

**Northeast Minnesota Regional Radio Board Meeting**  
**ITV Sites: Grand Rapids/Courthouse (Host), Lake County Service**  
**Center; Pine County Jail, St. Louis County EOC**  
**December 17, 2009; 10:00 a.m.**

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

- |   |   |
|---|---|
| <input type="checkbox"/> Mark Wedel/Aitkin                | <input checked="" 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 checked="" type="checkbox"/> Paul Thiede/Crow Wing | <input checked="" type="checkbox"/> Tim Harkonen/Hibbing  |
| <input type="checkbox"/> Catherine McLynn/Itasca          | <input type="checkbox"/> Tim McBride/International Falls  |
| <input checked="" type="checkbox"/> Kevin Troupe/Kanabec  | <input type="checkbox"/> Jeff Damm/Virginia               |
| <input type="checkbox"/> Charles Lepper/Koochiching       | <input checked="" type="checkbox"/> Scott Camps/NE RAC    |

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Scott Turner/Aitkin County  | <input type="checkbox"/> Steve Ovick/Pine County          |
| <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 Wolf/City of Hibbing        |
| <input checked="" type="checkbox"/> Pat Medure/Itasca County    | <input type="checkbox"/> Brian McBride/City of Int. Falls |
| <input type="checkbox"/> Steve Schulz/Kanabec County            | <input checked="" type="checkbox"/> Steve Van Kekerix/RAC |
| <input type="checkbox"/> Rich Sve/Lake County                   |   |

**Guest Speakers:** Bill Bernhjelm (RIC, DPS ARMER)

**CALL TO ORDER**

The meeting is called to order at 10:00 a.m. by Chairman Jim Dowson, Cass County.

**APPROVE THE AGENDA**

There were no additions or corrections to the agenda. A motion is made by Commissioner Hallen to accept the agenda. Commissioner Thiede seconds the motion. Upon a vote, the motion carries.

**REVIEW AND APPROVAL OF MINUTES**

There were no additions or corrections to the October 22, 2009, meeting minutes. A motion was made by Commissioner Clifford to accept the October minutes. Councilman Harkonen seconds the motion. Upon a vote, the motion carries.

**REPORTS FROM STANDING COMMITTEES**

- Scott Camps reports that the elections were held at the RAC meeting yesterday. Marcus Bruning will remain the Chair for the next year; Vice-Chair will continue to be Tom Thomas; and Scott Camps will remain the RRB representative.

- Scott reports that the State Radio Board Interop Committee is drafting a letter regarding narrowbanding, which will go out to all FCC licensees with a State deadline to transition to narrowbanding on the interop channels (statewide fire, MIMS, etc.)
- 2010 Interop Communications Grant Program: Scott states that he submitted the application for \$226,000, which included planning funds for completing participation plans for the ARMER system, training, exercise. The SRB Interop Grant Workgroup has had conference calls. They are anticipating \$700,000 from the feds, which was cut to \$645,000 for Minnesota. Scott anticipates receiving at least part of our request for planning funds.
- 2010 State Homeland Security Grant Program: The State of Minnesota has a deadline of April 19, 2010, to apply for funding. Minnesota has been allocated \$10,789,416. A little over \$3 million has to go for law enforcement terrorism prevention program activities. The RRB will approve interop communications projects, then the SRB needs to approve it, and finally the state HSEM. Scott encourages those listening to think about projects for a regional benefit. Chairman Dowson asks what a project might be. Scott states that it will probably have to be an ARMER project or VHF interoperability to the statewide ARMER system, and not just an upgrade to one's own VHF system for their own use.
- PSIC Reallocation. Because of two counties that missed out on the reallocation opportunity and wanted access to the funding, the RAC met and determined that all nine entities should be included with an equal split. The recommendation to the RRB from the RAC is that grant funds of \$14,265.99 plus a local match of \$3,566.50 (totaling \$17,832.49) be made available to the nine agencies for spending. Aitkin County is the only entity that has not turned in a letter. The RRB decides to hold a vote anyway, as Aitkin had expressed an interest through e-mail for the first reallocation. A motion is made by Commissioner Bodie to approve the reallocation figures for spending. Councilman Harkonen seconds the motion. Upon a vote, the motion carries.
- The RAC recommends that the RRB issue the call for the formation of the Owners and Operators Committee, as a committee of the RRB. A set of draft bylaws were approved at the RAC meeting yesterday. A convening meeting for the O&O Committee is scheduled for 1:00 p.m. on January 20, 2010, at the McGregor Community Center--following the RAC meeting at 10:00 a.m. Commissioner Tom Clifford makes a motion to approve the RAC recommendation for the formation of the Owners and Operators Committee. Councilman Harkonen seconds the motion. Upon a vote, the motion carries.
- The RAC recommends that the RRB authorize that the Pine County and St. Louis County Participation Plan Resolutions be sent to the SRB, Emergency Communications Network, Director Scott Wiggins. A motion is made by Commissioner Hallan to send the resolutions to Scott. Commissioner Troupe seconds the motion. Upon a vote, the motion carries.
- The RAC recommends that the RRB move to include all the counties and cities of the signers of the Joint Powers Agreement of the NE Region in the Limited Participation Plan for 50 user IDs for the State system. A motion is made by Commissioner Bodie to include all the cities and counties of the signers of the

JPA in the NE Region in the Limited Participation Plan for 50 user IDs for each of those respective entities to be utilized on the State system. Commissioner Clifford seconds the motion. Upon a vote, the motion carries. Commissioner Thiede wants clarification as to whether or not there is a commitment to funding needed. Scott states that there is no funding attached to having the IDs established on the State system. Commissioner Thiede asks for clarification on "limited participation." Scott replies that it is limited in the fact that some will not migrate to the ARMER system so they are just a participant on the statewide system. Bill Bernhjelm adds that this helps in not going back to the SRB several times for radios; it is taking care of it up front. He adds that anything over 50 radios typically means you would be a full participant. Commissioner Thiede asks if there are other things we should/could be doing in the NE Region that would be limited participation but would advance the overall project. Bill Bernhjelm states the Limited Participation Plan will cover things like the control stations that connect the PSAPs and EOCs into the ARMER system; maybe a multi-agency drug task force that wants to use ARMER radios as their communications platform--they could submit a Limited Participation Plan for that group, so they would have access to the system and the system resources. Commissioner Thiede asks who in the Region is chasing the dollars for this. Bill states that his office is watching the feds; the Homeland Security grants are issued to the states and distributed by the states according to whatever plan they have. He states that anything to do with interop communications will typically go through the SRB. Bill adds that individual agencies can chase grants as well. He adds that Scott is plugged into the Homeland Security region, the ECN grants process, etc. Scott adds that we are looking for every opportunity possible.

### **SPECIAL REPORTS**

- Bill Bernhjelm reports that Tim Leslie, Statewide Radio Board Chairman, sent a letter regarding the concerns expressed by the User Committee about tower priority in Cass, Crow Wing, and Aitkin Counties. The SRB has directed Mn/DOT to adjust their priorities to accommodate those counties. In other words, the letter that the NE Region sent, via the User Committee, was successful.
- Ron Vegemast's letter was discussed and made available to the NERRB. Scott Wiggins' response was also sent to the RRB.

### **OLD BUSINESS**

- A motion is made by Commissioner Thiede to officially adopt the fiscal year of the NERRB as January 1 to December 31. Scott Camps seconds the motion. Upon a vote, the motion carries.

### **NEW BUSINESS**

- Bill Bernhjelm reports that there is an extension in the PSIC grant to 2011 and with special variance from FEMA, it could be extended to 2012. All grant monies should be expended as soon as is reasonable and appropriate. Feds are concerned that the nearly billion dollar grant has only been about 25 percent expended.
- A couple grant applications will be coming to the RAC and RRB next time that will need to be forwarded on to ECN. Bill explains what some of these grants

will cover. RAC formed a committee to establish criteria for review and the process for review. Commissioner Thiede points out that someone could apply for a console upgrade and if there is PSAP reorganization, they may not be a center. Bill Bernhjelm states that if a county were to get a console upgrade and not be a center in the PSAP consolidation/reorganization, that equipment could be transferred or it could go to a secondary site if there were an emergency. Sheriff Medure agrees with Bill's assessment and adds that in the end, it will not be wasted money spent foolishly. Commissioner Thiede adds that what is best for the Region may or may not be what is best for an individual entity and asks how we chase this herd of cats. Sheriff Medure states that part of the goal of the RRB is to sit down and look at what is best for the Region.

- NACO is sponsoring another communications forum on February 25-26, 2010, in Mobile, AL. Applications are open through January 8, 2010. Bill will forward the information to Nell, who will distribute it. They are calling for teams including at least one elected official from the jurisdiction sending the team. They indicate that this is likely the last of these forums, due to funding concerns.
- Bill Bernhjelm will be happy to respond to the Vegemast letter if anyone wishes to talk to him about it.
- Sheriff Turner enters the meeting a bit late and lets the RRB know that Aitkin County is still interested in the PSIC reallocation (no letter had been received as of this date). He will send a letter.
- Election of officers for 2010. Commissioner Thiede re-nominates the current slate of officers for 2010. Commissioner Dowson says he will accept the nomination. Commission Hallan seconds the motion. Commissioner Sweeney states she is fine with this action and remains the Vice-Chair for 2010. Upon a vote, the motion carries.

#### **OTHER BUSINESS**

- A financial status report was given by Sheriff Medure, who reports that we are about \$129,000 in the red because there are a lot of PSIC grant funds that we expended and they have not been turned into the State of Minnesota for reimbursement to the fund. He states that when that happens, we will be in good shape.
- Commissioner Bodie asks if Scott Wiggins' letter was forwarded to Ron Vegemast. Sheriff Medure said he would have that done. Commissioner Sweeney asks for a copy of the Vegemast letter. Chairman Dowson states that she will get it. (Nell sent it after the meeting today.)
- ARMER Leadership Training meeting on January 25, 2009, 10:00 a.m., at the Mn/DOT building in St. Cloud. These are interesting meetings.
- The next meeting of the Northeast Minnesota Regional Radio Board will be on January 28, 2010; at 10:00 a.m., via ITV.

#### **ADJOURN**

There is a motion by Sheriff Turner to adjourn the meeting. Tim Harkonen seconds the motion. The meeting adjourns at approximately 11:30 a.m.