

Northeast Regional Advisory Committee Meeting
Wednesday, September 15, 2010
10:00 a.m., Pine County LEC ITV Host

Proceedings:

Chair Marcus Bruning calls the meeting to order at 10:00 a.m. Roll call attendees are as follows:

1. Arvid Dahl, Grand Portage Reservation
2. Bill Bernhjelm, DPS/ARMER
3. Bill Myers, Grand Portage RTC
4. Bruce Hegrenes, St. Louis Co./ Communications
5. Chris Lentz, Motorola
6. Dana Putzke, Duluth Police Department
7. Dewey Johnson, St. Louis County 911
8. Dylan Bridges, Carlton County Sheriff's Office
9. Erik Jankila, Hibbing Fire Department
10. Jeff Anderson, Kanabec County Sheriff's Office
11. Jim Wiinanen, Cook County Emergency Management
12. John Bowen, Crow Wing County Emergency Management
13. Ken Johnson, Crow Wing County Sheriff's Office
14. Kerry Swenson, Cass County Sheriff's Office
15. Marcus Bruning, St. Louis County Sheriff's Office
16. Mark Falk, Cook County Sheriff's Office
17. Mark Smith, DSC Communications
18. Mark Stansberry, North Memorial Ambulance
19. Mike Fink, Motorola
20. Monte Fronk, Mille Lacs Reservation/ DPS/EM
21. Nell Hoey, Itasca County Sheriff's Office
22. Nick Schatz, Mn/DOT OEC
23. Pat Lee, Arrowhead EMS
24. Pat Medure, Itasca County Sheriff's Office
25. Rey Freeman, GeoComm
26. Roy Holmes, Minnesota HSEM
27. Scott Camps, St. Louis County Sheriff's Office
28. Scott Heide, Crow Wing County
29. Steve Ovick, Pine County Sheriff's Office
30. Steve VanKekerix, Lake County Sheriff's Office
31. Terry O'Connor, Leech Lake EMS/TERC
32. Tim Lee, Mn/DOT Electronic Communications
33. Tim Thomas, Itasca County Sheriff's Office
34. Tom Hannon, Governance Consultant
35. Tony Pogorels, Hibbing Fire Department
36. Victor Wanchena, Armer Radio Project/MN DOC

I. INTRODUCTIONS

Introductions are made by those in attendance.

II. MINUTES FROM PREVIOUS MEETING

MOTION made by Dewey Johnson to accept last month's minutes as submitted. Steve VanKekerix 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)

Pat is out of the room at this time.

C. Technical and Operations (Steve Ovick)

Steve talked about the Strategic Technology Reserve and how during last week's conference call, he learned that they are getting closer to getting the equipment ordered and on the way.

D. SRB Operations and Technical (Bruce Hegrenes)

Bruce states that they had a meeting yesterday and had a light agenda. He updated the group regarding participation plans and limited participation plans that have been approved and how some may need to be modified when it comes to encryption issues. He adds that the Kenwood mobile and the Kenwood portable have been approved and a Technasonic brand as well. He adds that many regions are getting close to having all their participation plans being approved. According to Bruce, the NE Region has three counties working on their participation plans: St. Louis, Lake, and Cook.

E. SRB Interop Standing Committee (Scott Camps)

Scott is out of the room for another meeting and reports after *IV. F. No update at this time.

F. Regional CASM (Karla White)

Karla was absent but sent word to Nell that there is nothing new to report.

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

More on this when Scott gets back. *After IV.F., Scott enters the room and reports that there is no update at this time.

H. User Committee (Erik Jankila/Dewey Johnson)

Erik reports that between the Owners and Operators Committee and the User Committee, they have approved five policies that need to be acted upon by the RAC. They are as follows: Document Section 1 - Management, Sub-Section 1.5 Changing Policies and Standards (where the right committee names were inserted to replace the Central Region names); Document Section 1.7, Sub-Section 1.7a Subscriber Radio Standards (affirms we will be compliant and subscribe to the standards set forth by the State); Document Section: Requesting Full

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Participation, Subsection 1.10.1; Document Section: Managing Full Participation, Sub-section 1.10.2; Document Section: Managing Participation, Sub-Section Plans; 1.10.3 Requesting Limited Participation. Erik states that the two committees had asked for an opportunity to see the participation plans that are presented ahead of time for a chance to comment if deemed pertinent. There was discussion on it, and the Chair mentioned that he did not think it would be good to slow down the process. Erik states that it is not required, it is just a request, and they do not wish to slow up the process either. Nell added that those plans go out ahead of time to everyone on the e-mail list. Erik adds that he learned that none of the appointments to the Owners and Operators and User Committee ever made it to the RRB for official approval and that a list from the appointing authority will be given to Nell so it can go on the agenda for the RRB in October. Erik adds that they would like to have the policy and procedure changes to the RRB in October as well. Kerry Swenson makes a motion to ask the RRB to officially adopt the five standards and procedures presented today. Mark Falk seconds the motion. Upon a vote, the motion carries.

I. Owners and Operators Committee (Dewey/Olson)

Already addressed by Erik under H.

IV. Old Business

A. ARMER Update (Bill Bernhjelm)

- The Commissioner has appointed Jackie Mines to Scott Wiggins' position as the Director of DECN. Jackie is the former 911 Program Manager at DECN.
- There was a small group meeting with Alexandria Technical College regarding online classes to support the system. Bill will forward access information as it is available.

B. Jurisdictional Updates (Scott Camps)

Scott is still out of the room. This was not addressed at this time. *After IV. F., Scott asks if anyone has submitted a grant for interop communications in the NE Region. Tony Pogorels reports that Hibbing Fire Department got another grant to purchase four radios. Pat Lee reports that he applied for a \$500,000 earmark appropriation for hospitals and has not heard anything at this time.

C. PSIC Grant Funding Recommendations (Scott Camps)

To be addressed when Scott returns to the room. *Scott addresses this after the Jurisdictional Updates above. The grant committee met last week (Scott Camps, Steve Olson, Brian Belich, and Mark Stansberry). Mille Lacs Tribal Government did not put in an application for funding, so those dollars were added to the monies available to the governmental and non-governmental organizations. There was \$133,713.00 available. Applications came from 44 separate entities; a couple were eliminated because of grant specifications and some were not eligible because they were under one or more of the joint powers agencies. Hospitals received a minimum of \$5,000.00. See Scott's worksheet included in packet sent out for this meeting, which he would like to forward to the RRB.

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MOTION made by Pat Medure to move the committee's recommendation on to the RRB for approval. Dewey Johnson seconds the motion. Upon a vote, the motion carries.

D. Leadership Group Meeting (Dewey)

Dewey states that the next meeting will be October 25, 2010, in St. Cloud, and if anyone has anything to bring forward, he will be happy to bring it to the meeting.

E. Koochiching County and Big Falls Limited Participation Plans (Bill Bernhjelm)

Bill states that he and Sheriff Brian Youso got their wires crossed. He states that Brian submitted a Limited Participation Plan for Koochiching County, which includes their control stations and the Big Falls Fire Department request. Bill thought Brian was going to send it to Nell, and Brian thought Bill was going to send it to Nell, so the material in the packet was the original/wrong one. Bill states that the new one looks good and should be forwarded to the RRB. Bill adds that he will forward the material to Nell so she can put it in with the RRB packet for next week's meeting. Basically the Big Falls information went into the Koochiching County plan. Bill adds that if there is an agency within a county that is not a Radio Board member, anything from that agency within that county must go through the county, as Mn/DOT does not want an over-abundance of contracts with everyone. Marcus asks for clarification of what Big Falls and Koochiching County intend to do. Bill states that it will be the three control stations for Koochiching County (the EOC and two for the PSAP console) and a small number of radios and create one talkgroup; Big Falls is requesting a small number of radios and to have access to the Koochiching County talkgroup.

MOTION made by Kerry Swenson to move the Koochiching County and Big Falls Fire Department Limited Participation Plan request to the RRB for approval. Pat Lee seconds the motion. Upon a vote, the motion carries.

F. Regional TAC Naming Conventions (Dewey)

(Dewey's contribution was inaudible on the video-equipment.) Bill Bernhjelm states that because there are so many policies being adopted, etc., it would be helpful if this item would be in the form of a regional standard so it can be distributed and posted on the state and regional website so others can see it readily. He adds that this is a topic that is of interest to every state agency, bordering state, bordering region in the state, etc. Bill states that he would be happy to work with Dewey and the Users and Owners and Operators to do so, so Nell can include it in the minutes and it can be posted.

V. New Business

A. Carlton County DECN Grant Request (Dylan Bridges for Brian Belich)

Dylan states that Carlton County would like to apply for the ARMER Infrastructure Grant and the Subscriber Equipment Grant through DECN. The amounts of the grant are up to \$175,000.00 and up to \$40,000.00.

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MOTION made by Pat Medure to move the request to the RRB for approval. Kerry Swenson seconds the motion. Upon a vote, the motion carries.

* **Addition to Agenda RE: Pine County Request (Steve Ovick)**

Steve Ovick makes a request, on behalf of Pine County, to get permission from the RRB to apply for the 2010 DECN grant for infrastructure and end user equipment in the amount of \$175,000.00 and \$40,000.00.

MOTION made by Pat Medure to move Steve's request to the RRB for approval. Tim Thomas seconds the motion. Upon a vote, the motion carries.

B. RRB Emergency Management Grant Disbursement Sub-Committee (Scott Camps)

Scott states that the motion was put forward to the RRB, as discussed at the RAC, about forming an Emergency Management Sub-Committee to the RRB to handle issues relative to emergency management and that the motion passed after discussion.

C. Joint Powers Agreement (Tom Hannon)

Tom reports that he met with Scott Camps and spoke with Pat Medure regarding changes to the JPA which include: adding additional language to Article 1 to expand the purpose from just a radio board to also being able to deal with emergency management issues; Article II adds tribal entities and provisions of Chapter 12, governing the management of emergency management services and Section 2 of Article II adds federally recognized tribes as possible members on the RRB, consistent with application policies established by the board; there is a new subdivision (7), which provides for how tribal entities appoint their representatives to serve on the board, which is consistent with the way counties and cities are required to appoint representatives; new subdivision (9) provides for a representative of the Emergency Management Advisory Committee to have a voting seat on the board; in Article III a provision is added that NGO's and tribal entities not choosing to be members of the RRB may be appointed to the RAC at the discretion of the RRB; a new section (IV) creates an emergency manager advisory committee and specifies their authority, duties and powers.

MOTION made by Pat Medure to move the JPA changes on to the RRB for adoption and recommendation to the parties to the JPA. Erik Jankila seconds the motion. Upon a vote, the motion carries. Pat thanks Tom and Scott for work on the recommended changes.

D. IECGP Information (Scott Camps)

Scott reports that he was just on a conference call with Pat Medure and DECN on the status of the IECGP. Questions brought to the RRB were three-fold: what do we do with the current funding in 2009; the 2010 funding--where dollars are being requested back from DECN--and the 2011 application for IECGP. Scott gives a history of what IECGP was intended for and states that we have only spent a small portion of the 2009 funds (really 2008) and there is a little over \$60,000.00 remaining in the account. Scott states that the State is asking for a

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training plan in the next two weeks to show how those funds will be spent down. He adds that the extension on this grant is February 28, 2011, and all unspent dollars are to be returned after that date. They are also asking for about \$20,000.00 to go back to the State for the purpose of paying for the interop conference, which could be held at the end of January. Scott states that there is training that counties will need as they migrate onto ARMER and some could be scheduled; other training is discussed, and Scott asks for permission to make a list and requests help from others. Kerry Swenson asks if the funding could be used for system administrator training, and the answer is 'yes.' Pat Medure adds that even if you are not on the system yet, training can be sought, as you can never do enough training. Monte Fronk states that he is involved in a tribal project and may be able to utilize some funds for that. It is agreed that the 'training' should be looked at in a broad manner. Scott asks for recommendations from the group to establish training program(s) and to try to make them as broad and generic as possible. Monte will submit information to Scott. Chairman Bruning reminds the group that the RAC has the ability to approve expenditures, up to a certain point, prior to seeking RRB approval. Chris Lentz talks about the Schaumburg training that may be done in Minnesota where it would be specific to the ARMER system here, instead of sending people to Schaumburg. Bill Bernhjelm adds that he likes the training ideas but believes that the grant requires that the dollars need to be used up by the end of the life of the grant. Bill states that everyone putting in a control station needs to train their dispatch staff and that could be something to consider for the plan.

Regarding the 2010 funds (\$175,000), most participation plan funding was sought through other sources or DECN. DECN is looking at taking dollars back for the Interop Conference as well.

The application for the 2011 IECGP is due at the end of October. Scott recommends applying for up to \$75,000.00. He states that the recommendation includes \$15,000.00 for attendance at the interop conference and \$60,000.00 for other ARMER training. Scott adds that at the RRB level, he needs to explain the uses of these funds and how there is a little confusion regarding asking for Homeland Security funds and returning money; however, Scott points out that there are specific things you can/cannot spend dollars on. He adds that this will be on the RRB agenda next week.

E. Other Issues the RAC Wishes to Discuss

- Rey Freeman states that GeoComm will be presenting the St. Louis County Participation Plan at the next RAC/RRB meetings.
- Tim Lee reports that Mn/DOT is moving forward and gives a short progress report of our Region.
- Scott Camps states that he got an e-mail from Reed Anderson, from the National Park Service, asking for information regarding talkgroups they can use. Tim Lee states that since they cover multiple regions, they need an agreement with Mn/DOT to be an interop user of the system. Tim states that he told the Park Service that they need to talk to each region to see which interop talkgroup those regions want them to have in their

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radios. Tim states that they would make that request through the OTC. Erik Jankila states that this topic will be on their agenda for next month.

- Steve VanKekerix asks for approval to seek DECN funding for Lake County. **MOTION** made by Steve Ovick that will allow Lake County to get approval from the RRB to apply for the DECN grant (\$175,000.00 and \$40,000.00). Erik Jankila seconds the motion. Upon a vote, the motion carries.
- Pat Lee states that the hospitals are putting in for funding to buy equipment and need to be considered when we are coming up with a training plan. He also states that when DECN is thinking of doing their conference in January, they should keep in mind that there are already two big conferences at that time: Arrowhead EMS and the Red Cross. Tom Hannon adds that the considered January dates are the 24, 25, and 26; otherwise the conference will be May 10, 11, 12, 2010.
- Tim Lee, Mn/DOT, gives a quick update on land acquisitions and adds that the map can be seen on the DECN website. He adds that the yellow squares mean that the land acquisition is complete. He states that many will be coming through in the next month or so and another 12 sites across the state may be on the air in the next month.

FYI: Pat Medure adds that Mark Gieseke makes a monthly update to the Statewide Radio Board of progress made to the system. Pat states that this information is available on the ARMER website and if you pull the meeting packet out for the SRB, you will find a detailed update.

VI. Future Meetings

- October 20, 2010, Itasca County will host this meeting via ITV
- November 17, 2010, St. Louis County will host via ITV

VII. Adjourn

MOTION made by Erik Jankila to adjourn the meeting. Tim Thomas seconds the motion. Upon a vote, the motion carries. The meeting adjourns at 11:20 a.m.