

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)

Meeting Minutes

Friday, November 19, 2010 10:00 a.m. – 1:30 p.m.

Kandiyohi Law Enforcement Center, Willmar, MN

Kandiyohi County

Members/Alternates Present:

1. Micah Myers – Vice-Chair – Designee of St. Cloud
2. Troy Heck – Designee Benton County
3. John Haukos – Designee Big Stone County
4. Tom Egan – Designee Douglas County
Mike Henrion – Alternate Douglas County
5. Troy Langlie – Designee Grant County
Greg Lillemon – Alternate Grant County
6. Ace Bonnema – Alternate Kandiyohi County
7. Jeff Norlin – Designee Meeker County
8. Mike Smith – Alternate Mille Lacs County
9. Matt McGuire – Designee Otter Tail County
10. Tom Larson – Designee Pope County
11. Jay Sikkink – Designee Stearns County
12. Scott Busche – Alternate Stevens County
Judy Diehl – Designee Stevens County
13. Bob Cuchna – Alternate Todd County
14. Trevor Wright – Delegate Traverse County
15. Scott McKellep – Designee Wadena County
16. Greg Howell – Alternate Wright County

Members/Alternates Absent:

17. Morrison County
18. Sherburne County
19. Swift County
20. Wilkin County

Guests Present:

Mark Gieseke – MnDOT
Tom Justin - RIC
Jackie Mines – DPS/ECN
Don Otte – Stearns County Commissioner (RRB)
Bruce Pederson – MN State Patrol
Greg Stepan and Victor Wanchena – Department of Corrections
Wally Strand – Meeker County Commissioner (RRB)
Randy Willis – Stevens County Sheriff (RRB)

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

Chair Myers welcomes members and guests, introductions conducted. 16 of 20 members in attendance with quorum present.

Communications:

None.

Approval of Agenda:

Bob Cuchna moved, second by to Judy Diehl to approve agenda, upon a vote motion carried.

Approval of Minutes:

Jay Sikkink moved, second by Scott McKelley to approve minutes of October 8th, upon a vote motion carried.

Reports:

1. SRB/ARMER Update; MnDPS/MnDOT:
 - a. MnDOT: (Mark Gieseke or Tim Lee)
Update of ARMER build out provided.
 - b. SRB/ARMER Update: (Micah Myers)
Met on Ron Vegemast, approved a few standards, discussed on change control.
 - c. OTC: (Jay Sikkink)
Discussed S-TACS, change control process, county roams and statewide access. Washington County requested that the emergency button be a statewide roam. Douglas plan was approved (Vo-Tech portion).
 - d. Interop: (Micah Myers and Jay Sikkink)
Discussed strategic reserve standards and 2010 grant allocations. Having talks with bordering states and Canada, money is available to purchase control stations for interop with bordering states. Big Stone County obtained a grant and there is a meeting on January 13th for all bordering states.
2. CMNRRB Update: (Micah Myers)
Next meeting is January 26th, will review Joint Powers agreement.
3. User Committee: (Paul McIntyre)
Discussed S-TACS, recommended making four additional regional TACS and providing them for the surrounding regions. Suggested name is OS-TACS for Outstate and could be OS-TACS 5-8. Also discussed next year's schedule to leave the evening as scheduled and daytime would be combined with the O&O days.
4. Regional RAC Committees: (Tom Hannon)
Discussed change control, standard on representation, reports on standing committees, Brandon from DECN provide report, and grant info was provided. Next meeting is February.
5. Owner and Operators: (Scott McKelley)
Tabled standard because of the number of encrypted talk groups, possibly increasing the numbers available, group will be assembled to work on the CPS issues, discussed Central MN CALL and standard left as is. Next meeting is December.
6. Frequency Planning Committee: (Ace Bonnema)
Ace stated consultant has report they are submitting to SRB and are waiting for that.
7. Regional RIC – Additional S-TAC: (Tom Justin)
Jackie Mines is the new Director for DECN, she is learning about the needs of the various regions, need to provide additional technical support, and analyzing how their office can support the regions, training, grant process, distributing funds, etc. Tom anticipates the standards regional encrypted and use of regional interop should be in final draft and would be discussed at the RAC in December and RRB in January. State Patrol in Mankato moved over to ARMER.

Reports: (Continued)

8. STR Committee: (Mike Smith)

Talked about cash of radios each region would be getting, discussed portable towers and repeater specifications. will be getting 30 radios for each region, the last three zones are up to each region as to what they want to put in, will be meeting the beginning of December. Jay stated the OTC discussed code plugs and Brandon from DECN will be looking at this. Chair Myers stated the region needs to start planning for once they take ownership of the equipment and will need to determine how it will be maintained, housed, etc.

Updates from Partners on Current Projects:

1. Regional Logger: (Micah Myers)

Met this morning with MnDOT and DECN, to discussed regional logger. The concept was to have one logger that would take care of regional and state traffic, and then routing priority and non-priority to do district loggers. We would add capacity on existing loggers in Meeker County and Kandiyohi County. The potential exist to add Wright County to the project. Chair Myers would need to know if any other entities are looking at being a part of the regional logger concept. Matt McGuire asked if there is a cost or savings involved with this many entities involved. Chair Myers stated they need to determine the size of the logger needed before costs can be determined. He stated they took the MAC model and worked from there to meet our needs. We are still in the design phase. Matt suggested original plan was to handle ARMER traffic in the region and now that they are adding 911, it makes it much more complex. Ace stated if a 911 call was placed, it would be nice to have the 911 call and admin traffic and then all of the traffic following up instead of having to go through two different systems such as NICE. Chair Myers stated looking at utilizing the OET network, Matt asked if the group feels it should be scaled back since it is being so complex. Chair Myers stated if it is not sized now it will have to be dealt with later and the records management group would be added, the playback audio all from one location. Tom Larson asked if an entity could participate as much as they want to and that it does not have to be all or nothing. Troy stated they have not seen a price tag yet and may find out later it would be more feasible for each entity to do their own phone items. John Haukos stated it would be much better for them to come up with a Regional concept. Tom Larson stated NICE has been doing this type of thing for years and it really isn't that complex to them. Ace stated the pipe will be there if it was only radio traffic, it would just need to ensure the pipe is big enough. Scott Busch stated entities are just looking at only having to maintain just one system.

2. Gold Cross Participation Plan:

Almost complete.

3. TIC: (Tom Justin)

Tom stated the appendix needs to be attached and asked how it should be distributed for its review. Chair Myers will send it out for review and should be available for voting on in December.

General Discussion and New Business:

1. JPA Draft – Review Emergency Managers Changes:

All changes as of the beginning this week are included in handout, Tom Hannon, Sheriff, and Mike will be meeting November 30th to discuss the concerns regarding the changes, the approval process requires 100% and currently it is not the case. Tom Larson stated by adding emergency managers into the JPA in reference to subdivision 3, this allows entities to work together in planning, training, purchase of equipment, incidents, etc. without any other agreements required. It does not indicate assets will be purchased it just allows for that to take place if so desired. This will allow the counties to work together to purchase, manage grants, etc. that individual counties are having difficulties with now.

General Discussion and New Business: (Continued)

1. JPA Draft – Review Emergency Managers Changes: (Continued)

If two small counties wanted to share emergency management functions, this will allow for that without creating a new Joint Powers. This is a Joint Powers and all entities are required to agree or changes can not take place. Tom Hannon stated that local entities retain total control over their capital costs, would still need approval of annual budget, appointment authority does not change. The things that do change are the addition of tribal entities, ability to create advisory committees such as the RMS project. Jay asked if he could put this past his county attorney before it can be approved; it was the suggestion to not bring before the county attorneys at this time because they would prefer to have a final document to review. Tom Larson suggested the delegates on the RRB bring it forward to the county attorney. Chair Myers stated if an entity has any concerns to bring forward now to help streamline the process.

2. NGen Letter from Mark Shields:

Chair Myers stated this is a letter from the Sheriff's Association and where they would like this to go. Jackie state it appears there are a lot of similarities in making change to 911 and the radio system, the MSA has a PSAP committee that meets and had discussions utilizing current resources and combine them. They would consider having a NGen committee under the SRB and there would be a group of sheriff's on the committee and a technical committee under that should there be support needed through legislation, funding, and the need for statewide support for 911. Jackie explained the reason behind the NGen 911's committee under the SRB and to eventually changing the name of the SRB for better reflection of the goals. State is in the process of creating a Next Gen advisory group even though they do not have formal approval to be under the SRB.

3. Change Control Process:

Jay stated this has been going on for six months in the Metro, last month the SRB decided to go back to the regions as there is some language in reference to SMG, looking for input from this region. Some of Jay's concerns are there is no representation from Greater Minnesota in flow chart and the representation is from the Metro, another concern is there are major and minor operational changes, is approval is by the OTC and SRB it is minor, if major it needs to go through numerous groups. Concern is there needs to be a process for change control although if a major is the various groups required too long of a timeframe before it could be approved. Tom Larson suggested there should be a limit on the maximum time required to get something approved, Jay stated they wanted to ensure that there are not changes taking place every couple of months and want to ensure everyone has a chance to look at proposed changes. Brad Hanson asked what determines the difference between a major and minor change by definition. Jay clarified this is only statewide changes and not regional changes. Troy Heck agrees there should be outstate representation, Don Otte stated the state requires a 60-day limit to issue various permits and a 60-day rule would not be out of line and perhaps could be a recommendation. Mark Gieseke stated he is redrafting this and some of Jay's concerns were considered and the next meeting there should be a revision to the proposal process for input. Mark will have the draft out later this week. Jackie added if these changes impact everyone in the state and if it costs other regions money, they should have input on it. Tom Justin stated the intent behind this change policy is to put a timeline behind how long it will take to make changes. Any suggested changes should be provided to Jay.

4. Grant Update:

a. PSIC – Control Stations:

Had approximately \$14,000 unspent and looking at purchasing radios.

b. PSIC – Portables and Mobiles:

\$10,900 that the 14 agencies were eligible can now spend the money.

General Discussion and New Business: (Continued)

4. Grant Update: (Continued)

c. Grant Committee for 2011 SHSP/IECGP Grant Applications:

2011 SHSP Grant application consisted of the following three items; more capacity, subscriber units, training, and the regional logger. IECGP application was for professional services. State has approved the 50/50 grant, Central region received approximately \$2 million, half of the agencies who submitted received funding, the other requests were held over, Douglas and Grant \$40,000, Mill Lacs, Morrison, Traverse all received \$40,000, infrastructure Morrison \$43,315, Traverse \$115,500 total \$158,850. Micah will send out notice to the agencies which were allocated funding. Total grant for capacity is \$846,000, (Micah provided breakdown for the various counties and their grant funding allocated).

5. Other:

None.

Old Business:

1. Additional S-TAC or Additional Regional TAC's – Pope County SWAT:

Discussed S-TACS above, looking at getting four additional regional TACS to make available region wide and hand them out for entities to program. Ace stated the User discussion is if they were called CM that neighboring regions may not opt to put into their radios. These additional TACS would be available state-wide unlike the other S-TACS are only regional. Jay stated another option is to have an alternate IC zone with all 16 discipline TACS in. Chair Myers stated the OS-TACS versus the statewide zone with the 16 discipline TACS at this time may allow for everything to be onboard. Tom Justin stated F-TACS currently can not be programmed in L-TACS, etc. so if we ask for four more general for across the lines, the hex codes and assignment could be reassigned as additional STACS. *Tom Larson moved to create four regional TACS that have statewide access and suggested naming would be OS-TACS 5-8, Jay Sikkink second, upon a vote motion carried. There will be a letter attached to make reference to the hex codes, etc. listed above.*

Jay asked if the state does not approve it, perhaps the region should then compromise with the IC zone, Ace suggested with the compromise would have concern of air control and State Patrol would then need to reprogram as they are using the STACS. Chair Myers thought this may be a long-term solution, and Jay asked if the group felt comfortable with a compromise. Tom Justin stated there were concerns with silos and with the change management process would be a major change, the other process is not.

West Central MN SWAT Team, Tom Larson was informed the three encrypted SWAT Team tactical channels to be allowed region wide. Pope County would control the utilization, and Chair Myers suggested there be some protocol as to how they are used. Tom stated they are just asking the access to be region wide, and they would remain Pope County ID's. Tom Justin suggested the Owners and Operators may want to look at this to see how the radios are programmed, capacity, etc. Troy Langlie suggested if this is discussed at the O&O, Douglas County may have a similar issue with their taskforce, and they will be across region.

2. Regional Radio Board Representation on the State Radio Board:

Don Otte stated he feels the Northern region is ready to take over this role, the situation with one outstate representatives for six regions and it was discussed at their state meeting, regions would need to work with the representative to have their concerns addressed, there is an outstate cities that is retiring and perhaps a city could get representation this time.

Old Business: (Cohntinued)

3. Other:

Paul McIntyre asked for information on the upcoming DECN Conference and if there is any funding. Chair Myers stated it was put into the grant for a line item. January 24-26 is the tentative date in St. Cloud; RFP for vendor selection will be out next week. The request will to have the RRB meeting to 2:00 p.m.

Upcoming Meeting Date and Location:

December:

The December meeting is the 10th in Meeker County.

January:

Next meeting is in Mille Lacs County on January 14th.

Adjournment:

Tom Larson moved, second Mike Smith by to adjourn at 1:20 p.m., upon a vote motion carried.