

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)

Meeting Minutes

Friday, April 9, 2010 10:00 a.m. – 1:30 p.m.

Elks Lodge, Wadena, MN

Wadena County

Members/Alternates Present:

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

Members/Alternates Absent:

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

Guests Present:

Paul Anderson – Douglas County Commissioner
Tom Justin – Central MN RIC
Gary Kneisl – Todd County Commissioner
Tim Lee – MnDOT
Don Otte – Stearns County Commissioner
Bruce Pederson – State Patrol
Wally Strand – Meeker County Commissioner

Meeting was called to order by Chair Micah Myers at 10:05 a.m.

Chair Myers welcomes members and guests, introductions conducted. 16 of 20 members in attendance with quorum present.

Communications:

Region received a thank you from Sheriff Matejka.

Revision and Approval of Agenda:

Troy Langie added logging; Bob Cuchna moved, Mark Englund second to approve agenda with addition, upon a vote motion carried.

Approval of Minutes:

Mark Englund moved, Jeff Jelinski second to approve minutes of March 12, upon a vote motion carried.

Reports:**a. SRB/ARMER Update; MnDPS/MnDOT:****1. MnDOT: (Mark Gieseke or Tim Lee)**

Tim Lee provided an update on tower sites.

2. SRB/ARMER Update: (Micah Myers)

Approved participation plans presented and 2010 State Homeland Security grants – Central region will obtain approximately \$860,000 for additional resources.

3. OTC: (Jay Sikkink and Mark Englund)

Did not meet since last RAC, 17 participation plans will be on agenda, a lot of discussion about adding STACS 5-8 from this region. Mark Englund is retiring in May and will need to replace him on the OTC as the alternate. *Tom Egan moved to nominate Scott McKellop as alternate, Jeff Jelinski second upon a vote motion carried.*

4. Interop: (Micah Myers and Jay Sikkink)

Two issues are the STACS and funding on grant money in the Northwest Region. Did get the additional LE-TACS and LESIU-TACS approved by subcommittee, still requires additional approval before it is final. This region needs to start having discussion on how pursuits will be handled and protocol with them.

b. CMNRRB Update: (Micah Myers)

Approved recommendation for upcoming DECN Conference, staffing committee will meet to review a proposal to be presented at RRB's June budget meeting. RRB approved all of the grants presented, discussed and will move forward with training, waiting for a proposal from Motorola for system administrator training in Minnesota. If criteria are not set by the grant deadline, the region was authorized to purchase training certificates. The representations for the RRB's to the State RRB will be discussed at the May 10th meeting; the RRB approved the proposed recommendation.

c. User Committee: (Paul McIntyre)

Had presentation from EF Johnson, Kenwood, and Motorola, held discussion on status board, and saw a PowerPoint presentation from Dave Nohner. RIC Tom Justin provided update on the AFG grant writing meeting. Next round of grants should be out next week and has a 30 day window to complete and submit applications.

d. Regional RAC Committees: (Micah Myers)

Will have discussion at the DECN Conference and again at May 10th meeting.

e. Owners and Operators: (Lance Feia)

Reviewed, made changes and approved standard 3.24 on control station; Standard 1.181 was tabled due to the lack of use of BDA's on the system and will have a BDA 101 training at the next meeting. Standard 3.17 deals with COML's and was left as is.

Regional Radio Board:

Next meeting is June 16th.

Updates from Partners on Current Projects:

a. MnDOT Contracts:

Chair Myers verified the process needed to approve contracts.

b. Status Board Project: (Jay Sikkink)

First meeting is scheduled for later this month.

Other:

Wright County explained issues with Central MN talkgroups. Final three participation plans will be on the OTC next agenda and SRB at the end of the month. Andy Terry received approval to start working with Gold Cross/Mayo Clinic, licensing for additions to frequencies are included in plan.

DECN Convention:

Chair Myers explained process for reimbursement and submitting attendees for the DECN Convention. Will be reimbursed for lodging, conference registration, the \$25 registration, one meal and mileage.

General Discussion and New Business:

a. Regional Talk Group Management: (Tom Justin)

Central MNPDI Central MNFire 1 and a couple Public Works were originally designed as a hailing channel and Kandiyohi is the only entity who has them programmed, consensus is not to program them and utilize in the future when needed. Originally talkgroups were set according to best practices, the Users and RAC needs to have discussions how they will communicate as they conduct transports. There will be discussion at DECN Convention as how regions communicate across to other regions; interoperability discussions have taken place through the RICS and ARMER.

b. Regional Consultant (Mark Englund):

Lengthy discussion regarding regional consultant wish list as submitted by entities; numerous entities requested assistance in submitting and finding grants, looking for a go-to person on how to tune radios, coordinate training, assist entities through the process as they come onto the system, have an oversight group to manage and supervise the regional consultant on an annual basis to see how and where this position's responsibilities should change. Region could budget for a grant writer position or put funding in under professional services.

The items in OTTC's proposal is something the region needs now for items such as Micah's time out to keep the RAC, RRB, Users, Owners and Operators Committees moving forward. Suggestion is the grant writer and go-to person should be different people due to the knowledge required for each. *Mark Englund moved to continue the process for admin services to the RRB according to OTTC's proposal, Jeff Jelinski second.*

Upon further discussion there was concern in conflict of interest and individuals voting on contracts. *A vote on the motion was called for. Mark Englund amended motion, second Jeff Jelinski to require anyone with any association to the proposal or contract with any firm that the individual abstains from voting on the proposal from OTTC, upon a vote amendment was passed. Upon a vote on the original motion, it passed.*

Jay moved that all contracts coming through RRB, RAC, and subcommittees going forward that individuals with any association abstain from voting on the contracts, second by Mike Smith. Discussion if subcontracts are allowed to vote on motions; and it was stated that only the RRB has the authority to approve funding. Mark Englund moved to table this item for future meeting and advise legal for input, Jeff Jelinski second, upon a vote motion carried.

General Discussion and New Business: (Continued)

b. Regional Consultant (Mark Englund): (Continued)

Discussion held as to the extent of the regional consultant's and grant writer's involvement and duties. *Jeff Jelinski moved, Scott McKellop second to put together a number for research aspects for grants to be utilized from professional services. Upon a vote motion carried.*

Randy, Troy H., Jay, Micah, Ace, Sherburne and Wright Counties, and a few individuals not yet on the system will meet to document the things that did and did not work when going through the process to come on to ARMER. The list will be on June 3rd O&O meeting and eventually presented to the State as other regions will have the same need. This will be a standing item on the Owners and Operators meetings. Items are to be sent to Debbie so a list can be started.

c. Staffing Proposal (Mark Englund):

Proposal includes items such as preparing agendas, preparing minutes, etc. RRB already approved and they need to include some of these services in their upcoming budget. Looking at RAC and RRB as to what services are extended to the Owners and Operators and User Committees. The Owners and Operators will start meeting monthly as more entities come onto the system.

d. PSIC Grant:

Grant called for cross spectrum radios and we are looking at changing this to standard portables and mobiles although waiting for clarification.

1. Infrastructure – Portables and Mobiles:

See above.

2. Control Stations – Process for Reimbursement:

Chair Myers provided update on control station requirements, steps involved and what is completed to date, the three way contract which needs to be executed, DECN training which will be provided, the itemized list required, etc. The grant is fully executed and control stations can be purchased, just ensure the invoices are dated within the timeframe of the grant (February 1st – September 30th).

e. TICP:

Chair Myers referenced the letter to the State and the collection of CASM data. Once the State has the CASM data entered Tom Justin hopes to have an initial read in May or June on the first 39 pages of the TIC plan, Mike Smith suggested sending it to all of the members of the committee. The State ARMER will reimburse the region approximately \$12,500 for the Homeland Security funding.

f. Other:

Logging – Grant County is look at logging and if anyone is interested in a regional approach to contact Troy. Judy has a vendor who is interested in providing a demonstration prior to the June meeting. Chair Myers suggested a concern is how the entities' current loggers will convert over to ARMER.

Mille Lacs Tribe can now become a member of the regional joint powers agreement since the recent governor's signature.

Tom Justin asked about the renaming of EMS channels to avoid the confusion of naming, if it was not previously approved to will be on next RAC agenda, Jay stated there is current discussion on a standard and will see if this affects it. The Users and Owners and Operators have recommended changing the name.

Old Business:

a. Sales Tax Legislation:

Yesterday was Senate tax hearing, the concern is how the State will fund the exemption and in order to pass the bill, they may need to remove the reimbursement portion of the bill.

e. Other:

Scott McKellop moved that the talk groups discussion be brought to the Owners and Operators, Jeff Jelinski second upon a vote motion carried.

Upcoming Meeting Date and Location:

May

Due to a conflict in May, Judy Diehl moved, Scott McKellop second to change the May meeting to May 7, 2010 in Wilkin County at the Rothsay Community Center.

Adjournment:

Bob Cuchna moved, second Jeff Jelinski second to adjourn at 2:25 p.m., upon a vote motion carried.

Minutes recorded by Debbie Backes.