METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA
February 27, 2019, 1:00 p.m.

1. **Call to Order** – Committee Chair, Captain Scott Haas

2. **Approval of Agenda** – Haas

3. **Approval of Minutes of January 23, 2019 Meeting** – Haas

4. **Action Items**
    A. Dakota County BDA Permission Request – Ron Jansen
    B. Public Safety Communications Conference Award – Tracey Fredrick

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

6. **Committee Reports**
    A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenbeck
    B. System Managers/Metro Owners Group Update – Ron Jansen
    C. SECB Committees
        i. Steering – Jill Rohret
        ii. OTC – John Gundersen/Nate Timm
        iii. Interoperable Data Committee – Rod Olson/Jake Thompson
        iv. IOC & Subcommittees – Thompson/Timm; Jansen; Timm/Dan Anderson
        v. IPAWS – Haas
        vi. Finance/Grants Workgroup – Rohret/Fredrick

7. **Other Business**
    A. Motorola Applied Networking Training, May 6-10, 2019
    B. Update on Standards/Discussion on Appendix B – Fredrick

8. **Adjourn**

Reminder: Next meeting scheduled for March 27, 2019

Members Present:

Derek Baas, Sherburne County
Jon Eckel, Chisago County
John Gundersen, Hennepin County
Scott Haas, Scott County
Ron Jansen, Dakota County
Chad LeVasseur, Metropolitan Council

Mike Mihelich, Ramsey County
Rod Olson, City of Minneapolis
Bob Shogren, Isanti County
Jake Thompson, Anoka County
Tim Walsh, Carver County

Guests Present:
Marcus Bruning, ECN; King Fung, Hennepin County; Nick Schatz, Scott County; Peter Sauter, Carver County; Clay Stenbeck, Metro Mobility; Victoria Vadnais, Allina Health EMS; Brad Winger, HSEM; Jill Rohret, Tracey Fredrick and Martha Ziese, MESB.

1. Call to Order:
Scott Haas called the meeting to order at 1:01 p.m.

2. **Approval of Agenda:**
M/S/C – Rod Olson moved approve the agenda for January 23, 2019. Ron Jansen seconded. Motion carried.

3. Approval of Minutes
Bob Shogren asked the reference on page two be changed from Canadian Northern to Canadian National in the November 28, 2018 minutes.

Marcus Bruning did indicate that it should be Canadian Northern, so no changes to the minutes should be necessary.

M/S/C – Jon Eckel moved to approve corrected minutes from November 28, 2018. Ron Jansen seconded. Motion carried.

4A. Approval of 7 COMU Positions:
Tracey Fredrick said she had received four applications for new COMU positions and three renewals. All seven appear to meet the requirements for the position applied for. Fredrick would entertain a motion to approve all seven with one motion or go through each application individually.

M/S/C – Bob Shogren moved to approve all seven COMU positions. John Gundersen seconded. Motion carried.

4B. Approval of BNSF ME TAC 1-10 TG Authorization:
Marcus Bruning stated that this was a repeat presentation of the plan described at the November Radio TOC, but now was seeking the separate request authorization for the ME TAC's.

M/S/C –John Gundersen moved to approve BNSF ME TAC 1-10 authorization. Jake Thompson seconded. Motion carried.

4C. 2019 Vendor Training:
Fredrick stated that the Radio TOC must make final decision on what vendor training is desired, so the training class can be scheduled with the current grant funding and deadlines. She urged the committee to consider having a couple backup classes in case the priority training cannot be scheduled.

Ron Jansen mentioned that the group desires Motorola Advanced Networking Training. He said that he requested a list of more in-depth technical training from Motorola, but has not yet received that list. Haas asked if we could pursue training options with other contractors if desired training is not available from Motorola.

Bruning mentioned that there is a dispatcher training provided by APCO.

M/S/C – Ron Jansen moved to approve vendor training in this priority order: advanced network training, subscriber maintenance training, APCO Officer training in Carlton County. Jake Thompson seconded. Motion carried.

4D. Metro Representatives to the 2019 IWCE and PSCR Conferences:
Fredrick said ECN will reimburse one representative per region to attend both the International Wireless Communications Expo (IWCE) and Public Safety Broadband Stakeholder (PSCR) conferences. IWCE will be held in Las Vegas March 4-8, and PSCR will be held July 9-11 in Chicago. Expense reports will need to be submitted to ECN no later than March 29, 2019 for the IWCE Conference, and August 11, 2019 for the PSCR Conference.

Mike Milhelich expressed interest in attending the IWCE Conference. No one expressed interest to attend the PSCR Conference.

4E. Discussion of Regional COMU Intentions:
Haas stated that all RAC chairs received a letter from Statewide Interoperability Coordinator (SWIC) Stromberg at the end of December 2018 to discuss the future state of COMU for each region.

Jansen said the CRTF metro quarterly trainings work well; statewide training would not work as well. He noted that the State does not recognize IDT membership.

Jake Thompson agreed attendance would suffer, especially if the group needs to attend trainings that are further distances; coverage will be an issue for many.

Fredrick noted that MESB has a good model and that the TOC is not being asked to discuss this because something is wrong, just to get all regions to think about the state of COMU.

4F. Discussion – Volunteers to Review MESB Standards:
Fredrick is working on revising standards for ADA Compliance and would like to review all standards to make sure they are still current. She is looking for two or three volunteers to help with that project and does not anticipate this will be a lengthy time commitment.

Rod Olson and Ron Jansen and volunteered to participate in the review process.

4G. Hennepin County Relocation Request:
King Fung said Hennepin County is requesting the relocation of ARMER resources. The county is working to relocate the backup dispatch site from Golden Valley to the Hennepin County Public Safety Center in downtown Minneapolis. This request will move through all the committees for approval.

M/S/C – Ron Jansen moved to approve Hennepin County's request to move backup dispatch center from zone 1 to zone 2. Rod Olson seconded. Motion carried.

Move, Additions & Changes to the System:
Thompson said they are in the process of upgrading Lino Lakes microwave spurs and things are on track there.

6. Committee Reports:
Metro Mobility System Usage Update
Chad LeVasseur said they are looking into a private call solution since talks with Trapeze are not going as desired. They are starting with a small pilot group to test the private call solution.

Gundersen asked if it was private call, not group call.

Haas stated that private call only lights up that call. He also asked what the problem was with Trapeze and what is driving the change to private call.

Clay Stenbeck mentioned that talks with Trapeze are still happening, but the cost for the system is a lot of money.

Haas reiterated that Metro Mobility will need to provide a detailed plan for what will solve the problem to the Radio TOC at the February meeting. Paying for usage may be a solution to the issues.

System Managers/Metro Owners Group Update
Jansen said there was a Motorola presentation on the 7.17 upgrade and provided an upgrade to punch list, noting that there are some issues related to reporting, and that talkgroups can be added from the consoles or an app, not limited to administrators.

Thompson is looking at renewing licenses for Genesis service. The new licenses will include MnDOT portion, so costs will likely go down for each current entity using the service.

Jansen said NICE loggers will be done by mid-March.

Reports from SECB Committees:

Steering: Jill Rohret said that at the December meeting there was a discussion on redoing the Bylaws, there was an IV & D trial in St. Cloud, and that there will be continued work on standards. St. Cloud would like volunteers to assist in the drafting of standards related to IV & D.

OTC: Gundersen said the OTC met January 8. 99% of MnDOT tower sites are operational. Radio interoperability was tested with Thunder Bay, Ontario. St Paul Refinery talkgroup request approved. Law enforcement definition was approved. BNSF Railway ME TAC's were passed pending Metro approval of talkgroups.

<u>Interoperable Data Committee</u>: Thompson said the committee elected officers. Dave Deal of Washington County is the temporary chair. The committee also discussed mission critical push-to-talk.

<u>Interoperability Committee</u>: No report.

<u>IPAWS</u>: No report

<u>Finance/Grants Workgroup</u>: Rohret said there is no report from workgroup. Fredrick noted that the 2018 SHSP grant was approved for the metro region for just over $32K. The radio items included in that grant are vendor provided training and the CRTF exercise.

7. Other Business:
Bruning noted earlier that there is some available dispatcher training from APCO and that there are Border Interoperability Summits that the metro region would be welcome to participate in, if there is interest. Haas noted that Nate Timm would likely be interested in participating the Border Summit opportunity.

Fredrick noted changes have been made to requirements in the COMU SOG, specifically, that all positions now require a task book to be completed. There is also a change to who can sign a task book.

Jansen noted that encryption keys must be given out by MESB, not through MnDOT, or they will not work. He will follow up with MnDOT to make sure they are aware not to give out these keys.

8. Adjourn
M/S/C – Jake Thompson moved to adjourn. Mike Mihelich seconded. Motion carried.

Meeting adjourned at 1:38 p.m.

To: Metro TOC, Chair Scott Haas
From: Ron Jansen \ Dakota County
Date: 20 February 20, 2019
RE: Bi Directional Amplifier Request

Dakota County is seeking permission to add Bi Directional Amplifiers at two of its government facilities.

The first unit will be located at the Northern Services Center located at 1 Mendota Road in the city of West St. Paul. This unit is needed to enhance coverage at the point of entry for the Dakota County courts area. Since the addition of security monitoring equipment, the RSSI levels in the area has been reduced to levels in the mid 50 range.

The second unit will be located at our Law Enforcement Center at 1590 Highway 55 in Hastings. This unit will provide much needed coverage in a below grade tunnel area that connects the Jail to the Hastings Courts area. Detainees are often transported through this area to get to their Court appointments. There is little to no radio coverage in this area and is currently monitored by an internal camera system. With this enhancement it will help to improve an Officer safety issue.

The equipment for both of these units will not be directly connected to the ARMER system and will be tuned to the Dakota County frequency list. Dakota County is in the process of getting both of these units registered with the FCC.

Thank you for your consideration on this request.

Best Regards,
    Ron

2019 Public Safety Communication Conference Outstanding Leadership Nomination Form

At the 2019 Public Safety Communication Conference, hosted by the Minnesota Department of Public Safety, Division of Emergency Communications Networks, there will be a presentation of Outstanding Leadership awards. Each administrative region is encouraged to identify one elected official and one non-elected individual to each receive this award.

The Metropolitan Emergency Services Board is seeking nominations for both an elected official and non-elected individual to receive these awards for the Metro Region. The awards will be presented on the first day of the conference.

MESB nominations can be from the public safety communications disciplines and the elected officials responsible for the agencies utilizing public safety communications. Metro region criteria for the awards are as follows:

- To recognize an individual who has made a substantial commitment to public safety communications in the ten-county metropolitan area (elected, non-elected, or both).
- To recognize an individual who has made a significant impact or outstanding contribution to public safety communications networks or operations.
- To recognize an individual's exemplary service which supports the MESB Mission and Values to provide reliable, resilient public safety communications systems for the timely and efficient coordination of emergency services throughout the 10-county metro area. (http://www.mn-mesb.org/about-us/)

To nominate an individual for this award, please provide the individual's name and agency, and a brief description of the work he or she has done demonstrating exemplary service and leadership in public safety communications. (Examples may include, but are not limited to: other awards or commendations received, being a pioneer of public safety communications work, show of support to the public safety communications discipline, etc.)

Nominations are due no later than **FRIDAY, MARCH 15**. Please send nominations to:

9-1-1 Program
Pete Eggimann – 9-1-1 Coordinator
peggimann@mn-mesb.org

Radio Program
Tracey Fredrick – Radio Services Coordinator
tfredrick@mn-mesb.org

Metro Mobility Usage
(Hours:Mins:Secs)
2018

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall	
January	289:55:55	189:26:04	69:21:10	46:54:41	131:16:35		111:20:51	838:15:16	
February	250:08:05	163:55:16	61:42:39	39:27:24	113:45:37		94:01:33	723:00:34	
March	259:43:35	176:22:16	79:27:34	50:29:38	119:13:50		116:16:27	801:33:20	
April	258:11:13	188:39:22	68:18:27	55:45:38	110:41:21		122:57:14	804:33:15	
May	249:22:46	177:28:18	88:23:27	60:46:21	112:32:16		114:16:14	802:49:22	
June	255:07:13	187:12:43	77:48:47	68:53:02	112:38:07		130:52:19	832:32:11	
July	271:59:30	197:24:34	85:48:22	78:14:12	119:36:22		139:30:44	892:33:44	
August	313:47:15	225:03:36	99:46:54	81:51:19	135:30:33		153:41:26	1009:41:03	
September	293:42:59	201:00:42	87:07:08	81:15:05	133:34:44		133:11:35	929:52:13	
October	325:34:21	229:07:30	122:40:06	87:04:54	160:43:56		156:44:05	1081:54:52	
November	325:45:42	223:11:45	126:52:53	78:14:42	161:27:16			915:32:18	*note missing data for Nov, Dec
December	308:41:07	203:41:05	80:02:13	70:00:30	139:53:07			802:18:02	Motorola reporting error, new report not yet given

Difference since Jan. 12	331:12:08	162:47:00	171:13:22	144:38:40	104:06:59	0:26:46	152:56:51	1067:21:46	
2018 Average	283:29:58	196:52:46	87:16:38	66:34:47	129:14:29		127:17:15	869:33:01	
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	
Over Target	133:29:58	121:52:46	12:16:38	(7:25:13)	54:14:29		52:17:15	344:33:01	

Metro Mobility Usage
(Hours:Mins:Secs)
2019

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall	
January	343:33:37	208:53:30	74:10:28	71:45:16	150:07:30			848:30:21	*note missing data for Jan
February								0:00:00	Motorola reporting error, new
March								0:00:00	report not yet given
April								0:00:00	
May								0:00:00	
June								0:00:00	
July								0:00:00	
August								0:00:00	
September								0:00:00	
October								0:00:00	
November								0:00:00	
December								0:00:00	

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

APPENDIX B –STANDARDS TEMPLATE

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

Document Section:	**3-Interoperability Guidelines**	Radio TOC Approval – Signature:
Sub-Section:	**METRO [# of Talk Group]**	Date: 5/24/01
Procedure Title:	**[*NAME of Talk Group*]**	
Date Established:	**1/11/01**	
Replaces Document Dated:	**5/21/01**	MESB Approval - Signature:
Date Revised:	**5/24/01**	

1. Purpose or Objective
What is the purpose or intended use of the Talk Group(s)?

2. Operational Background:
▪ **Capabilities**

▪ **Constraints**

3. Operational Context:
In general terms describe they circumstances in which the talk group would be used:
✓ For day to day coordination?
✓ For urgent or emergency mutual aid situations?
✓ For task teams?
✓ Other?

4. Recommended Protocol/ Standard:
Fill in the appropriate box:
Talk Group requirements:
■   Highly Recommended for _____   (Example, use "paint" tool)
☐   Recommended for _____
☐   Optional for _____
☐   May not be used by: _____
Is the site required at a dispatch position? Whose?

What should the site be named?

Will there be Multi Groups/ announcement?

Is the site logged/ recorded?

Is the logger audio from the 800 talk group side or the conventional side or both?

Who controls/manages the site in day to day operations?

Who controls the site during an event or emergency?

What provisions are there for the talk group to be available at sites for scanning by other regional 800 radios?

Which agencies staff should be allowed use the site (e.g.. should Fire have MINSEF or Law enforce. have statewide fire mutual aid talk group)?

5. Recommended Procedure:

On what site is initial contact made for mutual aid events for police, fire, public service?

Who does the transmitter steering?

How can we prevent steering away from an active event?

Who monitors the site?

When someone calls, who will respond?

Is this site hard patched to a 800 talk group?

If the site is a VHF-UHF cross patched site, how will it be accessed?

How will users be transferred, whether hard wired vs. dynamic patching?

Under what circumstances would the use of a hard patched site be appropriate?

When should traffic be moved to or from hard patched sites?

Which dispatcher at which location will set up a dynamic patch, steering a talk group to a VHF radio site?

How will this be done so that all users/dispatchers know of the move?

6. Management

Is there a committee that oversees the site that needs to be involved?

How would requests for changes to the policy be addressed?

How is contention for the site controlled?

What is the licensing process for mobiles and portables on the interop channels?

For agencies using the site, who writes the individual agency standard operating procedures?

Who trains the individual agency dispatchers and radio users on any new procedures?

Who arbitrates disputes?