

Allied Radio Matrix for Emergency Response Standards, Protocols, Procedures

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Standard Title	Greater Minnesota Regional Radio Board Statewide Emergency Communications Board Board Member Selection	
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1. Purpose or Objective

The purpose of this standard is to define the process for selecting a regional radio representative to serve on the Statewide Emergency Communications Board (SECB) representing Regional Radio Boards (RRBs) in greater Minnesota.

2. Technical Background

- **Capabilities**
- **Constraints**

3. Operational Context

The formation of the SECB included a member intended to represent Regional Radio Boards in Greater Minnesota. The SECB is charged with coordinating the appointment process to ensure representation from throughout the state.

All regions of the state have been defined; Regional Radio Boards are established and functioning providing regional governance in every region. The following list includes the defined regions in Greater Minnesota, their membership, and date of organization.

<u>Greater Minnesota Region</u>	<u>Represents</u>	<u>Formed:</u>
Central Minnesota Regional Radio Board	19 counties & 1 city	June 7, 2007
Northwest Minnesota Regional Radio Board	14 counties & 1 city	February 8, 2008
Southeast Minnesota Regional Radio Board	11 counties & 1 city	April 16, 2008
Southwest Minnesota Regional Radio Board	13 counties & 2 cities	September 18, 2008
South Central Minnesota Regional Radio Board	10 counties & 2 cities	September 30, 2008
Northeast Minnesota Regional Radio Board	11 counties & 4 cities	December 17, 2008

The Central Minnesota Regional Radio Board was the first Regional Radio Board formed.

They appointed a member and alternate to serve on the SECB in June 2007. After all regions constituted boards, regional leadership from Greater Minnesota began discussions to create a process for the rotation of

representation to ensure that all regions of the state had equal and appropriate opportunity to serve on the SECB representing the interests of Greater Minnesota. This standard has been approved by the Regional Advisory Committees (RACs) and Regional Radio Boards representing all regions in Greater Minnesota.

4. Recommended Protocol/ Standard

The Regional Radio Boards in Greater Minnesota will have the responsibility to select both alternate and primary SECB representatives in rotation, based on seniority by date of their Board's formation.

- In year one, the senior board shall select a member to serve as a member of the SECB. The next senior board shall select a member to serve as alternate.
- In year two, the alternate from the previous year would serve as a SECB member representing Greater Minnesota Radio Boards, and the next senior board would select a member to serve as an alternate.

If an alternate is not available to serve for any reason, i.e., Regional Radio Board term expiration, resignation, etc.), the appointing Regional Radio Board is responsible for appointing a member to serve. A Regional Radio Board may select, by majority vote, to waive their right to serve.

If a Regional Radio Board representing a Greater Minnesota region determines not to appoint an alternate for their appointment period, the next Board in rotation shall make the appointment. The Board waiving their right to serve shall again be considered for service on the next full rotation of the seniority list. The rotation will continue until all Boards selecting to serve have had the opportunity. When the least senior board has completed the selection process, the next selection shall start again at the top of the list.

Since the Central Minnesota Regional Radio Board has appointed a member to serve since its formation, this process will start with the next senior Regional Radio Board for the first rotation.

5. Recommended Procedure

- The schedule defining the rotation of appointments to serve as a member and alternate of the SECB representing Radio Boards in Greater Minnesota shall be:

Service Year	Service Year	Service Year	Primary Appointment	Alternate Appointment
2010	2016	2022	Central	Northwest
2011	2017	2023	Northwest	Southeast
2012	2018	2024	Southeast	Southwest
2013	2019	2025	Southwest	South Central
2014	2020	2026	South Central	Northeast
2015	2021	2027	Northeast	Central

- The term of service as a SECB member or alternate representing Greater Minnesota Regional Radio Boards shall be one year, commencing with the first meeting in January and ending with the last meeting in December, or until replaced by a duly appointed replacement, in accordance with this State Standard.
- The chair of the Regional Radio Board responsible for the appointment of an alternate to serve on the SECB representing Greater Minnesota Regional Radio Boards shall notify the chair of the SECB of the appointment. The notification shall include all contact information required to ensure proper and adequate notification of meeting schedules, location, agendas, and other required and relevant information. The chair of the Regional Radio Board shall make every reasonable effort to ensure notification is completed no later than December 15th of the year prior to the appointment year.
- The chair of the Regional Radio Board responsible for the appointment of a member to serve on the SECB representing Greater Minnesota Regional Radio Boards shall notify the chair of the SECB of the appointment. The notification shall include all contact information required to ensure proper and adequate notification of meeting schedules, location, agendas, and other required and relevant information. The chair of the Regional Radio Board shall make every reasonable effort to ensure notification is completed no later than December 15th of the year prior to the appointment year.
- The chair of the Regional Radio Board responsible for the appointment of a member or alternate to serve on the SECB representing Greater Minnesota Regional Radio Boards where the Regional Radio Board has waived its right to appoint shall notify the chair of the SECB no later than December 15th of the year prior to the appointment year. The chair of the SECB shall notify the chair of the next Regional Radio Board in rotation and coordinate their appointment process to ensure timely and effective appointment of replacements.
- The SECB shall extend or adjust the schedule in this standard as required by expiration or waiver of appointment.

6. Management

The SECB is responsible for the management of this process.