

Northeast Minnesota User Committee

MINUTES

DECEMBER 2ND, 2009 1000HRS

BRAINERD FIRE DEPARTMENT

MEETING CALLED BY	E. Jankila
TYPE OF MEETING	User Committee Meeting
FACILITATOR	E. Jankila
NOTE TAKER	Iammatteo
TIMEKEEPER	Iammatteo
ATTENDEES	Erik Jankila Hibbing Fire/Jim Iammatteo Hibbing Fire/ Monte Fronk, Mille Lacs Res./Bill Bernhjelm MN DPS/RIC/ Dan Sathre, Lake County SO/ Jeremy Nelson, Aitkin County SO/ Mark Stansberry, North Ambulance/ Fred Underhill, Brainerd Fire/ Doug Rotta, Carlton Co SO and Mercy Hospital/ Brian Snyder, DSC Communications/ Darrell Knapper, Virginia Fire/ Trevor Banks, St. Louis Co SO/ Joel Stevens, Kanabec Co/ Dana Putzke, Duluth PD/ Kerry Swenson, Cass Co/

Agenda topics

CALL MEETING TO ORDER/ROLL CALL

E. JANKILA

DISCUSSION	Meeting called to order by Erik Jankila. Introductions of attendees was made, and a hearty thank you to Brainerd Fire Department for allowing us to use their beautiful facility.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ADOPTION OF MEETING MINUTES

E. JANKILA

DISCUSSION	Minutes were presented to the group for approval. Motion by Doug Rotta(Carlton Co SO/Mercy Hospital), and second from Mark Stansberry (North Ambulance). Motion Carries.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PRESENTATION

BILL BERNHJELM

DISCUSSION	Bill brought the group up to date on grants that are available, such as the control station grants, allocation of IAGCP grants, training etc. Federal Engineering reports have been delivered and shared with most if not all county boards. Bill also discussed the decision by the Saint Louis County Board on acceptance of ARMER. See attached document from the Board. Cass/Crow Wing/Aitkin Counties have hired their consultant for transition. Over half of Minnesota counties (59) have committed to migrate towards ARMER. DNR is closer to an ARMER commitment. State Patrol Districts in Rochester, Saint Cloud are now on ARMER.	
CONCLUSIONS	Action by Saint Louis County Board will have a direct impact on surrounding counties. What those impacts are, are yet to be seen. But it does defiantly change the playing field.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORTS, NORTHEAST REGIONAL RADIO BOARD, RAC, ETC.

E. JANKILA

DISCUSSION	Erik Jankila, and Monte Fronk met with the RAC. Our group is on the RAC every month now as an agenda item. He brought them up to date as to where we are as a group and that we are up and running. He advised them that we are introducing our policies and procedures in chunks. International Falls is purchasing 800mhz radios, as per the discussion between Erik Jankila and Chief Jensen. Tom Hannon was at the RAC meeting and explained where our group is and where it's coming from.	
CONCLUSIONS	It was decided to chunk items for the RAC so that they are not overwhelmed, or feels the need to pencil whip the paperwork. It was decided to work on two standards, protocols, and procedures.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CROW WING, AITKIN, CASS TOWER UPDATE

E. JANKILA

DISCUSSION	They are working on identifying sites. Moving forward faster than they had thought it would.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

POLICY AND PROCEDURES FOR NE REGION

E. JANKILA

DISCUSSION	See attached policy/procedure for review.	
CONCLUSIONS	Kerry Swenson makes a motion to adopt with changes, second by Dan Sathre	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MEETING LOCATIONS AND ITV

E. JANKILA

DISCUSSION	ITV is not quite ready yet as some of the units are still in the process of becoming operational. February at the earliest.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEXT MEETING DATE AND LOCATION

E. JANKILA

DISCUSSION	RAC meeting at Hibbing Memorial Building December 16 th , 2009 10am. NE Minnesota User Committee meeting on January 6 th at Aitkin County Court House. 10am.	
CONCLUSIONS	Motion to adjourn, Monte Fronk, Second from Joel Stevens. Motion Carries	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BY COMMISSIONER _____

WHEREAS, St. Louis County, through its 911 Emergency Communications Division, provides radio communications services for law enforcement, fire, and first responder agencies within the county for the protection of its citizens; and

WHEREAS, the St. Louis County Board recognizes the need to provide radio systems that are reliable, compliant with federal standards in the long term, and have the safety of the county's citizens, law enforcement, fire, and first responders as a first priority; and

WHEREAS, the State of Minnesota Allied Radio Matrix for Emergency Response (ARMER) provides an unprecedented framework for interoperability of radio systems during all incidents; and

WHEREAS, the current VHF radio systems used for public safety dispatch and radio communications within St. Louis County are nearing the end of serviceable life as mandated by Federal Communications Commission's standards for narrow-band compliance in 2013.

NOW THEREFORE, BE IT RESOLVED, that the St. Louis County Board intends to explore State of Minnesota Allied Radio Matrix for Emergency Response (ARMER) as the potential preferred alternative replacing public safety communication infrastructure within the county and becoming a full participant in the ARMER System.

RESOLVED FURTHER, that the appropriate county officials are authorized to enter into a participation plan (hereinafter "Plan") necessary for the transition of St. Louis County's emergency radio systems to the ARMER system.

RESOLVED FURTHER, that the Plan shall include and provide for a proposed budget for the integration of public safety agencies to the ARMER public safety communication system, proposals for local enhancements or improvements required for county participation and a proposed plan for equipment and services necessary to complete the integration of public safety agencies to the ARMER public safety communication system.

RESOLVED FURTHER, that St. Louis County's participation is contingent upon receipt of significant funding support from the State of Minnesota Department of Public Safety and other funding sources (grants, federal appropriations), so that the financial burden of conversion to the ARMER system is not borne solely by county property taxpayers.

800 MHz Trunked Regional Public Safety Radio System Standards, Protocols, Procedures

Document Section:	1 - Management	Status: NERAC
Sub-Section:	1.5 Changing Policies and Standards	Date: (approved by NERAC):
Procedure Title:	1.5a Revisions and Changes	
Date Established:	12/02/2009	Statewide Radio Board Approval:
Replaces Document Dated:		
Date Revised:		

1. Purpose or Objective

The purpose of this section is to set forth the process by which these standards, protocols and procedures will be written, revised and/or changed.

2. Technical Background:

- **Capabilities** N/A
- **Constraints** N/A

3. Operational Context:

Northeast Minnesota User Committee (NMUC) is charged with setting standards and determining protocols and procedures for the smoothest possible operations between and among users of the shared region-wide 800 MHz digital trunked public safety radio system.

The users fall into two groups:

- Full participants in the shared infrastructure.
- Conventional users who will have access to the regional system by utilizing interoperability equipment that has been designed into the system.

The ability to communicate between these two groups is possible due to the interoperational hardware and software installed on the region-wide system. The improper use of this equipment can have minor to grave consequences. These standards policies and procedures have been set forth by teams consisting of radio users and managers from both groups so as to provide optimum service to the citizens of the Northeast region, while minimizing potential negative consequences. Therefore, changes must not compromise the integrity of the Regional Public Safety system or any of its participants.

4. Recommended Protocol/ Standard:

Routine Review:

-Under the direction of the NERAC, this manual of standards, protocols and procedures first review will be within one year of the adoption of these standards. Thereafter a review will be conducted annually by the user committee to determine if changes are warranted. The process will include, but not limited to, a public comment period of no less than 30 days and a very brief survey of managers of participating and conventional agencies.

-The survey questions would be along the lines of: 1) Are the standards, protocols or procedures positively supporting your radio communications? 2) Are the negatively affecting your radio communications? If yes, explain 3) Do any standards, protocols or procedures need to be changed or eliminated? If yes, explain and specify procedure sections number(s).

- Upon completion of the review the task team will present to the NERAC
 - Written report of all findings
 - Survey results
 - Recommended changes

Submitted Requests

-Requests to delete, add and/or change adopted standards, policies and/or procedures must be made in writing to the Northeast Minnesota User Committee. In the interest of time the Chair of the NMUC may direct a request for immediate consideration to the NERAC.

5. Recommended Procedure:

1. A written request for any change must be sent to the NMUC and include:

- A full description of the deletion, addition or change including section and sub-section references.
- The reason for the change (including the potential consequences if the request is not approved)
- A preliminary assessment on the other regional system users and an estimate of associated costs, if any.

2. At their discretion the NMUC may act on the request, but will generally forward requests to the NERAC for review, analysis and/or recommendation.

3. The NMUC may direct the NERAC to conduct an assessment which may address:
 - Technical impact to current and future system performance including which system or subsystem will be or may be affected.
 - Operational impact to current and future system performance including effects on system capacity and determination of those systems or subsystems that will be or may be affected.
 - The degree of conformance with Radio Board plan and standards.
 - Cost impact to Radio Board and current participants.
 - Potential alternatives.
4. NERAC will forward the completed assessment to the NMUC along with recommendations including strategies to mitigate negative impacts, if appropriate.
5. The NERAC will advise all affected agencies of all requests along with potential impact and invite their comment.
6. The NERAC may approve, disapprove or modify the request. The Board will notify all affected parties of their decision.
7. If approved, the NERAC will set forth operational and/or financial responsibility as appropriate and notify all affected parties.

6. Management

The NE Regional Radio Board will manage this process.