

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)

Meeting Minutes

Friday, November 20, 2009 10:00 a.m. – 1:30 p.m.

American Legion Post 29 – Morris, MN
Stevens County

Members/Alternates Present:

1. Micah Myers – Vice-Chair – Designee of St. Cloud
2. John Burski – Alternate Benton County
3. John Haukos – Designee Big Stone County
4. Tom Egan – Designee Douglas County
Michael Henrion – Alternate Douglas County
5. Troy Langlie – Designee Grant County
6. Stacey “Ace” Bonnema – Alternate Kandiyohi County
7. Randy Celander – Alternate Meeker County
8. Mike Smith – Alternate Mille Lacs County
9. Jeff Jelinski – Alternate Morrison County
10. Mark Englund – Designee Otter Tail County
11. Tom Larson – Designee Pope County
12. Dave Pikal – Alternate Sherburne County
13. Jay Sikkink – Designee Stearns County
14. Judy Diehl – Designee Stevens County
15. John Holtz – Alternate Swift County
16. Bob Cuchna – Alternate Todd County
17. Trevor Wright – Designee Traverse County
18. Scott McKellep – Designee Wadena County
19. Rick Fiedler – Designee Wilkin County
Dawn Mund – Alternate Wilkin County
20. Greg Howell – Alternate Wright County

Members/Alternates Absent:

None

Guests Present:

Tim Lee and Mark Gieseke, MnDOT
Don Otte – Stearns County Commissioner
Wally Strand – Meeker County Commissioner

Meeting was called to order by Chair Micah Myers at 10:00 a.m.

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

Communications:

Motorola provided a presentation on NICE Security Solutions for Public Safety with the IP logging system and ASTRO 25 Network Management System as it integrates to the ARMER system.

Approval of Agenda:

Correction – Meeting date October 9th versus September 11th, *Bob Cuchna moved, Jay Sikkink second to approve agenda with correction, upon a vote motion carried.*

Approval of October 9, 2009 Minutes:

Jeff Jelinski moved, second by Judy Diehl to approve minutes, upon a vote motion carried.

Reports:

MnDOT: (Tim Lee)

Tim stated MnDOT reported yesterday the Rochester control was transitioned, St. Cloud today, he provided update of towers recently on line and those that will be on in the near future.

SRB/ARMER Update: (Micah Myers)

Met yesterday; quorum not present therefore no action taken. Went through reports, confirmed 58 counties made commitment to move to ARMER and provided SCIP update.

OTC: (Jay Sikkink and Mark Englund)

Sherburne County requested to add Public Works to their system and plan to have them on line by the end of the year. Federal Engineering was accepted by the board, although not approved.

Interop: (Micah Myers and Jay Sikkink)

Still deciding what to do with the interop plan; looking at having original Phase III as a pilot plan. Discussed fire scene of actions and looking at options.

CMNRRB Update: (Micah Myers)

Did not meet.

User Committee: (Paul McIntyre)

Granite Electronics provided demonstration on patching equipment which the St. Cloud School District uses to communicate on the 800, report updates provided, will be utilizing a RSVP system during the winter months to ensure there is a quorum present to conduct business, if not meeting will be cancelled.

Regional RAC Committees: (Tom Hannon)

Met October 26th in St. Cloud, looked at Regional standards and need to come up with a process; considering putting together an information curriculum to get newly elected officials up to speed and will need to keep the training consistent. Suggested putting together an annual regional conference for a couple of days for various tracks such as administrative, users, etc. next meeting is tentatively in January.

Owners and Operators: (Lance Feia)

Meet December 3rd, looking for direction from this group, a list of standards, and a timeframe. Standard 3.24 will need to be reviewed soon, suggested completing the standard on the FSOA and then start 3.24. The state standard for LE_TACS should be discussed and suggestion was we need more encrypted state-wide talkgroups. This will be discussed in December or January and should be brought forward to the OTC. Tom Larson asked if we could get a report for the December meeting to see how frequent they are used. Jay stated Chuck Jackie pulled the reports and they were used on a daily basis. *Tom Larson moved, Jay Sikkink second to have the Owners and Operators look at the LE_TAC usage and what the recommendation would be. Upon a vote motion carried.*

Judy Diehl moved, Dave Pikal second that the Owners and Operators will continue reviewing standard 3.24 and then go back and review standard 3.15. Upon vote, motion carried.

Discussion regarding scene of action channels, Jay stated Metro has not really tested them for run over and consensus is we need to test it in more detail; Tom Larson felt it is a decision how the region wants to use it, if they are currently using the FSOA's, they will want to continue. *Mike Smith moved, Tom Egan second to table until we have additional testing, then have the Owners and Operators review the results to make a recommendation to the RRB. Upon a vote motion carried.*

Regional Radio Board:

Next meeting is January 27, 2010.

Updates from Partners on Current Projects:

Participation Plans: (Andy Terry)

Andy sent around an update of the statuses of the participation plans. Had kick off meetings in all but three counties, Wadena and Wilkin will be early December and Swift will be scheduled soon; by early to mid December all counties will have kick off plan. Initial meeting is radio 101, etc. second meeting discusses connectivity, coverage, loading criteria, etc. and met with Douglas, Grant, Meeker, Mille Lacs, Morrison, Todd, Pope, and Stevens Counties.

Big Stone:

Andy stated his plans report the impact the county will have on the system, if they are adding any channels, etc. Big Stone will add about 140 users to the system, no enhancements or additional channels are needed, looking at a phase migration with law enforcement and EMS initially, then fire, and finally public works and other users as funds become available. Do not plan to upgrade or change out their consoles, their communication connectivity will be by control stations, they have a joint dispatch with Kandiyohi County. Currently use analog logging, Kandiyohi will also log for them as a dual logging system. Will not use any of the states T1 resources; do have a leased circuit to Kandiyohi for backup and nighttime dispatch. For system administration and management they do not plan on doing their own management, will be having Kandiyohi to work with them as well as a local radio shop. Their fleetmap will be adding 13 talk groups to the system, will start programming radios shortly after the 1st of the year. John Haukos stated they hope to put in an 800 console with Grant County, SD as they have a lot of communication with them through a soft patch. Clarification with plan, Tim Lee stated they could not get a tower in Johnson and will be looking at a different link. *Bob Cuchna moved, Randy Celandier second to approve Big Stone plan, upon a vote motion carried.*

Meeker:

Andy stated the plan contains three stand-alone sites implemented in part of the state plan; they will have a subsystem site from a 3 site 5 channel configuration to a 3 site simulcast and add two channels, one in Kimball and Hector to help with the loading. Both plans contain site details and have not blacked out coordinates which will be required prior to posting. Chair Myers stated this will be on the administrator site and a password is required to access so the coordinates would not need to be blacked out. The proposed frequency plan needs some work yet with MnDOT, will need to populate some frequencies, and this is a fluid part of the document. Anticipate adding 500 radios to the system, current radio count is more than 500; initial estimate is 430 and eventually back up to 500. Andy asked how important it is to have an accurate count of radios and would like to error on the high side because of the Unit ID concerns. Chair Myers stated this is pertaining to Standard 2.5 and there needs to be room to grow as it asks for a three year growth plan. Will be replacing existing console system and digital logging, implementing a microwave link to the Litchfield tower, and will have a fiber optic link as a secondary path for backup. Plan on having a system administrator on staff, Tim stated the fiber link is only from Dassel to Litchfield and then back to Eden Valley. Upon Tim's clarification; it was suggested to retain the fiber link to Eden Valley. Meeker County realizes they need a training program, have identified some train the trainer candidates, taken some steps with vendor and will be coordinating with MnDOT for cut over, have a fleetmap and about 45-50 talk groups. Starting employment the first of the year and anticipate full employment in April. Chair Myers stated he contacted Gary Range from Motorola and are looking to bring in a trainer to train regionally from the training funds for the system management administrator. Jay stated Stearns County has three talk groups at the Eden Valley site and some of the traffic might carry over to other sites and will need to be considered when programming. Stearns County has a tuning piece of equipment Meeker or any other county can use for frequency testing. *Mike Smith moved to approve Meeker County plan with the updates to the connectivity map (page 18), second Ace, upon a vote motion carried.*

Updates from Partners on Current Projects: (Continued)

School and Hospitals Assessment Studies: (Geo-Comm)

Mike Mazzitello provided update of studies and indicated Micah has been reviewing studies and there are some changes still required due to some inaccuracies. If you are a listed agency, please validate your information so the study can be completed.

Wright County Update:

Mike stated Wright County's implementation for infrastructure will be completed in the next couple of weeks with testing to begin soon. December will be the final inspection, training will be conducted in January and by mid January all radios will be cut over to the system with final sign off by the end of January.

Camp Ripley:

Camp Ripley should break ground this spring for their project.

General Discussion and New Business:

Radio Logger:

Jeff Jelinski provided scenario of incidents where a SOA could be utilized, although a recording is not taking place off this channel. Chair Myers stated there has been discussion about logging an SOA. As the 800 system is being implemented across the region, they will need to look at the current operational procedures as they may need to change.

Control Station Provided by the PSIC Grant:

Chair Myers stated to send Scott Wiggins an email to inform him that you want the control station; a sub-grant will be coming to the region for distribution. We need to request unit ID's for everyone in the region so the control stations can be programmed, we will do a blanket contract for the whole region. Standard 3.24 ties back to this process, Chair Myers will submit an application to the State following the RRB's approval on January 27th.

Grant Process:

IECGP (Update):

Discussed taking the 2010 resources and submitted grant request to the state so the Alexandria Technical College could be a regional training center.

SHSP:

A \$2.6 million grant opens January 15th, there are several requirements Standard 6.5 outlines what needs to be in the grant application and criteria, already asked the RRB to allow each agency to apply. Each agency puts their request in and submits to the RRB for submission of the grant, just need to make it through the regional governance level to be eligible. Chair Myers stated there is a grant review committee and they will look to see how it relates to the SCIP plan as well as other criteria. Whoever is responsible for applying for grants for the radio system is the person responsible for submitting request.

General Discussion and New Business:

Other Available Grants:

State will not adjust timeline for the expenditure of the PSIC funds to utilize for subscriber units so the September 2010 is deadline.

The region has short of \$1 million for infrastructure, looking at changing what it could be utilized for such as subscriber units or assisting agencies in adding additional infrastructure needed to be on the system. If the State changes the criteria from infrastructure only, it is still the regions funding to spend.

There is a \$5 million grant that opens up on January 15th RRB has not approved resolution to apply for this grant yet.

Jay stated entities still need to be narrow banded by 2013 and are lobbying to see if funding could be available for this.

TICP:

Going through the CASM data submitted to the state, there is a list of questions OTTC has i.e. do we log SOA traffic, if we have mutual aid calls, where do we go; do we want to have OTTC develop them or does the region want to draft it, need a point of contact, etc. There are inaccuracies and will be meeting with Tom Johnson for clarification, OTTC could provide the updated information if the region chooses. *Tom Larson moved to have OTTC update and validate the CASM information as it pertains to the TIC Plan, Jeff Jelinski second the motion, upon a vote motion carried.*

Chair Myers stated there is information for interop such as schools that were not in the study, and once the CASM data is complete, it could then be populated to complete the TIC Plan. He will send the CASM study out electronically for entities to review for inaccuracies. This is the data from June 6th of this year.

Regional LE Talk Group:

Troy Langlie stated he feels there is a need for an encrypted LE Talk group; the region then will need to determine how many they need. Chair Myers stated currently there are four encrypted regional talk groups. If we have regional encrypted talk groups, how do the agencies who border another region communicate with them. Jay asked what keys do we use for the four talk groups and who has the keys for them. The Owners and Operators will develop a policy on how the four talk groups will be utilized. Mark Englund felt the Users should have input on the policy, it will need a blended effort. Jay suggested some actual users from the Task Force and Users Committee participate in the Owners and Operators meeting to develop the policy.

Other:

Tom Larson asked about a system administration staff for those entities which do not have the staffing and they could contract with. Chair Myers stated each entity would need to have someone be the keeper of their code plugs, etc. The radio shops which have been authorized can do programming. Chair Myers will develop a draft for the next meeting as to what the responsibilities are of an administrative staff on a day to day basis for further discussion. Andy Terry stated perhaps a one or two page service agreement would be sufficient and it outlines who an entity goes to for what issues.

Old Business:

F-SOA in Mobiles:

Issue will be going back to Owners and Operators contingent upon further testing.

Participation Plan Reimbursement Procedure:

Will be forward on to the State, they will then release funds, once the grant funding is utilized they will then be sent to the Emergency Managers Region for reimbursement.

Training RFP:

Chair Myers would like to coordinate with counties to bring in someone from Motorola to do system management training.

Contact for BGCP:

Background Check Programming will start to be utilized, once Chair Myers has a list of administrators he will then send out passwords and start utilizing system.

Other:

Nothing.

Upcoming Meeting, Set Date, and Location:

December:

Jeff Jelinski moved to cancel December's meeting, second Mike Smith. Upon a vote motion carried.

January:

January 8th - Swift County in the basement of the LEC.

February:

February 12th in Todd County.

Adjournment:

Mark Englund moved, second by Jay Sikkink to adjourn at 3:10 p.m., upon a vote motion carried.

Minutes recorded by Debbie Backes.