

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)

Meeting Minutes

Friday, August 13, 2010 10:00 a.m. – 1:30 p.m.
New Life Community Baptist Church, Ortonville, MN
Big Stone County

Members/Alternates Present:

1. Micah Myers – Vice-Chair – Designee of St. Cloud
2. John Haukos – Designee Big Stone County
3. Tom Egan – Designee Douglas County
4. Troy Langlie – Designee Grant County
Greg Lillemon – Alternate Grant County
5. Dan Hartog – Designee Kandiyohi County
Stacey “Ace” Bonnema – Alternate Kandiyohi County
6. Randy Celander – Alternate Meeker County
7. Mike Smith – Alternate Mille Lacs County
8. Jeff Jelinski – Alternate Morrison County
9. Matt McGuire – Designee Otter Tail County
Judy Siggerud – Alternate Otter Tail County
10. Tom Larson – Designee Pope County
11. Jay Sikkink – Designee Stearns County
12. Scott Busche – Alternate Stevens County
Judy Diehl – Designee Stevens County
13. John Holtz – Alternate Swift County
14. Bob Cuchna – Alternate Todd County
15. Scott McKellep – Designee Wadena County
16. Dawn Mund – Alternate Wilkin County

Members/Alternates Absent:

17. Benton County
18. Sherburne County
19. Traverse County
20. Wright County

Guests Present:

Tom Justin – Central MN RIC
Don Otte – Stearns County Commissioner
Wally Strand – Meeker County Commissioner
Scott Wiggins – ARMER

Meeting was called to order by Chair Micah Myers at 10:05 a.m.

Chair Myers welcomes members and guests, introductions conducted. 16 of 20 members in attendance with quorum present.

Communications:

None.

Revision and Approval of Agenda:

Tom Egan moved, second by Jay Sikkink to approve agenda, upon a vote motion carried.

Approval of Minutes:

Jeff Jelinski moved, second by Mike Smith to approve minutes of July 9, upon a vote motion carried.

Reports:

1. SRB/ARMER Update; MnDPS/MnDOT:
 - a. MnDOT: (Mark Gieseke or Tim Lee)

Update on towers was provided; Big Stone reported their tower goes into site trunking frequently.
 - b. SRB/ARMER Update: (Micah Myers)

Four members were approved grant funding through DECN. Discussion held regarding insufficient STACS with entire zone being looked at in detail with a possible outcome of STACS 1-16 and not entity specific. Interim solution until it is finalized may be an entity can use the LTACS or ETACS if all STACS are being utilized. ARMER has a working interrelationship agreement with Alexandria Technical College who will set up on-line training modules geared towards end-users, dispatchers, governance, etc.
 - c. OTC: (Jay Sikkink and Mark Englund)

Northwest grant application was discussed (they are not going ARMER and there was some concern if they should receive funding), discussed 7.9 system upgrade with preliminary numbers from Motorola anticipated at \$1,000,000; this upgrade will get us past the radio ID issue, would like to upgrade next year although still need to get onto Motorola's schedule. Received a couple of requests for state-wide access, MnDOT will send out a memo indicating what talk groups already are state-wide. Douglas County requested temporary use of OET fiber connection and was approved. Working on change-control process with a lot of work needed to complete.
 - d. Interop: (Micah Myers and Jay Sikkink)

Did not meet since last meeting, will be meeting on 50/50 grant and 2010 SHSP grant.
2. CMNRRB Update: (Micah Myers)

Approved six MnDOT contracts, discussed changing role of RRB, approved budget.
3. User Committee: (Paul McIntyre)

Will meet on the same days as the Owners and Operators and will be working on standards.
4. Regional RAC Committees: (Tom Hannon)

State introduced Martha (grants coordinator), hired Brandon (technical person), discussed grant funding, 2010 allocation and 50/50 grant, confirmed DECN 2011 conference, discussed regional training and system loading, will meet again in September, discussed outstate representation on SRB.
5. Owner and Operators: (Scott McKellop)

Have not met since June, will be reviewing amplifier standard and look at 3.19.0 use of statewide common pool talk groups.
6. Frequency Planning Committee: (Ace Bonnema)

Discussed adding State fire and EMS, state licensing, MnDOT made it clear that they will only narrow band their own resources, although if an entity would like to turn over their sites to the state, they will then be responsible for narrow banding it. An entity does not need to narrow band their VHF items, although ambulance or EMS providers have a mandate which indicates they must maintain or keep VHF. In participation plans it lists in 2013 entities will be relying on the State overlay and will only need to narrow band the Fire paging system and any other VHF narrow band other than Fire probably would not be necessary long-term.

Reports: (Continued)

7. Regional RIC: (Tom Justin)

Many hospital and EMS staff is not familiar with their representatives on the radio committees/board within their region. EMS board discussed standards and maintaining the VHF in the interim and question who was responsible for narrow banding. There are ambulances and helicopters that come in on VHF and are not going to utilize 800.

Regional Radio Board:

1. Next meeting is September 29th. Will be discussing the expansion of the CMNRRB governance.

Updates from Partners on Current Projects:

1. MnDOT Three-Way Contract:

Need three original signed contracts from the individual entity and their resolution or finalized minutes. Five of the fourteen counties SEH worked with were completed several months ago; anticipate the others to be closed out in the next month.

2. Gold Cross Participation Plan:

SEH is mid-way with Mayo Medical Transport; an assessment task of their resources is being conducted and the participation plan is about half way complete.

3. Douglas County OET Fiber Connection:

Some members are looking at a Regional EMS; Douglas is a pilot entity with the OET fiber connection although there are security concerns of working with ARMER; the project has merit and a potential cost savings to entities and if it works it is very viable as a redundancy backup system.

General Discussion and New Business:

1. Expanding CMNRRB Governance: (Tom Larson)

Committee provided a tentative structure; may change name from Central Minnesota Regional Radio Board to Regional Emergency Services Board, discussed how Owners and Operators and User Committee would not lose their entity if a new structure. Wanted to ensure all committees are represented equally. The proposed structure would allow the elected officials be the one to make final approval where currently the RRB has committee representatives with voting rights. The proposal would include the Next 911 Generation, Regional Records Management; once the Joint Powers is proposed each entity would need to sign off on the agreement prior to being finalized. If an entity chose not to participate in a particular service, they would then not have to pay for that portion.

Mille Lacs Band requested to become a part of this region.

2. COML Training Information:

COML Training will be conducted in September for those still needing the training (September 14-16). Training funds are still available if approved by the RRB. *Mike Smith moved, second by Judy Diehl that the RRB cover the incidental costs for the September COML training provided funds are available. Upon a vote motion carried.*

General Discussion and New Business: (Continued)

3. Zone Controller Resources:

State would like to move one of their resources to the Central Region's zone 4 controller, MnDOT stated they did not feel by doing so would create problems with insufficient resources. Question how it was determined that the resources be moved to zone 4, Scott stated it made more sense to move it to this region and may have had something to do with zip codes. The State looked at all of the participation plans and felt there is still ample space remaining. In the future if the resources were over expended they could be moved over to another zone. It was the consensus that Dakota County should be responsible to move it to our zone and if it gets full who is then responsible for moving to another zone. Scott suggested the region send a letter to the SRB that if the move takes place and resources run out, that we do not anticipate on covering the costs to move the resources again.

4. DECN MOU:

IECGP grant has funds remaining and asked for a portion to be used for Tom Hannon's contractual services and this will be presented to the RRB for action.

5. Grant Update:

a. PSIC: Control Stations

Approximately half of the members have purchased control stations (must be purchased February 1 – end of September 2010); reimbursements are being processed through Martha.

b. PSIC – Portables and Mobiles:

Additional \$30,000 can be spent if entities have the matching funds available and do not need to wait until next year. These funds need to be spent by the end of September 2011.

c. SHSP:

Notice of grant opportunity went out, will be meeting within the next month, met with Motorola and discussed training, regional logger and resources, additional capacity, portables and mobiles, etc. Investment justification will be sent out when released by the Federal Government; it probably will not change from last year's justification.

d. IECGP – Training:

The extension needs to be completed by the end of the month. There are training funding remaining working with Motorola on system administrators, Randy, Ace, Kristin, Lance, Dave Pikal to be involved as to what MnDOT is requiring and to report back if these items are even going to be utilized.

e. STR Committee:

State is looking at putting together trailer resources to utilize in emergencies, this region needs to decide who will be responsible for maintaining and keeping the trailer and they will be ready to be sent out near the end of the year.

e. Grant Committee for 2011 SHSP/IECGP Grant Applications:

Committee will meet prior to the next RAC.

6. Other:

Henry from the State is retiring at the end of the year and may be available for resources and contracting.

Old Business:

1. Other:
None.

Upcoming Meeting Date and Location:

September:

Next meeting is in Douglas County on September 10th.

Adjournment:

Mike Smith moved, second by Bob Cuchna to adjourn at 12:45 p.m., upon a vote motion carried.

Minutes recorded by Debbie Backes.