

CENTRAL MINNESOTA REGIONAL RADIO BOARD (RRB)

Meeting Minutes

Wednesday, July 27, 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. Roger Sandberg – Big Stone County
3. Paul Anderson – Douglas County
4. Ron Woltjer – Grant County
5. Dean Shuck – Kandiyohi County
6. Wally Strand – Meeker County
Dave Gabrielson – Meeker County
7. Frank Courteau – Mille Lacs County
8. Rich Collins – Morrison County
9. John Lindquist – Otter Tail County
10. Larry Farber – Sherburne County
11. Sonja Berg – City of St. Cloud
12. Don Otte – Stearns County - Chair
13. Larry Sayre – Stevens County
14. Doug Anderson – Swift County
15. Gary Kneisl – Todd County
16. Kevin Leininger – Traverse County
17. Dave Hillukka – Wadena County
18. Elmer Eichelberg – Wright County
19. Paul McIntyre – Users Committee
Gordy Vosberg – User Committee

Members/Alternates Absent:

20. Pope County
21. Wilkin County
22. RAC
23. Owners and Operators

Guests Present:

Tom Johnson - DECM

Mike Mazzitello – Mazzitello Professional Services

Call to Order:

Meeting called to order by Chair Otte at 1:00 p.m. followed by the Pledge of Allegiance.

Introductions:

Introductions were conducted.

Approval of Agenda:

Agenda amended to add: General Discussion – Other T1 Connection for Morrison County, Old Business - TIC Plan Extension. *Mille Lacs moved, second by Douglas to approve agenda as amended, motion carried.*

Approval of Minutes:

Meeker moved, second by Kandiyohi to approve minutes of June 15, 2011, motion carried.

Reports:

SRB:

MnDOT/ARMER: (Tom Johnson)

Stated hired Joyce Simon as grant specialist, will be hiring a standards coordinator, 911 program manager will be reposted, RFP to hire RIC for Central and Metro region, Administrative Assistant will be posted in near future as Jennifer is now with DOT. Interop highlights - working on National Communications Plan step two with 75 of 87 counties reporting, Traverse, Swift and Mille Lacs outstanding from this region; MN is leading nation as to what is complete. Still working with border counties regarding interop i.e. Iowa, South and North Dakota and Wisconsin. VHF interop overlay still progressing, moto bridge has been executed, ECN developing statement of work with Federal Engineering to define overlay plan to include cross spectrum, developing training for VHF overlay with more information to come. VHF interop frequency plan approved by OTC, Interop committee and SRB in August. Developing training with Alex Vo-Tech for dispatcher capabilities and function training and dispatcher day to day functionality. Discussed with Agricultural Department for possible grants for radio equipment, there will be some grant opportunities in 2012, low interest loans through USDA and they will come to a RAC meeting to provide additional information. It has to be a city or county with less than 20,000 in population to qualify. Iowa will host COML training this fall with details to follow, COML instructor within state and anticipate MN hosting training in future. Will have training for CASM Tool updating. Will want to ensure TIC Plan is kept up to date for the region. Backbone – State will be doing an analysis as to what the shutdown of the State’s affect on the buildout timetable. 64% of towers are now on-air. Paul Anderson asked districts to put Tom Johnson on their meeting agendas to obtain useful information. Paul Anderson stated there are Motorola rebuilt radios available for half of the cost and with a new radio guarantee. Tom Johnson stated he has radios that are under \$1,000 for demonstration and have been approved to operate on the ARMER system.

RIC: (Tom Johnson)

See above.

Interoperability Committee: (Jay Sikkink and Micah Myers)

No report.

Executive Committee: (Micah Myers)

No report.

RAC: (Micah Myers)

Had a website review with suggestions to add summary of grants, keeping standards up to date, obtaining access for documents for secured site, ensure radio numbers are correct for budget, regional SOA, and approved SCSU limited participation plan.

User Committee: (Paul McIntyre)

Did not meet in July, will be meeting jointly with O&O, determined will no longer have Tuesday meetings, they will all be Thursday, need to determine if they will be day or evening, working on interop map for naming conventions to post on website. Having discussion if joint meetings will be monthly or every other.

Owners and Operators: (Lance Feia)

No report.

OTC: (Jay Sikkink)

No report.

Reports: (Continued)

EMAC Committee: (Paul McIntyre)

EMS and Hospital Best Practices approved and posted on State website. Working on Public Health Best Practices, identifying all hospitals in state going up on system that already have talk groups and creating spreadsheet – so far there are 120 hospitals, will then identify those not on the system. Counties should include hospitals in their participation plans as they are being updated. Working on OTC request on naming convention for ambulance service and hospitals, all ambulance are to start with EMS and hospitals with EMH, encryption is not needed for EMS. Will have representatives from several air carriers to discuss air medical and hospital flights; working with bordering states on interop.

STR Committee: (Mike Smith)

Grant extended for training and to order trailers; on target to be delivered by the end of the year, O&O should have a finalized standard to adopt at September meeting.

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

Quarterly meeting is October 24th. Did address a way to streamline process to get other regions' interop talkgroups to obtain ID's and list the contract information, some regions require RRB approval.

General Discussion and New Business:

Final Budget 2012:

Five members modified their numbers since last RRB meeting; budget will be sent out to County Administrators and will be billed after the first of the year. Seven of the counties in this region would qualify for grants through USDA. *Kandiyohi moved to adopt budget, second by Meeker, motion carried.*

Regional SOA Proposal:

RAC reviewed proposal and recommended approving proposal with a cap, discussed using SOA in radios which make them act like a walkie talkie and does not use resources; Mazzatello Professional Services looking into frequencies which would be available and possibly could use for jail transport. The cost would be determined by number of meetings needed to attend; this is under professional services and can be awarded without a RFP. Scene of action (SOA) would require licensing a frequency and would be licensed to the Central Region. Federal Communications Commission needs to authorize this, there are a number of SOA's currently being used on the system, could be either 700 or 800 frequency and radio would need to be capable of operating on the 700/800 band. Process is to fill out forms, discuss with frequency coordinators, interact with state frequency coordinators, etc. The proposal includes Mazzatillo's cost, frequency coordinator, and attending meetings; approximately \$4,800 - \$5,000 cap for the proposal. The region looked to see if the frequency could be used state-wide in the future. *St. Cloud moved, second by Morrison to approve proposal with a \$4,800 cap, motion carried.*

SCSU Limited Participation:

Looked at SCSU loading factor on the system, City of St. Cloud would provide training to SCSU officers, they are requesting a limited participation plan for their security staff. As a state university the contract would be between MnDOT, City of St. Cloud and SCSU. The plan would go to OTC and SRB for adoption; they are not narrow banding and eventually will be going ARMER throughout the other departments. *Todd moved, second by Benton to approve SCSU Limited Participation Plan, motion carried.*

General Discussion and New Business: (Continued)

Other:

T1 for Morrison County:

Mike Kahl provided details for request, MnDOT authorized two T1's for counties; for the broadband width it is requested to authorize three T1's which would allow more bandwidth for Morrison County. O&O will review request and are looking for approval prior to the O&O reviewing the request. *Douglas moved, second by Wadena to move request from Granite Electronics forward to OTC for the microwave path of Morrison County, pending O&O review, motion carried.*

Old Business:

TIC Plan Maintenance RFP Approval:

One of the vendors had changed email address and did not receive request; therefore are asking to extend the timeline in the RFP one week. *Grant moved to extend deadline one week, Otter Tail second, motion carried.*

JPA Approvals Update:

JPA submitted to all agencies and as of today have 11 approved, would like all approvals by September meeting.

Regional Logger Update:

Had second vendor presentation (Verint and Motorola), in process of draft RFP and anticipate to be reviewed at September meeting, some grant funding is available to supplement cost. Concept is to utilize equipment already on site to reduce the costs of regional logger system; other regions are waiting for us to see how this works.

Other:

None.

Upcoming Meetings:

September 28, 2011 and December 28, 2011 tentative.

Adjournment:

Meeker moved, second by Morrison to adjourn at 2:10 p.m., motion carried.

Minutes recorded by Debbie Backes, Recording Secretary