State Radio Board – (SRB)
Meeting Minutes
Thursday, March 27th, 2008 12:30 – 3:30
Stearns County Administration Center – St. Cloud

Members/alternates present:

1. Bill Mund - Greater MN Fire Chiefs Association -Vice 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. John Sanner –Alternate Metro Area Sheriff's Association
9. Tony Bennett – Metro Emergency Services Board
10. Richard Wyffels – Greater MN Chiefs of Police Association
11. Joe Glaccum – Metro Area MN Ambulance Association
12. Brad Hanson – Alternate Greater MN Minnesota Ambulance Association

Scott Wiggins ARMER/911 Program Director

Members/alternates absent:

1. Tim Leslie, Chair
2. Mike Hamm - Designee MN Commissioner of Natural Resources
3. Ulie Seal –Metro Area MN Fire Chiefs Association
4. Bob Nowicki – Greater MN League of MN Cities
5. Pat Medure – Greater MN Sheriff's Association
6. Myra Peterson – Metro Area Association of Minnesota Counties
7. Michael Goldstein - Metro Area Chiefs of Police Association
8. Don Otte – Regional Radio Board Chair
9. Vacant - Metro Area League of Minnesota Cities

Vice Chair Bill Mund announces there is a quorum, welcomes all members, and calls m**eeting to order at 12:35 p.m.**

Vice Chair turns the floor over to Sheriff John Sanner who welcomes the Board and guests to the Stearns County facility here in St. Cloud.

Vice Chair Mund asks for a motion to accept today's agenda and indicates that there is a need for an amendment to include SRB action for conceptual plan items under the OTC.

A motion is made by Tony Bennett and seconded by Dan Bullock, to approve today's amended agenda. Scott Wiggins announced that he would like to also make an amendment to the agenda and report on the RFPs under "Reports – Other".

Vice Chair Mund recognizes this additional amendment from Mr. Wiggins, and upon a vote the motion to approve today's amended agenda carries.

Vice Chair Mund asks for a motion to approve the Statewide Radio Board Meeting Minutes of February 28, 2008 as written.
A motion is made by Tony Bennett and seconded by Rick Wyffels to approve the Statewide Radio Board Meeting Minutes of February 28, 2008. Upon a vote the February 28, 2008 minutes are approved.

New Business
None.

Reports of Standing Committees

Finance, Committee Chair Bill Mund reports that his committee is working on Standard 6.3 and believes that his Committee will have something to bring before the SRB for approval within a few months.

OTC, Chair Joe Glaccum reports that his committee has three items which they took action on at their last meeting and two are being brought before the Board today.
From today's meeting agenda information packet members review documents related to the following action items; Chair Glaccum describes his Committees work.

1) Conceptual Plan change to phases 4, 5, & 6 / tower site locations (map included with today's meeting materials)

A motion is made by Joe Glaccum and seconded by Jim McMahon to approve the tower site location changes in the conceptual plan in Phases 4, 5, & 6; upon a vote this motion carries.

2) Conceptual Plan change to phases 4, 5, & 6 / 6 location specific, master site controllers (see OTC draft minutes of March 11, 2008)

A motion is made by Joe Glaccum, and seconded by Dan Bullock to approve the 6 location specific, master site controller changes in the conceptual plan; upon a vote this motion carries.

Chair Glaccum reports that the OTC forwarded the VHF/UHF backbone infrastructure plan to the Interoperability Committee.

Legislative: Chair Goldstein is absent, Committee met on March 14, 2008 (minutes included in today's agenda packet). No report today

Steering: Chair Bennett reports that his Committee reviewed Standard 1.11 titled Excess Capacity Allocation for revisions. Chair briefly describes his Committees work on this Standard and indicates that they are recommending its approval by the SRB.

A motion is made by Tony Bennett that the amended version of Standard 1.11 be adopted by the SRB, this motion is seconded by Joe Glaccum, and upon a vote this motion to adopt Standard 1.11 carries.

Chair Bennett reports that the Steering Committee was asked to review Standard 6.4 (Aid & Grants to Local Units of Government**)** by the Finance Committee and recommends that this Standard be deleted, at the state level, and further recommends that the Finance Committee encourages the Regional Radio Boards to have a policy for any grant dollars available regionally. This issue is now returned to the Finance Committee for review and their final recommendations will be made to the Statewide Radio Board.

Chair Bennett indicated that the Steering Committee also discussed Data Practices and his Committee has two recommendations:

- the Department of Public Safety should propose a data practices policy for the SRB
- nothing should be posted to the SRB Web site containing fleet maps, sites, backbone, or any sensitive information

The Steering Committee also reviewed the issue of video conferencing for SRB and Committee meetings. Chair Bennett reports that any Committees holding meetings and using only teleconferencing in conjunction with the "in-person" meetings, must know that this in not allowable. Meetings must occur with video as well as audio in conjunction with in person meetings.

Members discuss the need for further study of the video conferencing option for SRB meetings. Mark Nelson of OET will coordinate a proposal for the SRB on the technology of video conferencing and he indicated that he will look into locations available and any limitations, and report back to the SRB.
Vice Chair Mund tells that offering the option of video conferencing when the Regional Radio Boards are all up and running, will be very important.

Joe Glaccum indicates that there is a sense of urgency on the data practices issue and that action should taken today.
Chair Bennett indicated that his Committee did make the recommendations, summarized above, and they are for action by the SRB Chair; Mr. Bennett asks that a copy of the Steering Committee minutes go to Chair Leslie for DPS action.
Members discuss further the issue.
Scott Wiggins tells that from his experience, all state data is considered public unless otherwise noted in Chapter 13 that it is private. Scott indicates that he will speak to the DPS attorney/data practices expert to see if any of our data can be considered restricted, and also see what Mn/DOT's view of private data is, and from this joint information, bring it back to the OTC for their further review.

Mr. Wiggins asks the SRB if this is an acceptable approach……members discuss further and decide that the SRB would be equally interested in the solution and the discussion/presentation by Scott Wiggins should be brought back to the SRB, not just the OTC.

Joe Glaccum indicates that while this issue is being investigated and policies are being written and in place, the Regional Radio Boards must be made aware that no sensitive information should be available to the public. Vice Chair Mund asks if Mr. Wiggins can see to this. Mr. Wiggins indicates he will see to that, and tells the Board that the information in question previously, has already been removed from that Regional Radio Board's site. Mr. Wiggins informs the Board that he will make contact with the Regional Boards.

Interoperability: Chair Dunaski no report

Reports – Other

Regional Advisory Committees, Scott Wiggins introduces Tom Hannon to provide a report on the regions in the state. Mr. Hannon gives the SRB an update of the activities of the NE, NW, SE, S Central, and Central regions, and regional advisory committees and explains that many of the issues that are being worked out in the metro area of the state are what the regions are dealing with now.

Mn/DOT status of build out, Mark Gieseke reviews the ARMER Project Status Report and ARMER System Design Study Schedule which were included with the agenda packet today; and tells the Board all tasks are currently on schedule.

Interoperability and Outreach, Scott Wiggins reports on the activities and travel opportunities he has participated in recently and the increasing interest and enthusiasm of areas that they are visiting. All the visits are proving to be very beneficial; Mr. Wiggins indicates that the education that everyone is providing about the radio system is really paying off.

Regional Interoperability Coordinators, Scott Wiggins reports that William "Bill" Bernhjelm has been hired for the Northern RIC, Steven Borchardt – has been hired for the Southern RIC and Scott is still in negotiations with the City of St Cloud for the person for the Central RIC. A question is asked about the role of these coordinators, Scott indicates that they will serve as liaisons between the ARMER Program and the RACs.

RFP's, Scott Wiggins indicates that the RFP for the Mn/DOT cost audit has been awarded to LR Kimball & Assoc.
The 911 fee audit nearly complete, and the contract for the state agency assessment has been awarded to SEH.
Scott has the RFPs for the study of the I-35W bridge collapse and has not yet reviewed them.
The RFPs for the Regional Studies have gone out.

Mr. Wiggins also indicates to the SRB that he is currently working on hiring an administrative assistant to replace Tim Eng.

Old Business
Status of sales Tax Exemption, Scott Wiggins announces that in checking with the DPS Legislative Director, he learned that it has been pulled from the bill.

Other Business
Vice Chair Mund announces that yesterday in Cold Spring there was an incident of a chlorine leak at the High School and upon a brief analysis, the radio communications system worked remarkably well.

Announcements

The next meeting will be held on Thursday, April 24th in Arden Hills at the Ramsey County Public Works Building

Meeting is adjourned at 1:40 p.m.

Minutes recorded by Tamara Bohmert