

CENTRAL MINNESOTA USER COMMITTEE
Tuesday, August 12, 2008, 1:00 p.m.
Traverse County Social Services Building
Traverse County

MEMBERS PRESENT:

1. Benton County – Marie Herbst
2. Douglas County – Tom Egan, Dave Pedersen, Dave Robley, Stephan Vanluik
3. Grant County – Chad Biss, Jon Combs, Greg Jacobson
4. Kandiyohi County – Stacey “Ace” Bonnema
5. Meeker County – Rich Christianson, Joel Engler, Greg Gilbertson
6. Otter Tail County – Dallas Grewe, Mathew McGuire
7. City of St. Cloud – Tom Justin, Gary Fletcher
8. Stevens County – Judy Diehl
9. Traverse County – Stan Churchill
10. Wadena County – Don Snorek

MEMBERS ABSENT:

11. Big Stone County
12. Mille Lacs County
13. Morrison County
14. Pope County
15. Sherburne County
16. Stearns County
17. Swift County
18. Todd County
19. Wilkin County
20. Wright County

CALL TO ORDER:

Meeting called to order by Debbie Backes at 1:15 p.m. as Chair McIntyre and Vice Chair Cuchna were unable to attend. Quorum present with 10 of 20 entities present.

INTRODUCTIONS:

Introductions were conducted.

APPROVAL OF MINUTES:

Dave Pedersen moved to approve minutes, Judy Diehl; second to approve minutes of July 8, 2008, upon a vote, motion carried.

COMMUNICATIONS:

No communications since last meeting.

INCIDENTS:

No incidents since last meeting.

UPCOMING MEETINGS:

Dave Pedersen stated we do have authorization to use the Douglas County Hospital for meetings and the Technical College also has teleconferencing availability but unsure on cost.

Judy Diehl stated Morris has five different areas for teleconferencing, Don Snorek stated in the past we discussed having one meeting teleconferenced and the next meeting in person, Judy will check with Stevens County on costs. Otter Tail also has teleconferencing; Tom Egan stated the Tech College wants to be involved in 800 and thought they may be an option. Gary Fletcher stated when we started this several years ago, with teleconferencing it was difficult to put a face to members and communicate well so they went back to meetings. He stated we could go to teleconferencing and if it doesn't work, then go to meetings again. Tom Egan stated there will be a lot more questions and discussions needed as entities come on.

Judy stated she would like to have a couple of centralized locations and rotate them. Tom Egan liked the idea of having meeting at the Alexandria Fire Hall in Douglas County and also the Hospital is another location. Judy suggested adding Pope County's Conference Room in Courthouse or Starbuck Community Center and Todd County possibly at the Long Prairie School as centralized locations.

Judy moved, Dave second to designate Pope, Todd, and Douglas Counties as centralized locations and to rotate, upon a vote motion carried. Tuesdays continue to work well for entities at this time.

Dave moved to change November meeting to the 18th due to Veteran's Day, Gary Fletcher second. Motion carried.

Stephen Vanluik stated if we went to the 3rd week each month, we would have better attendance from Volunteer Fire Departments. He talked to Fire Departments in his area and several have meetings on the 2nd Tuesday, Gary and Judy stated agreed. Gary asked if there was any conflict of LEC or EMS. Stephan moved, to change meetings to the 3rd Tuesday of the month starting in November, Tom Egan second. Motion carried. Gary suggested going to Pope County November 18th and rotate alphabetically from there.

REPORTS:

SRB:

Tom Justin stated there is nothing to update for the SRB.

RRB:

Tom stated there was a question regarding the bylaws, there was a request to change the posting of the agenda and items for discussion ten days in advance of meeting. Current bylaw states five days and want documentation ten days to allow additional time to review.

Tom stated the 2009 budget was approved as submitted. The RRB took action with the PSIC grant money in accordance to RAC and USER group suggestion. Date for budget allocation for PSIC grant funding for any entity who wanted the \$42,000 would have to make the commitment by May of 2009.

They approved changes of 4.10 standard background checks on prospective service people to work on tower sites in PSAP's, etc.

REPORTS: (Continued)

RRB: (Continued)

CASM Rep – They approved contract with Kandiyohi County to approve Ace's time for up to 15 hours per month for CASM data. RRB tasked the RAC to come up with a job description and amount of hours to do the duties that for the most part Micah is currently doing. The RRB needs staff to write grants, overseeing assessment studies, overseeing the collation and assisting Ace in the CASM items. This will be a topic of discussion at Friday's RAC meeting. Plan would be to fund with Homeland Security and/or ARMER funds. At the User Committee meeting they are looking for input and discussion on the position. Tom suggested committee members to talk to their RAC representatives about it. He knows Micah is going far and beyond what his RAC chair position should be doing. The northwest region has a staff person in place providing the service.

RAC:

GeoComm presented a resolution in a presentation at last RAC meeting regarding assessment studies. The presentation listed some serious timelines and goals to complete studies with the necessary information contained in the studies.

Alex Tech is interested in being able to provide the service of a PSAP and dispatcher training. Tom Larson is the chair of the RAC subcommittee looking into the communications issue. Tax exempt letter was approved by the RAC and RRB, it will be sent out twice - in the near future and again a few weeks into January. The intent was to be retroactive January 1, 2008.

Tom stated the levy limit is believed to be 3.9 on counties and does not apply to Public Safety. So the ability to levy above 3.9% can be done. Tom will attempt to provide additional information on the process at the next meeting.

PSAP Contact – to date we are missing Wadena County. The PSAP contact will be needed for Ace to start his duties.

OTC:

Tom stated they continue discussion on plain language. He stated presently NW, SE, Metropolitan, and Central are discussing plain language and presently no one is opposed to it other than law enforcement with some 10-code exception. Suggested this group make a recommendation to move forward to the plain language and move away from 10 codes. *Jon Combs moved, Stephan second that User Group supports moving towards use of plain language per State recommended usage. Motion carried.*

GENERAL DISCUSSION AND NEW BUSINESS:

Tower Sites:

Tom stated there may be another State tower site north and west of Long Prairie that may be on line soon and he will send notice out on listserve. Jon Comb stated last week he heard Quality Tower Services from Huston, Texas who are a subcontractor will be adding 60,000 pounds of structural steel to the Hoffman tower to hang on equipment. It will be working in it the next couple of weeks.

Tom stated the State's commitment to have all State equipment on tower sites by December 31, 2010 has now been moved up to December 31, 2009.

GENERAL DISCUSSION AND NEW BUSINESS: (CONTINUED)

Tower Sites: (Continued)

Tom Egan asked if we have a map on our region for tower site areas. Tom Justin will be sending out a map for our region. He stated Bruce DeBlied is the contact for this region. He thought there are approximately three sites left in this region for phase 3 where land needs to be acquired. Tom Justin stated the problem we are having with towers in this region is phase 3 build out is different in Central MN as to what exactly phase 3 makes reference to. This is due to the phase 3 building boundaries changing. Tom Justin stated Jim Mohn and Tim Lee are very busy working to continue the phase 3 build out and securing tower sites. More information will be provided at the next meeting.

Funding and Grant writing:

Nothing at this time.

Review By-Laws:

Dave moved to correct article X changing “see Article VI, Section 4 to read Section 3”. Judy second, motion carried. Judy stated at last meeting there was discussion on changing the bylaws to 30 days for a vote on changing bylaws or if it involved approving money.

Debbie suggested taking the bylaws by section for suggested changes. *Judy moved to add under Article III, Section 1 and 2 to read “...addressed to the Chair, Central Minnesota Regional Radio Board” to add the words “and recording secretary”. Don second, motion carried.*

Tom Justin moved to change “The term of appointment shall be for one year.” To read, “The term of appointment shall be from January 1 – December 31.” Greg Jacobson second, motion carried.

Tom will bring up at Friday’s RAC meeting about how the notification of contacting the recording secretary for the annual appointments shall be on an annual basis. Recording secretary is required to request annually a list of the user appointments by each respective party to the agreement.

Tom Justin moved to add word “calendar” under Article V, Section 2, Ace second and motion carried. Discussion regarding in the absence of the chair and vice chair do we need to make a change in bylaws and it was the consensus it fell under Article V, Section 3.A. Duties “...the chairperson is responsible for making committee appointments and delegating assignments.....”.

Discussion held if a subcommittee members needs to be a member, it was the consensus the bylaws are ok as written.

Discussion about voting on financial impact of the Region, Tom Justin stated by adding a 30-day notice it may limit the committee. Dave Pedersen stated members need to understand they need to make it a priority to participate in meetings.

Discussion regarding posting of agendas and upcoming meets in a larger window frame such as ten days prior to the meeting. *Dave moved to amend bylaws at a minimum of ten day’s for notice for posting of agenda, second Tom Egan, motion carried.*

Debbie stated Micah Myers will be proposing to change the agenda format in the future. *Motion to post 30 day notice for amendments to these bylaws – will be voted upon at October meeting. Stephan second, motion carried.*

ADJOURNMENT:

Dave moved to adjourn at 3:00 p.m., second Gary, upon a vote motion carried.