

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)

Meeting Minutes

Friday, June 20, 2008 10:00 a.m. – 1:30 p.m.

Wadena Elks Lodge, Wadena County, MN

Members/Alternates Present:

1. Micah Myers – Vice-Chair – Designee of St. Cloud
2. Troy Heck – Alternate Benton County
3. Tom Egan – Designee Douglas County
Michael Henrion – Alternate Douglas County
4. Troy Langlie – Designee Grant County
5. Dan Hartog – Designee Kandiyohi County
Stacey “Ace” Bonnema – Alternate Kandiyohi County
7. Jeff Norlin – Alternate Meeker County
8. Jeff Jelinski – Alternate Morrison County
9. Mark Englund – Designee Otter Tail County
Judy Siggerud – Alternate Otter Tail County
10. Tom Larson – Delegate Pope County
11. John Olson – Delegate Sherburne County
Dave Pikal – Alternate Sherburne County
12. Jay Sikkink – Alternate Stearns County
13. Judy Diehl – Designee Stevens County
14. Bob Cuchna – Alternate Todd County
15. Trevor Wright – Designee Traverse County
16. Scott McKellep – Delegate Wadena County
Mike Carr – Alternate Wadena County
17. Dawn Mund – Alternate Wilkin County
Greg Howell – Alternate Wright County

Members/Alternates Absent:

18. Big Stone County
19. Mille Lacs County
20. Swift County

Guests Present:

Tom Justin, Central MN Interop Coordinator
Tom Hannon, ARMER
Jim Mohn, Mn/DOT
Tom Johnson, MNDPS

Meeting was called to order by Micah Myers at 10:15 a.m.

Chair Myers welcomes members and guests, introductions conducted. 17 out of the 20 members in attendance with a quorum present. Micah welcomed everyone to the meeting and thanked them for their time to attend.

Approval of Minutes:

Chair Myers asks for a motion to approve RAC minutes of May 16, 2008. *A motion by Judy Diehl, second Mark Englund to approve minutes, upon a vote motion carries.*

Communications:

Alexandria Technical College:

Tom Larson states he is on the advisory board for the technical college, three key items the Tech College could bring to the group:

1. Received \$10.5 million to build a LEC training facilities with a four console dispatch center and would like connectivity to the 800 system.
2. Interested in allowing facility to be used regionally for the RAC to allow dispatch and trainings on radio system.
3. Would allow anyone who may have a dispatch center go down to bring in their equipment and run from the College's center.

Future law enforcement employees in this area very likely would be trained through the Alexandria Technical College's Law Enforcement Program and would already be trained on the ARMER system. They will be breaking ground in June and anticipate on having the project complete by August 2009. They can offer the following:

1. Training the law enforcement students coming from the program.
2. Location to train dispatchers.
3. If anyone had a problem with dispatch center, could come and plug into their system at the tech college. They would like to make it open to anyone within this region who may need it.

The dispatch training room will be set up with four positions in a training area. Chair Myers stated at the State Interop Subcommittee, Alexandria Tech's request was also discussed and it peaked interest. Jay stated Willmar is looking at doing something like this as well; he has concerns if there would be enough space on the system with the additional traffic and if we need to have additional resources and studies for items such as frequencies and it may be an issue to find available frequencies. Tom Egan asked if it was ok for the Tech College to attend the RAC meetings and it was stated it would be ok, Mark Englund stated they may also want to participate in the User Committee meetings.

Jim Mohn stated there is a consultant who is studying each state agency, Jay stated it would be very beneficial to utilize them, Chair Myers stated since there will be training money available through grants, it may be a great venue for us to work with them.

Jeff Jelinski felt a motion was needed to authorize the Tech College to be a part of the RAC, Bob Cuchna asked if they should send a formal letter of request. Tom Egan asked if they can piggy back with another county, Mark Englund stated he did not feel they needed to be a member as the RAC is an open meeting and the public can attend. Chair Myers stated they could solicit information although they just would not have a vote. It was clarified the St. Cloud School District attends the meetings and are not a member.

Tom Larson stressed the College are very serious about offering their facilities for training as well as disasters. Mark Englund suggested a subcommittee be created to gather possible uses for the facility and present to the Tech College, this way they could have some input into their building and process to make the training more useful to needs. Chair Myers stated with the training funding which will become available, it would be a great idea such as designing the curriculum, trainer, etc.

Jim Mohn was wondering how many MNSCU institutions have LEC programs across the state, Tom Larson stated there were several although not a lot of them have the training component, they thought there were only three or four skills programs in the entire state. Dan Hartog asked if Camp Ripley has training resources as there will be a lot of agencies attending training there. Jeff Jelinski was not aware of anything currently although he expected the 800 to be a part of it.

Communications: (Continued)

Alexandria Technical College: (Continued)

Tom Larson stated they are looking for direction from this group if we are interested and if so what type of technology, connectivity, internet lines, etc. they should install and type of equipment. Chair Myers stated we will need to include the state for resources information.

Mark Englund moved to form a committee to represent training and liaison between the RAC and the college for use, Bob Cuchna second. Upon a vote, motion carries. Mark stated sometimes the RAC alternates are more knowledgeable on this, could they be on the committee versus the delegate, Chair Myers stated yes. Tom Larson will be the chair for the committee and stated he felt the Sheriffs' Association will be partnering with the college.

Reports:

ARMER Update:

Jim Mohn stated they have bids out for Johnson, Schumacher and Correl and are in the process of going through bids, land acquisitions for part of Central MN that is in phase 4, 5, and 6. Where they didn't have state land they are getting approximately three per day suggested to review, so far have Wadena County, Sobeka, and Ulrich.

Phase 3 are in the process of installing microwave at the rest of the sites, as they are connected with microwave, they will be putting sites on the air. Currently Stearns, St. Cloud, Gilman, Kimball, Leader, and Baxter are on, currently working on Lincoln and Long Prairie; going west they are waiting for microwave connectivity. Also looked at a site in Duelm as a coverage fill site and provide for microwave link between zone 1 and 2 and zone 4.

Tom Justin asked if the state has a plan as to the build out of towers and sites with land acquisitions, Jim states the plan proposes 50 sites per year. If goes well, the land acquisition process is a two-year process. They have approximately 70-75 existing towers that have microwave to them, plan is to have them lit up by next summer – they are scattered across the state. The following year they hope to have some of the new sites up and on-line. There is not a plan by region as they are being addressed as they are coming forward. Mike Kahl asked if Little Falls is a proposed site, Jim stated no; Freedom, Flenzburg, and Royalton are proposed sites which are around it.

Jeff Jelinski asked about in-building coverage, would a tower closer to Little Falls affect the in-building coverage, Jim Mohn stated they will have some level of in-building coverage. For example, Jim stated here he has coverage outside this building (closest tower is 30 miles away) inside this steel building he does not have coverage and a closer tower would have some affect. If a county wants in-building coverage, they may want to look at an enhancement. In the frequency plan, they are allowing for four channels and are looking at one additional tower for each county to light up one site.

SRB Update:

Chair Myers stated they have two subcommittees: grants and communication. The Interoperable Committee met on Tuesday, they finalized PSIC grants to go to the SRB for their approval. It allows \$600,000 for training, for this region it would be \$103,596.24 for training, original funding model proposed was 50/50, upon review it is 66/34 depending on population and the number of counties, approximately \$842,823.44 to Central Region based on the State Radio Board's approval. At the meeting on Tuesday, they had a vendor present who provided a demo with five radios with all bands and was able to transmit and talk to all five radios from one radio - the demonstration was very impressive. Tom Johnson stated at the September SRB meeting, they are planning a vendor expo, where they will invite the subscriber vendors in with their latest technology with displays from 10 a.m. to noon and have SRB meeting from 12:30 on. The Thales radio is very impressive, it weighs almost the same as a Motorola 5000, technology is to military specs, and provided a very good demonstration.

Reports: (Continued)

SRB Update: (Continued)

Tom stated the radios will be available to demo in August and hope to be added to the States approved list at that time.

Jay stated the last committee discussed meeting interoperability state-wide and working on the MNSEF channel which is the hardest as it is utilized in chases and cross boundaries, state patrol is able to patch the MNSEF from tower to tower as the chase is moved along. Discussed who will be the backup site, felt the Statewide Fire and NIMS will probably follow the MNSEF methodology, another item is plain language so there is a lot of discussion on 10 Codes as they are looking at reducing the number of codes utilized. Jim Johnson asked about putting together a group to put a policy together utilizing NIMS and MNSEF so it can be utilized state-wide if you are utilizing a state resource, you notify the other agencies so they are aware of it. He has individuals from around the state he is working with on developing a policy.

Chair Myers stated there is an information package handed out today on the 10-code and a memo is attached referring to the document they are drafting.

OTC Update:

Jay stated they met this month and did not meet last month. It was a short meeting and discussed 95% coverage by county, approved 95% coverage for phase 3 and included four – five additional towers to get this coverage and will be going to SRB to get approval for additional towers. They are still working on aviation and to have a plan in place and hope to start testing this summer.

Also discussed state naming standards and changing the numbering system, Jay will be meeting with Jill from the Metro area, naming standard still needs work and hopes to have it finalized in the next couple of months. 4.10 will become 4.10.0 Central so it will be the same standard state-wide but you will know what region it is.

The OTC meeting talked about some RNC items, there is some concern with not all the features being in the console as there are some limitations with patches and paging. Jim Mohn stated Washington County is on the consoles, the limit is 60 and Motorola will be increasing that to 120, also discovering some glitches with paging that Motorola is working on, they are bringing in a team to listen to the users for input. Andy asked if the limitation on the new IP console is a limitation of the item device on the desk or the master site, Jim Mohn stated he thought it was because of the display on the screen. Jay will send out to the listserv on the date they will be in possible July 16th and they will be at the MTUG.

Jay stated the SYSTech standard has some changes, has been changed to be notified regionally if the techs will be working on the system, they will be going encrypted, so if anyone is purchasing radios for their technicians, be sure to purchase encryption for them. This will take effect August 1st of this year.

Reports: (Continued)

CMNRRB Update: (Continued)

The RRB met Wednesday, approved budget, and moved some of the insurance money to Professional Services. There was considerable discussion on how grant money will be allocated within the region; there are monies available for subscriber units and training. Chair Myers stated the User Committee also had a spirited meeting, Tom Justin stated the User Committee spent approximately one hour on this discussion, they felt at this time they made a motion that under the subscriber unit of the money, they get divided equally by 20 members, a date is set, if you are not buying equipment by a certain date, the money would go back to be redistributed to the various members who are, this is specifically for the PSIC subscriber funds.

John Olson asked what was meant by divided equally, Tom Justin stated it would be divided equally, if entities chose not to participate, their portion would get distributed to the other agencies. Tom Hannon asked if there was discussion for those who did not go to ARMER as it was for 700 and 800. Tom Justin stated the discussion came up for consoles and if it was included and could they use it for that, he stated if an entity elected or did not have plans to move onto the system, could they divide their portion to an agency next door who is migrating. He stated there were some entities present who were unsure if their commissioners have decided to move to the ARMER and would this help to make their commissioner make a decision to move sooner to the ARMER.

Jeff Jelinski added a lot of the discussion also was in reference to the radio studies as some of the studies were totally incomplete and felt they could not make a decision at that time. Tom Justin stated there was a lot of discussion about the inaccurate and incomplete studies, and we do need to take an active approach to determine how the money will be divided. Chair Myers stated entities must have the 20% match by January 1, 2010 and spent by June 30, 2010. Tom Hannon stated this has been a hot issue, Tuesday Marshall met, Wednesday the north area met, yesterday SE area met and it was discussed. He stated the items that were not brought up is the radios for the RNC, perhaps they would be best served to purchase all of the radios coming off of the RNC and they have devices that can be utilized and are standardized. He stated Motorola voiced the concern the feel they will not be able to move all of the issues, Tom stated he did not feel this would be a concern as there is more of a demand for radios. Chair Myers stated he talked to Motorola and committed the region would be able to accommodate a minimum of 200 radios and would take as many as possible. Tom Justin stated there was discussion at the User committee about the RNC and the question was asked if you can purchase used radio equipment with the grant funds and it was clarified now that you can. The cache of the RNC radios would help put radios in user hands.

Tom Hannon stated some regions discussed do they want to purchase radios for a system that is not up and running yet in their region. Troy Heck stated regardless of how the plan to spend this money, the biggest concern is the dates they need to be spent, if there is some counties that are not utilizing these funds and if some agencies wait until the end of the deadline, they may not have it in their budget to have the 20% match and feel May of 2009 is when they would need to know so they can put it into their 2010 budget. Chair Myers stated if entities purchase radios and they sit in the box, your warranty starts the date you purchase it, not the date you start using it.

John Olson stated Sherburne's system will be up and running by the end of this year, they already purchased radios for their county. He stated the funds were for mobiles and portables not consoles, Sherburne is in the process and the remaining of their equipment will be delivered June 30th, their need is immediate and will more than match the 20% required for the region.

Reports: (Continued)

CMNRRB Update: (Continued)

Jay Sikkink clarified that Motorola is ordering their radios July 15th and would like to have the RNC radios purchased by October 15th of this year so you would still need to have the 20% match. The last number is 1,150 radios and there are only about 800 radios available due to prior commitments. They will then need to decide how they split up the radios if they have of a request for more radios than are available. Jay stated the warranty will start when agencies take ownership of the radios i.e. October 15th. Chair Myers stated Sherburne will be purchasing radios now, can it be retroactive, Tom Hannon stated it is not retrospective; it can be for purchasing radios moving forward. Chair Myers asked if the radios Sherburne already has ordered can they be utilized and Tom Johnson stated he did not think they could but will check with Ron Whitehead and report back.

Tom Justin stated the User Committee felt it was a regional issue on how the PSIC money will be divided, also because of certain agencies that did not have a complete assessment; it may be premature for them to decide how to split up the money today.

He suggested to the RAC members who have individuals on the User Committee, to strongly suggest they participate in the User Committee meetings. Jay asked if population was figured into the formula for dividing the funds and Tom Justin stated not really as there would be more need than funds available. Chair Myers stated we need to look at where the radios would have the most impact on the system, i.e. can the counties come up with the funding and if an entity can't can someone else utilize the radios. Tom Justin stated the RRB will be looking for this group for a recommendation. The bylaws state the User Committee makes a recommendation to the RAC and the RAC makes a recommendation to the RRB. Dan Hartog asked if there is another step in between the Homeland Security and the State and how it is distributed, Tom Johnson stated it goes to from the State to the fiscal agent and they distribute within the region.

John Olson stated the 50% they have been guaranteed by the State was not really 50% and asked if any new grants will be available. Chair Myers stated in the next four years there will be additional grant funding available and the Financial Committee is working on it. Tom Hannon explained the original grant which was available that John was referring to stated it would fund up to 50% of infrastructure depending on the funds available. He stated part of the funding was in a vetoed bill, when it came back a year later, several additional areas were included. He stated without the information from Geo-Comm and a thorough study, the State will not be able to determine how much money is needed for the build out so the communities can have an accurate amount to make a business decision.

Tom Larson asked for clarification that currently there is approximately \$38,000 and next year there will be additional funding available, Chair Myers stated yes, he would like to get a hold of the presentation he saw and will be looking for other funding mechanisms to help build out the system. This group needs to look at what will have the greatest impact in the region and that we do not lose any of the money.

Reports: (Continued)

Regional RAC Committees:

Tom Hannon stated across the state there has been a lot of activity, Northeast at meeting next week will be approving draft of Joint Powers agreement and submit for approval and is the last RAC to do this; in Southwest have all counties but two to approve agreement and have meeting set for August; South Central have all approved joint powers agreement and first RRB meeting is set for August, had Homeland Security funding for study, expect to get plans back this week.

Southeast RAC and RRB cancelled their last meeting, still discussing budget issues and how they allocate costs among members, referred back to RAC, assessed member \$500 to meet administrative expenses this year. He stated the group that has been extremely active is Northwest RRB and RAC. They met Wednesday with RAC and RRB, adopted 2009 budget, had more revenue than had a need to spend, had bids for a contract employee to coordinate the interop in all agencies, funding came from Homeland Security grant, \$30,000 first year, \$15,000 to RAC to offset operating expenses for 1st year. They will be assessing their members even if they already have grant funds available to set aside as a reserve. They will be forming their Users and Operator Committees by August of this year. RAC advised RRB they need to set aside funding for grants such as Fire Department and other grants and not just PSIC. RRB passed motion advising and recommending each member to set aside a minimum of \$2,500 to provide matching funds for potential grant opportunities, if it wasn't needed, they could cut it from their budgets in December before the final levy.

Tom was pleased with the RAC, User Committee, EMS, etc. to work towards a common goal of working together. He suggested this group recommend to the RRB to set aside funds for the 2009 budget year as they may not be available for the 2010 budget. Tom Larson was referring to the \$2,500 being recommended to the county boards and asked Tom Hannon if the other RACs are getting the same information and he said yes.

BCA Background Checks Update:

Mark Englund provided handout of recommendations from last meeting in reference to the additional criminal reporting and who our CASM representative will be and if they will be keeping track of the information.

Application and Standards Committee is suggesting radio tech individuals will be conducted annually, other personnel such as maintenance, etc. that are already working for jurisdictions be every two years, current personnel in law enforcement offices do not need to be run as they are regular employees. Jeff Jelinski asked who conducts the background checks, Chair Myers stated there will be a centralized area so each county does not need to duplicate the check on the same entity as it is in a depository location. Chair Myers stated on the RRB there will be a secured area for authorized individuals to log into and utilize this information. Mark Englund added if an individual is hiring their own individuals to work on the system, it is their responsibility to conduct the background check and forward information for the depository.

Andy Faith asked as far as the yearly update, is it up to contracted vendor to conduct the background check, Mark stated they have not yet decided how they will make the notifications if it is up to the individual technician or the depository. Mike Kahl asked if there will be a form to complete, Mark stated the application and consent form will need to be completed again. Andy stated the forms they currently utilize is from the Metro and should they continue to use that form, Mark stated yes as our forms are currently in draft form. Chair Myers stated eventually our intent is to have the forms on-line to streamline the process.

Interoperability CASM Tool Demonstration Update:

We do not have an internet connection so that will take place at the next meeting.

Regional Radio Board:

Budget Review:

Chair Myers stated a suggestion was to have entities start setting aside funds for matching grants or for funds to be available for spending. He stated if dividing the PSIC equally to 20 entities within the region it is \$42,000 and would require \$8,430 for a match. Tom Larson asked if Pope County has bonding funds available and if they utilized some of those funds for purchasing would that be supplanting funding and could it be utilized? Chair Myers stated we would need additional clarification if those funds could be utilized. Mark Englund asked if the Training Grant is matching as well, Chair Myers stated that does not need matching.

Chair Myers stated there is a Border Grant and Minnesota was detailed and is not out yet as well as a few other grants that details are not out yet. They would provide a cash of funds available if grants became available on a short term notice. Tom Larson stated several counties may be limited to a levy cap and it may be very difficult to set aside any funds. Tom Hannon stated the County Administration may want to check with the AMC Publication as entities may be able to levy outside of the levy limits for public safety as well as matching grant funding could be outside of the levy limit as well.

Regional CASM Representative:

Chair Myers stated since the last RAC, Ace was nominated for the CASM representative, Kandiyohi would be reimbursed for approximately 15 hours per month for his time, there would be quarterly updates provided, the CASM tool is for ARMER as well as individual records. We are looking at working with SEH on a regional TIC plan. He is looking at drafting a joint powers with Kandiyohi to reimburse them for up to 15 hours per month for Ace's time. Jay moved for Ace to be the rep, Mark Englund suggested we use the budget formula to reimburse Kandiyohi for their time. Chair Myers stated it does require a 20% match and we can use some of the 2008 monies for it, the other is the cost for the entity conducting the regional TIC plan's professional services, the 20% would come out of the professional services line. Chair Myers stated the CASM representative is a requirement.

Mark reworded his motion to move to have ACE be the CASM representative and use the \$4,000 of the \$20,000 of the professional services for the match. Mark Englund second motion, upon a vote, motion carried. Mark asked if the CASM representative would be the data storage person for the background investigation, Chair Myers stated if it goes above and beyond the 15 hours per month, the language could be added into the agreement as a separate rider. Mark Englund moved to use the CASM representative for the background data base, second by Judy Diehl. Troy Langlie asked if we should consider other items as well as grant writing, follow up on plan management, etc., Mark Englund stated there are agencies coming onto the system and it is critical for the background checks to be completed and this needs to be moved forward on at this time. Upon a vote, motion carried for Ace to be the CASM representative and utilize \$4,000 of the \$20,000 in professional services for the match..

Updates from Partners on Current Projects:

Chair Myers stated there is a letter as a handout - a meeting took place on Monday with several of the members who have assessments and plans with discussion on concerns. There was a list which was drafted for a punch-list for Geo-Comm to complete. It makes reference that Geo-Comm was hired to provide in-depth communication study, there are concerns, and what needs to be completed from here: simplified costs, summaries need to be precise and accurate by a defined date, summaries must provide items listed in original RFP scope, assessment studies need to have revisions completed by another predetermined date as the commissioners need this information to complete the budgets.

Updates from Partners on Current Projects: (Continued)

Wright and Sherburne Counties Planning Project Update:

John Olson said Motorola stated the balance of their equipment will arrive late next week. Their last tower site in Elk River has been approved, will be putting equipment together July 1st. Chair Myers stated Sherburne's participation plan with the State had some concerns. Mike Mazzitello stated both Wright and Sherburne do have a participation plan which needed details filled in, Geo-Comm would like to bring it to the July meeting. Processes to go to with the OTC are allowing them to move forward even without a final approval because of Geo-Comm's past working condition with MnDOT.

Kandiyohi, Meeker and Todd Planning Project Update:

Dan Hartog stated the board met on Tuesday and approved \$3.6 million in bonds for the project. They met with Motorola a month ago and their concern is working with Andy Terry from SEH as the coordinator and trying to work out a tower in the south part of the county.

Bob Cuchna stated Mike Mazzitello went through and reviewed most of the users for the subscriber units and have the subscriber costs as well as the cost for putting in a dispatch. Still need to determine what it will cost to go VHF, Chair Myers stated the paging is also a concern as is with other agencies. Mike stated by the middle of July they will have numbers for them to go to their county for approval. Geo-Comm is working with the local provider to see what type of equipment will be required to work on the system. The maintenance costs are also a concern and he met with Tim Lee and Jim Mohn last week on this and trying to finalize this.

Meeker:

Jeff Norlin stated they recently met with Motorola as their first meeting, need to do some tweeking on their plan, Mike Mazzitello stated since Meeker's plan was completed early in the process, now need to revise the reports and participation plans since the State ARMER is being built out and their plan is more thorough.

Swift:

Not present

Swift, Big Stone County, Additions to Kandiyohi:

Dan Hartog was not sure where the studies were at although they are complete, they are moving ahead of policies, procedures, provided a computer in both counties to see how they work with their system.

Douglas, Grant, Morrison, Otter Tail, Pope, Stevens, Wadena and Wilkin:

Douglas – Tom Egan stated it is difficult not having the consultant local to help with study, just received study a few days ago and none of the revisions were made from the initial draft, the only thing that was changed is the draft portion removed and resubmitted. Nothing was completed with the paging and currently working on this, received participation plan a few days ago and is in the process of reviewing, everything is still up in the air. Chair Myers asked what timeline they were provided from Geo-Comm as a reasonable timeline. Tom will talk to Rick on Monday and provide the dates to Chair Myers.

Grant – Chair Myers stated Grant County's plan was very disappointing and the plans need to be usable to the counties. He asked Troy if a two – three week window would be reasonable for a deadline and he stated yes and again with the contact being out of state it makes it difficult.

Chair Myers stated he is hearing loud and clear from counties that the business plan is not accurate, is not usable, and does not provide information for the commissioners to compare pricing such as if they stay on VHF, go to 800 – what will it cost.

Updates from Partners on Current Projects: (Continued)

Morrison – Jeff Jelinski stated he was also at the meeting on Monday and at the User Group meeting, he has a hard time making a decision spending money without knowing what they need to spend it on. He stated he received an initial study – it was terrible, the 2nd study was a lot better, although still had a lot of holes in it. He needs to clearly know what it will be VHF/narrow band compliant; he needs the same thing for 800 MHz. He has no idea what the system will cost and what the maintenance cost is needed for budgeting. He will have to be on the phone with Lex next week and he needs to come and meet with Morrison County; he does not think Geo-Comm met with a fire representative, school, or hospital representative in the county, study has way too many holes in it. Jeff stated he also needs paging included.

Otter Tail – Mark Englund stated he has not seen draft two of the plan and has the same needs and concerns as Morrison in addition to narrowband VHF paging. He stated the timeline in the memo is reasonable as time is of utmost importance. Chair Myers stated we are trying to meet grant requirements so we are not losing grant money, although he wants to put realistic timeframes in place to get the accurate information needed.

Pope County – Tom Larson stated on June 4th they received a report and provided it to the board, there was a large spread in the dollars in the study, they are meeting with each entity in the study and talk to them about how they feel and if this project is feasible, see if they really want to get radios and try to make decisions. He would like to get this completed by August.

Stevens – Judy Diehl stated she talked to Mike Mazzitello and received her 2nd draft, she stated there are still a lot of errors such as grammatical and geographical they referred to in the 1st draft so now they are waiting for the 3rd draft and informed Geo-Comm to be certain it is accurate.

Wadena - Scott McKellep stated they have met with Lex and went over the study and it had so much unusable information and made it hard to read what was necessary. He met with the County Commissioner, had a lot of questions answered, Geo-Comm stated they will put another draft together, he heard it would be by the end of the week several times already. They had wanted to put together a meeting with their partners such as schools and Fire Departments in the county to educate them as many have not submitted their studies back go Geo-Comm. Lex told Scott he should wait until they can meet with the county board at the same time, although they will not have a final draft so why would they need to meet with the board.

Wilkin – Dawn Mund stated they are in the same boat as Otter Tail and Morrison, there are a lot of things in the draft that should not be, paging issues missing, were suppose to receive 2nd draft about a month ago and still hasn't so unsure if they will be included.

Chair Myers asked Mike what Geo-Comm can deliver, we have identified several components that need to be included and are looking for a realistic time table and Geo-Comm is not meeting deadlines they already committed to. Todd Pieper stated Greg Ballentine would meet with each of the counties to address their issues. Mike explained the structure at Geo-Comm Consulting originally consisted of three individuals and are going through growing pains. To help grow the company they brought in an individual who was going to be in charge of the processes as they are growing. They brought in Greg Ballentine who was an executive director from Kansas with significant background experience. Currently there is a new structure as to how the studies are being completed. They have administrative staff that is supposed to review the grammar and other information in the studies to leave other individuals to do the background information. This is something that is unusual for Geo-Comm, Greg wants to fix this for the region and wants to turn this into a learning experience for them and still meet deadlines. He stated Todd and Greg are the two who can make decisions on deadlines. Mike stated he is very frustrated as well with the reports and will report this to his company.

Updates from Partners on Current Projects: (Continued)

Chair Myers stated the maintenance costs are something that is not included as well as paging component and it must be included and were not to the level of detail needed. He needs to get a timetable back to the members that will be workable, Chair Myers will be discussing this with Todd and Mike will also relay this to Todd as he will be working with Greg.

Regional Plan Update:

Chair Myers stated the regional plan can not be completed until the county studies are.

District 742 Planning Efforts:

Mike Mazzitello stated Geo-Comm will be meeting with the school district Thursday morning and Tom Justin will be talking to some officers in his department.

Mark Englund asked if the timeline provided to Geo-Comm to come up with some type of target to provide to Todd when meeting with him. Chair Myers asked if Grant County entities will be ready to move forward next year so he knows what timeframe is needed as he is meeting with Geo-Comm on the 30th and invited each agency to be present if needed. Tom Larson stated perhaps Geo-Comm needs to know they are working with governmental agencies not private and they will not make a decision in one meeting and only meet monthly.

His first deadline was March 31st and finally received a copy June 4th. He stated he is like Otter Tail County where since they do not have the studies, they have no numbers to move forward to put into their budget next year. Tom Egan asked with all of the information the consultants have, he is not sure how long it would take for them to put together a plan that is readable and take out the fluff and getting to each county a readable document – how long would it take since they already have all of the information from the counties. Tom Justin stated they needed to be sure to include the VHF and paging issues. Mike stated he didn't think it was a large commitment as it should take less than a month to do. Tom Larson stated the commissioners were only concerned with the last couple of pages. Tom Hannon stated the good studies he saw have the executive summaries up front with a matrix. Commissioner Lane Waldahl stated what the commissioners want is they are starting budgets in July and there are Federal programs which were cut, public defenders, etc. and will now need to come up with money, what they need is dollar amount and it is more important than anything. Mike asked if the documents were reduced, included inventory, the matrixes, populating system with new 800 and maintenance figures probably a 20-page document and they should be able to take any documents and skinny it down he would be in favor of it and would hope it could be done in two weeks although only Todd can answer that. Jeff Jelinski stated he didn't think two weeks would be reasonable for Morrison County as Geo-Comm would need to meet with Fire Departments and other agencies and it could not be done within two weeks. He stated if a document does not include what he needs it is worthless to send to him.

Chair Myers stated he is looking for summaries which are precise and accurate, include matrix, narrow banding, paging, etc. Assessment studies need to include coverage although the commissioners do not need that right away and could be deliverable following the executive summary. Mike agreed and asked this information be relayed to Todd. Mark Englund asked if there is a deadline for us to report to the State RRB, Chair Myers stated no.

Regional Plan Update: (Continued)

Trevor Wright stated he met with Rich on Monday for their kickoff meeting, he explained the process of the whole study, what the requirements are going through dates, will have a plan to Trevor by the end of the month. Trevor's concern is they were not provided a timeline, no line to line explanation, asked how they get up to speed with everyone else. Feel like they are missing the boat and want to catch up with their plan as soon as possible so the regional plan can be complete. He asked Rich a couple of times of the funding requirements, Rich stated funding is always available although as an emergency manager, he realizes there is some funding that is no longer available. Chair Myers stated there will not always be grant money available and is becoming less and less. Chair Myers stated there is an article on governing.com, the funding will not be given to the individual agencies anymore and will be provided to the regions for them to make the decisions.

PSIC Funding:

Chair Myers and Jay looked at small agencies which do not have access to grants such as EMS and first responders; and do we look at a model that will hit agencies who do not have other funding mechanisms. Jay stated he felt it should include some type of population into the formula to be fair, Chair Myers asked if consider some of the smaller counties who have reducing population, we need to be sure those agencies are able to come on board if our goal is to truly interoperability. Tom Larson stated larger counties have a larger need per perception yet they also have a larger tax base to draw from and likes the Users Committee's recommendation of splitting equally. Chair Myers asked if the region can take the money from this region and help counties who can not come onto the system as they can't financially afford it, do we help them get onto the system so we can communicate, Tom Larson stated they have 13 different Fire Departments they work with yet only six are in their county. Chair Myers stated if we could help these entities come onto the system, when the larger agencies come onto the system they will not have to continue to patch.

Troy Heck made a motion to split the PSIC money equally by each member of the RAC with specific dates if they can not use the funds by a predetermined date, the funds are returned into the regional fund for reallocation. Tom Egan second motion. Troy proposed that any member who knows they will not use their funding they let the region know by May 1, 2009 so members can then rebudget in the 2010 budget.

Mark Englund's concern with making a deadline of this year's budget is not all counties will have their plan in place and it will allow them additional time to make a decision. Bob Cuchna stated this was part of the User Committee's input as well. Tom Larson stated if they waited until May 1st 2009, there may be additional grant funding available which could affect their decision. Tom Larson stated with the option of the multi-ban radios coming out, it may be an option for the smaller entities. Tom Justin asked with the funding being returned due to it being unused, how is the funds then allocated. Troy stated perhaps at that time the RAC could reconsider how it should be disbursed, it was also discussed that they could be utilized to purchase regional radios to be used for an emergency. Troy Langlie asked if the state had the same determination of how the funds not being utilized by other regions are being redistributed. Tom Justin stated the unused funds by regions will then be split up by the same formula to the regions again. *Upon a vote of Troy's motion, motion carried.*

Grant Monies:

Chair Myers as if everything that was submitted for grant funding, did everyone get their reimbursement; to date all counties believe they have been reimbursed, several counties have not made final payments for invoices and were asked to withhold payments until final plans are delivered and approved.

General Discussion and New Business:

Participation Plan Approval Process:

Chair Myers hopes to have an approval process such as starting from the County Board, RAC, OTC and finally the OTC and if there are major changes to the plan, what is required.

PSAP Contact Update:

See above.

Assessment Study Payment:

See above.

Other Items of Interest:

We need to look at a replacement for the OTC as John Olson is stepping down, Jay will continue on an interim basis. Mark Englund will consider position.

Legislative Letter:

Following the RRB meeting, a letter was drafted to send to the legislatures making reference to the sales tax exemption and asking the legislatures to consider sales tax exemption retroactive 2008 in their upcoming session. Tom Hannon stated the retroactive date may be an issue and stated the other regions may be interested as well. Chair Myers stated to not underestimate the power of the RAC and User Committee and be sure to utilize it.

Jay stated Motorola needs an exact number of radios from the RNC which must be purchased by October 15th. Tom Hannon stated the date should be as soon as July 15th if possible. Tom Hannon stated the radios do not have encryption from the RNC although can be added and it would add approximately \$500-\$600 to the cost of the radios, it is a model two 2500 radio.

Dan Hartog moves that the letter gets mailed out the RRB for the July meeting and then send to other regions once approved, second Bob Cuchna, upon a vote, motion carried.

Upcoming Meeting, Set Date, and Location:

July:

Next meeting will be July 11th at Falk Park Lodge, Wheaton, in Traverse County.

Troy Langlie moved, Bob Cuchna second for August 15th at WCROC in Morris, Stevens County, upon a vote, motion carried.

In September we will be starting the alphabetical rotation with Benton County.

Jay moved, Bob Cuchna second to adjourn meeting at 3:00 p.m., upon a vote motion carried.

Minutes recorded by Debbie Backes, Recording Secretary.