

**Regional Advisory Committee**  
**Friday, May 18, 2012 10:00 a.m.**  
**Douglas County Public Works Building, 523 Willow Drive**  
**Alexandria, MN – Douglas County**

**Members/Alternates Present:**

1. Micah Myers – City of St. Cloud
2. John Haukos – Big Stone County
3. Tom Egan – Douglas County
4. Troy Langlie and Greg Lillemon – Grant County
5. Ace Bonnema – Kandiyohi County
6. Randy Celander – Meeker County
7. Al Fjerstad and Brent Lindgren – Mille Lacs County
8. Jeff Jelinski – Morrison County
9. Matt McGuire and Judy Siggerud – Otter Tail County
10. Dave Pikal and Jennifer Callahan – Sherburne County
11. Jay Sikkink – Stearns County
12. Scott Busche – Stevens County
13. John Holtz – Swift County
14. Bob Cuchna – Todd County
15. Trevor Wright and Tom Schmitz – Traverse County
16. Scott McKellep – Wadena County
17. Dawn Mund – Wilkin County

**Members/Alternates Absent:**

18. Benton County
19. Pope County
20. Wright County

**Guests Present:**

Paul Anderson – Douglas County Commissioner  
Dave Gabrielson – Meeker County Commissioner  
Kathryn Gilson and Twylla Vickmark – State Patrol  
Tom Hannon – DECN  
Tim Lee – MnDOT  
Greg Stepan – MN DOC  
Wally Strand – Meeker County Commissioner  
John Tonding – RIC

**Meeting was called to order by Chair Micah Myers at 10:15 a.m.** – 17 of 20 members in attendance with quorum present.

**Communications:**

None.

**Revisions and Approval of Agenda:**

*Addition of 8d Traverse County Migration Update, Bob Cuchna moved to approve agenda with addition, seconded by Jeff Jelinski, motion carried.*

**Approval of Minutes:**

*John Holtz moved to approve the minutes of April 13<sup>th</sup>, seconded by Jay Sikkink, motion carried.*

## Reports:

1. SRB/ARMER Update: MnDPS/MnDOT:
  - a. MnDOT: (Tim Lee or Dave Klema)

Continue to work on towers, Sebeka being stacked, Comstock poured foundations, Starbuck just closed bids and will replace two other shelters. Moto Bridge VHF overlay update provided, MnSEF is tied to CCGW's and are available, Tim and Dave will put a site list together and send out, waiting for a few antennas to finish.
  - b. SRB: (Micah Myers)

Meet next month.
  - c. OTC: (Jay Sikkink)

Approved system outage notification standard, radio ID's, Todd County talk group request for statewide emergency button access, had brief discussion on change management.
  - d. Interop:

Reviewed change management items, Standard 3.15 and reports from various groups.
2. Regional Leadership Group: (Micah Myers)

Next meeting is July 30<sup>th</sup>; Central region has two items in change management process which will be discussed.
3. CMNESB Update: (Micah Myers)

Next meeting is June 13<sup>th</sup>, will discuss preliminary budget, items must be submitted by June 3<sup>rd</sup> for placement on agenda.
4. CM-EMAC Update: (Tina Lindquist)

Conducted elections, adopted bylaws, approved meeting schedule, discussed trying to get radios for Grand Forks Weather Station, next meeting is July 25<sup>th</sup> in Pope County.
5. Owner and Operators: (Scott McKellep)

Discussed Camp Ripley event, concerns arose about talkgroup priority on system with possibility of using several local, regional and statewide talkgroups and decided to temporarily change priorities for Morrison's talkgroups. Mille Lacs talkgroup are set up for first response for North Ambulance and Mille Lacs Health System. Discussed change management process, approved Standard 3.14.12, discussed need for two separate hospital talkgroups, next meeting changed to June 14<sup>th</sup>. There was some discussion about LTAC and STAC problems when going out of area, will be conducting more testing. Motorola is aware of problem and indicated when patching a talkgroup to a statewide resource the talkgroup now assumes higher priority and higher tower access and is a problem when driving out of range, discussion continued on topic. Will need to change training, policy and procedures if the scenario being discussed does not perform as individuals were originally informed by Motorola, Al will talk to ST at Motorola and provide an update. Executive Committee suggested RAC start looking at a regional standard for training exercises to include COMLT and perhaps this training should be forward as a perspective statewide standard. Discussion followed as to what type of training would be beneficial to include a COMLT.
6. User Committee: (Paul McIntyre)

Joint meeting yesterday – see O&O.
7. EMS/Hospital Sub-Committee: (Paul McIntyre)

No report.

## **Reports: (Continued)**

### 8. RIC Report: (John Tonding)

A lot of larger jurisdictions are working on radio grants for firefighters, there are five grant workshops and webinars upcoming; John will send out details and contact for assistance to complete applications. COMLT has a class in Camp Ripley on July 24-26, cross spectrum training held May 7<sup>th</sup> with a lot of good information on VHF overlay. State Patrol will be using Moto Bridge first, working on regional leadership meeting on July 30<sup>th</sup> to invite authors of the change management requests to explain and discuss the request so representatives can go back to their region to pass the information on for further discussion. National Weather Service – discussion regarding State Patrol having a single regional office to act as a weather point for severe weather, John would like to see a single State Patrol cover all areas and set up a patch when needed although this would cause additional concerns and needs to be discussed further for a good solution. There probably will be a state standard for National Weather Service which will include unique situations for various regions.

### 9. Executive Committee: (Micah Myers)

Discussed meeting attendance, grant capacity issues, logger report, reviewed TICP, next meeting is May 30<sup>th</sup>.

### 10. CCGW: (Jay Sikkink)

Approved at O&O to start looking at a standard for CCGW's.

## **Emergency Services Board:**

June 13<sup>th</sup> is next meeting and will be discussing preliminary budget which is based on radio counts and Chair Myers asked individuals to verify and notify him of any changes. Emergency Managers is another committee under ESB and question if we need to set aside a budget for them or stay with current allocation. A financial statement will be available at the next meeting, and the budget will be sent out in the near future.

## **Updates from Partners on Current Projects:**

### 1. Regional Logger: (Micah Myers)

Chair Myers working with Mille Lacs County and Verint on some details, close to moving forward with a recommendation for ESB at the June meeting.

### 2. Douglas County Migration: (Tom Egan)

Migration is on schedule and going well with 100% on 800 by November 1<sup>st</sup>, Douglas is surrounded by counties on system and currently testing and will be working on Fire Department programming.

### 3. Mille Lacs County Migration: (Al Fjerstad)

Migration is on schedule, jail staff migrated two weeks ago and going extremely well, having issues with microwave between two rooms with crosstalk, has a network client working, Public Works should be migrated in the next two-three weeks and will be fully migrated by June 25<sup>th</sup>, goal is to have entire county migrated by middle - end of July.

### 4. Traverse County:

Console installed end of April, added control station and can now access Aberdeen Weather Station, training of dispatch held yesterday; EMS, Fire, Public Works training in July, having encryption issues when contacting state entities. DuMont site is still working on land acquisition and will have five channels; region may be adding a sixth channel.

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

### 1. SCIP Wireless Workshop Update:

Explained process for Wireless Data Network Requirements Study conducted, state goals and priorities provided, narrow banding resources document provided. Group suggested the SRB appoint a workgroup, looking to keep this under the SRB versus OET.

### 2. CM-EMRGMNT Standard:

Committee approved standard, ESB will be reviewing for approval.

### 3. CM-EMAC Strategic Plan:

Discussion on process of plan and will be provided to SRB for approval with changes made as needed, some concern as to the role of the RAC and bringing information to the ESB, it was clarified that groups can provide items directly to the SRB and do not need to go through the RAC. Tina reported the group has items that are not radio only and the regions are not necessarily aligned identical to ESB so there is language explaining voting procedure.

### 4. Camp Ripley – “Gone With the Wind Training”:

Will be held June 20-21, Morrison realized there are huge in building coverage issues at Camp Ripley, they will probably be using four SOA's as a possible fix for in building coverage for the day, may be using the STR in concept only and will not actually be using the STR. Currently there are approximately 300 individuals registered for participation.

### 5. Grant Update:

#### Regional Capacity:

Entities need to sign off on funds so remaining funds can be reallocated to entities. 2012 SHSP Grant guidelines will be out soon. Benton County (2) – tied to Mille Lacs County (2) is a simulcast system and sits in two counties, some concern with SSA ongoing maintenance costs. It is a cost issue for Mille Lacs and Benton, unsure on software assurance costs and discussions held if upgrades will no longer be taking place, Tim Lee stated this is a SRB and group discussion. Tim stated the SMA just gets software upgrades and per base station cost is only \$240 and need to look at maintenance if it breaks and who is responsible for costs so the SSA is not a lot. Chris Lentz stated there are two pieces for ongoing costs – the SMA that MnDOT has with Motorola directly and the other is the warranty for services if it breaks; within the first year Motorola will be responsible, beyond that entities are responsible and Motorola provides plan that includes to verify if it is the base station and if it is actually broke; if so it is replaced the next day, there are six different warranty services available and Chris explained the differences between them. Motorola can remove remote network monitoring and reduces the cost by approximately 30%. Chris stated they should be fairly close and will need to verify quotes. Brent stated Sherburne is not interested in simulcast so it would have to be Benton and Mille Lacs to share costs and without knowing ongoing maintenance costs it is hard to make a commitment without knowing where Benton is at. Chair asked Mille Lacs for a timeframe needed to make a commitment once the numbers are redone and if a commitment could be by next RAC and Brent stated yes once they know what the numbers would be.

- Benton – answer by next RAC
- Big Stone – No
- St. Cloud – No
- Douglas – Yes on two sites
- Grant – Done
- Kandiyohi – Done
- Meeker – Done

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

### 5. Grant Update: (Continued)

#### Regional Capacity: (Continued)

- Mille Lacs – Onamia yes and simulcast is pending costs outcome
- Morrison – Done
- Otter Tail – Done
- Pope – Yes
- Sherburne – Done
- Stearns – Yes two sites
- Stevens – Morris site Done
- Swift – No
- Todd – Coverage is a concern, made tweaks to radios and looking at putting base line coverage in Staples, Yes will use funds
- Traverse – DuMont and Wheaten added – Brown Valley No
- Wadena – Needs costs before can make a commitment – Micah stated to use \$3,500 for a budgetary with a 5% increase – Scott will reply by next RAC
- Wilkin – Still testing will reply to Micah by next RAC
- Wright - Done

Chair stated each member that completes the capacity enhancement must sign the MOU between county and ESB that they will maintain equipment, any changes should be returned to Micah as he is anticipating ESB will approve in July.

Region is finding there are some holes in coverage.

#### a. Morrison County

Have both coverage and capacity coverage and has a training center so there will be a capacity issue, one remedy is to use unused funding from capacity enhancement grant to apply to this. Jeff added Motley is a totally dead spot for in building coverage.

#### b. Todd County

Have baseline coverage and has some limitations due to tower heights.

#### c. Mille Lacs/Benton Counties

Looking at capacity on simulcast system also has surrounding counties using it.

#### d. Stearns/Meeker Counties

Coverage issues in Paynesville, possibly adding capacity to Meeker subsystem, sun setting an ARS site and if we could move equipment around.

#### e. Otter Tail County

Potentially looking at coverage issues in Otter Tail and possibly may need to add another site.

Chair Myers asked if there are any other coverage issues, Kandiyohi has issues as does Isle. When there are items that are regional in nature we need to address them and set priorities as to where the funds are best utilized. Suggestion is perhaps Motley and Staples could be a single solution since they are only ten miles apart and perhaps a tower in Little Falls would solve an issue and with Camp Ripley being a training site it should be a priority. Chair Myers stated approximately \$60,000 was put into grant for part of administration and design that was not needed, each site that gets turned back it is approximately \$24,000-\$25,000, although a simulcast is \$53,000; currently the grant sunsets at the end of the year.

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

6. Dispatch Training Dates and Location:

Each class has capacity of 25 students and there are still some openings, anyone interested in participating should contact Jackie Kraus. Classes will be held at Stearns County LEC using Gold Elites, hands on training will be determined by the type of consoles used.

7. Upgrading Civil Defense Sirens:

Stearns narrow banded their sirens using COPS Grant and capital equipment funds.

**Old Business:**

1. DECN Conference:

Any eligible reimbursements should be submitted to Jackie Kraus.

2. CASM/TICP Update Process:

Executive Committee added item K to document and will be published on Monday if approved. *Jeff Jelinski moved, Jay Sikkink second to approve CASM/TICP, motion carried.* Jeff asked Last time proposals were between \$28,000-\$40,000 per year and will be under professional services.

3. Other:

None.

**Upcoming Meeting Date and Location:**

- June 8, 2012, Grant County
- July 13, 2012, Big Stone County

**Adjournment:**

*Bob Cuchna moved, second by John Holtz to adjourn at 11:55 a.m.*

Minutes recorded by Debbie Backes, Recording Secretary.