

**CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)**

**Meeting Minutes**

Friday, February 10, 2012 10:00 a.m. – 1:30 p.m.  
Wright County Government Center, 10 2<sup>nd</sup> Street NW, Buffalo, MN  
Wright County

**Members/Alternates Present:**

1. Micah Myers and Jerry Kaeter – City of St. Cloud
2. Tom Egan – Douglas County
3. Troy Langlie and Greg Lilleman - Grant County
4. Ace Bonnema – Kandiyohi County
5. Al Fjerstad and Brent Lindgren – Mille Lacs County
6. Randy Celandier – Meeker County
7. Jeff Jelinski – Morrison County
8. Judy Siggerud – Otter Tail County
9. Dave Pikal – Sherburne County
10. Jay Sikkink – Stearns County
11. Scott Busche – Stevens County
12. Bob Cuchna – Todd County
13. Trevor Wright – Traverse County
14. Scott McKellep – Wadena County
15. Dawn Mund – Wilkin County
16. Greg Howell – Wright County

**Members/Alternates Absent:**

17. Benton County
18. Big Stone County
19. Pope County
20. Swift County

**Guests Present:**

Cathy Anderson – ECN  
Dave Gabrielson – Meeker County Commissioner  
Bruce Pederson and Twylla Vickmark – State Patrol  
Tom Hannon – ARMER  
Tim Lee, Dave Klema and Mukhtar Thakur – MnDOT  
Don Otte – Stearns County Commissioner  
Greg Stepan – MN DOC  
John Tonding – Central MN/Metro RIC

**Meeting was called to order by Chair Micah Myers at 10:10 a.m.** – 16 of 20 members in attendance with quorum present.

**Communications:**

None.

**Revisions and Approval of Agenda:**

*Troy Langlie added Emergency Services Board, Jeff Jelinski moved to approve agenda as amended, seconded by Bob Cuchna, motion carried.*

**Approval of Minutes:**

*Jay Sikkink moved to approve the minutes of January 6<sup>th</sup>, seconded by Tom Egan, motion carried.*

## **Reports:**

1. SRB/ARMER Update; MnDPS/MnDOT:
  - a. MnDOT: (Tim Lee or Dave Klema)  
Tower site updates provided, explained cause of recent outage specifically in zone 4 and notice of errors were sent SMG list contacts.
  - b. SRB: (Micah Myers)  
Request to formalize EMS workgroup, amendments to participation plan, modifications to standard 5.2, etc.
  - c. OTC: (Jay Sikkink)  
EMS best practices guide changed to a plan, changing the workgroup to committee, MESB asking for additional talkgroups and naming variance, additional radio ID's, etc.
  - d. Interop: (None)  
No report.
2. Regional Leadership Group: (Micah Myers)  
Next meeting is July 30<sup>th</sup>. Discussed training, ECN is working with Alex Tech on future trainings.
3. CMNESB Update: (Micah Myers)  
Convened Emergency Managers Advisory Committee, selected regional logger vendor, approved change request, adopted application standard for membership to ESB and underlying committees. Next meeting is March 28<sup>th</sup>.
4. EMAC Update: (Tina Lindquist)  
Sent out letters to ask for appointments, once 2/3<sup>rd</sup> are back can convene meeting and adopt officers.
5. Owner and Operators & Users: (Scott McKellep)  
Elected officers and representative for ESB; discussed renaming SOA channels and a subcommittee will review; adopted Stevens County participation plan.
6. User Committee: (Paul McIntyre)  
Meeting jointly with O&O on odd months and even independently for next four months; if there is no increase in participation will look at returning to joint meetings. Will review small aircraft crashes and interop; elected officers ESB representatives.
7. EMS/Hospital Sub-Committee: (Paul McIntyre)  
Restructuring and moved from OTC to interop group, EMS best practices approved as plan, working on formal structure of group with voting membership from each region, working with hospitals to get their talkgroups created, set up three EMS based train the trainers trainings.
8. STR Committee: (Al Fjerstad)  
Prototype trailer in production and everything is to be delivered by the third week in March to either Mankato or Bemidji with training March 26<sup>th</sup> -30<sup>th</sup> to set up trailers. Tom Egan, Mike Henrion and Al Fjerstad will be trained from this region. One trailer will be at the convention for a demo.

## **Reports: (Continued)**

### 9. RIC Report: (John Tonding)

Cathy Anderson introduced as Training and Standard Coordinator, she anticipates to cleanup and access standards more easily on website. Best practices work group moving forward with five different disciplines and still looking for members; on-line registration for April 16-18 conference in St. Cloud begins February 21<sup>st</sup>. Fire pager narrow banding was discussed, if there are problems they need to be returned to Motorola Depo for updating. A temporary fix is to turn down the volume to help reduce noise. National Weather Service notification is becoming a state standard as there are some issues with Aberdeen, SD not working on the ARMER; anticipate adding something onto Traverse PSAP with a patch to fix the problem.

### 10. Executive Committee: (Micah Myers)

CCGW discussed, region is sponsoring two change management items, reviewed by-law updates for housekeeping items. At next meeting will approve bylaws, convening EMAC, discussed train the trainer training 1 and 2, dispatch training upcoming and working on centralized training in region for dispatch 101, discussed capacity issues and grant funding.

### 11. CCGW: (Jay Sikkink)

Keeping track of what each county is using, Benton returned one, State Patrol returned 20 and they were utilized to bring Otter Tail County on; currently have about 11 available, spreadsheet provided with CCGW's being used by entity. Unused CCGW's need to be returned so new entities can come onto the system. Motorola is very close to a solution although details were not available.

## **Emergency Services Board:**

### 12. Review Agenda:

Next meeting is March 28<sup>th</sup>.

## **Updates from Partners on Current Projects:**

### 13. Regional Logger: (Micah Myers)

Two resolutions discussed – to participate and not to participate in the regional logger. Consensus is to move forward and start budgeting for the logger and need firm commitments from entities so resolutions will be sent to members for final commitments of participation before the next RAC. It will go to all Sheriffs and RAC members; Don Otte indicated there should be some explanation to county boards regarding the necessity of and a logger to assist them in decision making. Funding would be from 911 fees and most entities already have a budget line item for logging. *Troy Langlie moved the resolutions be returned by the next RAC meeting, Brent Lindgren second, motion carried.*

*Troy Langlie moved if we do not hear back from an entity it will be considered that they do not want to participate in it, Randy Celandier second and motion carried. Brent indicated there should be some type of acknowledgement that they received the transmission.*

### 14. Gold Cross Participation Plan: (Paul McIntyre)

Agreement is in place with SRB for talkgroups, in process of incorporation, Gold Cross will migrate 100% by the end of the year, St. Cloud site will be using dual band radios within the next month, Mayo and MnDOT are working on an agreement. Stearns, Morrison and Meeker are live at this time through a patch and the region was thanked for their support.

## **General Discussion and New Business:**

### 15. Change Management Request:

Site trunking and reuse of PSOA to a JSOA submitted and will be going through process.

**General Discussion and New Business: (Continued)**

16. Shared Mains to Update Responders: (Al Fjerstad)

State Patrol needs to inform entities about the proper protocol about using their main from a dispatch center to State Patrol dispatch center and what constitutes an emergency. MSP call cannot be used by any consoles or control stations; they are only for units to hail State Patrol. State Patrol indicated officer safety constitutes an emergency and this is the only time their main should be utilized by another entity. Discussion as to when MSP call is used and hailing, perhaps Rick Juth can define what constitutes an emergency and non-emergency use of State Patrol's talk groups.

17. Regional Advisory Committee (RAC) By-Laws:

Changed bylaws from RRB to ESB and bylaws need to be posted for 30 days prior to taking affect; will act on at March meeting. Each standing committee will review their bylaws and forward to ESB for final approval. Intent of bylaw has not changed; in O&O bylaws added a purpose that they can approve participation plan changes and then forward for state for final approval.

18. Grant Update:

Next grant deadline is 2008 Homeland Security funding and is mainly spent and awaiting payment, then 2009 Homeland Security to individual counties.

Regional Capacity:

Looking to modifying some sites which would free up resources in the region.

50/50 Grant:

Looking for some detail by March 1<sup>st</sup> as to how entities plan on using it, will act on at next RAC.

Additional PSIC Subscriber Grant:

For six entities and has a real short timeline.

Emergency Services Board Appointment:

Usually it was Dan Hartog, table until next month.

Other:

None.

**Old Business:**

19. Regional JSOA: (Micah Myers)

Hinges on change control process, currently Mazzitello Consulting is at a decision point to wait for the outcome of the change process.

20. Other:

None.

**Upcoming Meeting Date and Location:**

- March 9, Benton County
- April 13, Kandiyohi County

**Adjournment:**

*Bob Cuchna moved, second by Dave Pikal to adjourn at 12:40 p.m.*

Minutes recorded by Debbie Backes, Recording Secretary.