

**CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)**  
**Meeting Minutes**

Friday, May 6, 2011 10:00 a.m. – 1:30 p.m.  
Zimmerman Public Safety Building, 27650 5<sup>th</sup> Street West, Zimmerman, MN  
Sherburne County

**Members/Alternates Present:**

1. Micah Myers – Designee City of St. Cloud
2. Troy Heck – Designee Benton County
3. Tom Egan – Designee Douglas County
4. Troy Langlie – Designee Grant County
5. Ace Bonnema – Alternate Kandiyohi County
6. Mike Smith – Alternate Mille Lacs County  
Brent Lindgren – Designee Mille Lacs County
7. 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. Judy Diehl – Designee Stevens County
12. Trevor Wright – Designee Traverse County
13. Scott McKellep – Designee Wadena County
14. Dawn Mund – Alternate Wilkin County
15. Greg Howell – Designee Wright County  
Bill Swing – Alternate Wright County

**Members/Alternates Absent:**

16. Big Stone County
17. Meeker County
18. Morrison County
19. Swift County
20. Todd County

**Guests Present:**

Kathryn Gilson – MN State Patrol  
Tom Hannon – ARMER  
Tom Johnson - ARMER  
Don Otte - Stearns County Commissioner (RRB)  
Bruce Pederson – MN State Patrol  
Wally Strand – Meeker County Commissioner (RRB)

**Meeting was called to order by Chair Micah Myers at 10:05 a.m.** – 15 of 20 members in attendance with quorum present.

**Communications:**

None.

**Revisions and Approval of Agenda:**

*Tom Egan moved to approve agenda, second by Scott McKellep, motion carried.*

**Approval of Minutes:**

*Judy Diehl moved, second by Jay Sikkink to approve minutes of April 8<sup>th</sup>, motion carried.*

## Reports:

1. SRB/ARMER Update; MnDPS/MnDOT:
  - a. MnDOT 7.9 Upgrade: (Tim Lee)

New updated map on website for towers and progress, VHF overlay progressing, analyzing equipment to be narrow banded, new director in place.
  - b. SRB:

Four plans from region approved, update on 2011 grant allocations approved and integration grant.
  - c. OTC: (Jay Sikkink)

Approved participation plans, statewide roams, update to system discussed, system will be locked down for upgrade.
  - d. Interop: (Micah Myers and Jay Sikkink)

P25 standard reviewed, discussed low speed data and interference, change control process and standards 1.52, 1.8 and 1.10; includes 90 day rule for changes and discussion what determines a significant cost. SHSP 2011 funding discussed with allocation reduction, IECGP grant was not funded, trailers are expected to be delivered in 3<sup>rd</sup> quarter, regions will obtain 30 cache of radios after an agreement is signed by their RRB.
2. CMNRRB Update: (Micah Myers)

Will convene in June to discuss preliminary budget, RAC will review an initial budget next month.
3. User Committee: (Paul McIntyre)

Working on regional map to discuss border operations, pooled talkgroups and what each county is doing. Kristen provided a powerpoint with tactical explanations. Discussed having day meetings jointly with Owners and Operators.
4. Regional RRB/RAC/O&O/User Committees: (Micah Myers)

DECN has three finalist for grant coordinator, interviewing for standards coordinator, discussed NG911, legislative concerns, OEC handout provided. Discussed border interop with states, training and grant updates; sharing resources outside of region, broadband data, and role of RIC and expectation. State Patrol will not be encrypted when assisting, discussed what happens with RRB turnovers, have RIC work with elected officials and various boards and reviewing of fleetmaps for possible interop issues. Upcoming meetings are July and October (last Monday of the month).
5. Owner and Operators: (Scott McKellep)

Discussed feedback on CPS training, tabletop exercise in Willmar, Central MN talkgroups, tabled regional participation plan pending further information on STR, approved standard 3.19.
6. EMS Committee: (Paul McIntyre)

Finalized hospital best practices, need to determine how to patch 2<sup>nd</sup> Greater MN Control talkgroup and discussed asking for a 2<sup>nd</sup> talkgroup. Behind in getting hospital talkgroups determined and obtaining hex codes, working on best practices for public health. Discussed what training is required as the videos are for pre-training only and hands-on training is still required. Training should be documented and hands-on be required; Tom Johnson will talk to Ron Whitehead for clarification of training required.

## **Reports: (Continued)**

### 7. STR Committee: (Mike Smith)

Hennepin County's STR standard and procedures provided, this region needs to develop one. PSIC grant extension has been filed as it must be spent by the end of the year; the trailers may not be built in time if so a suggestion is to at least get the antennas, this region's MOU and participation plan is on the next OTC agenda.

### 8. RIC Report: (Tom Justin)

When reporting information to State, use the response level information tool in the Office of Emergency Communications handout, results should be returned to Tom Johnson. Continue to meet quarterly with Canada; want to set up a common talkgroup with each of the provinces for interoperability. Border meetings with states went well, VHF overlay equipment progresses and being purchased, VHF interop frequency plan has been revised to a State plan. Alex Vo-Tech will be developing dispatcher training, day-to-day functionality and console training, SCIP plan reviewed, planning for 2012 Interoperability Conference. SCIP recommendations should be out next week and Tom will send out; entities who received grant funded control stations need to inform the State how many PSAPS are monitoring CM Call and by what method and information will be shared with State Patrol. DECN Conference is a standing committee for planning, looking at an alternate from this region for the committee.

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

Meeting dates set for the year; role of committee determined and will be a standing committee on the board. O&O will look at standards, participation plans, unit IDs; User Committee to discuss incidents. Discussed role of RIC and assisting with SRB standards review. Executive Committee is an- agenda development for all committees; reviewing bylaws of committees, regional concerns, portion of meetings were closed to vendors in the past and discussing if it should be reinstated. Discussed training for regional train the trainer, regional administrative representative and defining the role of that position. Next meeting is June 1<sup>st</sup> and dates for the remaining of the year will be posted and contact Micah or Jackie if items would like to be added to agenda.

## **Regional Radio Board:**

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

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

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

Ongoing maintenance costs was a concern with current logging, looked to see if current equipment could be used, would like to capture radio traffic, phone voice, and network connectivity to utilize wide area network for possible future use. Looking at four site loggings and one state and local interop logging; discussed maintenance concerns, records retention. Sent out inventory sheet to all entities to see how they currently log, looked at OET and 911, need to look at all potential vendors to define various concepts available; currently had two presentations with Verint. having budgetary numbers and a concept drawing available next week, other regions are interested in our decision, will have another meeting on May 24<sup>th</sup>.

### 2. Gold Cross Participation Plan:

Some concerns with assessment of plan and reviewing with SEH, met with Mayo Executives last month, moved to next level for finances to start budgeting next year to fund ground and air units, then to OTC and SRB for approval.

**General Discussion and New Business:**

1. NG-911 Committee Reps:

Region needs a rep and alternate; Judy Diehl is representing District 3 for Sheriff's Association. *Tom Egan moved Troy Langlie as representative from RAC, Troy Heck second, upon a vote motion carried. Judy Diehl moved Judy Siggerud as alternate, Scott McKellep second, upon a vote motion carried.*

2. Regional Talk Groups and Talk Group Standards:

Looking at what area to post region's website whether put on secured or public site, send suggestions to Micah. O&O will review standards and make changes for RAC to review.

3. CCGW Update (Jay Sikkink):

Our region is near capacity for CCGW, State Patrol may be freeing some up, 7.11 upgrade allotment will increase from 700 to 1,000. If entities are to contact Jay if they are able to free some up as more ports will be needed as more entities come onto the system. Suggestion is to have Dave Theis provide a presentation at O&O and have this as a standing committee at the Executive Committee.

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

Subscriber unit grant update provided, several entities have not submitted for reimbursement; this grant is due at the end of the month and there is no match, need to provide proof of payment. Additional PSIC grant update provided; 2009 Homeland Security grant update provided with deadline of 2012 and this grant can now be spent, participation plan funding has been cleared out, DECN Conference is pending reimbursement from the state. Regional capacity – this region has \$846,204 includes development of frequency planning and capacity; Stevens, Sherburne/Wright and Meeker are not included as they have been previously funded. The ongoing maintenance for the acquired equipment is the responsibility of the agency and they need to sign an MOU indicating this and Troy Langlie is trying to get a more defined annual maintenance cost. This region will receive approximately \$85,000 which will be added to the integration grant and requires a match. At the June RRB meeting would like to make a reallocation recommendation of funds from entities which do not have the match or do not need the funds. SHSP grant funds may be able to be moved around and be used toward subscriber units and regional logger. Discussion on cost of frequency studies and entities were asked to look at their participation plans as some have frequencies listed. Suggestion is an entity needs a frequency they should contract and if there are funds remaining they should ask for reimbursement.

5. Other:

None.

**Old Business:**

1. Regional Capacity:

See above.

2. JPA Draft Update:

Met with Morrison County and cleared up items and have one entity remaining, still anticipate presenting to RRB on the 15<sup>th</sup>.

3. Pending Legislation (See Attachments):

Encouraged to contact your legislation and stress concerns.

4. Regional Jail SOA:

Need to look to see if frequencies would be available.

**Old Business: (Continued)**

5. System Manager Training:

Training the 24<sup>th</sup> – 26<sup>th</sup> in Kandiyohi County using the 7.9 upgrade, second class is July 26<sup>th</sup> – 28<sup>th</sup>; the grant will expire the end of the month and region received approval to move forward with July training and meet grant deadline. If anyone within an entity would like to become a certified trainer should let Micah know as there are funds remaining after System Admin and CPS training and will be utilized for Train-The-Trainer and should be enough funds for two or three training sessions. It is an eight hour course and names should be sent to Micah by next Friday.

6. TICP – Maintenance RFT:

The region needs to determine how the TIC document will be maintained, suggested the RFP be sent out on listserv for any suggested changes by the next RAC and it can be sent out following that.

7. Other:

Grant County felt the emergency button request to the SRB may impact this region that perhaps it should be addressed at the region first. Some entities are calling it an emergency talk group and others 911 talk group, State standard indicates it can go directly to the State and bypass the region. *Troy Langlie moved the O&O make a recommendation for the RAC to review at June meeting, Scott McKellep second, motion carried.*

Tom Johnson stated Ron Whitehead suggested hands-on training although limited users may need additional discussion, grants coordinator has been narrowed down and hope to have named next week. Jay stated a System Administrator is responsible for system and System Manager would need Technical training to put ID's into radios, programming, etc.

**Upcoming Meeting Date and Location:**

- June 10<sup>th</sup> – St. Cloud, City of at Police Law Enforcement Center, give Micah recommendation by May 20<sup>th</sup> so he can get the website changes implemented.
- July 8<sup>th</sup> – Stearns County will be at new Service Center near Fleet Farm.

**Adjournment:**

*Judy Siggerud moved, second by Judy Diehl to adjourn at 1:00 p.m., upon a vote motion carried.*

Minutes recorded by Debbie Backes, Recording Secretary.