

**Northeast Regional Advisory Committee Meeting
Wednesday, October 20, 2010
10:00 a.m., Itasca County ITV Host**

Proceedings:

Chair Marcus Bruning calls the meeting to order at 10:06 a.m. Roll call attendees are as follows:

1. Bill Bernhjelm, DPS/ARMER
2. Brian Belich, Carlton County Sheriff's Office
3. Brian Youso, Koochiching County Sheriff's Office
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. Erik Jankila, Hibbing Fire Department
9. Jeff Anderson, Kanabec County Sheriff's Office
10. Jim Wiinanen, Cook County Emergency Management
11. John Bowen, Crow Wing County Emergency Management
12. Ken Johnson, Crow Wing County Sheriff's Office
13. Marcus Bruning, St. Louis County Sheriff's Office
14. Mark Falk, Cook County Sheriff's Office
15. Mark Smith, DSC Communications
16. Mark Stansberry, North Memorial Ambulance
17. Mike Fink, Motorola
18. Monte Fronk, Mille Lacs Reservation/ DPS/EM
19. Nell Hoey, Itasca County Sheriff's Office
20. Pat Coughlin, Minnesota DNR
21. Paul Lee, St. Louis County Emergency Management
22. Rey Freeman, GeoComm
23. Scott Camps, St. Louis County Sheriff's Office
24. Scott Heide, Crow Wing County
25. Steve Olson, Lake County Sheriff's Office
26. Steve Ovick, Pine County Sheriff's Office
27. Steve VanKekerix, Lake County Sheriff's Office
28. Tim Thomas, Itasca County Sheriff's Office
29. Tom Hannon, Governance Consultant
30. Tony Pogorels, Hibbing Fire Department

I. INTRODUCTIONS

Introductions are made by those in attendance.

II. MINUTES FROM PREVIOUS MEETING

MOTION made by Steve VanKekerix to accept last month's minutes as submitted. Dewey Johnson seconds the motion. Upon a vote, the motion carries.

III. REPORTS OF COMMITTEES

A. Training (Mark Falk)

Mark talks about receiving e-mails from Ron Whitehead regarding the Training Advisory Group; information about the training module through Alex Technical College was discussed. Mark states that a login and a password will be given at a later date. Scott Camps adds that as a part of the IECGP grant, we were to indicate to the State what types of training we were going to use that funding for (\$60,000 in 2009). There will be training at the Interop Conference (system admin, radio tech training, ARMER implementation and fleet map training). Scott will put a list together and send it off to the State. Monte states that there is some tribal training that they could use regarding a video training project, to explain what ARMER is all about, which would cost between \$12,000 and \$15,000 and will help spend down the grant dollars. Scott will forward Monte's synopsis on to those who need to see it.

B. Policy (Pat Medure)

Pat is not at the meeting. Nothing to report.

C. Technical and Operations (Steve Ovick)

Steve states that the Strategic Technology Reserve Committee meeting is today, and they are going to finalize the RFP for equipment. He states that he also had some correspondence with Tom Johnson, from DECN, who would like to get Brandon Abley around to meet everyone in all the different RACs in Minnesota.

D. SRB Operations and Technical (Bruce Hegrenes)

Bruce states that they had a meeting on October 12, 2010. He spoke about the Change Management Work Group and their function. He states that they made some recommendations to policies that were approved. Bruce reports that it takes about five years to make changes, and there are hopes of speeding that up. Bruce spoke of the Southeast Region cache ID request and states that Douglas County wishes to amend their participation plan to include the community college that is teaching dispatch training.

E. SRB Interop Standing Committee (Scott Camps)

Scott states that there was a meeting yesterday in Arden Hills and there was discussion on the national and statewide VHF interoperability resources. The State Strategic Technology Reserve was also a topic of conversation and tabled until next month. Scott states that something we should consider at this time as a region is where we want to locate these resources (cache radios and tower), as there will be maintenance. He states that procedures need to be developed for activating the equipment. Pat Coughlin adds that he already asked his cache people, and they said there is no room. Steve Ovick adds that Itasca County and the Fon Du Lac Band had stated that they would host the equipment. Scott asks others to think about it before the next meeting so it can be discussed. Scott states that another topic of conversation was the ARMER integration grant funds (\$5 million from the Legislature) to assist agencies in ARMER integration. Scott states that requests totaled around \$8 million and two counties from the NE

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Region (Cass and Crow Wing) put in applications. The Finance Committee gave recommendations on how to allocate the requests. Cass requested \$350,000 and the recommendation was for funding them \$297,500; Crow Wing requested \$762,500; recommended funding amounted to \$419,375. Scott reminds the group that these *recommendations* have to go through the SRB and possibly the OTC.

F. Regional CASM (Karla White)

Karla was absent at today's meeting, and no one had word on her behalf.

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

Scott states that he and Tim had discussed this committee and because some of the items they would consider would probably be best handled by the User or Owners and Operators Committee, Scott proposes that it be moved to the User Committee. Chair Bruning asks them to all get together so there will be no duplicating of issues.

H. User Committee (Erik Jankila/Dewey Johnson)

Erik states that they are plugging away on matters and that last month they had a training session, where Ulie Seal came from Bloomington Fire and talked about their implementation of the ARMER system and what little trouble they had from the fire side. Erik states he will be at the Regional Leadership meeting in St. Cloud on Monday, October 25, 2010, to gather information. Erik states that the standards and policies the RAC approved at the September meeting will go to the Regional Radio Board next week for approval.

I. Owners and Operators Committee (Dewey/Olson)

Dewey adds that Ulie Seal and others will come to individual sites/agencies for training on how to program radios and to discuss fleet map issues.

IV. Old Business

A. ARMER Update (Bill Bernhjelm)

- There is a meeting tentatively scheduled for December 7, 2010, with counties on the Wisconsin border and state agencies to try to figure out how interoperability will work across the border.
- Reminder that the Statewide Interoperability Conference is scheduled in St. Cloud on January 24-26, 2010.
- Leadership meeting in St. Cloud at 10:00 a.m. on Monday, October 25, 2010, at the Mn/DOT office on Highway 15.
- National Emergency Communications Plan Goal No. 2 was discussed, as it has been in the past, and guidelines have been released and will be posted on the ARMER website this week. Bill states that he will send a communication to the emergency managers, the RAC, and the Owners and Operators, regarding the details of this matter and what is needed.
- Bill states that he participated in a statewide group that is working on the EMS standard, creating a protocol for connecting ambulances to hospitals and ambulances to medical direction statewide so there is a lifeline for folks

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making long distance transfers outside of their normal receiving hospital areas. Bill states that the West Metro MRCC (Medical Resource Control Center) operated by Hennepin County, will be monitoring a statewide talkgroup that will be available for installing in the ARMER radios and every ambulance in the state. Bill adds that they can contact MRCC and they will do the necessary work to connect that ambulance to the resources needed. He states that once the final recommendation is complete, it will move to the OTC; they will review it and pass it on to the SRB for final approval. He adds that the EMSRB (Emergency Medical Services Regulatory Board) put together a communications plan in 2007; the MAA (Minnesota Ambulance Association) is aware of the plan. The concern is that, that plan and the current State administrative rules make mandatory the installation of certain equipment in ambulances and currently the MAA is concerned about that.

- There is a draft of statewide standards that is being circulated regarding use of statewide talkgroups for training and exercises. Bill will forward that information to the O&O and RAC.
- DECN has hired Federal Engineering (Brad Barber) to do a VHF Interop Frequency Plan for the State. The next meeting of that group is November 3, 2010. He adds that Scott is on that committee representing the NE Region. Bill states that he will attend as well and bring the results forward.
- Bill brings up the topic of a list serve. He states that a list serve is a process of communicating with groups that have a common interest and takes off the burden of large documents clogging up everyone's e-mail box. He adds that people would go to a site and download information (minutes, etc.) He states that if the NE Region adopted it, someone would have to be responsible for coordinating the lists locally; however, people could subscribe and unsubscribe themselves. Bill states that there is a product available from OET (Office of Electronic Technology) at the State. Bill can keep anyone interested informed of the program and how it works

Question: Tim Thomas brings up Bill's point about hospitals migrating to ARMER and how there may be some types of talkgroups coming in statewide and asks if there is something we should follow at this point in time. Bill says that he will send Tim the draft standard, which will clear up any confusion, and tells Tim to look at it and call him if he has any questions. Tim clarifies that the hospital administrations should have this information and be aware that something needs to be built-in also. Bill agrees and gives the example of Grand Itasca Clinic and Hospital contacting the Itasca County Sheriff's Office to initiate the process for getting a radio and getting that talkgroup created in the statewide system, if it hasn't been done already. Bill adds that the other ambulances would then program the hospital's talkgroup into their radios.

Request: Monte Fronk recommends that Bill invite the St. Croix Tribal Police to the Wisconsin border meetings as well

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B. Website (Nell Hoey)

Bill Bernhjelm asks Nell to talk later about hooking the Northeast Minnesota RRB website up to the Statewide website. She adds that the TIC plan is to be posted to the website and that MIS was contacted and will be working on it.

C. Jurisdictional Updates (Scott Camps)

Scott states that the RRB is interested in where everyone is with the ARMER system. The following was reported from those present:

Carlton: Applied for DECN grant; waiting for a tower in Wrenshall; participation plan approved last summer; **Cass:** Their participation plan done and approved a while ago; they are in the implementation phase; they have applied for several grants; **Crow Wing:** Applied for the DECN grant and the SHSP grant; implementation phase; meeting tonight; **Cook:** Kick-off meeting with GeoComm last Thursday for the participation plan; fleet mapping meeting on November 4, 2010; another meeting with GeoComm on November 18, 2010; in the beginning process of participation planning; **Aitkin County:** Participation plan done and improved; possibly working on implementation; **Koochiching County:** Limited participation plan passed last month; **Pine County:** Participation plan approved in July; applied for DECN grant; county coordinator and several commissioners meeting with a firm that does bonding authorization for ARMER; **St. Louis County:** Participation plan completed last week and will be brought before the county board next Tuesday; met with DECN and City of Duluth to make sure needs are being met; **Lake County:** Applied for DECN grant and are in the approval process; participation plan has been approved by the county board and is before the RAC today; **Kanabec County:** Just received the final signed grant for a participation plan; in very beginning stages.

D. PSIC Grant Funding (Scott Camps)

Scott sent letters to everyone receiving grant funding and those who have not. No invoices have been received by Scott. He states that he will get the initial invoice for review, to make sure it is ARMER equipment and complies with the terms, and then will forward it on to Nell for reimbursement to those agencies.

E. Leadership Group Meeting (Dewey Johnson)

Another reminder that this meeting is Monday, October 25, 2010, at 10:00 a.m. Tom Hannon adds that the coffee is hot at 9:30 a.m. Dewey states that it will be a full day. Tom states that it is in the Mn/DOT Conference Center on Highway 15 and 12th Street in St. Cloud.

F. Regional TAC Naming Conventions (Dewey Johnson)

Dewey states that there is nothing new to report, as the meeting was tabled.

G. Joint Powers Agreements (Tom Hannon)

Tom states that he met with Nell to deliver all the final documents on the changes to the JPA for the NE Joint Powers Agreement, which have gone out to all the agencies for the approval process. He states that the Central Region is trying to wrap theirs up by January; the Northwest is just starting on the tribal language

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changes; and the Southeast is just starting in the discussion phase of changes. He ends by saying that the NE Region is leading the charge in getting it done in the State. Scott Camps asks if these changes need to be reviewed by the county attorneys and then be pushed through the county boards. Tom answers that it can go directly to the county boards or city councils for ratification; however, if an agency's process requires it to go through the city/county attorney, then, obviously, that needs to be followed. Tom states that all the documentation was already reviewed by many attorneys and is ready for approval. Tom adds that the changes do not go into effect until EVERY agency is a signatory to the existing JPA to ratify the changes. He ends by reminding the group that it is very critical to shepherd it through the channels to see that it gets on the agendas. If explanations of the changes are needed, there are resources available, Tom states.

V. New Business

A. Lake County Participation Plan (Rey Freeman/GeoComm)

Rey presents the Lake County ARMER Participation Plan to seek approval from the NE RAC. After the presentation, Mark Falk asks if all public safety agencies anticipate going to ARMER, and the answer is 'yes.' Steve VanKekerix adds that Lake County also requested two statewide talkgroups in the fleet map, which was sent to everyone via e-mail, which they would like to have passed. Rey adds that the fleetmap Steve is referring to includes two statewide roam talkgroups.

MOTION made by Steve Ovick to include the two Lake County talkgroups as presented. Erik Jankila seconds the motion. Upon a vote, the motion carries.

MOTION made by Tim Thomas to move Lake County's Participation Plan forward to the RRB for approval as presented by Rey Freeman/GeoComm today. Jim Wiinanen seconds the motion. Upon a vote, the motion carries.

B. **Additions to the Agenda: Agreement Between Cook County and the State of Minnesota for Operation of Subscriber Radios on the ARMER System and a Limited Participation Plan Document (Mark Falk)

MOTION made by Erik Jankila to move the Agreement Between Cook County and the State of Minnesota for Operation of Subscriber Radios on the ARMER System forward to the RRB for approval. Tim Thomas seconds the motion. Upon a vote, the motion carries.

MOTION made by Tim Thomas to move the Cook County Participation Plan forward to the RRB for approval. Dewey Johnson seconds the motion. Upon a vote, the motion carries.

VI. Future Meetings

- November 17, 2010, St. Louis County/Pike Lake EOC will host via ITV
- December 15, 2010, Lake County will host via ITV

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VII. Adjourn

MOTION made by Erik Jankila to adjourn the meeting. Dewey Johnson seconds the motion. Upon a vote, the motion carries. The meeting adjourns at 11:12 a.m.