

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)

Meeting Minutes

Friday, March 13, 2009 10:00 a.m. – 1:30 p.m.

Meeker County Courthouse
Litchfield, MN – Meeker County

Members/Alternates Present:

1. Jay Sikkink – Vice Chair and Stearns County
2. John Burski and Troy Heck –Benton County
3. Tom Egan and Michael Henrion – Douglas County
4. Stacey “Ace” Bonnema and Dan Hartog – Kandiyohi County
5. Mike Hirman and Jeff Norlin –Meeker County
6. Mike Smith – Mille Lacs County
7. Jeff Jelinski – Morrison County
8. Mark Englund and Judy Siggerud –Otter Tail County
9. Tom Larson – Pope County
10. Dave Pikal – Sherburne County
11. Scott Busche and Judy Diehl – Stevens County
12. Scott Mattison – Swift County
13. Bob Cuchna – Todd County
14. Trevor Wright – Traverse County
15. Scott McKellep – Wadena County
16. Rick Fiedler and Dawn Mund – Wilkin County
17. Greg Howell – Wright County

Members/Alternates Absent:

18. City of St. Cloud
19. Big Stone County
20. Grant County

Guests Present:

Pam Biladeau, ARMER
Glenn Elvecrog, MN DPS/MSEM
Tom Hannon, ARMER
Tom Justin, RIC
Tim Lee, MnDOT
Scott Wiggins, ARMER

Meeting was called to order by Vice Chair Jay Sikkink at 10:05 a.m.

Vice Chair Sikkink welcomes members and guests, introductions conducted. 17 Out of 20 members in attendance with quorum present.

Communications:

Nothing at this time.

Approval of Agenda:

COML Training added under old business and Owners and Operators and Radio IDs under new business. *Jeff Jelinski moved to approve as amended, Bob Cuchna second, upon vote motion carried.*

Approval of February 13, 2009 Minutes:

Mark Englund moved, Dan Hartog second to approve minutes, upon a vote motion carried.

Reports:

SRB/ARMER Update MnDPS/MnDOT:

MnDOT: (Tim Lee)

Tim Lee stated they are in the middle of the 7.6 upgrade, 7.7 scheduled for August; site construction is slow this winter, Benson and Hopkins towers are up.

SRB: (Scott Wiggins)

Scott Wiggins stated they are in the middle of their data project strategy, need to narrow list to four technologies. Parts of Greater MN have nothing and in Metro they are using various air cards. Discussion is what type of data to run on application, will be narrowing list from ten to four areas, he would like input before Tuesday. State will be hiring vendor in the next week or so regarding VHF/UHF infrastructure, will go through various technologies to help integrate the counties that do not migrate to ARMER. Have VHF/UHF analysis to identify frequencies for mobile equipment for states and Canada surrounding MN.

National Governor's Association asked ARMER to make a presentation in New Orleans on the governance structure. The work MN is doing now he was able to pass on to the other states. Scott was then asked to provide the presentation at a National Conference in Chicago this April. We are leading in many ways across the country and are a great model.

Vice Chair Sikkink asked about the VHF/UHF interop and who will be responsible for this, Scott stated it has not yet been determined.

OTC: (Jay Sikkink and Mark Englund)

Vice Chair Sikkink stated at the meeting this week it was stated that money came available, \$1.9 million could be used to add additional channels in Metro for Duelm, Rush City, and Isanti and it was approved.

Talked about state roaming channels, Anoka County came to the committee asking for permission for special roam channels AN LE ROAM, AN FD ROAM, AN PW ROAM, AN CO ROAM. Central MN only has one roam channel set up this time for the region, Vice Chair Sikkink suggested following Anoka County's model and adding additional roam channels for this region. Bob Cuchna felt as more entities come on, we will need more channels, and asked about an EMS roam. Vice Chair Sikkink stated these are designed to use as you travel outside of our region, so for EMS the state roam or county roam may be sufficient. Paul McIntyre stated if an EMS was county based, they could use their county roam. For example Gold Cross being private, they already have a statewide talk group to use; they are still working on how they will communicate with the various hospitals they go to. Vice Chair Sikkink stated there is an east and west control center in Metro and Central MN has discussed utilizing this model and the St. Cloud Hospital stated they would be willing to serve as the control center for the region although funds to build this is an issue. There will be an EMS group in April to discuss this further.

Mike Kahl question who would be listening to the various roam channels. Mark Englund stated the majority of the counties border other regions and the transports would be frequent and if we only used Central MN roam, it would be used constantly. He stated if there would be enough resources to allocate one roam per county, he feels that would be the best suggestion. RIC Justin asked if one per entity would be sufficient or if one entity roam would be sufficient. Bob Cuchna stated for Todd County it would work although he could not see it working for Stearns County because of their size. Tom Larson stated Pope County would only use one.

Reports: (Continued)

OTC: (Jay Sikkink and Mark Englund) (Continued)

Vice Chair Sikkink summarized CM Roam and stated it would not be sufficient although one per county may be too much. Procedure is you would need to write up your justification and ask OTC for access to the statewide talk groups. Tim Lee stated the form is on the ARMER website or Jennifer has it, he stated if there were several requests, just have Jay bring them forward versus each county coming separately. He explained the logic of the roaming talk groups and scenarios when it would be utilized and mainly would be for convenience so you can talk back to your dispatch.

Discussion followed and a state-wide talk group for transports was suggested as possibly being useful. Vice Chair Sikkink stated this is something counties will need to consider as they build their fleetmaps. He stated if every county has their own statewide roam, then the CM Roam could be changed to Stearns County roam.

The number of radio IDs available are reducing although one week ago OTC approved 50,000 additional IDs for entities so the number is reducing. Entities need to request a block of IDs to be on the system, this may be an issue in another year. Vice Chair Sikkink stated there is an agreement that will need to be signed with SRB and MnDOT and will need a Participation Plan completed and approved. Tim Lee stated even if a user will be an interop user, there is an interop agreement needed such as FBI, Secret Service, US Marshalls, etc. Vice Chair Sikkink will work with Tim on getting a request together and the interop agreement in the meantime. Mike Kahl stated between the PSIC funds and consoles, everyone will need them.

Interop: (Micah Myers and Jay Sikkink)

No update at this time.

CMNRRB Update:

No update – did not meet.

User Committee: (Paul McIntyre)

User Committee Chair McIntyre stated they will meet next Tuesday, one item of discussion was each county has their own roaming, and other item is naming of tactical channels. There are strong feelings on block naming, so the topic was tabled to allow additional discussion within each county. Tom Larson asked how a county can get their User Committee members to attend the meetings as they feel it does not pertain to them at this time. Chair McIntyre stated it is educational for the members and it helps them understand the system better for when they do come on. Scott Mattison stated training is critical and should be a large piece of the meetings. Vice Chair Sikkink stated once there are incidents that need to be discussed, there will be additional interest. Tom Larson asked if there was a reason for the various disciplines and if that could change they could increase the participation. Jeff Jelinski stated the meeting is open to everyone to attend it is just the voting that only members can do. This seemed to be a misunderstanding for several counties.

Regional RAC Committees: (Tom Hannon)

Tom Hannon stated the organizational efforts are continuing, all have the User Committees in place SC has their Owners and Operators in place, Southern part of state is working on a RFP for a TIC Plan and interoperability coordinator services similar to this region. Assessments by Federal Engineering are coming back in over the next several months.

Regional Training Facility: (Tom Larson)

Tom Larson stated it is being built at this time and are securing pricing for equipment; consensus in the district is sheriffs would be willing to send their dispatchers there for training, progress is being made. Jeff Jelinski stated it is very likely Camp Ripley will also have a training facility.

Regional Radio Board:

Next RRB meeting will be April 22nd at the City of St. Cloud Council Chambers.

Updates from Partners on Current Projects:

Mille Lacs County:

Mike Smith stated their draft will be ready on the 25th for review, Todd Pieper stated the follow up completion meeting will be in April.

Regional Plan Update:

Todd Pieper stated GeoComm met with Tom Justin, Micah Myers, and Jay Sikkink on March 3rd, timeline is in the packet, will present to the RRB in June and to the RAC prior to that.

Alexandria Technical College:

Study is underway to see what resources they would need to be on the system and the impact on the ARMER system to have a training facility on the system.

CASM Update:

Todd Pieper stated GeoComm has been hired by the state to collect the CASM information, reviewing studies completed for counties and putting it into a common spreadsheet, Colleen has completed internal review and will be meeting with consultants soon.

General Discussion and New Business:

Introduce State Training Coordinator: (Pam Biladeau)

Pam Biladeau was hired by the state as a consultant and came from Homeland Security with extensive training experience. She is traveling the state attending the various RACS to see what is needed for training. Pam currently is completing a needs assessment and would like representatives from this group to bring forward some of the training needs and the priority of training delivery.

Training Projects:

Vice Chair Sikkink asked for a training sub-committee – there will be a few Stearns County employees, Ace, Bob Cuchna, Paul McIntyre, RIC Justin, and Scott Miller to represents the EMS group and will coordinate the committee, Pam will be attending the meetings. RIC Justin stated we want to be sure to not duplicate training between Homeland Security, Regions, Entities, States, etc.

Scott Wiggins stated from the state level they are looking for a couple of people to be on the state work group, i.e. how to use interoperable pieces of equipment, it is a broad training area. He stated he would like the training to be web based so it can be accessed when it is needed and convenient. They are looking at the best and most efficient means to provide the training to the state. Vice Chair Sikkink stated a model in the Metro would not work well for our region.

Interoperability Matrix:

Mark Englund stated the RAC discussed the interoperability needs within the region and each county needs to talk to different states, regions, etc. He is proposing each PSAP put together a local spreadsheet within their PSAP of who they talk to outside of the Central MN Region so the interoperability issues could be compiled into one master file for the region. Debbie will compile the master file. Vice Chair Sikkink suggested having a template to send out and would designate radio region, agency, etc. Debbie, RIC Justin, and Mark Englund will compile a template.

General Discussion and New Business: (Continued)

Homeland Security Grant: (Tom Larson)

Tom Larson stated the ICC contract is being developed. The Homeland Security fund deadline is September of 2010. Instead of doing a RFP, the region is submitting a RFI for feedback prior to sending out the RFP for interoperable planning. *Tom Egan moved to send out RFI as provided in packet, second Jeff Jelinski second, upon a vote motion carried.*

Tom Larson stated the entities that have already paid for their implementation plans that were not paid for by a grant should have the documentation available for possible reimbursement; Glenn Elvecrog stated the funds need to be expended after July 1st 2007 to be eligible for reimbursement.

MnDOT Contracts: (Kandiyohi and Wright)

Dan Hartog stated Kandiyohi's contract was approved by the board and is waiting for the RRB's approval and then the state. Wright County is in the same situation; Tim Lee added Benton and Sherburne also are pending.

Fleet Map Matrix:

Vice Chair Sikkink explained the two handouts on fleetmaps, next month he would like the RAC to look at the training standard adopted in 2006, 2.6 and 2.9 which are relative to the fleet map matrix. He explained the matrix and what the state would be looking for. Each county would be responsible for their individual matrix and keeping it updated, although we may want to keep each one on file for the region. He will be sending out a template for this.

Standard Housekeeping:

Vice Chair Sikkink stated the numbering system of standards were standardized statewide and the sheet is maintained at the state level. This region approved some standards that now have a number change and following discussion the standards that need to be changed will be brought back at April's RAC meeting.

Owners and Operators:

Tom Hannon stated the process is for the RAC to recommend a set of bylaws for the Owners and Operators for their review as a starting point, similar to the Users Committee. He stated in most of the other counties they are the PSAP Managers, communications director or managers, or individuals responsible for the maintenance of the system. This is one of the three committees required under the Joint Powers Agreement. Members were asked to submit their delegate and alternate information to Debbie.

Governor's Workgroup:

Scott Wiggins stated the Governor signed an executive order which created a workgroup of 15 people, they will look at regionalization of PSAPS; it is a continuation of 2004. Seven of the 15 are members of the Regional Radio Board and should kick off in a month or so. *Judy Diehl moved, Troy Heck second to recommend Jim McMahon Benton County from the Regional Radio Board. Upon a vote motion carried. Scott Busche moved to have Commission Larry Sayre from Stevens County as Alternate, Tom Larson second, upon a vote motion carried.*

Scott stated the intent of the work group is to look at elements if PSAPS want to regionalize and will create documentation for counties to utilize when looking at consolidation.

Old Business:

Vendor Meeting:

The meeting scheduled for Monday afternoon has been postponed approximately one week.

Sales Tax Exemption Update:

Vice Chair Sikkink stated we are having a hard time obtaining a Senate hearing, although it did pass the house. Scott Wiggins stated it does not appear likely that anything will happen this year due to the deficit.

Letters to SRB – Colleges and University Assessment Letter:

Draft letter was handed out and is in reference to colleges and some state agencies not having representation. *Dan Hartog moved, second John Burske to approve letter and forward to the RRB for approval. Upon a vote motion carried.*

Unused PSIC Grant Money:

Tom Hannon explained the two letters in the packet which were examples of two entities' intent to use PSIC funds. All entities need to have their letters/commitments completed and sent to Micah Myers by May 1st or it would be understood they were not taken advantage of the matching grant.

COML Training:

RIC Tom Justin stated there is one opening for the COML Training starting on Tuesday. Ace will fill the vacant spot.

Other:

Vice Chair Sikkink referenced Appendix C in the RFI and stated the matrix was of interest.

Upcoming Meeting, Set Date, and Location:

April:

Due to Good Friday, the April meeting will be moved from April 10th to April 17th in Mille Lacs County.

May:

May meeting will be in Morrison County and due to scheduling conflict *Mark Englund moved to hold meeting May 15, second Rick Fiedler, upon a vote motion carried.*

Adjournment:

Mike Smith moved, John Burske second to adjourn at 1:51 p.m., upon a vote motion carried.

Minutes recorded by Debbie Backes.