Statewide Radio Board – (SRB)
Meeting Minutes
Thursday, October 23, 2008
12:30 p.m. – 3:30 p.m.
Mn/DOT Water's Edge Facility – Roseville Minnesota

Video Conference

Members/alternates present:

1. Tim Leslie, Chair
2. Mark Gieseke – Designee Mn/DOT Commissioner
3. Mark Nelson – Alternate State CIO
4. Mark Dunaski – Minnesota State Patrol
5. Dan Bullock – Alternate Met Council
6. Keith Bogut – Designee MN Commissioner of Finance
7. Bob Nowicki – Greater MN League of Cities
8. Jim McMahon – Greater MN Association of Minnesota Counties
9. Pat Medure – Greater MN Sheriff's Association
10. Tony Bennett – Metro Emergency Services Board
11. Richard Wyffels – Greater MN Chiefs of Police Association
12. Mike Goldstein – Metro Area Chiefs of Police Association
13. Ulie Seal – Metro Area MN Fire Chiefs Association
14. Joe Glaccum – Metro Area MN Ambulance Association
15. Don Otte – Central Regional Radio Board

Scott Wiggins, Director – DPS Division of Emergency Communication Networks, ARMER Program

Members/alternates absent:

16. Vice Chair Bill Mund – Greater MN Fire Chiefs Association
17. Bill Spence – Alternate MN DNR Commissioner
18. Vacant – Metro Area League of MN Cities
19. Myra Peterson – Metro Area Association of Minnesota Counties
20. Rich Stanek – Metro Area Sheriff's Association
21. Aaron Reinert – Greater MN Ambulance Association

Chair Leslie welcomes all members and guests, and announces that Statewide Radio Board is commencing today via video conference at the Mn/DOT Water's Edge location as well as 4 additional sites; Mn/DOT in St. Cloud, Mn/DOT in Rochester, Itasca County Court House, and the Douglas County Social Services Building.

Chair Leslie speaks to each location to verify that they are each receiving the transmission clearly, and that he in the host site can see and hear them as well.
With this confirmed Chair Leslie proceeds.

Chair Leslie announces that there is a quorum, calls the meeting to order at 12:40 p.m.

Chair Leslie asks for approval of today's agenda.
A motion is made by Michael Goldstein and seconded by Dan Bullock to approve today's agenda.
Chair Leslie announces that there is a need to amend today's agenda and add an action item under the Interoperability Report.
This motion to approve today's amended agenda, carries.

Chair Leslie asks for approval of the SRB Meeting minutes of September 25th 2008 as written.
A motion is made by Dan Bullock and seconded by Michael Goldstein, to approve the September 25th, 2008 SRB Meeting minutes as written, this motion carries.

New Business

Chair Leslie introduces the guests speaking today about the ARMER System and how it performed during the recent Republican National Convention (RNC) in the city of St. Paul. Speaking today from the St. Paul Police Department are Senior Commander Joe Neuberger, Commander Dave Korus, and Sgt. Dave Langfellow. Also speaking today from Ramsey County is Scott Williams, Director of the County Communications Center.

Senior Commander Joe Neuberger speaks about topics such as the incredible dynamics of the RNC event, multiple vs. single command posts, determining how to balance talkgroups, availability of channels, dispatching the mobile field force, assumptions that patching would be necessary. Sr Commander Neuberger explains that the ARMER System performed exactly as it was designed to; the only communication issue that was discovered was not with the system, but with the users. Guests also shared the challenges in dealing with and disabling the extensive technology that the anarchists had set up to intercept the legitimate law enforcement radio communication.

The subject of encrypted channels is brought up, and Chair Leslie indicates that Joe Glaccum and the OTC will look into freeing up more encrypted channels.

Chair Leslie welcomes Keith Bogut who replaced Norman Foster as the Designee for Commissioner Tom Hanson – Minnesota Department of Finance.

Reports of Standing Committees

Interoperability, Chair Mark Dunaski indicates that the Interoperability Committee has agreed to meet bi-monthly; if there is an urgent interoperability issue, they will call a special meeting so the issue can come before the SRB sooner.
Chair Dunaski tells that his committee met on Oct 21st and does have an issue to go before the SRB for action today. Col Dunaski turns over his report to Ron Whitehead for discussion and SRB action on the Grant Fund Allocation/2008 DHS and IECGP grants.

Mr. Whitehead summarizes this issue of the Interoperability Committee Grant Workgroup. The Workgroup developed initial proposals for the 2008 DHS Grant State Homeland Security Program (SHSP) and the Interoperable Emergency Communication Grant Program (IECGP) recommending to the Interoperability Committee how to allocate the funds. The funds must be used in accordance with the investment justifications that were developed as part of the grant application. SRB members received a complete description for the use of these funds in a memo that was part of today's agenda packet. Mr. Whitehead reviews the dollar amount distributions for each grant.

A motion is made by Michael Goldstein and seconded by Ulie Seal to accept the recommendations made by the Interoperability Committee's Grant Workgroup on the allocation of funds from the SHSP and IECGP Grants. No discussion, upon a vote this motion carries.

OTC, Chair Joe Glaccum reviews the items for SRB approval today.

- Statewide access to talkgroups template (form)

A motion was made by Tony Bennett and seconded by Dan Bullock to adopt the "Request for Special Wide Area Site Access for an ARMER talkgroup" template. No discussion, and upon a vote this motion carries.

- Statewide access for Hennepin on roam 1 and 2

A motion is made by Tony Bennett and seconded by Michael Goldstein to approve the access of Hennepin County for roam 1 and 2 talkgroups.
Chair Glaccum informs the SRB that any request for a talkgroup to be used statewide, will be coming before the SRB for approval; this particular request is a "catch up" request.

OTC cont'd.

No further discussion. Upon a vote this motions carries.

- Standard 1.5.0 Development of Management of Regional Standards

Chair Glaccum describes how this standard will function, with regard to the creation and numbering of standards throughout the state.
A motion is made by Dan Bullock, and seconded by Ulie Seal to adopt standard 1.5.0.
A question is asked about how this affects the metro area. Chair Glaccum answers that this does not take any oversight away from the regional boards.
Scott Wiggins adds that the need for this standard is so that:

1. when regions are putting together standards, they use this format so that there is consistency across the state
2. a particular standard in one area, doesn't mean something different in every region of the state

Mr. Wiggins goes on to explain that his office will facilitate the numbering system. Mr. Wiggins indicates that this standard will not prohibit the MESB from creating standards, it just asks that they use this format so that there will be consistency in the state; if there is currently nothing on the books for a particular standard, Mr. Wiggins and the Office of Emergency Communication Networks will assign a new number. There was additional discussion on the potential for an additional burden for the regions in order to carry out the renumbering system.

No further discussion, and upon a vote this motion carries.

- Standard 3.15.0 How to use Scene of Action Channels

The OTC rewrote this Standard to reflect the statewide use of it rather than the metro Standard from which it was adopted.
A motion to adopt Standard 3.15.0 was made by Tony Bennett and seconded by Michael Goldstein.
Chair Glaccum indicates that he would like to amend this motion, and describes that the document produced by the OTC, was published with the omission of the names of the SOA's; the changes shown in the copy of revised Standard 3.15.0, which was distributed to members, had not been adopted by the OTC. This was a typo that occurred and the OTC will not object to this change.
Mr. Bennett and Mr. Goldstein accept the amendments to the motion and upon a vote this amended motion carries.

OTC cont'd.

- 3.25.0 Radio to Radio Cross Band Repeaters

This is text clean up from MESB language, to SRB language. No changes were made to the content of this Standard.
Tony Bennett makes a motion to adopt Standard 3.25.0 and Dan Bullock seconds. Upon a vote, this motion carries.

Chair Glaccum concludes the OTC report by inviting Commander Korus to meet with the OTC regarding more encrypted resources across the state.

Steering, Chair Tony Bennett indicates that the Steering Committee met on October 8, no action items. The Steering Committee will be working with DPS on the security audit.

Finance, Chair Bill Mund – absent, no report

Legislative, Chair Michael Goldstein, no report

<u>Reports – Other</u>

Mn/DOT, Mr. Gieseke reports from his handout contained in today's meeting packet. Some highlights are:

- Progress is being made on the phase 3 tower sites.
- Bond Sale proceeding – funds should be available in November.
- Phase 3 site acquisition was 100% completed 9/1/08

ARMER, Scott Wiggins
Mr. Wiggins describes his visit to St. Louis to give a presentation on the ARMER System, and explains how far advanced Minnesota is in achieving statewide interoperability compared to this area of the country; they face many, many obstacles.

Scott indicated that he received a letter indicating that Meeker County passed a resolution to join the ARMER System.
Mr. Wiggins provides the Board with an update of some of the activities of the regions: RICs are attending the Regional Radio Board meetings…..

ARMER cont'd.

- SE – doing fiscal planning, PSIC grant mgmt issues
- South Central – a newly created Board, Mr. Wiggins and Chair Leslie attended the inaugural meeting, established a Regional Radio Board Chair, prelim. budget issues for 2009
- NW – Scott Wiggins & Tom Johnson attended the RAC meeting which transitioned to their Regional Radio Board meeting, then finished the day with their Users Group meeting
- Central – met on Oct 10th, 2009 budget issues, RAC worked on a plan for the development/assessment of services
- NE – Tom Hannon traveling/joint powers agreements that gone out to participating cities and counties – kick-off meeting should be the beginning of Dec.

Mr. Wiggins gives summarizes the current studies underway:

- Governance
- I-35 W Bridge Collapse – How the ARMER System performed
- Local Studies – most kick-off meetings have been held

Mr. Wiggins informs the SRB that his division is in the process of developing an RFP for our options are, and costs, etc. as they related to "data".

Mr. Wiggins tells that his office is looking into the possibility of hiring a technical engineer to research what is happening at the Federal level, manage consultant contracts, and to answer technical questions relating to the ARMER System.

Mr. Wiggins indicates that yesterday he attended a workshop hosted by U.S. Homeland Security Office of Electronic Communications to identify how we would implement our SCIP Plan.

Member Joe Glaccum comments with regard to the Meeker County letter…..with new entities coming onto the system, there will be competition for Mn/DOT's time to get their regions built - is there a process in place to manage priorities– does this require guidance from the SRB ?
Mr. Wiggins explains that there is currently priority in Phase 3 and Mn/DOT doesn't have a resource issue; no delays. At some point in time there **will** be an issue of insufficient resources to build systems on towers that are ready to be built on.
At that time priorities need to be established.
Mr. Glaccum indicates that we do need to be proactive in this prioritization process, and that the SRB does have a role.

Chair Leslie directs OTC Chair Joe Glaccum and the OTC to begin researching a process to prioritize the buildout of Phase 3 & 456, and prepare a recommendation to the full SRB.

Scott Wiggins concludes by asking SRB members to forward any lists of commonly asked radio system questions to him, in order to create a FAQ page on the ARMER Web site.

Old Business

Classification of private data. Mark Gieseke tells the SRB that the information went to the Data Practices Attorney at Mn/DOT and there has been no response to date.

Other Business

Chair Leslie announces member and/or alternate changes to the OTC (please refer to the ARMER Web site for all Board and Committee rosters)

Future of video conferences.
Chair Leslie asks for opinions of SRB Members participating via video conf today, what they think about it. Members appreciated the large amount of time that is freed up as there is very little traveling; members did not have to drive to St. Paul.

Chair Leslie announces that we will set up SRB video conferences again.
Some suggestions from members were: voting should be slowed down to wait for video sites to respond.
SRB Meetings via Web broadcasts?
Mark Nelson explains some of the viewing/screen options
Don Otte asks if maybe a roll call vote should occur

Chair Leslie wraps up the discussion by thanking members for their opinions, indicating that at the next video meeting we will slow down and wait for the video technology to catch up, or take roll call votes.

Chair Leslie refers to a letter from the Governor to appointed SRB members regarding ethical standards.

Chair Leslie asks Pat Medure to give a brief summary of the status of ARMER in the northern region of Minnesota.

- Motorola doing testing this week
- Working on dispatch consoles
- Installing equipment
- Fleet map built
- January 1st, expected operational date

A motion to adjourn is made by Don Otte and seconded by Rick Wyffels.
An added suggestion for video conferences was made by Bob Nowicki, that members should identify themselves prior to speaking at video meetings, Chair Leslie agrees.

No further discussion; upon a vote, the motion carries and the meeting is adjourned at 2:40 p.m.

Meeting Minutes recorded by Tamara Bohmert