

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)

Meeting Minutes

Friday, December 9, 2011 10:00 a.m. – 1:30 p.m.
Eagles Lodge, 647 Jefferson Street North, Wadena, MN
Wadena County

Members/Alternates Present:

1. Micah Myers – City of St. Cloud
2. Tom Egan – Douglas County
3. Troy Langlie and Greg Lilleman - Grant County
4. Ace Bonnema – Kandiyohi County
5. Randy Celander – Meeker County
6. Al Fjerstad and Brent Lindgren – Mille Lacs County
7. Jeff Jelinski – Morrison County
8. Matt McGuire and Judy Siggerud – Otter Tail County
9. Jay Sikkink – Stearns County
10. Scott Busche and Judy Diehl – Stevens County
11. John Holtz – Swift County
12. Bob Cuchna – Todd County
13. Scott McKellep – Wadena County
14. Rick Fiedler and Dawn Mund – Wilkin County

Members/Alternates Absent:

15. Benton County
16. Big Stone County
17. Pope County
18. Sherburne County
19. Traverse County
20. Wright County

Guests Present:

Paul Anderson – Douglas County Commissioner
Lane Waldahl – Wadena County Commissioner
Tom Hannon - ARMER
Tom Johnson – DECN
Kathryn Gilson and Bruce Pederson – State Patrol
Ken Fournier and Greg Stepan – MN DOC
John Tonding – Central MN/Metro RIC

Meeting was called to order by Chair Micah Myers at 9:40 a.m. – 14 of 20 members in attendance with quorum present.

Revisions and Approval of Agenda:

Item 8b Status Board added, Bob Cuchna moved to approve agenda as amended, seconded by Dawn Mund, motion carried.

Approval of Minutes:

Troy Langlie moved to approve the minutes of November 18th seconded by Tom Egan, motion carried.

Communications:

None.

Reports:

1. SRB/ARMER Update; MnDPS/MnDOT:
 - a. MnDOT: (Tim Lee or Dave Klema)

The 2012 system software agreement cost estimates which were provide will be significantly less as there will not be a charge for Motorola subscriber radios which previously was \$16 per unit; infrastructure costs will be reduced as well. MnDOT will invoice the region and the region then will bill the individual members who are participating. Information on SRB site is current for tower build-out and an update was provided for towers in process. Tim stated in Metro techs are using Systech when they are working on sites and want to encourage the regions to do this as a standard procedure. Ace inquired if MnDOT wanted it on Central MN or State Systech, it was confirmed to use the Central MN. Ace stated the region conducts background checks on an annual basis and if any shops or counties have new techs that they need to be conducted and updated.
 - b. SRB: (Micah Myers) No Update
 - c. OTC: (Jay Sikkink)

Have not met and will be discussing advanced system key next week.
 - d. Interop: (None)

Federal Engineering will be conducting a presentation Monday on VHF overlay and how it will impact the region. Looking at state-wide representation to ensure each region has representation on the SRB.
2. CMNESB Update: (Micah Myers) No Update
3. User Committee: (Paul McIntyre) No Update
4. Regional RRB/RAC/O&O/User Committees: (Micah Myers)

Next meeting is January 30th.
5. Owner and Operators & Users: (Scott McKellep) No Update
6. EMS Committee: (Paul McIntyre)

Did not meet, will meet next Friday discussing formalized structure of group, voting membership, best practices and perhaps be structured under the Interop group. Working on hospital communications, Paul thanked region for their EMS support as it is not consistent across the state.
7. STR Committee: (Al Fjerstad)

Meet next week, delivery of STR prototype will be February – March and each region will get towers during the Interoperability Convention.
8. RIC Report: (John Tonding)

ECN recently identified funding for training initiatives, anticipate having state provide training in various areas and are looking for ideas to fill gaps in training. Change Control Process is open until March 1st whether it be a minor or major, one item is JSOA which was submitted by this region.
9. Executive Committee: (Micah Myers)

Discussed Change Control Process, training items that were not funded, based training and then to customize individualized training on console. Continue to discuss attendance at committees and CCGW's.

Reports: (Continued)

10. CCGW: (Jay Sikkink)

Gathering more current information on CCGW's, working with Motorola to identify duplications; 31 reserved for channel expansion grant, reported indicated 16 were utilized after verification it is 15; to date region is ten short for entities who still need to come onto the system. Jay I waiting for Sherburne County's update as they hold 40 and hope they will have some extra's that could be turned back. The group will to meet once Sherburne County reports.

Emergency Services Board:

1. Review Agenda:

Next meeting is January 25th, will change to February 1st or January 18th due to Commissioner training conflicts. Will discuss ESB bylaw changes, application for membership standard and logger.

Updates from Partners on Current Projects:

1. Regional Logger: (Micah Myers)

Verint and Motorola were allowed a one-hour presentation with a 15-20 minute question sessions. Committee took field trip to two facilities and had a conference call with Washington County. Looking for firm commitments from entities today as to who wants to proceed so a recommendation can be made to the EMS at their next meeting.

2. Gold Cross Participation Plan: (Andy Terry or Paul McIntyre)

After last OTC they were asked to review capacity concerns, following the December 12th meeting it will be at the OTC and then the SRB.

General Discussion and New Business:

1. Grant Update:

Regional Capacity

Handout from MnDOT provides requirements for adding capacity to a site.

Three submittals were submitted for reimbursement and are being reviewed; anticipate payment will go out soon.

Additional PSIC Subscriber Grant

Region notified ECN that it has the match for the grant, five entities have submitted request for grant and are approximately \$319,500. Motorola currently has a promotion running and this could reduce amount entities need. It was clarified the match was closer to 25% after computation; there may be some cost savings in areas and if we could get Motorola to extend the promotion it would allow more radios to be purchased. If divided six ways it is approximately \$35,000 per entity and would need to spend approximately \$44,000 after match.

Chair Myers stated if Gold Cross received two radios there was some resource they could turn back to the region. One suggestion is to divide equally between all entities; Bob Cuchna stated some of their submission request is for entities that do not have any radios. *Bob Cuchna moved, second by Rick Fiedler to divide the grant six ways, motion carried. Matt McGuire amended motion to state it will be divided EQUALLY between the six entities who submitted requests, second by Rick Fiedler, amendment carried.* (Kandiyohi, Otter, Tail, Swift, Todd, Wadena and Wilkin Counties) Motorola's deadline is December 18th and if we can get the grant agreement in place it would be a considerable savings.

General Discussion and New Business: (Continued)

2. Status Board:

There was a conference call yesterday in reference to status board and suggested was to use Google calendar as a status board; it was unanimous it would not be an option and will go out for an RFP to write a program. Would like the State to host it as MnDOT no longer wants to be responsible for it.

3. Other:

None.

Old Business:

1. Regional JSOA: (Micah Myers)

Mazzitello will leave the contract open as long as the region needs. On agenda next week there is a request for encrypted PSOAs; question if the standard allows PSOAs to be encrypted and are looking for clarification. It was thought the initial discussion is if they were allowed to be encrypted, then when getting to a site not everyone would be able to communicate.

2. Change Management Request:

Submittals must be submitted by March 1st and this region will be the sponsoring PSOA for the JSOA; it was pointed out it needed to be endorsed by the EMS and needs to be on the agenda.

3. Other:

Troy Langlie was awarded the deputy of the year.

Bob Cuchna is hosting the training in March and would like a confirmation of date.

Upcoming Meeting Date and Location:

- January 13, Wilkin County, needs to be changed due to scheduling conflicts, *Troy Langlie moved, second by Bob Cuchna to change the date to January 6th. Motion carried.*
- February 11, Wright County

Adjournment:

At 2:40 p.m. Matt McGuire moved to adjourn, second by Tom Egan, motion carried.

Minutes recorded by Debbie Backes, Recording Secretary.