

Northeast Regional Advisory Committee Meeting
Wednesday, March 18, 2009
10:00 a.m., Pine County LEC

Proceedings:

Chair Marcus Bruning called the meeting to order at 10:07 a.m. Attendees who signed in, who were recognized, and who joined by ITV are as follows:

1. Arvid Dahl, Grand Portage Reservation (ITV)
2. Brian Belich, Carlton County Sheriff's Office
3. Brian Snyder, DSC Communications
4. Bruce Grotberg, Koochiching County Sheriff's Office
5. Chris Lentz, Motorola
6. David Dodge, Lakehead Mutual Aid Association (ITV)
7. Gene McLain, Pine County HSEM
8. Jeff Anderson, Kanabec County Sheriff's Office
9. Jim Mohn, Mn/DOT
10. Jim Wiinanen, Cook County Emergency Management (ITV)
11. John Bowen, Crow Wing County Emergency Management (ITV)
12. Kevin Lee, North Memorial EMS
13. Marcus Bruning, St. Louis County Sheriff's Office
14. Mark Falk, Cook County Sheriff's Office (ITV)
15. Mark Smith, DSC Communications
16. Mark Stansberry, North Memorial Ambulance (ITV)
17. Mike Fink, Motorola
18. Nell Hoey, Itasca County Sheriff's Office
19. Pam Biladeau, DPS Emergency Communication Network
20. Pat Medure, Itasca County Sheriff's Office
21. Randy Fisher, Cass County Sheriff's Office
22. Robin Roeser, Duluth Police Department (ITV)
23. Roy Holmes, Minnesota HSEM
24. Scott Camps, St. Louis County Sheriff's Office
25. Scott Wiggins, DPS-ECN
26. Steve Ovick, Pine County Sheriff's Office
27. Steve VanKekerix, Lake County Sheriff's Office (ITV)
28. Tim Lee, Mn/DOT Electronic Communications
29. Tom Hannon, Consultant/State Radio Board
30. Tony Pogorels, Hibbing Fire Department

I. INTRODUCTIONS

Introductions are made by those in attendance in the room and via ITV.

II. MINUTES FROM PREVIOUS MEETING

There are no additions or corrections to the minutes, and they stand as approved.

III. REPORTS OF COMMITTEES

A. Training Committee (Mark Falk)

Nothing to report.

B. Policy Committee (Pat Medure)

There has been no feedback regarding the following policies: disbursements, expense reimbursement policy, billing policy, special committee reimbursement policy, and an expense sheet. They will go to the RRB next week for approval.

C. Technical and Operations Committee (Steve Ovick)

Nothing new this month. Steve Ovick inquires if we can view the 800 MHz radios and asks about the warranties and pricing. Mike Fink/Motorola states that if you purchase a 2-year warranty extension, you actually get three years--which makes it four years from the time of shipment. The State contract price will go to Nell, and she will ship it to everyone. Motorola will do a presentation at the May RAC meeting. There will be radios to view as well. Mike Fink adds that Motorola will be at the APCO Conference in St. Cloud from March 30-April 1, 2009, and there will be a product specialist there.

D. SRB Operations and Technical (Bruce Hegrenes)

Bruce is on vacation. Nothing to report.

E. State Radio Board Interop Standing Committee (Scott Camps)

Federal Engineering did a presentation on their current project.

G. Regional CASM Representative (Karla White)

Karla was absent, and there were no updates.

IV. Old Business

A. GeoComm Regional Radio Survey Update (Rey Freeman)

Rey is recovering from shoulder surgery. Scott Camps and Marcus Bruning report that things seem to be going well and that GeoComm is putting the final touches on their studies.

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B. FEDERAL ENGINEERING (Tom Hannon for Jim Fregin)

Tom handed out a report for everyone, which he will e-mail electronically. There was much discussion about the problem of people not returning surveys and how to remedy that problem. Tom stated that the assessments need to be responded to, as when you take them back to the county boards without a good response, they will not take the report seriously. Pat Medure stated that he used staff personnel to get agencies going and to help them out. Tony Pogorels reported that they had technical difficulties, but they did get it sent off by attaching the file a different way. Tom stated that Jim Fregin would be happy to step individuals through the process to get it done. Scott Wiggins states that this information is highly important, as the information in the data in the surveys will be utilized in many other reports and to populate the CASM tool. He states that some data that is accurate is better than a "no response." Gene McLain makes the point that if someone is getting paid to do the report, we should not be using tax dollars to get information for them (FE) and that if he is supposed to glean the information, his boss would want him to be paid for it, as it interferes with his job.

C. PSAP Consolidation (Pat Medure)

Pat reports that there is a hold up in communication with the executive director of the AMC and the State. Pat will be sitting on the committee as a member of the MSA, and he sat on the 2003 PSAP Consolidation Study Committee. Marcus Bruning states that he is to be on the committee as well. Mark Shields, from DPS, will be doing the coordinating. More information to come as it is available.

D. User Committee (Marcus Bruning)

Marcus asks who each organization would like to have sit on the User Committee and how to collect that data. Steve Ovick suggests that each organization e-mail Nell with contact information (phone, e-mail) and she will compile a list and ship it to everyone so it can be discussed at the next meeting.

E. 2008 SHSP Grant (Pat Medure/Scott Camps)

The grant is for \$102,564.00 and pertains to agencies on 800 MHz. The "immediate users" list includes fire and EMS and was whittled down to 12 from 40. Each radio is \$2400.00, plus installation. Pat will do research to see if it is a RRB grant and if some of the money can be utilized for install as well. He will bring it back to the RAC once more after he researches it. There is a 3-year timeline, and these are 2008 funds.

F. Website (Pat Medure)

Nell had sent websites of other RACs to Itasca County MIS, and Pat is waiting to hear from them. Pat states that time is an issue for them, but he will report back to the RAC when he hears from Itasca County MIS regarding cost and feasibility.

G. HSEM Region 2 and RAC Communications

Scott just encourages people to maintain communication with their RRB person. Marcus Bruning adds that a lot of funding is coming through HSEM and we need

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to make sure we are on the same page, are not doing conflicting things, and are not duplicating efforts. Minutes and handouts from both the RAC and RRB are being cross sent. This should help each group know what the other is doing.

H. Updates on stimulus funding (Bill Bernhjelm) (Jay Mankie)

Bill is absent. Tom Hannon suggests that Bill speak on the rules at the next RAC meeting, as he is staying up to speed on it. Jay Mankie CTO Genesis Wireless informed the RAC about the joint effort of the Greater Moose Lake Area and Genesis Wireless in pursuit of Broadband Stimulus Funding. Their existing wireless network (60+ Nodes) is in Pine, Carlton, Kanabec, Aitkin Counties and 3 metro RAC counties. The group has hired a lobbyist to help with their efforts and will be contacting Rep. Oberstar's office. The feds have yet to release exact details about the application process. They have indicated that funding would come in three waves: summer 2009, fall 2009, and summer 2010. The feds also make it clear that projects that can consolidate resources and funding between groups and agencies will be favored. Mankie intends to keep the RAC informed of developments. Jay can be reached via email: jay@genesiswireless.com

VI. New Business

A. ARMER Updates (Scott Wiggins)

Some of the updates include, but are not limited to:

- Data study - As Scott travels the state, he is hearing of how important it would be to people to get data to squads, fire trucks, etc.
- Network convergence study - OET has a fiber network running into every single courthouse in the state and some higher education institutions. The State is in the process of trying to develop a next generation 911 system. They are trying to figure out if there is a way to utilize the OET fiber as a redundant path with the ARMER network or vise-versa.
- There are 46 regional assessments occurring across the state right now. Another county or two may be included (Chisago/Isanti) as well. He states that some draft studies are getting done and others should roll out quickly throughout the rest of the state.
- VHF/UHF frequency planning - The concept here is to get help in identifying interop frequencies that can be utilized statewide for the strategic technology reserve or to perhaps build into the backbone for counties deciding to stay with a VHF system.
- Finalizing contract with a vendor to do a VHF/UHF infrastructure planning - The question to be answered with this assessment is what type of infrastructure do we build in our backbone or what type of VHF/UHF solution do we go with. There are many vendors with many different solutions.
- Training - Another thing heard across the state is what good is a system if people do not know how to use it. Scott then introduces Pam Biladeau. Pam has been with the State for a long time and has a long history of curriculum development, and she is a volunteer fire fighter for the city of Roseville.

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Scott wraps up his talk by stating that the way we do things in Minnesota is a lot better than the way things are done across the country. He states that the concept of multiple disciplines and jurisdictions coming together to solve interop issues is a foreign concept in many parts of the country. He reiterates that all the efforts and work put into this project by this RAC is important and being recognized. He thanks everyone for their labors.

Pam Biladeau then stands and explains that she is the training coordinator for ECN and approaches the RAC with two requests:

- Identifying existing training material so the wheel does not have to be reinvented. She needs this to get information out for training purposes ASAP. This will be an evolving process. As technology changes, updates will need to be made.
- Gather input from each RAC in order to get a statewide perspective on training and what the needs will be. They are looking for commonalities and will be developing training based on that. Pam asks for one or two RAC reps to come forward and represent needs. Mark Falk and Marcus Bruning volunteer.

Pam states that she is glad to be here and that she has had 28 years of experience in the area of public safety. She reports that she understands the different needs in each region and wants to make sure to get that input. Pam hands her business card to everyone and Marcus encourages the group to e-mail Pam with information/needs related to training.

Chris Lentz, Motorola, talks about the BJA Byrne Grant program- County & City allocations are detailed at:

<http://www.ojp.usdoj.gov/BJA/recoveryJAG/recoveryallocations.html>
<http://www.ojp.usdoj.gov/BJA/recoveryJAG/recoveryallocations.html>

Chris states that there is no match required. Simply complete a grant request to secure the funds. The request must be completed no later than 18 May, 2009; but requires a 30-day public notice period to have passed prior to grant submission. Effectively, county's and cities would need to issue a public notice (newspaper, online, etc.) about intentions for use of the grant funds starting no later than 18 April, 2009. Motorola is also creating a document to address the required performance measures related to Motorola solutions and help cut through some of the red tape on the grant application process. Chris will forward more information as he gets it. Other useful links:

<http://www.ojp.usdoj.gov/BJA/recoveryJAG/JAGrecoveryLocal.pdf>
<http://www.ojp.usdoj.gov/BJA/recoveryJAG/JAGrecoveryLocal.pdf>

More info: <http://www.ojp.usdoj.gov/BJA/grant/jag.html>
<http://www.ojp.usdoj.gov/BJA/grant/jag.html>

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B. ITV (Gene McLain)

Gene states he has learned a lot putting the sites together this week and is reminded of why we need our own system that we know how to operate. Gene did a little power point presentation on how to do this. He created a cheat sheet that can be sent out and hopes others will make a cheat sheet as they work on this project, which will help others out as well. He states that we can have four other host sites, but if we need more, we need to go through OET, give them the information, and they will do the connecting. When we get our own equipment, we will go through a bridging service. When doing it yourself, it is a matter of dialing up numbers until everyone is on the screen. Telephone numbers of contact people should be retrieved in case some of the sites have trouble with their mic or speaker. Marcus adds that this makes sense, especially in our economic times.

Scott Wiggins asks if this region has nominated someone to serve on the Governor's Regionalized PSAP Consolidation Work Group from the RRB. Pat Medure states that it was discussed in Brainerd, but there was no recommendation. Scott asks if it would be appropriate to recommend someone from the RRB that could serve on the Governor's working group. The working group can only have 15 people and one has to be from the RRB. The others are sheriffs, PSAP managers, etc. Mark Falk states that Commissioner Bob Fenwick would be a good representative. Sheriff Medure agrees. The RAC officially recommends Bob Fenwick, and Scott will bring the recommendation forward to the RRB meeting on March 26, 2009. Mark Falk will give Mr. Fenwick the heads-up.

Future Meetings

- April 22, 2009, 10:00 a.m., St. Louis County EOC in Pike Lake
- May 27, 2009, 10:00 a.m., International Falls (directions to follow)
- June 24, 2009, 10:00 a.m., Lake County (directions to follow)

VII: Adjourn

Bruce Grotberg makes a motion to adjourn. Steve Ovick seconds the motion. Upon a vote, the motion passes unanimously. The meeting adjourns at 11:25 a.m.