

Regional Advisory Committee
Friday, August 10, 2012 10:00 a.m.
Meeker County Courthouse, 325 North Sibley Avenue
Litchfield, MN – Meeker County

Members/Alternates Present:

1. Troy Heck – Benton County
2. John Haukos – Big Stone County
3. Tom Egan and Mike Henrion – Douglas County
4. Ace Bonnema – Kandiyohi County
5. Randy Celander – Meeker County
6. Al Fjerstad – Mille Lacs County
7. Judy Siggerud – Otter Tail County
8. Tim Riley – Pope County
9. Micah Myers – City of St. Cloud
10. Bob Dickhaus – Stearns County
11. Scott Busche and Randy Willis – Stevens County
12. Bob Cuchna – Todd County
13. Bill Swing – Wright County

Members/Alternates Absent:

14. Grant County
15. Morrison County
16. Sherburne County
17. Swift County
18. Traverse County
19. Wadena County
20. Wilkin County

Guests Present:

Dave Gabrielson – Meeker County Commissioner
Kathryn Gilson and Tom Schmitz – State Patrol
Dave Klema and Tim Lee – MnDOT
Don Otte – Stearns County Commissioner
Greg Stepan – MN DOC
John Tonding – Central MN/Metro RIC

Meeting was called to order by Chair Micah Myers at 10:10 a.m. – 13 of 20 members in attendance with quorum present.

Communications:

None.

Revisions and Approval of Agenda:

Al Fjerstad added CMCall 12, Troy Heck moved to approve agenda as amended, second by Tom Riley, motion carried.

Approval of Minutes:

John Haukos corrected name in members who attended and moved to approve the minutes of July 13th as corrected, seconded by Bob Cuchna, motion carried.

Reports:

1. SRB/ARMER Update: MnDPS/MnDOT:
 - a. MnDOT: (Tim Lee or Dave Klema)

Sebeka and Comstock are now on line, Starbuck and Dumont still being completed, 266 of 324 towers are no onsite; VHF overlay is moving forward.
 - b. SRB: (Micah Myers)

Discussion software assurance, MnDOT received proposal from Motorola and now going to Finance Committee. They would still like to do the upgrade in 2013, and it would put in line 2015 upgrade and that is where the Gold Elite's would have to be changed. Cost does not include installation techs and equipment changes to upgrade to 7.13, SUA2 would not include Quantar costs, Gold Elite's, etc. Also discussed SRB bylaws, John Tonding will followup.
 - c. OTC: (Jay Sikkink)

Central Region has regional logger and memo reference to system upgrades which will be presented at meeting next week. John stated memo on system upgrades will not be presented due to full schedule although will be on the following agenda.
 - d. Interop:

No report.
2. Regional Leadership Group: (Micah Myers)

Next meeting is October 29th, 81% of sites now on air with 37 of 77 counties on; subscribers were purchased from left over PSIC funds with details to follow. Attendance at committees discussed as quorums were not met and trying to increase attendance, site trunking and change from metro tabletop was discussed.
3. CMNESB Update: (Jay Sikkink)

Met July 25th, approved budget, 4.10 Standard sunset, STR request for up to \$1,000 for additional supplies needed, system upgrade and appeal memos, software assurance upgrade, approved acceptance of OTC proposal to update CASM, logger update, National Weather Service radios and waiting for tower to come on and in the meantime will be using Stearns County mobiles.
4. CM-EMAC Update: (Tina Lindquist)

No report.
5. Owner and Operators: (Scott McKellep)

No report.
6. User Committee: (Paul McIntyre)

Cancelled August meeting, looking for feedback on what to cover, night meetings is working well to provide discussion on interoperability.
7. EMS/Hospital Sub-Committee: (Paul McIntyre)

Working to finishing up list of all hospitals coming onto system, Southeast and South Central have hex codes identified, Northwest and Northeast working on participation plans.
8. RIC Report: (John Tonding)

In reference to cross spectrum overlay system including 109 site VHF overlay needs a memorandum of understanding that needs to be executed; need to ensure VHF legacy, fire pagers, etc. are not missed as the narrow banding comes to an end.

Reports: (Continued)

9. Executive Committee: (Jay Sikkink)
Discussed OTC contract, Jay Sikkink is the point of contact if there are any issues; Executive Committee is the review committee on the TIC Plan.
10. CCGW: (Jay Sikkink)
No report.
11. State Interop Data Committee: (Scott Busch)
Elected two co-chairs, discussed mission, purpose, makeup of committee, bylaws and NPSBN status; there is a \$135 million grant available for the nationwide project network with a 25% match. MN would need 60-80 sites to be viable.

Emergency Services Board:

Next meeting is September 25th.

Updates from Partners on Current Projects:

1. Douglas County Migration: (Tom Egan)
A little ahead of schedule, turn on date is November 1st.
2. Mille Lacs County Migration: (Al Fjerstad)
Migrated dispatch on July 16th, move went really well, jail and public works staff are fully migrated to ARMER, mobiles are being installed in the entire county by month end. End user training for Law Enforcement will be 2nd -3rd week in September with EMS and Fire following shortly after, should be fully migrated by the end of October. Still having some microwave problems.
3. Swift County Migration: (John Holtz)
July 24th moved all Law Enforcement over, Fire will be coming on September 10th, EMS will be on about a month later; a little coverage problems in Appleton, found a radio preference problem.
4. Traverse County:
No report.
5. Regional Logger:
Met with MnDOT and received approval of design, will be going to OTC for approval, putting together MOU for entities operating and participating on logger; anticipate to be on line by September ESB meeting.

General Discussion and New Business:

1. STR Issues:
Originally STR was to be stored at Alex Tech and they were going to use radios for training; currently it is stored at Douglas County and Alex Tech would like to know the availability of the radios. The Executive Committee will send a memo to Alex Tech informing them the radios will be kept at Douglas County; although if they have a planned event they could then request to use the radios. Douglas County is also storing the Gator box and there was some concern with trying to track down all of the radios if they were stored at Vo-Tech.; will be discussed at next O&O.
2. Grant Update:
Capacity:
Four members of the region were granted extensions to make a decision and are waiting for software assurance numbers and another entity looking at adding capacity to fill a hole in coverage.

General Discussion and New Business: (Continued)

2. Grant Update: (Continued)

PSIC Grant Subscriber Radios:

Grant guidelines will be made available for entities to apply for the radios with details to follow.

3. NIFOG Training:

Upcoming training is August 21st.

4. CMCall 12:

If any state or regional resources on console are not owned by an entity they need to ensure the repeater button is not there since if it is accidentally clicked the repeater will be turned off; O&O will discuss further.

5. Other:

None.

Old Business:

1. OTTC TICP Contract:

Chuck Jacky will be completing the TICP and shared his background and knowledge on a TICP and CASM tool and what TICP is used for. Plan needs to be updated at least once a year per state standard, each entity will have a contact for each area i.e. Police, Fire, etc. List was passed around to have the current agency contact updated.

2. Change Management Update:

Will need to include MnDOT for their input on change management updates, they realized not all changes are included in the upgrade notes and this is a concern; will have the O&O review change managements and region is looking for an input process.

3. Other:

Gold Cross is very appreciative of the region's support and input when working with them as the other regions around the state are not as supportive. Gold Cross has contracted with Federal Engineering to complete process and OTTC for training. 100% of dispatch centers will be going online, all equipment has been ordered, working on interoperability talkgroups going to OTC on the 14th and anticipate migration the end of November; end user and dispatch training 1st of November. RF capacity and CCGW's are a concern in zone 3 and Dave Theis is working on it. Tim Lee stated the Central region was drafting a regional CCGW priority standard and now it is a statewide concern and should be a state standard as well. Ace asked Tim if there was a priority recommendation and Tim suggested it be an agenda item at the SGM.

Upcoming Meeting Date and Location:

- September 14, 2012, Mille Lacs County
- October 12, 2012, Morrison County

Adjournment:

Bob Cuchna moved, second by Tom Egan adjourn at 11:11 a.m.

Minutes recorded by Debbie Backes, Recording Secretary.