Statewide Radio Board – (SRB)
Meeting Minutes
Monday, January 24, 2011
3:00 p.m.

St. Cloud Civic Center
10 4th Ave South
St. Cloud, MN 56301

Present    Absent  Member/Alternate
☐       ☐     Chair Vacant/Jackie Mines – Department of Public Safety
☐       ☐     Mark Gieseke/Tim Lee – Department of Transportation
☐       ☐     PG Narayanan/Mark Nelson – Office of Enterprise Technology
☐       ☐     Rodmen Smith/Dan Kuntz – Department of Natural Resources
☐       ☐     Mark Dunaski/Michele Tuchner – State Patrol
☐       ☐     Vince Pellegrin/Thomas Humphrey – Metropolitan Council
☐       ☐     Keith Bogut - Minnesota Management and Budget
☐       ☐     Bill Droste – League of Minnesota Cities, Metro
☐       ☐     Marvin Garbe/Chris Caulk – League of Minnesota Cities, Greater MN
☐       ☐     Tony Bennett – Association of MN Counties, Metro
☐       ☐     Jim McMahon – Association of MN Counties, Greater MN
☐       ☐     Vacant/Vandy Willis – MN Sheriffs Association, Greater MN
☐       ☐     Rich Stanek/Brian Tollin – MN Sheriffs Association, Metro
☐       ☐     Elizabeth Glidden/Jim Ische – Metropolitan Emergency Services Board
☐       ☐     Kim Coughlin/Rich Wyffels – MN Chiefs of Police Association, Greater MN
☐       ☐     Mike Risvold/Vacant – MN Chiefs of Police Association, Metro
☐       ☐     Ulle Seal/Vacant – MN Fire Chiefs Association, Metro
☐       ☐     Vice Chair Bill Mund/Vacant – MN Fire Chiefs Association, Greater MN
☐       ☐     Exec. Secretary Joe Glaccum/Vacant– MN Ambulance Assoc., Metro
☐       ☐     Brad Hanson/Scott Miller – MN Ambulance Assoc., Greater MN
☐       ☐     Jack Swanson/Tom Kaase – Greater Minnesota Regional Radio Boards

Also present and reporting:
Ron Whitehead – DPS-DECN
Tom Johnson – DPS-DECN
Brad Barber – Federal Engineering

Vice Chair Mund announces there is a quorum and calls the January 24, 2011 meeting of the Statewide Radio Board to order.

A motion is made by Brad Hanson to approve today’s agenda. The motion is seconded Bill Droste. Upon a unanimous vote, the motion carries.
Vice Chair Mund asks for a motion to approve the Statewide Radio Board minutes of November 18, 2010 as written.

A motion is made by Jim McMahon to approve the SRB Minutes as written. The motion is seconded by Ulie Seal. Upon a unanimous vote the motion carries.

Vice Chair Mund introduces and welcomes the new members in attendance today.

Representing the Greater Minnesota Regional Radio Boards:

- Commissioner Jack Swanson, Northwest Regional Radio Board
- Commissioner Thomas Kaase, Southeast Regional Radio Board

Representing the League of Minnesota Cities, Greater Minnesota

- Councilmember Marvin Garbe
- Councilmember Chris Caulk

Reports of Standing Committees:

Interoperability, Chaired by Colonel Mark Dunaski – no report

OTC, Chaired by Joe Glaccum

Polk County Limited Participation Plan
Chair Glaccum presents the Polk County Limited Participation Plan. He explains that the plan is similar to the other plans that have been coming from the Northwest Region. The plan includes three control stations and a statewide interoperable talkgroup.

Ulie Seal moves to approve the Polk County limited participation plan. Rodmen Smith seconds the motion. Upon a unanimous vote, the motion carries.

Cook County Limited Participation Plan
Chair Glaccum presents the Cook County Limited Participation Plan. He explains that this plan is also similar to the other plans that have been coming from the Northwest Region.

Jim McMahon moves to approve the Cook County limited participation plan. Marvin Garbe seconds the motion. Upon a unanimous vote, the motion carries.

Koochiching County Limited Participation Plan
Chair Glaccum presents the Koochiching County Limited Participation Plan. He explains that this plan is also similar to the other limited participation plans that have been coming forward for approval.

Ulie Seal moves to approve the Koochiching County limited participation plan. Jack Swanson seconds the motion. Upon a unanimous vote, the motion carries.

St. Louis County Participation Plan
Chair Glaccum presents the St. Louis County participation plan. He explains that there will be four additional towers with a simulcast site in Duluth.

Ulie Seal moves to approve the St. Louis County participation plan. Brad Hanson seconds the motion. Upon a unanimous vote, the motion carries.
Standard 3.17.2
Chair Glaccum presents Standard 3.17.2 and explains how this standard supports the statewide talkgroup for COMLs.
Brad Hanson moves to approve Standard 3.17.2. Michele Tuchner seconds the motion. Upon a unanimous vote, the motion carries.

Houston County Participation Plan
Chair Glaccum presents the Houston County participation plan. He explains that the plan includes 520 IDs with no tower or channel additions.
Ulie Seal moves to approve the Houston County participation plan. Brian Tollin seconds the motion. Upon a unanimous vote, the motion carries.

Fillmore County Participation Plan
Chair Glaccum presents the Fillmore County participation plan. He reports that there will be 426 radios with no tower or channel additions.

State Patrol NICE Request
Chair Glaccum presents the State Patrol request to move the Rochester logger to the MSP network.
Ulie Seal moves to approve the State Patrol request. Bill Droste seconds the motion. Upon a unanimous vote, the motion carries.

Standard 3.16.0 Addendum
Chair Glaccum presents the addendum to Standard 3.16.0.
Ulie Seal moves to approve the addendum to Standard 3.16.0. Randy Willis seconds the motion. Upon a unanimous vote, the motion carries.

Wabasha County Participation Plan
Chair Glaccum present the Wabasha County participation plan which includes 275 IDs and an MC7500.
Ulie Seal moves to approve the Wabasha County participation plan. Rodmen Smith seconds the motion. Upon a unanimous vote, the motion carries.

ARMER Plan Change
Chair Glaccum presents the ARMER plan change which includes site changes in Cook County and a site addition in Duluth.
Ulie Seal Moves to approve the ARMER plan change. Bill Droste seconds the motion. Upon a unanimous vote, the motion carries.
Director Gieseke indicates that the Cook County sites have been depicted on the map for some time. The plan change is effectively bringing the plan up to speed with the map.

Finance Committee, Chair Bill Mund – no report

Steering Committee, Chair Tony Bennett

2010 Strategic Planning Goals
Vice Chair Glaccum reports on behalf of Chair Tony Bennett. The reports that the committee revised and reviewed the strategic initiatives from the 2010 SRB Strategic Planning Session. Vice Chair Glaccum defers to Director Mines.
Director Mines reports on the various initiatives and how they will be addressed and resolved going forward.

*Marvin Garbe moves to approve the strategic initiatives as presented by the Steering Committee. Bill Droste seconds the motion. Upon a unanimous vote, the motion carries.*

Commissioner Swanson inquires about Strategy E which deals with the Regional Radio Board (RRB) Participation. Vice Chair Glaccum indicates that this has been addressed in several ways including Standard 7.4.0 which rotates RRB chairs onto the SRB, the quarterly leadership meeting that occurs in St. Cloud, and the open invitation and encouragement for regional representatives to take a more active role of SRB standing committees. He also states that more ways of encouraging Greater Minnesota regional participation is being discussed.

Director Mines gives a more in-depth explanation of the Rule 10 position that is being requested by DECN.

*Joe Glaccum moves to submit a letter of approval to DPS from the Statewide Radio Board regarding the Rule 10 position. Brian Tollin seconds the motion. Upon a unanimous vote, the motion carries.*

**Renaming of Standards Section 7**

Vice Chair Glaccum explains that with the approval of Standard 7.4.0, the title “Compliance and Conflict” does not accurately represent section 7. The Steering Committee makes the recommendation that Standard 7.4.0 is renumbered to 8.1.0 and Section 8 is created titled “Miscellaneous.”

*Jack Swanson moves to approve the renumbering of Standard 7.4.0 to 8.1.0 and the creation of Section 8; Miscellaneous. Jim McMahon seconds the motion. Upon a unanimous vote, the motion carries.*

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**Legislative and Government Affairs Committee, vacant– no report**

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**Reports – Other**

**Mn/DOT Report**, Mark Gieseke, Director of the MnDOT Office of Emergency Communications - ARMER Project Updates

Director Gieseke reports after two months worth of activity, the percentage raised to 61% of the backbone being on-the-air. Many of the 2010 projects have experienced delay after letting and will carry over into 2011. He also reports that all 59 original Phase 3 sites are on the air. A contract for interoperability channel overlay equipment has been executed with Motorola for the Motobridge project.

**ECN Report**, Jackie Mines, Director of the Emergency Communication Networks Division (ECN) in the Department of Public Safety

Director Mines reports that ECN has been busy in many areas. She updates the board on the significant progress being made by the Strategic Technology Reserve. She also reports that a great deal of work has gone into the VHF Interoperable Frequency Plan which will be presented today. She also reports on the data feasibility project and the progress made in work with Alexandria Technical College on web-based and classroom training.

**Network Integration**, Mark Nelson, Office of Enterprise Technology

Mr. Nelson reports on Project 2 which involves a connection from the radio console. The project is about to go into test-mode and has moved to Elbow Lake due to system readiness. Testing will occur on Wednesday and Thursday of this week.
He reports on Project 3 which is currently in the planning process. This project will address connections from a county into the radio network.

**Old Business** – n/a

**New Business**

**VHF Interoperable Frequency Plan**
Mr. Barber presents the plan via PowerPoint. He indicates that standards may change due to the plan. He stresses the importance of a standardized statewide VHF interoperability zone, narrowbanding current statewide channels, and licensing of nation VCAL 10 and VTAC11-14. He indicates that standards must be consistent with ANSI, NIMS and ICS.

*Joe Glaccum moves to adopt the plan and refer to the Interoperability Committee for further work.*
*Michelle Tuchner seconds the motion. Upon a unanimous vote, the motion carries.*

**COML**
Mr. Johnson acknowledges Bradley Peters for him completion of the COML training and presents him with a certificate. Mr. Johnson indicates that Mr. Peters is the sixteenth certified COML in the state.

**Other Business** – n/a

*Tom Humphrey moves to adjourn. Randy Willis seconds the motion. Upon a unanimous vote, the motion carries.*

**The meeting is adjourned at 4.03p.m.**

Meeting Minutes recorded by Jennifer DiOttaviano
Statewide Radio Board – (SRB)
Meeting Minutes
Thursday, February 24, 2011
12:30 p.m.

MnDOT Arden Hills Training Center
1900 West County Road I
Shoreview, Minnesota 55126

Present

Chair Vacant/Ron Whitehead – Department of Public Safety
Mark Gieseke/Tim Lee – Department of Transportation
PG Narayanan/Mark Nelson – Office of Enterprise Technology
Rodmen Smith/Dan Kuntz – Department of Natural Resources
Mark Dunaski/Michele Tuchner – State Patrol
Vince Pellegrin/Thomas Humphrey – Metropolitan Council
Keith Bogut - Minnesota Management and Budget
Bill Droste – League of Minnesota Cities, Metro
Marvin Garbe/Chris Caulk – League of Minnesota Cities, Greater MN
Jim McMahon – Association of MN Counties, Greater MN
Tony Bennett/Jim Ische – Association of MN Counties, Metro
Vacant/Randy Willis – MN Sheriffs Association, Greater MN
Rich Stanek – MN Sheriffs Association, Metro
Gayle Degler/Jim Ische – Metropolitan Emergency Services Board
Kim Coughlin/Rich Wyffels – MN Chiefs of Police Association, Greater MN
Mike Risvold/Vacant – MN Chiefs of Police Association, Metro
Ulie Seal/Vacant – MN Fire Chiefs Association, Metro
Vice Chair Bill Mund/Vacant – MN Fire Chiefs Association, Greater MN
Exec. Secretary Joe Glaccum/Vacant – MN Ambulance Assoc., Metro
Brad Hanson/Scott Miller – MN Ambulance Assoc., Greater MN
Jack Swanson/Tom Kaase – Greater Minnesota Regional Radio Boards

Absent

Vice Chair Mund announces there is a quorum and calls the February 24, 2011 meeting of the Statewide Radio Board to order.

A motion is made by Tony Bennett to approve today's agenda. The motion is seconded Mike Risvold. Upon a unanimous vote, the motion carries.

Vice Chair Mund asks for a motion to approve the Statewide Radio Board minutes of January 24, 2011 as written.
A motion is made by Jack Swanson to approve the SRB Minutes as written. The motion is seconded by Rodmen Smith. Upon a unanimous vote the motion carries.
Reports of Standing Committees:

Finance Committee, Chair Bill Mund

ECN Standards Coordinator Position
Chair Mund explains the position will initially be funded from the allocation of $60,000 from the IECGP grant. The Finance Committee makes the recommendation that the SRB fund $30,000 to complete FY2010 and $90,000 for the next biennium.

*Jack Swanson moves to approve the funding request for the ECN Standards Coordinator position. Mark Nelson seconds the motion.*

Commissioner Swanson asks for clarification on how this position would differ from the RIC positions. Mr. Whitehead explains the role of the RICs and that this position would focus on standards and training. Although this person will be involved with the regions on training and standards, they will not serve as the regional liaison as the RICs do.

*Upon a unanimous vote, the motion carries.*

FY2009 Grant
Chair Mund explains the allocation to Taylors Falls. He indicates that there were requirements set in place, such as the city gaining approval in writing from the county. All necessary steps have been completed and Chisago County now has an approved participation plan.

*Ulie Seal moves to approve the FY2009 SHSP grant to Taylors Falls. Chris Caulk seconds the motion.*

Upon a unanimous vote, the motion carries.

STR Equipment Maintenance Costs
Chair Mund presents the request to approve the allocation of $12,500 for maintenance costs to cover first five years as $2,500 per year. The allocation would be made in a lump sum to each region with a signed MOU. The funding would be allocated for maintenance of the STR equipment transportable towers and repeaters.

*Ulie Seal moves to approve the allocation of $12,500 to each county for the maintenance of their STR equipment. Jack Swanson seconds the motion.*

Commissioner Swanson indicates that the amount may not be enough to cover the required maintenance. If that is the case, does the region have opportunity to return the equipment? Ron confirms that is a possibility.

Mr. Glaccum asks if it is specified who in each region is responsible for the equipment. Mr. Whitehead indicates that each region is required to list a primary and a back-up.

Mr. Glaccum asks if there is a specification as to what the allocated money can be spent on. Mr. Whitehead indicates that it should be used for basic reprogramming, trailer tires, etc. Appropriate expenditures will be included in the standard.

Commissioner Swanson asks what the protocol is to request equipment from another region. Mr. Whitehead indicates that there is not a protocol. It is up to each individual region to determine how they share their equipment.

*Upon a unanimous vote, the motion carries.*
Steering Committee, Chair Tony Bennett –no report

Legislative and Government Affairs Committee, vacant– no report

Interoperability, Chaired by Colonel Mark Dunaski

Minnesota EMS Communications Best Practices Guide
Chair Dunaski defers to Mr. Glaccum. Mr. Glaccum explains the origin of the workgroup. He was approached by EMS people at the 2010 Interoperability Conference and they requested to have this group developed under the SRB OTC. He explains that the guide came through the OTC and was sent to the Interoperability Committee for feedback. The committee makes the recommendation that the SRB adopt the guide.

Joe Glaccum moves to approve the Minnesota EMS Communications Best Practices Guide. Ulie Seal seconds the motion. Upon a vote, the motion carries.

OTC, Chaired by Joe Glaccum

Isanti County Participation Plan Amendment
Chair Glaccum presents the amendment to the Isanti County participation plan. The amendment includes two bidirectional amplifiers.

Ulie Seal moves to approve the Isanti County participation plan amendment. Mike Risvold seconds the motion. Upon a unanimous vote, the motion carries.

Approved Subscriber Equipment
Chair Glaccum presents addition of Harris radios to the list of approved subscriber equipment. He explains that the testing met the standards and the OTC agreed to move this item to the board by consensus.

Tony Bennett moves to approve the additions to the Approved Subscriber Equipment list. Mark Dunaski s seconds the motion. Upon a unanimous vote, the motion carries.

Reports – Other

Mn/DOT Report, Mark Gieseke, Director of the MnDOT Office of Emergency Communications - ARMER Project Updates
Director Gieseke reports that 44 sites are in a construction status with more being added each week. He explains that some of the towers on the air are old towers and still require construction before they are complete.

ECN Report, Jackie Mines, Director of the Emergency Communication Networks Division (ECN) in the Department of Public Safety
Acting Director Ron Whitehead reports on behalf of Director Mines. He reports that the 2011 Interoperability Conference was a success with 282 participants. Feedback was positive with an emphasis on how well the group liked the technical piece. He encourages more comments and feedback from all who attended.
He reports that FY2011 grants have not been put out at the federal level. They are usually put out in December but still may be released soon. They may require a quick turnaround, as fast as 30 days, so they are working very hard to be sure that everything is ready to go.

Mr. Johnson provides the regional report. He recently attended the Owners & Operators committees, RACs and RRBs. He talks about the subcommittee being formed under the OTC and that he, Mr. Whitehead, Mr. Abley, and the RICs will be on the committee. He provides an update of the border meetings and discusses the BIDP grant and indicates that the holdup with hearing back is likely related to similar issues as other federal grants we are waiting to hear about. He indicates that in the future, RICs will alternate being available to present regional updates at SRB meetings.

Commissioner Swanson asks what the formula is for grant allocations to regions. Mr. Whitehead explains that the formula is: half the number of counties divided by 87 and half the population based on the census.

**Network Integration,** Mark Nelson, Office of Enterprise Technology

Mr. Nelson reports on Project 2 and the interconnect in Elbow Lake with an MC7500 to the St. Cloud zone controller. They are continuing at a slow progression to work past a couple of hurdles. Grant County has been very tolerant with performance issues. More testing occurred yesterday they are working with various underlying carries and MnDOT.

Mr. Nelson reports on Project 3 which involves an alternate path from county dispatch using ARMER. This will be the final project for this pilot. The Chief Deputy in Grant County has been looking at using Motorola equipment to carry IP traffic from the county to the ARMER system. Pilot sites have been selected for Project 3. They are waiting for resources to free up from Project 2 before beginning.

Mr. Glaccum asks if there are any go-live dates or milestones set. Mr. Nelson indicates that there is not a time frame set yet.

**Old Business** – n/a

**New Business**

**SRB Committee Chair Meeting**

Chair Mund reports on the outcomes of the recent chairs meeting. He reports that it has been determined that the RICs will rotate in providing a regional report at the SRB meetings to keep members up-to-date on what is occurring statewide. He made the recommendation that all chairs stay on-board until the new SRB chair is appointed. They also discussed the makeup of the committees and chairs were tasked with developing a mission statement and comparing their current makeup to the desired makeup.

He reports that it would be wise for the SRB to look at their structure as a board and clarifies that would not pertain to membership makeup.

Sheriff Stanek asks if there are legislative issues that would require the reinstatement of the Legislative and Government Affairs Committee. Commissioner Kaase explains the anticipated functions of the committee and how business may be conducted going forward.
Commissioner Swanson indicated that he contacted regional chairs to ask them to help spread the word that regional representatives are encouraged to join SRB committees for greater regional representation.

Sheriff Stanek asks who would be responsible for the bylaw change. It is determined that the Steering Committee would be responsible. Mr. Glaccum recommends waiting until committee structure is solidifies before addressing the bylaws. Mr. Whitehead adds that it appropriate that the bylaws be addressed as they are over seven years old.

**Other Business** – n/a

*Joe Glaccum moves to adjourn. Rodmen Smith seconds the motion. Upon a unanimous vote, the motion carries.*

**The meeting is adjourned at 1:55 p.m.**

Meeting Minutes recorded by Jennifer DiOttaviano
Vice Chair Mund announces there is a quorum and calls the April 28, 2011 meeting of the Statewide Radio Board to order.

A motion is made by Mark Dunaski to approve today’s agenda. The motion is seconded Bill Droste. Upon a unanimous vote, the motion carries.

Vice Chair Mund asks for a motion to approve the Statewide Radio Board minutes of February 24, 2011 as written. A motion is made by Ulie Seal to approve the SRB Minutes as written. The motion is seconded by Jack Swanson. Upon a unanimous vote the motion carries.
Reports of Standing Committees:

Steering Committee, Chair Tony Bennett – no report

Legislative and Government Affairs Committee, vacant – no report

Finance Committee, Chair Bill Mund

ECN Standards Coordinator Position
Chair Mund explains the position will initially be funded from the allocation of $60,000 from the IECGP grant. The Finance Committee makes the recommendation that the SRB fund $30,000 to complete FY2010 and $90,000 for the next biennium.

*Jack Swanson moves to approve the funding request for the ECN Standards Coordinator position. Mark Nelson seconds the motion.*

Commissioner Swanson asks for clarification on how this position would differ from the RIC positions. Mr. Whitehead explains the role of the RICs and that this position would focus on standards and training. Although this person will be involved with the regions on training and standards, they will not serve as the regional liaison as the RICs do.

*Upon a unanimous vote, the motion carries.*

FY2009 Grant
Chair Mund explains the allocation to Taylors Falls. He indicates that there were requirements set in place, such as the city gaining approval in writing from the county. All necessary steps have been completed and Chisago County now has an approved participation plan.

*Ulie Seal moves to approve the FY2009 SHSP grant to Taylors Falls. Chris Caulk seconds the motion. Upon a unanimous vote, the motion carries.*

STR Equipment Maintenance Costs
Chair Mund presents the request to approve the allocation of $12,500 for maintenance costs to cover first five years as $2,500 per year. The allocation would be made in a lump sum to each region with a signed MOU. The funding would be allocated for maintenance of the STR equipment transportable towers and repeaters.

*Ulie Seal moves to approve the allocation of $12,500 to each county for the maintenance of their STR equipment. Jack Swanson seconds the motion.*

Commissioner Swanson indicates that the amount may not be enough to cover the required maintenance. If that is the case, does the region have opportunity to return the equipment? Ron confirms that is a possibility.

Mr. Glaccum asks if it is specified who in each region is responsible for the equipment. Mr. Whitehead indicates that each region is required to list a primary and a back-up.

Mr. Glaccum asks if there is a specification as to what the allocated money can be spent on. Mr. Whitehead indicates that it should be used for basic reprogramming, trailer tires, etc. Appropriate expenditures will be included in the standard.
Commissioner Swanson asks what the protocol is to request equipment from another region. Mr. Whitehead indicates that there is not a protocol. It is up to each individual region to determine how they share their equipment.

*Upon a unanimous vote, the motion carries.*

**OTC, Chaired by Joe Glaccum**

**National Parks Service Interop Plan**
Chair Glaccum presents the Interoperability plan for the National Parks Service. He explains the phases of the plan. Phase one will include 15 subscribers at St. Croix National Scenic Riverway. Phase two will add 25 subscribers and phase three will add two or three subscribers. There will not be any encryption and NPS plans on becoming certified.

*Ulie Seal moves to approve the National Parks Service interoperability plan amendment. Bill Droste seconds the motion. Upon a unanimous vote, the motion carries.*

**NE Regional Participation Plan**
Chair Glaccum presents the Northeast Regional Participation Plan. The request includes the allocation of IDs as follows: 30 for STR radio cache, 92 for subscriber equipment, and 32 for the projected three year growth.

*Jack Swanson moves to approve the NE Regional participation plan. Mark Dunaski seconds the motion. Upon a unanimous vote, the motion carries.*

**SW Regional Participation Plan**
Chair Glaccum presents the SW regional participation plan which includes a total of 60 IDs: 30 for STR, two for subscriber equipment, and 28 for the projected three year growth.

*Marvin Garbe moves to approve the SW Regional participation plan. Gayle Degler seconds the motion. Upon a unanimous vote, the motion carries.*

**SC Regional Participation Plan**
Chair Glaccum explains the request for the regional participation plan.

*Brad Hanson moves to approve the SC Regional participation plan. Bill Droste seconds the motion. Upon a unanimous vote, the motion carries.*

**Goodhue County Plan Change**
Chair Glaccum explains that the plan change includes a surplus site from Olmsted at Pine Island, moving the Vasa site to Cannon Falls and the addition of a site to downtown Red Wing.

*Marvin Garbe moves to approve the Goodhue County plan change. Bill Droste seconds the motion. Upon a unanimous vote, the motion carries.*

**Central Minnesota Plan Changes**
- **Big Stone County**
  The Big Stone County participation plan includes increasing users from 160 to 225, talkgroups from 14-15 and a request for statewide access. MnDOT approves of the request.

- **Kandiyohi County**
  The plan changes users to 55 and talkgroups to 900.

- **Wright/Sherburne**
The plan adds New River Medical Center.

- Traverse County
  The plan adds new Z-tron consoles and is putting in 8-10 control stations to be affiliated with local county towers.

  *Ul lie Seal moves to approve the Central Minnesota Regional plan changes. Mark Dunaski seconds the motion. Upon a unanimous vote, the motion carries.*

**Subscriber Equipment List**

Chair Glaccum presents the addition of Tait radios to the approved subscriber list

  *Marvin Garbe moves to approve the approved subscriber list. Rodmen Smith seconds the motion. Upon a unanimous vote, the motion carries.*

**Great Lakes Indian Fish and Wildlife Commission**

Chair Glaccum presents the request for four IDs and one talkgroup. He explains that the GLIFWC covers tribal areas and most of the northern regions. MnDOT will be programming.

  *Jack Swanson moves to approve the GLIFWC request. Rodmen Smith seconds the motion. Upon a unanimous vote, the motion carries.*

**Finance Committee, Chair Bill Mund**

**ARMER Integration Grants – Additional Funds**

Mr. Whitehead presents on behalf of Chair Mund the request for funding from the remaining ARMER Integration grant funds. He explains how the allocations were configured for each region and explains what each region and their counties have received in the past and what they still need based on what they had listed in their participation plans. He indicates that this may be the last opportunity for this type of funding through the next biennium. He recommends that the allocations be made to consistently bring every region to 41% based on their participation plans.

  *Brad Hanson moves to approve the ECN allocations for ARMER Integration Grant additional funds. Mark Dunaski seconds the motion. Upon a unanimous vote, the motion carries.*

Commissioner Swanson asks if the regions are aware of how the separation of the dollars was achieved and if they are okay with sharing the funds. Ron indicates that it has not been communicated but doesn’t anticipate any issue with how the funds are allocated.

**Vendor Services Contract**

Director Gieseke reports on behalf of Chair Mund and explains that MnDOT needs to provide an estimate by the end of May 2011 for what used to be known as SSA. Motorola changed the pricing structure of the SSA and it is now called the Software Maintenance Agreement (SMA). The SMA includes the technician and tech assistance as usual but the price is lower, overall.

There is another agreement available called the Software Upgrade Agreement (SUA) with a two year cycle. The SUA also includes some installation and hardware upgrades but at a higher price, would still not break even despite some of the installations and upgrades being covered. The SUA is approximately $1 million more per year. The budget would not cover the SUA and has already been submitted to the legislature and cannot be changed. Unless funds can be found elsewhere, estimates will be provided for the SMA.
The next opportunity for an upgrade is 7.11 which would come out later this calendar year. 7.9 will have just been completed and 7.13 will be coming soon after so it is recommended that 7.11 be skipped.

Commissioner Swanson asks about the upgrade rolling over. Director Gieseke explains that he would come back and say how much rolled over and the remaining amount would be requested from the SRB as it has in the past.

Mr. Glaccum reports on the discussion that occurred at OTC before this item was passed on to Finance.

Joe Glaccum moves to approve the SMA. Jack Swanson seconds the motion. Upon a unanimous vote, the motion carries.

Interoperability, Chaired by Colonel Mark Dunaski

Change Management
Director Gieseke reports on behalf of Chair Dunaski and explains that the initial recommendations were presented in the fall. Since then, regions have been presented with the recommendations and their feedback has been incorporated into the process.

Standard 1.5.2 – This standard deals with operational changes and was circulated to the regions. Some felt that facilitated assessments required too many unnecessary steps. Two conditions were proposed:
- To begin with all of the facilitated assessments and allow the Interoperability Committee to subtract what does not apply to a particular request.
- Start without any assessments and allow the Interoperability Committee to add as needed.

Standard 1.8.0 – Some felt that 1.8.0 and 1.5.2 were similar enough that the standards could be merged. Others felt that the differences were important enough to keep them separate. Mr. Gieseke explains that the technical side includes OTC and MnDOT and the operational side includes the Interoperability Committee and ECN.

Standard 1.10.0– This standard deals with participation plans and participation plan changes. The standard now correctly reflects the process that is utilized today. Language was added to outline the process for amending participation plans.

Joe Glaccum moves to approve Standard 1.5.2 after striking the word “significant” before cost, Standard 1.10.0 and Standard 1.8.0. Ulie Seal seconds the motion. Upon a unanimous vote, the motion carries.

FY2010 Grants Process
Mr. Whitehead presents on behalf of Chair Dunaski and thanks everyone for working through the details on these grants. He indicates that Homeland Security does not know where they stand on grants for the coming year. HSEM has recommended that everyone begin working on their proposals so they are ready to go when a notice is released. He indicates that there was at least one representative from each region at the Grants Workgroup to help make these recommendations.
Mr. Whitehead warns that grant this was not included in the President’s plan so it is at risk for being cut. However, the recommendations are being made so it can go forward if there is a notice of grant opportunity this year. Under this proposal 20 percent would be allocated to the state and 80 percent to the local. A portion of the state’s 20 percent would fund the DOC request that came through. The remaining 80% would be divided between the seven RRBs equally.

Commissioner Swanson asks if the grant amount will still be equally allocated if it turns out to be less. Mr. Whitehead indicates that it will.

**FY2011 SHSP**

Mr. Whitehead presents the Grant Workgroup recommendations for the FY2011 SHSP grant. He explains that the application process for this grant is more competitive than other grants. He explains the applications and that each region is requesting priorities two through four.

The Grants Workgroup used the standard allocation formula after taking 3% off the top for M&A. The MESB was allocated their full request because implementing the formula went above their request.

It may be another eight months before funding is available through this grant program. In that time, RRBs will be able to change their applications between now and then but will need to come through the Finance Committee for approval.

*Jack Swanson moves to approve the ECN recommendation for disbursement of 2011 IECGP funds and recommendations for FY2011 SHSP allocations. Marvin Garbe seconds the motion. Upon a unanimous vote, the motion carries.*

**Reports – Other**

**Mn/DOT Report**, Mark Gieseke, Director of the MnDOT Office of Emergency Communications - ARMER Project Updates

Director Gieseke reports that this is a two month report with no pending issues or plan changes. He indicates that are seven sites on the air in the last two month. He also indicates that the upcoming bond sale may be the last.

**ECN Report**, Jackie Mines, Director of the Emergency Communication Networks Division (ECN) in the Department of Public Safety

Tom Johnson reports on behalf of Director Mines. He reports that the 2011 Interoperability Conference was successful with good participation.

He also reports on NECP goals, the BIDP grant, OMI & MMI meetings and VHF overlay.

**RIC Report**, Bill Bernhjelm, Northern RIC and Tom Justin, Central RIC

Mr. Bernhjelm explains the area that he covers in the Northern Regions. He reports that all committees have been formed and are moving forward towards interoperability. Attendance on the various committees is great.

He talks about train-the-trainer courses and comments on the value of RICs in the state of Minnesota.

Mr. Justin reports that the Central Region has full participation at the RRB level. He explains the roles and functions of the various committees and stresses that interoperability between regions is imperative.
Network Integration, Mark Nelson, Office of Enterprise Technology
Mr. Nelson reports on Projects 1 and 2 and Grant County. He reports that Grant County has been very tolerant with performance issues.

Mr. Nelson reports that Project 3 has not kicked off yet but will have more information after talking more to Grant County and Kandiyohi County.

Old Business – n/a

New Business - n/a

Other Business – n/a

Vice Chair Mund commends Mark Gieseke for the work he has done for the ARMER program and on the Statewide Radio Board. He thanks him for his service.

Joe Glaccum moves to adjourn. Mark Dunaski seconds the motion. Upon a unanimous vote, the motion carries.

The meeting is adjourned at 2:40 p.m.

Meeting Minutes recorded by Jennifer DiOttaviano
Statewide Radio Board – (SRB)
Meeting Minutes
Thursday, May 26, 2011
12:30 p.m.

MnDOT Arden Hills Training Center
1900 West County Road I
Shoreview, Minnesota 55126

Present?
Member/Alternate
✓ Chair Mark Duniski/Jackie Mines – Department of Public Safety
✓ Mukhtar Thakur/Tim Lee – Department of Transportation
✓ PG Narayanan/Mark Nelson – Office of Enterprise Technology
✓ Rodmen Smith/Dan Kuntz – Department of Natural Resources
✓ Vacant/Michele Tuchner – State Patrol
✓ Vince Pellegrin/Thomas Humphrey – Metropolitan Council
✓ Keith Bogut - Minnesota Management and Budget
✓ Bill Droste – League of Minnesota Cities, Metro
✓ Marvin Garbe/Chris Caulk – League of Minnesota Cities, Greater MN
✓ Jim McMahon – Association of MN Counties, Greater MN
✓ Tony Bennett/Jim Ische – Association of MN Counties, Metro
✓ Vacant/Randy Willis – MN Sheriffs Association, Greater MN
✓ Rich Stanek/Jim Bayer – MN Sheriffs Association, Metro
✓ Gayle Degler/Jim Ische – Metropolitan Emergency Services Board
✓ Kim Coughlin/Rich Wyffels – MN Chiefs of Police Association, Greater MN
✓ Mike Risvold/Vacant – MN Chiefs of Police Association, Metro
✓ Ulie Seal/Vacant – MN Fire Chiefs Association, Metro
✓ Vice Chair Bill Mund/Vacant – MN Fire Chiefs Association, Greater MN
✓ Exec. Secretary Joe Glaccum/Vacant– MN Ambulance Assoc., Metro
✓ Brad Hanson/Scott Miller – MN Ambulance Assoc., Greater MN
✓ Vacant
✓ Jack Swanson/Tom Kaase – Greater Minnesota Regional Radio Boards

Members present are indicated with highlight.

GUESTS PRESENTING:
Ron Whitehead, DECN
Brandon Abley, DECN
Joyce Simon, DECN
Tom Johnson, DECN

Vice Chair Mund announces there is a quorum and calls the May 26, 2011 meeting of the Statewide Radio Board to order.
Tony Bennett moves to approve today’s agenda.
Gayle Degler seconds.
Upon a unanimous vote, the motion carries.

Reports of Standing Committees:

OTC, Vice Chair Dave Thomson

Cook County ARMER Participation Plan
Vice Chair Thomson presents the Cook County ARMER Participation Plan as written. Jack Swanson points out the high cost figure of the Cook County plan, and offers as an administrative note that fiscal concerns are why NW Region counties are largely not willing to commit to migrating to ARMER.
Marvin Garbe moves to approve the plan.
Jack Swanson seconds.
Upon a unanimous vote, the motion carries.

Kanabac County ARMER Participation Plan
Vice Chair Thomson presents the Kanabec County ARMER Participation Plan as written.
Ulle Seal moves to approve the plan.
Thomas Humphrey seconds.
Upon a unanimous vote, the motion carries.

Hennepin County ARMER Participation Plan Modification
Vice Chair Thomson presents the Hennepin County ARMER Participation Plan modification as written.
Ulle Seal moves to approve the modification.
Tony Bennett seconds.
Upon a unanimous vote, the motion carries.

Standard 8.2.0; P25 Standard
Vice Chair Thomson presents Standard 8.2.0 P25 Standard as written. Thomson explains that the standard was rejected by the OTC after some concerns were expressed by Committee members that the standard would prevent the SRB from funding wireless data or interoperability technologies other than P25. Thomson explains that Brandon Abley made changes accordingly and that the OTC was satisfied with those changes.

Thomas Humphrey moves to adopt the standard.
Jack Swanson seconds.
Upon a unanimous vote, the motion carries.

Central Minnesota Regional Radio Board ARMER Limited Interoperability Participation Plan
Vice Chair Thomson presents the Central Minnesota plan as written.
Ulle Seal moves to approve the plan.
Marvin Garbe seconds.
Upon a unanimous vote, the motion carries.

Finance Committee, Ron Whitehead

ARMER Integration Grants
Ron Whitehead presents a plan to appropriate the remaining fund balance in the SRB’s account to RRBs for ARMER integration. Whitehead explains that when fiscal year 2012 begins, unspent SRB funds will return to the 911 special revenue account.

Whitehead proposes allocation according to the following:

- NW Regional Radio Board: $187,500
- NE Regional Radio Board: $152,409
- Central MN Regional Radio Board: $170,953
- SC Regional Radio Board: $89,243
- SW Regional Radio Board: $166,896

Whitehead explains that these allocations were made with consideration to historical grant allocations, funding needs, and different stages of ARMER integration in each region. Whitehead explains that that allocation for NW Regional Radio Board is intended for Hubbard County, which is the only county in NW Region intending migrating primary radio communications to ARMER.

Marvin Garbe inquires about matching funds for this grant. Whitehead explains that the local match will be 50% of project costs.

*Jack Swanson moves to approve proposal.*

*Mark Dunaski seconds.*

*Upon a unanimous vote, the motion carries.*

**FY 2012 Funding for Public Safety Broadband Data Network Requirements Project**

Brandon Abley requests $50,000 for FY2012 funding for consulting services for the Public Safety Broadband Data Network Requirements Project contingent on the SRB being funded at current levels for the next biennium.

Abley explains that Phase One of the Broadband project is nearing completion. Abley explains that the project is scheduled to invoice $198,000 of $200,000 in funding provided by the SRB for Phases One and Two of this project. Abley explains that without additional funding he will have to close out the contract to pay all invoices. Abley requests an additional $50,000 to fund ongoing consulting under Phase Two of the project.

Jack Swanson inquires about the outcome of this project.

Abley explains that the project includes four phases:

- **Phase One: User Needs Assessment and Implementation Model**
  To research the needs of users of a public safety broadband network to draft a high-level implementation model.

- **Phase Two: Ongoing Consulting**
  To provide ongoing consulting for projects to support Phase One, Three, or Four of this project concurrently with those Phases, or to perform specific other projects in support of this project.

- **Phase Three: Development of Funding Mechanisms**
  To provide consulting services in applying for grant applications or other sources of funding to implement the network.

- **Phase Four: RFP and Contract Negotiation**
  To provide consulting services in developing an RFP and negotiating a contract.

Jack Swanson inquires whether a public safety broadband network would replace ARMER. Abley explains that this replacement is technically possible in the long term, and that it is the direction of public safety interoperable communications market, but that broadband is not a feasible alternative to narrowband in the near term.

*Jack Swanson moves to approve the request for funding.*

*Ully Seal seconds.*

*Upon a unanimous vote, the motion carries.*
Steering Committee: No report

Legislative and Government Affairs Committee: No report

**911 Fund Balance Appropriation**
As an administrative item, Rich Stanek inquires about the impact of diverting the $5.2 million 911 fund balance to the state general fund on NG911. Whitehead explains that as this is a fund balance, loss of these funds does not immediately affect funding for any ongoing project, but that it does impact ECN’s ability to fund new projects, issue grants, or engage in any other new spending. Whitehead also explains that the diversion puts the Division at risk of running a negative balance if there is any fluctuation in 911 fund revenue in future years because 911 fund revenue is tied directly to telephone subscription services.

**Interoperability Committee: No report**

**Other Reports**

**Mn/DOT Report, Mukhtar Thakur, Director OEC**
Mukhtar Thakur reports that ARMER construction is 63% complete and that the project status is “green.” Thakur reports that the project has sufficient cash and bond proceeds to continue.

**ECN Report, Tom Johnson, DECN, SWIC**
Tom Johnson introduces Joyce Simon, DECN’s new Grants Coordinator. Johnson reports that DECN is hiring a Standards Coordinator and will be posting the 911 Program Manager position on 6/1/2011.
Johnson reports that Minnesota’s BIDP application was not successful. Johnson reports on successful applications:
- City of Yuma, Arizona—$3,994,443 for the Yuma Full Voice and Data Integration Demonstration Project.
- San Diego Fire-Rescue, California—$3,852,580 for the Regional Command and Control Communications Tactical Border Communications Project.
- County of Washington, Maine—$3,963,163 for the Enhanced Communications Infrastructure and Partnerships for Border Security Project.
- Wayne County, Michigan—$4,000,000 for the Southeast Michigan Border Interoperability Solution Project.
- Lake County, Ohio—$3,998,200 for the Multi-Agency, Multi-Jurisdictional U.S. Regional & International Interoperable Communications Infrastructure and Maritime Domain Awareness Project.
- City of McAllen, Texas—$1,940,000 for the Rio Grande Valley Border Interoperability Regional Project.

Johnson reports that quarterly meetings with Manitoba and Ontario are ongoing. Johnson reports that CM Region has continued to develop a National Weather Service Alerting Standard and Participation Plan for Gold Cross Ambulance. Johnson reports that NE Region continues to develop talkgroups and codeplugs and that the region is pursuing COML training.

**RIC Report, Steve Borchardt, DECN, Southern Minnesota RIC**
Steve Borchardt reports that effective communication in Southern Minnesota is keeping southern regions on task with ARMER integration. Borchardt reports on each of the three regions he supports:

SE: Key moves on the SERRB continue with Olmsted county providing support for grants.
SC: 40-60 people are attending user's meetings each month. SCRRB has appointed a training subcommittee.
SW: Has partnered with SC for procurement of planning resources to assist the regions. SWRRB is meeting jointly with its subcommittees.

Borchardt reports that Dan Anderson, administrative planner hired jointly by SW and SC RRBs, has provided critical support for the regions.

**Network Integration Study**, Mark Nelson, Office of Enterprise Technology
Nothing to report. Nelson is awaiting staff resources to become free that are internal to OET to support this study.

**Old Business** – None.

**New Business**

**Funding for Streaming Video**

The Board discusses a memo from DECN Director Jackie Mines requesting that the SRB fund video streaming for all meetings. Video conferencing would cost $100 per month. These video streams would be viewable on the internet.

*Mukhtar Thakur moves to approve the request for funding.*

*Marvin Garbe seconds.*

*Upon a unanimous vote, the motion carries.*

**Presentation of COML Certificates**, Tom Johnson, DECN, SWIC

Tom Johnson announces recipients of COML certificates.

**ARMER Web-Based Training, Linda Muchow**

Linda Muchow reports that the ARMER web-based training project has been a success, with over 550 users signing up. Muchow presents a live demonstration of the web-based training interface to the Board.

Mukhtar Thakur reports his satisfaction with the training program, explaining that it was extremely helpful in teaching him more about ARMER.

**Other Business** – None.

The meeting is adjourned at 2:05 p.m.
Statewide Radio Board – (SRB)
Meeting Minutes
Thursday, June 23, 2011
12:30 p.m.
MnDOT Arden Hills Training Center
1900 West County Road I
Shoreview, Minnesota 55126

Attendance:

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<tr>
<td>X</td>
<td>Chair Mark Dunaski/Jackie Mines – Department of Public Safety</td>
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<td>Jack Swanson/Tom Kaase – Greater Minnesota Regional Radio Boards</td>
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Guests Reporting:

- Brian Halbasch, Hubbard Co
- Gracia Nelson (Roseau Co)
- Pat Novacek (Roseau Co)

Vice Chair Mund calls the meeting to order at 12:35 p.m.

Vice Chair Mund opens review of agenda.
Motion: Tony Bennett  
Second: Brad Hanson  
**APPROVED with provision:** Withdrawal of OTC report agenda item 4: VHF Interoperability Plan.

Discussion:

*Joe Glaccum withdraws OTC report agenda item 4: VHF Interoperability Plan. This item will be reviewed by the IOC and sent back to the SRB.*

---

**Chair Mund Opens review of May 26th meeting minutes as written.**

Motion: Tony Bennett  
Second: Brad Hanson  
**APPROVED with provision:** Addition of attendance to meeting minutes.

Discussion: *Bill Mund requests addition of attendance to meeting minutes.*

---

**OTC Report (Chair Joe Glaccum):**

1. **Roseau Co Limited Interop Plan**

   Motion: Jack Swanson  
   Second: Marvin Garbe  
   **APPROVED with provision:** addition of STACs to plan.

   Discussion:
   *Joe Glaccum comments that STACs were initially believed by the committee as strongly recommended. After further review, it was found that they were required. Glaccum recommends that the STACs are added to the Roseau Co Plan. Glaccum otherwise recommends the plan for approval.*

2. **EMH Standard Request**

   Motion: Brad Swanson  
   Second: Ulie Seal  
   **APPROVED.**

   Discussion:
   *Joe Glaccum explains that this standard will avoid necessity for talkgroup appearance of every hospital in MN on consoles, which the console will not support. Not anticipating a lot of traffic. Marvin Garbe requests that the plan is posted on the website. Garbe requests that all abbreviations and acronyms are spelled out in plain English. Glaccum points out that spelling out all acronyms and abbreviations will make the standard longer and is not helpful. B Abley suggests that this is an item for the Board’s abbreviations and acronyms list. Hanson inquires about the abbreviations and acronyms listed. Abley and Mund report that it is in plain text and is not searchable.*
3. **Hospitals Communications Best Practices Guide.**

   Motion: Marvin Garbe  
   Second: Brad Hanson  
   APPROVED.

   Discussion:  
   *Joe Glaccum explains it is a logical follow-on to the EMS Communications Best Practices Guide. It is presented for approval and public posting as a best practices guide.*

4. **VHF Interop Plan (Withdrawn)**

5. **Hubbard Co Participation Plan.**

   Motion: Tony Bennett  
   Second: Rodmen Smith  
   APPROVED.

   Discussion:  
   *Joe Glaccum explains that the county does not require additional channels or towers. The OTC had no objection to the plan and suggests for approval.*

6. **DOC Participation Plan Amendment**

   Motion: Mike Risvold  
   Second: Tony Bennett  
   APPROVED.

   Discussion:  
   *Joe Glaccum introduces DOC participation plan amendment. OTC reviewed this plan a few months ago, but it was accidentally omitted from SRB agenda. Chair Glaccum apologizes for its omission from the agenda. Glaccum recommends approval by the board.*

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**Finance Committee:** No report.

**Steering Committee:** No report.

**Legislative and Government Affairs Committee:** No report.

**New Action Item: Handling of Meeting Minutes**

*Seal proposes that action items for the Board are posted the same or following day of the Board’s meeting.*

   Motion: Marvin Garbe  
   Second: Joe Glaccum
**APPROVED**

Glaccum proposes that this handling of action items is appended to all Committees of the SRB.

Motion: Joe Glaccum  
Second: Rodmen Smith  
APPROVED

---

**Mn/DOT Report**  
**Discussion:**  
Thakur hands out the ARMER project status report.

- Thakur states that Mn/DOT OEC has been asked to prepare for a potential shutdown starting Jul 1. Mn/DOT OEC has requested for 24 staff to be appointed on an emergency repair basis, but this is uncertain as a court order regarding staffing is still pending.
- Thakur reports that his agency is working through many small complications, e.g. to ensure that contractors can still access sites with their electronic key cards.
- Thakur reports that only about 217 out of over 3000 Mn/DOT staff will be working during the shutdown.
- There are 5 sites that should be ready for microwave by June 30, but will not be up because of the pending shutdown.
- There are 4 sites that should have been ready by June 30 because Mn/DOT has asked their contractors to suspend work. These sites will be delayed by the duration of the shutdown plus 30-60 days. Thakur explains that this is the case because remobilization of workers will take time.
- There are many more sites that may be delayed by 30-60 days if the government shuts down.
- Thakur reports that budget, schedule, and scope are “condition green”. Thakur reports that if the state government shuts down, that the project is likely to shift to “condition yellow”.
- Thakur reports that a bond sale is pending resolution of the state government’s budget.
- Thakur reports that $38,015 in remaining Phase 3 dollars are no longer available.
- Thakur extends his apologies for the negative report.
- Glaccum inquires whether outstanding 7.9 upgrade issues are considered emergency services.
  - Thakur states that he had requested over 30 staff initially as requested staff, but that the number was reduced to 24 before presentation to court.
- Glaccum inquires whether the Board or the MN legislature has any “pull” to define essential services.
  - Bennett reports that it is his understanding that the MN Supreme Court has determined that it is unconstitutional to expend money without an appropriation.

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**ECN Report-Tom Johnson**  
**Discussion:**  
- Johnson commends ECN staff for their hard work pending the government shutdown.
- Johnson reports that Joyce Simon is ECN’s new grants specialist.
- Johnson reports that the Standards Coordinator position is undergoing background checks.  
  Johnson reports that the looming shutdown complicates issues.
- Johnson reports that 9-1-1 program manager reviews occurred the day prior and will be moving into background checks shortly.
Johnson reports that the contract for the CM RIC is terminating and will be going to RFP soon.

Johnson reports that the public safety broadband project managed by Brandon Abley is on-schedule.

Johnson reports on the Status Board project.

Johnson reports on NECP goal 2. 63 out of 87 counties are done and reported. Johnson is reaching out to the other 24 counties. Johnson reports that MN is in the top 5 of all nations in the country for NECP goal 2 participation.

Johnson reports that MN was not awarded a BIDP grant. Johnson reports that Harry Algyer (sp) has been hired by NE Minnesota to develop a cross-border Canada-MN communications plan.

Johnson reports that the VHF overlay project is underway.

Johnson reports that ECN has developed an SOW with Federal Engineering to develop a VHF Interop Overly operational and training plan.

VHF Interop plan is nearing completion. Johnson would like to place the plan before the ICO and bring it before the SRB for final approval next month. Johnson reports that the document will include some changes in language per the OTC, such as changing the title from an Interoperability Plan to a Best Practices Guide.

Johnson reports that the interop conference in St. Cloud in Spring 2012 is undergoing planning.

Johnson reports that there were 27 members at the RECWG meeting in June. Johnson points out that MN is short 2 members for the RECWG due to the retirement of Sheriff MuDurry (sp) and John Tonding.

Mund inquires on the NECP Goal 2 deadline.
  o Johnson reports that he has until September 1 to report, but that he has set the deadline for MN to July 1. Johnson reports that NECP reporting will have no issues so long as there is no state government shutdown.

RIC Report (Johnson)

Johnson standing-in for Bill Bernhjelm.

Johnson reports that NE planning is going well.
  o Koochiching will not participate in ARMER

Johnson reports that in NW region, RAC and RRB are working together. The region is working on restoring a User’s Group.

Johnson reports that the Hubbard Co Participation Plan and Roseau Co Interop Plan have been approved by the board.

Johnson reports that at the last RAC there was considerable discussion about the definition of interoperability and the eligibility of interoperable equipment. Johnson reports that many in the RAC feel that interoperable communication funds should be eligible for whichever purpose the applicant feels they are, so long as those expenses support interoperability.

Mike Risvold states that he received a call from St Louis Co emergency rescue had called inquiring about ARMER coverage plans in the boundary waters area of Minnesota. He inquires what the project’s plan is.
  o Johnson reports that it is uncertain what coverage levels in boundary waters will be until towers are built. Johnson reports that coverage may be sufficient, but that there is no way to know for now. Johnson reports that there are technical solutions that ECN, Mn/DOT, the RIC, and area public safety officials are investigating.
  o Mund refers to a boundary waters discussion at annual interop conference. Mund explains that there are many issues such as allowable tower height.
Glaccum states that project members don’t really have the latitude to take a close look at coverage issues in the area, and that there is no funding to solve the problem. Glaccum states that he is not convinced that existing towers are going to provide the coverage that will be needed in the region. Glaccum states that he is concerned that, if a solution is not reached proactively, it will be difficult or impossible to solve later.

Brad Hanson inquires whether the boundary waters area is considered under the 95% coverage requirement.

- Glaccum answers that the boundary waters are specifically excluded from the state’s communications plans.

Mund requests that the Board takes this issue up at its next executive committee meeting.

Network Integration Update (Nelson)

- Nelson states that testing in Project 2 has reduced network latency to 16 ms, which is outside of Motorola’s spec but appears to be sufficient for operating a dispatch console.
- Nelson reports that there have been productive conversations regarding testing of network connections to St. Cloud for Project 2.
- Nelson reports that Project 3 is still on-hold; looking at using the ARMER backbone as a path for IP services. Nelson reports that Central MN is investigating utilizing this type of deployment for backhaul for regional logging.

SCIP Plan

- Johnson reports that the SCIP plan has been revised and reduced to 42 pages.
- Johnson hands out copies of the MN SCIP plan, the MN SCIP Implementation Report.
- Johnson reports that the new SCIP plan is aligned with the DHS safecom continuum, carrying one chapter for each lane of the continuum.
- Johnson reports that the April 13th SCIP Implementation workshop was a major success.

Meeting Minutes (Mund)

- Mund inquires whether minutes should be published in draft format.
- Glaccum reports that the OTC is in favor of this option. Because minutes are marked as draft, they are clearly labeled as unofficial. Glaccum also points out that because the meetings are published.
- Seal suggests posting action items the same day or following day, regardless of whether meeting minutes are posted or not.
- Seal proposes that action items for the Committee are posted the same or following day of the Board’s meeting.

Motion: Marvin Garbe
Second: Joe Glaccum
APPROVED

Glaccum proposes that this handling of action items is appended to all Committees of the SRB.

Motion: Joe Glaccum
Second: Rodmen Smith
APPROVED

State Shutdown

- Mund points out that there will be no support or facilities for SRB or Committee meetings.
- Glaccum points out that there is nothing to preclude the Board and Committees from meeting.
## Statewide Radio Board
### Meeting Minutes
#### August 24, 2011

### Attendance

**Members:**

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*Members attending are marked with **yellow highlight.**

**Guests reporting:**

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<td>John Dooley</td>
<td>HSEM</td>
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<tr>
<td>Joe Ross</td>
<td>Televate, LLC</td>
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<td>Tom Johnson</td>
<td>ECN</td>
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<td>Steve Borchardt</td>
<td>ECN</td>
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**Administrative Support:**

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Brandon Abley</td>
<td>DPS</td>
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### Action Item Summary

1. Lac Qui Parle Co Amendment                  Approved
2. SE Region Participation Plan               Approved
3. Allina Medical Transportation ARMER Migration Plan  Approved
4. Life Link III Participation Plan  Approved
5. APX 6000 Testing Results  Approved
6. OTC Final Approval of Testing Results  Approved
7. PSIC Control Station Project Fund Request  Approved
8. Grant Allocation Plan Amendment  Approved
9. IPAWS Committee Request (Chair Dunaski  Withdrawn as Agenda Item
10. RECCWG Nomination (Johnson, DPS ECN)  Approved

Meeting Minutes

Call to Order

Chair Dunaski calls the meeting to order at 12:37 p.m.

Approval of Agenda

Chair Dunaski polls for additions or changes to today’s agenda.

Motion to approve:  Garbe
Second:  Humphrey
Opposed:  None
Approved

Approval of Minutes

Abley: Corrections to date and Commissioner Bennett’s name
Garbe: Meant to say “Spell out acronyms the first time only, not every time”

Motion to approve:  Garbe
Second:  Humphrey
Opposed:  None
Approved

IOC Report

No Report

OTC Report

1. Lac Qui Parle Co Amendment

Glaccum presents plan amendment as written.

Motion to approve:  Garbe
Second:  Humphrey
Opposed:  None
Approved

2. SE Region Participation Plan

Glaccum presents plan as written.

Motion to approve:  Droste
Second: Humphrey
Opposed: None
Approved

3. Allina Medical Transportation ARMER Migration Plan

Glaccum presents plan as written.
Glaccum describes provision that TGs are named to adhere to standards.

Motion to approve: Garbe
Second: Humphrey
Opposed: None
Approved

4. Life Link III Participation Plan

Glaccum presents plan as written.
Glaccum describes provision that contract is entered into with Mn/DOT.

Motion to approve: Kaase
Second: Humphrey
Opposed: None
Approved

5. APX 6000 Testing Results

Glaccum presents test results as written.
Glaccum describes that the radio passed tests before the state shutdown, and that users were advised to use the radios per Chair Dunaski prior to approval.

Motion to approve: Garbe
Second: Humphrey
Opposed: None
Approved

6. OTC Final Approval of Testing Results

Glaccum states his feeling that subscriber equipment falls under the same category as Radio User IDs and Talkgroup IDs. Glaccum requests that the OTC makes the final judgment on approving subscriber equipment. Dunaski states that with the APX6000, the radio had passed all test results, but that permission to use the radio had been delayed by months due to the shutdown. Glaccum states that OTC plans to report test results to the SRB.

Motion to delegate to OTC final review and approval on ARMER subscriber testing results;
Motion to administratively revise applicable SRB standard:
Second: Garbe
Opposed: Humphrey
Approved

FC Report

7. PSIC Control Station Project Fund Request

Whitehead, for Mund, presents letter as filed with the Finance Committee. Whitehead points out that existing appropriations from the SRB FY2012 budget are:
- Funding for ECN Standards Coordinator
- Funding for Televate Study
Whitehead describes that PSIC program was scheduled for termination, but MN was granted an extension for STR equipment as well as ARMER/Interoperability training and planning. Whitehead states that ECN plans to complete this project by end of September.

Motion to approve: Humphrey
Second: Garbe

Humphrey inquires whether this funding is to be used for Federal funding match on this program. Whitehead confirms.

Opposed: None
Approved

8. Grant Allocation Plan Amendment

Whitehead, for Mund, presents the letter as filed with the Finance Committee. Whitehead explains that the funding was reallocated according to formula. Whitehead explains that IECGP was terminated. Accordingly, the Finance WG suggested that some SHSP funds were made available for training or planning. Any changes to proposals would be presented to the SRB for review and approval.

Motion to approve: Gerlicher
Second: Humphrey

Humphrey inquires what the implications are of the approximately 50% cut in funding for SHSP funds. Whitehead responds that significant cuts have been made in various Federal grant programs. Whitehead states that his message throughout the State has been that most Federal funding has already occurred in the past. Humphrey inquires whether local units of government will have significant difficulties in integrating with ARMER or in narrowbanding VHF/UHF equipment without grant funding. Whitehead responds that he cannot answer this question in great detail but feels that this may be an issue.

Opposed: None
Approved

Steering Committee Report

No report.

Legislative Committee Report

Kaase reports that prior to this meeting he had met with Chair Assistant Commissioner Dunaski and Director Mines regarding his committee and how it may be of greater benefit to the SRB. Kaase states that he will have announcements shortly.

Other Reports

ARMER Status Report

Thakur reports that the project has experienced 6-8 weeks worth of delay due to the 3-week state government shutdown. Thakur reports that all currently contracted sites are anticipated to be complete by the end of 2012, and so the project will be “substantially complete” by that day. Thakur reports that the project’s budget has no issues and has a $15 contingency fund. Thakur reports that Mn/DOT plans to finish 200 additional sites by July 2012. Dunaski inquires whether the shutdown will impact any local unit of government’s ability to migrate away from VHF in
time for the narrowbanding deadline. Lee reports that there may be up to 25 sites that will be delayed by environmental studies or other property acquisition/permitting procedures.

ECN Report

Director Mines introduces Brian Tollin, ECN’s new Standards Coordinator, whose position is supported by funding from the SRB. Mines announces that the 9-1-1 Program Manager position posting has closed and that ECN is awaiting resumes from DPS HR.

Mines announces that CM RIC and Administrative Assistant positions are pending personnel action through DPS HR.

Mines announces that ECN’s bond sale for ARMER was extremely successful and was issued as a AAA/AA bond. The bonds were priced at 3%, which is $4 million lower than estimated by the State. Mines announces that Televate is here to present deliverables to the SRB per the Public Safety Broadband Study today. Mines announces that ECN is continuing to work with the Status Board Workgroup. All user requirements have been successfully collected and will proceed to secure funding.

Mines announces the ECN has entered into an MOU for use of LE and IR channels throughout the State. US DOI ECN’s interoperability sponsor under this MOU.

Mines announces that NECP Goal 2 reporting now includes 85 counties. Mines commends Tom Johnson for his hard work.

Johnson announces 4 new state-certified COMLs:
Dean Wrobbel
Renee Inderhar
Greg Nelson
Wendy Lynch

RIC Report

Borchardt reports the Dodge and Freeborn Co are online and several others are coming between the end of 2011/Q2 2012.

Borchardt reports that SE EMS communications planning is proceeding quickly.

Borchardt reports that Blue Earth Co should migrate by Q1 2012 and the others in SR should migrate by Q2 2012.

Borchardt reports the SR is developing several regional standards including standards for the use of STR equipment.

Borchardt reports that work in SW is proceeding slowly.
Borchardt reports that many counties in SW do not have sufficient subject matter expertise to make policy decisions regarding talkgroups. Borchardt announces that SW is working to assemble workshops to increase education in this topic area.

Borchardt announces that cross-border exercises throughout the southern regions of MN have been slowed down by the state shutdown, but that planning is resuming. Borchardt reports that some counties in the southern regions of MN are concerned about a lack of grant funding and are revisiting funding and phased migration models for participation in ARMER. However, Borchardt reports that no county has reversed its decision to migrate to ARMER.

Network Integration Report

Project 1: Nelson reports test link is running at 13 ms, which is very close to the 7 ms benchmark required by Motorola consoles.

Project 2: Nelson reports Alex Tech to St Cloud MSO connection is in service. Nelson is working with DOC to trial additional connections.

Project 3: Nelson is still waiting for internal resources to free up. Project efforts slowed down by State shutdown as well
as summer vacations because staff is not available for this project.

Old Business

New Business

SRB Retreat

Mines states that the SRB should consider hosting another SRB retreat to increase interest in the SRB. Mines asks whether ECN should explore hosting such a retreat sometime in the Winter/Spring timeframe. Stanek suggests that the SRB may consider hosting the SRB in conjunction with a sheriff’s conference or another Minnesota conference. Dunaski suggests hosting this conference along with a regular meeting of the SRB. Gerlicher suggests that the Board should be cognizant of busy schedules of its members. Dunaski invites comments or criticisms. Garbe inquires about the date of the next Interoperability Conference. Johnson announces that the Conference will be held April 16th. Dunaski requests that ECN investigate potential dates. Dunaski requests that ECN explore multiple options and look for other similar conferences.

9. IPAWS Committee Request (Chair Dunaski)

Dunaski presents the request as detailed in a letter to the SRB from Public Safety Commissioner Ramona Dohman to establish an IPAWS Committee under the SRB. Dunaski clarifies that discussion of this committee is not presented as an action item. Rather, Dunaski requests that members review the proposal today and that the Board reviews this topic for action at its next meeting.

Dooley steps through the presentation for establishment of an IPAWS committee as outlined in the meeting agenda.

Thakur inquires how this system differs from EAS. Dooley answers that IPAWS is a comprehensive alerting system for all telecommunications systems whereas EAS is for broadcast media only.

Stanek reports that many local jurisdictions have already invested in local alerting and worries about duplication of effort and sunk costs. Stanek is uncertain which sort of messages would be sent using IPAWS that cannot be sent with current systems. Stanek explains that he is not opposed to this initiative, but that he does have some concerns.

Dunaski states that he believes the SRB should consider having some serious discussions about this topic, but does not claim to know the best course of action.

Thakur inquires whether this sort of committee exists in other states.

Dooley answers that many other states have active committees for emergency alerting in concept. Dooley elaborates, however, that public safety organizations have not historically been active participants in these committees.

Bennet inquires of the SRB’s legal authority to establish such a committee. Dunaski answers that the SRB is Minnesota’s SEIC per a Governor’s Executive Order. Whitehead explains that the duties of the SIEC should be considered comprehensive per interoperable communications. Gerlicher states that such a committee would have an advantage placed under the SRB. Bennet requests that legal research is conducted per this request. Dunaski cites Governor’s Executive Order forming the Statewide Radio Board: “To develop . . . guidelines for communication interoperability in Minnesota”. Dunaski commits, however, to seeking legal counsel.

Withdrawn as an action item until the next meeting of the SRB by Chair Dunaski.
10. RECCWG Nomination (Johnson, DPS ECN)

Johnson presents request as submitted in ECN Director Mines’ letter to the SRB.

Motion to approve: Bennett
Second: Kaase
Opposed: None
Approved

Public Safety Broadband Study Presentation of Deliverables

Abley introduces the project and Joe Ross from Televate.
Ross commends the SRB for its leadership in interoperable communications.

Ross steps through the presentation for establishment of an IPAWS committee as outlined in the meeting agenda.

Mines inquires that, because public safety broadband is such a national initiative, whether there will be any push by the FCC to encourage or force wireless carriers to provide public safety the priority and services they require on commercial networks.
Ross answers that the FCC would have a hard to forcing carriers to do this, but that the US legislature has outstanding bills that may provide funding for public safety broadband.

OET Consolidation

Dunaski states that the OET consolidation will affect every agency in the state of Minnesota as well as the functions that the Statewide Radio Board is involved in.
Per Minnesota Session Laws 2011, 1st Special Session, Ch 10—SF No. 12:
Dunaski points to Section 2, which transfers all information technology and telecommunications services to OET.
Dunaski points out that as of Monday, all State CIOs have been transferred to OET.
Dunaski points out that as of October 1st, all IT employees will be transferred to OET.
Dunaski points to Section 5, which transfers all funds for technology and telecommunications to OET.
Dunaski points to Section 7, which tasks the State CIO with reporting to the State Legislature on the feasibility with integrating various functions of the State, including the Statewide Radio Board, under OET.

Mines highlights page 8 of the 2009 Statewide Radio Board Structure and Governance Assessment, which concludes that the SRB is best served by not being transferred under OET.

Other Business
Announcements
Adjourn

Chair Dunaski adjourns the meeting at 3:18 p.m.
Statewide Radio Board
Meeting Minutes
October 27, 2011
MnDOT Arden Hills Training Center

Attendance

<table>
<thead>
<tr>
<th>Present</th>
<th>Member/Alternate</th>
<th>Representing</th>
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<tbody>
<tr>
<td>X</td>
<td>Mark Dunaski (Chair)/Jackie Mines</td>
<td>DPS</td>
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<tr>
<td>X</td>
<td>Mukhtar Thakur/Tim Lee</td>
<td>Mn/DOT</td>
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<td>X</td>
<td>Tarek Tomes/Mark Nelson</td>
<td>OET</td>
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<td>X</td>
<td>Rodmen Smith/Dan Kuntz</td>
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<td>Kevin Daly/John Mock</td>
<td>MSP</td>
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<td>X</td>
<td>Vince Pellegrin/Thomas Humphrey</td>
<td>METC</td>
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<td>Keith Bogut/Vacant</td>
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<td>X</td>
<td>Bill Droste/Vacant</td>
<td>League of MN Cities, Metro</td>
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<td>X</td>
<td>Marvin Garbe/Chris Caulk</td>
<td>League of MN Cities, Greater MN</td>
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<td>X</td>
<td>Tony Bennett/Jim Ische</td>
<td>Assoc. of MN Counties, Metro</td>
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<td>X</td>
<td>Jim McMahon/Vacant</td>
<td>Assoc. of MN Counties, Greater MN</td>
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<td>Rich Stanek/Jim Bayer</td>
<td>MSA, Metro</td>
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<td>Dan Hartog/Scott Turner</td>
<td>MSA, Greater MN</td>
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<td>X</td>
<td>Gayle Degler/Jim Ische</td>
<td>MESB</td>
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<td></td>
<td>Mike Risvold/Vacant</td>
<td>MN Chiefs of Police Assoc., Metro</td>
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<tr>
<td>X</td>
<td>Cari Gerlicher/Vacant</td>
<td>MN Chiefs of Police Assoc., Greater MN</td>
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<tr>
<td>X</td>
<td>Ulie Seal/Vacant</td>
<td>MN Fire Chiefs Assoc., Metro</td>
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<td>X</td>
<td>Bill Mund/Vacant</td>
<td>MN Fire Chiefs Assoc., Greater MN</td>
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<tr>
<td>X</td>
<td>Joe Glaccum/Vacant</td>
<td>MN Ambulance Assoc., Metro</td>
</tr>
<tr>
<td>X</td>
<td>Brad Hanson/Scott Miller</td>
<td>MN Ambulance Assoc., Greater MN</td>
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<tr>
<td>X</td>
<td>Jack Swanson/Tom Kaase</td>
<td>RRBs</td>
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*Members attending are marked with yellow highlight.

Guests reporting:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Ron Whitehead</td>
<td>DPS DECN</td>
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<tr>
<td>Jill Rohret</td>
<td>MESB</td>
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<tr>
<td>John Dooley</td>
<td>DPS HSEM</td>
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<tr>
<td>Rick Juth</td>
<td>DPS MSP</td>
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<tr>
<td>John Tonding</td>
<td>DPS DECN</td>
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<tr>
<td>Tom Johnson</td>
<td>DPS DECN</td>
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Also attending:

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<tr>
<th>Name</th>
<th>Representing</th>
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<tbody>
<tr>
<td>Brandon Abley</td>
<td>DPS ECN</td>
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</table>
**Action Item Summary**

<table>
<thead>
<tr>
<th></th>
<th>VHF interoperability Frequency Plan</th>
<th>Approved as submitted. DECN to review existing SRB standards for discrepancies from this plan, update those standards, and present them to the SRB through its committees.</th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>Standard 3.24.0</td>
<td>Approved. Administrative correction to sentence structure Section 4, bullet 4.</td>
</tr>
<tr>
<td>3</td>
<td>Roseau County Cross-Band Interop Project Funding Request</td>
<td>Approved as submitted.</td>
</tr>
<tr>
<td>4</td>
<td>Establishment of an IPAWS Committee</td>
<td>Approved as submitted at previous meeting. IPAWS Committee to define its mission and structure, and report to the SRB.</td>
</tr>
<tr>
<td>5</td>
<td>SRB Meetings Schedule</td>
<td>Approved. Brandon Abley to correct error in schedule date for Steering Committee. Legislative and Government Affairs Committee to establish regular meeting date. Abley to present final schedule to SRB.</td>
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**Meeting Minutes**

**Call to Order**

Chair Dunaski calls the meeting to order at 12:35 p.m. A quorum is observed.

No changes are presented for the agenda.

Marvin Garbe motions to approve the agenda.
Tony Bennett seconds.
The motion carries.

**Approval of Previous Meeting’s Minutes**

No changes are presented for the meeting agenda.

Marvin Garbe motions to approve the previous meeting’s minutes.
Tony Bennett seconds.
The motion carries.

**Interoperability Committee Report**

1. VHF Interoperability Frequency Plan

   The plan is reviewed as written.
   
   Joe Glaccum motions to approve the request.
   Jack Swanson seconds.
Brandon Abley points out that the plan has some discrepancies with a number of Statewide Radio Board Standards. Abley specifically references standards covering the use of MINSEF (VLAW31) and MIMS, which are contrary to policies in various Statewide Radio Board Standards. Abley offers on behalf of DECN to follow up on these discrepancies, adjust standards to bring them in compliance with this plan, and to report to the SRB.

Joe Glaccum announces that the OTC’s recommendation was to change this plan to a non-binding best practices guide.

Cari Gerlicher announces the IOC had discussed OTC’s recommendation, and recommends adopting this plan as the SRB’s plan, and not as a best practices guide.

The motion carries.

2. Best Practices Workgroups

Gerlicher reports that the IOC is assembling Best Practices workgroups specific to various public safety disciplines to put together best practices communications guides. Gerlicher reports that Tom Johnson is assembling members for these workgroups.

3. Civil Air Patrol

Civil Air Patrol (CAP) has requested use of ARMER to communicate with public safety agencies when the CAP is activated to support disaster response activities. The IOC had debated whether this use of ARMER was in step with the Board’s priorities for use of the system, and has come to the Board for further guidance. Gerlicher states that she does not believe there are any capacity issues associated with CAP’s request, but that IOC is seeking guidance from the SRB for use of ARMER by CAP and other volunteer organizations.

Ulie Seal reports that the Metro region has a partnership with MNVOAD that is similar to the CAP’s use of ARMER.

Jill Rohret reports that this partnership limits use of the system by MNVOAD. MNVOAD owns and controls a small number of radios for use in DRO operations. Rohret states that she believes MNVOAD is limited to 10 radios. Rohret states that organizations under MNVOAD own and control subscriber units directly.

John Dooley states that ARMER Standard 5.2.0 covers use of ARMER by disaster relief organizations. Dooley reports that HSEM ensures that disaster relief organizations have up-to-date training on use of ARMER.

Glaccum states his belief that the challenge in this case is not technical, but that it is precedent-setting. Glaccum states that the only technical concern in this case is with special configuration of ARMER radios to be used in aircraft. Glaccum recommends that the SRB adopts the Metro’s language in standard regarding MNVOAD under the Board’s pre-existing 5.2.0 standard for Disaster Relief Organizations. Glaccum also believes that the State should contract for use of ARMER with MNVOAD, rather than dealing with each organization, such as CAP, directly.

Cari Gerlicher offers to work with John Dooley to present a workable standard to the Board.

Bill Mund states that these sorts of needs may be addressed through comprehensive communications plans that include deployable resources like cache radios to be issued during an incident, and that interoperability needs may often be met without partners purchasing additional radios.

Marvin Garbe reports that Western Minnesota makes extensive use of cache radios during seasonal floods to fill
in communications gaps where partner agencies do not have compatible equipment.

Tim Lee reports that the existing 5.2.0 standard does not authorize Disaster Relief Partners to use ARMER for internal or day-to-day communications. Lee also reports that there are negative impacts on the ARMER system when using an ARMER radio in aircraft that is not specially programmed for aircraft, such as a portable cache radio.

**Operations and Technical Committee Report**

1. **Standard 3.24.0**  
   Joe Glaccum presents the plan as submitted, which includes modifications suggested by the OTC. Glaccum also requests the following change in Section 4: Recommended Protocol/Standard, for readability:

   Designate which regional interoperability talkgroups that each primary PSAP is required to maintain in at least one of the ARMER radio control stations for patching to local communication resources.

   Glaccum reports that the MSP had, at the same meeting this standard was proposed, introduced a statewide hailing talkgroup that MSP will make available to partner agencies. Glaccum feels this talkgroup helps to address some of the concerns raised at OTC regarding the proposal for Standard 3.24.0.

   Ron Whitehead reports that DECN is working with regions to establish permission requirements to use and program regional talkgroups in pursuit of this standard.

   **Marvin Garbe motions to approve the request.**  
   **Bill Mund seconds.**  
   **The motion carries.**

2. **Change Management Item**

   Chair Glaccum reports that the OTC has identified a major change in Central Minnesota’s request to change the configuration of the State IC Zone (STAC, FTAC, LTAC, and ETAC). Glaccum feels that this major change needs to go through the Interop Committee.

   Brandon Abley reports that it is straightforward for DECN to solicit changes, as it has the resources in-place to facilitate communications.

   Jill Rohret and Ulie Seal report that Metro region has already identified certain changes, but that it was uncertain whether the solicitation period for changes had begun. Marvin Garbe reports that the western counties in Minnesota have not heard of a solicitation period for changes.

   Brandon Abley reports that DECN’s uncertainty was regarding whether the Board should be notified of the solicitation period before communicating with partner agencies, whether the solicitation period should begin as soon as a committee OTC identifies a major change, or if there were some other means to proceed forward.

3. **WISCOM/ARMER Connection**

   Joe Glaccum reports that the OTC had discussed the feasibility of a connection between ARMER and WISCOM. WISCOM is a statewide trunked radio system in the state of Wisconsin operating in VHF spectrum. Glaccum reports that the OTC had requested the steering committee for the VHF Interoperability Overlay Operational Plan discuss this topic and explore whether it fits within that project’s mission.
Bill Mund reports that it is important to document and standardize the specific process for cross-border interoperability.

Ron Whitehead reports that, in the case of control stations issued under the PSIC Control Station Project. Ron Whitehead reports that, in that project, control stations are issued to the Minnesota county, but installed in the Wisconsin county under MOU. Whitehead reports that these MOUs are all similar.

Johnson reports that the Minnesota Interoperability Workgroup has representatives from each of the adjoining states that discuss these issues and may have recommendations for the Board in the future.

Finance Committee Report

1. Roseau County Cross-Band Interop Project Funding Request Action Item

Bill Mund reports that he was unable to attend the meeting and defers to Committee Vice Chair Jack Swanson.

Jack Swanson presents the plan as written. Swanson reports that this plan was approved unanimously by the SRB Finance Committee, and by the NW Region RAC. Swanson believes the NW RRB will approve the plan as well.

Jackie Mines explains that this project is an excellent opportunity to demonstrate interoperable communications capabilities for those counties who are not using ARMER for primary communications, but have direct access to the ARMER backbone network.

Joe Glaccum inquires what Roseau County’s plans are for addressing the fifth harmonic interference issue identified in the plan. Swanson reports that he does not have sufficient technical expertise to explain, but requests to discuss this issue privately with Glaccum after the meeting.

Joe Glaccum motions to approve the request. Cari Gerlicher seconds. The motion carries.

Steering Committee Report

No meeting held. No report.

Legislative and Government Affairs Committee Report

No meeting held. No report.

Reports:

1. ARMER Project Status Report

Tim Lee announces that the project is 66% complete.

Marvin Garbe inquires about the status of the Woods site. Tim Lee reports that the tower is erected. Lee reports that this site requires that the Danube site is completed first. Lee reports that the Danube site was recently completed and that the Woods site should be online shortly.
2. ECN Update

Jackie Mines reports that there are two new counties now operating on ARMER—Grant and Stevens. Mines reports that ECN has hired John Tonding as Central and Metro Minnesota RIC, Cathy Anderson as Standards and Training Coordinator, and Dana Wahlberg as 911 Program Manager. Mines reports that Carver County is going live on the new NG911 network. Carver County’s ALI circuits are currently operating over NG911 and the county will be transition its call processing equipment shortly.

Mines announces that NECP Goal 2 reporting is completed and that Minnesota is among the first 7 counties to complete reporting. Mines reports that the most recent SCIP implementation plan is undergoing final reviews and will be submitted to the Federal government shortly.

Mines announces that the Status Board project will begin shortly pending execution of an interagency agreement with DPS’ IT department.

3. RIC Report

Tom Johnson reports for the Central Minnesota RIC, whose position was vacant during the reporting period.

Johnson reports that Central Minnesota counties Grant, Stevens, and Pope are now operating on ARMER. Pope is in addition to Grant and Stevens as announced by Jackie Mines. Johnson reports that these counties bring the statewide count to 23 counties now operating on ARMER.

Johnson reports that the Joint Powers Agreement for the Central Minnesota region was modified to include the functions of an Emergency Services Board. The Central Minnesota Regional Radio Board is now named the “Central Minnesota Emergency Services Board”.

Johnson reports that the Central Minnesota region has completed a standard for use of regional STR equipment, that the region will be unveiling its new website at its next meeting, and that it is reviewing the use of CCGW ports.

Johnson reports that the Metro region has established a process for granting permission to use regional interoperability talkgroups. The region is requiring all users who currently have Metro regional interoperability talkgroups to send permission letters to the Metro TOC so that the region may keep its TIC plan up to date and accurate. Johnson reports the Metro region is considering changing its regional PTAC and ATAC interoperability talkgroups to a common pool. Johnson reports that the Metro region will be hosting training on use of communications gateway devices.

4. Network Integration Update

Chair Dunaski apologizes for neglecting to call on Mark Nelson to report on the Network Integration Study at the Board’s previous meeting.

Nelson reports that Project 1, to use terrestrial circuits as a backup to ARMER, is closing and has been a success.

Nelson reports that Project 2, to use terrestrial circuits to provide a primary or alternate path for dispatch consoles to zone controllers, is progressing in partnership with Otter Tail County.

Nelson reports that OET has acquired new testing systems for MNET to evaluate latency, and that these systems show promise to support this study. Nelson
Nelson reports that Project 3, to use ARMER excess microwave capacity as an alternate path to provide data services to PSAPs, has had progress in partnership with the Benson County. Nelson reports that OET is coordinating with Benson County and Granite Electronics to fulfill this project. Nelson reports that he will investigate potential resources available through the Interoperability Overlay IP network.

Old Business

1. Establishment of an IPAWS Committee (Chair Dunaski)  
   Action Item

Chair Dunaski requests John Dooley to provide a brief overview of IPAWS.

Dooley explains that IPAWS is essentially an expansion of the existing emergency alert system. Dooley explains that IPAWS is an integrated system for public alerts and warnings that will be available to public safety organizations to use multiple pathways, such as cellular telephones, broadcast television, and the internet to distribute emergency alerts. Dooley states that IPAWS will be live in 2012. Dooley states that the primary role of this committee would be to establish policy on the use of IPAWS and to coordinate its implementation in Minnesota.

Marvin Garbe reports that he, as emergency manager for his county, was recently interviewed by FEMA to evaluate existing capabilities to implement IPAWS.

Jack Swanson states that many counties use products such as Code Red, which are opt-in products where residents sign up for service to receive alerts. Swanson inquires whether IPAWS functions in reverse, requiring residents to opt-out.

Dooley confirms that IPAWS services will be opt-out, and that individuals will receive alerts through IPAWS unless specifically opting out. Dooley reports that Code Red will include support for distributing alerts through IPAWS.

Chair Dunaski reports that DPS legal counsel has advised that an IPAWS committee would fit under the Board’s statutory duties. Chair Dunaski also reports that the Board’s bylaws include the provision for establishment of special or standing committees to fulfill the Board’s mission. Dunaski states the Commissioner of Public Safety has requested, in writing, that this committee be established.

Jackie Mines requests that the IPAWS committee is established as a standing committee.

Joe Glaccum inquires of the specific structure of the IPAWS committee. Chair Dunaski states that the structure of the board was presented at the Board’s previous meeting. Chair Dunaski states that the structure of the committee was fairly comprehensive, including several parties outside of the usual structure of the Board. Chair Dunaski states that he will be seeking a chairperson from the Statewide Radio Board.

Dooley reports that the IPAWS Committee would include many entities outside of public safety, including entities such as broadcaster and service provider associations and public health organizations. Dooley reports that industry associations will have seats on the committee, but that individual providers are regulated by the Federal Government and would not report to the State.

Jack Swanson inquires whether it is true that IPAWS is coming whether or not the Board addresses it. Dooley confirms.

Joe Glaccum motions to approve the establishment of an IPAWS committee as a standing committee, with the new committee’s first action item to define its mission, makeup, chair, and to report back to the SRB.
New Business

None.

Other Business

1. SRB Meetings Schedule (Brandon Abley)  
   Action Item

   Brandon Abley presents the schedule as submitted. Abley proposes that the Board, in any month that begin on a Thursday, meets on the fifth Thursday, rather than the fourth Thursday, to allow Committees time to submit items to the SRB.

   Jill Rohret offers the correction that Steering Committee meets on the 2\textsuperscript{nd} Wednesday, not the 3\textsuperscript{rd} Wednesday of each month. Abley confirms, apologizes for the mistake, and proposes to adopt Rohret’s correction.

   Joe Glaccum requests that Legislative Committee sets a final date for its meeting time, that the Steering Committee meeting date error is corrected, and that the SRB is presented with a clean calendar in the following month.

   Tony Bennett offers Ramsey County meeting rooms at its public works building if the Mn/DOT facility is unavailable and the Board would like to meet in the same area.

   Ulie Seal motions to approve the request.
   Tony Bennett seconds.
   The motion carries.

Announcements

Chair Dunaski asks Tim Lee to report on recent ARMER system outages.

Tim Lee reports that Zones 1 and 6 briefly lost interzone traffic during a system upgrade. Lee explains that this occurred in Zone 1 when a Motorola technician missed a single step in the upgrade process, and independently in Zone 6 when a Mn/DOT technician missed the same step in the upgrade process. Lee explains State Patrol in the Detroit Lakes area lost communications because the Zone crosses multiple State Patrol districts. Lee reports that after these errors were observed, corrective action was taken and they were not repeated in other zones.

Tim Lee reports that in a separate incident, State Patrol’s MCC7500 console sites lost connection to the ARMER network, and that MSP’s MC7500 consoles were offline. Lee reports that Motorola and Mn/DOT are investigating the cause.

Joe Glaccum inquires why Mn/DOT performed this major upgrade during regular business hours, instead of during the evening. Lee reports that Mn/DOT chose to perform this upgrade during regular business hours to ensure Motorola support is available, but that it chose an off-peak period during regular business hours.
Adjournment

Bill Mund motions to adjourn.
Ulise Seal seconds.
The meeting is adjourned at 2:08 PM.

Recorded by Brandon Abley.
Statewide Radio Board
Meeting Minutes
November 17, 2011
MnDOT Arden Hills Training Center

Attendance

Members:

Present | Member/Alternate | Representing
---|---|---
X | Mark Dunaski (Chair)/Jackie Mines | DPS
X | Mukhtar Thakur/Tim Lee | Mn/DOT
X | Tarek Tomes/Mark Nelson | OET
X | Rodmen Smith/Dan Kuntz | DNR
X | Kevin Daly/John Mock | MSP
X | Vince Pellegrin/Thomas Humphrey | METC
X | Keith Bogut/Vacant | MMB
X | Bill Droste/Vacant | League of MN Cities, Metro
X | Marvin Garbe/Chris Caulk | League of MN Cities, Greater MN
X | Tony Bennett/Jim Ische | Assoc. of MN Counties, Metro
X | Jim McMahon/Vacant | Assoc. of MN Counties, Greater MN
X | Rich Staneck/Jim Bayer | MSA, Metro
X | Dan Hartog/Scott Turner | MSA, Greater MN
X | Gayle Degler/Jim Ische | MESB
X | Mike Risvold/Vacant | MN Chiefs of Police Assoc., Metro
X | Cari Gerlicher/Vacant | MN Chiefs of Police Assoc., Greater MN
X | Ulie Seal/Vacant | MN Fire Chiefs Assoc., Metro
X | Bill Mund/Vacant | MN Fire Chiefs Assoc., Greater MN
X | Joe Giaccum/Vacant | MN Ambulance Assoc., Metro
X | Brad Hanson/Scott Miller | MN Ambulance Assoc., Greater MN
X | Jack Swanson/Tom Kaase | RRBs

*Members attending are marked with yellow highlight.*

Guests reporting:

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
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<tbody>
<tr>
<td>Ron Whitehead</td>
<td>DPS-ECN</td>
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<tr>
<td>Jackie Mines</td>
<td>DPS-ECN</td>
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<tr>
<td>Rick Juth</td>
<td>SRB Interop Committee</td>
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<tr>
<td>Tom Johnson</td>
<td>DPS-ECN</td>
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<tr>
<td>Gracia Nelson</td>
<td>Roseau Co.</td>
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<tr>
<td>Wendy Surprise</td>
<td>DPS-ECN</td>
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<td>Cathy Anderson</td>
<td>DPS-ECN</td>
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<tr>
<td>Renee Indehar</td>
<td>Ramsey Co.</td>
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<tr>
<td>Jill Rohret</td>
<td>MESB</td>
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**Action Item Summary**

<table>
<thead>
<tr>
<th></th>
<th>Action Item</th>
<th>Approval Status</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>COMT State Certification Standard</td>
<td>Approve as submitted.</td>
</tr>
<tr>
<td>2.</td>
<td>CASM/TICP Data Maintenance Standard</td>
<td>Approve as submitted.</td>
</tr>
<tr>
<td>3.</td>
<td>System Key Security Standard</td>
<td>Table topic until next meeting.</td>
</tr>
<tr>
<td>4.</td>
<td>Meeker County Participation Plan Amendment</td>
<td>Approve as submitted.</td>
</tr>
<tr>
<td>5.</td>
<td>1854 Treaty Authority Request for Participation</td>
<td>Approve as submitted.</td>
</tr>
<tr>
<td>6.</td>
<td>LOGIS Dispatch Console Modification</td>
<td>Approve as submitted.</td>
</tr>
<tr>
<td>7.</td>
<td>Infrastructure Definition</td>
<td>Approve as submitted.</td>
</tr>
<tr>
<td>8.</td>
<td>Carver County Excess Capacity Request</td>
<td>Approve as submitted.</td>
</tr>
<tr>
<td>9.</td>
<td>Southwest Region Participation Plan Change</td>
<td>Approve as submitted.</td>
</tr>
<tr>
<td>10.</td>
<td>Educational Use of ARMER</td>
<td>Approve the use of ARMER by educational institutions for the purposes training and education. Radios for this purpose are not to include live response talkgroups. Direct the authorship of standards regarding educational use of ARMER.</td>
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</table>

**Meeting Minutes**

**Call to Order**

Chair Dunaski calls the meeting to order at 12:30 p.m. A quorum is observed.

Mines introduces Wendy Surprise, who will be handling coordination duties for Wendy Surprise at following meetings of the Statewide Radio Board.

Mines introduces Cathy Anderson, who will be ECN Standards and Training Coordinator.

Chair Dunaski strikes Establishment of an IPAWS Committee as an action item.

Gayle Degler motions to approve the agenda.
Thomas Humphrey seconds.
The motion carries.

**Approval of Previous Meeting’s Minutes**

Marving Garbe adds to page 4, first line: “. . . where partner agencies do not have available.” Chair Dunaski directs Abley to follow up and make certain this statement is accurate.

Thomas Humphrey notes he was in attendance, and not Vince Pellegrin as marked.

Marvin Garbe motions to approve the previous meeting’s minutes.
Thomas Humphrey seconds.
The motion carries.

**Interoperability Committee Report**
1. Election of Vice Chair Rick Juth

2. COMT State Certification Standard  
   Johnson explains that COMT training has been held in the Twin Cities. Johnson explains that Jill Rohret had assisted in adjusting the existing COML Certification standard to apply to COMT certification.
   
   Ulie Seal motions to approve the standard as written.
   Rodmen Smith seconds.
   
   The motion carries.

3. CASM/TICP Data Maintenance Standard  
   Johnson explains that the integrity of data included in the CASM database and TICP(lans) are critical for the data to be useful for first responders.
   
   Marvin Garbe motions to approve the standard as written.
   Thomas Humphrey seconds.
   
   Bill Mund requests that the standard, and other standards on today’s agenda, are assigned numbers.
   
   The motion carries.

4. Development of Best Practices Workgroups  
   Tom Johnson reports that development of Best Practices Workgroups has been successful thus far but is not yet complete. Johnson reports that the Interoperability Committee has invited the EMS/Hospitals/Public Health Best Practices Workgroup to report to the Interoperability Committee.
   
   Joe Glaccum reports that he was testifying before the EMSRB earlier in the same day to pull the EMSRB’s radio plan, which was written in 2007.
   
   Tom Johnson states that the EMS/Hospitals/Public Health Best Practices Workgroup has done excellent work and that this work is being used as a basis for the work of other best practices workgroups.

Operations and Technical Committee Report

1. System Key Security Standard  
   Joe Glaccum presents the standard as written.
   
   Marvin Garbe motions to approve the standard as written.
   Jim McMahon seconds.
   
   Marvin Garbe states that once a radio is programmed with a hardware advanced system key, it cannot be programmed with a software system key.
   
   Joe Glaccum explains that use of the hardware advanced system key is at the discretion of the agency owning the radios.
Dan Hartog states that he is concerned he cannot reprogram a radio that has been programmed with a hardware advanced system key.

Joe Glaccum explains that a radio programmed by a hardware key can be reprogrammed by an individual who also has a hardware key. Glaccum explains that hardware system keys introduce additional security and prevent an individual from programming who owns a stolen or otherwise illicit radio. Glaccum explains that a limited advanced system key disables the “drag and drop” feature when programming radios, which increases the time taken to program a radio.

Bill Mund inquires whether this issue is time-sensitive. Mund proposes tabling this topic if it is not time-sensitive for further review by the Operations and Technical Committee.

Jill Rohret reports that use of a hardware key was originally written in the standard as required. Rohret reports that the System Manager’s Group had elected to change the standard to specify optional use of a hardware key.

Glaccum states that he would like additional clarification before bringing the standard before the OTC again. Glaccum explains that use of a hardware key is optional, and that this standard exists to handle those cases in which an individual opts to use a hardware key.

Dan Hartog restates his concern that vendors cannot use software keys.

Jill Rohret reports that keys can be configured to support specified ID ranges. Rohret reports that as long as a hardware key is valid, it can be used to program any radios within that range.

Joe Glaccum reiterates that hardware systems keys are being used today, and so this standard is time-sensitive. Glaccum explains that this standard is not an “unfunded mandate” as agencies are able to choose whether or not to use a hardware key.

Chair Dunaski inquires whether there is any harm in not adopting this standard this month.

Joe Glaccum states that he does not feel there would be significant harm. Glaccum states he is concerned that the objections raised today did not come up in committee. Glaccum requests clarification on what the Board’s expectations are regarding followup on this standard.

Bill Mund requests that this standard is deferred for an additional month for data collection by Board members.

Renee Indehar reports that the standard was developed to allow member agencies to choose who is able to program radios and who is not. Indehar explains that the cost of the key hardware is trivial, and that the standard is designed to support the security of those that own and use the radios. Indehar explains that the keys expire over time, and that vendors will need to have new keys issued on a regular basis. Indehar explains that vendor shops will object to the hardware key as it introduces minor administrative obstacles.

Marvin Garbe explains that he has no issue with the security this standard deals with. However Garbe feels it is unfair to limit the agencies that radio shops may work for.

Bill Mund motions to table this topic until its next meeting. The motion carries.

2. **Meeker County Participation Plan Amendment**

Joe Glaccum presents the request as written.
Glaccum explains that Meeker County would like to use the throughput equivalent to 2 T1s over the ARMER backbone.

Marvin Garbe motions to approve the request. Gayle Degler seconds.

The motion carries.

3. **1854 Treaty Authority County Request for Participation**

Glaccum presents the plan as written.

Glaccum states that the 1854 Treaty Authority is dispatched by Department of Transportation and will contract with Mn/DOT.

Rodmen Smith motions to approve the request. Jim Bayer seconds.

The motion carries.

4. **LOGIS Dispatch Console Modification Request**

Joe Glaccum presents the request as written.

Glaccum has stated that this request is consistent with other connections that have been made with the ARMER backbone. Glaccum points to firewalls that are included in the plan.

Ulie Seal motions to approve the request. Gayle Degler seconds.

The motion carries.

5. **Infrastructure Definition**

Jackie Mines reports that the Division is requesting a consistent definition for local infrastructure for the purposes of managing grants from the Statewide Radio Board.

Glaccum reports that the language was vetted by the Operations and Technical Committee and that changes ordered by the OTC are marked in the filing.

Marvin Garbe motions to approve of this definition. Thomas Humphrey seconds.

Jack Swanson inquires whether this language changes any grant eligibility.

Jackie Mines states that this language does not affect grant eligibility. Mines explains that this language reflects the previous practice of ECN, but that it would like the SRB’s formal support.

The motion carries.

6. **Carver County Excess Capacity Request**
Joe Glaccum presents as written.

Gayle Degler motions to approve the request.
Rodmen Smith seconds.

The motion carries.

7. **Southwest Region Participation Plan Change**  

Joe Glaccum presents the change as written.

Marvin Garbe motions to approve the plan as submitted.
Rodmen seconds.

The motion carries.

**Finance Committee Report**

No meeting held. Bill Mund has no report.

**Steering Committee Report**

1. **Educational Use of ARMER**  

Tony Bennet reports that the Steering Committee had motioned to recommend use of ARMER for training and education purposes by educational institutions, but that student radios are not to have live response talkgroups in them.

Tony Bennet motions to approve the use of ARMER by educational institutions for the purposes training and education, so long as these radios do not include live response talkgroups; also, Bennet motions to direct the authorship of written standards for educational use of ARMER.
Gayle Degler seconds.

The motion carries.

Joe Glaccum explains that Inver Hills Community College had requested interoperability talkgroups in their radios so that they may participate to multi-disciplinary response. Glaccum reports that the Steering Committee felt that student radios should not have live public safety talkgroups in them.

2. **Revisions to 403 Statute**

Tony Bennet presents the draft language as written. Bennet explains that the Steering Committee felt it would be helpful to have a discussion of this topic at the SRB this week without a specific recommendation from the Steering Committee.

Jackie Mines explains that ECN and the Steering Committee were tasked with identifying needed action to expand the role of the SRB to include 911 and other emergency communications. Mines explains that stakeholders have recommended formal update to the Statute 403 as applies to the SRB. Mines explains that the draft language as included in today’s agenda is presented for review and comment by the SRB.

Tony Bennet requests that this draft language is distributed for regional input.
Chair Dunaski inquires of Jackie Mines’ timeline.

Jackie Mines states that she will be required to submit this statute to management internally by the end of December. Jackie Mines reports that revisions to this statute will continue until the beginning of the legislative session.

Chair Dunaski notes that there will be a December meeting. Chair Dunaski requests that all members send comments and suggests to ECN for distribution and coordination through the state.

Tony Bennet requests that this item is reviewed by the Steering and Legislative Committees.

Jackie Mines explains that this legislative effort is not intended to change the way ECN or stakeholders do business with MnDOT or any other stakeholder.

**Legislative and Government Affairs Committee Report**

No meeting held.

Tom Kaase reports that the Legislative Committee will meet in December prior to the next meeting of the SRB.

**Reports:**

1. **ARMER Project Status Report**

   Mukhtar Thakur reports that MnDOT is on track to be substantially complete with ARMER by December 2012.

   Thakur reports that ARMER backbone construction is 67% complete as of the close of the reporting period. Thakur outlines the benchmarks as illustrated in the report filed by MnDOT.

   Thakur reports that there are 7 planned sites located on National Forest Service property. Thakur explains that it is difficult to acquire land and permission to build in national forests and that these sites may be delayed. Thakur reports that snow has started falling in northern parts of the state and that winter construction will introduce delays to the project.

   Joe Glaccum inquires whether there are any financial impacts to the project due to the 2011 government shutdown. Thakur reports that he feels there are no significant financial impacts due to the shutdown.

2. **ECN Update**

   Jackie Mines reports that ECN has hired Dana Wahlberg as 9-1-1 Program Manager.

   Mines reports that there will soon be a grant issued for the remainder of existing PSIC funds for training and subscriber radios.

   Mines reports that ECN is working with stakeholders on revisions to the 403 statute as it pertains to 911 and Next-Generation 911.

   Tom Johnson reports that the VHF Cross Spectrum Interoperability Overlay Operational Plan project is proceeding smoothly. Johnson invites Board members to attend a December 12th presentation at the
3. RIC Report

Tom Johnson, for Steve Borchardt, reports the following:

SE Region:

Houston and Freeborn counties have migrated to ARMER. 6 counties and the City of Rochester are on ARMER. Wabasha, Winona, and Rice counties will migrate soon. Remaining counties will migrate in Q3 and Q4 2012. Fillmore County was unsuccessful in obtaining an AFG grant this year. Mower County will continue to operate a discrete conventional radio system in VHF spectrum. Talkgroup plans are underway in every county except for Fillmore and Mower. Control stations are being installed in cross-border counties. Emergency medical services and hospital planning continues through the SE Region. SE Region has modified regional interoperability talkgroups to a pool to reflect the operations of CM and other regions. Johnson reports that coordination of encryption is an emerging issue. Johnson reports that some agencies in the region are electing to encrypt all communications in response to the increasing availability of smartphone scanning applications. Johnson reports continuing development an upcoming tri-state exercise.

SR Region:

All counties except for Waseca will transition to ARMER in 2012. Waseca will continue to operate a discrete, conventional radio system operating in VHF spectrum. Johnson reports that the region is working on standards to handle Strategic Technology Reserve equipment. Johnson reports that a talkgroup sharing plan for control stations is under development. Johnson reports that he expects all control stations to be installed by the end of 2011. Johnson reports that the region is working to include all hospitals in its communications plan and reviewing compliance with the Hospital Communications Best Practices Guide.

SW Region:

Tom Johnson reports that all remaining counties will migrate to ARMER in 2012. Johnson reports that a talkgroup plan development workshop was held, and that all members left with a functions talkgroup plan. Johnson reports that SW Region is investigating cross-border talkgroup patching. Johnson reports a Hospital and EMS communications workshop will be held soon in the region to develop communications plans and identify communications needs for Hospitals and EMS.

Johnson reports that there are no changes in funding strategies between all 3 regions. Johnson reports that no counties have reversed their plans to migrate to ARMER.

Johnson reports several counties are planning to file for a waiver through the FCC to continue operating in VHF during an extended transition to ARMER.

4. Network Integration Update

Mark Nelson reports that for Project #2, his team is still working on connectivity. Nelson reports no progress on Project #3, which is a project to explore use of ARMER microwave as a failover path for other circuits. Nelson reports meeting with MESB and PSC Alliance for planning and to describe his team’s work on Network Integration.

Old Business
1. Establishment of an IPAWS Committee (Chair Dunaski)

Chair Dunaski outlines the included filing, which describes the structure of IPAWS, including its membership, its subcommittees and its final work products. Chair Dunaski explains that recent EAS testing highlights the importance of IPAWS as a quickly emerging issue. Chair Dunaski invites the Board to review the included filing.

John Dooley states that the National EAS test was held on November 9th. Dooley reports that there were launched an awareness campaign and survey. Dooley reports that HSEM expects a full report from this survey, which included over 400 responses. Dooley reports that responses were generally 80% positive.

Chair Dunaski states that part of the planning process for IPAWS is that it includes major operators.

Ulie Seal states that it has been difficult in the past to deal with large companies like Comcast. Seal states that the IPAWS committee may make it easier to develop relationships with the private sector.

Joe Glaccum inquires of the structure of the IPAWS Committee. Glaccum states that the structure, which includes many subcommittees, may duplicate the effort of other SRB committees.

Dooley states that the structure as in the included filing was originally conceived when IPAWS was a standalone committee, and that it may change as the IPAWS Committee begins working.

Joe Glaccum requests that the IPAWS Committee does not duplicate effort.

Marvin Garbe states that he feels regional Radio/Emergency Services Boards may already have the capacity in their existing structure to handle this topic.

Chair Dunaski directs ECN and HSEM to review the structure of the IPAWS Committee and to eliminate any duplication of work between committees and subcommittees.

Jill Rohret requests that ECN notifies regions that they may be requested to form regional IPAWS committees and subcommittees so that they may plan to handle the associated workloads.

Chair Dunaski requests that ECN notify regions of upcoming requirements, seek their input on the structure of the IPAWS Committee, and report to the SRB th

New Business

None.

Other Business

1. SRB Meetings Schedule (Brandon Abley)  Action Item

   Abley reports that he has made corrections to the SRB schedule as noted at the previous meeting and has reserved meeting rooms for the SRB, OTC, and IOC through December 2012.

2. Change Management Solicitation

   Abley reports that the solicitation for changes to ARMER has been distributed through the state. Abley outlines the solicitation as included in the day’s meeting materials.

Announcements
1. Presentation of COML Certificate

Chair Dunaski signs the COML Certificate to be issued to Dan Anderson of Hennepin County. Tom Johnson presents the signed COML Certificate to Dan Anderson. Tom Johnson announces that Minnesota now has 31 certified COMLs.

2. Recognition of Service

Chair Dunaski presents a crystal plaque to Ron Whitehead. Chair Dunaski commends Ron Whitehead for his hard work for the Board and its Committees. Chair Dunaski notes Whitehead’s expertise in all issues, whether technical or operational, that support interoperability in Minnesota.

Ron Whitehead thanks the Board and the State for his opportunity to be part of such a big project. Whitehead notes that his ability to support the ARMER project as one of the high points in his career.

3. Service Agreement with Motorola

Thakur stresses the importance of Board and Committee meetings during the month of December, as the State Service Agreement on Motorola hardware in the state.

Adjournment

Marvin Garbe motions to adjourn.
Thomas Humphrey seconds.
The meeting is adjourned at 2:15 PM.

Recorded by Brandon Abley.