

DRAFT

CENTRAL MINNESOTA REGIONAL ADVISORY COMMITTEE (RAC)

Meeting Minutes

Friday, July 13, 2007 10:00 a.m. – 3:00 p.m.

Alexandria Fire Station, Alexandria, MN

Members/Alternates Present:

1. Micah Myers – Vice-Chair – Designee of St. Cloud
2. Pat Bettenberg – Designee Benton County
3. John Haukos – Designee Big Stone County
4. Tom Egan – Designee Douglas County
5. Troy Langlie – Designee Grant County
6. Greg Lillemon – Alternate Grant County
7. Dan Hartog – Designee Kandiyohi County
8. Mark Englund – Designee Otter Tail County
9. Judy Siggerud – Alternate Otter Tail County
10. Tom Larson – Designee Pope County
11. Scott Busche – Alternate Pope County
12. Jeff Jelinski – Alternate Morrison County
13. Jay Sikkink – Alternate Stearns County
14. Judy Diehl – Designee Stevens County
15. Rebecca Woitte – Alternate Swift County
16. Bob Cuchna – Alternate Todd County
17. Brenda Pederson – Alternate Traverse County
18. Eric Sonnenburg – Designee Wadena County
19. Greg Howell – Alternate Wright County

Members/Alternates Absent:

1. Meeker County
2. Sherburne County
3. Wilkin County

Guests Present:

1. Scott Wiggins – DPS ARMER/911
2. Tom Hannon - ???

Meeting was called to order by Vice-Chair Micah Myers at 10:10 a.m.

Vice-Chair Myers welcomes members and guests, introductions conducted. 16 out of the 19 members in attendance with a quorum present.

Approval of Minutes:

Vice-Chair Myers asks for a motion to approve RAC minutes of June 8, 2007. *A motion by Jay Sikkink and second by Dan Hartog. Upon a vote to approve the RAC minutes of June 8, 2007 with no changes, motion carries.*

Communications:

Vice-Chair Myers reports Wilkin, Stevens, and Wadena Counties are requesting membership in the RAC have submitted written applications. *Motion by Bob Cuchna, second by Dan Hartog to approve applications for membership. Upon a vote motion carries.*

By-Laws:

Motion to approve change to by-laws with changes from May meeting. *Jay Sikkink moved, Tom Larson second to approve adding Pope and Otter Tail Counties to by-laws, motion carried.*

Discussion – Sikkink stated the group is currently at 19 and felt the group was getting pretty large, Englund asked if all groups are in phase 3 build-out and bordering boundaries and it was stated yes. Sikkink and Vice-Chair Myers stated new entities are welcome to attend the meetings for obtaining knowledge. Tom Hannon clarified in August Thief River Falls is starting a regional advisory committee (RAC) in the northwest. Hannon stated it may be a mood point as the state will be defining regions in the near future. Tom Justin asked if the issue will resolve itself as other counties come onto 800 MHz, in the joint powers agreement it states the RRB really has the authority to make this determination although they would look for a recommendation by this group. Hannon clarified the membership of the RAC is clarified by the acceptance of the RRB by statute, any further applications for membership will be directed to the regional radio board.

Recommendation is to bring to the RRB as a discussion item. Results of the regional planning would determine if an entity could join based on applicability. Vice-Chair Myers will draft a recommendation to be brought to the RRB stating based the regional studies and their applicability of being in the region.

Reports:SRB/ARMER update, MnDPS/MnDOT:

Scott Wiggins applauded this region for their work and growth as this region is looked to for direction by other areas as they develop and utilizing our policies, procedures, etc.

The state working on a statewide strategic qualify SAFECOM Grants available this fall. Filled a state-wide interoperability position, and will have regional consultants to work on interoperability as well.

OTC Update:

Micah stated they did not meet this month, nothing to report at this time.

Interop Sub-Committee:

Jay stated they are taking the month of July and August off. Training was an issue for Stearns County, initially they were having someone from each agency get trained and then train their staff, this was not successful. Now they are planning on obtaining approximately six individuals who will meet every six months and will be the individuals providing training.

Scene of action channels (SOA), there is a standard adopted in metro area and discussed how it should work in Stearns County area. Stearns County helped finance radios for 25 agencies, there are approximately four entities left to be set up. Jay stated Fire Departments were fairly successful in obtaining FEMA Grants and encouraged counties present to utilize them and the information available to apply for the grants.

Sub-Committee on Patch Device:

Nothing at this time.

Programming by Non-Governmental Agencies:

Had requests from non-governmental agencies requesting to provide programming of radios. Vice-Chair Myers passed out information and criteria required such as transferring of data securely, equipment utilized for programming, background checks of staff, and developing plug codes. He asked for any input to be directed to Dan Hartog, Bill Swing or himself as it will become a standard in the future.

Regional Radio Board Creation:

Budget:

Vice-Chair Myers passed out three different options for a proposed budget as a recommendation will be required to the RRB. A flat fee with equal distribution to each member, fee based on county population, and a composite of a flat fee, population, and total radio units on the system (minimum of 150).

Insurance cost is an estimate as MCIT will not have a hard number for another 30-90 days following a survey. Need to make notation this number will change, although does not anticipate this number to increase. Sikkink asked if the 1st year could be covered by the grant, Hannon clarified only the planning could but not the operational expenses; what is before us is the 2008 budget. Jelinski thought it was immaterial as the cost wasn't significant per entity.

Tom Larson stated PSAPS have planning money for 911, could this be an allowable expense enhancing PSAPS to provide interoperable communication? Wiggins thought perhaps the county attorneys may need to look at this for each entity, he will check into this to see if it is possible as they are trying to keep the ARMER and PSAPS costs separate. Discussion concluded that the counties are trying to improve their PSAPS which affects interoperability.

Brenda Pederson motion to recommend option three to the RRB, Becky Woitte second, motion carried with no further discussion.

User Committee By-Laws:

Sikkink provided updated by-laws adding not more than two parties from the same discipline per entity on User Committee, although can have up to five representatives from each entity. Quorum was other item of concern, consisting of at least ½ the total number of jurisdictions for a quorum, special meetings may be called although everyone needs to be notified via phone or email. Amendments to the by laws is required to have a written 30-day notice to all members. Pat Bettenberg stated in article 10, all modifications and amendments must be approved by RRB prior to taking effect be added to by-laws. Sikkink will add that and present to the RRB for approval. *Bettenberg moved to add amendments and addition as stated above, Tom Larson second. Motion carried.*

RAC By-Laws

Added to agenda, any changes to the RAC by-laws needs to be approved by the RRB. *Mark Englund moved, Bob Cuchna second. Motion carried.*

Updates from Partners on Current Projects:

Wright and Sherburne Counties Planning Project Update:

Steve Hildre stated Geo-Comm is still are on schedule with final reports due the beginning of August, Mike Mazzitello stated Sherburne will County will have something next week. Greg Howell stated Wright County had a meeting last week and everything is moving forward positively.

Kandiyohi, Meeker, and Todd Counties Planning Project Update:

Rey Freeman stated they have Kandiyohi's report today, provided presentation to the board. Mike Mazzitello stated Todd and Meeker Counties were provided to Bob Cuchna today and hard copies will follow up next week. Meeker County's will be sent to them in the near future. In the next two weeks Geo-Comm will have meetings with the counties as far as how they would like to proceed, then will need to meet with ARMER and proceed with the planning process.

Swift and Big Stone Counties Additions to Kandiyohi:

Steve Hildre stated they are slated as the next study, Dan Hartog stated Bill from Geo-Comm visited with all the counties and met with him on Monday. Schedule to be completed by October 1st.

Regional Plan Update:

Overall for all these counties will follow quite quickly once the individual plans are complete, no date yet at this time.

Tom Hannon asked if Geo-Comm has costs for adding Wilkin, Wadena, Traverse, and Stevens Counties. Steve Hildre stated Traverse did not receive any pricing, Pope and Grant still need pricing as well and the quote needs to be sent to Vice-Chair Myers to see if they meet the minimum standard qualifications.

Mark Englund asked when Otter Tail, Douglas, and Grant would be available to begin, Hildre thought in August they would be completed. The goal is to be complete with all counties by the 1st of the year. John Haukos asked what they could do to speed up the process, Mike Mazzitello stated to complete the inventory of radios would be very helpful. Geo-Comm will send the inventory and survey request list to Debbie to submit on listserv.

District 742 Planning Efforts:

Geo-Comm stated they will be working with the school district once they are ready to test.

Items of Interest:

None.

General Discussion and New Business:

Hospital and Gold Cross System Access:

Vice-Chair Myers stated the St. Cloud Hospital is doing what is required to come onto the system. Melrose is coming onto the system as well. He stated the SCH Security Department communicates with the City on a daily basis. Vice-Chair Myers is asking for any suggested changes to the handouts as they need to be sponsored by an entity and approved by the state. Tom Larson asked if another small town resource wants to come on, how would that affect the system resources? Richard Neitz asked if this could be replicated in other counties with their hospitals? It was clarified possibly but we need to manage the resources we have. He explained private entities will have to help pay for expenses in the future as they are using resources. Sikkink clarified the state and regional standard indicates they are able to utilize the system for interoperability only and not day to day operation.

Bill Becker stated the SCH is always proactive in working with public safety and greatly appreciates the RAC's support. *Jay Sikkink moved to make a recommendation to the RRB to accept St. Cloud Hospital and Gold Cross as a sponsor. Dan Hartog second, motion carried.*

Geo-Comm – Trunking 101:

Rey Freeman provided Trunking 101 presentation on how the 800MHz system works, functions, etc.

MTUG – Announcement:

Vice-Chair Myers explained Motorola looking for recommendations for improvements to the radios by users in the field. There will be a meeting in St. Cloud on August 17th at 10:00 a.m. at the St. Cloud City Hall.

RAC – Election of Chairperson:

Vice-Chair Myers stated he is currently the Vice Chair, with Tom Hannon resigning, the chair is open. *John Haukos moved, Tom Egan second for Vice Chair Micah Myers to serve as Chair. It was clarified this would be elected on an annual basis. Motion carried. Dan Hartog nominated Jay Sikkink as Vice-Chair, second by Tom Egan, motion carried.*

Other Items of Interest:

Tom Hannon stated on August 8th, Thief River Falls will be creating a RAC and will be starting the process on this date. Southeast region had three meetings to date.

Chair Myers explained the Cyren call article and this is something the RAC needs to keep an eye on as it will affect us.

AMC:

Pat Bettenberg stated the RAC has been invited to participate in a seminar at the AMC, Association of MN Counties, we can provide up to a 1-1/2 hour presentation, Tom Hannon offered to put a program together, could have a discussion panel available to answer questions. Meeting will be held December 4th in Minneapolis. If anyone is interested, please contact Pat.

DVD

Chair Myers stated DVD's of the first RRB meeting are available and if anyone needs additional copies, let him know.

Upcoming Meeting, Set Date, and Location:

Next meeting will be Friday, August 10th at 10:00 a.m. at Kandiyohi County Law Enforcement Center in Willmar.

September 14th, 2nd Friday, Pope County will be the tentative meeting location at Starbuck City Hall.

Tom Larson moved, Jay Sikkink second to adjourn at 1:40 p.m.

Minutes recorded by Debbie Backes, Recording Secretary.