

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)

Meeting Minutes

Friday, April 17, 2009 10:00 a.m. – 1:30 p.m.

Barbara Jean's Embers

Milaca, MN – Mille Lacs County

Members/Alternates Present:

1. Jerry Kaeter and Micah Myers (Chair) – City of St. Cloud
2. John Burski – Benton County
3. Tom Egan and Michael Henrion – Douglas County
4. Troy Langlie and Greg Lillemon – Grant County
5. Stacey "Ace" Bonnema and Dan Hartog – Kandiyohi County
6. Brent Lindgren and Mike Smith – Mille Lacs County
7. Jeff Jelinski – Morrison County
8. Mark Englund – Otter Tail County
9. Dave Pikal – Sherburne County
10. Jay Sikkink (Vice Chair) – Stearns County
11. Scott Busche and Judy Diehl – Stevens County
12. Bob Cuchna – Todd County
13. Trevor Wright – Traverse County
14. Scott McKellep – Wadena County

Members/Alternates Absent:

15. Big Stone County
16. Meeker County
17. Pope County
18. Swift County
19. Wilkin County
20. Wright County

Guests Present:

John Anderson, Mn/DOT
Pam Biladeau, ARMER
Glenn Elvecrog, MN DPS/MSEM
Mark Gieseke, MnDOT
Kathryn Gilson, MN State Patrol
Tom Hannon, ARMER
Tom Justin, RIC
Tim Lee, Mn/DOT
Wally Strand, Meeker County Commissioner

Meeting was called to order by Chair Micah Myers at 10:00 a.m.

Chair Myers welcomes members and guests, introductions conducted. 14 Out of 20 members in attendance with quorum present.

Communications:

Nothing at this time.

Approval of Agenda:

Mark Englund added Appeals Process in Background Checks. *Judy Diehl moved to approve addition, Scott McKellep second, upon vote motion carried.*

Approval of March 13, 2009 Minutes:

Mark Englund moved, Bob Cuchna second to approve minutes, upon a vote motion carried.

Reports:

SRB/ARMER Update MnDPS/MnDOT:

MnDOT: (Mark Gieseke)

Mark Gieseke explained handout on Participation in ARMER which requires a plan and contract(s). Mark would like the RAC to look at the agreement and any comments should be directed to him within the next four weeks and he will then send out copies ready for signatures to the RRB for execution.

Tim Lee stated Mark referenced the agreement with the RRB, the other agreement is an Interop Agreement such as FBI who are not an ARMER system user and have radios just for interop as they use a shorter agreement. Mn/DOT needs to keep agreements in place for everyone who is operating on the system. Chair Myers stated there is a Limited Participation (Interop Agreement), a Participation Plan which needs to be approved, and then the Agreement to operate on the system. Mark stated there is another agreement called Cooperate Construction Agreement.

Tim stated before the agreements are submitted, an entity should have an approved plan. Andy Terry stated several counties have three-way agreements that are a little different and should they be consistent from entity to entity.

Tim stated once Mn/DOT gets an agreement, for an example with the City of St. Cloud, and if a user is for interop only, the entity would have a contract with the City and would not need a contract for approval ran through all levels. This would be for an entity such as a school district, DNR, etc. and is strictly a user within your county. Chair Myers asked if an entity such as MNSCU who operate on the City's simulcast would need a contact with the State. Tim stated MNSCU is a State agency and would need an agreement with the State.

Mark stated this year Mn/DOT is trying to get all of the existing sites and those under construction up and running. Tim stated they just contracted with the Holdingford site, will then start Fillmore and Litchfield is scheduled to receive bids next week. Buffalo tower is complete although need to realign the microwave path. Dassel site has a 3-way partnership and the County needs to work with the two cellular partners as they have a lease with those entities. Royalton and Flensburg are near the end of the approval process and have some issues with Historical and Tribal entities. Morris tower will be online next week and Willmar and Onamia will be soon after. Tim stated wind farms now need to check and make sure there is not a microwave in place that will interfere with it per the Public Utilities Commission.

SRB:

Nothing at this time – the meeting was cancelled due to lack of business.

OTC: (Jay Sikkink and Mark Englund)

Jay stated they met this Tuesday with three action items for Central MN. There is now a standard that require radio IDs to be approved before they are activated. The system can handle 65,000 IDs and currently there are 50,000 being used. Todd and Morrison Counties had requests in, they are a part of the Central MN Drug Task Force and utilizing Stearns County IDs, the counties did get approved; although they need to have contracts and a limited agreement in place and would be full participation later. Other issue is administration of those IDs and who is allowed to make changes, the system administrator, etc. Another item is the roaming talk groups, we have one for the Central MN area and discussions were if one would be sufficient, last month the group felt they would need more and anywhere from one to four per entity would be needed. Benton County roam was approved.

Reports: (Continued)

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

Standard 3.25 would impact Stearns County, another item would be video conferencing and will be testing this in June; currently the SRB provides this and would be great for the OTC. He stated North Star will be coming up to this area and will be asking for permission to be on the system.

Interop: (Micah Myers and Jay Sikkink)

Chair Myers stated they met twice in the last two weeks, have a preliminary draft document to take the full State Interop Committee next week in reference to the 2008 Homeland Security funds. Each region was asked to submit a proposal; ten were submitted with \$5.8 million available. Allocation that will be submitted to the State Interoperable Committee next week will be: region 1 \$216,300, region 2 \$515,000, region 3 \$422,300, region 4 \$576,645, region 5 \$278,100, region 6 \$208,060, MESB \$618,000, DECN \$2,884,000 and border counties \$103,000. This group will work on the allocation for the upcoming year, the process will require regions to have detailed plans when requesting as to what you are asking for, realistic dollar amounts, etc.

CMNRRB Update:

No update – did not meet, preliminary agenda is in packet.

User Committee: (Paul McIntyre)

Paul McIntyre stated they are meeting next Tuesday, discussed county-wide roam channels and felt each county should have their own. Had a very lengthy, in-depth discussion on interoperability channels, tabled this until the meeting with the other regions. He stated unless the RAC has anything for the User Committee tasked to do, they will cancel the meeting due to lack of information needed since the presentation scheduled was postponed.

Regional RAC Committees: (Tom Hannon)

Tom Hannon stated they are planning a meeting for the chairs of the RAC, O&O, and User Committees on April 27th in St. Cloud to allow them to start working together as a group. His recommendation is for the group to meet on a quarterly basis.

Other item is the Southern part of the state is working to complete their TIC plan; they have two Homeland Security regions and are divided into three radio regions and have a TIC plan committee oversight, have an RFP and negotiated the contract. They operated under the same timelines as this region.

Regional Training Facility: (Tom Larson)

Scott Berger stated the process is infrastructure is in place, working on area of communications as insight for designing the facility, setting up data rooms, where to run communication lines, etc. They need to know what role this region would like them to partake; they plan on utilizing it by June 1st in some capacity. It consists of a tactical warehouse, communications room, crime scene, ten lane indoor range, faculty offices, etc. and will be wired into computer system to allow audio and video recording. Open house will be Friday, September 25th, from 2-6 p.m. A full-day of training will be provided for law enforcement officers for combat, ground fighting, and fire arms training on the 26th.

Mark Englund stated the MN Sheriff's Association contacted them regarding utilizing the facility for training. Scott stated there is no agreement in place yet, if they would like an agreement they will move forward and will provide dispatch training for their students, provide skills training, and will be providing communication training to all of their students.

Reports: (Continued)

Training Committee: (Jay Sikkink and Pam Biladeau)

Pam Biladeau stated she has met with Scott Miller and Paul McIntyre on training topics and stated it would be helpful to the other regions as to what training we will be developing. They are looking at instructor qualifications for new and ongoing users and would like to identify those instructors. They are looking at what can be provided for grant, web, and immediate training to put on the web such as radio 101 to intense courses. Looking for the RAC to have a representative on the state training committee and see what training could be provided for system administrators. They already have representatives from NE and SE. Chair Myers asked Scott from Alexandria Tech if he would be willing to represent the region, he accepted and stated the Tech has a ramp system where an instructor can teach students around the world via monitors. *Tom Egan moved, Dan Hartog second to have Scott Berger on the committee, upon a vote motion carried.* Pam also asked for an administrator representative who is more technical. *Jay Sikkink moved, Mark Englund second to have Dave Nohner represent this position. Upon a vote motion carried.*

Vendor Committee: (Micah Myers)

Chair Myers stated they met and talked about the process, looked at standard 4.10 and made revisions, made some clarifications on the contract process, would like the group to meet and review the process of contracting with individual agencies and to make them aware of the process, and use them as the messenger. They talked about the encryption keys, the role of the vendors in programming radios, code plugs, etc.

Regional Radio Board:

Next RRB meeting will be April 22nd at the City of St. Cloud Council Chambers. Mark Gieseke would like to talk about the contract and location of towers, environmental issues, etc.

Chair Myers stated there may be a subcommittee of the RAC or RRB to review the contracts for formality to keep the process moving. RIC Justin stated the Governor's Workgroup was well represented by Greater MN.

Updates from Partners on Current Projects:

Mille Lacs County:

Todd Pieper stated a draft report was delivered in March, had some reviews with changes, final will be delivered next week, working for dates for on-site meeting. Brent Lindgren stated there are a couple of things that need to be added and Lex has been good to work with and addressing issues.

Regional Plan Update:

Chair Myers stated there is a timeline handed out at last RAC, looking to back down the timeline to ensure the product will be useful. It will include PSAP contact, all of the agencies within your county, and are asking each entity to verify it. Section 7 deals with training and want to work with training subcommittee to be sure everything in the document is accurate and supportive.

Alexandria Technical College:

Chair Myers stated we are developing a timeline document similar to the regional timeline and put together a timeline for deliverables. In order for the Alexandria Technical College to be usable for the region we need to look at loading and curriculum issues.

Updates from Partners on Current Projects: (Continued)

CASM Update: (GeoComm)

Todd Pieper stated Colleen from GeoComm may not have contacted the main individuals necessary and is seeking some arbitrary deadlines without contacting GeoComm to see what information is needed and working out a plan. There are some process issues Todd needs to look into regarding this. Tom Justin stated Sheriff Larson received some information on data collection although realized not all other agencies have.

General Discussion and New Business:

MnDOT Contract Approvals: (Individual and CMNRRB)

Chair Myers stated we have Benton, Sherburne, Kandiyohi, and Wright Counties' plans to go forward to be signed off. He is looking for the consensus if members would like a committee to review contracts and have the RAC request the RRB to authorize the RAC to make approvals. Tom Hannon stated the RRB has authority to invest in a subcommittee to review although it should have one of its members on the committee and could be members of the RAC and/or User Committee to fulfill the remaining committee. *Judy Diehl moved, second Dan Hartog to request the RRB to authorize the RAC to put together a committee to review and approve contracts, upon a vote, motion carried.*

Jeff Jelinski moved, Scott McKellep second to approve the Benton, Sherburne, Kandiyohi, and Wright County plans and forward them to the RRB for approval. Upon a vote motion carried.

Interoperability Matrix Update:

Will be available at the next RAC meeting.

General Discussion and New Business: (Continued)

Participation Plan RFI:

Chair Myers state the committee submitted a RFI, had two submittals and one following the deadline. Looking at taking funds from the Homeland Security to pay for the participation plans and have a three-phase approach, complete individual member plans, then looking at sub-regions, and then the final plan. Glenn said the funding is now available and can be expended as requested. Tom Hannon stated if an entity is ready to go with your participation plan, let Chair Myers know.

Fleet Map Matrix:

Chair Myers stated this is a standing item, Jay added this is in reference to a matrix via a state standard and he is in the process of putting this together for Stearns County and will put out template on website after that.

Regional Standards Update: (2.6 and 2.9 and Update List)

Chair Myers reported standards 1.10.1, 1.10.2, and 1.10.3 will be brought to the RRB for approval and the standards list. There has been a new naming convention and we will start taking standards that have been approved previously and now changed; they will be reviewed accordingly.

Appeals to Background Checks:

Mark Englund stated they recently completed a couple of background checks on individuals, had an incident quite some time ago and vendor asked if there is some type of review process for this. Mark stated the committee wanted to bring it up to the RAC for input. Mark stated another process for appeals could be to establish criteria for the background. The recommendation is to have the committee be the appeals committee and asking legal and RRB to review questions of concerns. Jay stated Stearns County recently went through a FBI audit and background checks and finger printing was of major concern and if anyone walks into his shop even if it is a telephone vendor they are fingerprinted.

General Discussion and New Business: (Continued)

Appeals to Background Checks: (Continued)

Chair Myers added this didn't matter if they are mowing the lawn or an AC vendor, Dan McCoy stated there are some upcoming sites that will have collocated equipment and could cause some additional issues. *Mike Jelinski moved, second Bob Cuchna to put together an appeals process to be reviewed, upon a vote motion approved.*

Old Business:

Sales Tax Exemption Update:

This will not pass this year; will be looking at it at the next legislative session.

Unused PSIC Grant Money:

Chair Myers will contact any entity that has not notified him on their commitment.

Other:

Jay stated the SMG meets monthly, in July 15th it will be held in St. Cloud and in January will be outstate. With the update taking place in August, there will be a lot of useful information.

Tom Egan stated the 800 is taxing a lot of individual's time and can we hire someone to help out as a region to assist in this and would be over and above working on the participation plan to get someone on board so we are not duplicating the same items between entities. It was an overwhelming agreement of the group it is time to move forward on this.

Recommendation is that we look at having actual staff to provide these services. Mark Englund moved to put together a subcommittee to look at staffing for the RAC and RRB, second Scott McKellep, upon a vote motion carried. Chair Myers suggested looking at the Met Radio Board as a template.

Committee was set up of: Troy Langlie, Tom Egan, Jeff Jelinski, Trevor Wright, Scott McKellep, Micah Myers, and Tom Hannon.

Upcoming Meeting, Set Date, and Location:

May 15, 2009:

Meeting will be in Morrison County. *Scott McKellop moved, Judy Diehl second, upon a vote motion carried.*

June 12, 2009:

Meeting will be in Otter Tail County.

Adjournment:

John Burski moved, Jay Sikkink second to adjourn at 2:00 p.m., upon a vote motion carried.

Minutes recorded by Debbie Backes.