

02-23-2010 - Minutes
Radio User Committee Meeting
6:00 P.M. Lyon County LEC Training Room

1. Jeff Lammers began the meeting at 6:08.
2. Tim Anderson has been added as a new User Committee member for City of Marshall. Email address is timanderson1128@hotmail.com Deb is to add him to our data base.
3. Marty made a motion to accept the January 26th minutes. It was seconded and approved by those in attendance.
4. There was no additions to the agenda and approved as presented
5. Reports /Updates
 - a. Ron (SWMNRRB Update) was not in attendance
 - b. Kent (SWMNRAC Update) was not in attendance
 - c. Steve Borchardt from SW Regional Board was gone due to a conflict.
6. Old Business
 - a. Update of Info/plans by county user committee members
 - i. Dale – have not yet completed participation plan. They are dealing with new members coming on board
 - ii. Rock County has completed Participation plan. They have a follow up meeting tomorrow (Feb 24th). They have someone in place to pull all the information together. They have been questioned by small agencies wondering what will happen to pager/radios. The talk groups have also been completed.
 - iii. Yellow Medicine County needs to complete the participation plan. They do meet on a regular basis.
 - iv. Murray County – has completed requirements. Each entity has their own separate Bank i.e. Fire, Ambulance Police ECT. Training will be the next hurdle
 - v. Nobles County – Dan stated the cou9nter Users group meets as needed. They are in the middle of putting together their participation plan with 26-28 talk groups.
 1. A question was raised on how many channels will need to be scanned. Murray County stated that with their plan, 6 channels will be on their council.
 - a. Fire channel will page the call
 - i. Fire chief will call units enroute and at the scene as a group. Not having individual trucks on the radio.
 - vi. LacQui Parle is wrapping up their participation plan. They are working to “keep it simple. Their county border Swift. We want to try and stay at level 5 interoperability.

- b. Discussion on plain English vs. 10 codes needs to begin to move forward. Grant funding is contingent on the use of plain English. Scott made a suggestion that at our next meeting we can formulate something. Jeff will present our intentions to the RRB.
- c. Discussion on radio equipment needed to communicate interagency
 - i. Discussion was held on the need to have DES encryption for the radios. This is needed for an interoperable system. We need to stay away from Priority encryption. We also need to stay away from single key encryption.

7. New Business

- a. Tower Site update
 - i. Hopefully by the end of April Murray County will have 3 towers lit.
 - ii. Discussions were held on training. Tom Justin has a training template ready to go. Harry has a training curriculum designed. HSEM has a \$70,000 Grant available.
 - iii. Murray County is having trouble with South Dakota agencies addressing this interoperability issue. SD has a digital system in place, but is not compatible with the ARMER system. The hospitals and has no intention of upgrading. They are expecting the requesting ambulances to carry 2 radios in their vehicles Armer /VHF
 - 1. MN DOT / DECN had talked about an overlay system. More detail may be available after the RRB meeting Tomorrow.
- b. Jeff will put in a request to Ken to address encryption.
- c. Harry will assist us in a 12-18 hr training to train the trainers. We will need to develop SOP's as a group for the training requirements. Dan Anderson would like to work as a partner as an Emergency Manager
- d. South Central and South East are sending letter to the State to Standardize Interoperability Level. We need to standardize banks when were crossing regions. Chop will make this recommendation to Ken to submit on our behalf.

A discussion was held on HIPAA and radio communications. Scott brought to our attention that Radio communication does not fall under the HIPAA privacy. Further information is available on the Page Wolfberg & Wirth website. It was asked that this like be placed on the Radio Board Website

<http://www.pwwemslaw.com/content.aspx?id=334> Scott also shared information for Christy Mellott (Senior Associate) direct email cmellott@pwwemslaw.com

- e. Harry – we need to complete the planning for the Table top. The date is set for Tues April 20th. We will set side a 2 hr block. Begin with dinner at 6 P.M. and be out by 8:30. Location SMSU was a suggested location. Jeff will work with Tammy VanOverbeke. Users of ALL entities would be invited. Devos Catering was suggested for food. Harry stated that the

training is very comprehensive, but simple. People from Fire, ambulance, police, SO public work dispatch ect...will all be invited. Jeff will get in contact with Tammy.

- f. User By-laws – Jeff does have 2 samples. We need to make a decision this spring either March or April Session.

8. Upcoming meeting dates

- a. March 23rd
- b. April 20th
- c. May 25th

Motion was made to adjourn the meeting by Gayle, seconded by all. Meeting adjourned at 7:25 P.M.

Recording Secretary
Deborah J. Winter