

**Northeast Regional Advisory Committee Meeting
Wednesday, November 18, 2009
10:00 a.m., Backus Land Department Building**

Proceedings:

Chairman Marcus Bruning called the meeting to order at 10:05 a.m. Attendees who signed in or who were recognized are as follows:

1. Bill Bernhjelm, DPS/ARMER
2. Brian Youso, Koochiching County Sheriff's Office
3. Chris Lentz, Motorola
4. Dewaye Kvande, Roger's Two-Way Radio
5. Erik Jankila, Hibbing Fire Department
6. Harry Algyer, TIC Plan Coordinator
7. Jeff Anderson, Kanabec County Sheriff's Office
8. Jeremy Vogel, Roger's Two-Way Radio
9. Jim Fregin, Federal Engineering
10. John Bowen, Crow Wing County Emergency Management
11. John Keenan, Consultant
12. Karla White, Aitkin County Sheriff's Office
13. Kerry Swenson, Cass County Sheriff's Office
14. Marcus Bruning, St. Louis County Sheriff's Office
15. Mark Falk, Cook County Sheriff's Office
16. Mark Gieseke, Mn/DOT
17. Mark Stansberry, North Memorial Ambulance
18. Mike Fink, Motorola
19. Monte Fronk, Mille Las Reservation/ DPS/EM
20. Nell Hoey, Itasca County Sheriff's Office
21. Pat Coughlin, Minnesota DNR
22. Pat Medure, Itasca County Sheriff's Office
23. Randy Fisher, Cass County Sheriff's Office
24. Rey Freeman, GeoComm
25. Robin Arunagiri, Great Lakes Fish & Wildlife Commission
26. Roy Holmes, Minnesota HSEM
27. Scott Camps, St. Louis County Sheriff's Office
28. Steve Ovick, Pine County Sheriff's Office
29. Steve VanKekerix, Lake County Sheriff's Office
30. Tim Thomas, Itasca County Sheriff's Office
31. Tom Burch, Cass County Sheriff's Office
32. Tom Hannon, Governance Consultant
33. Tom Ralidak, Minnesota State Patrol
34. Tony Pogorels, Hibbing Fire Department

I. INTRODUCTIONS

Introductions are made by those in attendance. Monte Fronk introduces Robin Arunagiri, whose agency is a part of the Northeast Region. Robin explains that he works from

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Chisago to Pine County. He explains that they have the 800 series in Michigan, and Robin wanted to check out what we have because they patrol in Crow Wing, Aitkin, Pine Mille Lacs Counties and as far south as Washington County. Monte adds that they also patrol in Michigan and Wisconsin and the reservations in three states.

II. MINUTES FROM PREVIOUS MEETING

MOTION made by Monte Fronk to accept last month's minutes as submitted. Tim Thomas seconds the motion. Upon a vote, the motion carries.

III. REPORTS OF COMMITTEES

A. Training Advisory Group (Tim Thomas)

Tim and Dewey Johnson attended the October meeting via video-conferencing from Virginia. Tom Ralidak was the host. There was a presentation by John McCellan, from Mn/DOT, on the 35 bridge collapse from a dispatcher's perspective. The next meeting will be Friday, November 20, 2009, 9:00 a.m. to noon. Dewey Johnson will be making a presentation on public safety communication as it pertained to the Hell's Angel event this summer. It will be a video-conference meeting at the Virginia Mn/DOT office. Arden Hills is the site of the actual training.

B. Policy (Pat Medure)

Nothing to report here.

C. Technical and Operations (Steve Ovick)

Nothing to report.

D. SRB Operations and Technical (Bruce Hegrenes)

Bruce is absent. No report given.

E. SRB Interop Standing Committee (Scott Camps)

The Interop work group sent out a proposed standard channel nomenclature for the public safety interoperability channels for review. Scott explains that it is all rather technical and he defers to others who are more knowledgeable in that area. They are reviewing standards and interoperability between regional 800 MHz and other 800 MHz systems. There will be a conference call for the grant work group on Monday, November 23, 2009. The applications for the IECGP were due last Friday. They will be reviewed. There will be discussion on the 2010 Homeland Security Grant Program and the application process. They did attend the SCIP update work group. Interoperability meeting was postponed in November and rescheduled for mid-December.

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F. Regional CASM (Karla White)

Karla states there is nothing new to report.

G. NERAC Interoperability Committee (Scott Camps)

Scott reports that there is nothing going on yet but as the three agencies transition to the ARMER system, some standards for interoperability will need to be put together.

H. User Committee (Erik Jankila)

The meeting was in Fon du Lac on November 4, 2009. Erik reports they are getting a stellar turnout. The next meeting will be December 2, 2009, at the Brainerd Fire Department. Erik also attended the St. Cloud meeting and sat with other user group folks. He reports that he has learned a great deal. What the NE User Committee has decided to do is to go through the policies and procedures of the SRB to see if they will or will not work for the NE Region. He reports they will have policies for the RAC to approve or amend in the near future. Erik states that if St. Louis County does not adopt the ARMER system, from a user group standpoint, they will be different than anyone in the whole region. He encourages others to go to the St. Cloud meetings, as much is learned.

*** Addition to Agenda (Mark Gieseke)**

At this point, Chair Bruning asks Mark Gieseke if he would update the group on what Mn/DOT is doing now. Mark reports that they did transition Itasca County from the zone control station in St. Cloud to the zone control station in Duluth. He states that in Cook County, they did some realignment of sites. He also stated that their future plans are to do tower sites in batches of 20. They will try to get a list out to people, as these sites have not been identified at this time. They plan to be done with them in three years.

IV. Old Business

A. Federal Engineering (Jim Fregin)

Jim states that they are nearing the end of the assessments. All of the NE counties have had presentations to their county boards, with the exception of Lake County, which will occur on the 24th. The outstanding reports are: Koochiching County and Lake County. The final version of the report went out to Bruce Hegrenes this morning. Jim's hopes are to get things wrapped up by the end of the month and proceed to the regional reports.

B. PSAP Consolidation (Pat Medure)

Pat reports that there will be a meeting tomorrow in the Twin Cities. Pat states that he does have the draft copy of what he calls the "cookbook." He will try to get it out by the first week in December. He encourages agencies with PSAPs to get together with other agencies to do a study together. Itasca, Cass, Aitkin, Crow Wing Counties and Leech Lake Reservation are banding together to do a study.

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Each entity will get around \$25,000 to participate in this collaborative study. Pat reports that he sent a letter off to Commissioner Campion for advice on the steps necessary to apply for the funding. Pat states that this is a proactive vs. a reactive approach and consolidation is probably inevitable in the future and at least this is once piece of the puzzle out of the way. Steve Ovick reports that a resolution was not necessary, they just need something stating the county board is in agreement with the study. Marcus Bruning states that St. Louis did a resolution, other entities did resolutions as well.

C. 2008 SHSP Grant (Pat Medure)

Pat Medure states that he sent a letter to agencies who do business in Itasca County and received responses that 45 portables were requested from various public safety entities.

MOTION made by Pat Medure to recommend to the RRB that the portables be purchased and that a committee be formed after that to discuss disbursement. Steve Van Kekerix seconds the motion. Upon a vote, the motion carries.

D. ARMER Update (Bill Bernhjelm)

- Control stations grant. Bill asks those entities present to notify Ron or Scott, in their office, ASAP, of an intention to participate or not participate so plans can be made. Quotes are not necessary at this time. Entities heard from: Itasca, Lake, St. Louis, and Carlton. Bill states that the only downside is if you get the equipment, the State expects you to monitor the calling talk group on one control station. The other station can be plugged into a console and it can be used for patching. See Bill if you have questions.
- \$5 million for around the state on ARMER integration grants. This is for local enhancements. Actual cost of infrastructure including, but not limited to, base radios, radio equipment, microwaves, antenna elements and associated equipment and additional channels to ARMER backbone. Radio consoles and equipment needed to connect consoles to ARMER. This money cannot be used for portables and mobiles. Maximum an individual entity could get is \$1 million. Nell sent info out to everyone. The opportunity commences on January 15, 2010. Applications taken until funds are fully encumbered. Anything submitted before January 15, 2010, will be considered to have been received on January 15, 2010.
- \$2.6 is still out there. There is a small element in there for mobiles, portables, participation planning money and local enhancement dollars.
- PSIC grant deadlines have been extended for two years. Pat Medure reported he heard it was extended to September 30, 2012. Bill stated that he would check on the deadline date and get it to Nell.
- Bill reported that he has been attending many meetings and that if he is needed by anyone, to just get ahold of him, as he may be behind on some things.

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- Pat Medure reports that the State is reallocating some PSIC funding in the amount of \$2.3 million for Phase 3, 4, 5, and 6. It will be available to regions within those phases. The recommendation from the Finance Committee is to have the SRB approve it. The Metro wants some of this money but it was stated that it is for Phase 3, 4, 5, 6--which will affect our Region. Scott Camps asks what the money is to be used for, and Pat reports that it is subscriber units. This prompts Steve Ovick to ask if line items in the budgets need to be put in for coming years. Bill Bernhjlem states it would be a good idea. Steve asks about an amount; i.e., \$10,000. Bill approves and states he believes we may be in a mode of matching grants for at least the next two to three years.
- Bill reports that around 57 or 58 counties are either on the ARMER system or are going to be on it. He states that competition for grant dollars will become tighter.

E. PSIC Grant Resolution (Scott Camps)

Scott reports that a letter went out asking for a commitment to the additional left-over funds and that letter went to the agencies that initially committed to the first funding opportunity. Nine entities received letters and Nell heard from seven in the established time (September 15, 2009). An equal allocation of the \$111,556.81 went to the seven who responded. Since then, two agencies that were not heard from are wondering about getting access to the funding. Nell advised those agencies who responded not to spend the reallocation until the matter is resolved. There was no motion at the last RRB meeting regarding this funding. At this time, the RAC needs to make a recommendation to the RRB so those agencies can spend the reallocation funds. Marcus asks how the nine were reached out to. Nell reports that a letter went to the administrators and to the commissioners who sit on the RRB of the nine entities. Pat Medure states that there needs to be better communication between the RRB members and RAC members and that the minutes need to be read. He states that there doesn't need to be a problem created over the money and that we have all come too far to have a problem over this matter. Pat asks if this reallocation amount should go forward or if it needs to be refigured. He states that it does not matter to him. Marcus asks if any entity has started to spend the money. No one knows. Pat Medure points out that no money can be spent until the RRB approves it. Marcus asks if the messages can be communicated any other way. He adds that we did have two letters that went out and minutes that are being cross-sent and states that this seems reasonable. John Bowen asks if the primary person who sits on the RAC could get the letter. Marcus states that it can be done and encourages everyone to read their minutes. From here on, these monetary issues will be sent to the RAC as well. Marcus asks what we can do with the other two agencies. Scott Camps states that maybe we can go forward with the initial reallocation and give priority on any reallocation of other PSIC funds to the two agencies that missed out. Marcus adds that if that new amount is a different amount, it may not be an equal or fair opportunity. Marcus suggests that we agree to include nine, follow a different business practice and add one more step in the notification process, and

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gives Nell a compliment in getting the information out. Tim Thomas is encouraging as well and the rest of the group joins in with support. Nell so appreciates it.

MOTION made by Pat Medure to notify the RRB that this issue was brought up and it was decided that the reallocation should go to the original nine entities (this includes the two counties not heard from--Cook and Crow Wing). Pat asks that a letter be formulated and that it be CC'd to the RAC, the county coordinators, and the county commissioners of the RRB. Scott Camps seconds the motion. Upon a vote, the motion carries.

F. DECN Training (Tim Thomas)

Previously addressed.

G. Website (Nell)

Nell reports it is still being put together and asks if we can get future meetings posted on the site.

H. TIC Plan Coordinator (John Keenan/Harry Algyer)

John Keenan (former deputy chief with Duluth Fire) states that Harry was the successful bidder on the TIC planning proposal. Harry addresses the group and gives a bit of his background (law enforcement, sat on consolidation committees for PSAPs, 800 MHz committees, a pilot, and does TIC plans). Harry hopes to set up site visits of PSAPs within the next 90 days.

I. SCIP Plan Workgroup Update (Scott Camps)

Scott and Pat Medure went to St. Paul for a day and a half to work on the State Communications Interoperability Plan--Pat as a rep from the RAC and Scott as a rep from the Region II HSEM. The plan was updated, which affects funding. Scott states the new plan should be out shortly.

J. IECGP Grant (Scott Camps)

Scott reports there is about \$700,000.00 available for governance, structure, and planning. The RAC recommended Scott apply for \$210,000.00 for the remaining seven counties to conduct their participation plans for the ARMER system. The RRB concurred. Scott changed the wordage a bit to communications planning, including participation plans, which gives more flexibility in the case of other planning. There are other regions that qualify for funding as well. Scott stated that he put in for training and exercise--\$5,000.00 each and management and administration for \$6,600.00 based on 3% of the total. Total application came to \$226,600.00. Scott states that he got it in on time.

V. New Business (Bill Bernhjelm)

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A. Motorola Radio Promotion (Chris Lentz)

Chris reports that there are incentives of \$100.00 or \$200.00 off the cost of the XTS or XTL 1500; \$200.00 off the XTL or XTS 2500. He states that Motorola is also offering an addition \$100.00 off, on top of those incentives, if customers purchase a 2- to 5-year repair service agreement, extended warranty. Orders need to be placed by December 15, 2009, for shipment prior to December 30, 2009. He states that there are discounts for control stations as well.

B. Nomination Committee/December Elections (Marcus Bruning)

Scott recommends taking nominations from the floor for the positions. Marcus suggests this be done at the December meeting and encourages others to think of their commitment to the RAC.

*** Addition to Agenda - Owners and Operators Committee (Tom Hannon)**

Tom states that the JPA provides for three permanent committees for the Northeast Region: the RAC, the User Committee, the Owners and Operators Committee. The Owners and Operators Committee is an administrative appointment by each party to the agreement of someone responsible for the management and operation of the communications systems within their jurisdiction. The intent of this committee is to balance the recommendations and advice to the RRB, so they get a policy perspective from the RAC; a perspective from the push-to-talk people on the User Committee; and the folks who are in charge of administering communications assets from the Owners and Operators Committee. Therefore, the advice to the RRB is consistent and balanced. Tom reports that the O&O process is easy to start: Action by the RRB to direct the RAC to start a committee group. The RAC then issues the call to each partner, asking them to make their appointment. When the majority has been made, a convening meeting is scheduled--like the User Committee--where bylaws are adopted and officers are elected. Someone from the O&O Committee will sit on the RRB as well. Names of interested parties will be sent to Nell, who will forward them on to Steve Van Kekerix.

MOTION made by Scott Camps to recommend that the RRB recommend the RAC issue the call for an Owners and Operators Committee. John Bowen seconds the motion. Upon a vote, the motion carries.

C. Accept the Pine County Participation Plan

This item is inadvertently skipped.

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

- December 16, 2009, 10:00 a.m., Hibbing Memorial Building
- January 20, 2010: Possibly by ITV. Scott Camps states they could possibly host the ITV meeting. Scott adds that the EM Region recently purchased video conferencing equipment. This may be an option for use as well.

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* **Additional Comment (Jim Fregin)**

Jim states that he will not be at anymore RAC meetings providing updates and thanks everyone present for their cooperation and entertainment. He adds that he really enjoyed working with everyone.

VII. Adjourn

There is a motion by Erik Jankila to adjourn the meeting. Scott Camps seconds the motion. Upon a vote, the motion carries. This meeting adjourns at 11:30 a.m.