

**CENTRAL MINNESOTA REGIONAL RADIO BOARD (RRB)**

**Meeting Minutes**

Wednesday, June 16, 2010

1:00 p.m. – 4:00 p.m.

City of St. Cloud City Hall, St. Cloud, MN

**Members/Alternates Present:**

1. Jim McMahon – Designee Benton County
2. Ron Woltjer – Designee Grant County
3. Wally Strand and Dave Gabrielson – Designee and Alternate Meeker County
4. Mike Disher – Alternate Morrison County
5. Larry Kittelson – Designee Pope County
6. Sonja Berg – Designee City of St. Cloud
7. Don Otte – Designee Stearns County - Chair
8. Larry Sayre – Designee Stevens County
9. Dr. David Naatz – Designee Traverse County
10. Dean Folstad – Designee Wilkin County
11. Elmer Eichelberg – Designee Wright County

**Members/Alternates Absent:**

12. Big Stone County
13. Douglas County
14. Kandiyohi County
15. Mille Lacs County
16. Otter Tail County
17. Sherburne County
18. Swift County
19. Todd County
20. Wadena County

**Members/Alternates Present – Non-Voting:**

1. Scott McKellep – Designee Owners and Operators
2. Paul McIntyre and Tom Justin – Designee and Alternate User Committee

**Members/Alternates Absent – Non-Voting:**

1. RAC

**Guests Present:**

Tom Hannon - SRB

**Call to Order:**

Meeting called to order by Chair Otte at 1:05 p.m. followed by the Pledge of Allegiance.

**Introductions:**

Introductions were conducted.

**Approval of March 31, 2010 Minutes:**

*Sonja Berg moved, Elmer Eichelberg second to approve minutes of March 31, 2010, upon a vote, motion carried.*

**Communications:**

N/A

**Reports:**

**SRB:**

MnDOT/ARMER: (Tom Justin)

Tom provided update on St. Cloud simulcast system, towers in the region, participation plans, FSOA standard and additional encrypted talk groups. 70 Counties in the state have committed to move to ARMER.

RIC: (Tom Justin)

City of St. Cloud Council agreed to approve the contract for Tom's time as RIC through the State of MN for another year.

Interoperability Committee: (Jay Sikkink and Micah Myers)

Interop met on standards of SOA's, encrypted TACS, and engaging in ND, SD, Canada, WI and soon will include Iowa to discuss interoperability.

OTC: (Jay Sikkink)

Approved 39 participation plans in the last three months and discussed the Scene of Actions Standard.

**RAC: (Micah Myers)**

RAC discussed proposed budget, consulting for CASM data, regional sales tax, shared records keeping system, list of talkgroups in question, and proper naming of channels. RAC felt the regional logging it was a great idea.

**User Committee: (Paul McIntyre)**

Paul provided User Committee update. Will be taking July off and will meet again in August.

**Owners and Operators: (Lance Feia/Scott McKellop)**

Will be meeting every other month on same days as User Committee, discussed Task Force talkgroups and naming conventions, reviewed regional logging, and BDA standard. Next meeting is August 17<sup>th</sup> at 10:00 a.m. in Alexandria.

**Participation Plans Update: (Micah Myers)**

All of this region's plans are approved through the State although Gold Cross Ambulance Service has a plan in process with SEH.

**Regional TIC Plan Update: (Tom Justin)**

TIC plan is on hold waiting for Shetek Consulting to input the data into the CASM tool.

**General Discussion and New Business:**

Proposed Budget:

Proposed increase to the budget is mainly in the professional services line to start funding for staffing needs. Updated numbers of radios from the participation plans; took 50% of cost, portion of 25% total population base and another 25% for radio count. Census is not available and when completed these will be updated. Joint Powers Agreement in reference to budget adoption and process was explained. *Wally Strand moved to approve the proposed budget, Dr. Naatz second the motion, upon a vote motion carried unanimously.*

Shetek Consulting's CASM Contract:

It was clarified the contract needs to be rewritten to indicate Chair Otte's signature. *Sonja Berg moved to approve Don Otte to sign Shetek Consulting's CASM contract, Larry Kittelson second, upon a vote motion carried.*

## **General Discussion and New Business: (Continued)**

### **Extending On Target Consulting's TICP Contract:**

The OTC contract the RRB entered into will expire June 30<sup>th</sup> and can be extended upon approval of both parties, there is funding available to extend the cost to the end of the year to complete the TIC plan, Tom Larson explained the grant deadline and requirements. *Jim McMahon moved to extend the OTC contract through December 31st, Elmer Eichelberg second, upon a vote motion carried.*

### **Grant Update:**

The region received additional funding of \$605,789 with a match of \$151,447 for a total of \$757,236 and the RAC recommended the same formula to divide equally between all entities. The RRB would need to certify they have the committed funds by December 31<sup>st</sup> 2010. The money has been funded so once it is determined we have the match; the funding can be spent and are for portables and mobiles only and would require a \$7,572 match per agency to receive \$30,289 in grants. EMS agencies, NGO's, and governmental agencies are all eligible. The funds need to be spent by September 30, 2011.

There was approximately \$6,000 of the original PSIC grant that did not get spent and can be reallocated. This board needs to certify by December 31<sup>st</sup> that the match funds are available or it will be returned to the State, if an entity has the money in reserve can they spend it now. *Wally Strand moved to divide the funding equally, Ron Woltjers second, upon a vote motion carried.*

### **Regional RMS:**

There are 10 and possibly 11 counties that would like to purchase a centralized center and share a records management system and are in need of a governance structure and a Joint Powers Agreement (JPA). Next Gen 911, Regional Logging and Emergency Management would benefit and will need a JPA in the future. The process of how the subcommittee would fit into the current JPA was explained by adding a subgroup under the agreement and RRB would be the final authorization. *Wally Strand moved to approve a subcommittee to look at adding subcommittees to the Joint Powers Agreement, Larry Kittelson second, upon a vote motion carried.*

The RRB appointed a subcommittee to research this option to expand on the purpose, accounting process, and other changes needed in the JPA and consists of the following: the RRB, RAC, User Committee, and O&O chairs, and a few individuals who are involved in the project, Ron Woltjer, Larry Kittelson, and any additional at-large individuals with Tom Hannon as an advisor. This board can only make a recommendation to each of the individual agency's governing board to adopt a resolution to change Joint Powers, once it was ratified by all 20 agencies, it would then be approved.

### **Airshow:**

Tom asked for consensus on reprogramming which will affect the talkgroups next weekend for the airshow, the Board is in agreement. Consensus for renaming current naming convention to four new names to move forward with renaming convention was also granted.

### **FCC:**

FCC introduced this week to pull 700 voice data out of the 800 plan which will make those frequencies available only for data. Suggestion is to not support removing voice channels and selling off frequencies – Micah will provide more information.

## **Old Business:**

### **Regional System Manager Training:**

Working with Motorola to define requirements for system manager training, provide training regionally and are looking at opening it state-wide as there is a lot of interest which will allow better use of funding.

**Old Business: (Continued)**

**Sales Tax Exemption:**

This did not pass, it will be brought back next year to legislation; currently the exemption is available to 25 out of 87 counties.

**Other:**

N/A

**Upcoming Meetings:**

The next meeting will be July 28, 2010, 1:00 p.m.

**Adjournment:**

*Wally Strand moved, second by Mike Disher to adjourn at 2:55 p.m. Motion carried.*

Minutes recorded by Debbie Backes, Recording Secretary.