

SW MN RAC/RRB MEETING MINUTES
Wed. 7/22/09 2:00 PM
LYON COUNTY LEC – MARSHALL

Attending:

Craig Hoefs	Alpha Wireless
Paul Hoefs	Alpha Wireless
Les Muck	MN State Patrol
Kent Wilkening	Nobles County SO/RAC Chair
Chris Dybevick	City of Worthington PD
Jason Purrington	Cottonwood County SO
Norm Holmen (sp?)	Cottonwood County SO
Ken Bradford	Mountain Lake PD
Jim Jorgensen	Cottonwood County SO
Lyle Ten Haken	City of Worthington
Loren Tusa	Jackson County
Roger Hawkinson	Jackson County SO
Gary Reif	Jackson County SO
Doug Eicholz	Jackson County
Jim Keyes	Pipestone County
Paul Setzepfandt	Renville County
Mark Mather	Lyon County SO
Bill Flaten	Yellow Medicine County SO
Doug Busch	Racom
David Benson	Nobles County
Doug Pomplun	Renville County SO
Mark G.	MN/DOT
Randy Donahue	Murray County SO
Steve Telkamp	Murray County SO
Marv Zylstra	Nobles County
Randy Hanson	Redwood County SO
Dan Delaney	Pipestone County SO
Evan Verbrugge	Rock County SO
Graylen Carlson	LQP County
Dallas Schellberg	LQP County SO
Ron Antony	Yellow Medicine County/RRB Chair
Todd Roelfsema	Lyon County SO
Mark Marcy	Cottonwood County EM
Steve Ewing	Pipestone County EM
Dan Anderson	Nobles County EM
Tammy VanOverbeke	Lyon County EM/Fiscal Agent
Curt Blumeyer	Lincoln County
Tom Hannon	ARMER
Tom Justin	DPS/DECN
Jeff Wenker	Marshall PD

Tom Johnson	State of MN/ECN
Jeff Lammers	North Ambulance/UC Chair
Harry Algyer	Shetek Consulting
Phil Nelson	Lyon County
Stacy Tufto	Chippewa County SO
Marv Garbe	Chippewa County EM
John Schueller	Redwood County
Jeff Johnson	Jackson County EM
Ron Whitehead	DPS
Steve Borchert	ARMER
Mike Hennen	Renville County EM
Kevin Vickerman	Murray County
Dan DeSmet	North Ambulance
Dennis Hausman	Federal Engineering

(There were others that did not sign in)

Meeting was called to order at 2:07 PM. Discussion and decision to try to continue the joint meetings. There is a quorum present.

Dallas made motion and second by Evan to approve the minutes from 4/21 & 6/24 RAC meetings, motion carried.

Jim K. made the motion and it was seconded by Paul S. to approve the RRB minutes from the 4/21 & 6/24 meetings, motion carried.

Bill F. made the motion , seconded by Stacy to recommend to the RRB that to pay bills, motion carried.

Graylen made the motion, seconded by Curt B. to pay the bills, motion carried.

There were no member agency issues brought forward.

No report to speak of from SRB. Nothing from RRB.

Federal Engineering – the last report (YMC) is being worked on and should be done by next week. Next phase – pricing- currently being done by Chippewa Co. 1 report a week is being delivered to a county. FE will come to counties and report to User Groups & Commissioners.

Steve Borchert has been absent as of late. Tom Justin has been doing a lot of his presentations. Steve encouraged that there be more education offered if needed. He will do this.

Tom Hannon reported that the NE region assessments are back & have been accepted by 3 counties and are going on to the RAC & RRB's for review. However, there is no review process in place. This is needed for the participation plan process to start. Also need to set a deadline for the counties to have a strategy to meet the narrowband requirements. Possibly June 2010. Ron W. stated that a sub-committee may need to be formed to decide upon the review process for the assessments. Gather data from all counties and develop a regional plan. GeoComm did the central region assessments. A 20% surplus was discovered in the capacity of the system under worse case scenario use in 10 NE counties.

Mark G. reported on MNDOT. They are on track with all of the towers and will be putting up some new towers next year.

Harry A. reported on the TIC Plan. There are 4 phases with phase 1 almost complete. Everyone has been really good about getting back to Harry with information he requests. This will be the first out state TIC plan to be completed. He has found all of the contact information to be correct which has been a huge help.

Kent –Old Business -update on PSIC for RRB members. No letters received yet from Renville and Nobles County on the allocation agreement. Nobles has approved it but have not gotten a letter in. The deadline for this is **August 15**.

Kent attended the Training Advisory group in Arden Hills last month. The next training is **Aug. 28**. Windom and Marshall are IT training sites at our DOT offices for this training.

Ron W. reported that Pam Biladeau is the lead on training. She has been working on learning objectives, needs, etc. There are 4 tracks: Governance, User Base Training, Dispatchers & System Administrators. There are introductory courses and levels up on ARMER systems and interoperability. Training planned to be available on-line and some skill based. Pam is looking for 4 subject matter experts to teach classes. There will be a SOP segment for each track added later.

Graylen asked is there are concerns about \$ for training in 2010. The PSIC grant covers training costs. They are also looking to get some training certified by HSEM (free). On-line training will be available also. Kent stated that the training group is quite aggressive in their role.

Kent talked about the Owner/Operator group. He has received some letters and we need to plan the kick-off. We need to get this group up and running. Steve B. suggested that letters be due at the next meeting. It was decided that these letters are due **Aug. 26**. & the kick-off be Sept. 23. (date changed later) These folks will be involved how the group functions. Owner/Operator members (dispatchers) need to have a voice. These folks sit in the dispatch and know the capabilities of their PSAP (public safety answering point). They need to advise the other 3 committees – RRB, RAC and UC. They need a seat on the board.

Ron W. stated that the PSIC grant initiative gives 3 radio control stations to each county. 2 for in the PSAP and 1 per county EOC. They need to be in place by **09/30/2010**.

Need to start placing them in January. Scott Wiggins will be sending out a letter about this. Need the Owners/Operators in place before this. 1 of the radio control stations that are placed in the PSAP will replace PTP (point-to-point) and must be monitored. There is an antennae requirement for a radio control station that goes in the EOC. There is money in place for whatever it takes to get this set up & working in the EOC's. No match is required.

The AMEM (Association of MN Emer. Mgrs) is Sept. 21 – 23, 09. **Our next meeting of the RRB & RRC will be at 2:00 PM with the User Committee at 6:30 and the Owner/Operator kick-off at 4:00 PM all on Sept. 30/09**. The user Committee meetings will probably start rotating locations. It also is not recommended to have the same people on the different committees.

Kent W nor Mike C. can attend the RAC leadership meeting at the MN DOT office in St. Cloud on 7/27. It is from 10:00 AM – 3:00 PM. Dan DeSmet and Jeff Lammers will be going and Stacy T. & Bill F. offered to also attend.

PSIC grant training funds pays for vendors. There is a form that needs to be filled out by vendors per Scott W. Stacy made a motion for the RAC to accept the recommendation to

use this form and it was seconded by Dan Delaney. Motion carried. Jim K. made same motion seconded by Paul S. to do the same on behalf of the RRB. Motion carried. Insurance quotes were discussed. MCIT (MN Counties Insurance Trust) quote took a long time to get. This is for the budget 09 & 10. The MCIT quote (deducted work comp) was \$2073 and the League of MN Cities was \$1210. Bill F. made a motion to accept the MN League of cities quote on behalf of the RAC. Evan V. seconded. Motion carried. Paul S. made same motion on behalf of RRB and it was seconded by Jeff L. Motion carried. Ron W. talked about the MOU (memorandum of understanding) between the state and RRB and the HSEM (homeland security & emergency mgmt.) 09 grant process. ½ of the HSEM 09 grant interoperability money was dedicated to ARMER. Participation plans gets \$450,000 and \$175,000 for local infrastructure and \$400,000 for portables & mobiles. DECN administrates these grants through the SRB. The \$175,000 for local infrastructure is being spent and is accounted for already. The other grants are first come first serve. Need the RRB to approve the MOU to send this up to the SRB. Money is available for the participation plans. These plans must be submitted whether they are full or limited participation.

Tom Hannon reported that as the central region did their participation plan the requirements grew. The HSEM planning money went to pay for the final 14 plans. There are standard specifications. 1 vendor is recommended. The engineer alone costs \$185 per hour. It comes to about \$25,000. per county. Very few vendors are qualified for this project. Tom recommended we begin on this process now and look at HSEM (local EM's) for the planning money. There are model plans available. This is a project for next year but we need to submit applications in Sept.

We need a resolution from our county boards for the MOU. Doug P. made a motion to recommend acceptance of this resolution to county boards and this was seconded by Dallas on behalf of the RAC. Motion carried. Jeff L. made the same motion and it was seconded by Loren T. on behalf of the RRB. Motion carried.

Steve B. reported that it is the intention of the state to continue to fund plans, etc. They need RRB input to the state. Ron W. expects something to come out Septemberish. There was no response to the RFP for the Strategic Technology Reserve. Dan A. is the chair of this committee. It is about securing resources in the case of a catastrophic failure.

Tom Hannon reported that FE is beginning to bring back county assessments. These need to be compiled into the regional plan for future long & short time planning. The central region had subcommittees review their assessments. We need to take a look at what our process will be. We need to form a basis for our regional plan.

Discussion on narrowband requirements and grant funding. June 2010 all agencies need to have made their equipment decisions. We need to meet grant deadlines. Committee needed to review assessments after the jurisdictions have approved them. There is an outline from the 3rd district Sheriffs. We are no longer doing business all on our own. This will be a regional process. Emergency Services cross borders.

Jeff L. reported for C (User Committee). Steve B. will do "Radio 101" & will provide education on tasks and responsibilities. Jeff asked if there was any direction from the RAC. Not at this time.

Tom Johnson talked about interoperability between MN & Canada. Jeff Pierce from SD here at the meeting. He is Tom's counterpart in SD. There is VHF commonality now

with border counties. SD has statewide talkgroups. They used the MN metro structure . These talkgroups are as follows: 25 law enforcement groups, 24 interop groups and 15 special ops (upon request) talkgroups. There are an additional 9. Jeff and Tom are working together. Jeff is very interested in what we are doing, especially with training. SD is doing a lot of TTT (train the trainer). 1 trainer per county with an annual refresher. The same subjects we have are being covered in SD. They are not all yet P25 but are looking at upgrading. LQP County communicates very well with SD. SD has been very cooperative. IA is working on a 700 system. They are very early in its development. Meeting adjourned.

**NEXT JOINT RAC/RRB MEETING WED. 8/26/09
2:00 P.M.
LYON COUNTY LEC, MARSHALL**