

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)
Meeting Minutes

Friday, October 9, 2009 10:00 a.m. – 1:30 p.m.
Stearns County EOC – County Law Enforcement Building
St. Cloud, MN – Stearns County

Members/Alternates Present:

1. Micah Myers – Vice-Chair – Designee City of St. Cloud
Jerry Kaeter - Alternate City of St. Cloud
2. Troy Heck – Designee Benton County
John Burski – Alternate Benton County
3. John Haukos – Designee Big Stone County
4. Troy Langlie – Designee Grant County
Greg Lillemon – Alternate Grant County
5. Dan Hartog – Designee Kandiyohi County
Stacey “Ace” Bonnema – Alternate Kandiyohi County
6. Randy Celander – Alternate Meeker County
7. Mike Smith – Alternate Mille Lacs County
8. Jeff Jelinski – Alternate Morrison County
9. Tom Larson – Designee Pope County
10. Jay Sikkink – Designee Stearns County
Dave Nohner – Alternate Stearns County
11. Judy Diehl – Designee Stevens County
12. John Holtz – Alternate Swift County
13. Bob Cuchna – Alternate Todd County
14. Trevor Wright – Designee Traverse County
15. Scott McKellep – Designee Wadena County
16. Dawn Mund – Alternate Wilkin County
17. Bill Swing – Designee Wright County
Greg Howell – Alternate Wright County

Members/Alternates Absent:

18. Douglas County
19. Otter Tail County
20. Sherburne County

Guests Present:

Scott Berger, Alexandria Technical College
Glenn Elvecrog, MN DPS/MSEM
Kathy Gilson, State Patrol
Tom Hannon, ARMER
Tom Justin, RIC
Tim Lee, MnDOT

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

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

Communications:

Nothing at this time.

Approval of Agenda:

Amend agenda to add RAC representative to participate in State SCIP group. Bill Swing moved, Tom Larson second to approve agenda as amended upon vote motion carried.

Approval of September 11, 2009 Minutes:

Amend to add Scott Busch and Jeff Norlin as in attendance. Judy Diehl moved, Dawn Mund second to approve September 11, 2009 minutes as amended, upon a vote motion carried.

Reports:MnDOT: (Tim Lee)

Tim provided update on status of towers being built and coming on-line. Tom Larson reported County assessors met and if towers are leasing to private entities such as cellular vendors, they will be looking at assessing that portion of the tower for use.

SRB/ARMER Update: (Micah Myers)

CMN region needs to elect a representative and alternate from this committee to attend the SRB. Tom Justin suggested asking St. Cloud Fire Chief Mund to attend on behalf of the RAC and provide updates.

OTC: (Jay Sikkink and Mark Englund)

OTC meets next week; three-year plans for radio and console IDs are still being submitted, standard is in final review in reference to IDs, last count is 66,000 radio IDs have been assigned. Mille Lacs County was approved for 50 IDs until their full participation plan is complete.

Chair Myers stated will be updating letter to the SRB regarding radio IDs and will do a regional ID request for a three-year plan to ensure all entities have IDs when needed.

Interop: (Micah Myers and Jay Sikkink)

Interop Committee reviewed Federal Engineering's proposal and the pilot program by Tim Lee (Motor Bridge solution). There was concern with VCALL and VTAC as they are narrow banded and can't be used yet, although everyone has MNSEF programmed in their radios. The original Phase III was asked to be a pilot program for the rest of the state. Andy Terry stated they had discussion on long-term interoperability following 2013 since there will be state resources in place and can be used; Tim stated it will not be on all towers and will be mobile type coverage. Jay stated Stearns County has two MNSEF towers and it is their responsibility to narrow band by 2012 so if any entity has MNSEF on their tower, they are responsible for updating. Stearns County only uses MNSEF when they work with State Patrol and Airlink, once State Patrol is on 800, Stearns County would no longer need MNSEF.

CMNRRB Update: (Micah Myers)

Met last week, grant funding dollars were reallocated to cover participation plan costs, moved forward to apply for additional grants, brought forward TIC planning and draft approval, approved applying for IECGP grant due in November, covered standing reports, watched Marilyn Praisner and I-35 Bridge Collapse videos from website.

User Committee: (Paul McIntyre)

Had EMS meeting prior to User meeting and invited all hospitals and ambulance services, discussed regional hailing and EMS hospital to hospital channels. Would like to meet with hospitals and have a follow up meeting. Main agenda was presentation on scanning in the 800 world; meetings will be moved to the Douglas County Public Works building.

Reports: (Continued)

Regional RAC Committees: (Tom Hannon)

Scheduled for 10:00 a.m. on October 26th at Lake George Community Center, in January the Metro region will be participating. The entire state has User Committees in place and three Owners and Operators are functioning at this time, TIC plan development is a big issue across the state.

Owners and Operators: (Lance Feia)

Held 2nd meeting on October 1st, reviewed standard 3.15 and remains as stands following discussion. Standard 3.17 was tabled as the reference to COML is similar and looking at combing; 3.16 and 1.13 also tabled. Request to have two standards per agenda to allow enough time to thoroughly review.

Talk Group Management was discussed to review report of any new resources added to the system to monitor system loading, discussed participation plans, the O&O requests to be part of the participation plans to review system loading. O & O does not want a vote or to hold up process only want to be a part of review process for efficiency. CMCALL will be monitored by Kristin Lahr for system loading. O&O is requesting the CMRIC and Dave Klema to attend some of their meetings for input. They requested the RAC to provide a priority list of standards for them to review.

Chair Myers suggested the O&O have a couple of the members attend the SMG meetings as they would like input from those groups as the system builds out.

Participation Plans:

Meeting is scheduled for the 21st of October at the State.

Staffing:

There are two RRB representatives that will be attending the RAC meeting when there are items to address.

Vendor Meeting:

Mike Kahl asked if the background check is ready to go live, Chair Myers stated no although when it does each agency needs to appoint a system administrator and we can start utilizing. Entities should send their admin staff contact information to Debbie (name and email).

Regional Radio Board:

Next meeting will be January 27, 2010 (Annual Meeting). We will be addressing completed participation plans following the RAC's review.

Updates from Partners on Current Projects:

Participation Plans: (Andy Terry)

Eleven counties are contracted, three in process (Swift, Otter Tail, Wadena); had kick off meeting with ten of the counties, will start joint county meetings. First meeting covered radio 101 and ARMER overview, talked about content, design, and data for plan. Met with Meeker the 2nd time and anticipate document for RAC in November, will start joint meetings in late October to early November. Meeker and Big Stone Counties will be ready to go at the November meeting. The importance of completing the participation plans were stressed, the unit IDs needed, and grant applications.

School and Hospitals Assessment Studies: (Geo-Comm)

Met yesterday with Onamia School District and St. Cloud Hospital were in attendance; the Region needs input from each entity's representative so we can obtain accurate and updated information.

Updates from Partners on Current Projects: (Continued)

Wright County: (Bill Swing)

Wright County received logging data from Eden Prairie who was doing testing and had concerns with network security and access to the system. They realized there are procedures that are not in place and there should be some discussion on the security and procedures for the system when an agency comes on line. Andy Terry stated they discussed system and network administrator and there is a limited number available and not every county will be able to have one and will need to share resources. Other resources that can be shared between counties are logging, IT staff, etc.

Tom Larson asked how much time a system administrator would take, with joint powers agreement in place perhaps we can do this through the RRB. Chair Myers stated the RRB assigned Lance Feia as system administrator. There are grant funds available and we could have a working committee under the Owners and Operators. Tom Larson stated through the PSAP/911 funds there could be ongoing funding available. Andy stated each entity will still need a point of contact person to answer questions and the technical person could be shared. Chair Myers stated encryption keys are another concern and each entity needs someone in place to manage them. Chris Lentz stated he could make a resource available to educate the RAC on network administration and what is all involved. Mike Kahl stated if a network staff is in place and do not know what they are or should be doing, it causes a lot of problems for them from a service end and there could be increased maintenance. Granite is starting to provide that service to customers as they know the system. Jay stated system reporting is something that may be useful and perhaps the region could purchase.

NAPLE Conference:

Chair Myers, Tom Justin, and Commissioner Anderson attended the National conference and Minnesota is miles ahead of the other states which are looking toward Minnesota for input. It was a huge eye opener to participate. Tom Justin stated the governance structure set up in the State of MN from the RRBs, RACs, Users, Owners and Operators are outstanding and thanks Tom Hannon for his guidance.

Attended grant reviewer session and it was very clear that a lot of entity's grant requests do not get considered because the guidelines are not followed; if any information is missing they are not considered. Tom thanked MnDOT for their efforts in the build out and working with local entities. The User ID issue and cost is a concern as he heard it was \$23 million to double the numbers and the number of IDs. Tim stated it is suppose to be in the 7.9 upgrade to double the IDs (just finished 7.7 upgrade) and asked Motorola what the cost would be to upgrade to 7.9. Tim stated the towers outside of Metro are 800 only and not 700 as the cost would have been prohibited so it is only on Metro and the collar areas.

Updates from Partners on Current Projects:

SRB:

Chair Myers stated there is \$5 million 50/50 grant available to most counties in this region.

General Discussion and New Business:

F-SOA in Mobiles:

Chair Myers stated O&O's recommendation was to leave standard as is. Stearns County did not realize the F-SOA's are not allowed in mobiles although had them in theirs. Their standard operation is to turn to F-SOA's when they get to a scene of action for in building coverage. Concern is if there are two fires within five to ten miles of each other, it could over ride each other although in Central MN region it is not a problem. Jay's suggestion is the standard should be a regional versus a state standard. Metro feels there are A-SOAs and P-SOA's available in mobiles to use, Stearns' concern is do we then remove the F-SOA's from the mobile and put in another A-SOA or P-SOA or do we request to change the standard to a regional one. The concern is Wright and Sherburne who borders the Metro or if Stearns assists another county who does have F-SOA's how do they communicate.

General Discussion and New Business: (Continued)

F-SOA in Mobiles: (Continued)

Tom Larson asked if a solution would be to turn down the wattage on the F-SOA's and Chair Myers stated a variance could also be applied for. Tom Justin stated he has concern with documentation for verification of overdriving the channels and thought it was a portable to portable issue as he can not get a mobile to overdrive a portable beyond four miles. The standard does not apply to the A-SOA and P-SOA yet it does to the F-SOA and questions what the difference is between the usage of the SOA's.

Following discussion it was the consensus to test a mobile and two portables by turning the power down to ten and see the results as it may help to validate a decision because if it works there will then be six resources available. Mike Kahl suggested having a fireman on a sixth floor, a mobile that is out about ten miles and then a portable on the street. A testing will be completed with the power reduced and another at the default setting. Tom will send out testing criteria for input.

LE-TACS:

Metro needed assistance from the Central MN Drug and Gang Task Force and when they wanted to utilize a state-wide encrypted channel none available to use across multi-jurisdictions. We have two LE-TACS statewide and suggested we would need four to six as we found out that two was not enough and will need more as more entities come on. Jay would like to bring this for discussion at the November OTC. Chuck Jackie pulled reports and found the LE-TACS are being utilized on a daily basis. Tom will report at the November meeting following the OTC's decision upon reviewing it. Mike Kahl stated perhaps if the other tacticals are not being utilized, we convert and utilize them so the resources on the console are not used up.

Control Station Provided by the PSIC Grant:

Chair Myers received a proposal from Ron Whitehead to cover the control stations for a sub-grant, \$20,500 for control stations; Benton, Sherburne, Wright, City of St. Cloud, and Stearns will receive \$16,000. This region will be receiving a sub-grant, when entities receive invoices, they should submit them to Micah for reimbursement.

IECGP Grant:

The 2010 application deadline is November 15th for a \$700,000 competitive grant. Subscriber units are a higher match. Looking at Alex Tech as a regional training facility, they completed their assessment and Chair Myers questioned whether we apply for mobiles to be utilized at the Alex Tech for training and if there is an emergency the radios would be available. Tom Larson asked if it could also be used for console equipment. Scott Berger stated the college puts a lot of funding forward for this project and this would be a great supplement to it. *Troy Lange moved, second Judy Diehl to submit an application for a hardware infrastructure grant.*

Participation Plan Reimbursement Procedure:

The User Committee will not utilize the funds by the grant deadline and some of the funds will be transferred (\$90,000) to help pay for the remaining participation plans. The participation plans will be paid for out of this fund first and then from the Emergency Manager funds as any remaining funds can be used for subscriber units. *All invoices should be sent to Micah and once all of the funds are utilized, he will then forward the invoices on to Mark McCabe to be paid. Micah will reimburse on a quarterly basis. Mike Smith moved, Bob Cuchna second, upon a vote motion carries.*

General Discussion and New Business: (Continued)

Training RFP:

The region has regional training grant funds which need to be expended as do some of the individual entities; therefore we need to pool together the resources and see what is available. Tom Larson stated colleges develop curriculum all the time and perhaps this is a partnership that could be developed for customized training to meet our needs. Scott stated that would be a great idea although he would need to know what it is geared towards. Chair Myers stated since there will be a lot of turnover at the RRB level, we need to get the elected officials up to speed and should be the first area of concern. Chair Myers suggested having the TAG group and training committee meet and put together a short, middle, and long term training plan. *Dave Nohner, Scott Berger, Tom Larson, and Scott Miller will be on the committee.* Scott will pass the college information to Micah as to the various types of training they develop; we just need to let them know what we want and who would be available to them as resources.

TIC Plan:

Tom Justin stated in three weeks each entity will receive a letter, by June of next year the TIC plan will still be a fluid document. The first draft of the TIC plan for review by the RAC will be available at the November meeting, he reviewed other region's TIC plan and not all the data will be available to him by the November draft. The assessment data gathered first time around by GeoComm needs to be reviewed and verified for accuracy to save time on the building of the plan.

Motorola Radio Demo: (Chris Lentz)

Chris demonstrated Motorola APEX dual band radio.

Other:

State SCIP Planning:

On November 3rd and 4th there will be a meeting to review the SCIP plan and each RAC is asked to designate a representative to participate. If there are no volunteers by next week Chair Myers will attend and perhaps Tom Larson.

SHSP Grant:

Chair Myers stated there is \$2.6 million and he will send out the details when they are available.

Old Business:

Other:

Nothing.

Upcoming Meeting, Set Date, and Location:

November:

November meeting will be Friday, November 20th in Stevens County, American Legion at 28th and Pacific.

December:

December meeting will be in Swift County, December 11th; Troy Langlie moved, Jeff Jelinski second, upon a vote motion carried

Adjournment:

Scott Burske moved, Troy Heck second to adjourn at 2:00 p.m., upon a vote motion carried.

Minutes recorded by Debbie Backes.