

**Northeast Regional Advisory Committee Meeting  
Wednesday, December 15, 2010  
10:00 a.m., Lake County Service Center (Silver Bay) Host**

**Proceedings:**

Chair Marcus Bruning calls the meeting to order at 10:15 a.m. Roll call attendees are as follows:

1. Anna Cass, Itasca County Sheriff's Office
2. B.J. Kohlstedt, Lake County Emergency Management
3. Bill Bernhjelm, DPS/ARMER
4. Brian Belich, Carlton County Sheriff's Office
5. Bruce Hegrenes, St. Louis Co./Communications
6. Carey Johnson, Lake County Sheriff's Office
7. Cynthia Suess, Minnesota State Patrol
8. Dana Putzke, Duluth Police Department
9. Dewayne Kvande, Roger's Two-Way Radio
10. Dewey Johnson, St. Louis County 911
11. Eric Mack, DSC Communications
12. Erik Jankila, Hibbing Fire Department
13. Jim Wiinanen, Cook Co. Emergency Management
14. John Bowen, Crow Wing Co. Emergency Management
15. John Keenan, AREMA
16. Marcus Bruning, St. Louis County Sheriff's Office
17. Mark Falk, Cook County Sheriff's Office
18. Mark Smith, DSC Communications
19. Mark Stansberry, North Memorial Ambulance
20. Mike Fink, Motorola
21. Nell Hoey, Itasca County Sheriff's Office
22. Nick Schatz, Mn/DOT OEC
23. Pat Medure, Itasca County Sheriff's Office
24. Rey Freeman, GeoComm
25. Scott Camps, St. Louis County Sheriff's Office
26. Scott Heide, Crow Wing County
27. Steve Olson, Lake County Sheriff's Office
28. Terry O'Connor, Leech Lake EMS
29. Tom Hannon, Governance Consultant

**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. Erik Jankila seconds the motion. Upon a vote, the motion carries.

**III. REPORTS OF COMMITTEES**

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**A. Training (Mark Falk )**

Nothing new to report. Steve Olson also reports nothing new.

**B. Policy (Pat Medure)**

- Update for Northeast Regional Radio Board Joint Powers Agreement – to date, the counties of Carlton, Cook, Crow Wing, Koochiching, Pine, St. Louis, and the cities of Duluth and Hibbing have not returned the signed paperwork. Pat asks those present to check on the progress for year end finalization.
- Modification to John Keenen’s contract – thank you to Scott for putting together the amendment. This will go to the Itasca County Board for approval on December 21, 2010. The amendment allows John to do some work for the Northeast Regional Radio Board utilizing funds from the Homeland Security Planning Grant. There are two separate grants one for \$100,000 and the other for \$103,000. Some direction or an outline will have to be given to John explaining what we wish him to do.

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

(Steve VanKekerix is absent; there is nothing to report under this item.)

**D. SRB Operations and Technical (Bruce Hegrenes)**

OTC met on December 14th.

Action items.

- Ramsey County request for Statewide Talk Groups. Passed
- Cook County Limited Participation Plan. Passed
- Koochiching County Limited Participation Plan. Passed
- St. Louis County Full Participation Plan. Amended to make Jail Statewide Talk Group regional only. Plan Passed with stipulation that the plan will be amended if State ARMER plan is amended to include an additional site on West Duluth hillside for microwave connectivity.
- COML Statewide TG access. Passed
- Standard 3.17.2 for COML statewide TG. Passed
- Freeborn County Statewide TG request. Passed
- Statewide TG access List review by MN-DOT. No problems at this time. Some Statewide TGs are priority 5 instead of priority 7 as is in the standard. Must be changed to 7.

Status Board workgroup. New proposed status board demo available at [www.lawenforcementsoftware.com/statusboard](http://www.lawenforcementsoftware.com/statusboard) for review.

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

- VHF interoperability plan review in draft copy. Plan has recommendations for VFH interoperability zone for all radio users. If wanting a copy of draft plan for review, send request to Scott.
- **Q.** (Pat Medure) Has there been any discussion on who (state or county) will be responsible for agreements between two counties in differing states?

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- A. (Scott & Bill) no discussion on this as yet but will include in upcoming discussions.
- 2011 Grant Review – State is anticipating approximately \$5.5 million (same as last) dedicated to interoperable communications.

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

Karla is absent; nothing to report under this item.

**G. User Committee and Owners and Operators Committee (Erik Jankila)**

Started process of prioritizing what is needed to do and to get done. Steve Olson states that there is a subcommittee within the Owners and Operators that is putting together the regional talkgroup bank and a draft will be submitted to the Owners on January 5, 2011.

**IV. OLD BUSINESS**

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

Work continues on towers. Have not seen December update on the site map yet. Still waiting on three in Cass County and several more around the region. Cook County has a good group of towers on right now and Northome was just added last month.

**B. Website (Nell Hoey)**

Next week at RRB, Christopher Worth of Itasca County MIS will discuss linking in with the State Radio Board website.

**C. Jurisdictional Updates (Scott Camps)**

- Cook County (Mark Falk): In the middle of Full Participation Plan which should be completed in January or February. Got in portables, they were programmed, and will start testing. There is a concern among volunteer fire departments regarding the future cost when needing to replace radios.
- Lake County (Carey Johnson): Work continues on tower sites. Continue to look for funding on end user equipment for Silver Bay area.
- Carlton County (Brian Belich): Had public meeting in Wrenshall and had no opposition to it. Anticipate end of summer completion on site.
- Kanabec County (Jeff Anderson): Remaining two towers are being built this winter.
- Crow Wing County: Hope to have a more detailed budget for project by January. Putting together a proposal with Motorola on buying equipment.
- Cass County (Rey Freeman): Approved an updated project budget and a Motorola contract for all the system equipment and mobile and portable radios for rest of the project. Expect to have system on the air one year from now.
- Pine County: Pine had Participation Plan approved in July
- Koochiching County: Limited Participation Plan approved by OTC

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- Aitkin County: Approved Participation Plan
- St. Louis County: Participation Plan was approved by OTC. Half of towers are up.
- Itasca County (Pat Medure): Already on system. Pat introduced new Itasca County Sheriff, Victor Williams.

**D. Leadership Group Meeting (Dewey Johnson)**

(This was addressed under last month's minutes.)

**E. Joint Powers Agreements (Tom Hannon)**

Nothing to report.

**F. Wisconsin Border Meeting (Bill Bernhjelm)**

Last week had meeting with all counties along the MN and WI border. Turn out and participation was good with 75+ people attending, including consultants and vendors. A presentation on the ARMER system was made. Discussed control stations project.

**G. Planner Position (Scott Camps)**

Amendment has been drawn up to define job outline. Amendment states contractor shall assist NERRB and committees to define project goals, determine plan to reach goals, and evaluate and report project progress.

**V. NEW BUSINESS**

**A. Nominations for Chair, Vice Chair, RRB, OTC**

- *No nominations received via mail*
- Chair – Marcus Bruning nominated
- Vice Chair – Tim Thomas nominated by Pat Medure
- Representative to RRB – Scott Camps nominated; Alternate – Steven VanKekerix
- Representative to OTC – Bruce Hagerness nominated; Alternate – Scott
- Motioned made, seconded and carried to accept nominations.

**B. State Patrol Talk Group Requests (Bill Bernhjelm)**

A permissions letter/form from the State Patrol will be available at the district level for any agency that wants to put the State Patrol talkgroups into radios.

**C. Grant Analysis (Scott Camps)**

- Putting together a spreadsheet of the current grants that the Regional Radio Board oversees. Hope to get out before RRB meeting. City of Duluth and Cloquet have requested reimbursement. Encourage agencies to spend those funds and request reimbursement by the end of March. Reminder that there are two grants out there; the 2009 Homeland Security Grant (Kanabec is fiscal agent) and 2010 Homeland Security Grant (St. Louis County is fiscal agent).
- Kanabec, Cass, Crow Wing and Aitkin counties are encouraged to take

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advantage of funding to get that ARMER link. There is about \$150,000 per entity to get link in place.

**D. National Emergency Communications Plan (Bill Bernhjelm)**

- Need to have sit-down with dispatch supervisors and emergency managers from each county
- Tom Johnson will come up and do presentation
- Would like to get paperwork of qualifying event at that time to evaluate
- If no qualifying event then will plan for a exercise to meet requirements
- Nell has sent out guide book of evaluating events and report format
- Proposed dates of January 5<sup>th</sup> or January 19<sup>th</sup>, 2011, after RAC meeting
- Presentation will last 30-45 minutes
- Review of all county information about 1-2 hours

- \* **Addition to Agenda – ARMER Subscription Contract (Bruce Hegrenes)**  
Were able to negotiate to use the Coop Agreement with MNDOT for bringing on the first 500 user mobile and portables and first 53 talkgroups depending on our participation approval.

**MOTION** made by Erik Jankila to move forward with St. Louis County ARMER subscription contract. Pat Medure seconds the motion. Upon a vote, the motion carries.

- \* **Addition to Agenda – (Pat Medure)**  
Pat makes a recommendation to reach out to Congressman Cravaack regarding the importance of regional project and to include Klobuchar and Franken.

**Addition to Agenda – (Bill)**

The intention of the Statewide Radio Board is to push a lot of the decision making back out to the regions in regards to money dispersements. The Statewide Radio Board won't be deciding what each county gets for grant money. The Statewide Radio Board will allocate an amount to the RRB and from there the RRB and RAC will have to decide what counties get what out of the available money.

**VI. FUTURE MEETINGS**

**January 19, 2011 – Itasca County**

**February 16, 2011 – Crow Wing County**

**VII. ADJOURN**

**MOTION** made by Dewey Johnson to adjourn the meeting. Erik Jankila seconds the motion. Upon a vote, the motion carries. The meeting adjourns at 11:28 a.m.