

**Northeast Minnesota Regional Radio Board Meeting**  
**Land Services Building, Brainerd**  
**February 12, 2009; 10:00 a.m.**

**Board:** (☒ = present; ☐ = not present)

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|---|--|
| <input type="checkbox"/> Mark Wedel/Aitkin                | <input type="checkbox"/> Thomas Clifford/Lake            |
| <input checked="" type="checkbox"/> Marvin Bodie/Carlton  | <input checked="" type="checkbox"/> Stephen Hallan/Pine  |
| <input checked="" type="checkbox"/> Jim Dowson/Cass       | <input type="checkbox"/> Peg Sweeney/St. Louis           |
| <input checked="" type="checkbox"/> Robert Fenwick/Cook   | <input checked="" type="checkbox"/> Tony Cuneo/Duluth    |
| <input checked="" type="checkbox"/> Paul Thiede/Crow Wing | <input checked="" type="checkbox"/> Tim Harkonen/Hibbing |
| <input type="checkbox"/> Rusty Eichorn/Itasca             | <input type="checkbox"/> Tim McBride/International Falls |
| <input checked="" type="checkbox"/> Kevin Troupe/Kanabec  | <input checked="" type="checkbox"/> Jeff Damm/Virginia   |
| <input type="checkbox"/> Charles Lepper/Koochiching       | <input checked="" type="checkbox"/> Scott Camps/NE RAC   |

**Alternates:** (☒ = present; ☐ = not present)

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|---|---|
| <input type="checkbox"/> Brian Belich/Carlton County    | <input type="checkbox"/> Keith Nelson/St. Louis County    |
| <input type="checkbox"/> Dick Downham/Cass County       | <input type="checkbox"/> Garry Krause/City of Duluth      |
| <input type="checkbox"/> Doug Houge/Crow Wing County    | <input type="checkbox"/> Rick Wolff/City of Hibbing       |
| <input type="checkbox"/> Catherine McLynn/Itasca County | <input type="checkbox"/> Brian McBride/City of Int. Falls |
| <input type="checkbox"/> Rich Sve/Lake County           | <input type="checkbox"/> Marcus Bruning/RAC               |
| <input type="checkbox"/> Steve Ovick/Pine County        |   |

**Guest Speakers:** Sheriff Pat Medure (Itasca County); Tom Hannon (Governance Consultant); Bill Bernhjelm (RIC, DPS ARMER)

**CALL TO ORDER**

The meeting is called to order at 10:07 a.m. by Chairman Jim Dowson, Cass County.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance is said by all in attendance.

**APPROVE MEETING AGENDA**

Motion made by Commissioner Fenwick to accept the agenda. Commissioner Hallan seconds the motion. Upon a vote, the motion carries unanimously.

**REVIEW AND APPROVAL OF MINUTES**

Motion made by Commissioner Thiede to accept the minutes of the January 8, 2009, meeting as submitted. Commissioner Hallan seconds the motion. Upon a vote, the motion carries unanimously.

**REPORTS FROM STANDING COMMITTEES**

- Scott Camps reports to the group that the RAC decided it would not be beneficial to have their meetings on the same day as the NERRB, as they felt they would not have enough time to act on matters. He states that the RAC would like to have a two-week gap between meetings at this time.

- Scott reported that each RAC member was asked to go back to their agencies and return with a list of 1-5 people for the User Committee by the next RAC meeting (February 25, 2009). Tom Hannon added that the learning curve in other regions is sharp and worth the effort. He reports that the Central Region has 100 people on their User Committee, with 50-60 people showing up for meetings and that they give voice to all users within all the disciplines, bringing a new dimension to discussions.
- Scott handed out information on available grants.
- Scott reports that the RAC is looking for approval from the RRB to form a training committee that will make recommendations to the RAC on matters approving training for members of the RAC (utilizing dollars from the PSIC grant). This committee would authorize necessary training up to \$3,000 without prior approval from the RRB, as sometimes timelines are impossible to meet.

Commissioner Thiede asks for examples of training. Discussion then ensues regarding communication unit leader training (COML) in St. Cloud, put on by Homeland Security. Tom Hannon states that some of the federal training comes up quickly, it is paid for, but the cost of getting someone there is not paid. Because the training comes up quickly, the RAC needs to act quickly in order to get someone there. Tom states that because of the diversity of the communication platform, understanding is needed regarding merging the various systems together. Tom assures the NERRB that this training would not commit the NERRB to any particular technology/direction/policy, but it does meet grant funding requirements.

Commissioner Hallan asks if the RAC picked two designees to attend the COML training. Scott states that Tim Thomas (Itasca), Mark Falk (Cook), and Marcus Bruning (St. Louis) are interested in being on the training committee and, at this time, the only person who expressed an interest in going to the training is a communication assistant from St. Louis County.

Commissioner Troupe asks if those people will come back to explain what they have been taught to others. Scott answers that the training will be intense. Bill Bernhjelm stated that it is a national program and it is being opened up across the country. He states that we got it because another location cancelled, but one of the conditions to hosting in Minnesota is that 10-12 spots are to be left open for people from out of the state. Bill states that the idea is to have a cadre of trained trainers in Minnesota, and this is the precursor to getting to that level.

Councilman Cuneo asks Tom Hannon about receiving future grants and needing training in order to do so. Tom Hannon states that "some" training is required for future grant applications (unknown if COML is in this category). Scott states that NIMS is one of the required trainings. Scott states that there is some backfill funding available in the PSIC grant, as it is an allowable expense.

Scott presented a typed motion from the (RAC) to establish a committee to approve expenditures for training from the PSIC funds available to the NERRB, which will allow up to \$3,000 for training. Commissioner Troupe volunteered to be the person notified of

any training taking place so he can notify the RRB. Councilman Harkinen motions to add Commissioner Troupe's involvement to the motion at hand. Commissioner Troupe seconds the motion. Upon a vote, the motion carries unanimously.

- Scott highlights other items in the packet he put together; i.e., allocation of ARMER subscriber equipment funding (everyone received this information in the form of a memo from Sheriff Falk, which shows the breakdown). There are deadlines (see memo). Bill Bernhjelm states that the money can also be used for multi-band radios and that the idea is to maximize interoperability in whatever way you can. Tom Hannon further explains that if a member (example: Aitkin Co.) does not allocate the match and chooses not to take their allocation of the grant by September 1, 2009, the RAC will make a further recommendation to the RRB upon the allocation of all unspent funds to meet the needs then.

A motion is made by Commissioner Hallan to accept the breakdown of funds as submitted by Sheriff Falk. Commissioner Bodie seconds the motion. Upon a vote, the motion carries unanimously.

There is discussion regarding getting this information to the administrators' offices of each member. This sounds good to some, but others believe it would make no sense to give it to other people outside of the RRB. Chairman Dowson states that he would prefer to explain things to the other members of his board himself than to load down the county administrator and county board with items they wouldn't understand. Tony Cuneo states that he would like information to go to his fire chief and city administrator. Bill Bernhjelm points out that each person on the RRB has a RAC member to communicate with as well. After much discussion, it is decided that the RAC minutes should go to the RRB members. Tom Hannon suggests a list serve as a possibility.

Commissioner Bodie asks when the other user groups meet in the other regions. Tom Hannon reports that one group meets one month in the evening at a central location and the next month they meet in the afternoon--this gives a different blend of people. Tom gives other examples of other regions as well.

### **OLD BUSINESS**

Nell points out that there was some language on the bylaws that didn't get changed: Article III: Members, number 2, and states that the RAC actually did vote to change the words, but nothing specific was given. The suggestion was to end the sentence after the words Joint Powers Agreement and eliminate "If the member appointed is a County Commissioner or City Councilperson, the alternate shall also be a County Commissioner or City Councilperson." There is much discussion. Tom Hannon explains that the bylaws were restrictive when first written by larger entities. In practice it was found that the smaller counties chose to appoint others which created a conflict with the bylaws. The provision is that there should be a process by which the county board knowingly appoints the alternate (which is provided for in the Joint Powers Agreement). He pointed out that the Central Region felt it wasn't the position of the Board to dictate to its members who they should select as their individual representatives, provided that the Joint Powers Agreement allowed it. A motion is made by Commissioner Hallan to strike

the sentence from the bylaws (quoted earlier) Commissioner Bodie seconds the motion. Upon a vote, the motion carries unanimously. The bylaws will now be ready for final approval at the next meeting.

### **NEW BUSINESS**

- **MCIT Report:** Pat Medure points out that an application was sent to MCIT and no quote has been returned as of this date. Pat also points out that Tom Hannon assisted him in putting together information to be voted on in the future regarding policies on disbursements, reimbursements, and billing. Tom Hannon adds that the expense policy is relative to the requirement to qualify for the IDCGP grant dollars, which provides for the reimbursement of expenses. He states that in order to qualify for those expenses, an adopted policy, a form, and a budget is required.
- **Lunch Thoughts:** It is the feeling of the group that everyone will be on their own for lunch; but we did appreciate the meal at our meeting in Hibbing. There are still hopes of video-conferencing and much joking about who will provide the free lunch next.
- **Meetings:** There are hopes of meeting every other month. Sheriff Medure states that studies will be coming out soon and there will be many decisions that need to be made. Tom Hannon states that some regions are meeting every other month, one was quarterly, but had to call special meetings.

**The next meeting: DULUTH - PLACE TO BE DETERMINED**

Date: March 26, 2009

Time: 10:00 a.m.

### **OTHER BUSINESS**

- Pat Medure pointed out that budget invoices went out on January 20, 2009, for the \$5100.00 to everyone and those entities that paid so far are: St. Louis County, City of Duluth, International Falls, and Itasca County.
- Bill Bernhjelm mentions that the Governor signed an executive order relative to a study he wants completed on PSAP consolidation. Commissioner Fenwick states that this issue is important and he agrees with Sheriff Pat Medure when he says everyone should be proactive and involved. Chair Dowson addresses the commissioners present to let AMC know if they are interested in sitting on a board to address these issues. Commissioner Fenwick states that a study group indicated that 92% of the state has access to high-speed broadband. He states that this is not true and to inform others of that fact. He points out there is a huge gap in what Minnesota has in terms of high-speed broadband.

A motion is made by Commissioner Thiede to adjourn the meeting. Commissioner Harkanen seconds the motion. Upon a vote, the motion carries unanimously, and the meeting adjourns at 11:48 a.m.