

CENTRAL MINNESOTA REGIONAL RADIO BOARD (RRB)

Meeting Minutes

Wednesday, July 28, 2010

1:00 p.m. – 4:00 p.m.

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

Members/Alternates Present:

1. Joe Wollak – Alternate Benton County
2. Roger Sandberg – Alternate Big Stone County
3. Paul Anderson – Designee Douglas County
4. Ron Woltjer – Designee Grant County
5. Dean Shuck – Designee Kandiyohi County
6. Wally Strand and Dave Gabrielson – Designee and Alternate Meeker County
7. Frank Courteau – Designee Mille Lacs County
8. Mike Disher – Alternate Morrison County
9. John Lindquist – Designee Otter Tail County
10. Larry Kittelson – Designee Pope County
11. Larry Farber – Designee Sherburne County
12. Sonja Berg – Designee City of St. Cloud
13. Don Otte – Designee Stearns County - Chair
14. Randy Willis – Alternate Stevens County
15. Dr. David Naatz – Designee Traverse County
16. Elmer Eichelberg – Designee Wright County
17. Dan Hartog – Designee Regional Advisory Committee
18. Scott McKellep – Designee Owners and Operators
19. Paul McIntyre and Tom Justin – Designee and Alternate User Committee

Members/Alternates Absent:

20. Swift County
21. Todd County
22. Wadena County
23. Wilkin County

Guests Present:

Tom Hannon - SRB

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 June 16, 2010 Minutes:

Dean Shuck moved, Paul Anderson second to approve minutes of June 16, 2010, upon a vote, motion carried.

Communications:

N/A.

Reports:

SRB:

MnDOT/ARMER: (Tom Justin)

No report.

RIC: (Tom Justin)

In this region all but five towers will be on line by the end of the year. Starting next month there will be a written report from the RIC.

Interoperability Committee: (Jay Sikkink and Micah Myers)

Majority of meeting was on grants and strategic reserve plan.

OTC: (Jay Sikkink)

Approved additional participation plans, made changes to state build-out and how it affects this area by adding two additional frequencies to the simulcast system and Holdingford site is now a stand-alone RSI.

2009 Grant Allocation – Mille Lacs Tribal \$30,000, Todd \$96,000 infrastructure, Big Stone \$40,000 subscribers, Meeker \$175,000 infrastructure and \$40,000 subscribers, Otter Tail \$175,000 infrastructure and \$40,000 subscribers, Pope \$112,000 infrastructure and \$40,000 subscribers, Stevens \$175,000 infrastructure and \$40,000 subscribers.

2010 Grant Allocation – Douglas \$175,000 infrastructure and \$40,000 subscribers, Grant \$175,000 infrastructure and \$40,000 subscribers, Mille Lacs \$175,000 infrastructure and \$40,000 subscribers, Morrison \$85,000 infrastructure and \$40,000 subscribers.

RAC: (Micah Myers)

Discussed software assurance agreement (SSA), grant updates, and MnDOT contracts.

User Committee: (Paul McIntyre)

Paul provided a User Committee update.

Owners and Operators: (Lance Feia/Scott McKellop)

Scott stated next meeting is August 17th at 10:00 a.m. in Alexandria.

Participation Plans Update: (Micah Myers)

Micah reported all of the plans have been completed for the region, working on Gold Cross plan.

Regional TIC Plan Update: (Tom Justin)

TIC plan it is waiting for the CASM data entry to be completed and anticipated it to be entered no later than October 1st; Harry is discussing to add State data to the CASM for a more complete tool.

Regional Quarterly Meeting:

Micah provided report on regional quarterly meeting.

Interoperability Conference 2011:

Funding was received for 2011 Interoperability Conference in St. Cloud, May 10-12, 2011.

General Discussion and New Business:

Joint Powers Agreement Changes:

Micah received a request from a Tribal entity to enter into a Joint Powers. A new purpose was proposed and explained. *Sonja Berg moved to approve the proposed concept, second by Wally Strand, upon a vote motion carried.*

General Discussion and New Business: (Continued)

MnDOT Contracts:

Approximately nine MnDOT contracts going through, Traverse, Todd, Douglas, Wilkin, and Wadena; their boards have approved contracts and attorneys reviewed them. *Wally Strand moved, Paul Anderson second to move contracts forward to MnDOT for approval, upon a vote motion carried.*

Zone Controller Resources:

John Lindquist moved, David Naatz second to obtain an assessment to determine the region's future needs on the zone controller, upon a vote motion carried.

SSA Agreement:

Anything attached to the system is required to have software assurance, subscribers are not required. MnDOT is looking to remove their self from the role of collecting SSA fees from all agencies and are requesting all of the regions be responsible for coordination of entities within their region; therefore they would only need to work with the seven boards. *Larry Kittleson moved, Dean Shuck second to approve MnDOT to conduct the negotiations with Motorola and work with the seven regions and the RRB would collect from all entities within our region, upon a vote motion carried.*

Grant Funding – Grant Update:

There are two rounds of PSIC grants and the funding for the second round is now available to spend if entities have the match. Entities need to send document to the RRB by September 30th indicating they currently have the match or it's in their 2011 budget. Under training \$38,392.44 is spent with \$91,542.56 remaining to work with Motorola on system administrator training. Participation plan funding was reviewed and any unused funds will be reallocated for portables and mobiles. Micah stated there are some questions regarding grant numbers and talked to the State, entities need to identify and track equipment that is purchased with grant funding.

Committee consisting of Emergency Managers, RAC and RRB representation would like to apply for the 2011 IECGP Grant for governance and management of RRB's and would be for administrative services for three years. *David Naatz moved to approve applying for the 2011 EICGP Grant to cover the expenses of a three-year plan for administrative services, Elmer Eichelberg second, upon a vote motion carried.*

2011 SHSP Grant – funding should start being executed in October and will be for infrastructure region wide, and no match is required. *Paul Anderson moved, Mike Disher second to move forward on the grant application, upon a vote motion carried.*

Old Business:

Proposed Budget:

Proposed budget was modified to reflect updated radio count numbers and if a tribal entity joined.

FCC Update:

Letter explains where the FCC is going in the future.

Other:

The air show in St. Cloud used a temporary ARMER site which was brought in, this allowed all of the radios in the area to only affiliate with this site and worked very well. This proved that in a catastrophe, for approximately a six mile radios and a 12 mile area it would allow all radios to communicate and it took about five hours to set up. This was the first real practical exercise Hennepin County has set up and worked better than anticipated. ARMER coverage in your area is not required to utilize this since it works through the satellite.

Old Business: (Continued)

FCC Narrow Banding:

Narrow banding must occur by January 1, 2013, although they will still allow you to purchase wide band equipment up to December 31, 2012 although the next day it must be narrow banded.

Upcoming Meetings:

The next meeting will be September 29, 2010, 1:00 p.m.

Adjournment:

Paul Anderson moved, second by David Naatz to adjourn at 2:35 p.m. Motion carried.

Minutes recorded by Debbie Backes, Recording Secretary.