

APPENDIX

The appendices which involve National Coordination Committee Documents can be accessed from the website; www.NPSTC.org When on the NPSTC homepage, select CAPRAD on the left side of the screen. When on the CAPRAD homepage, select DOCUMENTS which can be found under the Public Information heading.

TECHNICAL REPORTS

- Appendix - Generation of the National 700 MHz Public Safety Allotments (Narrowband General Use Channel set) Documentation of Methodology and Results
- Appendix - Population, Area, and Capacity Model Data County Contours in graphics format
- 700 MHz Plan Documents
- Appendix - 700 MHz Band Plan per Fourth MO&O
- Appendix - State Channel Sharing Plan – Northeast Option

700 MHz Regional Planning Guidebook

- Appendix B Memorandum of Understanding Template
- Appendix C Sharing Agreement Template
- Appendix D Sample Dispute Resolution Process
- Appendix E Sample Agenda
- Appendix F Sample Bylaws Template
- Appendix G Pre-Planning Flow Chart
Coordination Flow Chart
- Appendix H Funding Request Form
- Appendix I Sample Public Notice
- Appendix J Recommended Incident Command System
- Appendix K Simplified 700 MHz Pre-Assignment Rules Recommendation
- Appendix L Digital Television (DTV) Transition

Appendix M	700 MHz Band Plan Chart
Appendix N	RPC & SIEC Chairs
Appendix O	Hints & Kinks – Alternatives and Cool Things Being Done by RPCs
Appendix P	FCC Regulatory Actions
	New Planning Documents From The NCC Implementation Subcommittee
Appendix A	Table of Interoperability Channels – Corrected
Appendix AA	Sample Notifications by RPC to Secondary TV Stations
Appendix AB	Sample Cover Letter to Adjacent Regional Chairs
Appendix AC	List of Low Power Channels Subject to Regional Planning
Appendix O	Simplified 700 MHz Pre- Assignment Rules and Regulations
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Attachment 1

BYLAWS OF REGION 22

ARTICLE 1

NAME & PURPOSE

- 1.1 Name and purpose. The name of this Region shall be Region 22. Its primary purpose is to foster cooperation, planning, development of regional plans and the implementation of these plans in the 700 MHz Public Safety Band.

ARTICLE II

MEMBERS

For purposes of this Article, the term "member," unless otherwise specified, refers to both voting and non-voting members.

- 2.1 Number, Election and Qualification. The Regional Committee shall have two classes of members, "voting members" and "non-voting members." New members may be added at annual, special, or regular meetings.

Voting Members. Voting members shall consist of one representative from any single agency engaged in public safety eligible to hold a license under 47 CFR 90.20, 47 CFR 90.523 or 47 CFR 2.103, and the Metropolitan Radio Board. Except that a single agency shall be allowed no more than one vote for each distinct eligibility category (e.g. police, fire, EMS, highway) within the agency's organization or political jurisdiction. In voting on any issue the individual must identify himself/herself and the agency and eligibility category that he or she represents.

Non-Voting Members. Non-voting members are all others interested in furthering the goals of public safety communications.

- 2.2 Tenure. In general, each member shall hold MEMBERSHIP from the date of acceptance until resignation or removal.
- 2.3 Powers and Rights. In addition to such powers and rights as are vested in them by law, or these bylaws, the members shall have such other powers and rights as the membership may determine.
- 2.4 Suspension and Removal. A representative may be suspended or removed with cause by vote of a majority of members after reasonable notice and opportunity to be heard.
- 2.5 Resignation. A representative may resign by delivering written resignation to the chairman, vice-chairman, treasurer or secretary of the Regional Committee or to a meeting of the members.
- 2.6 Meetings. Meetings will normally be held on the second Wednesday in January, April, July, and October at 10:00am. If that date is a legal holiday in the place where the meeting is to be held, then at the same hour on the following Wednesday. The January meeting will be designated as the annual meeting. If an annual meeting is not held as herein provided, a special meeting of the members may be held in place thereof with the same force and effect as the annual meeting, and in such case all references in these bylaws, except in this Section 2.6, to the annual meeting of the members shall be deemed to refer to such special meeting.

Any such special meeting shall be called and notice shall be given as provided in Section 2.7 and 2.8.

2.7 Special Meetings. Special meetings of the members may be held at any time and at any place within the Regional Committee area. Special meetings of the members may be called by the chairman or by the vice-chairman, or in case of death, absence, incapacity, by any other officer or, upon written application of two or more members.

2.8 Call and Notice.

A. Reasonable notice of the time and place of special meetings of the members shall be given to each member.

B. Reasonable and sufficient notice. Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a member to send notice by mail at least fifteen days or by e-mail/facsimile at least ten days before the meeting, addressed to such member at his or her usual or last known business address, or, to give notice to such member in person or by telephone at least ten days before the meeting.

2.9 Quorum. At any meeting of the members, a quorum exists when the following minimum roster is met:

- Two Officers of the Regional Planning Committee
- Five separate governmental entities
- Five different service types (i.e. Police, Fire, EMS, Public Works, etc)
- Eleven voting members

2.10 Action by Vote. Each voting member, representing a particular agency (one vote per agency) shall have one vote; non-voting members have no right to vote. When a quorum is present at any meeting, a majority of the votes properly cast by voting members present shall decide any question, including election to any office, unless otherwise provided by law or these bylaws. Items not specifically listed on the agenda, may be acted on, but will not become final until minutes are published, distributed, and approved at the next meeting of the Committee.

ARTICLE III

OFFICERS AND AGENTS

3.1 Number and qualification. The officers of the Regional Committee shall be a chairman, vice-chairman, secretary/treasurer and such other officers, if any, as the voting members may determine. The officers must be voting members of the Regional Committee.

3.2 Election. The officers shall be elected by the voting members at their first meeting and, thereafter, at the annual meeting of the members.

3.3 Tenure. The officers shall each hold office until the annual meeting of the members held within one year from the adoption of these bylaws, or until their successor, if any, is chosen, or in each case until he or she sooner dies, resigns, is removed or becomes disqualified.

3.4 Chairman and Vice Chairman. The chairman shall be the chief executive officer of the Regional Committee and, subject to the control of the voting members, shall have general charge and supervision of the affairs of the Regional Committee. The chairman shall preside at all meetings of the Regional Committee.

The Vice Chairman, if any, shall have such duties and powers, as the voting members shall determine. The vice-chairman shall have and may exercise all the powers and duties of the chairman during the absence of the chairman or in the event of his or her inability to act.

- 3.5 **Secretary/ Treasurer.** The secretary/ treasurer shall record and maintain records of all proceedings of the members in a file or series of files kept for that purpose, which file or files shall be kept within the Region and shall be open at all reasonable times to the inspection of any member. Such file or files shall also contain records of all meetings and the original, or attested copies, of bylaws and names of all members and the address (including e-mail address, if available) of each. The secretary/treasurer shall be the chief financial officer and the chief accounting officer of the Regional Committee. The secretary/treasurer shall be in charge of its financial affairs, funds, and valuable papers and shall keep full and accurate records thereof. If the secretary/ treasurer is absent from any meeting of members, a temporary secretary chosen at the meeting shall exercise the duties of the secretary/treasurer at the meeting.
- 3.6 **Suspension or Removal.** An officer may be suspended with cause by vote of a majority of the voting members.
- 3.7 **Resignation.** An officer may resign by delivering his or her written resignation to the chairman, vice-chairman, treasurer, or secretary of the Regional Committee. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.
- 3.8 **Vacancies.** If the office of any officer becomes vacant, the voting members may elect a successor. Each such successor shall hold office for the remainder terms, and in the case of the chairman, vice chairman, treasurer and secretary until his or her successor is elected and qualified, or in each case until he or she sooner dies, resigns, is removed or become disqualified.

ARTICLE IV

AMENDMENTS

These bylaws may be altered, amended or repealed in whole or in part by vote. The voting members may by a two-thirds vote, alter, amend, or repeal any bylaws adopted by the Regional Committee members or otherwise adopt, alter, amend or repeal any provision which FCC regulation or these bylaws requires action by the voting members. Members shall be given prior notice to any proposed change in the bylaws, and the changes shall be identified on the agenda.

ARTICLE V

DISSOLUTION

This Regional Committee may be dissolved by the consent of two-thirds of the representatives in good standing at a special meeting called for such purpose. The FCC shall be notified.

ARTICLE VI

RULES OF PROCEDURES

The Conduct of Regional Meetings including without limitation, debate and voting, shall be governed by Robert's Rules of Order, newly revised 1990 edition, ninth edition, Sarah Corbin Robert, Henry M. Robert III, and William J. Evans.

Attachment 2

Al Smith – Minnesota State Patrol
Andy Terry – Minnesota Department of Transportation
Bill Dean - Metropolitan Radio Board
Blaine Hentz – Wabasha County
Bob Meschke – Martin County
Bob Vandembroeke – Carver County
Bruce Hagerness – St. Louis County
Dan Gelle – Gold Cross Ambulance
Dave Pagel – Minnesota Department of Transportation
Doug Pearce – Stearns County
Ed Skainiak – Bureau of Alcohol, Tobacco and Firearms
Gary Fried – Goodhue County
Gary Nyberg – Metro Transit
Greg Anderson – Moorhead Police
Jay Smith – City of Minneapolis
Jerry Rohret – Metropolitan Radio Board
John Gundersen – Three River Park Police
John Tonding – Anoka County
Kathy Karels – Minnesota Department of Transportation
Ken Southorn – Eagan Police Department
Kim Kallestad – Stillwater Police Department
King Fung – Hennepin County
Larry Nacezeny – United States Postal Inspection Service
Lynn Ness – Minnesota Department of Transportation
Michele Tuchner – Minnesota State Patrol
Mike Hogan – Minnesota Department of Transportation
Mike Olson – City of Minnetonka
Nancie Ekum – Carver County So
Pamela Raser – Carver County So
Rich Swanson – City of Eagan
Roger Hand – Red Wing Public Safety
Roger Kochevar – Minnesota Department of Transportation
Roger Laurence – Hennepin County Sheriff's Office
Rolly Helgeson – Wright County
Ron Whitehead – Minnesota Department of Public Safety
Phil Thinesen – Wright County Sheriff's Office
Steve Pott – Washington County
Tim Lee – Minnesota Department of Transportation
Tom Cherney – Minnesota Department of Emergency Management
Tom Hannen – City of St. Cloud

Public Meeting Notice

The initial meeting of the Iowa Public Safety Region 15 planning committee for 700 MHz. will be held at the following time and location:

May 29, 2002
1:00 pm – 4:00 pm
Iowa State Patrol Post #1 Headquarters
Interstate 80 & 2nd Avenue
Des Moines, IA

The convener for the meeting will be

Richard Hester
Iowa State Patrol Communications
56911 Whitepole Road
Lewis, IA 51544

Phone: 712-769-2395
Fax: 712-769-2475
E-Mail hester@dps.state.ia.us

The purpose of the meeting includes elections of a Chairperson, Vice-Chair and Secretary/Treasurer. All parties having Public Safety interests in Region 15 are encouraged to attend

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA

COUNTY OF RAMSEY

Jolynn Brand
being duly sworn on oath, says: that she is,
and during all times herein state has been,
Clerk of Northwest Publications, Inc.,
Publisher of the newspaper known as the
Saint Paul Pioneer Press, a newspaper of
general circulation within the City of Saint
Paul and the County of Ramsey.

That the notice hereto attached was cut from
the columns of said newspaper and was
printed and published therein on the
following date(s):

10th day of December 2000

Newspaper Ref./Ad Number #11012



Subscribed and sworn to before me this
9th day of January 2001

270 Public-
Legal Notices

PUBLIC MEETING NOTICE

The initial meeting of the
Minnesota Public Safety Fre-
quency 20 planning committee
for 910 MHz will be held at
the following time and loca-
tion:

January 8th, 2001
1:00pm-4:00pm
Minnesota Department
of Transportation
Arden Hills Training Ctr
1900 W. County Road I
Shoreview, MN 55126

A regional approach to
spectrum management for
public safety channels in the
700 MHz two-way radio
band has been adopted by
the FCC in WT Docket No.
98-85. First Report and Or-
der and Third Notice of Pro-
posed Rule Making Adopted
on August 9, 1998.
Revised September 22,
1998. The copyover for the
meeting will be:

Andrew W. Terry, P.E.
Director, Electronic
Communications
Minnesota Department
of Transportation
161 St. Anthony Suite 300
St. Paul, Minnesota 55103
Phone: 651-296-7402
Fax: 651-297-5735
E-mail:
andy.terry@doh.state.mn.us

also available for review during normal business hours at Metropolitan Council Library, Mears Park Centre Building, 230 E. 5th St., St. Paul and Metropolitan Transit Heywood Office and Operating Facilities, 560 6th Ave., N., Minneapolis.

Comments can be conveyed to the Council as follows:

- Send written comments to Jim Barton, Metropolitan Council, Mears Park Centre Building, 230 E. Fifth St., St. Paul, MN 55101
- Fax comments to (651) 602-1739
- Record comments on Council's Public Comment Line at (651) 602-1500
- Email comments to: data.center@metc.state.mn.us

Public Employees Retirement Association

Notice of Meeting for the Finance Committee of the Board of Trustees

A Legislative Committee meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Wednesday, November 29, 2000, at 9:30 a.m., in the Office of the Association, 514 Saint Peter Street, Suite 200, St. Paul, MN.

Department of Transportation

Program Support Division

Office of Electronic Communications

Notice of the initial meeting of the Minnesota Public Safety Region 22 planning committee for 700 MHz. This meeting will be held at the following time and location:

January 8th, 2001
1:00 p.m. - 4:00 p.m.
Minnesota Department of Transportation
Arden Hills Training Center
1900 W. County Road I
Shoreview, Minnesota 55126

A regional approach to spectrum management for public safety channels in the 700 MHz two-way radio band has been adopted by the FCC in "WT Docket No. 96-86", "First Report and Order and Third Notice of Proposed Rule Making". Adopted: August 6, 1998. Released: September 29, 1998. The convener for the meeting will be:

Andrew W. Terry, P.E.
Director, Electronic Communications
Minnesota Department of Transportation
161 St. Anthony, Suite 900
St. Paul, Minnesota 55103
Phone: (651) 296-7402
Fax: (651) 297-5735
Email: andy.serry@dot.state.mn.us

All parties having Public Safety interests in Region 22 are encouraged to attend.

Don Jacobson, being duly sworn, on oath says he is and during all times herein stated has been an employee of the Star Tribune, a subsidiary of McClatchy Company, 425 Portland Avenue, Minneapolis, Minnesota 55488, publisher and printer of the Star Tribune newspaper (the "Newspaper"), published 7 days a week, and has full knowledge of the facts herein stated as follows:

1. (a) The Newspaper is printed in the English language in newspaper format and in column and sheet form equivalent in printed space to at least 1,000 square inches;
 - (b) The Newspaper is printed daily and distributed at least five days each week;
 - (c) In at least half of its issues each year, the Newspaper has no more than 75 percent of its printed space comprised of advertising material and paid public notices. In all of its issues each year, the Newspaper has not less than 25 percent of its news columns devoted to news of local interest to the community which it purports to serve. Not more than 25 percent of the Newspaper's non-advertising column inches in any issue duplicates any other publication;
 - (d) The Newspaper is circulated in the local public corporation which it purports to serve, and has at least 500 copies regularly delivered to paying subscribers;
 - (e) The Newspaper has its known office of issue established in either the county in which it lies, in whole or in part, the local public corporation which the Newspaper purports to serve, or in an adjoining county;
 - (f) The Newspaper files a copy of each issue immediately with the state historical society;
 - (g) The Newspaper is made available at single or subscription prices to any person, corporation, partnership, or other unincorporated association requesting the Newspaper and making the applicable payment;
 - (h) The Newspaper has complied with all the foregoing conditions for at least one year immediately preceding the date of the notice publication which is the subject of the Affidavit; and
 - (i) Between September 1 and December 31 of each year, the Newspaper publishes and submits to the secretary of state, along with a filing fee of \$25, a sworn United States Post Office periodical class statement of ownership and circulation.
2. The printed copy of the matter attached hereto (the "Notice") was cut from the columns of the Newspaper and was printed and published in the English language, on the following days and dates: Sunday, December 10, 2000.
 3. Except as otherwise directed by a particular statute requiring publication of a public notice, the Notice was printed in a type face no smaller than six point with a lowercase alphabet of 90 point.
 4. The fees for publication are as follows:
 - (a) The maximum rate currently allowed by law for publication of a public notice in the Newspaper is \$3.13;
 - (b) The lowest classified rate currently paid by commercial users for comparable space in the Newspaper is \$6.00; and;
 - (c) The rate actually charged for publication of the Notice was \$137.72



Subscribed and sworn to before me
on December 11, 2000

Diane M. Kise

Notary Public



Public Meeting Notice

The initial meeting of the Minnesota Public Safety Region 22 planning committee for 700 MHz will be held Jan. 8, 2001, from 1:00 to 4:00 p.m. at the Minnesota Department of Transportation's Arden Hills Training Center at 1900 W. County Road I in Shoreview.

The FCC adopted a regional approach to spectrum management for public safety channels in the 700 MHz two-way radio band in "WT Docket No. 96-86 First Report and Order and Third Notice of Proposed Rule Making." Adopted: Aug. 6, 1998. Released: Sept. 29, 1998.

For more information, contact the convener for the meeting, Andy Terry, P.E., director of electronic communications for the Minnesota DOT. Write him at 161 St. Anthony, Suite 900, St. Paul, MN 55103. Call him at (651) 296-7402. Fax him at (651) 297-1669. Direct e-mail to andy.terry@dot.state.mn.us

We encourage anyone with public safety interests in Region 22 to attend.

Public Safety ⁷¹ Communications

Public Safety Communications November 2000

Public Safety Events

- January 8: Minnesota Public Safety Region 22 Planning Committee Meeting, Arden Hills Training Center, Shoreview, Minn. Contact: Andy Terry, (951) 290-7402; fax (951) 297-1889; andy.terry@delaware.mn.us**
- January 11: Missouri Public Safety Region 24 Planning Advisory Committee 700 14th Meeting, St. Louis**
- January 22-23: APCO International Project 28 Symposium, Sheraton Hotel, Mesa, Ariz. Contact: Stephanie Graves, (904) 322-2500; graves@apco0911.org**
- January 25-28: APCO International Project 28 Symposium, Sheraton Hotel, Mesa, Ariz. Contact: Stephanie Graves, (904) 322-2500; graves@apco0911.org**
- January 28-29: PSWN Regional Symposium (Minnesota), location TBD. Contact: (800) 888-PSWN; www.pswm.gov**
- June 18-21: PSWN Regional Symposium (Minnesota), location TBD. Contact: (800) 888-PSWN; www.pswm.gov**
- June 23-24: Michigan 9-1-1 Conference, Arden Grand Plaza Hotel, Grand Rapids, Mich. Contact: Ned Kachure, (231) 722-9324; nmed@grg.net**
- June 28-29: NENA 2001 Conference and Expo, Orlando, Fla. Contact: Tisha, (914) 459-7707; fax (914) 459-7708; nena911@aol.com; www.nena911.org**
- June 28-29: Police-Security Expo 2001, Atlanta City, N.I. Contact: Mike Wink, (800) 323-1927; www.police-security.com**
- February 28-29: PSWN 12th Regional Symposium, Grove Hotel, Boise, Idaho. Contact: (800) 888-PSWN; www.pswm.gov**
- March 11-14: NENA Technical Development Conference, Rosen Centre Hotel, Orlando, Fla. Contact: (800) 323-9911**
- August 5-8: APCO International Conference and Expo 2001, Salt Lake City. Contact: Pat Daniels, (904) 322-2500; fax (904) 322-2501**
- APCO International Regional/Chapter Meetings: Contact: APCO International for dates and locations, (888) 272-6911; www.apco911.org**
- NENA Chapter Meetings/Symposium: Contact: NENA for dates and locations, (800) 332-3811; www.nena.org**
- PSWN Symposium: Contact: PSWN for dates and locations, (800) 888-PSWN; www.pswm.gov**





Nov. 4-7 International Association of Emergency Managers
 Annual Conference Austin, Texas
 Contact: (703) 328-1915
 Fax: (703) 421-5600

Nov. 8-9 NEMA 95 Dinner and
 Operations Forum Orlando, Fla.
 Contact: (800) 332-9911 Fax
 616-933-0911 www.tergent.com

Nov. 9-10 APCO North Carolina
 Chapter Meeting, Contra Costa
 County, Calif. Contact: (916) 827-7788

Nov. 13-16 International Association of Chiefs of Police
 Conference San Diego, Calif.
 Contact: (703) 358-4767 Fax: (703) 358-4547

Nov. 16-17 APCO OPRM Chapter
 Meeting, Las Vegas, Nev.
 Contact: (775) 950-2015
 Fax: (775) 950-2015

Nov. 21-22 APCO Illinois Chapter
 Christmas Luncheon and Briefing
 Chicago, Ill. Contact: (312) 448-9237
 NOWAKOWSKI, J. Contact: (312) 448-9237

Nov. 23-24 APCO Texas Chapter
 Executive Committee Meeting
 Houston, Texas
 Contact: Richard Nowakowski
 (713) 217-9692

Nov. 27-28 APCO Oregon Chapter
 Meeting, Agate Beach, Ore.
 Contact: Erik Sabinski, (503) 378-2100 ext. 255

Dec. 7-8 APCO Nevada Chapter
 Meeting, Las Vegas, Nev.
 Contact: Karen Bleninger@tempo.gov

Jan. 8-9 NEMA East Coast Regional
 Conference, Lancaster, Pa. Contact:
 Kathy Skiles, (717) 83-5587
 Fax: (717) 83-4584 kskiles@ppg.state.pa.us

May 21-24 Michigan 9th
 Conference, Armway Grand Plaza
 Hotel, Grand Rapids, Mich. Contact:
 Kate Mochlure, (201) 722-3524
 kmochlure@qg.net

Jan. 8-9 NEMA East Coast Regional
 Conference, Lancaster, Pa. Contact:
 Kathy Skiles, (717) 83-5587
 Fax: (717) 83-4584 kskiles@ppg.state.pa.us

May 19-21 APCO International
 Conference, Las Vegas, Nev. Contact:
 Karen Bleninger@tempo.gov

Jan. 18-19 Arizona 2001
 NEMAAAZO State Training Conference
 Phoenix, Ariz. Contact:
 Andy Terry, (602) 297-1689
 Fax: (602) 297-1689

Jan. 22-23 Arizona Public Safety
 Training Center, Arden Hills
 by Region 22 Planning Committee
 Contact: Andy Terry, (602) 297-1689
 Fax: (602) 297-1689

Jan. 24-27 APCO International
 Conference, North Carolina
 Conference Center B & C
 Charlotte, N.C. Contact: Rick
 Hestinger, (703) 328-0153
 rhestinger@tergent.com

April 13-14 NEMA TX 2001
 Chapter Conference, Condon, Texas
 Contact: (957) 355-6911
 Fax: (957) 355-6911
 Contact: (957) 355-6911

2001

Public Safety Events

Contact: (957) 355-6911

2000

January
 6-9: International (ESA) Emergency Services Conference, Las Vegas Convention Center, Las Vegas, NV
 Contact: Linda M. Munn, 703-461-1100
 20-22: Wireless, sponsored by the Telecommunications Industry Association, Las Vegas Convention Center, Las Vegas, NV
 Contact: 202-775-2842 or www.wireless.org
 28-30: International Wireless Conference, sponsored by Mobil Radio Expo, Las Vegas Convention Center, Las Vegas, NV
 Contact: 703-461-1100
February
 20-23: NARTE, sponsored by National Radio Emergency Management Association, Las Vegas Convention Center, Las Vegas, NV
 Contact: 703-461-1100
March
 11: Minnesota Public Safety Region 24 Planning Conference for 700MHz, sponsored by Minnesota Public Safety Region 24, Minneapolis, MN
 Contact: 612-871-1100
 20-22: Wireless, sponsored by the Telecommunications Industry Association, Las Vegas Convention Center, Las Vegas, NV
 Contact: 202-775-2842 or www.wireless.org
 28-30: International Wireless Conference, sponsored by Mobil Radio Expo, Las Vegas Convention Center, Las Vegas, NV
 Contact: 703-461-1100

April
 1-4: ENTEI EC, sponsored by ENTEI, Las Vegas Convention Center, Las Vegas, NV
 Contact: 281-357-8700
 24-27: APCO North Central Region, sponsored by the Association of Public Safety Communications Officials, Radisson Hotel, Houston, TX
 Contact: 281-357-8700
May
 6-9: Spring Vehicular Technology Conference, sponsored by the IEEE Vehicular Technology Society, Dallas Convention Center, Dallas, TX
 Contact: 972-353-6111
 13-17: APCO East Coast Region, sponsored by the Association of Public Safety Communications Officials, Lancaster, PA
 Contact: Jay Groce, 717-398-8184
 16-18: PCTA Lower and Side Mount, sponsored by the Personal Communications Industry Association, Doral Golf & Spa, Miami, FL
 Contact: 703-739-0300
 21-24: Telecommunications Research, sponsored by TRAC, Adam's Mark Hotel, Las Vegas Convention Center, Las Vegas, NV
 Contact: Web site www.trac.org
June
 3-7: Supercomm, sponsored by T-Mobile, Georgia World Congress Center, Atlanta, GA
 Contact: 800-278-7172
 24-27: ETC Telecom, sponsored by the United Telecom Council, Midwest Banker, Chicago, IL
 Contact: 202-857-1881 or www.etc.org
 24-28: NENA, sponsored by the National Emergency Number Association, Orlando, FL
 Contact: Web site www.nena9-1-1.org
August

September
 11-14: NENA, sponsored by the National Emergency Number Association, Orlando, FL
 Contact: Web site www.nena9-1-1.org
October
 1-4: ENTEI EC, sponsored by ENTEI, Las Vegas Convention Center, Las Vegas, NV
 Contact: 281-357-8700
 24-27: ETC Telecom, sponsored by the United Telecom Council, Midwest Banker, Chicago, IL
 Contact: 202-857-1881 or www.etc.org
 24-28: NENA, sponsored by the National Emergency Number Association, Orlando, FL
 Contact: Web site www.nena9-1-1.org

New Vega C-1610 Six Line Console with DSP Architecture.

Reliable Dispatching... for FAST

1-800-451-1100

Mobile Radio Technology December 2000

**700 MHZ REGIONAL PLANNING
KICK-OFF MEETING
(Re-typed from original copy)**

**JANUARY 8, 2001
Mn/DOT ARDEN HILLS TRAINING FACILITY**

ATTENDEES: Andrew Terry, Mn/DOT; Dan Snorek, Tri-Country Hospital; Gary Lee Stevens, Iowa State Patrol; Rich Hester, Iowa State Patrol; Tim Lee Mn/DOT; Charles Venske, HCSO; Roger Laurence, HCSO; Rick Juth, MSP; Rey Freeman, GEO Comm; William Hering, Woodbury PS; Dan Gelle, Gold Cross; Mark Hoppe, Bluewing, St. Cloud; Jeff Schwiesow, Bloomington PD; King Fung, HCSO; Dave Pagel, Mn/DOT; Harry Hillegas, NPSPAC; Steve Pott, Washington County; Dan Bullock, Metro Transit; Gary Sigfriwius, Mn. National Guard; John McGough, Metro Council; Toni Malanaphy, Alliant Consulting; Roger Kochevar, Mn/DOT; Bill Dean, Metro Radio Board; Wayne Arrowood, Mn. EMS Board; Michele Tuchner, Mn State Patrol; Jeff Nelson PSC Montgomery; Len Koehnen, Consulting Engineer

MEETING SUMMARY:

Andy Terry, Mn/DOT Director of Electronic Communications convened the meeting at 1:10 p.m.

After attendees introduced themselves, Terry gave a presentation to provide an overview of the 700 MHz spectrum resource available to public safety, its potential uses and the planning process that will be required to most efficiently allocate the frequencies.

Terry began by outlining the goals of FCC docket #96-86 reallocating TV channels 60-69. These included relief of LMR congestion, public safety access to new digital technologies and improved interoperability.

Terry said that 24 MHz of 60 MHz was to be allocated to public safety to be used only for protection of life, health and property. Non governmental organizations would be eligible to use the frequencies but would require a letter of support from public safety entities.

The 24 MHz of bandwidth for public safety general use must be allocated through a regional planning committee process.

Frequencies to be used for interoperability will be allocated according to a national plan to be developed by the National Coordinating Committee (NCC). The plan would contain recommended digital I/O standards.

Terry said that the NCC has already submitted a report to the FCC recommending that the Project 25 Phase 1 (12.5 kHz FDMA) be the digital I/O standard. The report also recommended trunking on some interoperations channels and a common nomenclature for the interoperability channels.

A second NCC report due in February will include the national and regional planning guidelines.

Terry spent some time talking about the planning process as he expected it to evolve. He said that an approved regional plan would be required before the new frequencies could be licensed.

FCC has provided some general guidelines for the 700 MHz planning process. Most elements would be the same as the NPSPAC planning process used to allocate the 821 MHz frequencies.

Terry said that the FCC was encouraging participation by all eligible entities in the planning process. This will require 60 day notification of meetings in public safety publications and on public safety web sites. Meetings should be held in different parts of the planning region. E-mail lists should be set up for regular distribution of information.

The FCC was also requiring a written sign-off on regional plans by adjacent regions.

FCC certified public safety coordinators will be authorized to coordinate the 700 MHz frequencies.

Terry stressed that before the planning effort can get underway, the regional planning committees and frequency coordinators will need a common database. The National Institute of Justice has approved funding for such a data base and plan for it to be on line by February 2001. The FCC will most likely require all planning committees to use this NIJ database.

Terry noted that there were no TV stations currently using the 60-69 band in the Minnesota (Region 22) so the planning effort wouldn't be delayed while waiting for these frequencies to be abandoned. There were 60-69 frequencies being used in Wisconsin and Canada, however, and these could have a potential impact on how we allocate frequencies in this region.

The FCC has set a deadline of December 31, 2006, for an end to all analog broadcasting in the 60-69 band.

Terry closed his presentation by summarizing the goals for today's meeting. First of all, he wanted to get volunteers to serve on the planning committee.

He wanted to elect a chairman and officers and organize standing committees.

Terry said that he saw himself as temporary facilitator of the process until the committee was up and running. He said that Mn/DOT staff would be willing to provide some technical and administrative support to the 700 MHz effort and he thought the Radio Board would be willing to do likewise.

Terry asked if there were questions about the background information he had presented or about the proposed planning process.

Jeff Nelson had a question about the requirement that adjacent regions sign off on the 700 MHz plan. He wanted to know if the status of planning efforts in Wisconsin, Iowa and the Dakotas.

Andy Terry responded that he understood that Wisconsin had held a planning kick-off session. He did not know if North and South Dakota had done anything to date or if they were considered as one planning region.

With respect to Iowa, Terry noted that there were representatives from Iowa in the audience. He asked them if Iowa had initiated the process.

The Iowa representatives said that hoped to start the process in the next few months.

Len Koehnen asked if the 700 MHz plan like the NPSPAC plan would set limits on the time these frequencies would be available for public safety use. He also wondered whether these frequencies, like the 800 MHz, would be of most use to entities in urban areas.

Andy Terry referred the question to Roger Kochevar, the state frequency coordinator.

Kochevar said that he thought there would be a five-year limit as there was on the 800 MHz frequencies. On Koehnen's second point Kochevar agreed that the urban areas were making most use of 800 MHz frequencies. He thought that only five frequencies were now licensed in non-urban areas of the state.

Mark Hopi asked how the new frequencies would be used for interoperations. Would they be used for data as well as voce intercommunication? He expected that the FCC would make voice interoperations mandatory.

Terry said that the FCC requires digital modulation on wide band data channels. The NCC national plan will set the final standards for interoperability in the new spectrum.

Harry Hilligas asked if a date had been set for completion of the 700 MHz plan.

Terry replied that the FCC was allowing three years for regions to complete their plans. If there is no plan by that time the responsibility for allocation falls back to the frequency coordinators.

Roger Laurence noted that this whole process was set in motion by Congress. Congress told the FCC to start issuing licenses two years ago. He reported that there was some urgency to this matter and cited, as an example, the fact that Hennepin County MDT licenses were running out. He hoped that relief would come by licensing 700 MHz frequencies for wide band data transmission.

Laurence suggested that the 700 MHz planning process be put on a fast track. We needed these frequencies as soon as possible. He thought that this could be done because the National Committee had already provided a template for the planning process. Furthermore, this region didn't have to contend with current users on the 60-69 spectrum.

Andy Terry agreed that the process could and should be accelerated in this region.

Harry Hillegas asked if national APCO would be as active in the 700 MHz planning process as it was in planning for 800 MHz.

Terry said that APCO had a responsibility under contract with the FCC for the sorting of the 800 MHz frequencies.

Roger Kochevar said that the NIJ has been given the responsibility for creating and maintaining the 700 MHz database. There hasn't been a sort of these frequencies as of yet. The National Coordinating Committee was setting up signal levels for the frequencies to prevent interference. He agreed with Andy Terry and Roger Laurence that the absence of current TV 60-69 users will make our job much easier.

Mark Hopi asked whether utilities and other critical infrastructure users would be allowed to license these frequencies.

Terry thought that they would as long as their use was endorsed by public safety entities.

Len Koehnen said that the FCC was now looking into the question of whether utilities should be defined as essential public services. If so, they could be included in the public safety category.

Jeff Nelson was concerned that lacking a centralized sorting methodology we would not know what frequencies were being used in adjacent planning regions.

Roger Kochevar said that he expected the 700 MHz sort to be completed soon.

Roger Laurence thought that approval of our plan by adjacent regions made sense but the downside was that we couldn't complete our planning process until our neighbors completed theirs.

Roger Kochevar didn't think it would be possible to interleave 700 MHz frequencies the way we did with 800 MHz. He also didn't think there would be much demand for 700 MHz frequencies in rural areas if 800 MHz frequencies were still available.

Roger Laurence wanted to know how large a task it would be to come up with the regional plan and what the next steps were.

Andy Terry said that the most important task right now was to get a commitment from the appropriate user groups.

Roger Kochevar recommended that we keep the process as open and unstructured as possible.

Bill Dean wanted to know if there were any funds available for the planning process. He suggested that it might make sense to use a consultant to help facilitate the process as the Radio Board was doing with the 800 MHz interoperations standards and procedures.

Terry hoped that there might be some monies available to assist the planning effort and asked how the NPSPAC planning had been funded.

Jeff Nelson said that there was no funding directly allocated for the 800 MHz planning process but he thought that there had been a line item in the state APCO budget for planning.

Harry Hilligas recalled that the biggest problem in the 800 MHz planning process was getting non-metro participation. He thought this would be true for the 700 MHz process as well.

Roger Laurence believed that in this effort as in others like it a small core group would end up doing the heavy lifting. He suggested that e-mail was the best way to ensure broader input.

Terry recommended rotating the chair and committee officers to increase the level of buy-in and support.

Roger Laurence recalled that Hennepin County had provided the bulk of the staff support for the 800 MHz effort.

Andy Terry thought there could be negative implications if Mn/DOT led this effort. He added that Mn/DOT intended to play a strong role in the 700 MHz planning effort and had a major stake in its outcome.

Terry asked for volunteers who would be willing to serve on the planning committee.

Volunteering were Roger Laurence, Bill Dean, John McGough, Tim Lee, Roger Kochevar, Bill Herring, Page.

Roger Laurence suggested he ask for a show of hands by attendees of those who wanted to be on a committee mailing list or who would be available to attend a quarterly planning committee meeting.

All attendees responded in the affirmative.

Jeff Nelson believed that the best way to assure good attendance was to give notice well in advance of the meetings.

Andy Terry said that the FCC requires a 60-day notice.

Terry then asked for nominations for committee chair. He said that he did not want to serve because of the problems he saw with Mn/DOT leading the planning process.

Bill Herring nominated Steve Pott for committee chair. Pott agreed to serve.

Andy Terry agreed to serve as vice chair and John McGough volunteered to be committee secretary.

Andy Terry said that the NCC planing guidelines recommend standing committees for planning, interoperations and education/outreach.

Bill Dean volunteered to chair the Education Outreach Committee.

Roger Laurence recommended that these be interim officers serving until the full committee is operating and can elect a full slate of officers.

Those attendees agreed with this arrangement.

Steve Pott said that he would work with John McGough to create an e-mail meeting notification list and issue a notice 60 days prior to the first meeting of the 700 MHz planning committee.

ADJOURNMENT

The 700 MHz planning kick-off meeting adjourned at 2:20 p.m.

Region 22 700 MHz Planning Meeting
Mn/DOT Transportation Building, Conference room 604

Meeting Minutes of 3-14-01

Attendees: Andy Terry, Mn/ DOT; Roger Kochevar, Mn/ DOT; Bill Dean, Metro Radio Board; Greg Coleman, ComNet Ericsson; Mark Hopie, Blue Wing and City of St. Cloud; Gary Nyberg, Metro Transit; King Fung, HCSO; John Gunderson, Henn County Parks; John Tonding, Anoka County; Mike Hogan, Mn/DOT; Tim Lee, Mn/ DOT; Michele Tuchner, MN State Patrol; Doug Pearce, Stearns County; Rey Freeman, Geo Comm; Tom Cherney, MN Dept of Emergency Mgmt; Jerry Huettl, Mankato DPS/Blue Earth County; Kim Kallestad, Stillwater Fire Dept.; Ron Whitehead, Bloomington PD; Greg LaVick, Capitol 2-Way Communications; Donald Waller, Capitol 2-Way Communications; Gary Fried, Goodhue County; Roger Hand, Red Wing Public Safety; Steve Pott, Washington County; Dan Gelle, Gold Cross Ambulance; Greg Anderson, Moorhead/Clay County; Dan Nohr, Motorola; Bob Vandenbroeke, Carver County.

Meeting Summary:

Chair, Steve Pott called the meeting to order at 1:07 p.m.

Pott passed out an agenda. He advised the group that he would try to give adequate notice for quarterly and special meetings. 60-day notice is not required. Initial meeting notices were posted in the federal register. There was a discussion on the best ways to notify interested parties. Pott stated that he will use the attendance sheet from this meeting to notify attendees of the time and location of the next meeting.

Terry noted that there was a lack of attendance from greater Minnesota. Previous meeting notifications had a long lead-time, possibly causing people to forget. A discussion ensued on how to get better participation from greater Minnesota. A consensus developed that it would be a good idea to move the meetings around the state and that meetings should be held within 100 miles of the metropolitan area. The start and end times of meetings was also discussed and it was decided that the most convenient schedule would be to hold the meetings from 10 a.m. to 1 p.m., allowing people driving time.

Pott followed by indicating that notice of this meeting spurred many calls to his office. He further commented that most of the participation might come from the metro area due to the greater interest and need for 700 MHz in the metro. In choosing locations for future meetings Pott will try to pick sites that are within 2-3 hours of the metro. He will try to give 3 to 4 weeks notice. Next there was general discussion about meeting dates. It was tentatively decided that quarterly meetings would be held on the second Wednesday of each month in April, July, October and January.

Pott distributed the minutes of the kick-off meeting and a draft copy of proposed By-laws that had come from the NCC, and had been modified somewhat by Pott. Pott indicated that what he passed out was meant to provide a starting point for the discussion. Everybody took time to read the proposed By-laws. Much discussion ensued. Most centered on what would constitute a quorum and on whether each individual or each agency should have votes. A suggestion was made that no political subdivision should have more than a certain number of votes. Roger Kochevar said he felt that there should be a minimum number of people present from each type of agency for a vote to be considered valid. The suggestion was made that at least two of the three elected officers and a majority of members must be present for actions of the Planning Committee to be considered valid. It was suggested that an odd number of people be determined as the minimum for a quorum so as to insure a majority vote on any issue. The suggestion was also made that at least 11 individual voting members and at least 5 types of political subdivisions be present to constitute a quorum. There being no objection, these amendments were adopted. Ron Whitehead raised a question about whether the Metropolitan Radio Board was a political subdivision. John Tonding moved that the Radio Board be considered a political subdivision and have one vote. The question was called and the motion passed. Bill Dean moved to strike a provision prohibiting voting on issues affecting an individual's agency. The motion passed. Next there were a number of comments on what would constitute a member. Andy Terry said he felt there should be as much openness and inclusiveness as possible. He also suggested a "failure to attend" clause be removed and so moved. The motion passed. Steve Pott suggested that a clause allowing proxies and action by writing be eliminated. There being no objection, the amendment was passed and the clause removed. It was suggested that meetings could incorporate teleconferencing and that votes by audio or video conferencing would be acceptable. There was consensus that that was a good idea. Ron Whitehead moved that final action at a meeting be limited to those items on a published and pre-distributed agenda. He further moved that any vote taken on a non-agenda item could not receive final approval until the following meeting. The motion passed. It was suggested that the offices of secretary and treasurer be merged. There being no objection, the amendment was adopted. There were no further suggestions or motions. The question was called on the By-laws as amended. They were unanimously given preliminary approval. Pott announced that he would rewrite the By-laws, incorporating the amendments approved by the group, and have copies available for review and final approval at the next meeting.

Chairman Pott then announced that he would take nominations for other officers. First he took nominations for vice chair. Bob VanDenBroeke nominated Andy Terry for vice chair. John Tonding seconded the nomination. There being no other nominations, the chair called for the vote. Terry was elected on a voice vote. Pott then took nominations for secretary/treasurer. John Tonding nominated Michele Tuchner. Bob VanDenBroeke seconded the nomination.