

# Northeast Minnesota User Committee

## MINUTES

10/07/2009

1000HRS

HIBBING FIRE DEPARTMENT

|                   |   |
|-------------------|---|
| MEETING CALLED BY | Erik Jankila  |
| TYPE OF MEETING   | Monthly   |
| FACILITATOR       |   |
| NOTE TAKER        | Iammatteo   |
| TIMEKEEPER        |   |
| ATTENDEES         | Daniel Sathre (Iake Co Sheriff's Office), Tom Ralidak (MN State patrol), Tom hannon (State Radio board), Dana Putzke (Duluth PD), Jarry Keppers (Duluth Fire), Ken Johnson (Crow Wing CO SO), Mark Stansberry (North Ambulance), Kerry Swenson (Cass CO SO), Jerry Farley (City of McGregor), Karla White (Aitken CO SO), Jeff Damm (City of Virginia), Tim George (Itasca CO EMS), Monte Fronk (Mille Lacs Band), Brian Snyder (DSC Communications), Doug Rotta (Mercy Hospital, Carlton CO SO), Dewayne Kvande (Rogers Two Way) |

### Agenda topics

INTRODUCTION/ROLL CALL/ADOPT MINUTES

E. JANKILA

| DISCUSSION   | Roll call and introduction of members at meeting. Adopt previous meeting minutes by Kerry Swenson and seconded by Doug Roddam. |          |
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| CONCLUSIONS  |  |          |
| ACTION ITEMS | PERSON RESPONSIBLE   | DEADLINE |
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POINTING USER COMMITTEE IN THE RIGHT DIRECTION

TOM HANNON

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|-------------|--|--|
| DISCUSSION  | Tom discussed how to use the websites affiliated with ARMER, such as <a href="http://www.srb.state.mn.us">www.srb.state.mn.us</a> Website is about ARMER, standards and protocols, procedures, etc. It is a work in progress and being updated regularly. This committee can weigh in on the process of PSIC grants, fleet maps, patching, UHF, VHF, etc. RAC is policy, this group is user orientated. The standards will begin in this group, minimum training guidelines. This group can put two additional members on the RAC as advisors (non-voting members). Standards were discussed in general. Standards for our region can be more stringent than the States standard. Adoption of talk group layout, pooling talk groups, etc. |  |
| CONCLUSIONS |  |  |
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| ACTION ITEMS  | PERSON RESPONSIBLE | DEADLINE |
|---|--------------------|----------|
| Need to prepare standards and protocols in the future, as well as training guidelines. Talk group layouts, standards review, training for regional talk groups. |                    |          |
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NORTH EAST REGIONAL RADIO BOARD, RAC, ETC

E. JANKILA

| <b>DISCUSSION</b>  | Nothing new to report |          |
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| <b>CONCLUSIONS</b> |                       |          |
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| ACTION ITEMS       | PERSON RESPONSIBLE    | DEADLINE |
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COMMITTEE MEMBERS SERVING ON REGIONAL RADIO BOARD AND ALTERNATE

E. JANKILA

| <b>DISCUSSION</b>  | Mark Stansberry and Kerry Swenson serve as liaisons to the RAC. Next meeting is October 22 <sup>nd</sup> . Grand Rapids Court House. MNDOT conducts a quarterly meeting at Saint Cloud MNDOT HQ. These meetings are open to all. They discuss what they are working on. Tom Hannon will send info to Erik about the contact information for that meeting. This meeting will discuss the ARMER build out. |          |
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| <b>CONCLUSIONS</b> |  |          |
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| ACTION ITEMS       | PERSON RESPONSIBLE   | DEADLINE |
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RAC CORRESPONDENCE PROCEDURES

E. JANKILA

| <b>DISCUSSION</b>  | Item appears to have been resolved during discussion of towers for Aitkin Cass and Crow Wing |          |
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| <b>CONCLUSIONS</b> |  |          |
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| ACTION ITEMS       | PERSON RESPONSIBLE   | DEADLINE |
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MEETING LOCATIONS AND FREQUENCY

E. JANKILA

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| <b>DISCUSSION</b>   | First Wednesday of the Month at 10AM. Next meeting will be November 4 <sup>th</sup> at Cloquet (Black Bear Casino and Hotel) December 2 <sup>nd</sup> meeting will be in Brainerd, at Fire Department. |                 |
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| <b>CONCLUSIONS</b>  |  |                 |
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| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
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PROGRESS OF TOWERS (AITKEN, CASS AND CROW WING)

E. JANKILA

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| <b>DISCUSSION</b>   | Kerry was discussing progress with their towers. No progress yet with MNDOT. Nothing is probably going to happen until after the 1 <sup>st</sup> of 2010. 20 months needed by MNDOT from start to finish a tower in a perfect world with no problems. A motion for a letter to the RAC about forward movement on tower construction. He would like a request a letter to help expedite construction/plans for ARMER in these counties. Tom Hannon brought forward some good guidance on how the RAC/User Board interface and how the User Board can help make progress. MNDOT owns the system, but the State Radio Board runs the system. Kerry is willing to write an action item to help this move forward. Motion to write letter (proposal, action letter) for all three counties. Tim George, Second from Kerry Swenson. |                 |
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| <b>CONCLUSIONS</b>  |   |                 |
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| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
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MEETING ENDS 1125AM.  
MOTION TO CLOSE MARK  
STANDBERRY AND 2<sup>ND</sup> BY  
MONTE FRONK

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