

**RRB/RAC MEETING
SEPT. 30, 2009**

Participants:

Tammy VanOverbeke	Lyon Co. EM/Fiscal Agent
Amy Card	MN HSEM
Harry Algyer	Shetek Consulting
Curt Blumeyer	Lincoln Co. Comm.
Mike Cumiskey	Worthington PD
John Schueller	Redwood Co. Comm.
Paul Setzepfandt	Renville Co. Comm.
Nick Seaton	Balaton FD
Todd Roelfsema	Lyon Co. SO
Dan Anderson	Nobles Co. EM
Jim Reinert	Murray Co. EM
Jim Sandgren	Redwood Co. EM
Kurt Woodruff	Alpha Wireless
Randy Hanson	Redwood Co. SO
Evan Verbrugge	Rock Co. SO
Graylen Carlson	LQP Co. Comm.
Norm Holmen	Cottonwood Co. Comm.
Randy Donahue	Murray Co. SO
Roger Hawkinson	Jackson Co. SO
Mark Mather	Lyon Co. SO
Rob Yant	Marshall PD
Mark Marcy	Cottonwood Co. EM
Doug Bush	Racom
Craig Hoefs	Alpha Wireless
Les Muck	MN State Patrol
Jason Purrington	Cottonwood Co. SO
Jim Jorgensen	Cottonwood Co. SO
Ken Bradford	Mountain Lake PD
Jim Keyes	Pipestone Co. Comm.
Paul Polz	Cottonwood Co. SO
Gary Reif	Jackson Co. SO
Phil Nelson	Lyon Co. Comm.
Dennis Hausman	Federal Engineering
Dan DeSmet	North Memorial
Jeff Lammers	North Memorial
Stacy Tufto	Chippewa Co. SO
Ron Antony	YMC Co. Comm.
Bob Byrnes	Marshall, Mayor
Kent Wilkening	Nobles Co. SO
Dallas Schellberg	LQP Co. SO
Missing a page?	

Meeting called to order at 2:10. Quorum present.

RAC: Evan made a motion to approve minutes from last meeting, second by Mike.

Motion carried

RRB: Jim K. made a motion to approve minutes from last meeting, second by Dave B. seconded. Motion carried.

Kent stated there are 2 items to add to the agenda. 1 item about money and the other concerns the by laws.

RAC: Dallas made a motion to approve the agenda, seconded by Mark Mather. Motion carried.

RRB: John S. made a motion to approve the agenda, seconded by Paul. Motion carried.

Bills – mileage for mileage(Rock County) and Owner/Operator committee will be addressed next month.

Kent reported that he has been very busy. The FE studies are coming back. There are no member agency issues.

No OTC report from Randy D.

The 4th Monday in October will be the next regional leadership meeting in St. Cloud.

Dennis reported for Federal Engineering that all reports have been submitted. There are 2 county meetings left to schedule (Lincoln and Murray) FE started work on the SE region report this week. SE regional report is a compilation of all reports done so far.

Paul S. stated that Steve B. and Dennis did an excellent job doing the presentation. Stacy from YMC requested that it be passed along that the presentation is really good.

Steve Borchart reported that the control station grant information has been sent out by Ron Whitehead. Each county gets 2 stations (1 for the PSAP and 1 for the EOC) along with installation and antennae. The PSAP has to have one set at hailing talk group and 1 for local county talk groups. This grant money must be spent by June 2010. The towers will enable us to communicate with 800 Mhz. This method is stop gap/short term to establish one pathway to ARMER. By 11/31/09 requirement to get to Scott W. our regional talk group plan and county interop plan & limited participation plan. Steve will get us copies of Mille Lacs Co. limited participation plan & more explanation on this plan. The User Committee will work on the regional talk group plan. We can choose how we want to do this, it is not that complex. In October or November the RRB should be able to approve this. The county interop plan is not that complicated either. Kent asked if the RRB adopts the regional plan does each county then have to adopt this plan. Steve is not sure and will check with Scott. Question also on if a limited participation plan will suffice for ARMER? It will need to be maintained as new info. will always have to go into it. Each county can do this how they want. The Regional interop plan is for the entire region. We can come up with our regular plan and then come up with a channel which we can set up to be open. We will ask the user committee to work on this.

RAC: Mike C. made a motion to have the owners/operators and user committees to come up with a plan. Motion carried.

Deploying these stations requires the MNDOT and the county and the RRB signing the subscriber agreement/contract. (3 way contract) This needs to be consistent with the participation plan. These plans need to be in place by the end of November. Feb. 1, 2010 the Regional Participation Plan complete and March 1, 2010 the subscriber equipment contract must be signed. Murray County is pretty far along in this process.

Harry reported that the SW MN TIC plan is done. HSEM Region V plan is nearly completed. The SC plan is close to being done. Site plans will be done in SE in 2 weeks. Graylen reported he was not at the last meeting of the statewide PSAP consolidation committee. 2 guidebook chapters are done. He has copies for anyone interested. 6 SW counties are looking at consolidating. GeoComm is doing the study. Quite a few other counties are looking at it. Must have at least 4 counties to consolidate. The plan will come back to the group in Feb.

Jeff reported on the User Committee. They should have their by-laws ready for approval at next months meeting.

Under Old Business the PSIC grant allocation letters are all in and all have been accepted. The 20% matching funds are in place. It is the responsibility of the RRB to allocate these funds. Dave made a motion and Paul seconded to accept the letters and to allocate the funds. Motion carried.

Harry reported on the training advisory group. They have done presentations on best practices. This group is headed by Pam B. There was a presentation by the Regional Mortuary Association. They plan to review standards for events, do some power point training, and provide train-the-trainer, etc. There was a panel presentation on COML. October 23 is the next meeting in Shoreview. Meeting is from 10 – 12.

Kent requested that entities get their owner/operator appointment letters to him. He is still missing Marshall, Lincoln, Renville & Chippewa. He also needs User Committee appointment letters from LQP and Jackson.

The Owner/Operator kick off is today following this meeting.

There was discussion on the local FE and local commissioners approval process. The county board needs to pass a resolution and copies of these need to go to the RAC and then on to the RRB and then on to the SRB. These resolutions should also be shared with the UC and the O/O. FE is under contract to provide the regional assessments. Each county needs to OK this. The state needs this documentation to pay FE. Just something stating that the “Report appears to be accurate” and not part of whatever future action you will take. Steve B. Will send out a list of firms that do the participation plans and templates for the RFP’s and resolutions.

Your county POC, as identified in your FE survey, can decide if this goes on to the board or not. If the POC decides to not go to the board, the county board needs to inquire “why?” of the POC.

A copy of the FE report will be given to the RAC. Steve B. will work with FE & Ron Whitehead to centralize this.

We need to work on the PSIC grant monies and the procedures to use it. We need to call for quotes for under \$40,000 (state contract)

Turn all expense reimbursement forms to Tammy.

Tammy can spend PSIC grant money on allowable, pre-approved things without board approval. All bills will be available to Ron & Kent at any time for their reading pleasure. The PSIC grant money must be encumbered by Jan 31, 2010.

Under new business: Steve B. discussed the steps for ARMER migration. He has 1 page handouts. Kent will e-mail these out to all and Amy will send them out too.

Question on UC meetings. How many? How often? We need to have things for them to do. Possibly O/O and UC county only meetings and then monthly come together (1 rep) for the regional meetings. Not all 5 members need to attend all regional meetings.

Jeff suggested that maybe they should meet every other month and as needed as tasks are assigned. The group was good with that. They agreed that the counties can have county only meetings and send 1 rep to every other meeting.

Recommendation came forth for county boards to make their decisions soon in order to get all of the available grant money. Use the first round of grants to get equipment that enables you to talk to the counties next door. Initially we all will be limited participants. A HSEM program grant is available for up to \$30,000 per county for the participation plan. This money must be encumbered by 6/30/10. Need to know if you will need this money for your participation plan and if you are limited or full participant. Must obligate this money by the end of 09 and spend it by 6/30/10. Need a letter from each county to the RAC/RRB stating that you intend to spend the \$30,000. Need to get your RFP's out. Please CC Jim Reinert (Murray Co. EM, HSEM grant fiscal agent) on all RFP's. Graylen stated that all county boards should be encouraged to have a 4 hour special meeting with FE.

Update on the TIC plan. How do we keep it current? 1 person from each county needs to stay on top of the radio stuff, new equipment, etc. ! regional person then will get that information and get it into CASM and the written TIC plans. The county needs to assign a person (EM?) and they can get it to Dan A. to put it into the right place with Harry. The O/O bylaws need to be adopted by RAC.

Motion by Dan D. to recommend adoption to the RRB. Evan 2nd this motion. Motion carried.

Bill made a motion to adjourn, seconded by Doug. Motion carried

Next meeting October 28 at 2:00 PM at the Lyon County LEC