

**CENTRAL MINNESOTA REGIONAL RADIO BOARD (RRB)**

**Meeting Minutes**

Wednesday, September 30, 2009

1:00 p.m. – 4:00 p.m.

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

**Members/Alternates Present:**

1. Jim McMahon – Designee Benton County
2. Roger Sandberg – Designee Big Stone County
3. Paul Anderson – Designee Douglas County
4. Tom Amundson – Alternate Grant County
5. Dean Shuck – Designee Kandiyohi County
6. Wally Strand – Designee Meeker County
7. Mike Disher – Alternate n Morrison County
8. John Lindquist – Designee Otter Tail County
9. Larry Farber – Designee Sherburne County
10. Sonja Berg – Designee City of St. Cloud
11. Don Otte – Designee Stearns County - Chair
12. Larry Sayre and Randy Willis – Designee and Alternate Stevens County
13. Gary Kneisl – Designee Todd County
14. Dr. David Naatz – Designee Traverse County
15. Lane Waldahl – Designee Wadena County
16. Elmer Eichelberg – Delegate Wright County

**Members/Alternates Absent:**

17. Mille Lacs County
18. Pope County
19. Swift County
20. Wilkin County

**Members/Alternates Present – Non-Voting:**

1. Dan Hartog – Designee RAC
2. Paul McIntyre and Tom Justin – Designee and Alternate User Committee

**Members/Alternates Absent – Non-Voting:**

1. Owners and Operators

**Guests Present:**

None

**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 July 29, 2009 Minutes:**

*Dean Shuck moved, Paul Anderson second to approve minutes of July 29, 2009, upon a vote, motion carried.*

**Communications:**

I-35W Bridge collapse and Marilyn Praisner videos were viewed.

## **Reports:**

### **SRB:**

#### MnDOT/ARMER: (Tom Justin)

Build out is slightly behind schedule although will be back on track by July 2010. Biggest concern is how we are going to talk to the Legacy system on the VHF. Training committee met last week, basic PowerPoint's are being put together. NE, SW, and SC are looking at regional pool of talkgroups, Federal Engineering has 46 county assessments complete and by the end of December will have the state completed.

#### RIC: (Tom Justin)

Central MN Regional plan will be on the OTC's next agenda. Wright County should be coming onto the system in December; Kandiyohi is in the process and should be operational in November.

#### Interoperability Committee: (Jay Sikkink and Micah Myers)

Interop met last week with the majority of meeting on Federal Engineering's study. MnDOT came up with a proposal and will be further discussed in the next several months. Aviation was another item of discussion and the standard was approved by the OTC and the SRB.

### **RAC: (Micah Myers)**

#### Recommendations:

##### 1. Grant Funding:

- a. SHSP Grant Request – There are two more components to the SHSP grant, \$1.75 is allocated to infrastructure, \$450,000 participation plans, since the RRB will not meet until January; approval is requested at this time. One requirement is the RRB needs to approve the submission request of the grant. *Are asking for the subscriber units and infrastructure be approved to submit for grant funding Wally Strand moved, Dr. Naatz second, upon a vote motion carried.*
- a. 2010 IECGP Grant Application – Training and table top exercises in one area and subscriber units is the other. Grant application needs to be in by the end of November, is requesting permission to submit a grant application for training and table top exercises; and subscriber units for the remaining funds. *Sonja Berg moved, John Lindquist second, upon a vote motion carried.* MN was allocated \$716,000 to be divided between the seven regions in the state. The funding model will be based on the application.
- b. 2009 IECGP Grant Allocation – The region has short of \$100,000 in grant funding to assist in participation of the User Committee meeting costs for reimbursable, will not need or be able to utilize all of the funding before the deadline; therefore asking for \$90,000 to go towards participation plans to ensure all counties will have their plans reimbursed. *Wally Strand moved to reallocate the funds, second Elmer Eichelberg, upon a vote motion carried.*
- c. PSIC Grant for Control Stations – Originally it was the understanding that every member in the region would receive three control stations, it was not clarified that only the members who have not moved to ARMER will be receiving them. The State was informed this was not the understanding of the region or the way it was presented. The fourteen counties that are not currently on ARMER will get \$20,500; Sherburne, Wright, Stearns, Kandiyohi will receive \$16,000. The State will not be providing the funds which they originally committed to. *Paul Anderson moved, second Elmer Eichelberg to approve the grant funding as clarified by the state, upon a vote motion carried.*

## **Reports: (Continued)**

### **RAC: (Micah Myers) (Continued)**

#### **Recommendations: (Continued)**

#### **2. Regional TAC's Talk Groups:**

The RAC was tasked with a resolution to the interop talk group pool; they put together a regional interop zone which will require some changes although it will have minimal impact on all members involved. RIC Justin stated it is the same layout as discussed at the last RAC with exception of channel 14, he stated this will raise a training issue with Sherburne County as they border Metro although they have those issues today. This allows for an ability to transition the layout in their current dispatch areas to include the old and new naming convention. Jim McMahon asked if channel 1 and 16 should be the same as suggested by the State. Tom stated some entity's talk groups are not allowed on all tower sites so this may not be the best choice. *Dr. Naatz moved to accept the regional talk group pool proposal second John Lindquist, upon a vote motion carried.* We will need to discuss how we address the issue with neighboring regions where they are different than the proposed pool.

#### **User Committee: (Paul McIntyre)**

User Committee had two separate meetings – one with EMS to discuss interoperability issues such as ambulance to ambulance and ambulance to hospital; and the monthly User Committee had training on scanning and their monthly meeting.

#### **Owners and Operators: (Lance Feia)**

Will hold their second meeting in Alexandria on October 1<sup>st</sup> (meet every other month). One of their requests is for clarification of what they are tasked with, Micah stated review of standards are something they will be addressing and to report back to this group.

#### **OTC: (Jay Sikkink and Mark Englund)**

Jay stated they are still missing a lot of three-year participation plans, current count is approximately 66,000 with only 65,000 IDs available. Standard has been reviewed the last couple of months, there is a gentleman's agreement that an entity will only put into their plan the exact number of radios they anticipate will be needed to avoid a grab for ID's. There will be an annual audit as each entity is responsible to submit to the state the number they add per year. Mille Lacs County presented a limited participation plan with anticipation of a full plan; they were assigned 50 ID's.

#### **Interoperability Forum: (Paul Anderson and Tom Justin)**

Paul reported it was extremely informational and educational. Micah reported it was evident that the State of MN is leaps and bounds ahead of the other states. They are reviewing our website, downloading information, etc. as the Central MN region is ahead of the other regions in the state. Tom stated it was interesting to have the Homeland Security groups to report that several of the grants get put aside and not even considered as things were not completed properly. He stated the State of Michigan charges each user approximately \$30 per subscriber and to upgrade the number of ID's is very expensive and unsure how they will fund it. The State of Minnesota is far ahead of the country as far as governance and there were approximately 16 teams at the conference.

#### **Marilyn Praisner Video:**

Paul Anderson asked for a copy of the video for his AMC meeting and Region IV for presentation.

## **Reports: (Continued)**

### **School and Hospital Assessment Update: (Geo-Comm)**

Each entity identified a school and hospital in their region, issues were that not all contacts responded – there will be a meeting next Thursday from 1-4 to have discussion on their next step and how they become a part of the ARMER.

October 2<sup>nd</sup> is the next timeline deadline and an up-to-date timeline will be sent out for the regional participation plan and anticipate the report to be finalized by the January meeting.

### **Participation Plans Update: (Micah Myers)**

Micah provided status of the 14 members and their participation plans. SEH's anticipates on having all of the entity's plans completed in six to nine months. Once plans are complete they will be presented to the SRB for approval so they can come onto the system. If participation plans are approved and the RRB will not meet in a timely manner, Commissioner Strand and Commissioner Otte have been authorized to approve so they can then be forward to the SRB for approval.

## **General Discussion and New Business:**

### **Regional TIC Plan:**

Timeline was laid out for short, mid and long term goals to achieve interoperability. A goal is to have the TIC plan in a rough draft by November and finalized by the next meeting. Waiting for a lot of the information such as assessment of schools and reviewing the member's plans in order to complete. OEC has offered technical assistance and if requested will assist and review some of the PSAPS who are migrating to help them work through interop issues; Kandiyohi and Stearns have already shown interest. Tom will be having a teleconference with Tom Johnson for more details and this was just offered this week.

Midterm goal is the training aspect. Challenge is with an elected board there will be turnover on the RRB and new members will need to be brought up to date on the ARMER System and would like to create training. Long-term is to bring tabletop exercises for training and interoperability.

### **Standards 3.15, 3.16, and 3.17 Review:**

These standard have been approved by the SRB, 3.15 is in reference to the FSOA and asked if this region would like this standard to be a regional standard. Jay already has started to present this to the State for discussion. Looking to see if standard 3.15 remains a State standard or do we pursue it to be a Regional standard. Jay stated the FSOA's can not be in a mobile radio, currently Stearns County used this in the last four years for coverage issue as they were out of tower coverage and were are violation of the State standard. He explained the difference of how the Metro uses the FSOA for in building coverage and how the outstate areas use it to best serve their needs. He proposed it to the OTC and the SMG requesting to relax the State standard and let the region decide what works best for them. Their recommendation is the ASOAs and PSOAs be allowed in the mobiles. Concern is the counties that border the Metro and the conflicts they will have. Micah stated on the 27<sup>th</sup>, RRB's from around the state will be meeting and this could be discussed with the regions present and see where to proceed. Tom stated we would like a consensus of the board to allow the RAC to pursue discussions on this. In the past month Stearns County and the City have started to monitor the power and coverage of the mobiles and felt more discussion of the RAC's and interoperability committees is needed. *Don Otte stated the consensus is the RRB would like the RAC to continue discussion on this standard.*

Standard 3.16 and 3.17 – Micah stated he would like to bring these standards to the RAC for discussion and be voted on at a future meeting.

**General Discussion and New Business: (Continued)**

Regional Training:

There is a grant of approximately \$150,000 that will be expiring in about a year and the region needs to start developing training. They should craft a RFP for computer based training to be utilized across the region and we can have representation of this group authorized as a subcommittee to make decision in between the RRB meetings. *Larry Farber, Sonja Berg, Mike Disher, Wally Strand, and Don Otte will be on the subcommittee. Paul Anderson moved to authorize the committee, second by Larry Farber, upon a vote motion carried.*

Vendor Background Check Application: (Micah Myers)

Provided an on-line demonstration of the vendor background check application process. Once an agency conducts a background check, this approval could then be utilized by other members in the region so they would not need to conduct their own background checks and would streamline the process and avoid redundancy.

Radio Unit ID Allocation Memo/Unit ID Plan:

Micah stated we need radio ID's reserved for the region to ensure that everyone has ID's available to them when needed to come onto the system. He questioned if we take the letter and update it as the participation plans are completed and we update the letter going forward.

**Old Business:**

None.

**Upcoming Meetings:**

The next meeting will be January 27, 2010, 1:00 p.m.

**Adjournment:**

*Paul Anderson moved, Larry Farber second to adjourn at 3:10 p.m. Motion carried.*

Minutes recorded by Debbie Backes, Recording Secretary.