

**Northeast Regional Advisory Committee Meeting  
Wednesday, September 16, 2009  
10:00 a.m., Pine County Law Enforcement Center**

**Proceedings:**

Chairman Marcus Bruning called the meeting to order at 10:07 a.m. Attendees who signed in are as follows:

1. Brian Belich, Carlton County Sheriff's Office
2. Bill Bernhjelm, DPS/ARMER
3. Bruce Hegrenes, St. Louis County/Communications
4. Chris Lentz, Motorola
5. Daniel Sathre, Lake County Sheriff's Office
6. Darrell Knapper, Virginia Fire
7. Dewey Johnson, St. Louis County 911
8. Erik Jankila, Hibbing Fire Department
9. Jeff Anderson, Kanabec County Sheriff's Office
10. Jim Fregin, Federal Engineering
11. Jim Iammateo, Hibbing Emergency Management
12. Joel Stevens, Kanabec County Sheriff's Office
13. Kerry Swenson, Cass County Sheriff's Office
14. Leif Lunde, Cook County Sheriff's Office
15. Marcus Bruning, St. Louis County Sheriff's Office
16. Mark Gieseke, Mn/DOT
17. Mark Smith, DSC Communications
18. Mark Stansberry, North Memorial Ambulance
19. Mike Kahl, Granite Electronics
20. Monte Fronk, Mille Las Reservation/ DPS/EM
21. Nell Hoey, Itasca County Sheriff's Office
22. Pat Lee, Arrowhead EMS
23. Pat Medure, Itasca County Sheriff's Office
24. Rey Freeman, GeoComm
25. Scott Camps, St. Louis County Sheriff's Office
26. Steve Ovick, Pine County Sheriff's Office
27. Steve VanKekerix, Lake County Sheriff's Office
28. Tim George, Meds 1 EMS/Itasca County
29. Tim Lee, Mn/DOT
30. Tim Reiplinger, Cass Lake Fire
31. Tony Pogorels, Hibbing Fire Department

**I. INTRODUCTIONS**

Introductions are made by those in attendance.

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**II. MINUTES FROM PREVIOUS MEETING**

Monte Fronk 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 (Bill Bernhjelm for Mark Falk)**

Bill reports that the meetings are still taking place the fourth Friday of the month and they are doing video-conferencing with good information given, presentations from core ARMER users, and discussions on training modules.

**B. Policy (Pat Medure)**

Nothing to report here.

**C. Technical and Operations (Steve Ovick)**

Steve reports that he had conversation with Jim Fregin regarding meeting dates for presentations to counties on the first and third Tuesday of the month. Steve has alternate dates to give Jim.

**D. SRB Operations and Technical (Bruce Hegrenes)**

Met on September 8, 2009, with a limited agenda. Three-year plans coming in: City of Rochester, Goodhue County, estimating number of talk groups and radios in the system the next three years. Goodhue County requested statewide access; Metropolitan Airports Commission requested network access and statewide access. Standard ID and talk group allocation discussion.

**E. SRB Interop Standing Committee (Scott Camps)**

Met August 25, 2009, and Federal Engineering presented their draft infrastructure interoperability plan. Mn/DOT needed more detail to move ahead. There will be another meeting next week to review updates to draft and make recommendations to the SRB.

**F. Regional CASM (Karla White)**

Karla is absent.

**G. NERAC Interoperability Committee (Thomas/Camps)**

This group has not met yet. Pat Medure sent a memo to everyone on tactical groups. Pat states that at the Itasca Radio Users Group meeting there was a recommendation put forth regarding talk groups, and the feeling was that the 12 talk groups should all be available to the disciplines and not be divided up into four for each discipline (public safety, fire, EMS). Discussion follows and the feeling is that this is a simple, common sense approach, which eliminates confusion and gives a much larger pool. Monte Fronk reports that the 11 tribes will be presenting a resolution signed by the MN Indian Affairs Council requesting a tribal talk group.

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**MOTION** made by Pat Medure to pass this above talk group/channel suggestion on to the RRB. Mark Stansberry seconds the motion.

Bruce Hegrenes adds that the RAC may want to decide what the talk groups would be called; i.e., NE TAC, 1 through 12. He also adds that the words in the memo that say "tactical channels," should be changed to "talk groups." Bill Bernhjelm suggests making two a hailing channel and starting with TAC 3 through 12 or go to 14 and work it so numbers line up with the stops on the radio. After this discussion, and a vote, the motion carries.

**H. User Committee (Bill Bernhjelm)**

Overview of User Committee: Bill explains that there are three committees subordinate to the RRB: the RAC, the User Committee, and the Owners and Operators Committee. RAC is policy level members who can make policy decisions just short of the elected official level (chief deputies, etc.). The Owners and Operators Committee consists of members who would have a direct management level position with communications functions in an agency. The User Committee is the boots on the ground people (fire fighters, EMS, police officers, deputies). Users, Owners and Operators, and RAC may have one person sit on the RRB, so there is direct input to the RRB.

**IV. Old Business**

**A. GeoComm Regional Radio Survey Update (Rey Freeman)**

Rey states that they are wrapping up the master report and the St. Louis County portion of the report will be done the end of the month and ready for presentation on September 29, 2009, at their county board meeting.

**B. PSAP Consolidation (Pat Medure)**

Pat reports that there was no meeting in August, and next Thursday is the next meeting. Steve Ovick adds that there is no funding for this study available from the State unless there are four agencies going together. Steve states that if four agencies go together each will get \$25,000.00 to hire a consultant. Pat encourages those present to join together and take advantage of it because **it's just a study.**

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

Pat reports that he and Scott chatted Monday and found that the matter was more complicated than originally thought. Regarding agencies around Itasca County, there is \$102,000 to buy radio equipment; approximately \$282,000 for interop equipment. Pat states that he needs a small portion of the latter to finish one small piece of interoperability. He suggests the rest of the money could be used for agencies moving (Aitkin, Cass, Crow Wing) forward and who will be dealing with issues from neighboring counties. Pat states that the \$102,000 could be used by agencies that actually do business in Itasca County (ambulance/fire) or law enforcement agencies (St. Louis Co./Hill City/Aitkin County/Cass

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County/Blackduck and Beltrami County/Koochiching County, first responder groups that respond into Itasca County). Radio estimates to program and install: \$102,000 for 33 dash-mount radios. Itasca County is the only county possessing sales tax exemption. Pat asks the group if Itasca should buy those. This prompts discussion of some entities wanting portables and some wanting mobiles. Tony Pogorels feels they will not need any of these dollars and will be okay with the PSIC funding. Ambulance personnel prefer portables. Chris Lentz states that the portable cost is around \$2300; remote mount is approximately \$2700; dash-mount was \$2,000; helicopters need fixed-mount.

**MOTION** made by Kerry Swenson to go with the single funding source. Steve Ovick seconds the motion. Upon a vote, the motion carries.

It is decided that Pat and Scott will look at all agencies surrounding Itasca County to see what their needs are. Pat states there are 30 agencies (33 with hospitals); 4 choppers (Bemidji, Brainerd, Hibbing, Duluth); Hibbing Police, etc. Pat and Scott will make a recommendation to the RAC after their research.

**D. ARMER Update (Mark Gieseke)**

Mark reports that in the last two months, 28 sites are on air around the state. The system upgrade to version 7.7 has been done. Ely site is under construction and expected to be finished by October 15, 2009. Possible 60 towers to be built next year, and things are moving swiftly.

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

Jim adds that he is more than happy to make accommodations for presentations to be done for councils and boards on days other than Tuesdays as well.

Report status

Existing infrastructure	Queued	In progress	Q/A	Review	Revising	Approved/Completed
				Koochiching - 2 St. Louis - 1		Lake Pine Cook Kanabec Carlton
Alternatives reports	Queued	In progress	Q/A	Review	Revising	Approved/Completed
	Koochiching St. Louis		Cook Lake	Pine Carlton Kanabec		

**Upcoming presentations:**

Kanabec County Users meeting September 16<sup>th</sup> – 2:00 PM

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Chair Bruning asks Bill Bernhjelm about a new radio approved for ARMER, and Bill states that it is a multi-band portable from Motorola approved last week. It needs to go for final approval, but testers at Mn/DOT have approved it to move forward.

**E. PSIC Grant (Scott Camps)**

Scott reports that a letter went out asking for a commitment to the additional left-over funds and to have that letter of commitment in by this RAC meeting. Those funds are to be encumbered by the November RAC meeting. Nell reports that responses were received from: Aitkin, Cass, Carlton, Itasca, Kanabec, City of Hibbing, and Pine. Steve Ovick asks if Itasca will invoice each agency. Pat Medure states that the money is earmarked, entities need to go spend the money, submit an invoice to Itasca County and attach the invoice of what was spent, a check will then be issued to the entity.

**MOTION** made by Scott Camps to divide the funds to those that requested less than the equal portion of the \$111,000+ and then additional funding would be divided among remaining agencies requesting additional funds. Kerry Swenson seconds the motion.

Discussion ensues. Pat Medure amends the motion by adding that Nell can push the calculated figures out to the RAC members for approval so it can go before the RRB sooner. Upon a vote, the amended motion carries.

**F. DECN Training**

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

**G. User Committee (Tony Pogorels)**

Tony expounds on how Erik Jankila, Hibbing Fire, stepped up to the plate to be the Chair of the User Committee at the kick-off meeting in Hibbing last month. Tony reports that Jim Iammateo is the Recording Secretary, and Leif Lunde is the Vice-Chair.

**H. Website (Nell)**

Nell reports that everyone got the web link and that Scott Camps will put words together to tell of the mission of the RAC and RRB.

**I. TIC Plan (Scott Camps)**

Scott reports that this is a plan that is required by the State for each region and needs to be done to receive additional grant funding. Money is in the 2007 Homeland Security grant to do this. Kanabec County is the fiscal agent. As the emergency management region, we have received funding to hire a planner. John Keenan (former deputy chief with Duluth Fire) was hired to stay up to date on the grants, manage contractors, contracts, etc. He is working on an RFP for someone to do the TIC Plan. Bill and Scott will have discussions about a technical assistance group out of San Diego.

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**V. New Business (Bill Bernhjelm)**

- Memo about control stations coming from Scott Wiggins.
- Each agency wanting a control station will contract with their local radio shop person to get an estimate on work; which will probably mean an antenna and running a line to the radio room, connections to consoles, etc.
- That information will be forwarded to St. Paul.
- You will then get the okay to start work.
- They will ask for a commitment of interest by the end of October.
- There is no match, as the SRB is providing the match.
- Two for each PSAP and one for each EOC; priced at \$3500 each; installation around \$10,000 (high end)

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

- October 21, 2009, 10:00 a.m. (possibly Fon du Lac/Monte will check)
- November 18, 2009, 10:00 a.m., Cass County Land Services Building

**Adjourn**

- There is a motion by Scott Camps to adjourn the meeting. Steve Ovick seconds the motion. Upon a vote, the motion carries. This meeting adjourns at approximately 11:25 a.m.

**USER COMMITTEE MEETING FOLLOWS**