

**Central MN
Regional Advisory Committee
Friday, February 9, 2018 – 10:00 a.m.
Elbow Lake Community Building, lower level
117 Central Ave. N., Elbow Lake, MN – Grant County**

Members/Alternates Present:

1. Micah Myers, Chair & Brandon Larson – City of St. Cloud
2. Kyle Dusing – Benton County
3. Sheriff John Haukos – Big Stone County
4. Michael Henrion – Douglas County
5. Sheriff Troy Langlie – Grant County
6. Ace Bonnema – Kandiyohi County
7. Randy Celander – Meeker County
8. Al Fjerstad – Mille Lacs County
9. Victoria Ingram & Jane Holman – Morrison County
10. Jason Karlgaard – Otter Tail County
11. Sheriff Tim Riley, Vice Chair – Pope County
12. Derek Baas – Sherburne County
13. Kristen Lahr – Stearns County
14. Dona Greiner – Stevens County
15. Bill McGearry – Swift County
16. Mike Wisniewski – Todd County
17. Lynn Siegel – Traverse County
18. Tyler Wheeler – Wadena County
19. Sheriff Rick Fiedler – Wilkin County
20. Seth Hansen – Wright County

Guests Present:

Judy Diehl – Stevens County
Andy Faith – Granite Electronics
Derek Leyde – Northland Business
Scott Wosje – Northland Business
Mike Mihelich – Motorola
Mike Rosonke – Motorola
Jim Stromberg – ARMER Program Manager/SWIC, ECN

Meeting was called to order by Chair Micah Myers at 10:00 a.m.

20 of the 20 members in attendance with a quorum present. Chair Myers informed the group that recording the meeting was for meeting notes making sure we have clarification of items that are discussed. We will talk about how long to keep recordings once the minutes are approved. This is something that we will try out to help aid with accurate minute taking.

Revisions and Approval of Agenda:

Brandon Larson added a topic from the Regional Leadership meeting for an upcoming COMT course looking for a sponsoring location; agenda item #9E. *Todd County made a motion to approve the amended RAC Agenda. Swift County seconded, motion carried.*

Approval of Minutes:

Wright County made a motion to approve the RAC minutes from January 12, 2018. Morrison County seconded, motion carried.

Communications:

- a. FirstNet Roadshow – March 2, 2018 at Alex Tech
Larson stated for the FirstNet Roadshow, Shari, I and Kristen have been working with Melinda to secure space, time, and vendors. The Doodle poll from the top 11 vendors that were requested has been submitted to Melinda. It will be March 2nd from 10 a.m. to 2:30 p.m. The registration has been sent out and is on the website. This is an RSVP event, everyone is invited even other vendors, but the only vendors who are presenting are FirstNet affiliated vendors. Food is provided. Quite a few people are already registered. It will be at Alex Tech Community College in the southern law enforcement building. Northland has been asked by city commanders and chiefs if they could go. Larson responded “yes,” we are looking for more than the regulars that come to our meetings; reaching out to Police Chiefs, Fire Chiefs, IT people, purchasing people, etc. RSVP deadline so we can get food counts is February 23. Myers noted when you click on the registration button there are two options; (1) Register as a guest; or (2) Sign-up. If you want to get other correspondence from the Central Region Myers recommends you Sign-in/Create an Account and sign-up for other items on the website.

Reports:

SRB/ARMER Update; MnDPS/MnDOT:

1. MnDOT/RIC:

SWIC Stromberg reported on the Communications Unit Program updates. The new standard operating guidelines seem to be working well. We are processing through the first new and renewals of COMLs. Stromberg brought a list of all the Central Region’s COML/COMT. Communications Unit Subcommittee will have its first meeting on February 20th. Dean Wrobbel and Al Fjerstad have been nominated as representatives for the Central Region. Strategic Technology Reserve Committee had its first meeting on the 6th. Mike Henrion and Brandon Larson are the Central Region’s representatives. For that subcommittee Troy Tretter from Metro was named as Chair, and Mike Henrion was elected as Vice Chair. Stromberg tries to send out ARMER outage reports to the RAC Chairs every month. Stromberg brought a copy, there are no significant outages recently for the Central Region.

Super Bowl communications went well, not one complaint. We had over 3,000 public safety personnel in attendance. Hundreds of cache radios were signed out, all were returned with only a few bent antennas and pieces. We had about 25 mismatched batteries; we are down to about 5 we just need to sort out now. One minor issue during the actual event was one of the Minneapolis repeaters sites had some interference on one of its channels. FCC was on site and was able to deploy; narrowed down to a legitimate BDA that was sending out a bad signal. Thank you to the Central Region for making your STR tower available, and your proactive approach to requesting the regionals to have statewide coverage.

SAFECOM nationwide survey is still available through February 23. There is a big push by DHS to get people to take that survey. Results of that survey are linked to nationwide funding. You can get a link to in on the SAFECOMM website or on the ECN website.

Strategic planning meeting on March 8-9 at the Oakridge Hotel and Conference Center in Chaska. Each region may designate 5 attendees. We encourage attendees from the different areas of Public Safety end-users, PSAP Manager/Emergency Manager, Fiscal/Policy, Technical/IT, and an elected official. SECB will be providing meals and overnight accommodations for your 5 attendees. Send your nominees to John Dooley at ECN.

Reports: (Continued)

SRB/ARMER Update; MnDPS/MnDOT: (Continued)

1. MnDOT/RIC: (Continued)

Public Safety Communications Conference will be April 23-25 in St. Cloud again. Preconference will be the normal ARMER Train the Trainer that we have had from On Target. We are adding another preconference session that will tie into the Central's initiative on the continuity of operations plan. It will be a writing session and we have two rooms reserved. Department of Homeland Security Office of Communications is going to help facilitate two sessions. One for large PSAPs and one for small PSAPs to help write those actual plans.

For vehicles, we are looking at the STR from the Central, Hennepin's equipment, National Guard equipment, and we might be able to get FEMA MERS vehicles. Speakers will be Commissioner Dohman, a motivational speaker named Jen McDonough, Ed Mills a FirstNet guy from Colorado, Craig Coale who is an expert on the Internet of Things, by a cold call we were able to get Donny Jackson the editor of IWCE's Urgent Communications magazine, and maybe Amy Klobuchar. Few areas for the conference that we still need some help with is there was some interest in having a session on 7100 consoles. Rod Olson from Minneapolis has deployed a bunch of them for the Super Bowl and is willing to talk about it, but he does not think he can fill an hour. Reaching out to see if anyone else has some expertise on 7100s, and if that is really a good session for the conference. There seems to be lots of interest in it, but I am just trying to identify the right presenters. Another topic that we are looking at we have generally called user challenges, but that is about best practices for every day emergencies. There are still some regions in some areas that have trouble with one agency has got a pursuit started that the other agencies are not switching to the LTAC and they are just making the dispatcher patch in their mains. They are not really following the standards or the best practices. We are looking at a conversation about how we handle our everyday emergencies. If anybody has a suggestion for somebody to be part of that conversation please contact Stromberg.

In the IPAWS world two sessions are going to be held at the Governor's Conference for HSEM on February 13th. Public Alerting workshop best practices are scheduled in March for Ramsey County, April for Brown County. If the Central Region is looking for anything additional for IPAWS reach to John Dooley. There are a couple of sessions at the Public Safety Communications Conference in April about training documentations sustainment and for people that are new to the IPAWS world.

911 update, the GIS position that was held by Adam Iten we had that position open and we did not get any good applicants that met the minimum requirements. We are still trying to fill that position.

Dustin Leslie is finalizing the e-911 audits spreadsheets that will be emailed out to every county next week for completion and return by March 31st. They will be directed to the same contact at each county that completed and returned them to us last year. Could be a PSAP manager, Auditor, or a financial representative. Form was modified to make it more user-friendly, but the content will be consistent with other years. I saw my first billboard for the text-to-911 campaign on my drive here this morning. They are looking at 20 million impressions. They will be doing some online things, non-skippable adds on Roku, Amazon Fire TV, X-Box, Hulu, etc. They are also doing bathroom bar-type advertising in bathroom stalls. Big Stone County Sheriff asked why are we advertising this if we just sooner they still call? Stromberg responded the message that came out of this process was, "Call if you Can, Text if you Can't." Dustin Leslie is working on the second round of PSAPs to deploy the text-to-911. There are 15 live PSAPs today. Anoka and Isanti to deploy in February. If anybody from the Central Region is ready to deploy and interested in moving forward please contact Dustin Leslie.

Reports: (Continued)

SRB/ARMER Update; MnDPS/MnDOT: (Continued)

1. MnDOT/RIC: (Continued)

Dan Craigie continues his efforts with the collective vendors for the firewall implementation project. The first installation is being done in Ramsey County's back-up site in Arden Hills.

ECN is in the process of hiring two employees. Carol Salmon who was our administrative assistant left us in about February and we have been sharing the duties. We have a new person starting on Monday her name is Chris she was an administrative assistant with Delta Airlines. The other position is an MA2 which was what Kelli Peters was doing it was supporting our office staff. We are doing interviews next week. Melinda has provided the dates of all the regional workshops with AT&T and FirstNet.

2. SECB: (Micah Myers)

Agenda is in the packet from the last SECB board. One item of noteworthy is the Mille Lacs Band plan that was brought before the state board and it was approved. There were items from Interoperability Committee.

3. OTC: (Al Fjerstad)

No report. Meeting has been cancelled.

3. Interop: (Micah Myers)

Included in the packet on page #12 is the MN Duty Officer's Resources and Contacts form. It was put in to verify our region's contacts are correct. You can see what the other region's contacts are in there. Central contacts are on page #16. SWIC Stromberg confirmed this is the actual information the Duty Officer has; if he gets a call or request he goes to this document for the region's contacts to sort out.

4. Finance Committee:

Meeting was cancelled.

5. Legislative Committee:

Meeting was cancelled. Myers asked SWIC Stromberg if there was an update on the 403; was it still in the Revisors Office? Stromberg replied to talk to Dana.

6. Steering Committee: (Tina Lindquist)

Meeting was cancelled. There is a meeting next week. Lahr noted on the agenda was the appointment of a new chair. Lahr reported the delegate and alternate are unable to call in next week. Lahr requested someone from the Central Region call in as a guest. Larson and Myers also had conflicts. Myers asked if the Kandiyohi County Sheriff was going to be there. The chair is listed as vacant on the agenda. SWIC Stromberg responded Sheriff Hartog stepped down at end of last year.

7. State Interop Data Committee (Kristen Lahr)

No meeting since the last RAC.

8. Interop – STR Workgroup (Brandon Larson)

Henrion reported it was our first meeting. Mainly the STR standard was on the agenda. We agreed to look it over and make notes for the next meeting. Meetings are every other month; next meeting is April 3rd. Stromberg had a list put together for priorities. Each region should find out what other kind of reserves they have. In Douglas they have a VHF reserve.

Regional Leadership Group – (Next Meeting July 23, 2018)

Group met on the 22nd. Good discussion on the current grant process. At the Strategic Planning meeting we will have more discussion. Brandon gave a report on the IV&D and Northeast gave a report on the ISSI Gateway. Myers was asked who should be attending those. Myers responded anyone, our region is well-represented from our Commissioner level all the way down to the committees. Good discussion on grant process and putting in priority to grant applications coming in. It is an open meeting. One benefit you get is you have contacts from all the regions there and you can see what the other regions are doing and how they are handling communication issues. We also had discussion on the recommendation that came out of the Central Region on the process for handling communications during the Super Bowl. Northeast made it region-wide that they would go to their regionals for dispatching. They deal with your day-to-day pursuit issues so it does foster good discussion.

NG-911 Committee (Judy Diehl)

First firewall they did try to install it at the Ramsey back-up, but had problems with that. Anoka County has been unable to connect to the TCC. Transfer codes have been changed. Fjerstad thought they would be done yesterday with the RFAI SIP to MSRP. They did get us to MSRP and we are currently on MSRP, except that we do not have any XY coordinates, LAT/Long. They were there in the Mille Lacs County center from 1-7 p.m.; they are back in the center today. Dana Wahlberg and Dan Craigie have been made aware. The transfer change at the airport from RFAI to MSRP they still are not where they need to be. Diehl explained that Dan had asked CenturyLink to hold off until they got that figured out. Fjerstad said Isanti and Anoka have been pushed back. The big thing with MSRP is once we get that where it needs to be then any agencies on the Central MN Logger would be able to go in and look at a text-to-991 call from Insight Center. The other thing with text-to-911 that we are running into is a scrolling issue; cannot scroll the screen. When it goes past the top there is not a slider bar; that has been put on back burner. Number of calls in January we had 26; 47% were actual. Wright County continues to be the leader in texts. Hansen said the problem is social media, they had blasted it out on Facebook. Larson asked on the medicals is your center handling pre-arrivals? Fjerstad replied it depends on the medical, for most of the medicals we are just taking the information and making a phone call to the Dispatch Center. People are good at giving their address, but they do not want to call. Myers asked if there were any calls from other counties in the region. Fjerstad responded “no.” Myers asked are they sharing it from the centers that are up and running if calls are being routed incorrectly? Fjerstad would let Dustin know if he gets one that routes incorrectly. Fjerstad explained ECN is trying to develop a program to get into our data to pull the information themselves. We did have the tabletop exercise yesterday it was well-attended. The gentlemen that taught said as 911 folks we should be involved at legislature and the 403 Statute, it does not call out specifically for a COOP. Everyone learned more about what a COOP is. Adding appendixes would be a good way to put good information in there. Diehl noted the APCO/NENA MSA 911 Conference is coming up March 19-22 at Arrowood. Fjerstad said for the preconference if you want to volunteer your COOP plan to be used as an example in a tabletop exercise at the Interop Conference you can do that. It is a peer review. There will be two PSAPs from 4 and under and two from 5 and above.

EMAC Update: (Seth Hansen)

Met in January in Pope County. We decided to use the Go to Web meeting platform instead of the VTC; knowing if we have sensitive meetings we can still use the VTC. First successful meeting with planning strategic group last week. They discussed capabilities assessments and forms they will hand out to each county in March to get back in June. Planner was busy meeting with each individual county discussing needs. Came up with a training and exercise calendar for the region. If you want to know anything going on for exercises within the regions ask your EMs. Myers asked if there would be value in putting that training calendar on the website. Hansen replied we wanted to make sure the counties were okay with it.

Owners & Operators Committee: (Kristen Lahr)

Met in January. We had election of our officers. Discussed wrap-up of questions that were brought up regarding the Sherburne County transition. Finalization of the communications plan for Super Bowl contingency planning. Finalized dates for FirstNet Roadshow. We had light agenda for February so the meeting this month is cancelled.

User Committee: (Tina Lindquist)

Officers were instilled. Traverse County gave a presentation about how they integrate with South Dakota. Together for joint business we did go over the 2018 training roadmap. All the courses are online.

EMS/Hospital Sub-Committee: (Paul McIntyre)

None.

Executive Committee: (Micah Myers)

Met before the board last week. Noteworthy items we will be sending correspondence to Sherburne County. We provided at the last RAC concerns with the Sherburne resources if they stay in Zone 4 verses Zone 2 and just getting something in writing from them stating what happens if they decide to change that, so the region will be sending a letter to Sherburne County asking for something in writing from them for a commitment on that. We went over the attendance standard, because that is now put in place as of the first of the year. We gave an update on the website. One of the items you will see when you register for the Roadshow using a module that we have available to us on the website that is the Activities Module. Staff were using Eventbrite. First test with that is the roadshow. Next meeting for the first week of March if there are no items that meeting will be cancelled. Next meeting will be before the board meeting in March.

Emergency Services Board: (Next meeting March 28, 2018)

Met last week. Gave the same updates at the Executive Committee. Next meeting set for 28th.

Updates from Partners on Current Projects:

Website Project

We are trying to coordinate with the other regions. Goal is to have a meeting with the regions following the Regional Quarterly, but due to weather constraints several from the southern regions were not in attendance. Shari did work with the Northwest. The other regions are using it and it is working well. If there are items you would like to see on the website let us know.

Motorola IV&D (Integrated Voice & Data) – City of St. Cloud Pilot Project

In the packet is the latest update. Larson explained a couple of weeks ago when he sent out his first large batch programming for squad mobile radios we had a hiccup. As reported by officers, while on the data channel sending data, the very beginning couple hundred milliseconds of audio transmission was cutoff. Motorola did some infrastructure setting changes, and asked Larson to do some changes on the subscriber side. Larson has sent out another test one with 11 mobiles; out of those only one complaint. Larson has asked Motorola how we can alleviate that and make it so selected audio is not interrupted during a data transmission. From what Larson was watching on the backend, the update that he was sending which was an alias list it was very quick; it was a very good program. GPS is there, API is tied to it Larson does not have it plotting on a map. Project that Larson is working on updating our in-squad mapping and trying to see if he can port that API for the radio GPS data to our current CAD mobile map so that dispatch and officers are able to view that data. A couple of coworkers are helping on the Fire and PD side, and getting the map packages updated and trouble-shooting. Larson will convene another meeting to see if we can get the radio GPS data plugged into the maps.

Regional Coordinator Contract (Discussion)

Added this for reviewing purposes. During the Super Bowl communications planning there was some question who was going to be responsible for the ROC to contact. Each member of the region has an administrator. There was some discussion whether Brandon would handle that for the region. Encourage to go back and look at what services we are providing. We can provide any of the services requested. It would require getting approval from the Board to be able to add those items to the contract because it was laid out. If there are things you are finding now that you would like to include, because we are coming up on the annual review of that; over the course of the next few meetings be able to go and review that.

Fjerstad asked Jim Stromberg during the Super Bowl he thought all agencies were going to get a 205? Stromberg replied he would direct you to Minneapolis for that question. Stromberg thought it was going to be distributed as well. Fjerstad asked who to talk to in Minneapolis? Stromberg replied talk to Rod. Larson asked that is part of the standard if you are using statewide resources you have to submit the 205. Stromberg replied yes, if you are going to us 2 or more statewides you need to submit a 205. One of the challenges is that we do not have a methodology for distributing a 205. The question was asked who are you required to submit it to? Stromberg replied the standard says to the SWIC or ECN. Stromberg explained if it says it needs to be submitted and distributed that is one thing, if it just needs to be sent to him that is another thing. Stromberg can do some research on that. There are a lot of standards out there that have requirements that have been overlooked. This might be one of them that needs addressing. The question was asked if that was for emerging events or planned events by standard? Sheriff Langlie made a point as far as distributing, he would never want to see that as a standard, sharing the 205 would have been a bad choice to share that from a security standpoint. Stromberg knows Minneapolis wanted to hold it for security reasons. Wosje said Minneapolis did say it was available to any agency, but they said at a Metro meeting they were going to control the distribution. Fjerstad said StatusBoard gave a good picture of what was going on. Larson asked for the Governor's Fishing Opener last year we disseminated the 205 to surrounding PSAPs, so are you saying we should not do that? Langlie responded it should be left to your discretion; distributing the 205 for this event would be like distributing their entire operation plan. There was discussion about distributing 205s. Stromberg noted there were many 205s for the Super Bowl; 15-20 for each operational section. It did what it was supposed to do to make sure everybody in this operational field knew what talkgroups to be using. Myers added the Central Region was being critiqued for 205 for the MS150. Tim Lee has brought it up as a process for these 205s who is reviewing them. There really is not a set path; there is a requirement that you have the document. Myers asked if you have it on the conference advisory group, is there an after-action from the Super Bowl? You saw it at the Regional Quarterly when everyone was asking for the 205 when you had all the regions there. Stromberg responded there is a case study planned for Wednesday morning on the Super Bowl. We think there will be a lot of demand so we are planning back-to-back sessions.

General Discussion and New Business:

Regional Project Priority List for 2018 SECB Grant:

This is coming from the discussion we had at the Regional Quarterly. This is a precursor to what Myers is working on. Going through all the regional plans. Something we will be talking about at the Strategic Planning is grant priority what projects we are funding. Wanted to make sure we address all the region's needs. One discussion we had was replacement radios. Do we fund replacement radios, and we had not to this date yet. Concern was making sure that all the folks that have a need to get radios have those before we start addressing that. Myers will go through all the plans and looking at what was put in the plans for what they identified for needs; and reaching out to members saying make sure that each of your entities if they have a need for subscribers we identify those and put them into our regional grant application for subscriber units. On page 23, you will see for coverage issues looking at outdoor/indoor and SOAR repeaters, looking at do we still have a need in the region for these items.

General Discussion and New Business:

Regional Project Priority List for 2018 SECB Grant:

Myers is looking for feedback from this group how do we go about doing that needs assessment, and identifying if there are entities within our region that still need radios and looking at putting those into the upcoming grant application. Diehl talked to Myers at the Executive Committee about their ambulance service still having portable VHF radios. Is that something that could go in this? They would need about 15. Myers did address that in the column where we have NGO's. We already set the precedence in this region when we worked with Goldcross to help them get radios in their early adoption to ARMER. Diehl asked what we would do is the Sheriff's Office would get the radios and then we would lend radios to the ambulance service? Myers said part of the discussion was giving priority to radios. Do we put a priority on the subscribers? What is considered emergency services? Myers talked about public works, EMS, and gave a tow truck example. If there is an entity that you question put it on the list, so we have it and put it into our application. It has to be entities that are not replacement radios, they are first time acquisition of radio. We want to make sure that all your subscriber requirements have been met, if not then put them on the list. Fjerstad asked if fire department, ambulance, or social services within a county would be given higher priority? Myers replied that is what we are getting into a discussion. Myers is looking to get ahead of it by planning. Right now, the requests that have come through we funded everything that met hierarchy of the grants that were submitted with this last round of grants. The question is do we start changing the hierarchy, or assigning a point value? There is 4 on SECB and the SHSP. A model that Myers has put together and will be sharing at the SECB is a rollout process. If there is no project that meets that hierarchy those funds roll down into the next hierarchy. When you get down to the subscriber everything is rolled down. If we have more requests then we have funding then they will look at that priority. If you have the need get those numbers to us so we can update that and put it into our next grant request. Myers is hoping to have something finalized to present during the discussion at Strategic Planning.

Attendance Standard – Compliance Process

As of January we had 4 meetings. We were not taking anything from 2017. You had a clean slate starting at the beginning of the year. We have a couple agencies out of compliance. We have some clarification on those, so they should be able to get quickly back into compliance. For example, the O&O/Users meeting that was cancelled that will count towards attendance. If a meeting is cancelled you get credit for attending.

ECN Strategic Planning Reps – March 8th and 9th, 2018

In the packet you will see the representatives from the Central Region. We have requested and received from the board, once we had finalized this list, that we had approval to forward this on. Myers asked Stromberg if another region does not use all their five spots; we have two alternates that we think would add to the discussion. Would there be an ability to have an alternate attend? Stromberg will run that by Director Wahlberg.

MN Public Safety Communications Conference – Registration begins March 15th

Registration will begin March 15th. Once we have those details available that will go on the website. We are going to do a proactive approach to see if you registered for the conference that you also pay for the conference. We had several members of the region that payment did not come through until June. It is difficult because we get funding through grants and there is required paperwork that needs to be in. Lahr asked if there was grant reimbursement available for 2 representatives from each member, is that a regional grant? Myers replied we did the 2 elected officials and 4 representatives, so you actually had 6. We had set the budget, we gave every member in the region (and that is a regional policy) that each member of the region gets up to 6 if there is available spots and you want to send more than 6 that we send out correspondence to fill all of our appropriate spots. Lahr proposed as far as getting more participation from each of the participating members of the region to attend, is there a way that the region could pay for their registration?

General Discussion and New Business:

MN Public Safety Communications Conference (Continued)

It would make grant reimbursement easier for your office and encourage more attendance. Myers likes the concept. Lahr explained it is easier on the county side and the reimbursement process. Myers said we will make that recommendation to just send us a bill for the Central Region participation. We can make that recommendation to get approval from the Board at the next meeting. Myers will get the list and when we did the process we gave to a certain date for each entity, and then we opened it up for the region. Myers responded they would still be responsible for the incidentals, mileage and their hotel reservation.

COMT Course

Larson stated at the Regional Leadership, SWIC Stromberg discussed the OEC-ICTAP request. One was the COMT course that did not have sponsor or location. Wondering if Central Region would be interested in sponsoring that course and finding a location in the Central Region. Stromberg responded that course was specifically requested by the Northeast Region and they had intended to host it. Larson added you had noted the COML course had a home in the Northeast. Stromberg added if you are interested in hosting one or the other he will go back and check his notes. Myers asked how long it would be before we would get the RF propagation tool that OEC is offering up. Stromberg replied they offered it for the beginning of February, but he has not heard anymore since the last conversation. Stevens County would like to use it also when they have it. Fjerstad thought it was sometime this month that we were supposed to get that, we talked about after the Super Bowl. Stromberg will follow-up with Patrick. The question was asked what resources would be needed for COML/COMT courses? Stromberg replied for a COML course it would be 20 seats, 3 days, and just a room. There is no extra need for equipment like you need for a COMT.

Other

None.

Old Business:

- a. Policy on CMNESB Contracts
- b. Current Representative List
- c. COOP Plan – Due March 31, 2018
- d. JPA Mille Lacs Band Resolution

Discussion at last RAC talking about the regional assets. What does that look like if the Band does join the Central Region and how do we handle the regional assets? Per the audit that we do for the Board annually this shows what we have for assets. It will show the vendor, description of the item that we own, the costs and date purchased. What the accounting folks do, we are not filing a tax return and looking at the depreciation of an asset and what value does that asset have. They have established life expectancies on these types of assets. Some are coming up in 2019 as end of life with zero value. Looking at how these were purchased through grant funding, or contributed funds. Wanted to talk about at this meeting coming up with a process that if the Band joins do they do a cost share, or just start paying maintenance? Myers opened it up for discussion. Todd County asked do you already do a cost share for each county based on subscriber radios? Myers replied that is part of the annual budget. This is the assets the region owns; all members contribute to the maintenance agreement we have. Some items like the Logger that is a regional asset for the participating members. We have a process that was identified in the plan for that asset that they pay the cost share for that year. Part of that budget also includes a replacement plan and fund. STR was given to the region, there was also a fund established from ECN for doing maintenance and there is a little bit of monies left. Portables that we have were purchased out of grants. Only item on this list that did not have grant dollars was the wave form analyzer; we all pooled resources and purchased that and the agreement. Myers asked do they just jump on the maintenance, or are we looking at putting a dollar amount when you join the region and you want to utilize these assets this is your cost share for the maintenance and this is your cost share to buy in to it?

Old Business:

d. JPA Mille Lacs Band Resolution (Continued)

Langlie stated since we are also facing a departure that needs to be a consideration. Myers said according to Sherburne County they are staying on the logger. Myers did two different modeling for your annual contribution to the budget: (1) One if the Band does not join with Sherburne withdrawal what your cost share looks like; and (2) Budgeting model with Mille Lacs contributing. When Myers first presented it was a \$6,000 number and it reduced contribution of that. We had discussion on their subscribers since they are in two regions and we discussed population. Myers gave the City of St. Cloud example from the Sherburne County count. There are two different budgeting models you will see at the upcoming meetings.

Larson added for the wave form analyzer as we discussed last year it's end of life, we did purchase the last extended warranty that we were able to purchase for that product before they will not support it any longer. Todd County suggested a fund to start replacing that too. Myers said we can put that into the request and plan; we spent about \$50K on that. We will have what we present to the Board for their budget in June and we can give them a preliminary at their March meeting. Do we make a policy for when we do this process that we address this for future members? Fjerstad asked when we get to that on the Logger stuff and we are at that life cycle is that when we start talking about replacement? Do we have 7 years on the logger, end of 2019? We had decided as a group that would be end of life. Myers replied we would work with Northland for the hardware, or what components can we reuse. We are going with the virtual server to help with login process, but the licensing does not go away we own that. Wilkin County is looking at getting numbers for them to join the regional logger. If they come on this year they will take a cost share for this year. We have that identified in our plan.

Upcoming Meeting Date and Location:

- March 9 – Kandiyohi County EOC
- April 13 – Meeker County

Adjournment:

Mille Lacs County made a motion to adjourn the meeting. Traverse County seconded, and the motion was carried unanimously to adjourn at 11:30 a.m.

Minutes recorded by Shari Gieseke.