

STATEWIDE RADIO BOARD
FINANCE COMMITTEE

January 10, 2013
Conference Call; Dial-in: 1-888-742-5095; Code: 2786437892#

MEETING MINUTES

Attendance

Members
Present

Member/Alternate

Chair, Chief **Bill Mund** – MN Fire Chief's Association

Keith Bogut – MN Department of Finance

Mukhtar Thakur/**Tim Lee** – Director, Mn/DOT-OEC

Commissioner Janice Rettman/**Jill Rohret**, MESB

Commissioner **Ron Antony** – SW RRB

Commissioner **Jack Swanson** – NW RRB

*Members attending are marked with yellow highlight.

Guests reporting:

Name	Representing
Brandon Abley	DECN
Tom Johnson	DECN
Jackie Mines	DECN

CALL TO ORDER

Chief Mund calls the meeting to order at 10:04.
Chair has a quorum.

AGENDA REVIEW

Approval of Agenda

Motion to approve the agenda: **Ron Antony**

Second: **Keith Bogut**

Motion Carries

APPROVAL OF PREVIOUS MEETING'S MINUTES

Motion to approve previous meeting's minutes: **Jack Swanson**

Second: **Keith Bogut**

Motion Carries.

ACTION ITEMS

- **State and Local Implementation Grant Program (SLIP)**

1) Request for approval of funding priorities.

Mines educates the committee that the National Telecommunications and Information Administration (NTIA) intends to publish a notice of Federal Funding Opportunity (FFO) for the State and Local Implementation Grant

Program (SLIGP) in early 2013. This grant will be used to fund governance and planning activities for integration into the Nationwide Public Safety Broadband Data Network (NPSBN).

Mines reviews the anticipated supported expenses under this program:

1. Hiring Staff and consultants;
2. Holding planning meetings;
3. Covering travel costs for state, local, and tribal representatives to attend planning meetings;
4. Developing, modifying, or enhancing state plans and governance structures;
5. Conducting communications, education, and outreach activities;
6. Developing MOUs;
7. Identifying potential public safety users;
8. Administrative services and supplies necessary to prepare for and manage the grant program;
9. Legal services related to the planning process;
10. Training costs related to the planning process.

Abley joins the call and outlines the Grants Workgroup summary attached to these meeting minutes.

Conference call with Grants Workgroup was held on January 7th and provided an open forum, brain-storming session. The outcome was as follows:

Prioritize education and outreach and as costs to support governance structure such as JPA, grants administration, and attendance to meetings associated with project.

Roles and responsibilities are not clearly outlined by the NTIA and FirstNet at this time. They have promised to do so and have identified their core missions is to educate stakeholders and so we have to take it on faith that we will have guidelines at the time the money is made available.

Additionally there were some other priorities the workgroup discussed in addition to education and outreach such as developing a broad framework –some more detailed work on a county by county basis and covering contract support and travel for outstate that they find burdensome when participating in detailed planning.

Some desire for a detailed commercial network assessment. This would occur under data gathering that would not be covered under this specific Phase 1 of this grant program per NTIA recommendations. That is a need that is out there but not something to be done during phase 1. The NTIA has made it pretty clear that this is for governance structure per Phase 1 of this grant program and so on.

The workgroup went through the supported expense and came up with follow:

- 1) Hiring staff and consultants: workgroup felt fuzzy without guidelines from NTIA and not sure what the expectations are yet. There is a sentiment that this might be a need as most attending governance structure meetings are very busy.
- 2) Holding planning meetings: workgroup felt that it costs money to hold meetings and attend meetings and will need assistance for that.
3. Covering travel costs for state, local, and tribal representatives to attend planning meetings: same as above

- 4) Developing, modifying, or enhancing state plans and governance structures: changing governance structure will increase costs. May need to change JPAs and incur legal costs and/or consultant time to do so.
- 5) Conducting communications, education, and outreach activities: Group considered this the priority item not just for technical perspective but also there is a need to understand the responsibility of local government.
- 6) Developing MOUs: similar to item 4
- 7) Identifying potential public safety users: fits into same theme as first item. We don't have the expectations from FirstNet. Don't know how much input they will even ask from local and state government and so we don't know how much this will cost.

Items 8, 9, 10: Administrative expenses, legal services costs and training: same as 4 and 5

To conclude, ECN's interpretation and recommendation for SLIGP application should focus first and foremost on Education and Outreach including a basic technological understanding, governance model, consultation model and roles and responsibilities of all stakeholders

Recommend setting aside some budget to support administrative and staffing costs including travel, general administrative stuff offsetting costs of hiring permanent staff or consultants. And some legal and consulting services; staffing support that may be needed to These costs will occur at all levels—state, local, cities, tribes and should be budgeted accordingly.

Following that in the packet some background material included some of the previous activity going on here and NTIA notice itself.

Chair asks for comments/questions:

Swanson comments that he realizes the commercial network assessment is not included in first phase of grant, however, broadband capacity is not equal across MN especially rural areas, and is a very important piece that needs to be addressed within the process. Abley concurs that the workgroup feels this is very important but doesn't anticipate that this will be an allowed expense under Phase 1 grant funding.

Motion to approve recommendation of Grants Workgroup: Jack Swanson
Second: Jill Rohret

Chair opens motion for discussion:

Swanson asks for timeline of implementation of Wireless Broadband for public safety. Seems like it could be a number of years before this is a reality?

Abley states that NTIA's general indication is that it will be a number of years before it is ready for public safety use. Voice will be supported on the network on day one but it will not be ready to support a public safety grade voice product. That many years away and before that can happen there must be a high adoption rate in MN. He would not count on this network for immediate and mid-term voice needs and consider this more long term.

Roll is called.
Motion carries.

2) Request for approval to endorse the Commissioner of Public Safety, serving as Chair of the Statewide Radio Board, as the "single officer" to coordinate the use of grant funds.

Chair asks for background regarding the requirement to have a "single officer" to coordinate the use of the funds. Abley states that our application must list a single point of contact and since the Commissioner is chair of the SRB and has been appointed by the Governor as the FirstNet contact it seemed a logical choice. It would not have to be such.

Motion to approve: Keith Bogut
Second: Ron Antony
Motion carries.

NEW BUSINESS

N/A

OLD BUSINESS

N/A

DISCUSSION ITEM/FOLLOW UP

The meeting is adjourned at 10:28

Meeting minutes recorded by Jackie Mines.

STATEWIDE RADIO BOARD
FINANCE COMMITTEE

February 14, 2013
Conference Call; Dial-in: 1-888-742-5095; Code: 2786437892#

MEETING MINUTES

Attendance

Members

Present

Member/Alternate

X Chair, Chief Bill Mund – MN Fire Chief's Association

Keith Bogut – MN Department of Finance

Mukhtar Thakur/Tim Lee – Director, Mn/DOT-OEC

X Commissioner Huffman/Jill Rohret, MESB

Commissioner Ron Antony – SW RRB

X Commissioner Jack Swanson – NW RRB

*Members attending are marked with yellow highlight.

Guests reporting:

Name **Representing**

Brandon Abley DECN

Jackie Mines DECN

Wendy Surprise DECN

CALL TO ORDER

Chief Mund calls the meeting to order at 10:04.

Chair has a quorum.

AGENDA REVIEW

Approval of Agenda

Motion to approve the agenda: Jack Swanson

Second: Keith Bogut

Motion Carries

APPROVAL OF PREVIOUS MEETING'S MINUTES

Motion to approve previous meeting's minutes: Bogut

Second: Jill Rohret

Motion Carries.

ACTION ITEMS

- State and Local Implementation Grant Program (SLIGP)

Chair Mund introduces the Item.

Brandon Abley gives a background. He states that the NTIA released its notice of Federal Funding Opportunity (FFO) on February 6th. Minnesota was awarded \$3,058,750. The Federal Share is \$2,447,000 and Minimum State Share is \$611,750. Applications are due by March 13th and awards are given no later than July 15th. He states that states do need to apply and make a compelling case. Though the awards are not competitive we have to act as if it is.

The phases are divided into two halves. Phase 1 is the governance, outreach and education. Only half of the amount can be spend during Phase 1 before beginning Phase 2. Phase 2 begins when we consult with FirstNet and let them know we are ready and they agree. Abley says we can make the case that we are ready to start Phase 2 right away, and they may give us approval.

With regard to deliverables, Abley states that we have already begun a substantial amount of work.

The Eligible Costs are the same that the committees looked at before, but the NTIA added application preparation and pre-award expenses.

The Application is about 100 pages long and much of the work has already been done. Abley states that it should be completed by the end of the month. What we are looking for today is a recommendation that the Statewide Radio Board provide the match of \$611,750 to meet our state match requirements.

Mines asks members to look at the most recent balance of the SRB budget sent out to them. She states that the uncommitted available balance is \$1,331,817. She says we always like to have it encumbered before the end of the year and spent down. Still outstanding are the video streaming for SRB meetings, the Standards Coordinator position is an ongoing expense, Status Board, and the NW Region SRB match.

Swanson asks if that amount takes into account the money we committed to Motorola.

Mines states that money is not needed until the next fiscal year. On June 30th, the SRB gets an additional \$1 million.

Swanson asks if the grant award will be used at the state level? Or, does this go to the regions?

Abley states that we have estimated 18,000 hours of effort on state and regional levels (county and local levels). He says when the application is put together, we intend to have some funding in there for regional governance and for local government to pay administrative expenses associated with the project. Additionally some dollars will be allocated for staffing, projects, etc.

Swanson states that while he cannot speak for other regions, the NW region is on board.

Rohret states that she agrees with Commissioner Swanson. She stresses that the details are important and the sooner we get information for the regions the better. Regions should be aware that there may be some work they will need to do.

Abley states that he will get some estimates out.

Chair Mund asks for a motion.

Jack Swanson moves to recommend the State portion of \$611,750 be paid by the SRB.

**Rohret seconds
Motion Carries.**

ANNOUNCEMENT

Mund states that prior to June we need to discuss the remaining amounts of the budget. Because this is the end of the biennium, any balance will not carry over unless it is encumbered.

Swanson asks what is eligible.

Mines says we have used it for sending SRB members to the Interoperability Conference, for projects, studies and consultants. It was been used to fund SRB retreat. It was used for RICs in the past. Anything that needs to support the governance structure and planning.

Swanson asks if could be used for education in regions.

Mines states that it could but the grant money itself could also be used.

Mines has asked Tim Lee if MnDOT needed anything done from a project perspective. She suggests over the next month members could send ideas and suggestion and committee can talk about them in March.

Swanson asks if Wendy Surprise would send an email.

Mines likes that idea.

Chair Mund adjourns meeting at 10:25.

Meeting minutes recorded by Wendy Surprise

STATEWIDE RADIO BOARD
FINANCE COMMITTEE

March 14, 2013
Conference Call; Dial-in: 1-888-742-5095; Code: 2786437892#

MEETING MINUTES

Attendance

Members
Present

Member/Alternate

- X **Chair, Chief Bill Mund** – MN Fire Chief's Association
Keith Bogut – MN Department of Finance
- X **Mukhtar Thakur/Tim Lee** – Director, Mn/DOT-OEC
- X **Commissioner Huffman/Jill Rohret**, MESB
Commissioner Ron Antony – SW RRB
- X **Commissioner Jack Swanson** – NW RRB
- X **Micah Myers** – Central MN ESB

*Members attending are marked with yellow highlight.

Guests reporting:

Name	Representing
Jackie Mines	DECN
Wendy Surprise	DECN
Tom Johnson	DECN
Micah Myers	

CALL TO ORDER

Chair calls the meeting to order at 10:01.
Chair has a quorum.

AGENDA REVIEW

Chair asks if there are any additions or corrections to the Agenda.

No changes.

APPROVAL OF PREVIOUS MEETING'S MINUTES

Chair asks for a motion to approve the previous meeting's minutes.

Motion to approve previous meeting's minutes: Jack Swanson
Second: Blake Huffman
Motion Carries.

NEW BUSINESS

Proposed ideas for SRB funds:

Chair states that at the last Finance Committee meeting, members were encouraged to submit ideas for encumbering SRB funds. The money needs to be encumbered by June 30 and \$690,067 is the amount that remains.

Swanson states there will be a special meeting in his region in early April as one or two additional counties may be looking to take advantage of the participation plan grant money.

Mund suggests prioritizing the projects. He adds that some may need to go to OTC and then come back to Finance Committee to make a recommendation to the Statewide Radio Board.

The following are the ideas submitted for discussion.

1. \$80,000 for 2 years Status Board post-release support (to respond to requests for feature changes or enhancements).

Tom Johnson states that it's \$40,000 per year. We want to keep it up to date and to make it the best we can.

Chair asks for questions or comments.

Jill Rohret thinks the proposal is worthwhile and it's vital to making certain that our interop works well. She supports it.

Mukhtar agrees and supports it, as well.

Tim Lee asks if encumbrance before July 1 will be an issue because it's ongoing support. Is there a contract?

Mund states that the question is a good one and we will get it answered by next month's meeting.

Lee states that he agrees that it (Status Board) needs to be supported.

Thakur states that the details need to be looked into regarding the timing of encumbrance and spending for all of these items.

Mund asks Mines if we encumber by June 30th, when do they need to be used?

Mines states that generally speaking the money has to be encumbered with an intended purpose (a contract entered into) and it can be moved into the next fiscal year. Finance always encourages that we spend it down, so that it doesn't look to the legislature that we haven't spent it...this might indicate to them that we don't need it. If we have a purpose and we can say it's to support an existing contract, there shouldn't be a problem.

Mund states that we would sign a contract.

Mines says that Abley just wanted to make sure a cushion is there in case users want changes.

Lee asks if there is a training plan for Status Board.

Mines says it is already covered in the existing contract.

2. Add channel capacity to Norwood (last channel was approx. \$350,000) (Jill Rohret)

Rohret states that Scott County just added another channel that was swallowed up by roaming onto Norwood by other regions. The National Weather Service Standard will bring even more traffic to Norwood. She proposes spending money to have MnDOT add the channel. She adds that this is preemptive.

Mund says it sounds like we believe there is going to be an issue, but we don't have the facts to back it up just yet.

Lee states that as with any other addition, we would have to find a frequency and also talk about ownership.

3. Purchase a Motobridge Work station for at least one PSAP in each radio region (Tom Johnson)

Johnson states that at this time State Patrol, Duluth and Roseau County will be the ones that have Motobridge. With the amount of VHF that is surrounding us and being used by Federal Agencies, it would be good to have at least for back up.

Swanson states Roseau County has Motobridge in place and it has been invaluable in interoperability. They strongly recommend use of funds for this.

4. Travel expenses for Regions (Jack Swanson)
5. Hosting region-wide communications exercise in Regions (Jack Swanson)
6. Train the Trainer classes for Regions (Jack Swanson)

Swanson states that #4, #5, and #6 are ideas for expense money for each region to use, especially for those who need to travel a long way. This money would allow people to participate. He adds that encumbrance could be an issue.

Mund states that we could come up with a dollar amount for a grant for each region.

Micah Myers states that the Central Region RAC has been discussing this and has a need. They would support this.

Swanson says he likes the idea of grant dollars with a timeline for getting money spent.

Mund agrees with that.

Mund asks if there are any other ideas.

Myers states that Central Region has a coverage issue in Swift County. They are a small county without many resources.

Mund suggests \$15,000 per region, \$105,000 total.

Swanson agrees. He adds that Roseau *really* like the Motobridge and that idea would be the first they would support.

Mund states that cost is \$270,000. He asks committee what their thoughts are on the Motobridge.

Rohret states that she is in favor of Status Board and then Motobridge.

Mund says if we do the grants to regions, the Motobridge and Status Board, that would leave about \$240,000.

Swanson suggests that remainder go to Norwood.

Mund states that his only concern about the Norwood project is getting it done in the timeframe that we would have. And, is it going to be needed.

Mines states that if the committee decides to grant out funds to the regions, they specifically lay out exactly the priority of how the money can be spent. ECN has diligently tried to be very clear about expectations with grant items but have been accused by some regions of playing games with grant money. Mines adds that she wants it made clear that this is not ECN's decision, but the decision of the members of the Finance Committee.

Mund states that the money could be used to cover expenses incurred to attend the Interoperability Conference, Hosting Region-Wide Exercises or Region-Wide Train the Trainer class.

Mines asks that expenses to be covered for the conference should be laid out. Is it travel, meal, conference cost?

Mund states that he would assume it would travel, lodging, registration, and meals.

Myers asks if it includes pre-conference training.

Mund states that it is his opinion that if you are coming to the conference and there is a preconference workshop, it should be covered. He states that would be in the spirit of granting money out.

Swanson agrees with Mines that the grants need to be very specific.

Thakur asks if any of the money is federal.

Mines says no, they are SRB funds budgeted out of the 911 special revenue account.

Mund asks if we need OTC to approve, especially for Status Board and Motobridge.

Mines asks what the timeline is for the Norwood added channel capacity.

Lee states that there are issues as to who is going to maintain it. He says that if we looked at it as the equipment only (not install) it could be delivered and paid for before the end of June.

Swanson asks what would be the dollar amount for equipment.

Lee says it is likely the remainder (Approximately 240K) would pay for the equipment. It's about \$24,000 per base station.

Motion would be to recommend approve \$80,000 to Status Board, \$270,000 for Motobridge, \$105,000 for regions, and the remainder, about \$235,000, to the Norwood channel add.

Swanson asks what would be done with the remaining dollars if the Norwood project doesn't work out.

Mines states it could be distributed to regions to help offset costs for something specific that relates to ARMER.

Mines says ECN doesn't have a need. If there is a need at the local level for issues like Swift County, she thinks that would be a good use of the money. Just would need some specific guidelines as to how money can be spent from the Finance Committee.

Motion to Approve: Swanson

Second: Myers

Mund calls the roll.

Motion passes.

Mund recommends sending to OTC for their approval.

Swanson and Thakur agree.

Mund states that a formal recommendation will be made to OTC for their next meeting. It can come back to Finance on April agenda, and then send to the Statewide Radio Board.

All committee members agree.

OLD BUSINESS

none

OTHER BUSINESS

none

Chair Mund adjourns meeting at 10:45.

Meeting minutes recorded by Wendy Surprise

STATEWIDE RADIO BOARD
FINANCE COMMITTEE

April 11, 2013
Conference Call; Dial-in: 1-888-742-5095; Code: 2786437892#

MEETING MINUTES

Attendance

Members
Present

Member/Alternate
X **Chair, Chief Bill Mund** – MN Fire Chief's Association
Keith Bogut – MN Department of Finance
X **Mukhtar Thakur**/Tim Lee – Director, Mn/DOT-OEC
Commissioner Huffman/Jill Rohret, MESB
X **Commissioner Ron Antony** – SW RRB
X **Commissioner Jack Swanson** – NW RRB
X **Micah Myers** – Central MN ESB

*Members attending are marked with yellow highlight.

Guests reporting:

Name	Representing
Jackie Mines	DECN
Wendy Surprise	DECN
Brandon Abley	DECN

CALL TO ORDER

Chair calls the meeting to order at 10:01.

Chair has a quorum.

AGENDA REVIEW

Chair states that he would like to add a discussion item to the Agenda:

- Letter from MnDOT to Asst. Commissioner Dunaski regarding 2014 Motorola Support Service SUAll Cost Share Estimates.

No objections. No further changes.

APPROVAL OF PREVIOUS MEETING'S MINUTES

Chair asks for a motion to approve the previous meeting's minutes.

Motion to approve previous meeting's minutes: Jack Swanson
Second: Micah Myers
Motion Carries.

NEW BUSINESS

None.

OLD BUSINESS

- Recommendation for the use of remaining SRB Funds in current biennium.

Chair reminds committee that these recommendations were agreed upon at the last meeting. Those recommendations (as listed below) were sent to the Operations & Technical Committee (OTC) for review. Chair states that he spoke with Chair of OTC, Joe Glaccum, who stated that the committee agreed with the recommendations.

1. \$80,000 for 2 years (40K per year) Status Board post-release support to respond to feature changes or enhancements.
2. \$270, 000 to purchase Motobridge Work stations for one PSAP in each radio region.
3. \$105,000 for grants for each region (\$15,000 per region). Money would pay for:
 - a. Travel expenses for attending the Interop Conference includes mileage to and from conference, meals not included within the conference cost, conference registration, pre-conference workshop costs and lodging. Mileage expenses for travel to and from SRB and RRB meetings and associated committee meetings.
 - b. Train-the-Trainer classes; and
 - c. Hosting region-wide communications exercises.
4. \$242,000 (approximate) or remainder for associated equipment costs to add channel capacity improvement to Norwood site subject to a discussion at the Operations and Technical Committee to determine operational MNDOT impacts

Chair states that committee should formally recommend to the SRB at its next meeting.

Motion to move the recommendations to the Statewide Radio Board: Micah Myers
Second: Ron Antony

Jack Swanson asks about Norwood. What would happen if it is not expended?

Mines replies that once the funds are encumbered, they can be moved into the next fiscal year. We will want to make sure it is spent down as quickly as possible. She adds that when she goes into legislative session and funds look to be sitting there and there is more than the allocation requested, it causes concern. It makes it look like we have a lot of money sitting in our account.

Brandon Abley states that he was at the OTC meeting and the only concern he recalls was with adding channels to the Norwood subsystem and that we might have a hard time finding a frequency.

Chair says that if they order the equipment and if they are unable to get a frequency, could we use the equipment in some other way at a different site.

Mines states that she believes it would not go to waste. She states that we could work with Tim Lee (MnDOT) to make sure we have frequency ahead of time. If we don't, there are some counties in the Northwest who are moving forward to 800 system but cannot make our deadline for the 2012 SHSP grant. We might consider that as well.

Myers adds that he met with the Swift County board on Monday and they agreed in principle to look for ways to look to build the site in Appleton to deal with coverage issue. They are meeting with MnDOT on Friday to discuss what they can do to help. At the last meeting, we didn't have the numbers, but we have the numbers now.

Motion Carries.

OTHER BUSINESS

- Letter from MnDOT to Asst. Commissioner Dunaski regarding 2014 Motorola Support Service SUAII Cost Share Estimates.

Chair says this is just for information and asks if members have any comments. He adds that he is happy to see it come out as early as it did this year.

Antony asks for an explanation about the formula used to distribute.

Mines states that as she understands it, there is a cost assigned for maintenance on each of the different types of equipment. Based upon what each county has purchased is assigned to that particular cost. Lee has more specific information about how exactly he does that. She adds that she knows it's based on the average cost of maintenance for different pieces of equipment. Depending upon what county's purchase for equipment is the number that's assigned.

Mines asks Mukhtar Thakur if he would agree with that.

Thakur states that is about right.

Antony asks if data is collected from participation plans?

Thakur states that is correct.

Mines adds that she believes Motorola also tries to provide a comprehensive list to Lee at MnDOT on a regular basis. She says that there could be discrepancies.

Chair asks Myers for comments.

Myers states that typically they have found costs to be prorated and spot on. He knows there is a formula but he doesn't know it.

Chair states that it is for equipment that is actually installed and online.

Thakur agrees.

Chair states that he would like Thakur to ask Lee to prepare a brief memo as to how these costs are figured.

Thakur agrees.

Micah Myers states that he is concerned about email that came from Jill Rohret earlier in the week in reference to a fee that Motorola is charging for logging. Washington County is going to be hit with a \$15,000 bill.

Mines states there is a meeting set up with Rohret and Lee to discuss this. She says that contract holder with Motorola is MnDOT so she can't speak for MnDOT. She knows that it's up for discussion.

Mines gives an update for the ECN Budget as it's been going through the House and Senate Tax Committees. So far, the ECN budget remains intact. She states that it looks like SRB funding is also intact. Seems to be non-controversial and she does not anticipate any changes.

Chair asks if this includes the funds that were requested be re-tasked for SUA agreement.

Mines says yes it includes the additional 600K in the first year and 1M thereafter to MnDOT's budget. That was repurposing 911 money and was not questioned or debated in those hearings.

Chair Mund adjourns meeting at 10:25.

Meeting minutes recorded by Wendy Surprise

STATEWIDE RADIO BOARD
FINANCE COMMITTEE

May 2, 2013

Conference Call; Dial-in: 1-888-742-5095; Code: 2786437892#

MEETING MINUTES

Attendance

Members

Present

Member/Alternate

Chair, Chief Bill Mund – MN Fire Chief's Association

Keith Bogut – MN Department of Finance

X Mukhtar Thakur/Tim Lee – Director, Mn/DOT-OEC

X Commissioner Huffman/Jill Rohret, MESB

X Commissioner Ron Antony – SW RRB

X Commissioner Jack Swanson – NW RRB

X Micah Myers – Central MN ESB

*Members attending are marked with yellow highlight.

Guests reporting:

Name **Representing**

Jackie Mines DECN

Wendy Surprise DECN

Brandon Abley DECN

CALL TO ORDER

Jackie Mines calls the meeting to order at 1:31. She states that she received permission from Bill Mund to call this emergency meeting. She says that the reason for the urgency is there were some grant dollars that were approved for use by individual counties (the sixteen that had not at that point expressed interest in coming on to the ARMER System). The deadline for grant application was April 26th and the Grants Workgroup met this past Wednesday. The Grants workgroup is asking if we can get this approved through the Finance Committee so it can go before the Statewide Radio Board on Monday, May 6th. Mines apologizes for the late notices and thanks everyone for coming.

Mines asks if there is someone who would like to volunteer as Vice Chair to run the meeting.

Commissioner Huffman suggests that Wendy Surprise run the meeting.

Surprise agrees and takes attendance.

AGENDA REVIEW

Surprise asks for a motion to approve the Agenda.

Blake Huffman motions to approve Agenda.

Ron Antony Seconds.

Agenda Approved

APPROVAL OF PREVIOUS MEETING'S MINUTES

Mines asks for a motion to approve the previous meeting's minutes.

Motion to approve previous meeting's minutes: Antony

Second: Huffman

Motion Carries.

NEW BUSINESS

- Finance review of 2012 SHSP Individual County Grants for ARMER Integration

Mines gives a background. She states that the Grants workgroup is recommending allocations of 2012 SHSP dollars to county governments. Under this grant, \$12,000 was awarded to each radio board region for general costs under SHSP categories including Exercises, Planning, Training, Organization or Equipment. The remainder was set aside for a competitive grant to support ARMER migration costs for counties who had not yet began the transition to ARMER (*new participants*).

ECN issued a notice of grant opportunity on January 7, 2013 and received qualifying grant applications from Waseca, Mower and Polk Counties. The grants workgroup reviewed and considered a number of different allocations and settled on:

- 80% of funds for SHSP 2012 Priority 1 expenses (ARMER Infrastructure)
- 20% of funds for SHSP 2012 Priority 2 expenses (ARMER subscriber equipment pool)
- 50% of the ARMER subscriber equipment pool to Mower County (Mower requested no funds for infrastructure under this grant)
- Equally distribute the remaining funds from both pools amongst applicants.

Mines states that if the Finance Committee approves, it will move on to the Statewide Radio Board next week.

Mines asks for questions.

Antony asks if there had been more counties, would the pool of money have been larger.

Mines says no.

Swanson makes a motion to approve.

Antony seconds.

Swanson states that Polk appreciates this grant amount and thanks everyone on behalf of Polk County.

Surprise calls the roll.

Motion Carries.

OLD BUSINESS

None

OTHER BUSINESS

None

Surprise adjourns meeting at 1:55.

Meeting minutes recorded by Wendy Surprise

STATEWIDE RADIO BOARD
FINANCE COMMITTEE

June 6, 2013
Conference Call; Dial-in: 1-888-742-5095; Code: 2786437892#

MEETING MINUTES

Attendance

Members
Present

Member/Alternate

X **Chair, Chief Bill Mund** – MN Fire Chief's Association
X **Mukhtar Thakur/Tim Lee** – Director, Mn/DOT-OEC
X **Commissioner Huffman/Jill Rohret**, MESB
Commissioner Ron Antony – SW RRB
X **Commissioner Jack Swanson** – NW RRB
Micah Myers – Central MN ESB

*Members attending are marked with yellow highlight.

Guests reporting:

Name	Representing
Jackie Mines	DECN
Wendy Surprise	DECN

CALL TO ORDER

Chair calls the meeting to order at 10:01.

APPROVAL OF PREVIOUS MEETING'S MINUTES

Chair asks for a motion to approve the previous meeting's minutes.

Motion to approve previous meeting's minutes: Jack Swanson
Second: Blake Huffman
Minutes Approved.

NEW BUSINESS

- HF 669 House File 669 Discussion of Section 10: ARMER and 911 Funding Study and Creation of Task Force

Chair asks Jackie Mines to give committee background of HF 669.

Mines states that in addition to changes requested to the 403 statute, there was an amendment made to language requiring a study be done and completed by January 15, 2014. The basic elements of the study are long term funding strategies for ARMER and 911 systems. This includes public and private funding options such as bonds, grants, public and private partnerships, leverage of private capital funding sources such as vendor financing or a higher degree of leveraging of commercial carrier assets, methods for covering the optional costs for sustainability, user fees, and local funding. Study must include substantive assessment and evaluation of the funding strategies

for and authorized uses of future ARMER and 911 systems needs and upgrades and capital and operating costs. The Board will report findings to legislature by January 15, 2014.

Mines states that the Executive Team agreed that this should fall under the Finance Committee to make a recommendation to the Statewide Radio Board for the next meeting. The recommendation from the Executive Team is to pull together a task force that can manage this project.

Mines asks Chair if he would like to add anything.

Chair states that the Executive Team felt that an RFP would be published to hire an outside consultant to do the study. The task force would help facilitate the consultant. He asks for questions.

Mukhtar Thakur asks if First Net is included.

Mines says that she believes the intent, based upon conversations that took place at the Capitol, is that a comprehensive study should be done including anything we are considering or thinking about doing. Mines adds that we may not have enough information from First Net to include it in the study. We really don't have a clear picture what the expectation from First Net is at this point as it pertains to our costs. We can probably make a safe assumption that First Net is going to charge a user fee beyond their First Net network. It should be touched on to the extent that we are knowledgeable during the course of the study.

Chair states that this is not something that is totally foreign to the SRB or to the Finance Committee. He says that we have had discussions going to our retreat regarding looking at these issues. As the upgrades keep coming, people are more willing to say that we need to look at this long term. He adds that our assets are more interrelated than they have ever been.

Swanson asks about the language that "lets the Statewide Radio Board become an emergency communications board" and whether the SRB is interested in becoming that.

Chair states that he believes that they are and that he believes that question will go to Steering Committee.

Mines agrees. She adds that conversations amongst SRB members, the thought process was that we are looking at First Net, we would also have a committee for IPAWS and that it would be appropriate to add NG 911 because the funding methodology and stream is the same. What ends up happening right now is that everyone who is making decisions that the Statewide Radio Board level are very familiar with the costs as it pertains to the radio system, but we aren't really thinking about the impact it has on 911. For example, \$.43 of the \$.80 we collect goes to ARMER. \$.23 goes to the PSAPS and \$.21 goes to 911. We have to be cognizant of the fact that if we are going to continue to look at funding for ARMER, we should really be having a holistic approach as to how we look at funding for 911, as well.

Mines adds that no one else in the country uses their 911 fees to fund their radio systems. We could start to get some pushback from the carrier community if we don't focus a little bit of that funding on NG911 going forward. So far, NG911 has been funded by money saved in existing contracts and services. We did a thorough audit and saved some money over a period of time. As we go forward and seriously look at the different feature functionalities and the things we will need to provide under NG911, such as text messaging or video and making changes to GIS, we will have to be prepared to spend additional money.

Mines says the option of creating a second "board" was explored, but the makeup would be similar. The stakeholders tend to be the same. These communication technologies are going to become ever more interrelated and interoperable.

Swanson states that Mines' points are well-taken. He states that from a regional perspective, he would suggest there needs to be more voices from rural Minnesota as part of the Statewide Radio Board/at the statewide level.

Mines states that the Steering Committee will be sure to address those concerns.

Chair asks for any other thoughts.

Swanson asks what the source of revenue to fund the study will be.

Chair states that the money would come from the SRB appropriation.

Swanson asks if there is enough to do this.

Chair states that there is. He adds that he doesn't believe that any of the new biennium dollars have been committed.

Mines agrees.

Chair says that he doesn't know what it will cost. We will know once we select a vendor.

Mines states that she has an outline about what to consider in the study. She says she would be happy to share that with everyone. She says we are a little under the gun because it takes a while to submit through the RFP system. We need almost a full month to get it in and released. She thinks that August would be earliest a contract could be entered into. We would need it (study) done and approved through the task force by November.

Mines suggests setting up the RFP with various elements and depending upon costs, pick and choose what is important. Could include, ARMER, NG911, review of current and future revenue stream for 911 fee, looking at revenue bonds and what is still owed, and looking at funding alternatives from around the country and local, and a final assessment and recommendation. Mines states that what we currently know about First Net could be identified.

Chair says he assumes that the actual writing of the RFP will be done by ECN staff.

Mines says Chair is correct. She asks committee if there is anything else they would like to add.

Thakur asks what the timeframe will be for longevity planning.

Chair adds that we would also like study to look at projected operating and upgrade costs for the next ten years (or longer) including major equipment replacements caused by upgrades.

Mines agrees.

Motion to recommend to the SRB create a task force under Finance to work on issuing an RFP and bringing back responses to an RFP to complete the study.

Motion to Approve: Blake Huffman

Second: Mukhtar Thakur

Surprise calls the roll.

Motion Carries.

OLD BUSINESS

None

OTHER BUSINESS

Swanson states that Polk County, in their report at Association of Counties District Meeting, said thank you for the grant funding. It has helped them get integrated into the ARMER System.

Chair informs committee that he is going to be the president of the Minnesota Fire Chiefs Association. He will be retiring from the Statewide Radio Board. He also states that if the RFP goes forward, he would be happy to serve on task force and assist with study. June will be his last Statewide Radio Board meeting. Dunaski will be looking for a Finance Chair.

Jack Swanson thanks Chair for his service.

Mukhtar congratulates Chair and thanks him for his tremendous service.

Mines states that Keith Bogut will no longer be a representative on the Finance Committee. Based upon some recent legislation, the MMB will no longer have representation on committees with projects drawing to a close.

Mines asks for recommendations regarding the representation on the task force and encourages committee members to think about it and email her.

Swanson would like to see regional leadership.

Chair agrees and adds that we need at least one representative from each region. That said, he also think the task force should be kept small.

Mines asks if the committee is recommending legislative participation.

Chair says yes that would be beneficial.

Mines states she will contact the committee chairs and also house and senate staff asking for names.

Swanson asks how the meetings will take place. In person? Teleconference?

Mines states that some meetings will have to be in person. It would be a combination of both. Frequency would be monthly. Possibly more at the end of the year.

Meeting adjourned at 10:37

Meeting minutes recorded by Wendy Surprise

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
FINANCE COMMITTEE

September 12, 2013
Conference Call; Dial-in: 1-888-742-5095; Code: 2786437892#

MEETING MINUTES

Attendance

Members
Present

Member/Alternate

X Chair, Cari Gerlicher – MN Police Chiefs Association
X Mukhtar Thakur/Tim Lee – Director, Mn/DOT-OEC
X Commissioner Huffman/Jill Rohret, MESB
X Commissioner Ron Antony – SW RRB
X Commissioner Jack Swanson – NW RRB
X Vice Chair, Micah Myers – Central MN ESB

*Members attending are marked with yellow highlight.

Guests reporting:

Name	Representing
Jackie Mines	DECN
Wendy Surprise	DECN

CALL TO ORDER

Chair calls the meeting to order at 9:09.

APPROVAL OF AGENDA

Chair asks for a motion to approve the Agenda.

Motion to approve Agenda: Jack Swanson
Second: Ron Antony
Agenda Approved.

APPROVAL OF PREVIOUS MEETING'S MINUTES

Chair asks for a motion to approve the previous meeting's minutes.

Motion to approve previous meeting's minutes: Jill Rohret
Second: Mukhtar Thakur
Minutes Approved.

NEW BUSINESS

- Funding Study Workgroup

Mines states that not all of the regions responded to a request to participate on the Work Group. Only the Central and Metro Regions have volunteered, including Jill Rohret, Mukhtar Thakur, Troy Langlie, and Judy Siggerud She adds that Motorola also requested to be part of the work group.

Mines states that the deadline for vendors to respond to RFP was extended due to another RFP also out. The second RFP is large.

Mines wonders how we will handle it if we don't get regional participation from all regions. She also asks whether we should look for participation outside the regional representatives.

Ron Antony asks how much time it would be; what kind of commitment.

Mines states that it depends upon how many responses we get back and how many volunteers we get to review RFPs. She adds that the kickoff meeting could be done via conference call. There will likely be a draft and a final presentation by the vendor. She thinks the commitment would be a minimum of three meetings.

Antony asks Mines about the timeline.

Mines says it's pretty aggressive. She thinks it will begin in mid-October and then meet once in November and once in December.

Antony says he will do it if he is unable to find anyone from the Southwest.

Chair states that as subcommittees and work groups continue to start up and grow, ITV and other technologies will be important to ensure the ability and convenience to participate. Chair adds that she will make sure there are plenty of opportunities for participation.

Rohret asks if Bill Mund will still be heading up the work group.

Mines says that she believes he is.

Rohret says if the group would like, she could try to find a user agency. She adds that she thinks Motorola should participate on the work group but not vote.

Swanson agrees with Rohret. Northwest will be represented. He will do it if he can't find another person.

Chair asks if there should be a vote on whether Motorola should be part of committee.

Mines thinks it would be a good idea to be transparent.

Antony makes a motion to approve Motorola's participation on the Work Group as a *non-voting* participant.

Motion to Approve: Antony

Second: Rohret

Swanson asks if we could reach out again to the other regions for participation.

Chair says absolutely.

Mines asks Rohret to try to get a user agency from the Metro.

Rohret says she will.

Motion Carries.

- Review of Budget for FY 2014

Chair states that she has gone over the budget with Mines. She asks committee if there are any questions.

Rohret asks about funding for Funding Study.

Mines states that it is not there yet because we don't have it under contract. We won't know the cost of the study, though we will have the money available. She gives a brief summary of the budget.

Chair asks if the committee typically approves the budget.

Mines states that unless we ask for additional money, Finance Committee hasn't approved or disapproved.

Chair asks members if there are any questions about the budget.

None

- Interoperability System Grant: Metropolitan Emergency Services Board (MESB)

Mines says that in May we had allocated \$270,000 for grants to purchase Motobridge work stations for one PSAP in each radio region in order to utilize the ARMER Cross-Spectrum Interoperability System (CSIS).

After review by its Technical and Operations Committee, the MESB declined to accept these grant funds on the basis that CSIS is not available throughout the metropolitan region.

MESB executive staff has indicated they could use their portion of the funds instead for training. 1/7 of the \$270,000 allocation is slightly more than \$38,500.

Mines states that ECN proposes that the SRB grant \$38,500 to the MESB for interoperability or ARMER-related training in lieu of granting funds to connect to CSIS.

Rohret states that the Metro was not part of the Motobridge system. She says a Motobridge would likely never be used in the Metro and they don't feel like it's a good use of money. There is a software version that was considered, but decided against that as well.

Chair asks Mines if the other PSAPs are regionally or state owned.

Mines states that the regions are deciding how they would build the solution but no one has requested anything else.

Chair asks if we have received approval from other regions.

Swanson says if we are allowing Metro to do this, will we allow regions to use money for something else as well.

Chair says Swanson makes a good point and she is concerned about making this decision. Chair adds that there should be a process put in place.

Antony states we could approve Metro's request and if another region wants to use the money in a different way, they can make a request.

Swanson agrees.

Mines states that proposals could be sent to Brandon Abley.

Antony makes a motion to accept the Metro's request and that if another region wants to use money in another way, they could send proposal to Abley.

Motion to Approve: Antony

Second: Swanson

Micah asks if we need to decide the formal process of submission to ECN.

Rohret says after the proposal goes to Abley, would it then come back to Finance.

Chair says yes.

Antony and Swanson agree.

Motion Carries.

Chair states that she would like a separate vote for approving Metro's request.

Antony makes a motion to approve Metro's request.

Motion to approve: Antony

Second: Swanson

Motion Carries.

- Call for Vice Chair

Chair states that each committee needs a vice chair to fill in when the Chair is unable to make the meeting. She asks members if anyone would be interested in filling in for her. She knows that she will have conflicts with the SECB meetings toward the end of the year.

Swanson states that he cannot make that commitment

Antony also says that he cannot make that commitment.

Rohret states that she is an alternate member so probably shouldn't volunteer.

Micah Myers states that he can be the vice chair.

Motion to Approve Micah Myers as Vice Chair of the Finance Committee: Swanson

Second: Rohret

Motion Carries.

OLD BUSINESS

Ron Antony asks about going forward, if NG911 committee is under the SECB, will grant money be treated like a regional grant, or county grants? The real concern is the 911 funds and what will happen going forward.

Mines states that the money is not really "grant" money. The state does not hold them as grants in the system. They are aid and handled separately in the 403 statute as to who gets money and how it gets divided. She does not see any change to that in the future. It would have to be driven by and supported by the MSA.

It was decided to collect fees at the state level and distribute it fairly. The first half is distributed equally among all counties. The second half is divided by population. This is identified clearly in statute. She does not foresee a change to the distribution.

Antony asks about broadband money and will it be regionally distributed.

Mines states that this is really unknown. We have to do some work that the Feds are asking us to do so we can make a plan to build the nationwide wireless network. The grant process was extremely micromanaged at the federal level. We will probably not have much choice about how this money is distributed. We don't know how HSEM will allow us to use this money. So far the guidelines have been very, very strict.

No further discussion.

OTHER BUSINESS

None.

Meeting adjourned at 9:54

Meeting minutes recorded by Wendy Surprise

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
FINANCE COMMITTEE

October 11, 2013

Conference Call; Dial-in: 1-888-742-5095; Code: 2786437892#

MEETING MINUTES

Attendance

Members

Present

Member/Alternate

- X **Chair, Cari Gerlicher** – MN Police Chiefs Association
Mukhtar Thakur/Tim Lee – Director, Mn/DOT-OEC
- X **Commissioner Huffman/Jill Rohret**, MESB
- X **Commissioner Ron Antony** – SW RRB
- X **Commissioner Jack Swanson** – NW RRB
- X **Vice Chair, Micah Myers** – Central MN ESB

*Members attending are marked with yellow highlight.

Guests reporting:

Name	Representing
Jackie Mines	DECN
Cathy Anderson	DECN

CALL TO ORDER

Chair calls the meeting to order at 9:02. Chair notes there is a quorum.

APPROVAL OF AGENDA

Chair asks for a motion to approve the Agenda.

Motion to approve Agenda: **Micah Myers**
Second: **Ron Antony**
Agenda Approved.

APPROVAL OF PREVIOUS MEETING'S MINUTES

Chair asks for a motion to approve the previous meeting's minutes.

Motion to approve previous meeting's minutes: **Jack Swanson**
Second: **Micah Myers**
Minutes Approved.

NEW BUSINESS

- Request for SECB funds for Public Safety Communications Study

Chair asks if everyone has had a chance to look at the Study that was sent out to the committee. She had a meeting with Motorola a couple of weeks ago. She asks Mines to elaborate on the RFP and the Study.

Mines reminds committee how the RFP went through. Back in June, the SECB approved up to 50,000 dollars, without further approval by them for the study. There was only one response to RFP. Federal Engineering (FE) was the only respondent to the RFP and their fee is 136,911 dollars. Based on what we're seeing in other RFPs that have been out before, and based upon the fact this is the only response, and also the deadline of January 15th for the report, Mines recommends moving forward with this to SECB for approval. Tasks are broken out and it is a pretty much a fixed.

Tasks are broken out and it is pretty much a fixed cost. If they go over, they have to eat the cost.

Task 1 – The current and long-term cost of funding ARMER.

Task 2 – Collect and project the current and long term cost of the NG911 system.

Task 3 - Assessment of 911 revenue stream.

Task 4 – Assessment of the 911 revenue bonds.

Task 5 – Explore possible funding alternatives

Task 6 – Funding alternatives and recommendation.

Mines says the FE contract went out to them over a week ago. They came back with some changes they'd like to see – mostly changes to match their exact verbiage in their cost proposal. Since that is really part of standard language in parts of contract, it has to go before MMB to get approved.

If it passes, will get signatures and will meet with Scott Wiggins next week to go over specifics tasks and determine if there is anything we can't get done before January 15 deadline.

Mines says her goal is to then have meeting with funding group workgroup week of the 28th – she is compiling list – will send out doodle invite inviting and polling volunteers for a meeting date.

Scott Wiggins will be main lead project manager. Will meet with him next week. That's the plan at this point. If we reduce cost by any amount can come back to the group. If we approve amount given based on tasks asked them to perform, she would appreciate it.

Chair asks for feedback.

Jack Swanson asks what comes out of the study. When it's done, what's the next step.

Mines says the goal based on the info received from legislature as well as from people who requested it at legislature is that people would like to know how we're going to fund long-term over next 10-15 years. ARMER and NG911 Systems and any additional costs that wireless broadband project may or may not bring to ensure these technologies can be kept up-to-date and keep up with the fast changes that are taking place. We've sort of been pushed forward based upon the ARMER upgrades. We posed question to Motorola to give us 10 year view of upgrading the System. There are some significant costs to state and locals as an addition to the system. Who's going to fund it, how do we fund it long-term? Does it become another bonding bill, does it become request of general fund, do we raise 911 fees, do we split it if we raise it, and since NG911 costs will increase as functionality is added. The fee also supports PSAPs and their equipment and training.

Swanson says he is glad to hear the broadband is part of the discussion. Ultimately, when this study is done, theory is we'll find out what it will cost over the next 10-15 years for upgrades. Will it talk about where the funding streams come from.

Mines says that it will come out in possible funding alternatives – what’s done in other states, what we could do, asking to look at – still have revenue bonds to pay off for the next twenty years.

Have to look at funding streams for 911 network – have grown subscribers but it’s settled down. Depending on technology changes taking place for things capable of making 911 calls, the funding stream may not be as robust as it was in the past. Will look at existing funding streams, what other streams there could be, what are alternatives, what do other states do?

That information has to be absorbed and reviewed by SECB to identify what makes most sense for us to review. They may make recommendations but I’m sure they won’t give us the answer.

Mines says if the best option is to raise 911 fee, if that’s the option SECB thinks is most viable, we use that study to go to legislature to ask for what we need. If we think fee can only handle day-to-day expenses plus the bond payoffs, we need more money to upgrade local infrastructure for this period of time. This may be a short-term request and we say “can the legislature support a general fund one-time of X to offset that” and 911 fee will take care of NG911. I suspect we’ll come up with a strategy based on what we find in the study, SECB will support strategy, and we’ll go to legislature to get it approved.

Ron Antony states that attended a couple multi-county events the last couple months. There has been some anxiety about what the study might come up with. He says his question goes to looking at the timeline – how many times are we going to be able to sit down with FE and have some type of voice or comments on study before it goes to legislature?

Mines states that is up to committee in some sense – if you want to meet more frequently, we can. I suggest we meet at the end of October with the vendor and then if individual members would like to meet and talk with FE as a group, that can be determined. Look for draft outline and draft at that time and discuss findings and meet one or two more times to discuss guts of what they’re finding. Would consider that it’s partially up to workgroup how often to meet with FE, but given timeline, probably meet about four times. We’d meet more likely towards the end, but we certainly can outline that each member wants to have some input. Not every region represented even though we are asking for representation. There should be ample opportunity to provide concerns and feedback to the vendor.

Micah Myers asks if they are just looking at maintaining the current infrastructure. Central still has some coverage voids.

Mines says the response asks for them to determine the total operating costs, what’s part of still existing money what’s part of build out of backbone. How much of backbone has been built with special revenue account, how much trunked highway funds, how much through lease of towers. Probably won’t be dealt with except at a high level at this point – still some local enhancements needed, might be coverage voids – where are they, how handled,

Myers says he doesn’t want them to go forward without having that mentioned. More and more people starting to use system, finding coverage issues.

Mines says that what we have done with this contract is to be able to add additional projects but would cost additional funds. The next legislative session is really the next funding one. There are still a lot of unknowns about Next Gen and also broadband.

Myers says the FE has identified outstate /instate rep for a task. How will they determine who that will be?

Mines says they have not talked about that yet. She says she is open to suggestions. We have counties that don’t have a lot of local enhancements and some that have put in a lot of local enhancements. Would like to get a cross-section of a metro county with a lot of local enhancements and out-state county that has put a lot in and an out-state county that has not put a lot in.

Chair asks if changes that FE has some identified in contract, do any that affect cost of project.

Mines says no, there are some cost assumptions added into the contract. I had not shown the labor, the expenses in the contract, as we lumped them together. Because we had asked for fixed, detail pricing, they wanted them put together on that. Means there's no flexibility in reducing expenses is labor.

Chair states that Myers has a good point. At the end of the day, if articulates need to keep robust system moving forward for the next 10-15 years – won't be a true testament to what we need.

Chair says it appears there's some bond research and studying and stuff they're doing and wonders if there is any part of this contract we're paying FE to do that could be done by a state agency at no cost? Looks like some of the research they will be doing is researching our stuff. Could some of it be done by MMB?

Mines states that when it comes to gathering things like bond info, for the most part, MMB does have detail on what we're scheduled to pay and when we're scheduled to pay that. I think for the most part on the bond stuff, that is done, but the task to FE is to gather the data and interpret how that's going to affect from a totality if you add the fact that we still have these bonds to pay, we have this for Next Gen, maintenance of ARMER, upgrades. A lot of this information is being collected by different organizations but it has to be sifted through and be put in a meaningful format. It's interpreting that info and making sure we have an accurate picture of what that obligation is.

Chair asks if there are any other thoughts, questions, or discussion?

Hearing none, Chair asks if there is a motion to move the proposal forward to SECB.

Motion to approve: Myers

Second: Blake Huffman

Myers asks that this be on the Agenda at the regional quarterly meeting on 28th coming up where all the reps will be there.

Antony asks if Wendy be facilitator – set up dates, when to meet, schedules?

Mines says yes, that would be my goal, and we would take meeting minutes.

Chair asks if there is anything else?

Hearing none all those in favor of moving this forward, signify by saying aye.

Motion passed.

Meeting adjourned 9:37.

STATEWIDE EMERGENCY COMMUNICATIONS BOARD
FINANCE COMMITTEE

December 12, 2013

Conference Call; Dial-in: 1-888-742-5095; Code: 2786437892#

MEETING MINUTES

Attendance

Members

Present

Member/Alternate

- X **Chair, Cari Gerlicher** – MN Police Chiefs Association
Mukhtar Thakur/Tim Lee – Director, Mn/DOT-OEC
- X **Commissioner Huffman/Jill Rohret**, MESB
- X **Commissioner Ron Antony** – SW RRB
- X **Commissioner Jack Swanson** – NW RRB
- X **Vice Chair, Micah Myers** – Central MN ESB

*Members attending are marked with yellow highlight.

Guests reporting:

Name	Representing
Jackie Mines	DECN
Brandon Abley	DECN
Marcus Bruning	DECN

CALL TO ORDER

Chair calls the meeting to order at 9:01. Chair notes there is a quorum.

APPROVAL OF AGENDA

Chair asks for a motion to approve the Agenda.

Motion to approve Agenda: **Blake Huffman**
Second: **Micah Myers**
Agenda Approved.

APPROVAL OF PREVIOUS MEETING'S MINUTES

Chair asks for a motion to approve the previous meeting's minutes.

Motion to approve previous meeting's minutes: **Ron Antony**
Second: **Jack Swanson**

Minutes Approved.

NEW BUSINESS

- Request for Participation Plan Grant for Mahnomen County

Chair asks Mines to present this item.

Mines states that in May of 2013, ECN requested that the Statewide Emergency Communications Board (SECB) and its Finance Committee make \$480,000 (up to 30K per county) of funding available out of the 2012/2013 SECB budget to the remaining 16 counties for a full participation plan if they expressed a desire to join ARMER. Nine counties and White Earth Tribal Council requested funding in that biennium. By law, ECN may only carry over budget items from FY 2012-2013 into FY2014-2015 where we have an existing contract. That includes both Beltrami and Clearwater Counties and we expect those invoices soon. That will close out that grant for that biennium. Mines says she couldn't utilize funds from that budget year for this request from Mahnomen County. They did not originally enter into contract with ECN.

Mines gives an overview of the budget as it stands today.

SECB FY2014 budget of \$1,000,000.00

Carry Forward from FY2012-FY013:

SECB Conference and Motobridge Grants:	\$ 371,000.00
SECB Participation Plan Grants extended*:	\$ 60,000.00
Balance left after payments is	\$ 0

*Beltrami and Clearwater

FY2014 Allocation: \$1,000,000.00

Status Board Contract:	\$ 95,113.00
Federal Engineering Funding Study:	\$ 136,911.00
SLIGP Grant Match:	\$ 570,844.00
Balance in SECB Budget FY2014:	\$ 197,132.00

Motion to approve: Jack Swanson

Second: Blake Huffman

Swanson asks how much of the 480, 000 was spent and what happens to the remainder?

Mines states that once the fiscal year has ended, the money reverts into the appropriate allotment.

Swason asks if she is talking about the unappropriated about t in the state's general fund, or in the ECN budget.

Mines says the money does not disappear from ECN but is not appropriated to ECN. It is there in reserve funding.

Chair asks if the \$1M is State dollars.

Mines ays that is actually out of the ECN budget. In 2007 appropriation language was put in that allocated one million dollars of the 911 monies that come into ECN to the SECB each year. This is not from the General Fund.

Chair asks when the \$371K and \$60K have to be spent.

Mines says by the end of this fiscal year.

Chair asks if the \$16K for Mahnomen also has to be spent by the end of June.

Mines says no because that is in the 2014 allocation and can go into 2015. She adds that we would want to give them enough time to finish the project.

Motion carries.

- State and Local Implementation Plan Grant Allocation

Chair asks Mines to present.

Mines states that the SLIGP Grant is the State and local Implementation Grant Program and it is monitored through NTIA. A portion of the grant is a sub grant made available to our regional radio boards to cover administrative expenses associated with participating with FirstNet. The primary objective of the grant from the federal government is that we are to educate and solicit feedback (gather data) from the user community on the wireless broadband for public safety. How we would use it, what it would be used for, what kind of local infrastructure is available that could be used by FirstNet. So FirstNet is going to own and operate wireless broadband for public safety. One of the objectives is that they would like to know what kind of local infrastructure is in the state and whether they would want to use it. As the sub grant is made available to each regional radio board, we will be meeting and wanting participation from every county.

Mines explains that Phase 1 and Phase 2 are broken down 3 ways, Travel, Interoperability Conference, and Administrative Expenses. The Interop Conference is the most efficient way to reach out to every stakeholder for education. The Administrative expenses are there for regions to hold workshops, etc.

ECN proposed three allocation options to the Grants Workgroup.

- Option 1: Divide it by 7 (\$46,611.43 each region)
- Option 2: Account for population and county *size* (square miles)

Central	\$55,384.92
Metro	\$100,724.46
Northeast	\$55,912.27
Northwest	\$43,747.20
South Central	\$21,111.68
Southeast	\$26,145.02
Southwest	\$23,254.44

- Option 3: Use the 911 fee allocation formula (population and county count)

Central	\$62,118.24
Metro	\$110,085.01
Northeast	\$29,054.01
Northwest	\$35,042.94
South Central	\$28,335.83
Southeast	\$32,310.92
Southwest	\$29,333.06

Mines says that the Finance Committee recommended that the funds be distributed **evenly**. The resulting allocation per region is as follows:

	Phase 1	Phase 2
Travel	\$1,285	\$2,571
Interoperability Conference	\$6,377	\$6,377
Administrative Expenses	\$15,000	\$15,000

Mines says there will be strict rules around how the money can be used. She adds that ECN is putting together forms for submitting invoices. Each region's grant coordinator will have to provide reports for the region on what they did as it pertains to FirstNet.

Mines says the request if for the allocation to be approved

Swanson says he would move to approve **Option 1 allocation.**

Motion to approve: Swanson

Second: Myers

Swanson asks when the first of the training/education opportunities would exist for regions to take part it.

Mines says that she is waiting for Televate (the Consultant working on this project) to put together a work plan. Once it is approved by the Interoperable Data Committee, she believes the schedule will be part of that.

Swanson asks if the RICs will disseminate the information.

Mines says they will be educating the RICs in the education process as well as carrying information.

Motion carries.

OLD BUSINESS

None.

OTHER BUSINESS/DISCUSSION

- 2013 SHSP Grant Allocation

Mines states that the Grants Workgroup is still waiting for information to be verified with HSEM.

She gives an overview and says she will likely be presenting this item at the next meeting. Initially, she was notified by HSEM that they thought we might be eligible for approximately \$700K in grant money. After making the application, they came back and asked "if you had extra money, what would you do with it. Mines says she thinks we need to focus on training and exercises, or a combination of both. She says we were allocated an additional \$190,211.00. We will have to focus that amount on training and exercise. Mines says it is her understanding the Regions would like to do a combination of training and exercise. She was tasked by the team to find out from HSEM if regions can create their own training or customize training to their specific needs.

Mines says she met with HSEM and they are open to the idea and gave her some suggestions for putting together information for the Grants Workgroups. This will be presented to them in the next few days.

ADJOURN

Meeting adjourned 9:26