

CENTRAL MINNESOTA REGIONAL RADIO BOARD (RRB)

Meeting Minutes

Wednesday, September 28, 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. Dean Shuck and Dan Hartog – Kandiyohi County
5. Wally Strand and Dave Gabrielson – Meeker County
6. Frank Courteau – Mille Lacs County
7. Rich Collins – Morison County
8. Larry Farber – Sherburne County
9. Sonja Berg – City of St. Cloud
10. Don Otte – Stearns County - Chair
11. Larry Sayre – Stevens County
12. Doug Anderson – Swift County
13. Gary Kneisl – Todd County
14. Lane Waldahl – Wadena County
15. Elmer Eichelberg – Wright County
16. Scott McKellep and Kristen Lahr – Owners and Operators
17. Paul McIntyre – Users Committee

Members/Alternates Absent:

18. Grant County
19. Otter Tail County
20. Pope County
21. Traverse County
22. Wilkin County
23. RAC

Guests Present:

Tom Johnson – DECN, Interim RIC

Call to Order:

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

Introductions:

Introductions were conducted.

Approval of Agenda:

6d moved to 1st item of business, under Other add Train the Trainer Issues. Big Stone moved, second by Morrison to approve agenda as amended, motion carried.

Approval of Minutes:

Douglas moved, second by Meeker to approve minutes of July 27, 2011, motion carried.

Website Review (Demo):

Demonstration was provided for the proposed revised website. Micah will send out the link and passwords for the secured site for review and any suggested changes should be sent to him.

Reports:

SRB:

MnDOT/ARMER: (Tom Johnson)

See RIC report.

RIC: (Tom Johnson)

Update provided for Central/Metro area RIC position, hiring a Standards Coordinator, 911 Program Manager Position, and Executive Position. Working on Federal interop channels, first state to obtain permission to use two Federal channels and obtaining licensing for channels, working on status board with 2nd quarter of 2012 for project acceptance, completed National Emergency Communications plan #2 with all agencies reporting, received 2011 SCIP implementation report, completed border meetings, in process of installing control stations working on what frequencies to add with leaving decisions to regions. 71 of 87 counties committing to migrate to ARMER, anticipate to be on schedule with 2011 tower site construction, working with Federal Engineering to determine plan for overlay, and cross spec interoperability and reviewed the various trainings.

Interoperability Committee: (Jay Sikkink and Micah Myers)

STR radios have been received, in December the committee will review the STR and region will receive it in 2012, reviewed the best practices.

Executive Committee: (Micah Myers)

Reviewed website, participation plan modifications process; discussed TIC maintenance RFP's, the inconsistency, recommendation is to reject proposals and revisit when more members are on ARMER. Discussed upcoming trainings for Level I and II, next training will be October 3&4. Discussed RFP for logger, additional PSIC funding is available and submitted proposal for additional trainings.

RAC: (Micah Myers)

Discussed upcoming COML training for January 10-13, FCC letter regarding narrow banding waivers handed out, USDA presented grant information, region has 50/50 integration funding available (additional \$250,000 not allocated), asking RRB to authorize RAC to make recommendation and will be reviewed by RRB in January. *Moved by Morrison, second by Wright to authorize RAC to make recommendation and approve additional allocation, motion carried.*

When reviewing and making recommendation to participation plans, asking the RRB to provide O&O authorizing to approval plan changes. *Meeker moved, second by Todd, motion carried.*

Discussed locations for RAC meetings, decided to continue rotating and if possible set up IT locations in bad weather to allow more participation.

User Committee: (Paul McIntyre)

Had a general consensus with day joint meetings until further notice. Will start reviewing incidents when they arise in a county to see how it could be handled differently or how other counties would address it.

Owners and Operators: (Scott McKellep)

Attendance was good, discussed and approved STR standard operating procedures, region wide access request for Benton County Drug and Gang Task Force and a secondary talkgroup with region-wide access was approved. Reviewed bylaws with no changes recommended. Set up a standards committee and discussed advance system key.

Reports: (Continued)

OTC: (Jay Sikkink)

Approved the following: Benton County's request for additional ID's, Lifelink plan, Morrison County's T1, and Otter Tail County's state-wide access request.

EMAC Committee: (Paul McIntyre)

Identifying all hospitals in MN who will need a talkgroup and if they have been created. Working on initial phases of Public Health Best Practices, updated EMS and Hospital Best Practices. Strongly encouraging hospitals and EMS to purchase non-encrypted radios.

STR Committee: (Al Fjerstad)

No report.

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

Meeting is Monday, October 24th.

General Discussion and New Business:

ARMER 50/50 Integration Grant:

See above.

STR Standard:

Brought to RAC with a few recommendations, O&O approved, asking for approval. *Mille Lacs moved, second by St. Cloud to approve STR standard, motion carried.*

Participation Plan:

See above.

Website Review (Demo):

See above.

Other:

Train the Trainer Issues:

Train the Trainer had a working lunch and asking for approval of funds to include the same for October 3&4 training. *St. Cloud moved to set limit at \$150 to pay for work in progress training, Wadena second, motion carried.* It will come out of budgetary meeting expense limit.

Old Business:

TIC Plan Maintenance RFP Approval:

See Executive Committee.

JPA Approvals Update:

All JPA's have been approved. Looking at a standard to adopt for application of membership and will be brought back to the next RRB meeting. Emergency Management Advisory Committee will have to create bylaws, membership, etc. Under Financial Policies looking to adopt something similar to NE for tribal entities as they come forward and recommendation is to treat similar to a municipality or county for membership.

Old Business: (Continued)

Regional Logger Update:

Approximately 11 members will be participating in regional logger concept. Board has ability to create advisory committees which will determine how to charge back for participating members, more information will follow. As of the next meeting the RRB will then be called Emergency Services Board. Micah provided a summary of changes, want to ensure companies are financially sound as project progresses, adding milestones and contact information, will log 911 and admin phone calls into PSAPS and radio traffic, each member can set their own retention date, anticipate only two vendors who will be able to meet RFP. Anticipate a solution for logger at the next RRB. Much discussion regarding setup, reuse of currently owned equipment, etc. *Meeker moved to submit Regional Logger RFP for quotes, second by Benton, motion carried.*

Other:

None.

Upcoming Meetings:

December 28, 2011 tentative and January 25, 2012.

Adjournment:

Douglas moved, second Sherburne by to adjourn at 2:40 p.m., motion carried.

Minutes recorded by Debbie Backes, Recording Secretary