

**Northeast Minnesota Regional Radio Board Meeting
The Aquarium, Duluth
April 23, 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 checked="" type="checkbox"/> Peg Sweeney/St. Louis |
| <input type="checkbox"/> Robert Fenwick/Cook | <input type="checkbox"/> Tony Cuneo/Duluth |
| <input type="checkbox"/> Paul Thiede/Crow Wing | <input type="checkbox"/> Tim Harkonen/Hibbing |
| <input type="checkbox"/> Rusty Eichorn/Itasca | <input type="checkbox"/> Tim McBride/International Falls |
| <input 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 checked="" type="checkbox"/> Brian Belich/Carlton County | <input type="checkbox"/> Keith Nelson/St. Louis County |
| <input type="checkbox"/> Dick Downham/Cass County | ** <input type="checkbox"/> John Strongitharm/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 checked="" type="checkbox"/> Rich Sve/Lake County | <input type="checkbox"/> Marcus Bruning/RAC |
| <input type="checkbox"/> Steve Ovick/Pine County | |

****The Chair welcomes John Strongitharm to the board as the new alternate for the City of Duluth.**

Guest Speakers: Bill Bernhjelm (RIC, DPS ARMER); and Tony Pogorels, Hibbing Fire Department

CALL TO ORDER

The meeting is called to order at 10:02 a.m. by Chairman Jim Dowson, Cass County.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is said by all in attendance.

APPROVE MEETING AGENDA

There were no changes or additions to the agenda and it stood as approved without a formal vote or motion.

REVIEW AND APPROVAL OF MINUTES

There was a change to last month's minutes. Commissioner Lepper was reflected as not being at the meeting when, in fact, he was there. A correction will be included with these minutes. Thanks to Commissioner Bodie for his sharp eye. Upon no other discussion or a formal vote, the minutes stand as approved with that correction.

REPORTS FROM STANDING COMMITTEES

- Scott Camps reports to the group that the State Grant Interop Committee had a meeting on Tuesday. Scott reports that the main purpose was to talk about the grant workgroup and the 2009 Homeland Security grants. The Interop Committee was asked to make recommendations to the SRB for communications funding. \$5.8 million was allocated from the 2009 Homeland Security grants for interop communications projects. Recommendations to the SRB Finance Committee (which will eventually go to the SRB for funding approval) are as follows: Region 2 (RAC area) \$803,000 to complete microwave links for each PSAP into the ARMER backbone. They voted for \$515,000, which will complete a few links but not all requested; border counties: \$875,000 was requested to complete the dedicated microwave hop along the seven border counties. About \$103,000 was approved. As an added comment, Cook County and Roseau County are doing fiber optics.
- Regarding the Interoperability Communications forum that Councilman Cuneo and Scott Camps were attempting to attend, April 30-May 1, 2009, the timeline was just too tight and they could not make the arrangements on time. Scott requested more time from those involved in the planning of this event, if possible.
- Governor's PSAP consolidation work group. (Please see the report submitted by Commissioner Fenwick, which is inserted below.)

PSAP Consolidation Work Group

April 16, 2009

This first meeting was organizational in nature. After introductions Commissioner Campion welcomed us and indicated that there was no clear roadmap for our work, but assured us that there are no mandates and no attempt to force something onto us. Mark Shields of the Commissioner's office then walked us through housekeeping matters including a schedule of monthly meetings for 2009.

We heard three presentations from areas that have formed consolidated PSAPs. They were Dakota County, Kandiyohi with Big Stone Counties, and Steele County. Of special interest were the governance structures and the motivations for consolidating. Dakota and Steele Counties organized under a joint powers agreement with the various LGUs as partners, while Kandiyohi operates under a contract to provide services to Big Stone County. Although there are always multiple reasons to consolidate, my perception was that for Dakota the primary reason was to capitalize on the growing capabilities of digital communications, while the partnership between Big Stone and Kandiyohi was driven by financial considerations. Steele County, may be the first to consolidate, appeared to simply be a forward thinking organization that was looking for a better way to handle 911 calls.

I would characterize the results in each of these efforts as successful. Big Stone has accomplished its goal of getting an immediate reduction in cost to provide this service in the community. Dakota implemented a plan with more farsighted goals. They made a large initial investment with an eye toward better and more efficient service both now and far into the future. Financial advantages are predicted and probable. Steele is pleased with the benefits of their long standing system. We can all anticipate the many difficulties in making such changes; however, the one that surfaces as the toughest to deal with is the personnel issue.

The remainder of the meeting was dedicated to “where do we go from here”? There exist different opinions as to what the mission of this group should be. We have initially settled on creating a “cook book” of what to throw into the mix when you are contemplating PSAP consolidation in your area, including standards of operation and best practices. This would constitute a communication stream from this committee to the member LGUs in the state. What remains to be seen is what type of communication will flow from this committee to the state. Submitted by: Bob Fenwick

NEW BUSINESS

- **Policy Documents:** Pat has worked with Tom Hannon in the development of policies, including: Expense Reimbursement Rates & Policy; User Committee Mileage Reimbursement Policy; Assigned Representative Expense Reimbursement Authorization; Disbursements Policy; and Billing Policy. For a point of clarification, Commissioner Sweeney reminded the group that at a past meeting, it was determined by the NERRB that if a county/city should send any of the RRB members to training or functions, that governmental entity would be responsible for those added costs; however, if the NERRB sends someone directly from itself or any other committee; i.e., User/Owners and Operators/NERRB member or staff, the NERRB would pick up the allowable expenses. A motion is made by Commissioner Sweeney to accept the policies as presented. Commissioner Sve seconds the motion. Upon a vote, the motion carries.
- **Discussion of Itasca County Fire Department/Agencies needing additional radios:** Nell believed Pat wanted this put on the agenda but wasn't quite sure what he wanted done with it, so the group moved along in the meeting. After returning to Itasca County, she discovered it was to be put on the Itasca County 911 Radio User's Group agenda.
- **Website Update:** Itasca County MIS submitted a quote to the RAC. They voted to accept moving it to the NERRB for approval. Scott Camps submits the quote estimate as follows:

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| <i>Site Creation: 20 hours @ \$41.30</i> | <i>TOTAL: \$ 826.00</i> |
| <i>Ongoing Support: 2 hours/month @\$27.53 is \$55.06/month</i> | <i>TOTAL: \$ 660.72/yr.</i> |
| <i>Domain Name Registration</i> | <i>TOTAL: \$ 9.95/yr.</i> |
| <i>TOTAL 1st year cost:</i> | <i>\$1,496.67</i> |
| <i>TOTAL on-going yearly cost</i> | <i>\$ 670.67</i> |

Commissioner Hallan makes a motion to accept the estimate as provided by Itasca County via Scott Camps and the RAC. Commissioner Bodie seconds the motion. Upon a vote, the motion carries.

- **Designate meeting location:** Commissioner Hallan makes another pitch for ITV and this time gets more takers. Four sites that are discussed are as follows: The host site could be Two Harbors/Lake County and the other three sites would be Itasca County, Pine County, and St. Louis County EOC (Pike Lake). There is more discussion on this later in the meeting and a willingness to try hooking up for the May meeting.

OTHER BUSINESS

- Bill Bernhjelm makes an announcement for Tom Hannon about an upcoming meeting on Monday, April 27, 2009, in St. Cloud for chairs and vice-chairs of RACs, user committees, owners and operators committees, and support staff around the state. Bill states that the agenda will include information sharing and how they will be trying to put together a statewide guidebook on work that needs to be accomplished and how to do that.
- Bill also reports that he has not seen anything new on broadband initiatives and says that it appears they are still in the beginning phases.
- Bill also mentions a list service and explains how it would automatically send out agendas and minutes to all people in the list serve who wanted to be included. It would manage e-mailing, additions, deletions, etc. to the growing and shrinking e-mail list and would eliminate Nell from sending out mail to everyone constantly. She would send it to the list serve and all included would automatically receive it.
- Commissioner Hallan asked Bill about the county surveys. Bill said they are coming in but that there is a problem with a lack of responses. It was stated that only 8 out of 47 surveys were turned in for Pine County and 5 out of 180 in St. Louis Co. Scott Camps added that part of the problem is that FE is depending on agencies to gather the information themselves and agencies simply do not have the time or resources to do so. John Strongitharm and Bill Bernhjelm stated that agencies are surveyed-out and feel that they just did a survey. Tony Pogorels also stated that another problem he faced was getting it sent off and that there was a hassle involved for their agency. Bill states that the reports will not be held because of poor responses. He stated that they will go by GeoComm information and just make estimates. Bill states that the contract with Federal Engineering is up in August and the reports will be out then.
- Bill encourages the group to go to the ARMER website which is listed below: <http://www.srb.state.mn.us/>. Bill directs that once you are in there, you can scroll down and click on ECN. From there you can go to newsletters, view article, and read Scott Wiggins' Spring 2009 Edition of ECN, Connected. Bill states that it will give you a pretty good idea of the ARMER/911 Program and the issues relating to interoperability.
- **The next meeting: LAKE COUNTY - PLACE TO BE DETERMINED**
Date: May 28, 2009 Time: 10:00 a.m.

Commissioner Hallan will get ahold of Nell to try to work things out for ITV. Steve Van Kekerix will be the contact for Lake County, and Scott Camps will be the contact for St. Louis County.

ADJOURN

A motion is made by John Strongitharm to adjourn the meeting. Commissioner Sweeney seconds the motion. Upon a vote, the motion carries, and the meeting adjourns at 10:51 a.m.