

CENTRAL MINNESOTA REGIONAL RADIO BOARD (RRB)
Meeting Minutes

Wednesday, July 25, 2007 2:00 p.m. – 4:00 p.m.
City of St. Cloud City Hall, St. Cloud, MN

Members/Alternates Present:

1. Don Otte, Designee Stearns County - Chair
2. Jeff Goerger – Designee City of St. Cloud
3. Jim McMahon –Designee Benton County
4. Paul Anderson - Designee Douglas County – Vice Chair
5. Ron Woltjers – Designee Grant County
6. Craig Rupp – Alternate Grant County
7. Dean Shuck – Designee Kandiyohi County
8. Wally Strand – Designee Meeker County
9. Bob Block – Designee Otter Tail County
10. Paul Anderson – Designee Pope County
11. Rachel Leonard – Alternate Sherburne County
12. Doug Anderson –Designee Swift County
13. Gary Kneisl – Designee Todd County
14. Dr. David Naatz – Designee Traverse County
15. Karla Heeter – Designee Wright County
16. Dan Hartog – Designee Regional Advisory Committee
17. Lane Waldahl – Wadena County

Members/Alternates Absent:

1. Big Stone County
2. Morrison County
3. Wilkin County
4. Stevens County

Guests Present:

1. None

Call to Order:

Meeting called to order by Chair Otte at 2:05 p.m.

Introductions:

Introductions were conducted.

Approval of June 20, 2007 Minutes:

Corrections – added three missing names to motions and the seconds from June 20th minutes: 1. Second by Commissioner Tomschin to nominate Commissioner Otte for chair. 2. Motion by Commissioner Dr. Naatz to have RRB meetings at the City of St. Cloud. 3. Second by Commissioner Tomschin to approve Chair Otte to the Statewide Radio Board. *Council member Goerger moved, Commissioner Anderson (Douglas County) second to approve minutes as corrected. Motion carried.*

Communications:

Acceptance of Wadena County to the Central MN Radio Board:

Micah Myers stated the RRB needed to approve Wadena County to the Board as a housekeeping item.

Communications: (Continued)

Recommendation on Membership to the Board from the RAC:

Micah Myers stated the CMNRAC had significant discussion on membership. The recommendation will not deny anyone membership. Mille Lacs County is in the Central MN Homeland Security District, but they are not a member of the CMNRRB at this time. If the CMNRRB approves the memo from the CMNRAC it does not exclude Mille Lacs from joining at a later date, moratorium would have to be lifted at that time.

The moratorium would also be lifted if state or regional planning determines that it is in our best interest for an additional county to join the region. *Council Member Goerger moved to place a moratorium on new counties joining the CMNRRB, Commissioner Dr. Naatz second, motion carried.* Council member Goerger question if other entities will see documentation, minutes, etc. for the CMNRRB meetings and Micah Myers stated these items are posted on the web and State Interop Coordinator will also work on sharing documentation.

Recommendation to Sponsor the St. Cloud Hospital for System Access:

Council member Goerger asked if we add the St. Cloud Hospital (SCH) how would the system be affected. Micah Myers stated the SCH is asking to be a user on the system and not a member of the board. He stated the St. Cloud system is a local sub-system, regional system, and a state backbone system. The Hospital is only asking for authorization to utilize the system.

He stated that the Hospital is completing the required steps in order to be eligible for sponsorship on the St. Cloud Simulcast System and is asking for approval.

Commissioner Leonard moved to sponsor the SCH on the system, second by Council Member Goerger. Motion carried.

Reports:

Rebanding:

County Attorney asked for Stearns County to seek approval of the Regional Radio Board, although Jay Sikkink stated this is a Federal mandate and the frequencies must be changed, it is a non-action item.

Chair Otte asked who is funding the rebanding, Jay Sikkink stated the agreement is that Sprint and Nextel are paying for the rebanding expenses.

Strategic Communications Interoperable Plan:

Micah Myers stated yesterday there was a strategic communications planning meeting and stated \$14.2 million will be allotted to Minnesota for further expansion of the radio system. The meetings are being held in each of the Homeland Security Regions throughout the state. The State needs to have its interoperable communications plan returned to the Federal government by the end of September.

Chair Otte asked for a clarification of regions, Micah Myers stated there is Homeland Security Regions and Central Minnesota is a part of region 4, although Sherburne County is not in this region, they are part of the CMNRRB. Funds will be allocated to State Radio Board and they need to determine how funds are distributed.

RAC Representative Sheriff Hartog clarified there is not anything to fill out at this time for the fund requests.

General Discussion and New Business:

Budget Approval:

Micah Myers stated at the last CMNRAC meeting, they looked at three models and wanted something fair and equitable for all parties. One is distributed equally by all entities although it is not fair to smaller population counties. If looked at second scenario by number of radios, Stearns County would pay for half of the amount. The third option is a portion charged by population based and a portion based on a flat fee. The third model is the recommendation of the CMNRAC following a lengthy discussion. Micah Myers stated whatever funds are not encumbered will go into a reserve fund.

Commissioner Shuck stated three is the most fair, Council Member Goerger asked for clarification of population so residents of St. Cloud would not have to pay twice as they are a part of the City and Stearns County. Micah Myers clarified in scenario two the City of St. Cloud pays for number of radios utilized.

Commissioner Shuck asked where funding is included for a grant writer – Micah Myers stated \$5,000 was included under professional services. Chair Otte stated insurance is high, Micah Myers clarified a firm number is not available yet although he does not expect it to be that high. He requested a quote from the Counties Trust and the League of MN Cities and is waiting for a return number.

Commissioner Anderson (Swift County) felt 50% of distribution might be a bit heavy for the smaller counties. *Commissioner Dr. Naatz stated he looked at the budget and they are a smaller county and would move to accept scenario three, Council Member Goerger second. Motion carried.*

Commissioner McMahan asked if Mille Lacs or any county joins later, how would that affect the budget, Micah Myers stated the budget amount would remain the same but the amount allocated to each agency would be adjusted.

Commissioner Anderson (Douglas County) asked how the counties would be billed. Micah Myers stated the City is the fiscal agent and will invoice accordingly.

Advisory Committee By-Laws:

Micah Myers stated there is an amendment in article 10 adding “All modification and addendum,” etc.....and other items are housekeeping. *Commissioner Anderson (Douglas County) moved, Council Member Goerger second to approve housekeeping items. Motion carried.*

User Committee By-Laws:

Jay Sikkink stated Advisory User Committee represents fire, police, ambulance, hospitals, schools, etc. Each entity can have up to five representatives and with 19 entities x 5 members would be 95 members. On the bottom of page one it states “not more than two appointees from the same discipline for each party to not overweigh the voting.” In smaller counties this may be an issue since same person may represent numerous disciplines.

Another item is on the voting, one scenario is to have 50% of membership present for a quorum. The CMNRAC is recommending 50% of agencies need to be present for a quorum. Depending where meetings are held and if they move from county to county would depend on number of entities present. Another issue is if there is not a quorum present, by-laws could not be changed.

Jay Sikkink stated it also indicates for a special meeting all members would need to be notified and with up to 95 possible members, it would be difficult to set up. He stated a 30-day notice is necessary in order to change a by-law plus the CMNRRB would need to approve the change.

General Discussion and New Business: (Continued)

User Committee By-Laws: (Continued)

Commissioner Anderson (Pope County) asked if 95 was too large of a number to manage, Jay Sikkink clarified they want to make sure each entity has the possibility of equal representation. He stated he held interop meetings with 40 individuals present representing 30 entities and business was able to be conducted.

Commissioner Leonard asked for clarification of the one vote per member present. Jay Sikkink clarified if five members were present, they would have five votes, she then asked for clarification of no more than two from each discipline, Jay Sikkink clarified not more than two from the same discipline such as police, fire, ambulance, etc.

Commissioner Anderson (Douglas County) asked if it was up to each county to appoint their five members and notify the CMNRRB of their list and Jay stated yes, Stearns County has a fire chief's meeting and they will select who is the fire representative. Chair Otte stated we would like to get these appointments made and get the first meeting set up. Commissioner Anderson (Pope County) asked on the frequency of the committee to meet, Jay clarified it is up to the committee. Commissioner Dr. Naatz clarified it states up to five yet they submitted two as that was all they felt was necessary due to the smaller county wearing numerous hats.

Commissioner Anderson (Douglas County) asked if school districts are involved and Jay stated yes. *Commissioner Dr. Naatz moved, Commissioner Strand second to approve by-laws. Motion carried.*

It was asked if Recorder Backes could send out a reminder for the appointments for the Users Committee.

Upcoming Meetings:

Next meeting is scheduled for Wednesday, August 29th, 2 p.m. at St. Cloud City Hall Chambers, St. Cloud, MN.

Adjournment:

Commissioner Anderson (Douglas County) moved, Commissioner Anderson (Pope County) second to adjourn meeting at 3:05 p.m. Motion carried.

Minutes recorded by Debbie Backes, Recording Secretary.