount of interoperability channels.

Tony Martin said that he is suggesting adding an additional six talkgroups; two clear, four encrypted and removing the 9-1-1 channel.

Rohret said that we will be asked for those traveling across the state. Kummer said they do not want another talkgroup that they have to monitor.

Pass said another talk group would not work well for Ramsey County.
Rohret read the submission to members. It was submitted by Nate Timm the Radio Admin for Washington County.

One of the arguments against is not knowing which PSAP you are talking to. Kummer added that the calls would go to him.

Tretter asked if they thought there should be more ME TAC channels. Pass asked for more information.

Rohret said this should be three year cycle. The state is changing their process.

Kummer said there is an ARMER and state standard out there.

Pankonie said the Status board has not been cleaned up. Everything has to be wiped out and re - entered. Ron Jansen will send out an email regarding this.

Members said they will only monitor if their folks are on it.
Members agreed channels for LE only should remain encrypted.
Pass said keep it simple. Kummer said they use first available and Rohret said 1-10 are open for everyone.

Tretter said he will update members at next meeting. Pass will add this on the 9-1-1TOC agenda for the next couple of months.

b. SECB Grant Process

Rohret said each year ECN and the state board makes grants available. There are two offered; the federal Homeland Security, and the state grant. Troy is the grants coordinator for both the radio and 9-1-1. SECB is getting ready to announce their state funds grant. We need to come up with some regional grant funding priorities for 9-1-1. Generally it needs to be for one specific project and completed in one to one and one half years. If it is an equipment grant, there is a 50% match. It would need to be something that would bring the region into Next Gen. (e.g. assistance to some counties with their portion in the development of a regional GIS address point dataset.)

The grant must meet one of the three goals identified in the State's Strategic Plan. They are competitive, so there is no guarantee we will get one.

The federal grant that ECN wrote is for cyber security for PSAPs. Seven hundred fifty thousand divided. If it is in your budget you cannot use grant money. It could be used for firewalls.

As long as it does not constitute a quorum, PSAPs may talk among themselves regarding these grants. Pass recommended forming a workgroup of four-six. Tretter, Eckel, Rasch, Haneca, Kummer and Pankonie.

Call to adjourn (Hughes / Pankonie)

TOPIC

Wireless

9-1-1 call testing- recently unapproved call testing has occurred. Our call testing processes requirements were sent out to the carriers a second time reminding them of the procedures. If you receive these un-approved test calls and it is interfering with PSAP operations, please refuse them and report it to Gordon Chinander (gchinander@mn-mesb.org)

Wireless Emergency Routing Management System- is still going through testing.

- Performance testing 10/18
- Test tower and sector map upload testing
- Completion of exception form from low level security risks
- After maps passes test, DPS will give a 2 week notice for going live

GIS Update

MN NG9-1-1 GIS data standard stakeholder review – was sent out to PSAP and GIS managers to review on 10/10/2016. Please review and fill out the comment form and send back to the State (jim.krumrie@state.mn.us) by **November 4th 2016**. This document includes changes made to centerline from the 1st review, plus a new standard for address/structure points.

1. MSAG/GIS Synchronization Project work continues throughout the metro area with most PSAP areas actively involved.

    a. Attached is a high-level summary of the data synchronization activity by PSAP that is currently underway in the metro area.

    b. Highlights:
        i. The **Airport** PSAP just finished the GIS updates needed from their ALI geocoding error resolutions. MESB has received the revised GIS data and will be re-running geocoding.
        ii. **Anoka County** is working on resolving a second round of ALI geocoding errors (primarily just address point work remaining). MESB recently ran the Address ESN/ESZ assignment validation on their data and will be meeting with the PSAP & GIS department on 10/19/16 to discuss the results.
        iii. **Bloomington** MSAG postalization is scheduled to begin on 10/24/16.
        iv. **Carver County** GIS department is still working on their ALI geocoding error resolutions (one community left.)
        v. **Chisago County** is working to add address points or update ALI for their remaining ALI geocoding address errors. They still plan to complete their transition to the MRCC schema format before the end of the year.
        vi. **Dakota County** GIS is working on the remaining errors from the Address ESN/ESZ assignment validation. MESB will meet with the new Director, Diane Lind, DCGIS, and Logis to provide a project overview in the November-December timeframe.
        vii. **Eden Prairie** is working on resolving their ALI geocoding errors. County GIS street name changes are targeted to be done by the end of the year.
        viii. **Edina** completed their MSAG postalization on 10/5/16.
        ix. **Hennepin Co Sheriff's Office** has returned to ALI geocoding errors after extensive work with their ESZ polygon boundaries.
        x. **Isanti County** has completed the first pass through their ALI geocoding errors. County staff, MESB, MnGeo, DPS, MnDOT will meet on 11/4/16 to discuss ongoing county-wide GIS support and NG9-1-1 GIS requirements.
        xi. **MECC** is reviewing several MSAG changes dealing with the borders with several of their neighboring PSAPs. MECC MSAG postalization is set for December 2016.
        xii. **Minnetonka** is substantially complete at the city-level for now. Hennepin County GIS is working with its cities to make sure county GIS data reflects everything in the city data.
        xiii. **Ramsey County** has recently returned most of their Address ESN/ESZ assignment error resolutions (i.e. across 4 methods: MSAG-assigned ESN,

centerline attribute ESN, address point ESN, and centerline geocoded (point-in-polygon) ESN).

   xiv. **Saint Louis Park** is substantially complete at the city-level for now. Hennepin County GIS is working with its cities to make sure county GIS data reflects everything in the city data.

   xv. **Scott County** has returned the majority of their ALI geocoding error resolutions and will be resending revised GIS data on 10/17 for MESB to re-run the geocoding.

   xvi. **U of M** made revisions to their Minneapolis campus ESZ boundary, resulting in MSAG changes that are currently being compiled for both U of M and MECC. MSAG postalization is scheduled for December, along with MECC.

   xvii. **White Bear Lake** MSAG postalization completed on 9/13/16.

   xviii. **Washington County** has nearly completed their street name validation errors. A new ALI extract has been obtained and MESB will be running ALI geocoding.

2. Public release of the MRCC regional centerline, including public safety attributes, is set for November 18, 2016.

3. A preliminary aggregated 9-county region-wide ESZ coverage snapped to the MRCC regional centerline has been prepared. This will be vetted further by MESB and adjusted as needed with the November version of the MRCC.

4. A second version of the State's NG911 GIS Data Standard was released for comment on 10/10/16. Adam Iten sent the standards documents to all metro PSAPs and GIS contacts. Comments are due to Jim Krumrie of MnGeo by 11/4/16. This version of the data standards includes an updated centerline section, as well as a new address point section.

5. PSAPs are encouraged to report ALI Discrepancies on 911NET through their PSAP 911 Coordinator.

6. 4th Quarter 2016 MSAGs were distributed to the PSAPs at the beginning of October.

7. PSAP ALI Audittrail reports have been distributed.

	9-1-1/GIS Data Synchronization						GIS Integration				
PSAP	ESZ Validations	Response Area Validations	Street Name Validations	Postalize MSAG	Address Validations	Address ESN/ESZ Validation	Integration to Regional Centerline	Integration to Regional ESZ Layer	Integration to Regional Address Points	GIS MSAG	Integration to Statewide SIF & ECRF/LVF
Airport	complete	na	complete	complete	active	not started	active	active	not started	not started	not started
Anoka	complete	complete	complete	complete	active	active	active	active	not started	active	not started
Bloomington	complete	na	complete	scheduled	not started	not started	active	active	not started	not started	not started
Carver	complete	complete	complete	complete	active	not started	active	active	not started	not started	not started
Chisago	complete	complete	complete	complete	complete	not started	active	active	not started	active	not started
Dakota	complete	complete	complete	complete	complete	active	active	active	not started	not started	not started
Eden Prairie	complete	na	complete	complete	active	not started	active	active	not started	not started	not started
Edina	complete	active	complete	complete	not started	not started	active	active	not started	not started	not started
Ft Snelling/Airbase	active	not started	na	complete	na	not started	active	active	not started	not started	not started
Hennepin Sheriff	complete	not started	complete	complete	active	not started	active	active	not started	not started	not started
Hopkins (closed)	complete	na	complete	na	complete	na	na	na	na	na	na
Isanti	complete	not started	complete	complete	active	not started	active	active	not started	not started	not started
Minneapolis	active	not started	active	scheduled	not started	not started	active	active	not started	not started	not started
Minnetonka	complete	complete	complete	complete	complete	not started	active	active	not started	not started	not started
Ramsey	complete	active	complete	complete	complete	active	active	active	not started	not started	not started
Richfield (closed)	complete	na	complete	na	complete	na	na	na	na	na	na
Scott	complete	active	complete	complete	active	not started	active	active	not started	not started	not started
St Louis Park	complete	na	complete	complete	complete	not started	active	active	not started	not started	not started
U of M	complete	not started	not started	scheduled	not started	not started	active	active	not started	not started	not started
Washington	active	not started	active	complete	active	not started	active	active	not started	not started	not started
White Bear Lake	complete	na	complete	complete	complete	not started	active	active	not started	not started	not started

Summary of 9-1-1/GIS Data Preparation for NG9-1-1 (as of October 12, 2016)