

**SE MN Regional Emergency Communications Board (RECB)
Meeting Minutes
Monday, December 2, 2013 @ 12:30 pm
RPU
Rochester, MN**

In Attendance:

RRB Members:

Jim Bryant/Goodhue County
Dave Erickson/Dodge County
Marcia Ward/Winona County
Tom Kaase/Fillmore County
Jake Gillen/Rice County
Teresa Walter/Houston County
James "Corky" Ebeling/Steele County
Tim Gabrielson/Mower County
Mike Lee/Freeborn County

Others in Attendance:

Nate Timm/Goodhue County SO
Steve Borchardt/ECN
Kari Haarstad/Olmsted county
Judy Indrelie/Olmsted County
Kevin Torgerson/Olmsted County HSEM
Rod Peterson/Dodge County
Tim Heroff/Rochester PD
Rick Freshwater/Olmsted County
Mark Darnell/Olmsted County

- 1) Meeting was called to order by SEMNRECB Chair Marcia Ward at 12:35 pm.
- 2) Approval of Agenda: (handout)- Amendments as follows: #3 should read October 2013; #4 line was deleted (November 2013 RAC meeting was cancelled); #5 should read October 2013.
Motion by Jim Bryant, Second James Ebeling to approve today's agenda with above amendments. **Motion carried.**
- 3) Approval of RRB Meeting Minutes –October 2013: (handout)
Motion by Dave Erickson, Second Jake Gillen to approve RRB minutes. **Motion carried.**
- 4) Acceptance of RAC Minutes – Item deleted from agenda. November 2013 RAC meeting was cancelled.
- 5) Approval of Financials – October 2013: (handout)
Motion by Dave Erickson, Second Tom Kaase to approve financials as presented. **Motion carried.**
- 6) **Open Issues:**
 - a) Finalize 2014 budget – (handout) Kari Haarstad: Additions to budget. The warranty is coming due on the state radios.
Motion by Jim Bryant, second Mike Lee to adopt the proposed operating budget for 2014 with the amendment of \$850 for one year of warranty costs. **Motion carried.**
 - b) JPA – Judy Indrelie: All documents have been changed accordingly. Hoping by the February meeting there will be a packet available for the group to keep on file. Still need JPA's from the following counties: Dodge, Fillmore, Goodhue, Mower, Rice, Steele, Winona, City of Rochester.
 - c) Insurance has been applied for – Judy Indrelie: Application has been submitted as requested. Premium amount has not yet been determined at this time.

Motion by Dave Erickson, second Tim Gabrielson to approve the SEMNRECB Chair to authorize payment on an insurance policy within guideline of what we did in the past. **Motion carried.**

d) Deleted

e) Grant Updates – Judy Indrelie: (handouts)

- Local Enhancement Grant – *Open until 12/31/2013.*
 - Request submitted to extend this grant for Rice County as they need additional time to complete work. Nothing has been returned from the State on this extension.
- 2012 SHSP Grant – *ended 11/30/2013*
 - The amount remaining is estimated at just under \$4,400
 - No extension was granted
- 2013 Grant – *Ends June 30, 2014.*
 - This is a State grant, not a Federal grant.
 - Allocate \$38,000 for MotoBridge equipment, \$12,000 for conference dollars and \$3,000 for training.

f) RIC Update – Steve Borhardt: There was a request by all counties to have a software version of the Motobridge in each dispatch center. This proves to be very challenging. Can't explain the technical hurdles, but there are sufficient problems that will affect each county. Motorola recommends one gateway to serve the entire region. The status board is having issues, programming issues, capacity issues and broke the server. It has been taken off-line.

g) State Update- Tim Lee: No Report.

h) OTC Meeting Update–Rick Freshwater: There were participation plans approved for several counties. Whitewater got some Id's for their demo radios. City of Minneapolis requested a variance for the MN zone; they just don't fit in their radios. Department of Human Service and Chippewa County got a bunch of amendments to their participation plans.

i) Statewide Radio Board Meeting – Commissioner Kaase: All brought forward from the OTC meeting was approved.

j) HSEM Update – Kevin Torgerson: The SE REG 1 Emergency Managers are about to approve the Region 9 Development Commission as a plan for 2014. A State grant that focuses on Family Assistant Centers as it relates to mass care. The meeting will be held this week. The Statewide 2014 Training and Exercise Planning Workshop is next week at Camp Ripley. An update will be given at the next meeting. Your emergency managers should also have some information pertaining to this.

k) Radio Users and O & O Group – Rick Freshwater: Discussed a punch list for the 7.13 upgrade. They are down to about nine issues that remain on that punch list. The sight trucking incident was also discussed.

7) New Business:

a) 2014 Meeting dates will remain on the 2nd Monday of every even month.

b) RAC Updates- Mark Darnell: SECAB for NextGen911 needs a home. The State Board has recommended they fall under the wing of the SERECB as a subcommittee and report to this Board. The local representatives are; Wayne Betcher in Goodhue County and Faith Evers in Rochester Dispatch.

Motion by Jim Bryant, second Jake Gillen to approve Wayne Betcher in Goodhue County and Faith Evers in Rochester Dispatch to be our representative at the NextGen911 and be a subcommittee that reports back to this committee (SERECB). **Motion carried.**

Other New Business:

- 1) Next RECB Meeting - **Monday, February 10, 2014** at 12:30 at RPU; Finance Committee – 11:00 AM at Bakers Square North.
- 2) Next scheduled RAC Meeting is January 16, 2014 at RPU.

Adjournment:

Motion to adjourn Mike Lee, Second James Ebeling at 1:33 pm. Motion carried.

Minutes respectfully submitted by Michelle Ridd.

SEMNRB website: <http://semnrrb.com>