

Regional Radio Board
Wednesday July 25, 2007 2:00 p.m.
St. Cloud City Hall Council Chambers
St. Cloud, MN

Agenda

1. Call to Order
2. Introductions
3. Approval of Minutes, June 20, 2007
4. Communications
 - a. Acceptance of Wadena County to the Central MN Radio Board
 - b. Recommendation on membership to the board from the RAC
 - c. Recommendation to sponsor the St. Cloud Hospital for system access.
5. Reports
 - a. Rebanding(Jay Sikkink & Micah Myers)
 - b. Strategic Communications Interoperability Planning (SCIP) meeting
6. General Discussion and New Business
 - a. Budget approval
 - b. Advisory committee by-laws
 - c. User committee by-laws
7. Upcoming Meetings, (August 29th, St. Cloud City Hall Chambers, St. Cloud MN)
8. Adjournment

DRAFT

CENTRAL MINNESOTA REGIONAL RADIO BOARD (RRB)

Meeting Minutes

Wednesday, June 20, 2007 10:00 a.m. – 12:00 p.m.

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

Members/Alternates Present:

1. Dan Hartog – RAC
2. Jeff Goerger – City of St. Cloud
3. Joe Wollak – Benton County
4. Doug Tomschin – Big Stone County
5. Paul Anderson – Douglas County
6. Ron Woltjers – Grant County
7. Dean Shuck – Kandiyohi County
8. Wally Strand – Meeker County
9. Jeff Schilling – Morrison County
10. Bob Block – Otter Tail County
11. Paul Anderson – Pope County
12. Arne Engstrom – Sherburne County
13. Don Otte – Stearns County
14. Larry Sayre – Stevens County
15. Pete Peterson – Swift County
16. Gary Kneisl – Todd County
17. Dr. David Naatz – Traverse County
18. Neal Folstad – Wilkin County
19. Karla Heeter – Wright County

Members/Alternates Absent:

1. None

Guests Present:

1. Michael Campion, MN Department of Public Safety/Department of Public Safety
2. Tim Leslie, MN Department of Public Safety, State Radio Board Chair

Meeting was called to order by Convening Chair Mike Campion at 10:00 a.m.

Introductions were conducted by each representative to the RRB.

Opening Comments:

Chair Campion thanked the group for inviting him, and congratulated them on establishing the Regional Radio Board. The model the region has set forth is a model the entire state can look at as an example. The future is in collaboration between entities as the wave of the future as it is efficient, effective, and the best way to serve citizens.

He congratulated individuals who assisted in getting legislation passed to build the ARMER backbone, it is a tremendous legacy.

Election of Regional Radio Board Officers:

Commissioner Tim Leslie conducted elections of officers, reviewed the formality of chair person, convening future elections, and opened the floor for nominations.

Councilperson Georger nominated Commissioner Otte from Stearns County for the Central MN Regional Radio Board Chair, second by ???. Nominations were closed a voice vote was taken, motion carried. Commissioner Otte took the chair position to resume elections.

Elections required to be conducted are vice-chair and recording secretary as proposed by by-laws. Floor opened for nominations for vice chair. Chair Otte nominated Commissioner Anderson from Douglas County as Vice-Chair. Motion to close nominations by Commissioner Engstrom of Sherburne County, second by Commissioner Naatz of Traverse County, upon a vote, motion passed to elect Commissioner Anderson as Vice-Chair.

Opened floor for recording secretary, Tom Hannon indicated this person does not need to be a member. Vice-Chair Anderson, nominated Debbie Backes for the recording secretary, second by Commissioner Engstrom of Sherburne County to close nominations. Upon a vote, motion carried.

Discussion of Joint Powers Agreement:

Tom Hannon explained the Joint Powers Agreement, background, history, structure, and budgeting process. Tom asked the members of the RAC and alternates to stand and be recognized for their work in getting the Regional Radio Board in place.

Tom Hannon reviewed the responsibilities and the powers of the Board as by State Statutes of Joint Powers Agreements and did so through a PowerPoint presentation. .

He reviewed the members required to be members, i.e. commissioners, city council, Regional Advisory Committee, Regional User Committee, and Regional Owners and Operators Committee. He indicated as of today the RAC is turning over the power to the Regional Radio Board to make decisions.

Tom stated as of yesterday there is a total of 18 members who have approved the agreement with Wadena County pending a County meeting. He indicated the term of this board is one year and until a successor can be appointed with no length of term.

Tom informed the group of the requirement for a RAC membership, that this board will establish policies and procedures for the application of participation to the RRB, indicated a list will be provided to members as to the requirements needed for the board, i.e. meet annually, adopt a budget by June 30th, adopt a meeting schedule, process for special meetings, adopt rules and regulations, policies, procedures, designate a meeting location, etc. He indicated the RAC chose to rotate the locations of the members within the region, although if a board does not meet at a standard location, there are meeting notifications required to be followed.

The RRB must establish polices and procedures for its affairs i.e. reviewing of minutes prior to publication, administrative services, etc. and stated at this time the City of St. Cloud is providing administrative services. A policy needs to be determined for the reimbursement of these services in a fair and equitable measure as well as operational costs associated with the operation and maintenance of the local and regional enhancements to the system as do capital expenses associated with acquisition of goods and services related to providing enhancement structure.

Budget Process Rules – he reviewed the local and sub-regional costs, the responsibility and indicated it is the board's responsibility to determine sub-regions as necessary. The RRB must adopt the budget by June 1st, submit to each party and a response is required by July 1st, if an entity does not respond by August 15th, they are deemed to be approved by that body and the Board must take action no later than August 15th of each year.

Tom indicated to withdraw from the agreement, financial responsibility must be met and a one-year notice of intent, termination of the agreement requires 75% of the governing body's approval, and modifications require approval of all parties.

He stated the website is www.cmnradio.org and indicated until today all of the RAC documentation is posted and provisions are made to post the minutes, agendas, and documents for the Regional Radio Board on the website.

Meeting Location and Frequency:

Following discussion, *motion by? second by Councilperson Goerger to have the City of St. Cloud as the location for the RRB meetings. Upon a vote, motion carried.*

Tom Hannon passed out draft By-laws, Chair Otte asked the group for their intent to adopt the by-laws. Commissioner Tomschin of Big Stone suggested meeting here in three weeks to review By-laws at that time and also set up policies and procedures.

Following discussion of meeting frequency, *Commissioner Engstrom of Sherburne County moved to hold meetings quarterly at 2:00 p.m. on the 5th Wednesday in August, October, January, and April for the upcoming year, second Councilperson Goerger of St. Cloud. Motion carried.*

Hannon indicated the RRB needs to adopt a 2008 budget and currently exploring grants to utilize for 2007 expenses. The RAC will be meeting on July 13th to discuss a temporary budget, although the August 15th adoption deadline would not be met. *Councilperson Goerger of St. Cloud moved to hold a special meeting on the 4th Wednesday, Commissioner Naatz of Traverse County second, motion carried.*

Selection to Statewide Radio Board and Alternate:

Tom Hannon provided background regarding the seat on the State Radio Board and indicated there is a vacant seat for an out-state board and we are the only board at this time, in the future as additional boards come on, a different process will be taken. The meeting is the 4th Thursday at Water's Edge in St. Paul.

Councilperson Goerger of St. Cloud moved, second by?? to approve Commissioner Otte from Stearns to be the appointee. Commissioner Tomschin from Big Stone volunteered to be the alternate. Moved by Commissioner Sayre of Stevens, second by Commissioner Engstrom of Sherburne County to approve Commissioner Tomschin as alternate. Upon a vote, both motions carried.

Commissioner Naatz of Traverse moved to adopt Roberts Rules and Orders as the polices and procedures for conducting meetings, Councilperson Goerger f of St. Cloud second, motion carried.

Tom indicated policies and procedures of the RRB affairs need to be approved as it provides the ability to set in place i.e. minutes emailed out immediately upon on completion for review, if they want them posted at each jurisdiction on their bulletin board, etc. He indicated with this facility they are on tape and can utilize DVD's etc.

He indicated minutes would go out stamped draft for the committee's approval and formally approved at the next meeting. They would be posted on the website in draft form and upon adoption, draft would be removed. Councilperson Goerger of St. Cloud indicated he would like packets in hard copy versus electronically. Tom indicated there is a lot of information sent out and the cost could be significant if all packets were mailed. Consensus was to have the draft minutes and agenda would be out approximately two weeks ahead of meeting. Meetings will be taped and any jurisdiction who wants copies could contact Micah Myers of the City of St. Cloud.

The RRB is obligated to the public for open meeting law, the process we anticipated is the Recording Secretary would notify each agency and each agency would post the upcoming meeting at their entity and meetings will be posted at City Hall as required.

Moved Councilperson Goerger of St. Cloud moved, second by Commissioner Naatz of Traverse to approve previous recommendations as far as posting of meeting notices, minutes, and agendas, motion carried.

Reimbursement of Expenses:

Discussion followed regarding distribution of expenses i.e. number of radios, population of county, etc. as a formula which is reflective with the amount of participation. Expenses will include items such as liability insurance, mailings, recording secretary fees, etc. Councilperson Goerger suggested we vote in July and would like to see some cost estimates first. Tom indicated we are in the process of gathering information regionally as to the number of radios each entity has. Doug of Big Stone agreed that there may be minimal expenses the first year and counting radios at this time may not be feasible and Tom indicated the estimate is it would not exceed \$2,500 per year per entity. Tom indicated the RAC will have the RRB budget on their July agenda and will report back with estimates.

Tom Hannon explained the process if an entity wants to become a member of the RRB and to be a part of the RAC, i.e. will meet minimum requirements, will pass the joint powers agreement, etc. Tom indicated there are 18 counties currently approved and Wadena is in the process.

Discussion regarding per diem expenses followed. *Arne of Sherburne County moved that each county pay their own per diem expenses, second Paul from Douglas motion carried.*

Since time allowed in the meeting, Ron Whitehead explained the current status of the 911 build-out, ARMER projects, current state developments, etc. prior to the local enhancements.

Councilperson Goerger of St. Cloud moved that the process of special meetings would be called by the chair of the RAC as needed due to grant deadline, etc. through the RRB chair, second Commissioner Strand of Meeker County, motion carried.

Tom suggested the jurisdictions need to make appointments to the User and Owners and Operators Committees, these groups could then operate. These appointments are administrative and do not require board approval. He stated each agency can appoint up to five representatives. Doug of Big Stone asked the frequency of the User Committee meetings, Hannon stated it is up to the board's decision, although suggested it is left up to the committee to decide the frequency they would need.

Commissioner Folstad Wilkin asked who would convene the User Committee, draft By-Laws, etc. Tom indicated the RAC has started those policies as guidelines. Tom indicated they would elect officers, policies and procedures, etc. and return to the RRB for approval. *Doug of Big Stone moved, second Neal of Wilkin that entities should make their own appointments to the User and Owners and Operators Committees and report their appointments to the RRB. Upon a vote, motion carried.*

Tom stated the owners and operators currently are the City of St. Cloud and, Stearns County as they have infrastructure. Tom suggested we wait for a few more plans to be returned before we convene this committee.

Ron Whitehead provided an update on the ARMER/911 update and stated this is a historical moment in having the system go to a Metro system to a State-wide system. He indicated this region is providing a format and leading the rest of the State for setting up their regional boards.

He indicated this is a \$200,000,000 million project estimate and the State wants to be certain to provide the best system possible as they build out. He indicated the State has provided an interoperable coordinator position to work with jurisdictions on interoperability as the build-out continues.

On behalf of the RAC Micah Myers provided a plaque and certificates to Tom Hannon for all his time, dedication, and commitment to the Central MN Regional Radio System and bringing it to where it is today.

Meeting adjourned at 11:50 a.m.

Minutes recorded by Debbie Backes, Recording Secretary.