

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)
Meeting Minutes

Friday, April 8, 2011 10:00 a.m. – 1:30 p.m.
Lakeside Ballroom, 180 South Lakeshore Drive, Glenwood
Pope County

Members/Alternates Present:

1. Micah Myers – Designee City of St. Cloud
2. Tom Egan – Designee Douglas County
3. Troy Langlie – Designee Grant County
Greg Lillemon – Alternate Grant County
4. Ace Bonnema – Alternate Kandiyohi County
5. Randy Celander – Alternate Meeker County
6. Jeff Jelinski – Alternate Morrison County
7. Matthew McGuire – Designee Otter Tail County
Judy Siggerud – Alternate Otter Tail County
8. Donna Martin – Alternate Pope County
Tim Riley – Designee Pope County
9. Dave Pikal – Alternate Sherburne County
10. Jay Sikkink – Designee Stearns County
11. Scott Busche – Alternate Stevens County
Judy Diehl – Designee Stevens County
12. John Holtz – Alternate Swift County
13. Bob Cuchna – Alternate Todd County
14. Trevor Wright – Designee Traverse County
15. Scott McKellep – Designee Wadena County
16. Dawn Mund – Alternate Wilkin County
17. Greg Howell – Designee Wright County

Members/Alternates Absent:

18. Benton County
19. Big Stone County
20. Mille Lacs County

Guests Present:

Tom Hannon - ARMER
Tom Justin - RIC
Don Otte - Stearns County Commissioner (RRB)
Dave Gabrielson – Meeker County Commissioner (RRB)

Meeting was called to order by Chair Micah Myers at 10:00 a.m. – 17 of 20 members in attendance with quorum present.

Communications:

None.

Revisions and Approval of Agenda:

Jeff Jelinski moved to approve agenda, second by Judy Siggerud, motion carried.

Approval of Minutes:

Jay Sikkink moved, second by Dawn Mund to approve minutes of March 11th, motion carried.

Reports:

1. SRB/ARMER Update; MnDPS/MnDOT:
 - a. MnDOT 7.9 Upgrade: (Mark Gieseke or Tim Lee)
7.9 migration is scheduled 1st and 2nd week in May, April 11th is tentative date for locking down database.
 - c. OTC: (Jay Sikkink)
This region's amended participation plans and state-wide access requests from region are on next agenda.
 - d. Interop: (Micah Myers and Jay Sikkink)
2011 SHSP grants reviewed, Central region tentatively received \$1.2 million
2. CMNRRB Update: (Micah Myers)
Approved participation plans, discussion on JPA, STR, need an operational procedure and estimated cost to maintain STR. Alex Tech will store STR in a heated facility and make accommodations as needed. 50/50 grant and 2010 DECN allocation were signed and returned. A committee will be formed to better coordinate between the RRB, RAC, O&O, and Users (the chair and vice chair of each of the committees and a third member of the RRB).
3. User Committee: (Paul McIntyre)
Talk group participation will be discussed at next meeting; review DOC fleet map, and two standards.
4. Regional RRB/RAC/O&O/User Committees:
Next meeting is April 25th in St. Cloud.
5. Owner and Operators: (Ace B)
Worked on participation plan on STR, region needs to update participation plan, discussed state-wide talkgroup access and local talkgroups with regional access no higher than 7, will be posting regional fleetmap less hex codes on website, Lance from St. Cloud is the hex code contact, worked on a weather tabletop.
6. EMS Committee: (Paul McIntyre)
Best practices for EMS and ambulances was approved by SRB and is on state website, draft version of EMS best practices for hospitals are being worked on, public health will follow soon. Looking at statewide talkgroup allowed to be patched through the control center.
7. STR Committee: (Mike Smith)
RRB approved participation plan for radios.
8. RIC Report: (Tom Justin)
Discussed how DNR will interop into counties with state fire personnel, perhaps CMCall could be utilized or ask to hail into PSAP. Will have on April's agenda for discussion; Tom will put a spreadsheet together and send to RAC members for response and updating. Standards for utilization of the regional pools and encryption talkgroups need to be drafted and finalized. Stearns, Meeker and perhaps Otter Tail will maintain VHF MNSEF. Suggest to discussion at Statewide Joint meeting on how to communicate with DNR. By July 1st State Patrol will be statewide.

Regional Radio Board:

Next meeting is June 15th – preliminary budget, at 1:00 p.m.

Updates from Partners on Current Projects:

1. Regional Logger: (Micah Myers)

Motorola presented proposal to create a regional logger concept; each member needs to confirm if they want to participate. Phase one is for regional logging, tentatively it was funded through a grant. Will need to provide regional logging opportunity to all vendors interested, will have a planning meeting in the next few weeks; looking at building OETWAN into logger.

2. Gold Cross Participation Plan:

Overview of assessment, equipment and plan for Mayo Clinic Medical Transport presented, looked at narrow band options. Mayo Medical is unique as they cross several zones and has ten service areas, will need to maintain VHF in Wisconsin area; no site additions necessary and estimate approximately 500 users. Identifying three talkgroups per region, local main and two OPS channels per region and share a State-wide roam; will be presented to OTC and SRB next month, anticipate coming onto 800 approximately September 2012. The plan included LETACS although unsure if they could use them.

General Discussion and New Business:

1. Regional Jail SOA:

Otter Tail asked if a possible solution for better inter-jail operations would be to secure FCC license to be used region-wide specifically by jail facilities and for transports; 700 may be an option although there is a narrowband regulation for 2016. Obtaining a frequency may not be available therefore a BDA may be the only option. *Matt McGuire moved to have the jail scene of action frequency ID availability to coincide with the channel capacity study, Scott McKellep second, motion carried.*

2. Amber Alerts:

May be eliminating NIMS point to point and concerned if Amber Alert is being send out on it. Questioned if entities' goal is to eliminate NIMS and point to point, consensus is no one will be updating NIMS.

3. System Manager Training:

System Manager training is tentatively scheduled for May 24-26 as 7.9 upgrade should be complete; July 26-28 is tentative schedule for second class which is limited to eight seats with sign-up sheets to be sent out on listserv. There are some online prerequisites required and should be available next week, asked if online prerequisites are only available to attendees and the timeline available as others who have already taken the class would like to review for refresher.

4. Grant Update – Regional Capacity and 50/50 Grant:

Region received \$2.141 million on 50/50: Douglas \$264,930, Grant \$220,870, Meeker \$873,970, Mille Lacs \$180,020, Otter Tail \$227,160, Pope \$158,040, and Stevens \$216,580; grant has been executed and can be spent. 2010 DECN grant is executed; five entities received \$40,000 for subscriber units. Update provided on 2nd round of PSIC and Homeland Security grants, DECN convention reimbursement requests, and 2009 DECN allocation grant has submittal pending.

5. Other:

Meeker reported issues with six secured encrypted talkgroups where an adjustment needs to be made in the setting. O&O already made a recommendation that the encrypted talkgroups will be strapped, an email will be sent out to entities on system; the impact is on consoles not portables and mobiles.

Old Business:1. Regional Capacity:

Participation plans were used to consider possible expansion areas needed, if frequency plans were already identified these would take priority. Reviewed Zone 4 Central MN Tower Locations report with corrections made: Otter Tail - Phelps removed and Amor checked yes, Douglas - Lake Carlos and Garfield are same site, Stearns – unsure if Kimball would be updated.

2. JPA Draft Update:

Benton, Sherburne, and Morrison County suggested concerns and changes at last RRB meeting and are included in draft presented, i.e. board duties relating to grants, tribal entities belong to JPA, delete ability to establish advisory committees although this would not meet other member's desires, will be meeting with Morrison County and anticipate final draft at April RAC.

3. TICP – Maintenance RFT:

O&O reported they do not want to maintain the TICP, if we contract to have it maintain then entities need to respond and take responsibility of updating their information. Need to determine how frequently TICP should be updated i.e. annually, every two years; if it is through a RFP perhaps a form should be drafted and sent to entities to complete and simplify the process, the committee in place will work on this form.

4. Pending Legislation (Sales Tax Bill HF394 and Redundant Technology HF191):

Entities need to let their legislatures know their input on bills and the long-term consequences. Update provided on summary of bills and impact of the 911 funding towards the ARMER system and Next Generation 911. Fire Safety funds are also being considered.

5. Other:

FCC Committee will report and discuss interference from the radio systems, GPS navigation tracking and FCC ruling reporting at noon on April 21st at the St. Cloud Law Enforcement.

Upcoming Meeting Date and Location:

- May 6th – Sherburne County
- June 10th – St. Cloud, City of

Adjournment:

Bob Cuchna moved, second by Tom Egan to adjourn at 12:20 p.m., upon a vote motion carried.

Minutes recorded by Debbie Backes, Recording Secretary.