

Northeast Regional Advisory Committee Meeting
Wednesday, August 19, 2009
10:00 a.m., Hibbing Memorial Building, Hibbing

Proceedings:

Vice-Chair Tim Thomas called the meeting to order at 10:03 a.m. Attendees who signed in are as follows:

1. Arvid Dahl, Grand Portage Reservation
2. B.J. Kohlstedt, Lake County Emergency Management
3. Bill Bernhjelm, DPS/ARMER
4. Brian Ness, Eveleth Fire/EMS
5. Brian Pisarek, Aitkin Fire Department
6. Brian Snyder, DSC Communications
7. Bruce Hegrenes, St. Louis County/Communications
8. Chris Lentz, Motorola
9. Daniel Sathre, Lake County Sheriff's Office
10. Darrell Knapper, Virginia Fire
11. Dennis Mackedanz, North Memorial Ambulance/Walker
12. Dewey Johnson, St. Louis County 911
13. Doug Rotta, Carlton County Sheriff's Office/Mercy Hosp. Amb.
14. Erik Jankila, Hibbing Fire Department
15. Jeff Anderson, Kanabec County Sheriff's Office
16. Jeremy Nelson, Aitkin County Sheriff's Office/Hill City Fire Dept.
17. Jerry Farley, McGregor Fire/Ambulance/First Responder
18. Jim Fregin, Federal Engineering
19. Jim Theodore, Clinton Fire Department
20. Jim Wiinanen, Cook Co. Emergency Management
21. Joel Stevens, Kanabec County Sheriff's Office
22. John Bowen, Crow Wing County Emergency Management
23. Karla White, Aitkin County Sheriff's Office
24. Keith Bachman, Brainerd Fire Department
25. Ken Johnson, Crow Wing County Sheriff's Office
26. Kerry Swenson, Cass County Sheriff's Office
27. Kevin Throop, U.S. Forest Service
28. Leif Lunde, Cook County Sheriff's Office
29. Mark Falk, Cook County Sheriff's Office
30. Mark Stansberry, North Memorial Ambulance
31. Nell Hoey, Itasca County Sheriff's Office
32. Pat Coughlin, Minnesota DNR
33. Pat Medure, Itasca County Sheriff's Office
34. Robby Fischer, Pine County Mutual Aid/Finlayson F&R
35. Robin Roeser, Duluth Police Department
36. Scott Camps, St. Louis County Sheriff's Office
37. Scott Heide, Crow Wing County
38. Steve Ovick, Pine County Sheriff's Office
39. Steve Sklors, Eveleth Fire Department
40. Steve VanKekerix, Lake County Sheriff's Office

RAC Meeting Minutes - August 19, 2009
Hibbing Memorial Building

41. Tim George, Meds 1 EMS/Itasca County
42. Tim Reiplinger, Cass Lake Fire
43. Tim Thomas, Itasca County Sheriff's Office
44. Tom Hannon, Consultant/State Radio Board
45. Tom Ralidak, Minnesota State Patrol
46. Tony Pogorels, Hibbing Fire Department

I. INTRODUCTIONS

Introductions are made by those in attendance.

II. MINUTES FROM PREVIOUS MEETING

Pat Medure makes a motion to accept last month's minutes as submitted. Dewey Johnson seconds the motion. Upon a vote, the motion carries.

III. REPORTS OF COMMITTEES

A. Training Committee (Mark Falk)

Nothing to report as the July meeting was cancelled. The next meeting will be in August by video conferencing/Virginia DOT.

B. Policy (Pat Medure)

Nothing to report here.

C. Technical and Operations (Steve Ovick)

Nothing new here.

D. SRB Operations and Technical (Bruce Hegrenes)

Bruce states that they met on August 11, 2009. He adds that some of the action items included coming up with a three-year plan; statewide talkgroup standards and how to apply for a talkgroup; new subscriber equipment (two models have been added); approving standards for ARMER aircrafts; standards for ARMER being modified because it affects the region and not just the Metro now.

E. SRB Interop Standing Committee (Scott Camps)

Scott reports that they meet next week and will have a presentation from Federal Engineering and will be talking about the 2010 grants. He reports that historically 2009 was a little under \$11 million; \$6 million for interop communications; in 2008, about \$12 million total and about \$4 million for interop communications. Division of Emergency Communications Network received about \$2.6 million in 2009 and are using that funding to help agencies get money for participation plans, infrastructure, mobiles/portables that are migrating to the ARMER system.

**RAC Meeting Minutes - August 19, 2009
Hibbing Memorial Building**

F. Regional CASM (Karla White)

Karla states that there is nothing new to report.

G. NERAC Interoperability Committee (Thomas/Camps)

This group has not met yet.

IV. Old Business

A. GeoComm Regional Radio Survey Update (Rey Freeman)

Rey was unable to make the meeting but did send along the following information to Nell via e-mail:

- 1) The mobile, portable and pager radio inventory data collected by GeoComm has been given to Federal Engineering for use in their ARMER report and planning work with the NE Region agencies.
- 2) We are continuing to work on the final assessment report for St Louis County.
- 3) The radio system equipment and inventory data, along with basic conclusions, was presented to the NE RRB on July 23rd at their meeting in Pine City.

B. PSAP Consolidation (Pat Medure)

Pat reports that the last meeting was cancelled and that he has information for the group that he will get sent out via e-mail/Nell. The next meeting is scheduled for September. He states they will be looking at protocols for collectively applying for a grant for those counties 'wanting' to consolidate. He states there is a lot of work to be done and they are only doing studies now. Pat highlights that just because an area is going to ARMER, it does not mean they have to consolidate.

*** Addition to Agenda: Federal Engineering (Jim Fregin)**

Jim thanked Rey Freeman/GeoComm for providing radio counts and those who were instrumental in getting that information to FE. Jim's status report and survey statistics are listed below:

Table 1 – Report status

Report statistics	Region	Queued	In progress	Q/A	Review	Revising	Approved/Completed
Existing infrastructure							
	NE				St. Louis - 1 Koochi-ching -2		Lake Pine Cook Kanabec Carlton
Alternative reports							

**RAC Meeting Minutes - August 19, 2009
Hibbing Memorial Building**

Report statistics	Region	Queued	In progress	Q/A	Review	Revising	Approved/Completed
	NE	Cook Lake St Louis Koochi- ching		Kanabec Carlton	Pine		

Table 2 - Survey statistics

County	Received	Distributed
Carlton	11	19
Cook	6	15
Kanabec	9	15
Koochiching	3	28
Lake	3	14
Pine	closed	closed
St. Louis	14	176

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

This report comes in later, as Pat is out of the room. When Pat returns, Scott reminds him that his grant was to be used for some response agencies that work in Itasca County. Pat states that the grant is for \$384,615, he got the grant documents yesterday, and the matter will go before the Itasca County Board next Tuesday for approval. He adds that he and Scott should get together and get back to the RAC on where everything sits.

D. ARMER Update (Bill Bernhjelm)

Bill reports for Mn/DOT and reports that more towers are up (Virginia, Duluth has been up for several months; Askov, Pine City areas have some up). He states there is continuous coverage from the Twin Cities up 35 into Duluth and then up 53 through Virginia and beyond.

E. Stimulus Funding Update (Bill Bernhjelm)

Bill reports that the proposals have gone in: Consolidated Telephone, Leech Lake Band; Cook County, Lake County has one in for broadband. Bill does not believe anyone has heard anything about the proposals yet.

F. PSIC Grant (Scott Camps)

Nell reports that Aitkin sent a letter desiring to utilize the funding; Lake County did not budget for it; Darrell Knapper reported that the Virginia City Council could not be convinced to do it. There is much discussion regarding the remaining money and what to recommend to the RRB regarding redistribution. Tom Hannon reminds the group that the money has to be encumbered (have a

RAC Meeting Minutes - August 19, 2009
Hibbing Memorial Building

plan and a purchase order cut) by January. If it is not, the State will take it back and reallocate it. Bill Bernhjelm adds that agencies could squeeze it through their 2010 budget process.

MOTION: Agencies interested in taking all or a portion of the leftover PSIC funding should make a request to Nell by October 1, and include a plan of how the agency will do the match and meet the spending timeline. That will then be looked at by the RAC so they can make a recommendation to the RRB in October. Tony Pogorels moves on the motion. Steve Ovick seconds the motion.

FURTHER DISCUSSION: Pat Medure states that in the beginning people only had to commit to the match and now it sounds like we are asking that plus how they will meet the timelines. Pat states he believes what is more important is to know what the dollar figure is and how it will be divided up before committing to the match. He points out that we can't know what the match will be until we know who is and isn't interested. Pat advocates for an equal split, as was done in the beginning.

AMENDED MOTION: **Scott Camps suggests that the RAC could recommend to the RRB the following: Make a recommendation that the leftover money be split equally among interested agencies that have committed to the PSIC funds, but ask those agencies to let it be known if they could use a certain amount (if additional funding is available) and they can find the match. Example: If it is \$10,000 for each agency, one agency can find the match for \$10,000 and state they could use an additional \$80,000 if it were available. So it would be an equal distribution, plus if there were additional funds and someone could not commit to the additional money, the excess would be taken care of.**

Tom Hannon points out that there isn't the time to do it all and that Scott's proposal could take care of the raised issue and not lose regional money with the time element. Scott reminds the group that the purpose of the funding is to make sure the non-governmental and tribal agencies are represented as well.

Upon a vote, the amended motion carries.

G. Leadership Training/St. Cloud (Tom Hannon and Bill Bernhjelm)

Bill reports that the meeting was held on July 27, 2009, and was very well represented by the user community, RAC, etc. Items discussed included how to fill the seats on the Statewide Radio Board from the outstate regions. There were 52 attendees at this meeting. Tom reports that many user group issues were discussed and solved. They came up with the idea of rotating the Statewide Radio Board seat for an outstate Radio Board representative among all the regions. The next meeting will be Monday, October 26, 2009, at the Mn/DOT office in St. Cloud.

H. DECN Training (Tim Thomas)

No updates from June. Information will be available at the next RAC meeting.

RAC Meeting Minutes - August 19, 2009
Hibbing Memorial Building

I. User Committee (Tony Pogorels)

Following this RAC meeting will be the kick-off meeting for the NE User Committee. Tony explains that Tom will be going over the duties and responsibilities are of the User Committee. Chair, Vice-Chair, and Recording Secretary will also be elected. (Bylaws were read later by Tom Hannon.)

J. Website (Nell)

Nell reports that everyone got the web link and asked people to check it over and get any ideas for changes to her.

K. Joint Powers Insurance (Pat Medure)

Pat reports the following: The cost of insurance was quoted at \$2,500. We sent MCIT the sign-off page and other material they needed. We have been waiting to hear and will hopefully have the documents needed for the RRB.

V. New Business

A. Meeting Expenses (Tim Thomas/Nell Hoey)

The bill for the joint meeting of the RRB and the RAC in Two Harbors was for \$372.30 for refreshments at the Grand Superior Lodge in June. It was determined that the June meeting was a training meeting and could be classified under training, and the RRB did vote to allow training money to be spent to pay the speaker, who did it for free. It was determined that because this was a training meeting and had a training component to it, it would qualify for payment with grant money. Ron Whitehead states that a meeting without training is just a meeting. He states that it also has to have an interoperable communication training component, and this meeting did have that. Bill and Tom both state that there is planning money available for this expense as well. Tim Thomas recommends that a policy or procedure be put in place so we would know what to do next time. Scott Camps reminds the group that we have M&A money that Arrowhead EMS is holding and that it needs to be spent down. Scott Camps makes a motion to submit the bill for the June training meeting to the RRB for payment under "training." Pat Medure seconds the motion. Upon a vote the motion carries. At the end of the discussion, it was decided that Lake County should pay the \$372.30 and then send a copy of the invoice to Fiscal Agent Itasca County. Pat Medure stated he will bring it to the Auditor's Office and we will reimburse Lake County. Pat Medure stated that he will get together with Tom and Bill to see about some kind of policy for future meetings. They will try to have something to look at by the next RAC meeting.

John Bowen (Crow Wing County) asked if the vendor form could be sent to him in WORD. Tom Hannon is going to look for it and send it to Nell.

RAC Meeting Minutes - August 19, 2009
Hibbing Memorial Building

Other training that was discussed was the Interoperability Communications Policy Forum in Phoenix, Arizona, from Sept. 24-25, 2009. The form was sent electronically to all RRB, RAC, and USER people. Call Rocky Lopes, Program Director, at 202-661-8841 for questions and coverage. Teams of 3 or 4 local officials plus an optional state official are encouraged to apply. Tom Hannon states that rather than people filling out applications individually, they should be filled out as a team from each region. Scott Camps will bring it up at the RRB meeting, though that is only the day before the deadline. Pat Medure states that he understood one team from the whole state would be going.

B. Hells Angels Technical/Interoperability Overview (Bruce Hegrenes)

Bruce gave a detailed overview of the technical side of how they prepared for this event. He stated that they set it up according to NIMS planning. Bruce stated that some of the things learned were: The best laid plan is just that--a plan--and every day is different. He stated that there were many weekly committee and sub-committee meetings and that it is important to plan, plan, plan. They also had meetings with the feds and the state. Bruce reports that there were not a lot of negatives regarding communication. He highlights that VHF does work for an event like this, but he had to admit that if it would have been on ARMER, it would have been easier. Several other attendees present stated that the virtual command center was fabulous.

*** Addition to Agenda: User Committee Bylaw Approval (Tom Hannon)**

The bylaws went out to everyone via e-mail. The RAC needs to approve the User Committee bylaws. Tom reviews the bylaws with the group, which defines officers, duties, voting, nominations, quorum (majority representation of agencies, not a majority of total membership of committee), sub-committee appointments, special meeting rules, expenses, and how the bylaws need to be approved by the RRB after adoption by the User Committee, etc. A motion is made by Pat Medure to have the RAC adopt the User Committee bylaws. Steve VanKekerix seconds the motion. Upon a vote, the motion carries.

*** Addition to Agenda: Grants and Updates (Bill Bernhjelms)**

- Bill reminds the RAC that they are going to need to issue a TIC (Tactical Interoperable Communications Planning) Plan. Bill states that there is an offer on the table right now from Technical Assistance Group, out of San Diego, to assist with this process. Bill states there are people in Minnesota who have worked on this before, and they could be chosen to put this together as well.
- The grants process is beginning now, and Bill states the RAC should think of projects and proposals for the IECGP process and the State Homeland Security Program. He states that IECGP aligns itself around governance, planning, and training.
- Use the State TIC plan and the local/regional plans to identify interoperability gaps and plug the grant dollars into filling those gaps.

RAC Meeting Minutes - August 19, 2009
Hibbing Memorial Building

- State infrastructure plans are coming up (approximately \$5 million from telephone tax money) to be used for infrastructure enhancements for those joining ARMER.
- Approximately \$30 million will be allocated nationally for border state security. About 50% will go to the northern border and 50 % to the southern border.
- Bill states we need to figure out how we are going to do our regional talkgroups (he states this will be a good project for the User Committee).
- Interop Committee is meeting next Tuesday and will hear presentations from FE on the interoperability infrastructure planning project that has been ongoing. If anyone is interested in attending the meeting, they are to let Bill know.

Scott Camps makes a motion to ask the RRB to give approval to the RAC to send out RFPs for hiring someone to do a TIC Plan for the Northeast Region. Pat Medure seconds the motion. Upon a vote, the motion carries.

VI. Future Meetings *(PLEASE REMEMBER WE MEET THE THIRD WED.)

- September 23, 2009, 10:00 a.m., Pine County ***(The date is actually Sept. 16, 2009. The August agenda is wrong.)**
- October 21, 2009, 10:00 a.m., St. Louis County EOC

Adjourn

- This meeting adjourns at 12:10 p.m.

USER COMMITTEE CONVENING MEETING FOLLOWS