

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)

Meeting Minutes

Friday, October 14, 2011 10:00 a.m. – 1:30 p.m.

Browerville Community Center, 653 Main Street North, Browerville, MN
Todd County

Members/Alternates Present:

1. Micah Myers – City of St. Cloud
2. Troy Heck – Benton County
3. Tom Egan – Douglas County
4. Ace Bonnema and Dan Hartog – Kandiyohi County
5. Randy Celander – Meeker County
6. Al Fjerstad – Mille Lacs County
7. Jeff Jelinski – Morrison County
8. Matt McGuire – Otter Tail County
9. Tim Riley – Pope County
10. Jay Sikkink – Stearns County
11. Scott Busche and Judy Diehl – Stevens County
12. John Holtz – Swift County
13. Bob Cuchna and Peter Mikkelsen – Todd County
14. Trevor Wright – Traverse County
15. Scott McKellep – Wadena County
16. Rick Fiedler – Wilkin County
17. Greg Howell – Wright County

Members/Alternates Absent:

18. Big Stone County
19. Grant County
20. Sherburne County

Guests Present:

Dave Gabrielson – Meeker County Commissioner
Kathryn Gilson and Bruce Pederson – MN State Patrol
Tom Johnson – Acting RIC
Don Otte – Stearns County Commissioner
Greg Stepan – MN DOC

Meeting was called to order by Chair Micah Myers at 10:05 a.m. – 17 of 20 members in attendance with quorum present.

Revisions and Approval of Agenda:

Judy Diehl moved to approve agenda, Jeff Jelinski seconded. Motion carried.

Communications:

None.

Approval of Minutes:

Jay Sikkink moved to approve the minutes of September 9th with one typographical change, seconded by Bob Cuchna, motion carried.

Reports:

1. SRB/ARMER Update; MnDPS/MnDOT:
 - a. MnDOT: (Tim Lee or Dave Klema)
None.
 - b. SRB: (Micah Myers)
None.
 - c. OTC: (Jay Sikkink)
Approved a statewide patrol talkgroup for hailing and can be used in all service branches. Standard 3.24 discussed for interop with PSAPS around the state, regional interop talkgroup survey was sent out, looking at changing IC zone, any other requested statewide changes should be submitted, discussed Gold Cross being required to have statewide permission from all seven regions.
 - d. Interop: (None)
No quorum, moved forward items to SRB, discussed Civil Air Patrol in length, VHF overlay, and P25 Standards. Alex Tech conducted demo on CBT's, suggested to obtain log-in and review site.
2. CMNRRB Update: (Micah Myers)
Discussed 50/50 grant, RAC was authorized to appropriate the extra \$235,000, approved STR standard, authorized O&O to approve participation plans and then forward to SRB for approval, website was changed and members asked to review, individual committee chairs can post their own items to the website. JPA was finalized with some action items needed such as Emergency Managers Group will need to be formed, create bylaws, etc. Regional logger discussed, next meeting is January 25th.
3. User Committee: (Paul McIntyre)
None.
4. Regional RRB/RAC/O&O/User Committees: (Micah Myers)
Next meeting is October 24th at MnDOT. MTUG will be meeting at St. Cloud Police Headquarters on the 25th.
5. Owner and Operators & Users: (Scott McKellep)
Approved SOP for STR, discussed Central MN Regional Public Work, would require training and standards set, would be a priority 9, no issues with Meeker County participation plan, anticipate someone from MnDOT at next meeting to discuss why advanced key is needed for Motorola only as it is not really accomplishing security, discussed standard on Weather Channel and will review at next meeting.
6. EMS Committee: (Paul McIntyre)
None.

Reports: (Continued)

7. STR Committee: (Al Fjerstad)

Long discussion on status of towers, subcommittee will review prototype in December, discussion on how regions will take possession of towers, anticipate a tower being at the statewide interop conference with possible training at that time and anticipate obtaining possession in April. Discussed licenses and frequency, regional SOP, and towers entered into CASM tool. Suggestion is Douglas County utilizes their fixed asset tags on the batteries and chargers and the radios will be lazared. *Tom Egan moved, second by Bob Cuchna to recommend the RRB approves maintenance funds to cover the cost of the lazering with CMSTR 1-30 being used to name radios. Motion carried.*

8. RIC Report: (Tom Johnson)

Provided update on remaining towers Central Region not on system. SCIP plan will be reviewed and submitted by the end of the month, reviewing operational report; April 16-18 is the Statewide Conference in St. Cloud, reviewing training RFP to design standardized train the trainer, status board on track to deploy 2nd quarter 2012, reviewing broadband. John Tonding is the newly appointed RIC.

9. Executive Committee (Micah Myers):

Reviewed logger prebid, discussed MOU on federal frequencies, Gold Cross, JPA process and O&O will review standard for membership, getting Emergency Management group formed. Currently there are 11 interested parties in the regional logger, once logger proposal is in place, may want to set up a separate group or perhaps put under O&O; discussed Financial Policies to tribal entities and will treat similar to the City of St. Cloud, discussed train the trainer trainings. Meeting attendance discussed, additional PSIC grant, 50/50 grant, and update on reimbursement process.

10. CCGW:

Update from meeting provided, approximately 150-154 CCGW's are needed once everyone is on the system and we have 130 available; need to review to see how many can be freed up. Group will need to be tasked with an explanation as to what the CCGW is, why it is needed, etc.

Regional Radio Board:

1. Review Agenda:

Next meeting is January 25th, will be adopting or selecting RFP for regional logger, any standards brought forward.

Updates from Partners on Current Projects:

1. Regional JSOA: (Micah Myers)

Chair Myers read update from Mike Mazzitello, suggested targeting the 700 band. Purpose is for internal jail communications.

2. Gold Cross Participation Plan: (Andy Terry)

Gold Cross is required to request approval from each region, due to possible loading on the system. Kristen is pulling the loading capacity Gold Cross utilized for the last 18 months. Discussion if entity would be required to add additional capacity, Ace suggested a possible lower priority may be assigned. Al Fjerstad stated the code plugs could be programmed to minimize this as well.

3. Alexandria Technical College:

Ron approached Alexandria to add additional consoles for training, and if this region assists in the funding, how will this affect the regional training in the future will be discussed at a later date.

General Discussion and New Business:

1. Grant Update:

Regional Capacity

Reviewed adding additional capacity on sites throughout the region, additional cost to county, grant expires June 30, 2012. This will affect CCGW counts.

50/50 Grant

Reviewed request for additional funding available and exactly what the funding can be spent on and considered infrastructure, OTC will be making a rule on items. *Chair Myers moved, Randy Celandier second to approve approximately \$52,000 to Otter Tail, \$33,000 to Traverse, \$58,000 to Swift, and Morrison to get the balance of approximately \$110,000, motion carried.*

Additional PSIC Training Grant Request

EMS and Dispatch CPS training is December 6-8, 2nd session January 18-20; System Admin has eight seats January 3-4 or 4-5, January 10-11 or 11-12 ten seats. Chair Myers will send out sign-up.

2. SRB – Best Practices Workgroup:

EMS, Hospitals and Public Health Best Practices are near completion; Law Enforcement, Fire, Emergency Management, Public Works and Dispatchers will be forthcoming and looking for volunteers. Scott McKellep will check with Emergency Management group, Chair Myers will check with Chuck Koetter of St. Cloud Public Works and Dean Wrobbel of St. Cloud Fire, Bob Dickhaus or Al Fjerstad for Dispatcher, Ace will represent Law Enforcement, the Executive Committee will appoint open positions.

3. Other:

None.

Old Business:

1. Regional Logger RFP:

Any vendors are to have questions to Chair Myers by end of business today. Proposals will be submitted by November 10th, will go to Washington County to review Verint and there are several agencies in region who utilize Motorola. At December meeting we will have vendor presentations for up to one hour each. In January RAC will make recommendation to RRB for a vote on January 25th.

2. JPA Update:

Will be sending standard for membership application and modifying that standard using Northern as a template, looking what other committees may need to be set up under Emergency Services Board, developing a financial policy required by tribal entities if requesting to become a member of the EMS.

3. Other:

None.

Upcoming Meeting Date and Location:

- November 18, Traverse County.
- December 9, Wadena County.

Adjournment:

Bob Cuchna moved, second John Holtz by to adjourn at 12:05 p.m., upon a vote motion carried.

Minutes recorded by Debbie Backes, Recording Secretary.