

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

**Meeting Minutes**

Friday, February 12, 2010 10:00 a.m. – 1:30 p.m.

Community Center, Browerville, MN  
Todd County

**Members/Alternates Present:**

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

**Members/Alternates Absent:**

19. Benton County
20. Swift County

**Guests Present:**

Paul Anderson – Douglas County Commissioner  
Dave Gabrielson – Meeker County Commissioner  
Kathryn Gilson – State Patrol  
Gary Kneisl – Todd County Commissioner  
Don Otte – Stearns County Commissioner  
Wally Strand – Meeker County Commissioner

**Meeting was called to order by Chair Micah Myers at 10:02 a.m.**

Chair Myers welcomes members and guests, introductions conducted. 18 of 20 members in attendance with quorum present.

**Elections:**

Chair – Troy Langlie moved to nominate Micah Myers, Jeff Jelinski second, Tom Larson closed nominations, second by Bob Cuchna upon a vote motion carried.

Vice Chair - Micah moved to nominate Jay Sikkink as Vice Chair, second Mike Smith, Judy Diehl moved, Tom Larson second to close nominations upon a vote motion carried.

**Approval of Agenda:**

*Mike Smith moved, Jay Sikkink second to approve agenda upon a vote motion carried.*

**Approval of Minutes:**

Dan Hartog moved, Judy Diehl second to approve minutes of January 8, 2010, upon a vote motion carried.

**Reports:**MnDOT:

Tim Lee provided a brief tower site update, 25-30 Towers will be in construction this summer.

Tim provided an update on the ARMER interop plan which has been approved. The drawing will be presented at a future meeting for discussion. Chair Myers asked about narrow banding the MNSEF sites, Tim stated if the State owns the sites they will be responsible for narrow banding at the end of 2012.

MNSEF use was discussed, modified standard to allow entities to patch to MNSEF resources and who is responsible for monitoring. This needs to be considered how it will fit into the State plan. Andy Terry stated as he is completing participation plans, the majority of them indicated if the State will narrow band, the entity would probably turn it over to the State to utilize.

SRB/ARMER Update: (Micah Myers)

SRB approved the six Central MN plans approved with Douglas needing additional information as how the Alex Tech fits in.

OTC: (Jay Sikkink and Mark Englund)

Jay stated they discussed participation plans from counties in other regions as well as the central. EMS-COORD was authorized as state-wide. Discussed ID standard and how entities' are responsible for reporting the ID usage to the State on an annual basis.

SMG discovered a patching issue with local to state resources and who is able to hear it (county dispatch can not hear audio), this will be investigated further. Chair Myers stated there were some issues that perhaps were tailgating which are being investigated. Jay stated recording devices and the security for remote support was also discussed.

OTC: (Jay Sikkink and Mark Englund) (Continued)

Stearns County implemented the changes to the interop zone in the system console with the old and new names on the January 20<sup>th</sup>. He stated Metro is looking for a calendar to utilize as a status board checkout, need someone from this region to assist with developing status board. Jay will find details of next meeting and it will be sent out to the entities on the system for participation. Dave Nohner volunteered to represent this region; Jay will do a follow up with agencies on the system as a backup for Dave.

Interop: (Micah Myers and Jay Sikkink)

Chair Myers stated the letter on the narrow banding resources was approved to present to the SRB, grant application scoring sheet was discussed, will be looking at region and statewide impact as a more favorable grading. Jay will bring forward to expand the LE-TACS, this region changed the SE-TACS to include 5-8.

## **Reports: (Continued)**

### CMNRRB Update: (Micah Myers)

Approved participation plan for Gold Cross, discussed putting language together for NGO's requesting reimbursement, will need a workgroup for this. Discussed infrastructure grant disbursement, look at putting together training proposal, approved one for a disaster plan, discussed a system manager training and bringing in a trainer to this region. Re-elected Don Otte as chair and Paul Anderson as vice-chair. Don Otte stated he would like to see some recommendation from this group how they suggest the funds would be best utilized. There is a secure area on the RRB website where administrators can log in and obtain information.

### User Committee: (Paul McIntyre)

Paul stated they discussed ways to improve attendance due to a lack of quorum. Looked at training needs and will start with standard 1 and going through all of the standards so they can better understand them. In March they will do an overview of what PSAP and dispatchers need to be preparing for. Reviewed state standard change on interop talk group and add additional STACS. Conducted election of officers and they remained the same. Looked at possibly having a combined meeting with other groups such as O&O. Discussed EMS communication. Commissioner Anderson shared his frustration of getting a quorum present for the User Committee; he suggested the RAC members look at the roster and if their members are not attending, ask their commissioner to reassign members that will attend. Tom Larson stated as entities start to come onto the system, the attendance will increase.

### Regional RAC Committees: (Tom Hannon)

MnDOT provided a report on training requirements to be a system manager. The last week of April is the 1<sup>st</sup> annual statewide conference with presenters from other states, the RRB authorized for sponsorship if sponsored the cost is \$50.

### Owners and Operators: (Lance Feia)

Revised Standard 3.24, Judy Diehl stated they discussed if a program could be created in which entities who do not have a status board could log onto a secure site, access it, and check it out versus having to contact an entity who does have access and requesting them to reserve for them.

### Regional Radio Board:

Next meeting is March 31<sup>st</sup>, will be approving grant and training funds.

### Updates from Partners on Current Projects:

#### Participation Plans: (Andy Terry)

SRB has been interested in looking at plans and are happy with the Central Members participation in completing the plans. Andy Faith asked if private entities can rent space on the State's site, Andy stated they do not seek entities although some come to them for request. Started coordinating the FCC licensing process due to rebanding there is some additional planning needed. Meeting next week with MnDOT to work on final licensing.

#### Pope County:

Does not intend to add any additional infrastructure sites, has three sites in county, do not plan to add capacity enhancements, bringing on about 245 new subscribers, will have control stations for backup, will be upgrading Gold Elite consoles, evaluating if putting in a dedicated microwave connectivity or a virtual connectivity through St. Cloud. Looking at 3<sup>rd</sup> quarter 2011, does not anticipate on having a network manager or terminal. Tim stated MnDOT looks at the resources needed and setting them aside when reviewing plans, the talk group ID's needs to be reviewed by the OTC and approved.

## Updates from Partners on Current Projects: (Continued)

### Todd County:

Are not adding additional local enhancements, plan to add additional channel capacity on 3 of the 4 sites in the county. Do not have microwave connectivity into the system, plan to use control stations and use for audio logging source. Anticipate 390 users and 48 talk groups, do not intent on having network manager terminal, anticipate 3<sup>rd</sup> quarter of 2012 to be on system.

### Traverse County:

Has three sites within the county, they border both North and South Dakota and have interop concerns, do not anticipate any tower or subsystem enhancements, do not plan any additional channels, 179 radios, 34 talk groups, will be upgrading to the 7500 and connecting via the microwave, do not anticipate a system administrator and coming on 3<sup>rd</sup> quarter of 2011.

### Participation Plans: (Andy Terry) (Continued)

*Mike Smith moved, second by Randy Celandar to approve all three participation plans, upon a vote motion carried.*

### School and Hospitals Assessment Studies: (Geo-Comm)

Chair Myers met with GeoComm, will be at next RRB meeting.

### Wright County:

About 90% for law enforcement on system, fire is another week out.

### Sherburne County:

Rolling out Public works in March.

### Gold Cross:

Meeting the 22<sup>nd</sup> with Andy Terry to get information and start plan.

### Camp Ripley:

National Guard has talk groups approved by OTC, conducting training, will be going live in April.

### Morrison County:

Commissioners agreed to fund the project this morning.

### Wadena County:

Purchasing mobile radios with PSIC and Homeland Security grants, discussed encryption concerns.

### Mille Lacs County:

Purchasing radios anticipate being up next year.

### Mille Lacs NGO:

Monte stated moving forward with Mille Lacs.

### Kandiyohi County:

Attended System Administrator Training; getting public works on line.

### Stearns County:

Working on consolettes, narrow band paging, and MNSEF towers.

### Department of Corrections:

Anticipating November 2011, acquiring radios.

## **Updates from Partners on Current Projects: (Continued)**

### **Meeker County:**

Signed contact with Motorola, have subscriber radios, looking at August of 2010 to be online.

### **Otter Tail County:**

Funding committee set up, testing radios and how portables are performing.

### **Todd County:**

Completed participation plan, meeting with county staff next week on ARMER future.

### **Pope County:**

Moving forward to order radios; Tuesday will pass ARMER resolution indicating it is their choice. Will need to discuss encryption with entities they are working with and ensure it is compatible.

### **Traverse County:**

User meeting next week, have two radios coming in to start using.

### **Wilkin County:**

Working on participation.

### **Big Stone County:**

Should be on air in a couple of weeks, ambulance and law enforcement are coming on at same time, then Fire Department as funding becomes available.

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

### **A. PSIC Grant:**

Chair Myers went through the various grants and status of grants as far as expenditures, matching needed, etc. He asked group for any entity within their county they should be applying for. He went through all of the entities and their status of the PSIC Grant. He also went through the participation plan update and reimbursement. Kandiyohi submitted a proposal for training \$16,576.74. *Mike Smith moved, Bob Cuchna second to approve request for training reimbursement, upon a vote motion carried.*

Second request is for Big Stone to contract with On Target to do their training – can look at regional wide train the trainer versus individual entities one at a time. Suggestion was to provide sub regional or regional training to best utilize the funds available. The issue is building the various training because of the different fleet mapping will take some additional funding. Jay asked if twice a year we could provide a train the trainer funded by the region and entities know that is the timeframe they would have available to be trained. The deadline date is September of this year. Pat asked if Camp Ripley could hold training there since they will be coming onto the system in the near future. Suggestion was to RFP to single source the training as we look at discussing long term regional train the trainer training. *Jay moved, second Tom Larson to approve Big Stone's request of funding not to exceed \$6,000, upon a vote motion carried.*

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

**A. PSIC Grant: (Continued)**

The RRB has commissioned a subcommittee to put together a plan to spend the grant funding, there is approximately \$90,000 remaining. Looking at a sub regional train the trainer training and would like the RRB to approve at the March meeting. *Jay Sikkink moved that the balance of the grant be utilized for regional system administrator training and the balance for a regional train the trainer, Judy Diehl seconds the motion.* Jay stated perhaps some of the funding be set aside for training detailed for each individual county. *Jay amended motion to have the RRB training subcommittee develop RFP to include request to the SRB to extend the timeline of the grant to meet everyone's needs as they come onto the system. Tom Larson second amendment, upon a vote on the amendment, it passes. Upon a vote on the original motion, it passes.*

Currently there are six commitments for system administrator training. Troy suggested funding training for entities which are not going to have a system administrator and have the training include programming. *Jeff Jelinski moved second Scott McKellep to reimburse Kandiyohi and Meeker Counties for their expenses for the system administrator classroom only training. Upon further discussion, Jeff and Scott decided to withdraw their motion.*

**1. Infrastructure:**

Cheryl Neudahl indicated there may not be a match to this grant. Stevens County requested \$18,400 and Otter Tail County requested \$1.675 million. Meeker County will have additional costs for building out their system of \$502,618; Sherburne County needs \$250,000 for additional capacity needs. Chair Myers stated if there is not a match required, we put together a list of expenditures. Upon discussion it was the consensus that channel capacity was a priority. *Troy Langlie moved to fund Sherburne, Meeker, and Stevens Counties if there is not a match necessary. Bob Cuchna second. Upon a vote motion carried. Tom Larson moved if there is a match that counties who have match and submitted requests be approved Meeker, Stevens, and Otter Tail for four sites at \$92,000, Grant for one additional channel capacity at \$23,000 that submitted requests, and any remaining funds will be discussed with future requests. Jay Sikkink second motion, upon a vote motion carried.*

**2. Control Stations:**

Chair Myers stated entities can order up their control stations and reimbursements are followed the same as previously set.

**B. TICP:**

Chair Myers stated there are some agencies who have not responded to the TIC information request: Big Stone, Grant, Kandiyohi, Mille Lacs, Sherburne, City of St. Cloud, Stearns, Swift, Traverse, Wadena, Wilkin, and Wright Counties need CASM data.

**D. Other:**

Tom Miller is a grant writer and a Motorola staff; Chris Lentz will see if he would be available to review grants in the future. Chair Myers stated it may be worthwhile to submit for a sub region application for firefighter grants.

**Old Business:**

**FY 2010-2011 ARMER Integration Funds (\$5 Million):**

Tabled.

**FY 2009 SHSP (\$2.6 Million):**

Tabled

**Old Business: (Continued)**

**Sales Tax Legislation:**

Bill is in house although is modified and looking at the bonding bill. Chair Myers is keeping track of the sales tax paid and requested Kandiyohi for their amount paid.

**F-SOA in Mobiles:**

Tom Justin stated Granite Electronics did a great job in the testing, after about 500 feet it was impossible for mobile to over ride a portable. This test was conducted utilizing a seven story building. *Tom Egan moved to proceed with the request to allow FSOAs in mobiles in Greater MN it affects standard 3.16, Jeff Jelinski second, upon a vote motion carried*

**Upcoming Meeting Date and Location:**

**March:**

March 12<sup>th</sup> in Traverse County.

**Adjournment:**

*Bob Cuchna moved, Tom Larson second to adjourn at 3:10 p.m., upon a vote motion carried.*

Minutes recorded by Debbie Backes.