

**Northeast Regional Advisory Committee Meeting**  
**Wednesday, May 19, 2010**  
**10:00 a.m., Crow Wing County ITV Host**

**Proceedings:**

Scott Camps calls the meeting to order at 10:05 a.m. This was our second ITV meeting. Roll call attendees are as follows:

1. Bill Bernhjelm, DPS/ARMER
2. Brian Belich, Carlton County Sheriff's Office
3. Brian Snyder, DSC Communications
4. Brian Youso, Koochiching County Sheriff's Office
5. Bruce Grotberg, Koochiching County Sheriff's Office
6. Chris Lentz, Motorola
7. Cynthia Suess, MSP/Duluth
8. Dana Putzke, Duluth Police Department
9. Erik Jankila, Hibbing Fire Department
10. Harry Algyer, Shetak Consulting
11. Jeff Anderson, Kanabec County Sheriff's Office
12. Jim Wiinanen, Cook County Emergency Management
13. John Bowen, Crow Wing County Emergency Management
14. John Keenan, Consultant
15. John Strongitharm, Duluth Fire Department
16. Karla White, Aitkin County Sheriff's Office
17. Ken Johnson, Crow Wing County Sheriff's Office
18. Kerry Swenson, Cass County Sheriff's Office
19. Mark Falk, Cook County Sheriff's Office
20. Mark Smith, DSC Communications
21. Mark Stansberry, North Memorial Ambulance
22. Mike Fink, Motorola
23. Monte Fronk, Mille Lacs Reservation/ DPS/EM
24. Nell Hoey, Itasca County Sheriff's Office
25. Nick Schatz, Mn/DOT
26. Patrice Nelson, MSP/Brainerd
27. Randy Fisher, Cass County Sheriff's Office
28. Rey Freeman, GeoComm
29. Rick Juth, Minnesota State Patrol
30. Robin Arunagiri, GLIFWC Law Enforcement
31. Roy Holmes, Minnesota HSEM
32. Scott Camps, St. Louis County Sheriff's Office
33. Scott Heide, Crow Wing County
34. Steve Olson, Lake County Sheriff's Office
35. Steve Ovick, Pine County Sheriff's Office
36. Steve VanKekerix, Lake County Sheriff's Office
37. Tim Lee, Mn/DOT Electronic Communications

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**I. INTRODUCTIONS**

Introductions are made by those in attendance.

**II. MINUTES FROM PREVIOUS MEETING**

**MOTION** made by Monte Fronk to accept last month's minutes as submitted. Steve Ovick seconds the motion. Upon a vote, the motion carries.

**III. REPORTS OF COMMITTEES**

**A. Training (Mark Falk)**

Nothing to report at this time.

**B. Policy (Pat Medure)**

Pat is absent at today's meeting. Nothing to report at this time.

**C. Technical and Operations (Steve Ovick)**

Nothing to report at this time.

**D. SRB Operations and Technical (Scott Camps)**

Scott states that there were many participation plans submitted for approval and much discussion of statewide talk groups.

**E. SRB Interop Standing Committee (Scott Camps)**

\*\*This was skipped and Scott came back to it after Erik Jankila gave the User Committee report. Scott states that some items of discussion at the ISC meeting were: criteria for State certification as a COML Type III instructor; standardized FCC interoperability channel naming format; regional interoperability zones (regional naming standard), for common naming of interop frequencies (following the 12 in the central region); the Metro would be grandfathered in, as they already conducted their naming standards; and use of seat of action channels. Scott reports that the strategic technology reserve was also discussed and states that there is a recommendation from that subcommittee for equipment--eight transportable trailers with crank-up powers with 800 VHF and amateur radio antennas, which will go to the HSEM regions. Also included is a cache of thirty 800 MHz radios to each region. Bill Bernhjelm adds that everything was moved along to the next step and some grant funding requests were approved (Cook and Lake County's participation plan funding) and pushed to the SRB. Itasca County's request for radios for the school districts was approved. Scott states that Hutchinson Area and Glencoe Area Health Care were approved for funding for end user equipment. Scott adds that DECN has hired a person to be their grants coordinator. She will be reaching out to the fiscal agents regarding grants.

**F. Regional CASM (Karla White)**

\*\*Karla comes in at a later time and addresses this issue.

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**G. NERAC Interoperability Committee (Scott Camps/Tim Thomas)**

Scott Camps and Tim Thomas have not yet had the opportunity to meet.

**H. User Committee (Erik Jankila)**

Erik reports that they had the first (of what he hopes to be many) joint Owner and Operator and User Committee meetings, which was well attended. Tom Justin has been asked to teach these groups about fleet mapping in early June. Erik's hope is that by the July meeting there should be materials for the RAC to forward on to the RRB.

\*\*(Scott now does his overview of the **SRB Interop Standing Committee meeting**.)

**I. Owners and Operators Committee (Dewey Johnson)**

Dewey was absent.

**IV. Old Business**

**A. ARMER Update (Bill Bernhjelm)**

- Bill states that the April interop conference that was held in St. Cloud was well received with over 360 attendees and vendors present. He adds that others from different states stated they liked the Minnesota governance model.
- Martha is the new grant specialist hired at DECN. More info to follow.
- Fire grant deadline is up next week.
- Interviews are being conducted in the DECN office to hire a technical person.
- DECN is working with Alex Tech to find a way to provide some basic online radio training.
- Border Interoperability Demonstration Grant has been submitted, which affects all of the Canadian border counties. Koochiching County is the applicant on behalf of the northern counties in the state.
- Regional Leadership Group met in St. Cloud on May 10, 2010.
- Border meetings continue. The next northeast meeting with Ontario is May 21, 2010, in International Falls.
- CASM training was conducted recently and Gateway training has been conducted, with 80 people attending.
- A workgroup for EMS has been established, which will be a subcommittee of the Statewide Radio Board Operations and Technical Committee. One issue is how greater Minnesota EMS agencies communicate when they need immediate help; i.e., how do they contact the hospital, local PSAPs.
- Mn/DOT construction update: 47 percent of the ARMER towers are on the air in Minnesota. Most recently--six additional sites went on the air.
- COML training will be held June 22-24, 2010, in Columbia Heights, instructor is Charles Jacky from the MESB.
- \*\* (This is listed under e. under Old Business) Nell thanks Bill Bernhjelm for putting the fire grant letter of support together. Karla White is the only

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person requesting a letter. Bill reminds the group that there is no place to put this letter in the application, but it could be kept in the grant file in case it is needed later and, perhaps, mentioned in the narrative portion of the application packet. Scott adds that the letter has one correction: instead of 14 counties and 4 major cities, it should read 11 counties. Correction duly noted. Nell will make the change.

**B. Website (Nell Hoey)**

More info has been added to the website. Nell mentions that the purpose of the User Committee and the Owners and Operators Committee sounds the same. Bill Bernhjelm states he will look at it. She gave those present the website address: <http://www.co.itasca.mn.us/NEMNRadio/> and stated that she would e-mail that address as well.

**C. TIC Plan Update (Harry Algyers)**

Harry points out that the TIC Plan e-mailed to everyone is a DRAFT. He wants people to get to him with corrections--example: Crow Wing County's mobile communication vehicle did not make it in the final cut and will be put back in before the RRB meeting. Names need to be proofed and Harry needs the corrections. Tim Leslie's name needs to be taken out and Mark Shields' name needs to be inserted. Harry states we need more COML people across the state to make everything work, as these people help organize interop systems for any kind of event or disaster.

\*\*CASM training discussion continues and Harry states every county should have access to CASM (Communication Asset Survey and Mapping tool). He adds that not everyone should have user access, but they should be able to view. This is where Karla adds that John Dooley would like her to get a user from each county.

Harry states that a tabletop exercise can also be done when the TIC Plan is completed, which is normally organized through the User Committee. Erik Jankila states that he will contact Harry to discuss the matter.

Harry adds that the COML list in Minnesota consists of Tim Thomas and Dewey Johnson.

Harry also adds that everything in the TIC plan is public information and can be posted on a website, which he does not recommend, as there may be things in there that you may not want to share that way.

**MOTION** made by Kerry Swenson to approve the TIC Plan '*with corrections*' and submit it to the RRB for approval at next week's meeting. John Strongitharm seconds the motion. Upon a vote, the motion carries.

**D. State Interoperability Conference**

This was already addressed by Bill Bernhjelm.

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**E. First Responder Letter of Support**

Bill and Nell already covered this matter.

**F. Jurisdictional Updates**

John Strongitharm asks if we need to issue a statement about our disappointment in not getting the tax exempt status for equipment as a region. Scott Camps states that he will address it at the RRB meeting next week.

**V. New Business**

**A. Kanabec County's Resolution to move to ARMER (FYI)**

**B. Kanabec County's Request for funding through DECN for a Participation Plan**

**MOTION** made by Kerry Swenson to move this request forward to the Northeast Minnesota Regional Radio Board. Erik Jankila seconds the motion. Upon a vote, the motion carries.

**C. Discussion on Tribal Entities Becoming Members of the JPA (Monte Fronk)**

Monte refers to the handout in the packet that Nell sent out and states that on August 1, 2010, the Minnesota State Statute did change to include any federally recognized tribe as a government unit. Monte brings up the point and question of whether this would be another long, drug out process. He mentions that each tribal entity may have a different view of this and choose to do something different. Nell adds that Pat Medure put a lot of work into the JPA and if this is something that happens, the bylaws will need to be changed, the current JPA changed, attorneys may have to look at it from the tribal groups and the insurance may change because there would be a new addition. She reminds the group that Pat is leaving at the end of the year and she is leaving shortly thereafter (much laughter). Scott adds that Tim Thomas will also be leaving (more laughter). Monte will pose the question to his counterparts in the other tribes to see what they may want to do, and he will bring it back to the RAC. Monte adds that he will explain the long process to them as well. Bill Bernhjelm adds that it would be wise to see if there was a letter of interest submitted by one of the bands and then explain to them that it would be a long process to change it. Bill adds that if other bands are interested, it should be done all in one swoop. Scott points out that the decision is ultimately up to the RRB and it is a good idea to get more input. Karla White asks Monte if the tribal entities have their own infrastructure necessary to be a part of the JPA, and Monte states that they do.

**D. COML Training**

\*\*Already discussed. (Please see the next page under Question for additional comments on this topic.)

**E. \*Addition to Agenda - New Business/Crow Wing County**

Crow Wing County is looking into entering into an agreement with the State of

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Minnesota, Mn/DOT, for the operation of subscriber radios on the ARMER system. John Bowen adds that this is an FYI that they are going to bring the document to the RRB next week, as this document is needed in order for them to even test the portable radios they currently own. The only other county in the Region thus far that has the agreement with Mn/DOT is Itasca. Tim Lee adds that when Ron Whitehead was working on the PSIC grants, he was also working to be sure everyone understood they had to have these agreements in place--even to have control stations. Tim believes the agreement is posted on the ARMER website. Tim states that the system key to program the radios will not be given to anyone until they know agencies are authorized to have a contract and someone is designated to program the radios. Tim reminds the group that Standard 4.10 puts the responsibility of dealing with the vendors back on the person contracting with them. Crow Wing is the second one to get to this step. Bill Bernhjelm asks if agencies could just use one document instead of two--one for a control station and one for radios. Tim states that they can. Tim points out that there are two levels of agreements: this is for operating interop radios on the system and then when you come forward and are going to actually transition and operate on the system, there is an ARMER User Agreement, which is similar, but more detailed. Tim has a document detailing everything needed, which can be posted to the website. Nell will send it to everyone after Tim sends it to her. Tim ends by adding that there are a couple steps involved and it has to be taken to your county boards and to the RRB for signature before it goes back to Mn/DOT.

**QUESTION:** Going back to the COML training, Kerry Swenson asked if approval from the RAC/RRB is needed. Scott replies that it is.

**\*\*MOTION:** A motion is made by Kerry Swenson to seek RRB approval for funding up to \$300.00 for parties to attend the COML training in Columbia Heights on June 22-24, 2010, in Columbia Heights. Steve Ovick seconds the motion. Scott reminds the group that if anyone else wants to go, they should get ahold of Marcus Bruning, Tim Thomas, or Mark Falk (Training Committee), as they can approve up to \$3,000.00 in expenses if there is not time to approach the RRB. The motion is amended and made to recommend to the RRB that they approve up to \$300.00 in expenses per person for attendance at the COML training in Columbia Heights for any of the members of the RAC, RRB, User Committee, and Owners and Operators Committee. Steve Ovick seconds the motion. **\*\*Upon a vote, the motion carries. (\*\*The vote takes place right before the meeting adjourns.) *Scott Camps adds that one of the prerequisites to attending this training is that IS700, 800, ICS100, 200, and 300 have to be completed prior to attending this course.***

**F. \*\*Addition to Agenda - Interop Conference Bills (Nell)**

Nell reminds the group that the interop conference bills are needed and tells the group that most people are not sending in their e-mail confirmation for the \$50.00 registration. Nell asks for a deadline of the end of June to have **paperwork submitted**, and Scott Camps recommends moving **the deadline up to June 1, 2010**. Nell states that she needs the following: paperwork/receipts, expense form, invoice from county, city, or agency on their letterhead invoicing the RRB

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for the total amount. Since funding was already asked granted for this conference, there is no need to get permission to pay these bills from the RAC or RRB again.

**VI. Future Meetings**

- Nell asks if there is a way to get a schedule for future meetings if we are going to meet via the emergency manager video equipment and would like to know sites in advance so she can get a schedule to everyone. Scott asks if Nell can send out a list of future meeting dates so others can indicate who is interested in participating via ITV. She agrees to do that.
- Nell adds that the RRB also enjoys this equipment better than the ITV arrangements previously made, as the audio is better. Pine County and Itasca will use the same equipment for next week's RRB meeting and wonders if anyone else is interested. Scott reminds Nell and the group that St. Louis County EOC will be available as well. John Bowen states that Crow Wing will also host at the Sheriff's Office and will get Nell the site location. Scott suggests letting John Strongitharm know as well, which she agrees to do. John Strongitharm adds that you should never have to get permission if it is less than 10 sites and states that it is nice to know, however, so he can give technical support.
- June 16, 2010, Itasca County will host this meeting via ITV
- July 21, 2010, Lake County will host this meeting via ITV

**VII. Adjourn**

**MOTION** made by Monte Fronk to adjourn the meeting. Randy Fisher seconds the motion. Upon a vote, the motion carries. The meeting adjourns at 11:07 a.m.