

Northeast Regional Advisory Committee Meeting
Wednesday, August 18, 2010
10:00 a.m., St. Louis County EOC ITV Host

Proceedings:

Acting Chair Scott Camps calls the meeting to order at 10:00 a.m. This was our fifth ITV meeting. Roll call attendees are as follows:

1. B.J. Kohlstedt, Lake County Emergency Management
2. Bill Bernhjelm, DPS/ARMER
3. Bob Fenwick, Cook County Commissioner
4. Brian Belich, Carlton County Sheriff's Office
5. Brian Youso, Koochiching County Sheriff's Office
6. Chris Lentz, Motorola
7. Dewayne Kvande, Roger's Two-Way Radio
8. Dewey Johnson, St. Louis County 911
9. Elysia Fourniea, City of Duluth
10. Erik Mack, DSC
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 Hyde, Duluth Radio Shop
15. John Strongitharm, Duluth Fire Department
16. Karla White, Aitkin County Sheriff's Office
17. Mark Falk, Cook County Sheriff's Office
18. Mark Gieseke, Mn/DOT Electronic Communications
19. Mark Smith, DSC Communications
20. Mark Stansberry, North Memorial Ambulance
21. Mike Fink, Motorola
22. Monte Fronk, Mille Lacs Reservation/ DPS/EM
23. Nell Hoey, Itasca County Sheriff's Office
24. Pat Lee, Arrowhead EMS
25. Pat Medure, Itasca County Sheriff's Office
26. Randy Fisher, Cass County Sheriff's Office
27. Rey Freeman, GeoComm
28. Rod Bibeau, City of Duluth
29. Roy Holmes, Minnesota HSEM
30. Scott Camps, St. Louis County Sheriff's Office
31. Steve Olson, Lake County Sheriff's Office
32. Steve Ovick, Pine County Sheriff's Office
33. Steve VanKekerix, Lake County Sheriff's Office
34. Stu MacGibbon, Mactek Systems
35. Terry O'Connor, Leech Lake EMS/TERC
36. Tony Pogorels, Hibbing Fire Department

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I. INTRODUCTIONS

Introductions are made by those in attendance.

II. MINUTES FROM PREVIOUS MEETING

MOTION made by John Strongitharm to accept last month's minutes as submitted. Karla White seconds the motion. Upon a vote, the motion carries.

III. REPORTS OF COMMITTEES

A. Training (Mark Falk)

Mark has nothing to report at this time.

B. Policy (Pat Medure)

There was a conference call between Tom Hannon, Bill Bernhjelm, Jim Dowson, Pat Medure, and Nell regarding the JPA and word changes regarding including the tribes and other members. Tom Hannon made proposed changes, and they were sent to all the RAC and RRB. Because the recommended changes only went out the night before today's meeting, it will be on the agenda for the next RAC meeting before going on to the RRB meeting next month. Monte Fronk adds that the Leech Lake Reservation, as well as the Mille Lacs Band, has given the letter Nell sent out to their attorneys for review. The RRB will receive an FYI.

C. Technical and Operations (Steve Ovick)

Steve talked about the Strategic Technology Reserve and how he has received two requests to house the equipment (Itasca County and the Fond du Lac Band).

Steve reports that the AREMA group (District II Emergency Management) met and there was much discussion about the group making recommendations for disbursements of grant monies that they feel is beyond their scope of the original mission. He states that they are going to send a letter to the RAC to see if the RRB would consider creating a subcommittee to deal with governance issues and grant recommendations. Steve states that more information will follow. Scott Camps adds that the State Homeland Security Emergency Management has been encouraging regions to form joint powers boards for governance of HSEM grants and considering we have a JPA in place with all entities that participate in the HSEM region, it would make sense to have a committee formed of the RRB to oversee grants, project planning, etc. Pat Medure agrees and asks if we need to add anything to the JPA to make it more inclusive. Scott states that the Metro Area, which used to be Metro 911 was changed to Metro Emergency Services Board, and that board oversees the Metro Radio Board, so they would have the template for what we are considering here. Bill Bernhjelm offers Tom Hannon's services for assistance with this mission. This info will be brought to the RRB as an FYI.

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D. SRB Operations and Technical (Scott Camps)

Bruce is out of town, and Scott reports that one thing came up that will probably be continually addressed, unless a policy is created, which is the designation of statewide talkgroups for individual counties. Scott states that four final participation plans were submitted and reviewed, and there were some technical issues addressed as well. Monte Fronk states that tribal talkgroups are going to be looked at because many tribes are in two different regions and, oftentimes, multiple counties. He states that the tribes are going to put their heads together to come up with ideas on how to create functional talkgroups, so they will work with each emergency manager in the respective counties to make sure they are doing things appropriately. Scott Camps adds that the tribes are the first in the nation to have a statewide radio talkgroup. Monte gives thanks to the State because Minnesota is the only state allowing all tribal governments to be able to talk together statewide via tribal fire, tribal EMS, and tribal law enforcement. Bill Bernhjelm adds that those in the process of putting together their participation plans should work those issues into those participation plans, so that as it moves forward in the approval process, it can be evaluated.

E. SRB Interop Standing Committee (Scott Camps)

The Interop Work Group met August 12, 2010, where the P25 standard for public safety infrastructure and subscriber equipment was discussed. Scott reminds the group that this matter allows one radio to communicate with another, regardless of the manufacturer. The draft will be reviewed over the next few months.

F. Regional CASM (Karla White)

Karla states that there is nothing new to report.

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

Nothing to report.

H. User Committee (Dewey Johnson)

Dewey is out of the room. Nothing is reported at this time.

I. Owners and Operators Committee (Steve Olson)

Steve reports that at the joint User/Owners and Operators meeting, they approved five policies and have a little clean-up work to do, using the Central Region as an example. He states that they also agreed on a naming convention for the regional talkgroups, but they did not get specific and are leaving it up to Bruce to decide on the exact name. Later in the meeting, Steve reports that on September 1, 2010, Harry Algyer will do a tabletop exercise with the Users and Owners and Operators.

IV. Old Business

A. ARMER Update (Bill Bernhjelm)

- *(Discussed now, but appears in "F." further down.) Bill states that on August 3, 2010, a meeting was held including the primary land

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management agencies for the federal government: Department of Agriculture, U.S. Forest Service, Department of Interior (National Parks Service, Bureau of Indian Affairs, U.S. Fish and Wildlife) to look at Minnesota interoperability and how the federal agencies interoperate together. There were three separate meeting events over the course of more than one day. Scott Wiggins did a presentation on the ARMER system at the Ely meeting, and Bill felt that the federal agencies will probably become direct users of the system. Bill adds that the Superior National Forest is in the process of building out a VHF system for their use in that area, and in almost every case, they are using the ARMER towers or planned ARMER towers for their system, which creates a duplication of effort between the feds and the ARMER folks. Bill states that they are cautiously optimistic that the federal agencies will be joining us on the ARMER system. More information to follow. Monte states that Region 5 DHS has asked him to be on their interop committee out of Chicago, so he will be a part of that group and asks Bill to forward information to him from the Ely meeting. Bill agrees to do so.

- Bill states that Scott Wiggins has been working at monitoring the situation with data (D-Block auctions). The plan is to hire a consultant so when the federal agencies open up the D-Block for use, they are ready. Bill states that the guess is there will be a private partnership in Minnesota that will be able to provide this data accessibility for public safety around the state. Bill adds that Scott is moving forward with an RFP to hire a consultant to develop a plan.
- Bill reminds the group that there is COML training in the Metro area. Information was e-mailed to everyone. Dates: Sept. 14-16, 2010. He adds that there are pre-requisites for classes and to please note that.
- Brandon Abley has been hired by DECN to be a technical coordinator and started his new job on August 4, 2010. Bill adds that he is well qualified. If anyone needs Brandon's contact info, please contact Bill, as Brandon is there to assist everyone as well.
- *Bill addresses the MOU regarding the Governance Development Contract, which is under Old Business on the agenda. He explains they wish to move money from the 2010 IECGP grant to the State and use it for hiring a consultant for governance services. Pat Medure makes a motion to move the MOU to the RRB for approval. Steve Ovick seconds the motion. Upon a vote, the motion carries.

B. MOU from Scott Wiggins

*This was addressed in the last bullet above.

C. Jurisdictional Updates

No one has anything to report at this time.

D. PSIC Grant Funding Reminder (Scott Camps)

Scott reminds that group that there was an additional allocation to the NE Region and the RRB approved the proposed reallocation, which includes those not taking part in the first allocation: Duluth, Virginia, Lake County, a portion to St. Louis,

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the five tribes and \$100,000 to go to public safety agencies within the 11-county region. Scott states that he has received eight applications to date, requesting around \$70,000. He reminds the group that applications are to be to him on August 31, 2010, at 4:00 p.m. At this point, Monte states that their DPS will decline these dollars and theirs could be redistributed. Scott adds that when the deadline comes, they will then see if anyone else is turning back anything. There is a committee: Scott Camps, Brian Belich, and Steve Olson, that will look at the applications. Mark Stansberry states that he would be interested in serving on this committee as well. Scott states that he received an application from Virginia and should get something from Duluth, Lake County, St. Louis County and the other tribes stating that 'yes' we will accept our money and we have the match and asks those people to fill out the short application. Scott asks for this by the end of the month.

E. 2011 State Homeland Security Program Grant Proposal (Scott Camps)

Scott mentions other grants that are available and reminds everyone that under the State Homeland Security grant program dollars were allocated to DECN for sub-grants. He states that the 2009 funding has all been spoken for. Under the 2010 ECN allocation, they are accepting applications up through September 30, 2010. The dollars available are: \$30,000 for participation plans; \$175,000 for ARMER infrastructure; and up to \$40,000 for subscriber equipment. In the 2010 ECN allocation, there is nothing pending for the NE Region. He encourages those present to apply sooner rather than later, if they are going to. Scott states that there are integration grants that the State made available and that Cass and Crow Wing Counties have requested some of that \$5 million. Scott then refers to the draft recommendation he put together for the 2011 State Homeland Security Program. The recommendation is to apply for up to \$125,000 for allocations to the five tribal jurisdictions and recommends that a committee be made up from the RAC, including tribal representatives, to allocate that funding to the tribes, based on a demonstrated need. The second part is up to \$650,000 from the NE MN RRB to be split among the 15 joint power agencies that are currently signers; 50% to be split evenly among all 15 joint power entities; the remaining 50% to be divided based on population. These applications are due to the State at the end of October. Pat Medure makes a motion to send the recommendation on to the RRB and commends Scott for doing a great job on putting the recommendation together. Steve VanKekerix seconds the motion. Upon a vote, the motion carries.

F. USDA HOG Meeting

(*This was already discussed earlier, under "A." above.)

G. RRB Letters to Tribal Entities

This was already discussed earlier in the meeting, and Scott reminds the group that the tribes are to respond to the letters within 30 days, which would bring the response date to September 3, 2010.

H. VHF Frequency Planning Group (Bill Bernhjelm)

Bill reports that the next meeting will be Wednesday, August 25, 2010, at Mn/DOT, in Arden Hills. Bill reminds the group that they are trying to work out

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a frequency plan for VHF interoperability across the state so there will be a VHF layer available to accommodate VHF users who come into the state or who are in areas where the ARMER conversion does not get done in time. Pat Medure asks Bill if there was representation at this meeting of any entities who are going to stay on VHF (primarily the northwest area). Bill states that there is one rep from Roseau County and another from Fargo, Moorhead. Pat adds that it is important that they stay engaged and continue to have input.

I. Leadership Group Meeting (Steve Olson)

Steve reports that he went to an owners and users meeting in the Central Region yesterday and realized they have only been operating seven months longer than ours in the NE Region. He states they are very advanced and had technical discussions. Steve adds that at the leadership group meeting, there was discussion on the ambulance to hospital talkgroups regarding the ambulances having a local talkgroup to the local hospital and a statewide talkgroup to the Twin Cities, which would contact the hospitals when an ambulance is going outside their area, rather than having a statewide talkgroup in the hospital--which may not get listened to. Pat Medure adds that he had a meeting this a.m. regarding Itasca County hospitals coming on 800 and a question was raised as to whether or not there was a regional 800 talkgroup for the hospitals and if it is something we need to talk about as a region. Steve states that he believes it will come up in the Owners and Users group. He states that he knows that a regional talkgroup at Lakeview, in Two Harbors, would probably be too busy to have someone monitor that radio and pick out what may be coming their way from Two Harbors or Silver Bay. Bill adds that a subcommittee has been created to work on some of these issues and believes there are a number of levels the hospitals could use and explains those to Pat and the group. Pat asks Bill if they could speak later about this so he can get directions for planning the fleet map. Monte Fronk adds that the Central Region already figured this out for their hospitals and will give Pat some contact information. Steve Olson states he will give Pat the e-mail address of a man to contact (Paul MacIntyre) as well.

V. New Business

A. Vendor Services Contract (Mark Gieseke)

Mark talks about the Vendor Services Contract, which is Mn/DOT's maintenance agreement with Motorola that was approved by the Statewide Radio Board. He states some counties are surprised they have a share in the cost. There was a handout sent to everyone and he explained a little bit about how they arrive at their figures and what people may expect to find for charges. Mark states that when it is all added up, Mn/DOT pays about \$4 million for it.

B. Addition to Agenda RE: Scott Wiggins (Scott Camps)

Scott shares that he received an e-mail from Jennifer DiOttaviano from DECN which stated that Scott Wiggins announced that he will be leaving DECN effective September 3, 2010.

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C. Addition to Agenda RE: Kanabec County's Additions to User Committee.

They are Joel Stevens and Melynda Harjes. This is an FYI.

D. Addition to Agenda RE: Interop Training with Alexandria Technical College (Bill Bernhjelm)

Bill states that DECN has been working on preparing training modules for users on the system and contracted with Alex Tech to make those available. He states that Ron Whitehead gave out access codes to get in the site and look around. He states that two presentations are recorded there from the interop conference. Contact Bill for Ron's e-mail message. Bill states that he tried to get on the site and logged in, but he could not get to the presentations, so he will check with Ron to see what else is needed before it is spread around.

E. Additions to Agenda RE: Big Falls Fire EMS Letter of Intent (Scott Camps)

Brian Youso reports that their Board of Commissioners passed the Limited Participation Plan. He states that Koochiching County also passed their own participation plan on August 10, 2010, that Nell did not get, but they would like it approved. Scott asks if it was to apply for funding to start a participation plan or if it was the full participation plan itself. Brian states that Big Falls received portable radios from the PSIC grant and they want the okay to use them on the ARMER system. He adds that it is a Limited Interoperability Participation Plan. Bill Bernhjelm states that he only received this information yesterday and there are some concerns regarding missing information on the application. Bill states that he would like to fine tune it before it goes through the process and gets bounced back on a higher level. Pat Medure asks if a sample participation plan could be given to them in order to help them with getting the right information. Bill states that it possible to do so. The matter of Koochiching County's and Big Falls' Limited Participation Plans will be addressed again at next month's RAC meeting after a template gets to Big Falls and Nell gets Koochiching County's Limited Participation plan in the mail. Pat Medure adds that as soon as Nell gets the plan, she will e-mail it off to Bill so he can look it over for anything missing; then it can be corrected and ready to go for next month to both the RAC and RRB.

F. Addition to Agenda RE: Ron Whitehead Grant Summary (Bill Bernhjelm)

Bill just wants to make sure everyone understands that the final application date for the 2011 IECGP and the State Homeland Security Grant Program is October 29, 2010. This is the date the application has to be in from the region to DECN.

G. Addition to Agenda RE: 2011 IECG Program (Scott Camps)

Scott reports that the 2009 grant expires the end of August and we did apply for some 2010 funding for participation plans. Scott asks the group if we should put in an application for the 2011 grant and recommends that some dollars could be used for the 2011 Interop Conference in April and maybe some for training. Scott states that he could recommend the following breakdown to the RRB: \$15,000 for participation in the interop conference and \$5,000 for training. Bill Bernhjelm states that Aitkin, Cass, and Crow Wing Counties will be migrating and some funds may be accessed to help them. Scott asks for a suggested amount. After discussion, the proposal will be \$60,000 for user training and \$15,000 for the

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interop conference. A motion is made by Pat Medure to pass this breakdown on to the RRB for approval. John Strongitharm seconds the motion. Upon a vote, the motion carries.

VI. Future Meetings

- September 15, 2010, Pine County (may be a room change) will host this meeting via ITV
- October 20, 2010, Itasca County will host via ITV

VII. Adjourn

MOTION made by Monte Fronk to adjourn the meeting. Brian Belich seconds the motion. Upon a vote, the motion carries. The meeting adjourns at 11:35 a.m.