

Regional Advisory Committee
Friday, April 13, 2012 10:00 a.m.
Kandiyohi Law Enforcement Center, 2201 23rd Street SE
Willmar, MN – Kandiyohi County

Members/Alternates Present:

1. Micah Myers – City of St. Cloud
2. Troy Heck – Benton County
3. John Haukos – Big Stone County
4. Tom Egan and Mike Henrion – Douglas County
5. Troy Langlie and Greg Lillemon – Grant County
6. Ace Bonnema and Dan Hartog – Kandiyohi County
7. Randy Celander – Meeker County
8. Jeff Jelinski – Morrison County
9. Matt McGuire and Judy Siggerud – Otter Tail County
10. Tim Riley – Pope County
11. Dave Pikal and Jennifer Callahan – Sherburne County
12. Jay Sikkink – Stearns County
13. Scott Busche and Randy Willis – Stevens County
14. John Holtz – Swift County
15. Bob Cuchna – Todd County
16. Tom Schmitz – Traverse County
17. Scott McKellep – Wadena County
18. Greg Howell – Wright County

Members/Alternates Absent:

19. Mille Lacs County
20. Wilkin County

Guests Present:

Dave Gabrielson – Meeker County Commissioner
Kathryn Gilson, Bruce Pederson, and Twylla Vickmark – State Patrol
John Anderson, Dave Klema and Tim Lee – DOT
Don Otte – Stearns County Commissioner
John Tonding – RIC
Greg Stepan – MN DOC

Meeting was called to order by Chair Micah Myers at 10:15 a.m. – 18 of 20 members in attendance with quorum present.

Communications:

Lindgren – sympathy.

Revisions and Approval of Agenda:

Jay Sikkink moved to approve agenda, seconded by Scott McKellep, motion carried.

Approval of Minutes:

Jeff Jelinski moved to approve the minutes of March 9th, seconded by Dan Hartog, motion carried.

Reports:

1. SRB/ARMER Update: MnDPS/MnDOT:
 - a. MnDOT: (Tim Lee or Dave Klema)
Update of tower sites provided.
 - b. SRB: (Micah Myers)
No report.
 - c. OTC: (Jay Sikkink)
Approved participation plans, radio ID's, discussed change management process, PSOAs for jail use did get approved and still needs approval of State Interop and SRB, status board workgroup received RFP and choosing a vendor, looking at new application so it is totally web based including calendar function and it will no longer required to be in a console.
 - d. Interop: (None)
No report.
2. Regional Leadership Group: (Micah Myers)
Next meeting is July 30th.
3. CMNESB Update: (Micah Myers)
Next meeting is June 13th, approved grant allocation recommendation, approved State EMS Committee representatives and bylaws for all standing committees.
4. EMAC Update: (Tina Lindquist)
Waiting for appointments from Sherburne and Douglas Counties, April 25th will be the first meeting.
5. Owner and Operators: (Scott McKellep)
No changes to bylaws, discussed site trunking talk group, public works regional specific talkgroup to be removed, regional hospital talkgroup, central MN emergency management talkgroup standard draft will be at April 26th meeting.
6. User Committee: (Paul McIntyre)
Will be holding 2nd evening meeting and will then determine if continuing with night meetings or all joint meetings, approved bylaws, will try more of the tabletop discussions.
7. EMS/Hospital Sub-Committee: (Paul McIntyre)
Next meeting is during conference, most of appointments have been made, working on communications plan.
8. STR Committee: (Al Fjerstad)
Found some concerns with training standards, training went well.
9. RIC Report: (John Tonding)
Metro will bring their STR at convention, cross spectrum interop train the trainer will be early May with four trained from this region. Skip broadband training is May 2nd in Arden Hills three from the region will be attending, Joyce Simon has resigned, COM-T training will be in Arden Hills in early August and aimed for outstate folks and instate if space is available.

Reports: (Continued)

10. Executive Committee: (Micah Myers)

Discussed regional logger and RFP, update of TICP and proposed RFP, regional issues such as grant allocation and capacity issues, attendance at committees and CCGW's, next meeting is May 9th.

11. CCGW: (Jay Sikkink)

Working with MnDOT and Motorola, immediate needs have been addressed to ensure Mille Lacs and Douglas have enough to come onto system, still have long-term issues as capacity is added and perhaps a standard for prioritizing the use of CCGW's when they are limited. Recommendation is to task O&O to monitor. *Jay Sikkink moved, Randy Celandar second to task the O&O to create a standard for prioritization.*

Emergency Services Board:

June 13 next meeting and will be preliminary budget, RFP for TICP approval, logger committee will be another standing committee at meetings.

Updates from Partners on Current Projects:

13. Regional Logger: (Micah Myers)

Conference call with Verint, identified two sites – prime and backup and a third site if needed, have some action items to go through and present to MnDOT for approval, subcommittee met last week and working on draft RFP for managing implementation.

14. Douglas County Migration: (Tom Egan)

Timing 800 migration with Sheriff's Office construction, eta is November 1st. As entities come onto the system they are asked to send out a notice on listserv so everyone is notified that they are live.

15. Mille Lacs County Migration: (Al Fjerstad)

Programming radios and anticipate to be live by the next RAC meeting.

General Discussion and New Business:

16. DECN Conference:

Must have a detailed receipt for meals or they will not be reimbursed, form is on website.

17. Grant Update:

Regional Capacity:

MOU draft presented, entities using capacity grant funding must sign off that they will accept the maintenance software assurance costs for the equipment. Discussed if funds could be extended until 2013, update provided on which entities have already or will be using the funding, and what the requirements are if putting capacity at MnDOT sites. MOU will be addressed at next ESB meeting, and an updated spreadsheet for push to talks, etc. will be available for next meeting. Once final commitments are made will then discuss reallocation.

50/50 Grant:

Date was extended until 2013 and next month's report will show reallocations. Todd indicated if they could free up some infrastructure funding, they would be interested, discussion regarding if entities knew there would be an extension they may have a need to use it instead of dedicating towards the logger.

Additional PSIC Subscriber Grant:

Almost completed.

Old Business:

19. Regional JSOA: (Micah Myers)

Went through change control process; Otter Tail is using JSOA, Douglas is having great coverage, there was some discussion of renaming the SOA's and under proposal would be SOA4. *Matt McGuire moved, second by Scott McKellep to close out Mazzitello agreement, motion carried.*

20. Change Management Requests:

O&O will address some of the policies such as standard 3.18, 3.15 and site trunking concerns; at OTC they looked at sunset of 700 MhZ and Hennepin had some concerns so unsure if it will be going through change control process.

21. CASM/TICP Update Process:

The TICP update is required by December 31st, changes were made to old RFP with a deadline of no later than December 12th. *Jay Sikkink moved to approval RFP proposal, Jeff Jelinski second, motion failed.* It was suggested to put in provision that terms of the RFP could be extended and update the language on the scope of project to allow it to be renewed with vendor and also to cancel the contract if dissatisfied with results; the contract and RFP are two separate items. Suggestion was to ask for a three year proposal and pricing for an extension of the next three years be required with submitted RFP so a budget could be set and that a cancellation item be added into contract if dissatisfied with TICP. *Micah Myers moved to update RFP with language discussed and voted upon at the May RAC meeting, Tom Schmitz second, motion carried.*

22. Other:

Background Checks:

Discussion regarding background checks for vendors working on system per standard 4.10. Currently MnDOT does not require them and it is the entity's responsibility to conduct them, and per Attorney General's Office it is very difficult for a state agency to enforce. *Micah Myers made a motion to sunset Standard 4.10 on June 30th and follow the state standard upon the SRB approval, Tom Egan second, motion carried.*

Revised CMNwebsite:

Micah will send out notice on the login for access.

Upcoming Meeting Date and Location:

- May 18, Douglas County
- June 8, Grant County

Adjournment:

Bob Cuchna moved, second by Tom Egan to adjourn at 11:35 a.m.

Minutes recorded by Debbie Backes, Recording Secretary.