State Radio Board – (SRB)
Meeting Minutes
Thursday, June 26, 2008 12:30 – 3:30
Metro Counties Government Center / 2099 University Ave

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. Norman Foster – Designee MN Commissioner of Finance
7. Jim McMahon – Greater MN Association of Minnesota Counties
8. Pat Medure – Greater MN Sheriff's Association
9. Tony Bennett – Metro Emergency Services Board
10. Richard Wyffels – Greater MN Chiefs of Police Association
11. Michael Goldstein - Metro Area Chiefs of Police Association
12. Joe Glaccum – Metro Area MN Ambulance Association
13. Don Otte – Regional Radio Board Chair

Scott Wiggins, Director – DPS Division of Emergency Communication Networks, ARMER Program
Tom Johnson, Statewide Interop. Pgrm. Mgr. – DPS Division of Emergency Communication Networks

Members/alternates absent:

1. Vacant - Designee MN Commissioner of Natural Resources
2. Bob Nowicki – Greater MN League of MN Cities
3. Myra Peterson – Metro Area Association of Minnesota Counties
4. Rich Stanek - Metro Area Sheriff's Association
5. Ulie Seal –Metro Area MN Fire Chiefs Association
6. Bill Mund - Greater MN Fire Chiefs Association -Vice Chair
7. Aaron Reinert –Greater MN Minnesota Ambulance Association
8. Vacant - Metro Area League of Minnesota Cities

Chair Leslie announces there is now a quorum, welcomes all members and guests, and calls the meeting to order at 12:40 p.m.

Chair Leslie introduces a new assistant in the Emergency Communication Networks office, Jennifer DiOttaviano taking the place of Tim Eng to support the SRB Committees.

Chair Leslie reads from the resignation speech that former Board member Steve Peterson gave last year; reminding members about the Board's goals, mission and vision for the future.

Chair Leslie asks for a motion to accept today's agenda.
A motion is made by Pat Medure and seconded by Michael Goldstein, to approve today's agenda, and upon a vote the motion to approve today's agenda carries.

Chair Leslie asks for a motion to approve the Statewide Radio Board Meeting Minutes of May 22, 2008 as written.
A motion is made by Dan Bullock and seconded by Jim McMahon to approve the Statewide Radio Board Meeting Minutes of May 22, 2008 as written. Upon a vote the May 22, 2008 minutes are approved.

Chair Leslie introduces a representative for Mark Johanson who is the acting director of the Enforcement Division in the DNR attending today, Bill Spence.

Reports of Standing Committees

Interoperability, Chair Mark Dunaski reports that at their last meeting June 17th, there were two presentations one from Motorola specifically about funding and interoperability issues in Michigan and the other presentation was from Thales Communications about capabilities of radio systems.

Chair Dunaski indicates that he has one action item for the Board today.
Ron Whitehead summarizes the PSIC Grant and the investment justifications before the Board today (information is included in today's agenda packet). There was not a quorum at this June 17th Interoperability Committee meeting in order to take an official vote to approve these justifications. The members in attendance did unanimously agree however, that these justification be approved by the SRB, and is presenting it as such today.

A motion is made by Mark Dunaski that the Statewide Radio Board approve the final investment justifications:
#7- Training for Equipment and Communications Interoperability-Local Component to Fund Regional Costs of Training.
and
#8- Subscriber Equipment, Statewide Shared Infrastructure-Local Component (Throughout State-Local Governments, Tribal Governments, and Nongovernmental Public Safety Entities).
Motion seconded by Dan Bullock.

Brief discussion takes place about #8, specifically *non governmental*. Funds will be allocated to regions and then distributed from there - in the PSIC Grant, the funds will be equally distributed non-governmental vs. governmental entities. Joe Glaccum agrees to assist in identifying the groups at risk of "falling through the cracks" so to speak, directing them to a RAC, ensuring that their interests are known.

An additional discussion takes place about "mobiles and portables, acquisition of ARMER subscriber equipment" what does that mean, and does the grant cover VHF equipment. Ron Whitehead indicates that no, it does not cover these as the grant was funded from auction proceeds of 700 MHz spectrum and initially was strictly for 700 MHz capable equipment (ARMER equip). The investment justification as written, is for ARMER subscriber equipment.

Sheriff Medure had a concern about the agencies who are not moving to the ARMER System at this time, and indicates that it should be stressed exactly what the funds can be spent on; the perceptions need to be very clear.
Chair Leslie asks if a guidance document will accompany the funds; Scott Wiggins indicates that yes, a message will go to recipients.

Upon a vote, the motion to approve Investment Justifications 7 & 8 carries.

Chair Dunaski asks Tom Johnson to tell the Board about a vendor fair he is working on. Mr. Johnson indicates that he is working on an interoperability vendor's expo for Sept 25th which is the regular September SRB meeting date.
Several vendors will be on hand to visually acquaint everyone with their products. Vendor Fair from 10:00 – noon, 12:30 SRB meeting. This event will take place at the Marsden Room - Ramsey County Public Works facility in Arden Hills.

Tom Johnson briefly summarizes some other activities of the Interoperability Committee.

OTC, Chair Joe Glaccum reports that the OTC met on June 10th. Chair Glaccum announces that there are two action items today (supporting documents presented in a previous meeting agenda as well as in today's agenda packet)

Phase 3 changes adding 8 new sites.
A motion is made by Pat Medure and seconded by Michael Goldstein to accept the recommendation of the OTC, applying the coverage criteria adopted by the SRB, and add the proposed 8 new sites to Phase 3.

A discussion takes place about the funding to build these sites. Mr. Wiggins indicates that there are many options for funding, and this will not be a concern.

Upon a vote the motion carries.

Standard 3.1b. Chair Glaccum summarizes the purpose of this standard, and highlights the modification made by the OTC, (revised document is included in today's agenda packet) and presents this to the SRB for adoption.

A motion is made by Michael Goldstein and seconded by Jim McMahon to adopt Standard 3.1b as recommended by the OTC.

A discussion takes place about the map included in this standard. Some counties are incorrectly identified as being in incorrect regions. Chair Glaccum indicates that these map edits will be done.

Upon a vote the motion to adopt Standard 3.1b with discussed edits, carries.

Steering: Chair Tony Bennett, indicates that the two action items on today's agenda for his Committee are not ready for the Board to vote on today, and asks the Chair to table them until the next SRB meeting. Chair Leslie accepts the request, and indicates that Standard 5.1 and 7.1 will be tabled until the next SRB meeting.

Finance, Chair Bill Mund is not in attendance today, there have been no recent meetings, there is no report

Legislative: Chair Goldstein briefly reports on the out come of their June 5th about looking for Federal sources for funding ARMER. At this meeting there was a presentation by Motorola about the experiences in Michigan on how to secure and manage funds. Chair Goldstein was hesitant at first to hold this meeting due to the nature – seeking additional funding, after our legislature made appropriations for the Radio System. Issues were worked out with Scott Wiggins, and Chair Goldstein indicated that the presentation was very useful in showing us how we can "package" or present any requests for funds in the future.

New Business:

The issue of quorums for Committees - Scott Wiggins wanted to discuss the issue of what a quorum consists of. Currently the SRB Bylaws state that a Committee quorum must consist of a simple majority – which is 50 % of the membership. Mr. Wiggins indicates that with the long distances that many members travel to attend, attendance is sometimes difficult thus quorums are hard to attain.
Comments for and against changing the quorum are presented by members. Suggestions are made that video or teleconferencing should try to be utilized more often. Mark Nelson adds that, members cannot physically be counted in the attendance of a meeting for the purpose of a quorum unless they are attending in person or via video; they can participate in the discussion, however not in official actions of the Committee.
Members discuss the issue of maybe replacing members who are consistently absent, commitment for Committee involvement, use of and funding the technology options, changing the quorum for only the Interoperability Committee, and will it be necessary to make changes to the SRB Bylaws.

Chair Leslie directs that this issue should be reviewed and revisited again by the SRB in September or October.
Chair Leslie indicates that currently in the SRB Bylaws, there is a provision allowing the Commissioner of Public Safety to notify the participating organizations if their representative fails to attend 50% or more of regularly scheduled meetings within a calendar year and asks members if they oppose him following up with organizations that have poor attendance; no members opposed.
Mark Nelson volunteers to work with Col. Dunaski in investigating technology options to improve the attendance at his Interoperability Committee meetings.

Reports - Other:

Mn/DOT status of build out, Mark Gieseke reports from the monthly handout in today's agenda packet that the 95% coverage issue in Phase 3 has been resolved. Mark continues to review the accomplishments and milestones during the last month, and bids that are out for acquisition of tower sites.

AMER Program update, Scott Wiggins reports on the certification of the Phase 456 build out within the dollar amount allotted by the legislature, and a study about the increase of 911 fee .30¢ to pay the debt service on those bonds, would it generate enough revenue; Mr. Wiggins tells that the study showed, yes. The report from the study was delivered to the legislature yesterday.

Mr. Wiggins reports on the recent activities of the Regional Interoperability Coordinators and Regional Advisory Committees, Regional Boards throughout the state.

Mr. Wiggins indicates that the study on communications during the I-35 W Bridge collapse – the vendor selected is GeoCom. A survey will be going to responders that were at the scene.

A contract is being worked on with the vendor to conduct the 5 Regional Studies. Due to contract issues still under negotiation, the vendor cannot be named at this time.

State agency assessment is moving forward; thirty state agencies were surveyed to find out what their interoperability needs are.

Governance Study - an interagency agreement has been obtained with the Dept. of Admin. (MADD) and the Emergency Communication Networks. Charlie Peterson, MADD, will assist in a comprehensive evaluation of how the current organizational/governance structure addresses the need of stakeholders, and the capabilities to address the changing needs. Mr. Wiggins informs members that they may be contacted by Mr. Peterson to obtain their perspective on our governance model. This information will be summarized in a report to the Statewide Radio Board.

Mr. Wiggins tells members about a Federal grant opportunity – Interoperability Emergency Communications Grant Program (IECGP). Minnesota's portion will be $685,000; funds will only be available for planning, training, exercising, and personnel costs to fill the gaps of the SCIP plans.

Joe Glaccum asks Mr. Wiggins if Mr. Peterson would be the appropriate person to look at the make up of the SRB Standing Committees as he reviews the SRB Governance; Mr. Wiggins indicates that it would be appropriate. Mr. Glaccum indicated that he wishes this topic to be included in the governance study.

Old Business:

Chair Leslie asks Mr. Wiggins about a task that he directed to Mr. Wiggins and Mark Gieseke last month, relating to the issue of the classification of private data.

Mr. Wiggins indicated that he and Mr. Gieseke have had conversations on the topic but not formed a work group on the subject yet. Mr. Gieseke has drafted a memo outlining all the issues relating to the subject.

Mr. Wiggins has been looking at what other states are doing to address this same issue; currently OET is reviewing the outline document and give their comments about the subject.

Other Business:
Mark Dunaski asks Ron Whitehead to summarize the Strategic Technology Reserve. Mr. Whitehead tells members that this is a group that was directed by the PSIC Grant, and is asking for SRB members to consider joining a workgroup which reports to the Interoperability Committee, that will enhance our capability to respond to catastrophic failure in communication.

Mr. Wiggins welcomes Jennifer DiOttaviano and describes his interview process leading him to hire her, and tells members some of the duties that will be her first priorities in assisting the Standing Committees.

Announcements
The next SRB meeting will be held at 12:30 on Thursday, July 24th, 2008 at the Metro Counties Government Center / 2099 University Avenue – St. Paul.
Chair Leslie indicates that if there is no pressing business or no action items for July, he will cancel the meeting.

A motion is made to adjourn by Rick Wyffels, seconded by Joe Glaccum and upon a vote, the motion to adjourn carries.

Meeting is adjourned at 2:20 p.m.

Minutes recorded by Tamara Bohmert