

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)
Meeting Minutes

Friday, May 18, 2007 10:00 a.m. – 3:00 p.m.
Benton County Courthouse, Foley, MN

Members/Alternates Present:

1. Tom Hannon – Chair
2. Micah Myers – Designee City of St. Cloud
3. Pat Bettenberg – Designee Benton County
4. John Haukos – Designee Big Stone County
5. Tom Egan – Designee Douglas County
6. Stacey Bonnema – Alternate Kandiyohi County
7. Jeff Norlin – Alternate Meeker County
8. Jeff Jelinski – Alternate Morrison County
9. Mark Englund – Designee Otter Tail County
10. Tom Larson – Designee Pope County?
11. Scott Busche – Alternate Pope County?
12. John Olson – Designee Sherburne County
13. Ken Brown – Alternate Sherburne County
14. Scott Mattison – Designee Swift County
15. Peter Mikkelson – Designee Todd County
16. Bill Swing – Designee Wright County
17. Greg Howell – Alternate Wright County

Members/Alternates Absent:

1. Stearns County

Guests Present:

1. Tom Cherney – DPS/ARMER
2. Curt Gullickson – OTC Representative
3. Troy Langlie and Ron Woltier – Grant County

Meeting was called to order by Chair Tom Hannon at 10:05 a.m.

Chair Hannon welcomes members and guests, introductions conducted. 11 out of the 12 members in attendance with a quorum present.

Approval of Minutes:

Chair Hannon asks for a motion to approve RAC minutes of April 13, 2007.

A motion by John Olson and second by Micah Myers. Upon a vote to approve the RAC minutes of April 13, 2007 with no changes, motion carries.

Communications:

Chair Hannon reports Pope and Otter Tail Counties are requesting membership in the RAC and have submitted written applications.

Motion by Scott Mattison, second by Tom Egan to approve Pope and Otter Tail applications for membership. Upon a vote motion carries.

The Chair informed the RAC Pope County already has approved and executed the Joint Powers Agreement.

Reports:SRB/ARMER update, MnDPS/MnDOT:

Tom Cherney updates the RAC on various SRB/ARMER items. A grant is coming out of the Department of Commerce and distributed thru the Department of Homeland Security requirement is that the State needs to have a plan for a strategic plan in place by September 30th. Funds will be going directly to counties and regions and includes tribal governments. Grants will assist local units of government in implementation of interoperability on 700/800 systems.

Southeastern MN is having their first regional advisory committee meeting May 30th. MnDOT is still on schedule to turn on the ARMER system by the beginning of September to begin testing in phase 3 regions of development.

OTC Update:

Micah Myers updated the RAC on the last OTC meeting.

Interop Sub-Committee:

Micah Myers stated training continued to be a topic of discussion and additional trainers are needed. Tom Cherney advised that Federal approval of the state sponsored 800 MHz training course allows the use of Homeland Security grant monies for training. Tom Cherney provided the complete federally approved course material package to the RAC.

Patch Device:

Micah Myers states five additional entities are now on-line and he talked to the Met Radio Board about utilizing devices for patches, to resolve communication issues.

Standards, Protocols, and Procedures Update:

Micah Myers states there is a list of standards which are approved and is posted on the website with additional ones once the State Radio Board approves them.

Regional Radio Board Creation:Planning Initial Radio Board Meeting – Report of Sub-Committee:

Chair Hannon states he, Micah Myers and John Olson met to plan the first Regional Radio Board meeting as directed by the RAC at the April meeting. He passed out a proposed agenda, minutes from the planning meeting, timeline for key components, and draft by-laws for the Regional Radio Board. He explained the information and layout; committee is awaiting a confirmed date from the Governor's Office to finalize date.

Chair Hannon states the RRB will be asked to approve the interim standards, appointment by the RAC to the SRB-OTC of John Olson as a delegate and Scott Mattison as alternate. Other items will be planning initiatives for the region, grant opportunities, demonstration of website and listserv, set next meeting date, location, and selection of Board member to serve on the Statewide Radio Board.

Bill Swing states the creating of a budget will be a topic of concern and should be discussed at meeting; therefore addition to the agenda will include "Focus on Budget, Budget Process, and Joint Powers Agreement."

The RAC designated the tentative kick-off date as Wednesday, June 20th with Thursday, June 28th as the alternate. Next week we will need the invitation list and media contact lists in order to meet the schedule. All RAC members are urged to complete these lists and submit by June 1st.

Proposed By-Laws:

The proposed by-laws are taken from the SRB by-laws and modified to reflect the provisions of the Joint Powers Agreement. Chair Hannon asked for suggested changes indicating we can still make changes at the next RAC meeting on June 8th if needed.

Updates from Partners on Current Projects:

Wright and Sherburne Counties Planning Project Update:

Geo-Comm presented schedule for Wright and Sherburne Counties with a completion date of August 10th and the regional plan will change as additional counties are added.

Kandiyohi, Meeker, and Todd Counties Planning Project Update:

Mike Mazzitello presented a draft for Meeker County, Todd County has an older system and will take additional time and currently is working on Meeker. He explained items needed for planning such as equipment available and required to purchase, technology, communicating with their neighbors, etc.

Swift and Big Stone Counties Additions to Kandiyohi:

Chairman Hannon states we approved a reimbursement agreement to add Kandiyohi, Meeker, and Todd to add them to the regional plan. With Swift and Big Stone being added to the group, Kandiyohi offered to open up their agreement with Geo-Comm to include Swift and Big Stone. Swift and Big Stone have requested RAC approval of grant reimbursement for planning studies estimated in an amount not to exceed \$37,250. The studies are consistent with the scope of work for the other RAC member studies. Todd Pieper states the schedule plan does not currently include Swift and Big Stone. Geo-Comm will provide an anticipated project schedule by early June for the additional counties.

Motion by Micah Myers, second John Olson to approve the grant reimbursement request for studies to be completed by Geo-Comm for Swift and Big Stone counties consistent with current RAC procedures. Upon a vote, motion carried.

Chair Hannon states St. Cloud and Stearns County plans have been completed, Wright and Sherburne are underway and have scheduled completion dates, Meeker, Todd, Kandiyohi are nearing completion and now Swift and Big Stone are underway. With the passage of the statewide buildout the RAC needs to re-visit planning issues affecting Morrison County

Morrison County Planning Issues:

Jeff Jelinski states he will talk to Sheriff and Todd County about joining their planning efforts.

Question asked on available regional planning funds, Chair Hannon states he is researching the possibility of the RAC re-allocating current grant funds reserved for infrastructure to planning as it is critical that all entities and the region have a valid current plan.

Regional Plan Update:

Todd Pieper presented a schedule for completion of the regional plan that includes hospitals and schools. The schedule anticipates a first draft by August 31st with completion in September.

Items of Interest:

Micah Myers states the City kicked off their re-banding efforts and needs to coordinate with Rochester and Metro; as the State is building out each new entity coming on the system will affect the re-banding effort.

General Discussion and New Business:

Wind Farms, Tower Paths, and Zoning Issues:

John Haukos researched wind towers and the impact on radio systems. He states they affect microwave patterns and they either need to make arrangements to go around wind farms or through them. He suggested if entities do not have ordinances in place relating to wind farms, they look at doing that soon as the paths will be allocated on a first come first served basis.

Radio Programming by Outside Agencies:

Micah Myers states he received a request from Granite to program radios, as a local system administrators need to authorize outside agencies to program radios which would include creating, managing and storing code plugs.

Discussion followed regarding programming, security, code plugs, background checks, etc. Another concern is non-governmental agencies coming onto the system and who is allowed to program their radios. The chair appointed a sub-committee of Micah Myers, Dan Hartog and Bill Swing to research and explore this issue and report their findings. Micah Myers was requested to contact Jay Sikkink of Sterns County and request his participation.

Website Preview:

Micah Myers provided a preview of the Central MN Radio website and asked for input for suggested changes so they can be completed by the next RAC meeting. The website is CMNradio.org.

Other Items of Interest:

Chair Hannon states a change in the RAC by-laws is required due to adding Big Stone, Otter Tail, Pope, Douglas, and Swift Counties. The by-law change was discussed and will be presented for action at the next RAC meeting.

Appointment of RAC member to serve on RRB:

Chairman Hannon states we need to appoint a RAC member to the RRB as the RAC representative.

Bill Swing moved, Pat Bettenberg second to appoint Dan Hartog as the representative. Upon a vote, motion carried.

Motion by John Olson, second by Micah Myers that the chair of the RAC would be the alternate. Upon a vote, motion carried.

Upcoming Meeting, Set Date, and Location:

Next meeting will be Friday, June 8th at 10:00 a.m. in Sherburne County in Elk River. July meeting will be at Douglas County on Friday, July 13th.

RAC Chairperson:

Chairman Hannon states his employment with the City is complete on June 30th and he will no longer be eligible to serve as RAC chairperson following that date. For the July meeting, Micah Myers the RAC vice chair, will preside. The RAC will need to elect a new chair person at that time.

John Olson moved, Bill Swing second to adjourn the meeting at 3:00 p.m. Motion carried.

Minutes recorded by Debbie Backes, Recording Secretary.