

## CENTRAL MINNESOTA REGIONAL RADIO BOARD (RRB)

### Meeting Minutes

Wednesday, January 27, 2010 1:00 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. Roger Sandberg – Alternate Big Stone County
3. Paul Anderson – Designee Douglas County
4. Ron Woltjer – Designee Grant County
5. Dean Shuck – Designee Kandiyohi County
6. Wally Strand – Designee Meeker County  
Dave Gabrielson – Alternate Meeker County
7. Roger Tellinghuisen – Alternate Mille Lacs County
8. Mike Disher – Alternate n Morrison County
9. John Lindquist – Designee Otter Tail County
10. Larry Kittelson – Designee Pope County
11. Larry Farber – Designee Sherburne County
12. Don Otte – Designee Stearns County - Chair
13. Larry Sayre – Designee Stevens County
14. Pete Peterson – Alternate Swift County
15. Gary Kneisl – Designee Todd County
16. Dr. David Naatz – Designee Traverse County
17. Lane Waldahl – Designee Wadena County
18. Neal Folstad – Designee Wilkin County
19. Elmer Eichelberg – Designee Wright County
20. Dan Hartog – Designee RAC
21. Paul McIntyre – Designee User Committee  
Tom Justin – Alternate User Committee

#### **Members/Alternates Absent:**

1. City of St. Cloud
2. Scott McKellap – Designee Owners and Operators

#### **Call to Order:**

Meeting called to order by Chair Otte at 1:05 p.m. followed by the Pledge of Allegiance.

#### **Introductions:**

Introductions were conducted.

#### **Approval of September 30, 2009 Minutes:**

*Dean Shuck moved, Jim McMahon second to approve minutes of September 30, 2009, with a correction of 2009 EICGP Grant be changed from \$9,000 to \$90,000 to go towards participation plans. Upon a vote, motion carried.*

#### **Election of Chair and Vice Chair:**

*Chair – Paul Anderson nominated Don Otte, second by Mike Discher, with no other nominations, Wally Strand moved to close nominations, second by Dr. Naatz. Upon a vote motion carried to close nominations and approve Don Otte as Chair of the RRB.*

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

## **Reports:**

### **SRB:**

#### **MnDOT/ARMER: (Tom Justin)**

RIC Justin provided a map which listed tower sites constructed and status to date.

SRB met this past month, discussed how to implement SCIP plan and how the SRB and RRB can better meet the national goals. Chair Otte stated representation from the other RRB's was discussed. State wide Interop Conference will be in St. Cloud April 28-30<sup>th</sup>. There will be breakout sessions in various areas and will cover the governance side to the end users.

#### **RIC: (Tom Justin)**

RIC Justin stated this region takes the leadership role in providing Gateway training. Dan Hartog provided an update on Kandiyohi's experience of utilizing the ARMER system since going onto the system in December; he indicated the system works terrific. Region is on track with an Emergency Disaster Drill to be at the St. Cloud Airport and includes resources from Sherburne, Stearns, and Benton Counties. He is attending the User, RAC, and Owners and Operators meetings.

#### **Interoperability Committee: (Jay Sikkink and Micah Myers)**

A couple of recommendations will be voted on tomorrow putting together a plan for narrow banding, another item is SRB's request to change the grant funding allocation requirements. Will be discussing the \$5.4 million grant, timeline submittal is the 10<sup>th</sup>.

### **RAC: (Micah Myers)**

Met January 8<sup>th</sup>, had a logger presentation, discussed a regional logger, Motorola presented in December and Verint in January. Had six participation plans come through to be voted on at SRB tomorrow, a few modifications required by the OTC and changes have been made. Went through school and hospital assessments, Micah met with GeoComm last week and will finalize changes. Discussed PSIC grant, each entity was provided \$42,500 for subscribers and required a match, the funds need to be expended by May or they forfeit the funds back to the region, Micah will contact these entities. Control stations were discussed (see later in agenda). Each 16 out of the 20 members will get funding for control stations, the regional standard 3.3b needs to be adopted, Marv Klug required funding for regional training discussed (later in agenda). Discussed \$5 million competitive grant which is a 50/50 match and RRB needs to sign off (see later in agenda).

### **User Committee: (Paul McIntyre)**

Paul McIntyre stated they held elections with no changes in representations, still struggle with membership issues, an updated list was provided today. Motion brought up was if a quorum was not present the day prior to the meeting that it be cancelled. The group decided to continue the meetings whether a quorum was present or not, he asked the RRB to go back to their group and ensure that at least one member from their county be present and coordinate with their members to ensure a quorum. Paul Anderson stated there are some counties that have never attended and encouraged fellow board members to review the list and make changes where necessary. Starting to have more entities come onto the system and can start to discuss incidents, will be having a presentation on PSAPS by Stearns County on the dispatcher side for training, will start reviewing standard 1 and go through all standards in chronological order. Border interoperability is being discussed as some counties border several counties and regions, etc. Regionally EMS communications such as ambulance to ambulance and ambulance to hospital is being discussed. Working on regional, state-wide and other state communications between hospitals, one of the control stations in the Metro is definitely interested in taking on outstate MN to assist.

## **Reports: (Continued)**

### **Owners and Operators: (Lance Feia)**

Lance Feia stated they have one full meeting where business was conducted, are reviewing standards, will be meeting next week, Gold Cross has a request they will be reviewing, attendance is good. Jim McMahan asked the difference between Owners and Operators and the Users Committees, Lance stated O&O discusses system loading and the Users are the individuals utilizing the radios in the field. Wally Strand asked how the O&O were picked; Micah stated the administration from each entity submitted their representatives. Wally asked Debbie to update and send out an attendance list of the O&O as well as continuing with the Users lists.

### **OTC: (Jay Sikkink and Mark Englund)**

Jay Sikkink stated the OTC has been working on State standards, Central MN has a lot of activity at the OTC with their participation plans, Wright County requested a state-wide channel which was approved. Mark Englund stated the National Guard requested additional statewide talk groups and were approved, Goodhue County and Allina also requested statewide talk groups and were approved.

### **Participation Plans Update: (Micah Myers)**

See above.

### **Regional TIC Plan Update: (Tom Justin)**

Tom Justin stated the TIC plan is 60% complete, not all entities have responded and submitted data so he is waiting for entities to verify data. Mille Lacs County and City of St. Cloud's data was never collected. The VHF overlay for this region is a concern; the State has not yet determined how they will interop between VHF and 800. There are some long-term issues in the region such as continuation of the VHF legacy system. The question is once entities in the region migrated to ARMER, are they going to continue to maintain the VHF frequency. Don Otte asked Tom to send out his updates to all RRB members in addition to the chair. Wally Strand asked what the cost of maintaining the two systems and asked what Stearns County will be doing. Jay stated last year State Patrol was not on 800, although they only use MNSEF when Lifelink and State Patrol helicopter are involved; therefore they need maintain it until a time where they would go 800. Jay stated there was an interoperability discussion whether to use MNSEF or Federal and there is a cost to maintain each site and currently they have two sites. Tom stated the concern for the region is GeoComm collected data for CASM and neither the state nor the region has inputted the data. Kandiyohi originally volunteered staff time to maintain the CASM data although it did not include the original input. The state was to input the data and as of last week they will not be inputting the data and the region is responsible for that. A suggestion could be to go to the state and ask them to input the data as originally indicated.

Paul Anderson asked if there is any recommendation of combining dispatch centers to reduce costs by adjacent counties. Jim McMahan stated the Governors PSAP workgroup will not make any recommendation although did provide a workbook on how to consolidate PSAPS if entities so choose. Tom stated if there are four or more entities that desire to do an assessment to see if it is feasible to do a PSAP consolidation, the state provided grant funding for the study and is still available. Dan Hartog stated that Kandiyohi and Big Stone Counties have a partial consolidation and is working very well.

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

### **DECN 1<sup>st</sup> Annual Conference:**

Micah stated the registration fee is \$125, although those sponsored by the RRB would receive a discounted rate of \$50. The region has training and planning funds to offset the cost for a limited number of members.

### **Standards 3.3b and 3.16**

Micah stated standard 3.3b is not the correct number as the numbering system has changed. The O&O reviewed and sent back to RRB for clarification where an entity is already operating on the ARMER system, they can move their control stations around to be used elsewhere. O&O would like to review and requested this be tabled until the March meeting.

3.16 – only change is on page 19, a change in the table requesting additional state resources STACS 5-8 and once the RRB approves it will then go to the SRB. *Paul Anderson moved, second by Wally Strand to move standard forward to the OTC and then the SRB for approval. Upon a vote motion carried.*

### **Gold Cross Participation Plan:**

Micah stated Gold Cross is requesting a full participation plan to come onto the system, they are reorganizing some of their talk groups in the interim and would like to use some of the grant funding to pay for the Gold Cross's assessment. Currently the plans are approximately \$25,000 although Gold Cross would be ore as they operate across the whole state. Micah requested and is waiting for a cost from SEH, there was concern that all NGO's would now request to have their plans funded as well. The following must be met in order for NGO's to be considered for funding of participation plans: a. Must be public safety oriented, 2. Not included in an individual county's fleet map, 3. Benefits CM region's public safety interoperability and/or public safety deliverance, 4. NGO must be based out of M region or have regional/district type operations based in CM region. Paul McIntyre explained Gold Cross's current and anticipated plan, they currently have four frequencies. Mike Disher was concerned with joint powers and if a county was not directly affected, they may not be eager to pay for the plan and perhaps language be added such as it would affect 75-80% of the entities in the region. Micah stated when the grant funding was distributed it included NGO's and tribal entities and they need to be considered. Jim McMahan questioned it is a for-profit organization although NGO's are basically non-government, Micah stated NGO's can't just pass on the cost of the plan to their patients as they have limitations as to what they can charge. *Wally Strand moved to pay for Gold Cross's plan, second by Dean Shuck, upon a vote motion carried. Mike Disher voted against the motion. Tom Justin stated the NGO issue will probably face the region in the future and perhaps a subcommittee be drafted to add to the standard being added and put into a standard to be utilized in the future. COMMITTEE CONSISTS OF: Mike Disher, Larry Faber, and others Micah will recruit.*

### **Regional Training:**

Micah stated there is a request for funding from Stearns County Emergency Management for disaster training at the St. Cloud Airport and is open to the full region to participate. The funding would come from our grant training funds, the RAC approved to forward to the RRB for approval. Also looking at other training needs such as homeland security, train-the-trainer and the funds need to be expended. There will be additional training exercises at the next RRB meeting to discuss. *Gary Kneisl moved to approve up to \$16,470 for Disaster Training to Stearns County Emergency Management, second by Dean Shuck. Upon a vote motion carried. Don Otte abstained from the vote.*

Micah stated On Target Training & Consulting, LLC has provided training for this region, Dan Hartog added they provided great train-the-trainer training and would like to recognize them as a regional trainer. *Lane Waldahl moved to recognize On Target Training & Consulting, LLC as an approved training vendor, second by Pete Peterson. Upon a vote motion carried.*

### **Grant Funding:**

#### Submission Process:

Micah stated there is an infrastructure grant and FY2010 – 2011 grant available, he has met with a grant writer and would like them to review the grants and ensure the state requirements are met in the applications; they will be reviewed on a needs basis. *Wally Strand moved to authorize use of funds from the professional services to cover the expenses for a grant writer to review the grants not to exceed \$5,000. Second by Elmer Echelberg, upon a vote motion carried.*

PSIC Infrastructure Grant:

The SRB will be voting on this tomorrow, so far three entities in this region are looking to add infrastructure to the State's backbone, Meeker County is moving forward with their system and has significant cost due to the availability of frequencies, the funding is available and suggested having all of the members put a request list together and perhaps a stipulation be included that it needs to have a 20% match and meet the expenditure deadline. The greatest impact of funds will need to be considered to increase the chance of future grant funding. *Don Otte, Wally Strand, Larry Faber, and Dave Gabrielson will be at next RAC as RRB representatives to approve requests and authorize the RAC the ability to approve the funding.* There will be a grading system applied to it.

**Old Business:**

**Standards 3.15, 3.16, and 3.17 Review:**

Micah stated these are on hold for future testing on the FSOA's upon completion they will be brought back – perhaps June meeting.

**Sales Tax Exemption:**

Legislation was reintroduced last week and a potential bonding bill on sales tax reimbursement is being considered.

**Radio Unit ID Allocation Memo/Unit ID Plan:**

Micah stated as the participation plans come through the number of ID's needed are changing, he would like to update the table and this is an FYI item.

**OTHER:**

Don Otte stated there is not an alternate for the SRB that he sits on as designated by the region and would like an alternate to attend tomorrow's meeting. *Larry Kittleson moved, second by Dr. Naatz to elect Larry Faber as alternate. Upon a vote motion carried.*

Mike Disher asked for a checklist to see if a county has responded to tasks required and the status. Paul Anderson agreed and that it is up to the RRB to replace the members on the various committees if they do not attend. Micah stated there is an area on the website so the information can be posted. He will create a user account for the commissioners. Wally Strand stated he has been attending RAC meetings and it is a good place to find out what is going on and there is a lot of useful information presented at the meetings.

John Haukos requested funds for training. Chair Otte asked Micah for input, Micah stated all entities are asked to submit training requests and this could be discussed at the next RAC meeting.

Paul Anderson asked for a moment of silence for a Clearwater Firefighter who was in a recent accident.

Jim McMahon stated the SRB meets tomorrow and asked who is responsible for entering the data and will see if he can find out additional information.

**Upcoming Meetings:**

*Ron Woltjer moved, second by Dr. Naatz to approve annual RRB meeting schedule. Upon a vote motion carried.* The next meeting will be March 31, 2010, 1:00 p.m.

**Adjournment:**

*Paul Anderson moved, Wally Strand second to adjourn at 3:10 p.m. Motion carried.*

Minutes recorded by Debbie Backes, Recording Secretary.