

**SE MN Regional Radio Board (RRB)  
Meeting Minutes  
Monday, June 3, 2013 @ 12:30 pm  
RPU  
Rochester, MN**

**In Attendance:**

**RRB Members:**

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

**Others in Attendance:**

Mark Darnell/Olmsted County  
Steve Borchardt/ECN  
Barb Brummer/Wabasha County  
Judy Indrelie/Olmsted County  
Kari Haarstad/Olmsted County  
Rick Freshwater/Olmsted County  
Steven Rohalk/Steele County  
Mike Peterson/Winona County  
Tim Boyer/Rice County 911  
Blaine Hentz/Wabasha County

- 1) Meeting was called to order by SEMNRRB Chair Jake Gillen at 12:33 pm.  
Group introductions.
- 2) Approval of Agenda: (handout)  
**Motion by Dave Erickson, Second Jim Bryant** to approve today's agenda with addition of 7g. Rice County contract handout from Judy Indrelie. **Motion carried.**
- 3) Approval of RRB Meeting Minutes (April 2013): (handout)  
**Motion by Mike Lee, Second Teresa Walter** to approve RRB minutes. **Motion carried.**
- 4) Acceptance of RAC Minutes (May 2013): (handout)  
**Motion by Dave Erickson, Second Marcia Ward** to accept RAC minutes. **Motion carried.**
- 5) Approval of Financials – April/May 2013 - Kari Haarstad: (handout)  
**Motion by Jim Bryant, Second Dave Harms** to approve April 2013 financials as presented.  
**Motion carried.**  
**Motion by Tom Kaase, Second James Ebeling** to approve May 2013 financials as presented.  
**Motion carried.**  
**\*\* Note:** Membership fees still needed from Fillmore County, all others are paid.
- 6) **Open Issues:**
  - a) Grant Updates – Judy Indrelie: (handouts)
    - Local Enhancement Dollars (white sheet with colored boxes)– *Ends 12/31/2013*
      - Five participants still spending money
      - Rice County has submitted some of their expenses. They are working on getting clarification before sending off to the State so it doesn't get rejected.
      - \$535,419.57 will be going back to the State. Previously approved by this Board.

- Extended to 12/31/2013
  - Fillmore, Mower, Rice, Steele and Winona can use this money through 12/31/2013
- 2011 HSEM (pink) – ends 6/30/2013
  - Used to pay off the remainder of the audit costs and cost not yet billed to us, April and May costs.
  - May send back some of these dollars as well.
- 2012 Grant SHSP – ends 11/30/2013
  - \$1,000 allotted to each County to spend toward RRB conference/training & planning
  - No costs submitted yet.
- Additional Notes:
  - Carla Blahnik will attend the next RRB meeting to go over the audit findings. Audit has been approved by the State.
  - Please submit your 2012 audit reports to Judy.
- b) RIC Update – Steve Borchardt: State wide talk groups names have been changed. There were a few duplicates. The State wide zone is now called MN. The change management process is still being improved to catch these types of issues. The State Communications Interoperability Plan has been updated. There is a big section on broadband. There will be several new ideas that will come out of the broadband process. Training deficits have become an issue over the State. There now will be regional standards in the SW that would make it mandatory to teach certain classes and make refresher training every other year also mandatory, along with a compliance standard that is very comprehensive, to support it. Status board update - should be rolled out in August 2013.
- c) State Update- Tim Lee: No Report.
- d) OTC Meeting Update– Nate Timm: No report. Handout in packet.
- e) Statewide Radio Board Meeting – Commissioner Kaase: No word on the 911 funds to be used to give tax relief. There is a discussion planned on the State Radio Board study being done on the 911 funding.
- f) HSEM Update – Kevin Torgerson: No Report.
- g) Radio Users and O & O Group – Mike Peterson: No Update Given.

## 7) **New Business:**

- a) WWI ARMER Radio ID and TG ID request – Rick Freshwater: A request has been made to have an ARMER Radio to demonstrate to people for sales purposes. They are requesting two or three IP's and one talk group to come out of the SE pool.  
**Motion by Tom Kaase, Second Jim Bryant** to allow two or three IP's and one talk group out of the SE pool for training purposes. **Motion Carried.**
- b) Election and appointment of new Chair and Vice Chair –  
**Motion by Jim Bryant, Second James Ebeling** to appoint Marcia Ward 2014 Board Chair.  
**Motion Carried.**  
**Motion by Jim Bryant, Second Teresa Walter** to appoint Dave Harms the 2014 Board Vice Chair.  
**Motion Carried.**
- c) Handling of items effected by grant M & A ending 6/30/2013-
  1. Minute taker at O&O –  
**Motion by James Ebeling, Second Jim Bryant** to maintain the current minute taker at the O & O.  
**Motion Carried.**

2. Copies-

**Motion by James Ebeling, Second Teresa Walter** to provide copies for those who want copies and continue to send reminder emails with attachment and a link to the website. **Motion carried.**

3. Finance charges by Olmsted County-

**Motion by Tom Kaase, Second Marcia Ward** to pay the Olmsted County finances charges. **Motion Carried.**

**\*\* Note: The above costs, c) 1, 2 & 3, will be paid out of the operational budget.**

d) Appointment to Finance Committee –

**Motion by Tom Kaase, Second Jim Bryant** to appoint James Ebeling to the Finance Committee. **Motion Carried.**

e) RAC Updates- Mark Darnell: Olmsted County lost power to tower due to State maintenance upgrades. The system was down for about 20 minutes in total. Mower County will now receive 50% of their requested grant dollars. They will receive \$116,000 of the \$228,000 requested.

f) Preliminary Budget for 2014 for review – Kari Haarstad: At this time there are no new grants coming in. The budget reflects the operational budget. \$2,000 was put in for legal, Meredith, no charge from her yet. Also added was a line for the website. If approved today, this will be due again in 2017 at a cost of \$268.00 for 3 years. This Board will need to decide if an audit is necessary for next year. Liability insurance will go up for the 2014 year; \$3,600 was added to the budget to cover that cost. STR equipment insurance - There are grant dollars of \$12,500 (received earlier) to cover the radio tower and cache radio maintenance. The Olmsted County finance fee increased for 2014 to \$3,976. There is a total estimated expense of \$15,876. The carry-over will be around \$26,000 or a bit less once the State auditor is paid. Also coming out of the operation budget will be costs for the minute taker, copies and finance charges approved at today's meeting. See 7 c). a-c. Membership dues will remain the same at \$1,000.

**Motion by Tom Kaase, Second Jim Bryant** to approve the preliminary 2014 budget with the following changes; \$100 for the website, \$1,500 for audit fund, \$4,000 for finance charges and adding the minute taker and copies to total \$500. **Motion Carried.**

g) Rice County Contract - Tower project: Contract is now complete. Just need a signature to return to the State.

**Motion by Dave Erickson, Second James Ebeling** to approve the plan as presented. **Motion Carried.**

**Other New Business:**

a) Website – Rick Freshwater: The RRB website was taken off the air due to an outstanding bill. Rick will put the reinstatement cost on his credit card to get the site back up and running. He will submit a reimbursement to the RRB.

**Motion by Jim Bryant, Second Mike Lee** to maintain RRB website. **Motion Carried.**

1) **Next RRB Meeting – Monday, August 12, 2013 at 12:30 pm at RPU; Finance Committee - 11:00 am Bakers Square**

2) **Next scheduled RAC Meeting is July 18, 2013.**

**Adjournment:**

**Motion to adjourn Dave Harms, Second Tom Kaase** at 1:55 pm. **Motion carried.**

Notes taken by Kari Haarstad  
Minutes respectfully submitted by Michelle Ridd.

**SEMNRB website: <http://semnrb.com>**