Statewide Radio Board – (SRB)
Meeting Minutes
Thursday, August 28, 2008 12:30 p.m. – 3:30 p.m.
Association of Minnesota Counties / 125 Charles Ave

Members/alternates present:

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

Scott Wiggins, Director – DPS Division of Emergency Communication Networks, ARMER Program
Tom Johnson, Statewide Interoperability Program Manager – DPS Division of Emergency Communication Networks

Members/alternates absent:

1. Rich Stanek – Metro Area Sheriff's Association
2. Vacant – Metro Area League of MN Cities

Chair Leslie announces that there is a quorum, welcomes all members and guests and calls the meeting to order at 12:32 p.m.

Chair Leslie makes an addition to the agenda under the heading of **Other Business** to include a letter distributed by Ron Vegemast with a response written by Scott Wiggins. Chair Leslie asks for a motion to approve today's amended agenda.

A motion is made by Mark Nelson and seconded by Bill Mund, to approve today's agenda as amended, 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 June 26, 2008 as written.

A motion is made by Pat Medure and seconded by Jim McMahon to approve the Statewide Radio Board Meeting Minutes of June 26, 2008 as written. Upon a vote the June 26, 2008 minutes are approved.

Chair Leslie announces that DNR has officially appointed Bill Spence to serve for Mark Johnson on the Statewide Radio Board, the Legislative and Interoperability Committees, and the Interoperability Work Group.

New Business

Resolution Requesting the Sale Issuance of Revenue Bonds, Scott Wiggins gives an explanation and background of why this vote is required in order to spend the $186 million of bonds that the Legislature approved.

A motion is made by Pat Medure and seconded by Mike Goldstein. Upon a unanimous roll call vote, the motion carries.

Reports of Standing Committees

Interoperability, Chair Mark Dunaski reports that at their last meeting on August 19th there was not a quorum. There is one issue that requires board action that the Interoperability Committee moved forward by a consensus. The Committee recommends the following individuals to represent Minnesota in the Region V Regional Emergency Communications Coordination (RECC) Working Group:

- Ulie Seal, Bloomington Fire Chief
- John Tonding, Anoka County Communications Director
- Tom Johnson, State Interoperability Program Manager
- Pat Medure, Itasca County Sheriff

Chair Leslie inquires who will be responsible for funding the travel to the RECC Working Group meetings. Tom Johnson informs the committee that the RECC Working Group indicates that they will provide some funding to assist with travel costs but will not commit to an amount or percentage until they have a better idea of participation.

A motion is made by Mark Dunaski and seconded by Bill Mund to approve the recommendation of Ulie Seal, John Tonding, Tom Johnson, and Pat Medure as representatives in the Region V RECC Working Group. Upon a vote, the motion carries.

OTC, Chair Joe Glaccum reports that the committee met on August 12th but does not have any action items for the board. He updates the board on some items that will be coming before the board at a later date.

- Chair Glaccum indicates that clean up of the standards adopted from the MRB which still contain Metro language will be executed shortly.
- Chair Glaccum also informs the board that a discussion was raised regarding the need for appendices and that issue has been forwarded to the Steering Committee.
- The renumbering of standards approaches completion and will be ready for action in the near future.
- Chair Glaccum reports on the committee's discussion around paging and suggests that in the future, a combined meeting is held between OTC and the Interoperability Committee for further discussion.

Steering, Chair Tony Bennett reports that at the July 9th meeting, four standards were amended are being recommended for board approval.

A motion is made by Tony Bennett and seconded by Myra Peterson to approve Standards 5.1, 7.1, 7.2, and 7.3. Upon a vote the motion carries.

Mark Nelson and Mark Gieseke report on video conferencing and indicate that they have Mn/DOT video conference sites reserved for the October 23rd SRB meeting. Mr. Glaccum inquires if there is an option for viewing and observing the meeting without participation. Mr. Nelson informs the board that web streaming can be set up using an internet browser so RACs and others can watch the board meeting live. Mr. Mund asks if there will procedures provided to anyone electing to participate in the video conferencing. Mr. Nelson assures that there will be a Mn/DOT representative present to assist anyone participating. He also indicates that there will be a work group put together for event planning to determine what information needs to be provided to the participants and to ensure that the video conferencing goes smoothly.

The board also discusses the need for posting the meeting and viewing link. It is suggested that the link be posted on the ARMER site where the meeting information is located.

Chair Leslie requests an update of the video conferencing specifics at the September 25th meeting.

Mr. Glaccum suggests keeping the participation low until it is determined that the video conferencing is successful. The board agrees but recommends being quick to add sites as success is determined. The number of four sites is agreed on for this first run at the October 23rd SRB meeting.

Finance, Chair Bill Mund reports that the committee met on July 10th to discuss Standard 6.3 and describes the changes mostly regarding readability. He gives a brief overview of Standard 6.3.

A motion is made by Bill Mund and seconded by Joe Glaccum to approve Standard 6.3 as amended by the Finance Committee. Upon a vote, the motion carries.

Reports – Other

Mn/DOT, Mr. Gieseke reports that all sites in Phase 3 are now under contract and notices to proceed have been sent out. The sites are at the stage of completion anticipated but still on schedule. He reports that Phase 456 is going very well to date. He indicates that Mike Hogan has been out making contacts with the tribal governments to ensure there aren't any difficulties in acquiring tower sites that are on tribal lands.

Mr. Gieseke provides a summary that all bids have been received for the thirteen additional tower sites for Phase 3.

ARMER, Scott Wiggins provides an update and explains how state agencies are integrated into the ARMER system. The focuses on the study are the Department of Corrections and the Department of Human Services, but surveys have been sent out to all state agencies. Mr. Wiggins indicates that the draft report on the I-35 system performance is on his desk. Based on what he's seen of the reports and surveys, the response has been very positive in regards to system performance. He anticipates having a final report within the next couple of months.

Mr. Wiggins announces that there is a fully executed contract in place with Federal Engineering as a vendor to nearly $2 million in studies across the state. He explains the regional and county assessments that Federal Engineering will be conducting. He reports that kick-off meetings have been held in all five regions of the state. There will also be county kick-off meetings of which eight of 47 are complete.

Mr. Wiggins talks about the Regional Interoperability Coordinators (RICs), Bill Bernjhelm, Tom Justin, and Steve Borchardt as well as contractor Tom Hannon. Mr. Wiggins reports on their accomplishments in their roles, including their numerous meetings with emergency groups across the state.

Mr. Wiggins provides an update of the Regional Advisory Committees (RACs) as follows:

- NE RAC
  - finalizing the language on their joint-powers agreement
- NW RAC
  - developed recommendations for the NW Regional Radio Board (RRB) concerning the allocation of the PSAPs Subscriber Unit Grant Funds, policies providing assistance with meeting expenses and selection of a contractor to provide planning and coordination services
- SC RAC
  - Regional kick-off meeting is September 30th in Mankato
- Central RAC
  - discussions suggesting that the RRB recommend that the SRB provide priority implementation for counties adjacent to Phase 3 development in the central region

    - discussion regarding Alexandria technical college to develop a dispatch training facility that could also be a regional back-up PSAP
- SW RAC
    - Sheriff Joe Dahl is retiring and Sheriff Kent Wilkening of Nobles County is taking his place as chair of the SW RAC
    - Convening of their RRB on September 18th at the Lyon County Law Enforcement Center in Marshall
- SE RAC
    - developing their user committee with their first meeting taking place on September 16th

Mr. Wiggins concludes the ARMER update by outlining some of the responsibilities of Ron Whitehead as a contractor of the division of Emergency Communication Networks and his continued work on the ARMER program.

Mr. Wiggins and Mr. Gieseke also clarify that counties requesting priority status are not going to receive additional sites any sooner. The process which frees up these sites is external, not internal, so granting priority status will not aid the counties in receiving coverage any sooner.

Old Business

Quorum, Chair Leslie addresses the issue of attendance and quorum. He explains that he contacted a member who was frequently absent and requested that member make an effort to attend. Chair Leslie indicates that he will continue to monitor attendance and every few months will assess who needs to be contacted in attempt to increase attendance.

Meeting of Committee Chairs, Chair Leslie reports on the meeting held by the committee chairs prior to today's meeting. He indicates that from that meeting came the suggestion of creating an Education/Outreach Workgroup. He indicates that part of the board's responsibility is reporting back to the constituents and is questioning whether the more formal approach of a workgroup is necessary. There was also a suggestion of funding the RACs to lead the process if it becomes necessary. Chair Leslie indicates that based on Mr. Wiggins report of what the RICs are accomplishing, it may not be necessary to form a workgroup. Depending on board input, a strategy may be devised to assist in filling the gaps in relaying information to the regions.

Workgroup for classification of private data, Mr. Gieseke reports that there are many references in the standards relating to data security already. He indicates that there are some recommendations for what can be added to those existing standards. Mr. Gieseke requests that this issue pass through the Steering Committee before bringing it to the board.

Other Business

Ron Vegemast White Paper, Chair Leslie explains that he received notification on Monday, August 25, 2008 about the circulation of the Vegemast paper. He indicates that although Mr. Wiggins was out of the office, he did very well in drafting a response to the white paper. Mr. Wiggins gives background on Mr. Vegemast. Mr. Wiggins explains that approximately a year ago, he and Mr. Vegemast had two separate meetings, equaling five hours in total, at which point Mr. Wiggins addressed the same concerns found in the white paper and updated Mr. Vegemast to what was underway with ARMER in terms of legislation that had passed, various studies that were underway, as well as a variety of other things. Mr. Wiggins explains that Mr. Vegemast brought these issues to an OTC meeting nearly two years ago and was updated then as well. Mr. Wiggins reaffirms the benefits of ARMER and explains how Mr. Vegemast's suggestions are either less efficient or not feasible and his concerns are unprecedented. Mr. Wiggins indicates that although Mr. Vegemast and his team were not selected to conduct the regional studies there is no confirmation that this white paper is a direct result of that decision. Mr. Wiggins urges the board to direct any questions they receive to him at the contact information he included in the response.

Announcements

Vendor Expo, Chair Leslie reminds the board that the September 25th SRB meeting will take place at the Ramsey County Public Works Building and will be immediately preceded by the Vendor Expo. Tom Johnson indicates that nine vendors have been invited and seven are planning on attending. Mr. Johnson has received confirmation that Wisconsin and Iowa will be attending and that Canada is making every effort to be in attendance. The Vendor Expo will run from 9:00 a.m. – Noon with the Statewide Radio Board meeting beginning at 1:00 p.m.

Used Radios, Chair Leslie announces that the radios being used during the RNC will be for sale after the event for approximately $1,900.00 after only four day's worth of use. Chair Leslie asked that the board put out word to anyone who may be interested in purchasing the radios at that reduced rate.

Steering Committee, Commissioner Bennett announces that the September Steering Committee meeting is canceled.

Norman Foster, Scott Wiggins announces that Norman Foster has accepted a position with the Department of Transportation. Mr. Wiggins highlights some of the contributions that Mr. Foster has made to the ARMER system and the SRB and thanks him for his time served.

The motion to adjourn carries.
The meeting is adjourned at 1:47 p.m.

Meeting Minutes recorded by Jennifer DiOttaviano