

## CENTRAL MINNESOTA REGIONAL RADIO BOARD (RRB)

### Meeting Minutes

Wednesday, January 28, 2009 2:00 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. Joe Berning – Designee Big Stone County
3. Paul Anderson – Designee Douglas County – Vice Chair
4. Tom Amundson – Alternate Grant County
5. Dean Shuck – Designee Kandiyohi County
6. Wally Strand – Designee Meeker County
7. Mike Disher – Alternate Morrison County
8. John Lindquist – Designee Otter Tail County
9. Larry Kittelson – Designee Pope County
10. Larry Farber – Designee Sherburne County
11. Leigh Lenzmeier – Alternate Stearns County
12. Larry Sayre – Designee Stevens County
13. Doug Anderson – Designee Swift County
14. Gary Kneisl – Designee Todd County
15. Dr. David Naatz – Designee Traverse County
16. Lane Waldahl – Designee Wadena County
17. Elmer Eichelberg – Alternate Wright County
18. Dan Hartog – Designee Regional Advisory Committee
19. Paul McIntyre – Designee User Committee

#### Members/Alternates Absent:

20. Mille Lacs County
21. City of St. Cloud
22. Wilkin County

#### Guests Present:

Ron Whitehead, Department of Public Safety

#### Call to Order:

Meeting called to order by Vice Chair Paul Anderson at 2:00 p.m. followed by the Pledge of Allegiance.

#### Introductions:

Introductions were conducted.

#### Approval of October 29, 2008 Minutes:

*Elmer Eichelberg moved, second Dean Shuck to approve minutes of October 29, 2008, upon a vote, motion carried.*

#### Communications:

##### Metro Region EMS Strike Team Request for Regional Talk Group Access:

Micah Myers stated RAC made a recommendation to the board to allow use of our regional talk group in the Metro Regional EMS Strike Team radios. *Dr. Naatz moved, Larry Sayre second to approve request of regional talk group use, upon a vote motion carried.*

##### Hennepin County Request for Tower Site Access:

Micah stated we had a request for site access by Hennepin County for tower site access. No action is required and this is for informational purposes only.

**Reports:**

SRB/ARMER:

Nothing new at this time.

MnDOT:

Micah stated there have been some modifications to the Central MN Regional Radio website; have progress updates on tower sites, lists a flowchart on tower site completion schedule to indicate expected date of up and running.

RIC:

No update available.

Interoperability Committee:

OTC:

Jay Sikkink stated the OTC is the Technical Advisory Committee to the State Radio Board. Aviation has ongoing testing and discussion; there is a standard out and recommendations on how to program the radios in the aviation aircraft. Another item is at State level the system can only have 65,000 radios on the system and approximately 44,000 are already used up. There is a standard indicating a block of ID's will be assigned when an entity comes onto the system, when we are updated to the new release of 7.11 software on the system, additional ID's will become available; although this will be a couple of years out. He stated 13,000 ID's are needed for consoles, the new consoles only require one ID.

Jay stated the letters this region wrote to the State asking for consideration of Central MN to be build out on the system if possible since we are further ahead of the other areas was reviewed and they will be taking this into consideration for prioritization. He stated for the new members on the board, the OTC is requiring that administrators on the system have to attend at least two meetings per year. The State is working on issue that if an entity is adding infrastructure, the State negotiates the contract. A standard is coming out that requires entities which have infrastructure on the system be a part of the maintenance contract.

Paul Anderson stated if there is a RAC or User meeting in your area to take it in as it is very educational and it is a good idea to see what the other committees are doing, he has attended several and stated they have been very helpful.

Micah stated he sits on the Operations and Grant Committee, they had meeting last week where Federal Engineering provided their study and voted on Standard 3.2.0 – Statewide Interoperable Plain Language Policy. Instead of an entity using 10-Codes, it requires everyone to use plain English.

Micah stated the EICGP Grant provides \$716,000 in funding and looking at putting a portion aside for subscriber units, there are a lot of requests for training and looking at computer based training. Funds will be provided to the local level and then turned back over to the State to manage the training.

Ron Whitehead stated there is approximately \$1.4 million for Strategic Technology Reserve, which is from legislation being put in place following Katrina. They are having repeaters installed around the states and implementing the ability to bring in a mobile ARMER trunking site so it would allow communication via satellite and begin trunking quickly to allow use of radios. National Guard has ability to reinstate email, computer access, etc. This needs to be integrated to the EMS planning and is a continued resource we need to maintain, develop, and expand on behalf of the State. He stated we also need an on-going governance structure to bring resources together for effective deployment. First proposal was to see if Homeland Security could provide this and they are not able and then asked ARMER to provide this. ARMER is then putting together a subcommittee and is asking each of the RRBs to appoint a member to the subcommittee; they will be looking at MnDOT, National Guard, EMS, etc. to be a part of this Strategic Technology Reserve. This is part of the PSIC Grant that required the 25% match which the SRB funded.

## **Reports: (Continued)**

### RAC – Micah Myers:

Micah stated the RAC met last Friday, discussed Regional Talk Group Access and Ron will be presenting MOU later today. They also discussed grant expense reimbursement form reference to the 2008 IECGP Grant to attend committee meetings. A lot of members who attend the RAC and RRB are being paid to attend the meetings and the User Committee has a lot of members who do not. The funding would allow them to get reimbursed for mileage which will be submitted quarterly, and be tied to the Federal rate. The policy and form are a requirement of the IECGP Grant to be eligible. *Larry Kittelson moved to approve mileage reimbursement policy and form, Lane Waldahl second, upon a vote motion carried.*

Dean Shuck asked if there is a lot of counties who don't may mileage, Micah stated he thought there were several who are not and the funds are only available as long as they are available. Paul Anderson stated in Douglas County, they have one person who attends and does get reimbursed. Wally Strand asked how we are going to monitor the double dipping; Micah stated that is something that can be discussed.

Micah stated other items discussed were the joint Wright and Sherburne Participation Plan which was originally approved by RRB and there were significant changes required by OTC. Tom Larson is part of the Region IV Emergency Managers and has funds for disbursement.

COML Training is a communication training taking place in St. Cloud in March; each region can have two individuals attend. The RAC is requesting to take a portion of PSIC training funds to cover the mileage and meals for the attendees, the conference and hotel is already paid for. Dona Greiner from Stevens County and Scott Mckellop from Wadena County were recommended to attend on behalf of this region. *Joe Berning moved, Jim McMahon second to approve Dona and Scott to attend the COML Training on behalf of the Central MN Region and use the PSIC Grant to pick up their expenses not covered. Upon a vote, motion carried.*

### User Committee:

User Committee Chair Paul McIntyre stated they met last week, have centralized meetings in Alexandria to try and increase membership, will be rotating days and nights, had 14 out of 20 entities attend, only have about 30-40 members out of 100 attend. He asked the RAC and this board to discuss with their members the importance of attending the meetings. They had a 1-1/2 - 2 hour presentation on Fleet Mapping provided by RIC Justin. It was a good review for those familiar with the system and an eye opener for those who are not on the system. They conducted election of chair, vice chair, and representatives to the RRB and addressed the Reimbursement Policy.

Paul Anderson stated the county appointed the users to attend and should they call and tell them the importance of attending. Debbie will send out the attendee sign-in sheet on a monthly basis to the RRB and RAC so they can see who is attending from their county. Paul stated as board members he feels it is their responsibility to contact their User Committee to attend and if they don't want to be on the committee, they should find someone who does.

## **General Discussion and New Business:**

### Bylaw Changes:

Micah stated this changes the date of the elections from the 3<sup>rd</sup> Wednesday of June to the last Wednesday in January. *Mike Disher moved, second by Dr. Naatz to approve Bylaw change, upon a vote motion carried.*

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

### Election of Officers:

Chair – *Dean Shuck nominated Don Otte, second by Wally Strand. With no other nominations, Elmer Eichelberg moved to close nominations, second by Lane Waldahl, upon a vote, motion carried to close nominations and approve Don Otte as Chair of the RRB.*

Vice-Chair – *Larry Kittelson nominated Paul Anderson, second by Larry Sayre, with no other nominations, Larry Sayre moved for an unanimous ballot and approve Paul Anderson as Vice-Chair, Dr. Naatz second, upon a vote motion carried with Paul Anderson abstaining.*

### SRB - Representation:

Micah stated all of the RRBs are now operational. As part of the membership to the SRB it will include other outstate regions as well and with no other RRB operational last year, this region automatically had the spot. We need to approve a policy as to how this representation will be addressed going forward. At this time the Central Regional will continue to represent it until that policy is approved.

### ICC Rep:

Micah stated in the packet is proposals and RFP for the ICC representative. Tom Larson was chair for the ICC; he stated they had three submittals, two were dramatically outside of the budget and one was within. The Committee interviewed On Target Training and Consulting (OTTC), worked through process and the recommendation from the RAC to the RRB is to move forward to create a contract for the ICC to OTTC. Tom stated there was a lot of discussion on this, OTTC is Tom Justin's company and he has a lot staff from around the state that can provide the services requested.

*Doug Anderson moved to have the board allow the RAC to draft the contract of services to OTTC for the ICC position, motion second by Dan Hartog. Mike Disher questioned if there was an issue of a conflict of interest, Tom Larson stated there was discussion on this, they talked through it, and stated it was more of a perception of a conflict and actually a conflict did not exist. Upon a vote on motion to allow the RAC to draft a contract with OTTC, motion carries. Tom Larson stated the funding is coming from the 2007 State Homeland Security Grant that needs to be spent by June 30, 2010.*

### Training MOU:

Ron Whitehead stated as chair of the Grants group, he outlined the process of the grant proposals. The SRB has a grant work group under the Interoperability Committee. SRB assumed a broad responsibility to interoperability taking VHF and UHF, interoperability, etc. and created an Interoperability Committee that has representatives from Homeland Security Regions, DNR, representatives from each region, etc. They coordinate this with the three neighboring states and Canada. Micah attends on behalf of this region and Tom Larson of Pope County is also on the committee.

Ron stated some of the grants come up quite quickly such as the IECGP Grant; another grant was the PSIC Grant and now the 2008 Homeland Security Grant. This year the 2009 Homeland Security Grant has directed Homeland Security Regions to provide proposals to the grant workgroup in an effort to start coordinating the funding and to make better use of the funds strategically.

Currently the grants outstanding in 2008 is \$152,000 plus M & A Funds of \$4,723 for mobile and portable radios and are asking RACs to look at agencies that will be caught between VHF and 800 system and would have to carry two radios. Also directed funding for VHF/UHF interoperability directing \$771,026 plus M & A of \$23,846 to ensure entities can function on the system. Currently have a few studies underway, PSIC Grant allocated for each county to have two consoles for interoperability. Also allocated approximately \$95,000 to put on an Interoperability Conference later this year to bring board members and other members together to talk about what is going on in regions to continue interoperability. They hope to make the SRB and OTC meetings available via web.

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

### Training MOU: (Continued)

\$41,000 was directed from M & A funds to help with administrative expenses and it needed a 20% match. \$129,935 for training funds was made available to the region and can be used to help offset the cost of training or to bring training to the region. Ron stated in 2007 there was \$100,000 earmarked as TIC Plan Development with Homeland Security and planning, Tom Larson brought in the Homeland Security Region to work with this region to work together in interoperability and strategic planning. Ron stated this region has a wonderful collaboration and is about two years ahead of other regions in the State and they look forward to this region for guidance, use of standards, policies, etc.

In 2009, \$716,462 was allocated under interoperable communications with two key focuses - one is web based training, the State just hired staff which is funded under the PSIC Grant. Micah started the discussion on web based training; the League of MN Cities and the Sheriff's Association both have similar programs. Hopefully this will be available for all regions in the State and can be used as an interactive training for firefighters, law enforcement, etc. 80% of the grant must be directed locally, the SRB have asked if the Central Region would direct the funds back to the State to use via the MOU. Of the \$350,000 approved, \$280,000 was allocated for Web Based Training Development and is designated to the Central MN RRB and the SRB is asking for it to be redirected back to the State so they can develop the training to be utilized throughout the State of MN. These funds are from the IECGP Grant. *Elmer Eichelberg moved to approve the Memorandum of Understanding as provided in packet, Larry Farber second.* Micah asked to have the memo amended to reflect Vice-Chair Anderson to sign the MOU in the absence of Chair Otte. *Upon a vote motion carried.*

### Regional Training:

Tom Larson stated they have been talking with Alexandria Technical College to do training for the ARMER system, they are adding a dispatch center as part of their Law Enforcement Program. The college asked how they can get onto the ARMER system. We are trying to develop a RFP for scope of work to be completed which they need for their own training. If Alex Tech can connect and be on the backbone of the ARMER system, it allows them to help out the region for dispatch training prior to entities turning their system on, training on consoles, the possibility of using the dispatch center in a disaster situation if a PSAP was wiped out and they could move their communication to Alex to work out of for a few weeks. They came across a few issues and are retooling it and hope to have some feedback by the April meeting.

Paul Anderson asked if there would be funds available for this, Tom stated part of the expenses are already built into the bonding of the project and are looking how we can enhance their project to help the region. Tom stated he is part of the Region 4 County Emergency Managers' group and 18 of the 19 counties on the RRB are in the region and Sherburne County is the only one not in the footprint. He asked everyone to go back to their county managers and thank them for looking at their grants and utilize it for a true region aspect and not just their own county. With one of the grants they have available at this time, they are proposing to RAC and RRB to take the funds and pay for participation plans as everyone will be moving onto the system and will need a participation plan completed. Currently there are four partners whose plans are complete, they would like to allot this money to the RRB to develop a RFP for which the process of the implementation plans can be developed as each county is ready and to pay for these plans and then complete it as a true regional plan. (They will not disclose funds available at this time since the RFP is not out.) Being Sherburne is not in Region 4, we can not pay for their funding although we could get their plan incorporated into the regional plan.

Tom stated Region 4 has money, would like the RRB to authorize the development of plans for all entities and encompass it into a regional plan; any plan already completed and paid for outside of a grant can get reimbursed for it. Micah stated the RAC put a committee together, Tom Larson is the chair, and they will solicit a RFP and report back to this group by the April meeting. *Dr. Naatz moved to authorize, second by Tom Amundson.*

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

### Regional Training: (Continued)

Jim McMahon asked what the motion was as the memo stated the RRB will pay for the difference if enough funds were not available. Tom stated they are confident there are sufficient funds available to pay for all of the plans, and there are potential vendors present today so they do not want to disclose the funds at this time. He stated they could take out the portion of the RRB being responsible. Tom asked for authorization to develop the RFP and come back in April. *Vote was called on the motion, motion failed.*

*Jim McMahon moved, Wally Strand second to have the RRB authorize the RAC to develop the RFP process for the Participation Plans, let bids, and bring back to RRB, upon a vote motion carried.*

### Sales Tax Bill:

Micah provided update of the sales tax, he met with Rep. Larry Haws last week to review bill, at Friday's RAC it was brought to his attention that another representative introduced a similar bill and it had some changes to it. Micah called Rep. Haws and they will combine the two bills, he is asking everyone to discuss this with their reps, senators, lobbyists, etc. and ask for support to pass this bill. It is House file no. 0245 and introduced by Rep. Rynart and Marrow, Paul Anderson asked if it will hit the floor of the house and Micah stated yes, it is the retroactive date that may be a concern, Governor Pawlenty is looking at putting something in place for private entities and Micah does not see why they will not do the same for governmental entities as well. The bill was read on the 22<sup>nd</sup> and is moving forward.

### Wright and Sherburne County Joint Participation Plan:

Micah stated this was brought to the RRB in 2007, had some changes and is brought back today. Mike Mazzitello of GeoComm stated Sherburne and Wright had a partially approved plan, was missing the frequency plan which could not be determined at the time of the original presentation. MnDOT and ARMER stated it was deemed necessary for them to put in a small simulcast system. Each county added two radio frequencies to come up with a total of ten frequencies to the State's site. Rebanding with Nextel was in process so approval was required from Nextel, currently they have a license for the system which was granted last month for both of Sherburne County's licenses, Wright has not applied for the license yet, although it is part of the plan and has been approved. System is on air in Sherburne County, Wright anticipates their infrastructure will be on line by end of 2009. Wright County does not have their talk group and fleet mapping plan completed, although Sherburne County does.

Mike stated he is looking for approval of implementation and enhancement of their activity on the system for the Joint Sherburne and Wright County Participation Plan. *Elmer Eichelberg moved, Jim McMahon second request.* Micah stated this is a process the State has established and stated Benton and Kandiyohi Counties have already been approved. The RRB's approval will allow this plan to advance to the OTC for approval and previously there were significant changes required so the OTC sent the plan back. *Upon a vote, motion carried.*

Elmer Eichelberg stated they had a long discussion this morning on the ARMER system and they were surprised about the on-going operational expenses with Motorola at present time it is more than \$200,000 after the second year. He wanted to make other counties aware of the on-going costs to them. Micah stated each of the members had an assessment study done, each of the studies listed an assessment if you stayed on your current system what the operational costs would be and if you went to ARMER what the operational costs would be as well.

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

### Wright and Sherburne County Joint Participation Plan: (Continued)

Ron Whitehead stated for the State backbone, the State is paying for the costs. The costs are for the counties who are adding to the backbone and it includes the software agreement; he hopes some day when we get built out that this cost may be reduced if not dropped and the State works with Motorola to get costs reduced. Elmer asked if any of the 911 funds can be used for this expense, Ron stated he would recommend he has his Sheriff talk to the Sheriff's Association for clarification of the legislation and the statute refers to equipment within the PSAP.

Paul Anderson asked for clarification of the 20% of the match if it needs to be in the 2009 budget, Ron stated it can't be supplanted and if was a separate line item it would help in the audit to make it more clean when the Federal audit is completed.

### Grant Money (PSIC):

Micah stated this was covered earlier in report; each of the agencies was approved for \$42,300, a stipulation was set that by May of this year each agency needed to commit that they are utilizing those funds. If an entity does not want to utilize those funds, the region then needs to determine what they want to do with those funds. The RAC voted unanimously to take those funds and reallocate to the members who are committed or already going onto the system and divide it equally. *Dan Hartog moved that the unused funds be disbursed equally to the remaining members who have made the commitment, second by Dr. Naatz, upon a vote motion carried.*

### Legislative Letter:

This letter has been sent out for review, the SRB does not include first responders such as EMS, colleges, NGOs etc. and we are making decisions for those groups and they have no input into the system. This would be agencies such the reformatory, St. Cloud State University, etc. We have a System Managers and Operators Committee that is not at the table yet. Micah will make revisions to the letter to acknowledge them as an advisory role so they can sit at the table although not have a vote but can voice their opinion. The revised letter will be available for the April meeting.

### **Old Business:**

Micah stated this group has a budget in Professional Services to allow the RRB to qualify for grants and he will have some type of recap at the next RRB meeting to list where we are building reserves and where we are at for grants.

Paul Anderson thanked everyone for getting this group to where it is today.

### **Upcoming Meetings:**

Next meeting is scheduled for Wednesday, April 29, 2009, 2 p.m. at St. Cloud City Hall Chambers, St. Cloud, MN.

### **Adjournment:**

*Dr. Naatz moved, second Wally Strand to adjourn at 3.47 p.m. Motion carried.*

Minutes recorded by Debbie Backes, Recording Secretary.