

**CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)**

**Meeting Minutes**

Friday, January 8, 2010 10:00 a.m. – 1:30 p.m.

LEC – Benson, MN

Swift County

**Members/Alternates Present:**

1. Micah Myers – Vice-Chair – Designee of St. Cloud
2. Troy Heck – Designee Benton County  
John Burski – Alternate Benton County
3. John Haukos – Designee Big Stone County
4. Tom Egan – Designee Douglas County  
Michael Henrion – Alternate Douglas County
5. Troy Langlie – Designee Grant County
6. Dan Hartog – Designee Kandiyohi County  
Stacey “Ace” Bonnema – Alternate Kandiyohi County
7. Jeff Norlin – Delegate Meeker County  
Randy Celander – Alternate Meeker County
8. Mike Smith – Alternate Mille Lacs County
9. Jeff Jelinski – Alternate Morrison County
10. Mark Englund – Designee Otter Tail County  
Judy Siggerud – Alternate Otter Tail County
11. Tom Larson – Designee Pope County
12. Dave Pikal – Alternate Sherburne County
13. Jay Sikkink – Designee Stearns County
14. Judy Diehl – Designee Stevens County  
Scott Busche – Alternate Stevens County
15. John Holtz – Alternate Swift County
16. Bob Cuchna – Alternate Todd County
17. Trevor Wright – Designee Traverse County
18. Scott McKellep – Designee Wadena County
19. Dawn Mund – Alternate Wilkin County
20. Greg Howell – Alternate Wright County

**Members/Alternates Absent:**

None.

**Guests Present:**

Don Otte – Stearns County Commissioner  
Wally Strand – Meeker County Commissioner

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

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

**Communications:**

Northland Business Systems:

Northland provided a summary of their presentation on a centralized regional voice logger.

**Communications: (Continued)**

Gold Cross Talk Group Request:

Paul McIntyre requested an additional talk group for Gold Cross Ambulance. He explained the use of their current talk groups and the need for the additional talk group. Gold Cross will need to complete their participation plan before they will be granted an additional talk group. Looking at re-tasking one of their current talk groups, Chair Myers suggested the Owners and Operators look at the loading on the system, *Jay Sikkink moved, Mark Englund second, upon a vote motion carried.*

There was a discussion about the region providing grant funding to a private entity, and Tom Larson indicated the usage of PSIC funding is not limited to governmental agencies. See grant section below.

Rice Hospital System Access:

Sheriff Hartog indicated Rice Hospital is asking permission to come onto the ARMER system, security will be the main user; they purchased their own 800 frequency for in-house day-to-day operation and will be for EMS and emergency use only. Chair Myers stated this will be similar to what the St. Cloud Hospital is utilizing. Rice Hospital will be included in Kandiyohi's final amendment to their plan. *Mark Englund moved, Tom Egan second to approve Rice Hospital to come onto the ARMER system. Upon a vote, motion carried.*

**Approval of Agenda:**

Chair Myers added the following: Under updates – add Sherburne, Wright, and Kandiyohi Counties, and under TICP – add Gold Cross. *Judy Diehl moved, Mike Smith second to approve agenda with additions, upon a vote motion carried.*

**Approval of November 20, 2009 Minutes:**

Correction – Meeting location was Stevens County in heading and on page 5 the word “board” should be “border”, *Mike Smith moved, Tom Egan second to approve minutes with corrections, upon a vote motion carried.*

**Reports:**

MnDOT:

RIC Tom Justin gave an update on status of build-out in the Central MN region.

SRB/ARMER Update: (Micah Myers)

Approved – Meeker and Big Stone participation plans and a request from NE region for unit ID's.

OTC: (Jay Sikkink and Mark Englund)

Jay stated they meet next week, had additional request for ID's, NE region asked for a block of 50 ID's for each county so they can come onto the system when ready. Worked on standard 3.12 and 3.15; originally written by Metro and are cleaning up to relate to State standard. Meeker and Big Stone County plans were approved.

Interop: (Micah Myers and Jay Sikkink)

Interop discussed naming conventions – this region is using CM 1, 2, 3, 4, etc. and not all regions are consistent with naming. Questioned was raised if we should have a State standard to make them all consistent. Interop suggested for best practices look at Central MN or Metro although it is up to the regions how they want to name them. LESIU TACS were discussed as to the number needed, will start with four of each at this time and will be discussed at the Owners and Operators meeting.

## **Reports: (Continued)**

### Interop: (Micah Myers and Jay Sikkink) (Continued)

Chair Myers stated there are two dates we need to decide, when the transition date will be in the console and the final date when we will not go with two different names (old and new). This will need to be coordinated with Stearns, Sherburne, Kandiyohi, and City of St. Cloud. The State will also need to be contacted of the change and dispatchers (including State Patrol) will need to be notified. *Dave Pikal moved the date of January 20<sup>th</sup> between noon – 1:00 p.m. to change the regional zone in the console. Second by Troy Heck, upon a vote motion carried.*

### CMNRRB Update: (Micah Myers)

Did not meet, will be meeting on the 27<sup>th</sup>.

### User Committee: (Paul McIntyre)

Paul McIntyre stated they did not meet last month; next meeting is the 19<sup>th</sup> in the evening. There was a consensus if there was no pertinent business to conduct and a quorum not present the day prior to the meeting, it will be cancelled. This will be voted on at the January meeting, will be holding elections, and will start going through standards to educate members.

### Regional RAC Committees: (Tom Hannon)

Did not meet, planning to hold a regional conference with all radio boards the end of April in the St. Cloud area

### Owners and Operators: (Lance Feia)

Made recommendations on standards 3.16 *Troy Heck moved, second Mike Smith to add four additional S-TACS (5-8), forward to User Committee and RRB for approval, and then to the OTC.* This would allow four additional state-wide talk groups for all users as the need increases. RIC Justin explained if this was approved for usage state-wide, it would benefit the State Patrol.

RIC Justin suggested the Users discuss this and perhaps have the State-wide Interop group discuss at a state-level to see if the concept would work state wide and would be the best concept.

Standard 3.3b required more revisions.

RIC Justin stated hopefully by the next RAC meeting the testing should be complete on the F-SOA's in mobiles.

## **Regional Radio Board:**

Next meeting is January 27, 2010.

## **Updates from Partners on Current Projects:**

### Participation Plans: (Andy Terry)

Andy explained the update status of the regional plan completion and adoption. Meeker and Big Stone was approved by the state. Additional six plans in progress, Pope, Traverse, Wadena, and Todd Counties anticipate for approval next month with Swift and Wilkin ready in March.

Douglas, Grant, Mille Lacs, Morrison, Otter Tail, and Stevens plans were presented to the RAC

*Jay Sikkink moved to accept plans for all six counties, Jeff Jelinski second, upon a vote motion carries.* This will be on the OTC meeting next week Tuesday at the MnDOT Towers Edge site.

## **Updates from Partners on Current Projects: (Continued)**

### **School and Hospitals Assessment Studies: (Geo-Comm)**

There was a discussion on finalizing the Hospital and School assessments. *Tom Egan moved, Dan Hartog second to move the school and hospital assessment studies to the RRB for approval, upon a vote motion carried.*

### **Sherburne Update:**

Dave Pikal stated channel 7 is up and MnDOT is monitoring and anticipate public works coming onto system.

### **Wright County Update:**

Annandale and Howard Lake will be up next week, conducting train the trainer next week.

### **Kandiyohi Update:**

Transitioned to ARMER on December 15<sup>th</sup>, within two days of transitioning had two major events, and the system worked well.

### **Big Stone and Mille Lacs County Contract:**

The contracts and were submitted for approval by the RAC, *Jay Sikkink moved, second Judy Diehl to approve contracts, upon a vote motion carried.*

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

### **A. PSIC Grant:**

There have been changes in the M&A portions of the PSIC grants and some funding will be reallocated to planning. Discussion continued on funding for private entities, will it be an issue for other entities going forward. Tom Larson stated it is covered by the grant and if there was another entity that came forward and the funding was available, we could approve to pay for it as well. *Tom Larson moved we approve to pay for the participation plan of Gold Cross.* Mark Englund felt we should set guidelines in the future for certain criteria for NGO's; criteria will be available for the RRB meetings (Tom Larson, Mark Englund and Chair Myers will craft language.) *Jeff Jelinski second motion, upon a vote motion carried.*

#### **1. Infrastructure:**

Chair Myers stated originally funds were set aside for infrastructure for Legacy systems, SRB Interop Committee reallocated funds, will be voting on it at next meeting, Chair Myers suggested any entity that will be adding infrastructure to the system that meets the grant timeline, we allocate there and then perhaps we can purchase subscriber units with the remaining funding. Judy Diehl asked if Stevens County is adding a channel and even if they are not up and running, could the funding be utilized for it, Chair Myers stated the state's tower is already in place and will verify if it could be utilized. This grant is approximately \$771,000 that will need to be expended by the end of 2010. Jay suggested we ask entities which are looking at adding infrastructure and ask who has matching funding available as required. Chair Myers will clarify if we can take the channel capacity additions to the current state towers will qualify for the funding.

Mark Englund suggested by the next meeting, entities identify their potential need to add infrastructure and if they are able to meet the match by the end of 2010. Items could be channel capacity and towers. *Jay Sikkink moved and Judy Diehl second motion that each entity identifies the infrastructure needed to be added to the system and if they are able to meet the match. Will ask the RRB to authorize the RAC to approve at the February meeting.*

#### **2. Control Stations:**

See above.

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

**A. PSIC Grant: (Continued)**

**3. Training:**

The current deadline for the training funds are September 30<sup>th</sup> and are looking for training. Tom Egan suggested to cover train the trainer training, Chair Myers suggested entities to come to the next meeting with proposals for voting upon to expend funds. *Mike Smith moved to approve request up to \$16,470 for training requested by Marv Klug, Troy Heck second, upon a vote motion carried.*

**B. Grant Process:**

**1. FY 2010-2011 ARMER Integration Funds (\$5 Million):**

Chair Myers met with a grant writer asking them to review the grant requests to review and ensure everything is covered in the applications. *Jeff Jelinski moved to use professional services funding to pay for the grant writer expenses and move forward to the RRB for approval, Tom Egan second upon a vote motion carried.* Grant applications should be submitted to Chair Myers for review.

**TICP:**

Tom Justin provided updated of TIC plan. He also expressed concerns on CASM data (see attached report).

**Other:**

Sirens – Chair Myers stated there will be a cost to entities to narrow band their sirens.

**Old Business:**

**Sales Tax Legislation:**

Sales tax exemption/reimbursement will be addressed through either a bonding bill or legislation.

**F-SOA in Mobiles:**

Pending testing completion.

**Participation Plan Reimbursement Procedure:**

Submit all reimbursements to the City of St. Cloud.

**Training RFP:**

See above.

**Other:**

State is looking at adding resources for bordering counties in North and South Dakotas.

**RAC Yearly Meeting Schedule:**

Chair Myers indicated the May and November meetings have been amended, *Judy Diehl moved, Tom Egan second to approve meeting schedule as submitted. Upon a vote motion carried.*

**Upcoming Meeting Date and Location:**

**February:**

February 12<sup>th</sup> in Todd County, meeting at Browerville Community Center.

**March:**

March 12<sup>th</sup> in Traverse County.

**Adjournment:**

*Bob Cuchna moved, second by Jay Sikkink to adjourn at 2:55 p.m., upon a vote motion carried.*

Minutes recorded by Debbie Backes.