State Radio Board – (SRB)
Meeting Minutes
Thursday, May 22, 2008 12:30 – 3:30
Ramsey County Public Works Building / 1425 Paul Kirkwold Dr – Arden Hills

Members/alternates present:

1. Tim Leslie, Chair
2. Mark Gieseke – Designee Mn/DOT Commissioner
3. Mark Nelson – Alternate State CIO
4. Michele Tuchner – Alternate Minnesota State Patrol
5. Dan Bullock – Alternate Met Council
6. Norman Foster – Designee MN Commissioner of Finance
7. Bob Nowicki – Greater MN League of MN Cities
8. Jim McMahon – Greater MN Association of Minnesota Counties
9. Rich Stanek - Metro Area Sheriff's Association
10. Penny Steele – Alternate Metro Emergency Services Board
11. Michael Goldstein - Metro Area Chiefs of Police Association
12. Ulie Seal –Metro Area MN Fire Chiefs Association
13. Don Otte – Regional Radio Board Chair

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

Members/alternates absent:

1. Mike Hamm - Designee MN Commissioner of Natural Resources
2. Myra Peterson – Metro Area Association of Minnesota Counties
3. Pat Medure – Greater MN Sheriff's Association
4. Richard Wyffels – Greater MN Chiefs of Police Association
5. Bill Mund - Greater MN Fire Chiefs Association -Vice Chair
6. Joe Glaccum – Metro Area MN Ambulance Association
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 12:45 p.m.

Chair Leslie asks for a motion to accept today's agenda and indicates that there is a need to amend it, as the speakers for the first topic under "Old Business" are not all present yet; New Business will be first, meeting will then resume with Old Business.

A motion is made by Don Otte and seconded by Bob Nowicki, to approve today's amended agenda, and upon a vote the motion to approve today's amended agenda carries.

Chair Leslie asks for a motion to approve the Statewide Radio Board Meeting Minutes of April 24, 2008 as written.
A motion is made by Dan Bullock and seconded by Michael Goldstein to approve the Statewide Radio Board Meeting Minutes of April 24, 2008 as written. Upon a vote the April 24, 2008 minutes are approved.

New Business:

- County Debt Authority – Stearns County

Jim Stegura, Stearns County Financial Manager describes his county's proposal (included in today's meeting packet) for increasing the number of radios in their communications network, and renovation of their communications facility. Funding will come from the issuance of Stearns County Capitol Improvement Plan (CIP) bonds, and he is asking today for the SRB's approval under Minn. Stat. §373.47.

A motion is made by Bob Nowicki to approve Stearns County's plan for increasing the number of 800 MHz radios, and renovation of their facility as presented in their proposal, this motion is seconded by Michael Goldstein and upon a vote this motion carries. Don Otte abstains from the vote.

- CASM Tool Presentation – John Dooley, HSEM Communications Officer

Mr. Dooley distributes an informational handout, and presents a live presentation to show members and guests the capabilities and potential uses of this Web based tool; Communication Assets Survey and Mapping (CASM). Mr. Dooley explained the purpose, accesses, security, benefits, and other features of the tool. Participants of this site will have the ability to use a single database to collect, display, analyze, and obtain reference information about land mobile radio systems and interoperability methods of an urban area or state.
Scott Wiggins comments that this will be a valuable tool as agencies are making the transition to 800 MHz, they will be able to see how interoperable their systems will be with neighboring agencies.

Old Business:

- Public vs. Non-Public Data Issues

Guests Laurie Beyer-Kropuenske Dept of Admin., Barbara Forsland Mn/DOT, and Peter Zuniga Mn/DOT discuss with SRB members the issue of sensitive data as it relates to the radio system.

Ms. Beyer-Kropuenske summarizes what she understands as the SRB's issue; how to classify radio system data.
Ms. Beyer-Kropuenske and Ms. Forsland begin by informing the Board that under Minnesota law the presumption is that all information is considered public unless otherwise classified. From what they have seen thus far, all the data relating to the ARMER System would be considered public.

Ms. Forsland continues to the Board that the opportunity does exist to declare certain information as security information; that declaration comes from the owner of the data.

Ms. Forsland suggests that a plan be developed for how the SRB can propose to Mn/DOT that specific pieces of data be protected from public scrutiny, and the reason why it would represent a security risk to the state.
Mn/DOT will then decide what should be removed from the public realm. This would be done with the thought that as much data as possible should remain public; use of the exclusion would be only when very necessary.

Ms. Forsland suggests that someone from the SRB, who understands the nature of the radio system data, should specify what the security risks are. Ms. Forsland suggests that input from a technology and security standpoint must be obtained when preparing the proposal for Mn/DOT; all that is needed is a straight forward statement of what the security risks would be. After the statement is created by the SRB, it would be routed to Ms. Forsland for a legal analysis, her office would then issue their understanding of the request. The request would then go back to the SRB and the appropriate member would be responsible for protecting that data accordingly.

Ms. Forsland indicates that another option could be to create a separate Web site, which would be password protected – the SRB would identify who would be given access. The SRB would identify the users and create a policy regarding the levels of access to Radio System information.

Chair Leslie asks that Scott Wiggins and Mark Gieseke form a work group to examine the issues identified from today's discussion and make recommendations to Ms. Forsland.

- Video Conferencing

Mark Nelson/OET, passes out a handout with an outline of the options for the use of videoconferencing. Mr. Nelson describes the applications, benefits, options, and related questions for the SRB. Mr. Nelson defines the different types of video technology available.
Members discuss a new SRB home meeting location that would accommodate videoconferencing, with adequate, convenient parking.

Chair Leslie directs the SRB Steering Committee to look further into alternate sites and plan a pilot SRB meeting using video conferencing.

Reports of Standing Committees

Finance, Mark Gieseke reports for Committee Chair Bill Mund and presents Standard 6.4 which was included in today's meeting packet, for deletion, and that the regional radio boards be instructed to adopt their own standard as this is a metro standard.

A motion is made by Penny Steele, and seconded by Michael Goldstein to delete Standard 6.4. Upon a vote the motion to delete Standard 6.4, carries.

No other Finance Committee business today.

OTC, Chair Joe Glaccum - not in attendance, no report

Legislative: Chair Goldstein - no report, but Chair Goldstein tells that his Committee will be meeting in early June.

Steering: Chair Tony Bennett - not in attendance.
A motion is made to table the two action items: Standards 5.1 and 7.1 by Penny Steele, and seconded by Bob Nowicki. Upon a vote, the motion to table Standard 5.7 and 7.1 until the June SRB, carries.

Interoperability: Tom Johnson reports for Chair Mark Dunaski
Tom Johnson begins by referring to the action of the SRB in April to recommend to the Commissioner of Public Safety that the MINSEF Advisory Board be disbanded, and reads the letter from Commissioner Campion allowing this dissolution and turning over the duties of the MINSEF Advisory Board to the SRB.

Mr. Johnson continues by discussing with the SRB, the recommendation of the Interoperability Committee to disband the MIMS (Minnesota Incident Mgmt. System) Advisory Board. Information relating to this was included in today's meeting packet.

A motion is made by Penny Steele and seconded by Michele Tuchner to disband the MIMS Advisory Board and transfer it's duties to the SRB. Upon a vote the motion to disband the MIMS Advisory Board and transfer it's duties to the SRB carries.

Tom Johnson summarizes some activities of the Interoperability work group and mentions that they are looking at short, mid, and long term interoperability issues for Phase 3.

(Quorum is lost at this time)

Reports - Other:

Mn/DOT status of build out, Mark Gieseke reports on the handouts included in today's meeting packet - ARMER System Design Study Schedule and the ARMER Project Status Report.

Mr. Gieseke tells members that this will be the final month for the Design Study Schedule as all activities are complete.
Mr. Gieseke continues with a summary of the ARMER Project Status.

Chair Leslie asks Mr. Gieseke to explain the difference in the acquisition of property done by Mn/DOT vs. leasing the land owned by a local entity for towers. The cost and length of time is enormous for Mn/DOT vs. leasing the land. Chair Leslie asks for members to assistance if they have the means, to locate property for Mn/DOT to lease.

AMER Program update, Scott Wiggins reports that during the last legislative session…. some language changes were made to the Radio System statute with regard to the name (replacing Radio System Planning Committee with Statewide Radio Board) , and that the tax exemption did not pass but a retro active tax exemption did pass for Itasca County.

Mr. Wiggins announces that he has sent information to all Regional Advisory Committee Chairs informing them that a portion of the PSIC Management and Admin funds have been set aside, and they will be allowed to apply for a grant to help off-set the cost to run the regional board or advisory committee. There is a 20% match required for these funds.
For those areas of the state who have not yet established a regional radio board the grant will be equal to $100 per participating city or county. For an area with a regional board in place the amount will be $1000 per participating city or county.

Mr. Wiggins reports on the activities of the Regional Advisory Committees throughout the state, the regional studies, and gives updates on the RFP's and studies in progress.

Mr. Wiggins summarizes the outreach being done from his staff.

Mr. Wiggins announces that he has hired a replacement for Tim Eng in his office to begin on June 3rd.

Other Business:
None

Chair Leslie announces that the Board did lose its quorum prior to Mark Gieseke's report.

Announcements
The next SRB meeting will be held at 12:30 on Thursday, June 26th, 2008 at the
Metro Counties Government Center / 2099 University Avenue – St. Paul

Meeting is adjourned at 2:50 p.m.

Minutes recorded by Tamara Bohmert