

Regional Advisory Committee
Friday, October 12, 2012 10:00 a.m.
Morrison County Sheriff's Office, 213 First Avenue Southeast
Little Falls, MN – Morrison County

Members/Alternates Present:

1. Troy Heck – Benton County
2. John Haukos – Big Stone County
3. Tom Egan and Mike Henrion – Douglas County
4. Dan Hartog and Ace Bonnema – Kandiyohi County
5. Randy Celander – Meeker County
6. Brent Lindgren – Mille Lacs County
7. Jeff Jelinski – Morrison County
8. Donna Martin – Pope County
9. Micah Myers – City of St. Cloud
10. Jennifer Callahan – Sherburne County
11. Jay Sikkink – Stearns County
12. Randy Willis – Stevens County
13. John Holtz – Swift County
14. Bob Cuchna – Todd County
15. Scott McKellep – Wadena County

Members/Alternates Absent:

16. Grant County
17. Otter Tail County
18. Traverse County
19. Wilkin County
20. Wright County

Guests Present:

Rick Juth – State Patrol
Tim Lee – MnDOT
Greg Stepan – MN DOC
John Tonding – Central MN/Metro RIC

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

15 of 20 members in attendance with quorum present.

Communications:

Judy Diehl's father passed away – communication with details to be emailed.

Revisions and Approval of Agenda:

State Patrol update added to agenda, Jeff Jelinski moved to approve agenda as amended, second by Troy Heck, motion carried.

Approval of Minutes:

Bob Cuchna moved to approve minutes as corrected changing Duluth to Detroit Lakes overnight under State Patrol Update, seconded by Tom Egan, motion carried.

Reports:

1. SRB/ARMER Update: MnDPS/MnDOT:
 - a. MnDOT: (Tim Lee or Dave Klema)

276 of 324/85% of sites on air, 24 towers in various stages of construction to be online in a few months and 24 sites looking for land acquisitions. Site updates for Central Region was provided. Interop layer of MnSEF is in process, starting to narrowband interop resources and will be sending notices to regions. DPS plan which was sent out is to be reviewed as there will be new naming, PL tones will be put on all interop channels towards the end of the year. VHF frequency plan was sent out and included tone squelch for each channel so they can be programmed accordingly. Bob Cuchna suggested checking the STR trailer to see if it needs to be reprogrammed due to the VHF overlay.
 - b. SRB: (Micah Myers)

Status board contract was awarded and forming a planning committee. Current SRB Grant Working Committee looking for a new home or possibly moving from Interop to Finance Committee. Currently establishing priorities for future grants, according to ECN 2012 is just under a million dollars. Several plans were approved; Tim made reference to representation on the FHC as to who is eligible to be on the system i.e. local government, DNR forestry, Public Works and Public Safety are a part of rule 90 and he did not hear back.
 - c. OTC: (Micah Myers)

Approved additional state wide roam and emergency button, Harris radio added to be allowed on the system, Douglas County's request for paging system approved, had SMA and SUA discussion, OTC approved going to a SUA where the maintenance will increase in 2014 although 2013 remains the same. Console upgrades will need to be dealt with in the next couple of years. ESB is sending a memo on behalf of the region to the SRB in support of the SUA. An estimate is the 2014 rates will increase approximately 30%, Finance Committee also approved SUA and wants to upgrade in 2016 versus 2014 and delay 7.15 to allow for upgrades. Mike Fink stated there may be some advantages of going to 7.14 and waiting for 7.16 they are open to not forcing 7.15 upgrades in 2014. Micah asked if anything was changed in the scope, Tim stated the SUA's stay the same by waiting.
 - d. Interop:

Central Region sent a memo in reference of a minor change to a major change, it was tabled and staff will come back with language to make it a major change and will be discussed at next meeting, passed SRB plans which were forwarded.
2. Regional Leadership Group: (Micah Myers)

Next meeting is October 29th. Sales tax exemption will be discussed, looking at regional loggers and interconnectivity. The format will change slightly, Tom Hannon has a new agreement with state to manage quarterly meetings, will be providing box lunches.
3. CMNESB Update: (Micah Myers)

Met on the 26th, approved sending memo in support of SUA/SMA costs, prescheduled event and patching memo standard approved, system upgrade memo discussed and region moving forward to state, grant funding will be addressed in January to determine how to reallocate funding. A special meeting was called on October 31st to set date for January meeting and vote on digital wave analyzer and attendance is very import. CASM maintenance discussed and Chuck Jackie will be requesting information, please reply promptly to meet deadlines. National weather service update provided that even with portables still will not get coverage, reviewed final budget.

Reports: (Continued)

4. CM-EMAC Update: (Tina Lindquist)
Meeting the end of October, looking at RFP for regional planner.
5. Owner and Operators: (Scott McKellep)
O&O did not have a quorum although Users did, discussed analyzer, standard for event planning, 13 out of 20 counties interested in analyzer right away, one said no and six did not respond; discussed how it should move forward and recommended that it be moved to ESB for approval out of reserves and to increase budget to replenish surplus fund; recommendation to move process forward to MnDOT. Discussed bricking a radio due to an incident and will be moved to O&O, it should be left up to each agency to address this however best fits them. Reviewed Change Management Process and sent suggestions to John to bring to ESB. Next week's User meeting currently has updates only on agenda; therefore are considering cancelling if nothing else is added. Recommendation is to move the 3.14.0 Standard to ESB (it was renumbered and ESB already approved).
6. User Committee: (Paul McIntyre)
See O&O.
7. EMS/Hospital Sub-Committee: (Paul McIntyre)
Working with hospital preparedness trying to finish up county, regional and state hospital information looking on creating hospital talkgroups, please forward to Paul or Kristen. Will be sending out a state-wide list for all hospital contacts to obtain necessary hex codes. They went through the state to obtain a talkgroup although the state is not going to use listserv as created and Paul was wondering if they could get a spot on the Central Regional's listserv. Jay stated Stearns County hosts and pays for it and the county hosts it for the region although does not want to do it for the state group. Jay is in the process of reviewing contract. Micah asked if there is a way to identify the cost and the region has a budget for administration of this board and the group could possibly reimburse them for it. Jay stated they will be setting a precedent and there could be more requests going forward. Micah stated OET has a list and they charge \$10 per month and perhaps we ask OET if they would do it and when a cost is determined to see if the region would support it. *Bob Cuchna moved, second by Scott McKellep to go to OET to see if they would set up a listserv and return to region to see if they would fund, motion carried.*
8. RIC Report: (John Tonding)
81 Days to narrowbanding, be aware of fines if you do not comply, there is a statewide VHF overlay plan. If entities are keeping local base stations be certain to program accordingly with the tones, if using overlay entities need to complete the MOU, then approve by county board and send to Tom Johnson for filing. If a county is maintaining their own base station and narrowbanding on their own a MOU is not required; John confirmed if you have your own VHF and narrowbanded then a MOU is not necessary – only if using the state's overlay.
9. Executive Committee: (Micah Myers and Jay Sikkink)
Discussed sales tax exemption, upcoming legislation with SUA and SMA maintenance, looking at putting funding in for upgrades, Central region is looking at partnering with Metro for more support on both issues, data interop group is looking at data layer, Morrison County simulcast moving forward for a 8-channel site and will be on air in spring of 2013. Discussed regional concerns of capacity issues: Mille Lacs and Benton looking at adding capacity, BDA for Todd, Stearns for Paynesville site issues and Otter Tail with coverage issues in SE corner. Logger report provided, discussed radio issues of making it a brick and region needs to come up with a process regionally if it is using regional resources, discussed radio analyzer, role of RIC as current contract is through June 2013. Discussing expectations of RIC and reply to Jackie Mines as contracts are coming up; ECN expressing SUA support, patching issue, next meeting October 31st.

Reports: (Continued)

10. CCGW: (Jay Sikkink)

O&O provided a draft standard, not a lot of issues as there were enough to get everyone on the system.

11. State Interop Data Committee: (Scott Busche)

No report.

Emergency Services Board:

Next meeting is October 31st, it is imperative we have 100% participation.

Updates from Partners on Current Projects:

1. Douglas County Migration: (Tom Egan)

Had two updates from November 1st to December 4th due to electricians, everything else is on schedule and will be on by the end of the year.

2. Mille Lacs County Migration: (Al Fjerstad)

Law Enforcement migrated last month, this month programming Fire radios and providing training, Ambulance will be on later this month. Their connectivity issues have been fixed after the redundancy was put in place.

3. Swift County Migration: (John Holtz)

Fire is on, moving forward with medical and hospitals, looking to bring on one public works and county highway depending on ability to get radios.

4. Traverse County:

In support of wave analyzer.

5. Regional Logger:

Board took action to convene group, need to have appointees to the group and the entities participating should send their appointees to Micah, working on some language issues on deploying process. Want to ensure the logger representatives understand the logger concept. Will be reviewing draft documents, looking to get all appointees back and going live in December. MOU's for boards to approve will be sent out.

6. State Patrol:

Detroit Lakes having some issues of what is happening in Metro and isolated to one operator, looking to transition officers with the Metro and if anyone is having problems with the radio operators to contact Twylla.

General Discussion and New Business:

1. SRB – Committee Representation:

Emergency Services Board put together a draft memo in obtaining representation on the various committees. Finance, IPAWS, Legislative and Steering are open committees that the region does not have representation and we are looking at getting them filled with members and alternates that will attend meetings. It is key the region has representation on the Finance Committee, Interoperability Committee is represented by Jay and Micah, Wally Strand would be a good representative for the Legislative Committee and region would need an alternate, OTC is represented by Jay and Scott, Paul McIntyre will send a memo to all of the committees to see if we can get representation for the open committees. Bylaws will be sent out for each committee explaining each purpose.

General Discussion and New Business: (Continued)

2. Meeting Frequency (RAC):

Micah had discussion on Metro's frequency of meetings and asked if the Central RAC needs to meet monthly or bimonthly as we need to set next year's meeting schedule; it is easier to set meeting and cancel if not needed. Tom Egan thought we should schedule for every month and agrees bimonthly meetings would be the best as everyone is coming onto the system. Mike Henrion suggested to set monthly and can cancel if Chair feels there is nothing to address or if it can wait until next month. Micah suggested to have a deadline to reply to Debbie to ensure we have a quorum, John Haukos stated a month in advance is necessary as there is catering issues and reserving a room and suggested perhaps to meet every other month and if a special meeting is needed to set up a conference bridge for those items. Jay suggested meetings every other month and a telephone conference bridge on the off months; a tentative meeting schedule will be put together for December for review for approval.

3. Role of RIC:

Asking for input as to what we would like the RIC to complete for the region. RIC role keeps evolving as we move forward of coming onto the system and have different needs; will put as a standing item under old business.

4. Grant Update:

Capacity:

Details listed on 50/50 grant listing funds unspent and reimbursed. Traverse, Wadena and Pope looking at turning back their channel capacity allocations for approximately \$200,000 coming back to region. Grant has \$5,200 being turned back. Morrison is interested in reallocation, Todd considering at a BDA for coverage in Staples and looking at \$210,000 back into the pool. Morrison, Mille Lacs, Benton, Todd and Otter Tail Counties all considering potential projects. Need to know deadline entities can turn project around, what other funding allocations they have available and if they can use all of the funds allocated to them so nothing is turned back unused. Requests are Todd \$175,000, Otter Tail \$300,000, unsure of Morrison and Benton Counties and will try to finalize numbers and return to the group for approval.

Grant expires the end of this year, the only way to get an extension is if we have a detail plan to spend these funds, Morrison's shortfall is approximately \$300,000, Mille Lacs and Benton will need approximately \$50,000 to complete project. This is no matching funds required on the grant; entities need to return firm numbers to Micah so he can put together a matrix. State has 215 radios and they will have more requests than radios available, details on criteria to follow. Tom Egan asked if an end building BDA is included, Micah stated Todd is filling in a site and Douglas would not, although for a priority it may not rank high compared to the other projects are already moving forward. Jay asked if Belgrade tower could be included and Micah stated he is waiting for the cost of maintenance. Randy Celander asked if the funding is open to everyone in the group and Micah stated he would think a needs based should be considered and how much grant funding was previously received.

There are projects already in process if we are pushed for timeline; suggestion is to give funding to those on the known priority list issues. Todd is an officer safety issue, Benton is capacity and Otter Tail is coverage. Brent Lindgren and Scott McKellep suggested we should leave funding to the four entities listed; John Holtz disagrees as they have an officer safety issue in their county and want to be considered. They are having mobile problems in town and portables are not working in some towns such as Appleton. There will be a meeting today as to what other options are available to them. Benton asked on the deadline of the grant and stated perhaps Swift will not be able to be completed by deadline.

General Discussion and New Business: (Continued)

4. Grant Update: (Continued)

Capacity: (Continued)

Brent suggested to take the original four and figure out criteria for the funds, he stated the issues like Swift is a reason why we need RIC's to help those smaller counties as they are very beneficial and should be reported back to the state. Todd County reiterated the assistance as well. John stated if the grant can be expended that Appleton be considered due to the safety issue. *Randy Celandor moved to allocate funding to Morrison, Mille Lacs, Todd and Otter Tail projects and create criteria for funding, second by Bob Cuchna motion carried.*

Bob Cuchna moved that if grant is extended to come up with some type of funding allocation for Appleton project, second by Troy Heck, motion carried.

PSIC Grant – Subscriber Radios:

Jackie Mines will put together a matrix and criteria as to how they will distribute the 215 radios.

5. Other:

None.

Old Business:

1. Change Management:

O&O reviewed and called out items of concern, MESB agreed with the Central Region's concern; ESB memo is in packet.

2. Regional Analyzer Purchase:

Micah spoke to Locus on the annual maintenance costs, if extending the warranty it needs to be added at the time of purchase. It comes with one year maintenance and can purchase two additional years. Have enough in budget to purchase the analyzer and two years of maintenance so there would not be an increase in the budget. If approved, the O&O will create a schedule for rotating the device throughout members to utilize. The cost for each additional year is \$4,900 with the total cost for analyzer and two additional years of maintenance is approximately \$60,000. This must be a unanimous vote or it can't be purchased. *Dan Hartog moved to purchase analyzer and two years of maintenance, second by John Holtz, motion carried.*

3. Sales Tax Exemption:

Micah explained history of sales tax exempt.

Upcoming Meeting Date and Location:

- December 14, 2012 is Otter Tail County, no meeting for November as it was cancelled.

Adjournment:

Bob Cuchna moved, second by Randy Celandor to adjourn at 12:25 p.m.

Minutes recorded by Debbie Backes, Recording Secretary.