

Southwest MN User Committee Minutes  
Sept 30<sup>th</sup>, 2009  
6:30 P.M.

Jeff Lammer, Committee Chair brought the meeting to order. He asked that 5D (housekeeping item) be added to the agenda. Members in attendance signed in. Counties represented were Chippewa, Cottonwood, Lyon, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Yellow Medicine, City of Marshall & City of Worthington, along with 3 guests.

Minutes were read individually. Mark M made motion to approve the minutes, Gayle D second the motion. Motion carries.

Ron Anthony, Chair of Radio Board was introduced. He stated that to apply for Grant dollars, the grant must include Regional Participation Plan. The Radio Board is asking the User committee to begin development of the Plan. This plan must be completed by Mid November. Ron advised the committee that the control station is a temporary connection to the towers.

Ron mentioned that the user group need to set up training standards for the overall users. He suggested that Central is already doing this, so we may want to contact them. There seems no need to “re-invent the wheel”.

Ron stated that Steve B had a template. This will need to be emailed to Jeff.

#### 5D – Housekeeping item

Jeff asked about continuing to have the User Committee meeting the 4<sup>th</sup> Wednesday of the month. “Is this an OK meeting night” A motion was made by Mark M to have our user committee meeting the 4<sup>th</sup> Wed of the Month to follow the RAC Meeting. Scott seconded the motion. Motion carried

Jeff put out the question “Do we want to stay in Marshall or move meeting sites to different committees. The general consensus was to keep the location in one committee. It was felt that Marshall was centrally located.

Jeff reminded everyone that the information would be posted on the Radio Board website and well as being emailed out. Everyone present was receiving the emailed information.

By-laws – 2 sample copies of by-laws were passes around for review. Scott will head up developing by-laws that will be presented to our committee for final approval. The section regarding what identifies a quorum will be reviewed.

#### Old Business

A. Nobles County – progress continues. Other entities’ are beginning to see a cause & effect to possible changes.

Cottonwood County continues to hold regular meetings. The next meeting will include the Federal Engineering

Renville County has already held meeting that have involved the Federal Engineering. They have made change in their initial decision. Now turning more to the ARMER system.

Rock County – Sheriff interested in Armer / county commissions were pushing to go to “whatever was cheaper”. Additional meetings were scheduled.  
Murray County is 100% onboard with Armer. They have written their grant.  
Chippewa has made a 180. All indications are to go 800.

B. Plain English to replace 10 codes. Motion was made and seconded to table this.

C. Discussion was held about identifying who are agencies work with, (even across the state lines) and how change will effect our departments. The question was raised “What about hospitals” . Hospitals will most likely be responsible for their own purchase.

As far as the communication paging issue – current systems will stay in place. However all pagers will need to be narrow band by 2013. Minitor 5 will do narrow band, but no version less than 5 have narrow band capability.

E. The dispatchers were asked if they have any immediate concerns. Dispatching with single dispatchers will be a “choke point”. Lyon County run 2 dispatchers on all shifts, but there is no other staff within that is trained to run the dispatch area.

#### New Business

- \* Tower site update – no update available – possibly Aug of 2010
  - \* Funding and Grant Writing – Rock County is just getting into Grant Writing
  - \* Training Update – We will be working with Steve with plans to move forward. The group is going to be a big part of this. Grand \$\$’s will be available for developing online training. We need to brainstorm on how we can match needs with user staff. A standard will have to be set up including a background check.
    - \* South Central already has standards for Vendor Certification. Tom Hannon was involved in this process. We will need to obtain Training Standards and Vendor standards from South Central to our Oct meeting.
    - \* All Counties have \$47,000 already in their budget to start purchasing.
    - \* Meeting Oct 20<sup>th</sup> 6:00 P.M. is scheduled with Steve Borchardt. Jeff will check with Mark Mather to use basement. This will be a work group to begin building the plan.
- Oct 28<sup>th</sup> will be our normal meeting night. We will leave that as an open date. If this night is not needed, we will contact members via email.

Discussion was held over November's meeting night. Normal night is evening before the Thanksgiving Holiday. We will pattern our meeting over date set by RAC.

At 7:47 P.M. a motion was made by Robin and seconded by Marty to adjourn the meeting. Motion carried.

Recording Secretary

Deborah J. Winter

