

CENTRAL MINNESOTA REGIONAL RADIO BOARD (RRB)

Meeting Minutes

Wednesday, June 15, 2011

1:00 p.m. – 4:00 p.m.

City of St. Cloud City Hall, St. Cloud, MN

Members/Alternates Present:

1. Jim McMahon – Benton County
2. Paul Anderson – Douglas County
3. Dean Shuck – Kandiyohi County
4. Wally Strand – Meeker County
Dave Gabrielson – Meeker County
5. Frank Courteau – Mille Lacs County
6. Larry Kittelson – Pope County
7. Sonja Berg – City of St. Cloud
8. Don Otte – Stearns County - Chair
9. Larry Sayre – Stevens County
10. Kevin Leininger – Traverse County
11. Dave Hillukka – Wadena County
12. Elmer Eichelberg – Wright County
13. Scott McKellep – Owners and Operators

Members/Alternates Absent:

14. Big Stone County
15. Grant County
16. Morrison County
17. Otter Tail County
18. Sherburne County
19. Swift County
20. Todd County
21. Wilkin County
22. RAC
23. User Committee

Guests Present:

Tom Hannon - DECN

Tom Justin – Central MN Regional RIC

Call to Order:

Meeting called to order by Chair Otte at 1:05 p.m. followed by the Pledge of Allegiance.

Introductions:

Introductions were conducted.

Approval of Agenda:

Dean Shuck moved, second by Elmer Eichelberg to approve agenda, motion carried.

Approval of Minutes:

Sonja Berg moved, second by Wally Strand to approve minutes of March 30, 2011 as corrected to add Paul Anderson and Lance Feia as being in attendance, motion carried with additions.

Reports:

SRB:

MnDOT/ARMER: (Tom Hannon)

Approximately 63% of backbone completed and on air; if State shutdowns there will be delays in build out and Tom Hannon will be available during shutdown.

RIC: (Tom Justin)

As of June 30th the Joint Powers between the City of St. Cloud and the State for Tom's services as RIC will end. He thanked the region for being professional in how they approach business as it came before them. Vice Chair Anderson thanked Tom for all his efforts and commitment as RIC. The ECN appreciated Tom's contributions and looking for a replacement to cover this region and Metro combined; the State has a commitment to pursue utilizing Tom's skills in other areas in ARMER for services across the state.

Interoperability Committee: (Jay Sikkink and Micah Myers)

No report.

Executive Committee: (Micah Myers)

Committees in upcoming meetings will be going through bylaws, defined roles of each of the standing committees and expectations and tied the agendas together to reduce the duplication of efforts. Next meeting is June 29th. O&O is looking at having a COMT versus a COML go out with the equipment and the state will be having COMT training in 2012; possible contract with a radio shop to go out with STR, subcommittee will report back. Discussed tying grant awards to the attendance at meetings; if there is a state shut-down there will be a skeleton crew at Water's Edge for emergencies.

RAC: (Micah Myers)

- Gold Cross Participation Plan – letter was drafted with concerns on behalf of the RRB, scheduled a meeting with Gold Cross, Micah, Gold Cross and vendor to discuss plan and issues.
- NECP Gold 2 – requirement from Feds to have info from each member updated by deadline, of the 20 entities only five are complete, this will be a standing update on the agenda.
- Regional capacity – region has a grant for \$846,000 for additional capacity, Sherburne, Wright Stevens and Meeker already received funding. Troy Langlie heading up subcommittee and contacted all agencies and identified two areas that need additional capacity and are putting together a plan for future approval.
- Regional Jail SOA – looking to see if the concept is feasible and would assist in jail transports. It would allow entities to communicate internally as a SOA does not spread far and can be reusable within the region; will report back when more information is available.

User Committee: (Paul McIntyre)

User and O&O had a combined meeting. See O&O below.

Owners and Operators: (Lance Feia)

Joint meeting is very beneficial saving travel costs and a subcommittee is working on the STR to come up with policies and logistics. Discussed main conventions, the use of main talk groups within an entity and drop the wording main as a recommended policy for clarity; discussed having statewide access for the emergency button. Discussed use of Central MN Public Works talk groups and its priority whether it should be forced on towers, Central MN Call talk group and being forced on system and felt it was not necessary. Standard 3.35 discussed, Lance, Kristen and Tom Justin will work on standard and return for approval at July meeting. Will meet jointly contingent upon the results of the User Committee survey determining if night meetings can be eliminated

Reports: (Continued)

Owners and Operators: (Lance Feia) (Continued)

Paul Anderson is concerned with attendance of committees and recapped attendance, recommendation is to replace members if they do not want to serve. An updated meeting attendance sheet will be sent out for the O&O, User and RAC meetings.

OTC: (Jay Sikkink)

Participation plans, best practices for ambulances and hospitals were approved and hospital statewide Talkgroup. Approved MDA (agricultural) and MN Sex Offender Program (MSOP) statewide access, additional user ID's and a Motorola radio was added to the subscriber list. Discussed 7.9 upgrade and are nearing the end, discussed CCGW's and Pope County is affected and working on a plan for them.

EMAC Committee: (Paul McIntyre)

No report.

STR Committee: (Mike Smith)

No report.

Regional RRB/RAC/O&O/User Committees:

Quarterly meeting at MnDOT facility will meet July 25th.

General Discussion and New Business:

Train The Trainer:

Proposal states cost "net 30" wording needs to be corrected, just notified on Friday the deadline for the grant has been extended so this date may change. The proposal would pay to train individuals and in return they would train staff. The training is grant funded and for agencies which are on the system or will be going onto the system in the near future. *Frank Courteau moved to accept the proposal from OTTC, second by Dean Shuck, motion carried.*

Grant Funding Update:

An infrastructure grant that was allocated (Meeker, Sherburne, Stevens and Wright) and some M&A funds remaining. RAC recommendation is to take the balance and split between the six entities who did not receive the \$10,900 for portables and mobiles (approximately \$3,000 per entity and would pay for about one portable). *Sonja Berg moved, second by Jim McMahon to approve, motion carried.*

ARMER integration grant has been allocated to region, funding remained from other pools and this is a 50/50 grant. Initial grant was \$2.1 million and included a list of counties and their allocations; if counties were not able to utilize them the RRB could reallocate as see fit. Received grant for STR maintenance costs and waiting for verification of costs (approximately \$2,500 per year for a total of five years for \$12,500). *Wally Strand moved to accept the revised \$2.395 grant, second by Elmer Eichelberg, motion carried. Courteau moved to accept the \$12,500 STR grant, second by Sonja Berg, motion carried.*

Draft Budget 2012:

Budget was updated for radio user count and population using 2010 census. RAC members will verify radio counts and there have been several corrections. Once the RRB approves the preliminary budget it will be sent to the appropriate contact within the agencies. *Dean Shuck moved to approve budget, Larry Kittelson second, motion carried.*

Benton County Unit ID Requests:

Benton County is asking for 75 additional unit ID's for growth of up to 350 radios over the next three years. *Sonja Berg moved to approve the request, Wally Strand second, motion carried.*

Old Business:

TICP Plan Maintenance RFP Approval:

RAC reviewed proposal, took original TIC RFP updated with new dates. *Paul Anderson moved, second by Frank Courteau to approve and send out TIC Plan RFP, motion carried.*

JPA Draft:

Modifications and status of changes since last RRB meeting were presented and discussed. *Larry Kittelson moved to approve draft JPA and authorize RAC Chair to send out the agreement for resolution to all parties in the agreement, second by Dean Shuck, motion carried.* The JPA will be sent to the county coordinator/administrators for approval and will include marked up and unmarked copy, memo explaining changes, and a sample resolution. *Wally Strand moved, second by Paul Anderson to have counties reply by September 1st, motion carried.*

Regional Logger:

On June 22nd a presentation will be made at St. Cloud Police Headquarters with one of the concepts, would like to get Sheriff's, PSAPS and Emergency Mangers to review and then send out for a RFP. The region has a grant to offset some of the costs.

Other:

Jay stated the STR radios will be ready to go next week if needed for an emergency.

Upcoming Meetings:

July 27, 2011 – Final Budget Adoption; September 28, 2011.

Adjournment:

Moved by Paul Anderson second by Don Otte to adjourn at 2:30 p.m., motion carried.

Minutes recorded by Debbie Backes, Recording Secretary