

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)

Meeting Minutes

Friday, October 10, 2008 10:00 a.m. – 1:30 p.m.

New Life Community Baptist Church

Ortonville, MN - Big Stone County

Members/Alternates Present:

1. Micah Myers – Vice-Chair – Designee of St. Cloud
2. John Haukos – Designee Big Stone County
3. Michael Henrion – Alternate Douglas County
4. Troy Langlie – Designee Grant County
Greg Lillemon – Alternate Grant County
5. Stacey “Ace” Bonnema – Alternate Kandiyohi County
6. Jeff Jelinski – Alternate Morrison County
7. Mark Englund – Designee Otter Tail County
8. Jay Sikkink – Alternate Stearns County
9. Scott Mattison – Designee Swift County
John Holtz – Alternate Swift County
10. Bob Cuchna – Alternate Todd County
11. Trevor Wright – Designee Traverse County
12. Scott McKellep – Designee Wadena County
13. Dawn Mund – Alternate Wilkin County
14. Greg Howell – Alternate Wright County

Members/Alternates Absent:

15. Benton County
16. Meeker County
17. Mille Lacs County
18. Pope County
19. Sherburne County
20. Stevens County

Guests Present:

Tom Hannon, ARMER
Tom Justin, Central MN Interop Coordinator
Senator Bill Ingebrigtsen, District 11

Meeting was called to order by Micah Myers at 10:07 a.m.

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

Revisions and Approval of Agenda:

Jay moved, second Bob Cuchna to approve agenda, upon vote, motion carried.

Approval of September 12, 2008 Minutes:

Mark Englund made change to Ring County Inclusion to Phase 3 to read “letters to be written by 17 sheriffs and the City of St. Cloud Police Chief.” He also stated under Otter Tail County Update to remove “They will be doing presentation in Staples” and “they will be taking a look at the Todd County tower”. *Troy Langlie moved, second Mark Englund to approve revised minutes of September 12, 2008, upon a vote motion carried.*

Reports:

SRB/ARMER Update:

Chair Myers attend SRB two weeks ago, they had a vendor conference with demos of new multiband radios and system management software.

Discussion on timeline for issuance of bonds and discussions on Ron Vegemast letter and white paper. Several state sites have taken delivery of equipment.

Tom Justin informed the group that site 6 - Glenwood, is up and running, and he asked if there are any more concerns or issues regarding the Vegemast letter.

Jay stated there was a conference call from Canada talking about interoperable communications between countries. Canada is looking at the Minnesota model as they move forward.

OTC:

Jay provided a handout radio usage during the Republican National Convention (RNC), the system performed extremely well.

Standards – The OTC is reviewing some of the state standards and is cleaning up the list. Jay will provide it at the next meeting and will include what is regional or state standard.

Interop:

Chair Myers stated a subcommittee is looking at ways to handle interoperability issues such as a chase conducted across jurisdictions and how to accommodate it.

Jay stated the committee is developing a plan for approval by the SRB.

CMNRRB Update:

No update reported – they meet October 29th.

User Committee:

No update reported - the next meeting is Tuesday, October 14th in Douglas County.

Regional RAC Committees:

Tom Hannon stated on September 18th the SE area started their RRB, SC had RRB on September 30th, October 8th the NW region met and convened their User Committee, NE is the final region to complete the governance piece and their goal is to form their RRB mid-December. Then we need to have discussions on how the regions function together as out-state.

Regional Training Facility:

Tom Larson was not present; Chair Myers stated they are moving forward.

Central MN Project Coordinator Committee:

Scott Mattison provided update for Tom Larson, a description was provided in packet. Scott stated funding for this position is provided through Region 4; need to decide how to provide funding whether through a grant to the 18 counties where we would need to provide invoices to their board or if the RAC is a sub-grantee to the grant. They will discuss this on October 18th with their emergency managers. Scott stated Tom Larson's recommendation is the group provide as a sub-grantee. *Scott Mattison moved that we recommend to Region 4 HSEM that the Central MN RRB applies for the funding as a sub-grantee of up to \$100,000 which runs until June 30, 2010. Jay Sikkink second upon a vote motion carried.*

Reports: (Continued)

Central MN Project Coordinator Committee: (Continued)

Bob Cuchna asked if this has been looked at by legal council, Scott stated the RFP needs to be reviewed; they used the RFP for Metro as a template which they used for similar services, they are referencing for coordinating services not as a coordinator. Need to review attachment in reference to the qualifications for the contracted services which need to be more finely defined. SCIP performance, development and training would be things that could be added to the detail. Jay asked how the RFP will be disbursed. Tom Hannon stated the process was discussed briefly at the subcommittee meeting. *Scott moved the RAC adopt the RFP for presentation to the RRB on October 29th, Bob Cuchna second.*

Troy Langlie asked if someone could be on board to work on partner's participation plan and if it could be included in this position. Chair Myers stated the 1st bullet point under the ICC's responsibilities references this, Tom Hannon also stated the top of page three under the bullet point "provide other responsibilities and tasks as agreed to by the parties" also covers it. He stated the Emergency Managers had significant input into the RFP draft and included concerns from other regions' experience and included it. Chair Myers stated once we send out the RFP, the RRB will need to meet to approve the recipient and a special meeting can be called.

Andy Terry suggested adding more clarity to the RFP and if the person providing these services in reference to the SCIP plan and would that exclude them from providing a SCIP plan. Jay stated the RFP states it is a fixed price sum, yet there it includes other duties as agreed by all parties and wants to be sure everyone is in agreement to what it means so we don't get into the same situation as GeoComm. Chair Myers agreed we need to have a clear recommendation of responsibilities. Tom Hannon stated the RFP states see attached for detailed description and the subcommittee did not have sufficient time to provide it today and it can be provided next week. Scott stated this will go before legal review prior to it being put out for bids. Chair Myers stated when this goes to the RRB for approval, it will be with the understanding the RFP may change. *Scott amended his motion to included any subsequent changes to include but not limited to participation and implementation plans, Jay Sikkink second amendment.* Bob Cuchna asked if we need to add additional language on the implementation plan and what it is. Chair Myers stated it will be discussed later. *Upon a vote of the amendment, amendment passed. Upon a vote of the original motion, motion carried.*

Ring County Inclusion to Phase III:

Mark Englund is spearheading – has 13 letters from Sheriff's and the Chief of the City of St. Cloud and a letter from GeoComm. *Mark Englund moved to present the letters form the Sheriffs, GeoComm and the City to the RRB to be forward to the SRB for their November meeting, second Scott Mattison, upon a vote, motion carried.*

Standards Committee:

Jay stated the 2.5a Standard is for ability to have talk groups on the system outside of your area.

Tom Justin asked if the 1.9 and 2.5a Standards are still in committee, Jay stated these are regional standards, he stated there was an approval date listed and Jay clarified the standards are in the process of revisions and will be voted on at a later meeting.

RRB:

Amendment to the 2008 and 2009 Budget:

The Central MN RRB is eligible for funding for the next three years and it requires a 20% match for the funds, we need to modify the budget to be eligible for the administrative funds. *Bring it to the next RRB to modify budget to account for the M&A matching amount, Mark Englund moved, Jay Sikkink second, upon a vote the motion carries.*

Reports: (Continued)

RRB: (Continued)

Recommendation from RAC:

Chair Myers asked if there is anything else that needs to be recommended to the RRB, none notified, Chair Myers stated if there is, send to him by next Friday.

Updates from Partners on Current Projects:

GeoComm Resolution Update:

Todd Pieper gave an update as to the progress GeoComm had made with the county assessment studies and his report was followed by confirmation reports by each of the counties. All of the individual assessments are close to completion with the exception of Mille Lacs County. GeoComm will be attending several county meetings over the next few weeks to present the assessment studies.

Douglas – Mike stated they signed off on radio study 9-29 and will be having a county wide meeting on 10-27.

Grant – Troy nothing to report.

Morrison – Jeff stated met last week, before Morrison can move forward, they have a lot of questions such as mobile versus portable, vehicle repeaters and are unique as all of their vehicles are equipped with repeaters, what is a reasonable cost to go to 800, have not seen a lot of difference.

Otter Tail – Mark met with Todd this morning, went over some issues and will meet again next week, should have things finalized in a couple of weeks.

Pope – not available.

Stevens – Sheriff stated they meet with GeoComm two weeks ago, have same concerns as Morrison and want to be sure they have the same coverage as they have currently, trend is to move to ARMER and can see them probably doing the same.

Traverse – Trevor has meeting on the 21st.

Wadena – Scott stated meeting on the 14th.

Wilkin – Dawn stated sent Lex some questions, had a lot of paging agencies not included, they will then have conference call and go from there.

Mille Lacs County:

Contract is in packet. Voted for GeoComm to provide study to keep a uniform assessment. *Jay Sikkink moved to authorize GeoComm to complete the assessment for Mille Lacs County, second Scott Mattison, upon a vote, motion carried.*

Regional Plan Update:

Mike and Todd met with Chair Myers and Tom yesterday discussing regional plan. There have been a lot of changes since the contract and want to ensure GeoComm is meeting the requirements and if anything has been changed, they will issue an addendum or changes to the plan so it can be rolled into the State plan.

Updates from Partners on Current Projects: (Continued)

Regional Plan Update: (Continued)

Chair Myers stated he met with GeoComm to discuss how the regional assessment rolls up into the State assessment. The original agreement included only 8 counties and the City of St. Cloud and now is up to 19 counties and the City of St. Cloud. The agreement will require an addendum to include the additional counties and requirements. Upon completion the addendum will be brought back to group for approval.

Assessment Study for Colleges and Universities:

Chair Myers stated on contractual relationships among ARMER and since colleges are a State agency, perhaps we should have the RRB draft a letter voicing a concern how we work with other State agencies in our region. *Scott Mattison moved the RAC draft a letter to forward to the RRB that the SRB address all colleges and universities all private and public and technical colleges being on the ARMER system since they are State agencies, John Haukos second motion.*

Discussion regarding representation on the RAC, RRB, and User Committee from State representatives.

Upon a vote, the above motion carried.

PSIC Grant:

Chair Myers stated in the packet is a spreadsheet indicating what each county's responsibility is for the 20% matching grant - \$8,428.23 for the 20% to receive a total of \$42,141.15.

General Discussion and New Business:

Participation Plans – Benton and Kandiyohi:

Benton:

Chair Myers stated in the packet is the Benton plan. *Ace moved, Troy Langlie second to make a motion pending any changes required by MnDOT or the State; that this plan moves forward to the RRB and then the State.*

There was a lengthy discussion on what channels could/or should be encrypted. Should there be a regional standard or a state standard addressing this issue?

Andy Terry stated the SRB mainly looks at what the financial, technical, and operational impact prior to approving plans as a standard and leave the other concerns up to the regional entities. Tom Justin stated that the region should start looking at talk groups and how they are utilized as a standard. Richard Neitz stated we may be a little early in approving a standard until the 456 plan is rolled out.

Upon a vote, the above motion approved to move the Benton County plan forward.

Ron Vegemast Memo:

Chair Myers stated he and Jay sent out a response to the memo.

Radio Training:

Chair Myers stated a training curriculum/component needs to be addressed for everyone coming onto the system such as dispatchers, end users, etc. The State has a radio operations and training curriculum; however it needs to be updated.

Sales Tax:

Chair Myers stated, he met with Representative Larry Haws and he was very supportive of the sales tax exemption and will be moving it forward.

Other Items of Interest:

Background Check:

Chair Myers stated there was some additional language required to be added to the background check release form, it is currently under legal review.

Date Correction at BCA:

The meeting is the 22nd not the 21st and is at the BCA from 8:30 a.m. – 3:00 p.m. in reference to adding data to the ARMER system. Chair Myers will be attending as will Scott Mattison.

RIC Coordinator:

Chair Myers stated Tom Justin is the interoperability coordinator for the region and members should include him to help resolve regional and state concerns pertaining to the ARMER system

Upcoming Meeting, Set Date, and Location:

November:

November will be in Douglas County on November 21st at the Fire Station.

January:

Bob Cuchna moved, second Dawn Mund to have the next meeting on January 9th in Grant County, upon a vote, motion carried.

Motion to adjourn Jay, second Mark Englund at 2:45 p.m., upon a vote motion carried.

Minutes recorded by Debbie Backes.