Statewide Radio Board – (SRB)
Meeting Minutes
Thursday, September 25, 2008
1:00 p.m. – 4:00 p.m.
Ramsey County Public Works Building - 1425 Paul Kirkwold Drive, Arden Hills

Members/alternates present:

1. Vice Chair Bill Mund – Greater MN Fire Chiefs Association
2. Mark Gieseke – Designee Mn/DOT Commissioner
3. Bill Spence – Alternate MN DNR Commissioner
4. Michele Tuchner – Alternate Minnesota State Patrol
5. Dan Bullock – Alternate Met Council
6. Keith Bogut – 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. Joe Glaccum – Metro Area MN Ambulance Association
12. 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. Tim Leslie, Chair
2. Mark Nelson – Alternate State CIO
3. Vacant – Metro Area League of MN Cities
4. Bob Nowicki – Greater MN League of Cities
5. Myra Peterson – Metro Area Association of Minnesota Counties
6. Rich Stanek – Metro Area Sheriff's Association
7. Mike Goldstein – Metro Area Chiefs of Police Association
8. Ulie Seal – Metro Area MN Fire Chiefs Association
9. Aaron Reinert – Greater MN Ambulance Association

Vice Chair Mund announces that there is a quorum, calls the meeting to order, and welcomes all members and guests, and calls the meeting to order at 1:05 p.m.

Vice Chair Mund asks for approval of today's agenda.
A motion is made by Tony Bennett and seconded by Rick Wyffels to approve today's agenda.
Vice Chair Mund announces that there is a change, and tells the Board that there are 2 additions under Old Business:

1. Discussion about SRB November and December meeting dates
2. Board member changes

This motion to approve today's agenda, with these two additions, carries.

Vice Chair Mund asks for approval of the SRB Meeting minutes of August 28th 2008 as written.
A motion is made by Pat Medure and seconded by Dan Bullock, to approve the August 28th, 2008 SRB Meeting minutes as written, this motion carries.

Vice Chair Mund announces an addition to the SRB, Keith Bogut who is replacing departing Norman Foster as the Designee for Commissioner Tom Hanson – Minnesota Department of Finance, and welcomes Mr. Bogut.

New Business

Presentation by Federal Engineering -
Federal Engineering is the consulting firm chosen by the Emergency Communication Networks Division to perform an assessment of local and regional interoperability.
Mr. John Murray and Mr. Charles Hnot presented to the SRB, summarizing their qualifications, experiences, and successes in the field of communications interoperability; providing the Board information on what they have accomplished in other states such as Arizona, Iowa, Maryland, and many others.
Mr. Murray and Mr. Hnot provided the Board with an update of their current projects which are underway in New York, Iowa, Wisconsin, Oregon, and Arizona.
They concluded by giving the Board an overview of their contractual obligations to Minnesota and the progress their firm has made thus far in Minnesota. Mr. Hnot indicates that kick off meetings for participation by each county have been held or are scheduled and data is being collected.

Federal Engineering's next steps are to determine the local needs and what their alternatives are, prepare county reports, prepare regional reports, and a final report to the SRB by 9/30/09.

Radio Systems program status by Iowa and Wisconsin -
Tom Johnson announces that there is one additional presentation today by Canada.

Radio System program status (cont'd.)

Mr. Lance Valcour, Inspector with the Ottawa Police Department joins the SRB today via telephone and summarizes Canada's progress in attaining interoperability, and their challenges. Mr. Valcour indicates that they are currently working primarily on data interoperability; achieving outstanding progress. Progress in voice communication is very premature. Canada has no structure to model their system after when beginning this process – they have mirrored the U.S. in many ways. They are currently hosting coast to coast regional forums to gather information, to formulate Canada's vision and goals. They are interested in partnering on border issues and will invite the U.S. to participate in the Manitoba forum. Toronto will host the 2nd National Interoperability Workshop on December 7-10 and they will be inviting Minnesota to participate. Canada has no Federal agency like the U.S. to obtain additional grant funding; Canada is interested in any ideas for funding sources that we would like to share with them.

Carl Guse the state frequency coordinator for the state of Wisconsin's radio system, (WISCOM) summarizes the status of Wisconsin's system, their challenges and progress. Their governance structure is in place and they have heavy local representation on their Statewide System Management Group (S SMG). PSIC funding must by spent by 2010, so Wisconsin hopes to have enough coverage in place before then, for agencies to access/join if they choose. Wisconsin hopes to eventually be connected to Minnesota's ARMER System in some fashion.
If members have questions they can reach Mr. Guse at 608 266-2497 or carl.guse@dot.state.wi.us

Captain Todd Meisel of the Iowa State Patrol presents the status of his state's radio system. Capt. Meisel is the Chair of their Board which was created in July 2007; the Iowa Statewide Interoperable Communication System Board.
No work had been done on interoperability in Iowa since early in the 1970's, when they began again recently, they saw that many of the issues of the1970's still exist today. Federal Engineering has been retained to analyze Iowa's interoperability needs. Capt. Meisel indicated that Minnesota is extremely fortunate to be so far advanced in the completion of a statewide system than Iowa is.
Capt. Meisel reviews the scope of the work that Federal Engineering will perform for Iowa.
A question is asked from the Board about how the Iowa System will be paid for. Capt. Meisel tells that some funds will come from a wireless 911 and they are searching for additional funding.

Reports of Standing Committees

Interoperability, no report

OTC, Chair Joe Glaccum briefs the Board on the 13 standards presented to the SRB today that the OTC is recommending for deletion as they are no longer pertinent to statewide operations, they are relevant on a regional level.

A motion is made by Joe Glaccum to delete Standards:
3.1a, 3.1c, 3.1d, 3.1e, 3.1f, 3.1g, 3.2b, 3.2c, 3.2d, 3.3a, 3.3b, 3.4, 3.5 this motion is seconded by Tony Bennett, and upon a vote this motion to delete the above standards, carries.

The second item Chair Glaccum brings before the Board today is renumbering the standards. Chair Glaccum describes the confusion with the current format for numbering. The OTC is recommending that there be a new numbering scheme so that the standards are consistently numbered throughout the state; a sample was attached in today's meeting packet. A document called the Standard Standards, authored by Joe Glaccum and Scott Wiggins will be provided to Board members at the October SRB meeting.

A motion is made by Joe Glaccum to adopt the new Standards numbering scheme, dropping the old method of numbering the Standards. This motion is seconded by Dan Bullock, upon a vote, this motion carries.

Chair Glaccum indicates that the OTC is looking for additional members representing the RACs across the state, please contact Chair Leslie is you would like to be on the OTC.

Steering, Chair Tony Bennett announces the time for his next meeting, on Oct 8th , will be moved to 2:00 p.m.
Chair Bennett defers to Mark Gieseke to report on the SRB video conferencing meeting set for 12:30 on October 23rd. A video conferencing handout was included in today's SRB meeting packet containing information about the 3 video conference locations. All locations will have technicians on site.
They are:

Mn/DOT Water's Edge – Roseville
Mn/DOT Training Center - St. Cloud
Mn/DOT Dist. 6 Hdqrtrs - Rochester

Finance, no report, no pending business, no meeting in October

Legislative, no report

Reports – Other

Mn/DOT, Mr. Gieseke reports from his handouts contained in today's meeting packet, and indicates that the budget portion of thee report has been updated. Mark indicates that he has added a 4th page showing construction progress.

ARMER, Scott Wiggins indicates that the bond sales are still set to take place on September 29th and 30th however, the sale price is uncertain due to the current market conditions. The Regional Interop Coordinators continue to meet with law enforcement in Minnesota and are also assisting Federal Engineering in the site visits. Mr. Wiggins announces that after two studies, Winona County will be migrating to the ARMER System, and several other counties in central Minnesota area planning to participate in ARMER as well.
The preliminary report on the performance of the Radio System during the I-35W bridge collapse is complete, there are some additional edits yet to make. It will contain information about how the system performed from the users perspective and how did it work from a technical perspective.

Mr. Wiggins provides an update of some of the activities of the Regional Advisory Committees (RACs):

- NE RAC –
  - Language for joint powers agreement complete and sent to cities/counties
  - Kick-off meeting in December, making this the 7th functioning Regional Radio Boards
- NW RAC –
  - RAC scheduled a convening meeting for their User Committee, and Regional Radio Board, and RAC on October 8th
- Central RAC –
  - Met on Sept 12th, next on Oct 10th in Ortonville
- SW RAC –
  - On September 18th Scott, Chair Leslie, and Tom Johnson attended the first Regional Radio Board meeting
  - Sheriff Dahl is stepping down, and there will be new leadership

Scott Wiggins summarizes the on-going dialogue with Ron Vegemast regarding the ARMER System in Greater Minnesota and indicates that if anyone has any questions regarding this issue, he or Mn/DOT will be happy to speak with you.

Vice Chair Mund refers to a recent memo from the Central Minnesota Regional Advisory Committee Chair in support of Central Minnesota's participation on the ARMER System.

Old Business

Classification of private data. Mark Gieseke refers to the 4 pages included with today's agenda packet. Mark reviews the items that have been considered sensitive data on this list; briefly explaining which data has been identified as being security data, and proceeds to explain what is considered public. These recommendations only relate to data of the ARMER System and the security of the physical structures is being dealt with in an on-going process by Mn/DOT.

If the SRB agrees with these recommendations, the next action would be to give them to the Mn/DOT Data Practices Specialist for a review and a determination.

A motion is made by Joe Glaccum and seconded by Dan Bullock to concur with these recommendations for classification of sensitive data and forward them to the Mn/DOT Data Practices Specialist for a determination. Upon a final determination the recommendation will passed to the OTC for the creation of a Standard.
Upon a vote this motion carries.

Other Business

November and December 2008 meetings fall on Thanksgiving and Christmas Day, Vice Chair Mund asks the Board if they would consider moving the two dates to November 20th and December 18th.

A motion is made by Joe Glaccum and is seconded by Michele Tuchner to move the November and December SRB meetings to November 20th and December 18th , upon a vote this motion carries.

Vice Chair Mund announces that there is a change in the alternate for Joe Glaccum, Buck McAlpin is no longer Joe's alternate, Lance Ross is Joe's new alternate.

Scott Wiggins thanks Tom Johnson and Jennifer DiOttaviano for their work in making today's the Vendor Fair such a huge success.
Mr. Wiggins announces to the Board, that Tim Leslie has invited representatives of the St. Paul Police Department and Ramsey County to attend the October SRB meeting to summarize how the ARMER System performed during the Republican National Convention.

A motion to adjourn is made by Rick Wyffels, and seconded by Bill Spence, the motion carries and the meeting is adjourned at 3:15 p.m.

Meeting Minutes recorded by Tamara Bohmert