

**RAC / RRB MEETING MINUTES**  
**Wednesday, June 23, 2010**  
**Lyon County Law Enforcement Center**

**RAC Present:** Jeff Lammers- SW User Chair; Mike Cumiskey-Worthington PD; Marv Garbe-Chippewa; Stacy Tufto- Chippewa; Doug Pomplun-Renville Co; Randy Donahue-Murray; Gary Reif-Jackson; Jason Purrington-Cottonwood Co; Jim Jorgenson-Cottonwood Co; Ken Borpaford- Mountain Lake; Dan Delaney-Pipestone Co; Todd Roelfsema- Lyon Co; Jeff Johnson-Jackson City EM; Mark Mather-Lyon Co; Evan Verbrugge-Rock Co; Randy Hanson-Redwood Co; Kent Wilkening-Noble Co (RAC chair); Roger Hawkinson-Jackson Co;

**RRB Present:** Graylen Carlson- Lac Qui Parle; Paul Setzepfandt-Renville Co (RRB Vice chair); Curt Blemeyer- Lincoln; Loren Tusa-Jackson Co; Gary Sorenson- Cottonwood Co; Ron Anthony- YMC (RRB chair); Phil Nelson-Lyon Co; Mark Dahl-Chippewa Co; Jim Keyes-Pipestone Co; Kevin Vickerman- Murray Co

**Guests Present:** Dan Anderson- Nobles EM; Craig Hoefs-Alpha Wireless; Steve Ewing-Pipestone Co; Tom Hannon-DECN; David Sisser- User Committee (Vendor); Dennis Hausman – Federal Engineering, Inc Steve Borchardt – DPS – ARMER – Regional Interop; Kim Rupp-City of Marshall

- Meeting called to order by Kent and Ron at 1:08 p.m.
- Introductions were completed
- Quorum was present for RAC and RRB
- Minutes from April 21<sup>st</sup> and May 26<sup>th</sup> were approved by RAC and RRB.
  - RAC - Stacy made a motion to approve April 21<sup>st</sup> minutes and Dan seconded it. Mark made a motion to approve May 26<sup>th</sup> minutes and Evan seconded it.
  - RRB – Jim K made a motion to approve both minutes and Mark seconded it.
- Agenda additions – approved by RAC and RRB
  - New Business – Rock County grant application approval
  - RAC – Mike made a motion to approve the addition to the agenda and Evan seconded it.
  - RRB – Curt made a motion to approve the addition to the agenda and Phil seconded it.
- Approval of bills – approved by RAC and RRB
  - RAC – Stacy made a motion to approve the bills and Evan seconded it.
  - RRB - Mark made a motion to approve the bills and John seconded it.
- Reports
  - Chairperson – Kent indicated he would need to leave at 3:00 and if he did Mike would take over
  - Member Agency Issues – none
  - State Rep to SRB – OTC Randy Donahue
    - Murray County dispatch was turned on to the Armer system recently
    - Turned floor over to Dan
      - Randy Donahue was nominated for the Change Control Group
      - Lac Qui Parle participation plan fully approved. There are 6 other counties where their plan is listed as preliminary. Dan has offered to represent these counties to help change their status for the participation plan to approved status. If status is not approved then there maybe issues with grants.
  - RRB Report – Ron Anthony, RRB Chair
    - None at this time
  - Users Group Update – Jeff
    - None at this time

- Owners & Operators Update – Chris Dybeveck, Chair
  - Standard plain language is back for approval – addressed Old Business
- Steve Borchardt
  - Murray Co going to Armer but the rest need to decide when they will transition. Until January/February we have a window of opportunity to get things on a calendar so we can plan for Training, System Administration, and Audio logging.
  - Recommendations to head the 3 areas are:
    - Training – Jeff Lammers with support of User Committee
    - System Administration – Randy Donahue
    - Audio logging – Chris Dybeveck with Owners & Operators Committee
  - \*\*RRB Chair issued a directive to task these 3 individuals to head up their respective area
- Old Business
  - Current Grants for Armer Website
    - Updates will be available soon. Tammy will provide a list as to grant, what has been used and what money is left
  - Standards Review Process – Plain Language
    - All 10 codes were removed. Since Standard Language is the accepted choice and the fact that Standard Language is the default no need to vote on by RAC/RRB.
- New Business
  - PSIC Grant Extension
    - \$280,904.00 additional funds are available. Motions were made and decided equal portions would be provided to each participating agency. So  $\$280,904/15 = \$18,727.00$ . Each agency would need to have \$4,682.00 in matching funds.
    - Important to note on PSIC funds that “ The SAA (State Administrative Agency) is responsible for obligating PSIC funds to eligible pass-through recipients, which is statutorily defines as public safety agency that is a State, local or tribal government entity or nongovernmental organization authorized by such entity, whose sole or principle purpose is to protect safety of life, health, or property” - this statement from the information Kent handed out at the meeting.
    - RAC - Mike made a motion to divide additional PSIC funds equally among the 15 members and let the local agencies then decide how it will be distributed per guidelines. Agencies must provide resolution from boards/councils by August 25<sup>th</sup> that they accept the money and having matching funds. Roger seconded this motion. Motion passed.
    - RRB - Loren made a motion to divide additional PSIC funds equally among the 15 members and let the local agencies then decide how it will be distributed per guidelines. Agencies must provide resolution from boards/councils by August 25<sup>th</sup> that they accept the money and have matching funds. Paul seconded this motion. Motion passed but opposition by Curt and Ron.
    - Kent will send out sample resolution
  - 2011 Budget
    - 2011 budget the same as 2010 except for professional services addition of \$30,000.00. Professional services would be to hire someone to prepare agendas, manage grants and update the website. If grants or other funds are available they will be sought with the hope not to have to spend the \$30,000.00 if possible.
    - Proposed budget for 2011 was handed out along with an Allocation Plan.
    - RAC – Doug made a motion to approve budget and send to RRB. Randy seconded it. Motion approved.

- RRB – Graylen made a motion to approve the budget with the hope to find grant money for the \$30,000.00 professional services. Jim seconded the motion. Motion passed.
- Steve will call Jim Reinhardt to obtain a sample job description for the professional services position.
- NOTE: Budget will not be billed until 2011.
- It was noted that radio counts will change with the 2010 census.
- Date, Time, Location of next meeting
  - July 28<sup>th</sup> at 1:00 in basement of the Law Enforcement Center, Marshall, MN
- Adjourn – 2:45 p.m.
  - RAC – Mike made a motion to adjourn the meeting and Randy seconded it. Motion passed.
  - RRB – John made a motion to adjourn the meeting and Paul seconded it. Motion passed.