

**Northeast Minnesota Regional Radio Board Meeting**  
**ITV Sites: Grand Rapids/S.O. Training Room (Host), Lake**  
**County/Silver Bay Service Center; Pine County Law Enforcement**  
**Center; Pike Lake EOC**  
**May 27, 2010, 10:00 a.m.**

**Board:** (☒ = present; ☐ = not present)

- |   |  |
|---|--|
| <input type="checkbox"/> Mark Wedel/Aitkin  | <input checked="" type="checkbox"/> Peg Sweeney/St. Louis          |
| <input checked="" type="checkbox"/> Marvin Bodie/Carlton  | <input type="checkbox"/> Tony Cuneo/Duluth                         |
| <input checked="" type="checkbox"/> Jim Dowson/Cass   | <input checked="" type="checkbox"/> Tim Harkonen/Hibbing           |
| <input checked="" type="checkbox"/> Robert Fenwick/Cook   | <input type="checkbox"/> Tim McBride/International Falls           |
| <input type="checkbox"/> Paul Thiede/Crow Wing  | <input type="checkbox"/> Larry Cuffe/Virginia                      |
| <input type="checkbox"/> Catherine McLynn/Itasca  | <input checked="" type="checkbox"/> Scott Camps/NE RAC             |
| <input type="checkbox"/> Kevin Troupe/Kanabec   | <input checked="" type="checkbox"/> Mark Stansberry/User Committee |
| <input type="checkbox"/> Charles Lepper/Koochiching   | <input checked="" type="checkbox"/> Scott Heidi/O&O Committee      |
| <input checked="" type="checkbox"/> Thomas Clifford/Lake  |  |
| <input checked="" type="checkbox"/> Stephen Hallan/Pine (acting alternate board member for now) |  |

**Alternates:** (☒ = present; ☐ = not present)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Scott Turner/Aitkin County  | <input type="checkbox"/> Keith Nelson/St. Louis County               |
| <input checked="" type="checkbox"/> Brian Belich/Carlton County   | <input checked="" type="checkbox"/> John Strongitharm/City of Duluth |
| <input type="checkbox"/> Dick Downham/Cass County   | <input type="checkbox"/> Rick Wolf/City of Hibbing                   |
| <input type="checkbox"/> Jan Hall/Cook County   | <input type="checkbox"/> Brian McBride/City of Int. Falls            |
| <input type="checkbox"/> Doug Houge/Crow Wing County  | <input type="checkbox"/> (No Alternate/City of Virginia)             |
| <input checked="" type="checkbox"/> Pat Medure/Itasca County  | <input checked="" type="checkbox"/> Steve Van Kekerix/RAC            |
| <input type="checkbox"/> Steve Schulz/Kanabec County  | <input type="checkbox"/> Kerry Swenson/User Committee                |
| <input type="checkbox"/> Rich Sve/Lake County   | <input checked="" type="checkbox"/> Steve Olson/O&O Committee        |
| <input checked="" type="checkbox"/> Steve Ovick/Pine County (waiting to see if he is the alternate again) |  |

**Guest Speakers:** Bill Bernhjelm (RIC, DPS ARMER); John Bowen (Crow Wing County Emergency Manager), and Harry Algyer (Shetak Consulting)

### **CALL TO ORDER**

The meeting is called to order at 10:07 a.m. by Chairman Jim Dowson, Cass County.

### **APPROVE THE AGENDA**

There were no additions or corrections to the agenda. Commissioner Hallan makes a motion to approve the agenda. Sheriff Medure seconds the motion. Upon a vote, the motion carries. **\*A motion is made later in the meeting by Scott Camps to amend the order of the agenda regarding the TIC Plan presentation, as they would like to hear it explained before approving it.**

### **REVIEW AND APPROVAL OF MINUTES**

A motion was made by Sheriff Medure to accept the meeting minutes from April 8, 2010. Scott Camps seconds the motion. Upon a vote, the motion carries.

## **REPORTS FROM STANDING COMMITTEES**

- Scott Camps reports that the State Interop Committee talked about the Strategic Technology Reserve looking at transportable towers to go to the HSEM regions that have crank-up antennas, including 800, VHF, amateur radio antennas, and a cache of 800 MHz radios for each region. Scott reports that the request from Itasca County for end user equipment for the four school districts was approved; standards were discussed: standardized FCC interop channel naming format, the use of 800 MHz common pool talk groups and establishing policy procedure for use of the statewide 800 MHz common pool talk groups, the regional interoperability zone, and the use of scene of action channels (six available). Some of these were referred back to the Operations and Technical Committee for more detail.
- FYI: A resolution from Kanabec County declaring their move to ARMER was sent out in the packets for today's meeting.
- The RAC requests RRB approval of Kanabec County's desire to seek participation plan funding through DECN. A motion is made by Sheriff Medure to grant RRB approval of Kanabec County's request to seek participation plan funding through DECN. Commissioner Hallan seconds the motion. Upon a vote, the motion carries.
- John Bowen explains the agreement Crow Wing County would like the RRB to sign between Mn/DOT and Crow Wing County, which will allow Crow Wing County to start testing the portable radios on the 800 system that they currently own. He adds that each county will need this agreement put in place in order to have their radios programmed or to start testing their current radios. Sheriff Medure makes a motion to have Chairman Dowson sign the agreement between Crow Wing County and Mn/DOT regarding Operation of Subscriber Radios on the ARMER System. Commissioner Bodie seconds the motion. Upon a vote, the motion carries.
- Letters of support to FEMA about the fire grants are discussed. Aitkin, Carlton, and Kanabec Counties have letters that need a signature from Chairman Dowson. A motion is made by Commissioner Clifford to approve Chairman Dowson's signature on these letters. Commissioner Bodie seconds the motion. Upon a vote, the motion carries.
- \*\*Sheriff Medure gives an update on the sales tax exemption issue, explaining that there was a good effort, it made it to the Tax Committee and into the omnibus tax bill, but was vetoed by Governor Pawlenty, as he did not want tax increases. Sheriff Medure states that perhaps next year, with the hopes of a new governor, it will get passed and that more work is needed. Sheriff Medure wants to thank Tom Bakk, the Chairman of the Tax Committee, who did what he could do. Commissioner Clifford asks if it would be prudent for the RRB to go to the SRB and request special consideration for those regions that have not received tax exemption, to receive more grant monies because those areas will have to spend more in sales tax. Sheriff Medure, who is a member of the SRB, states that it never hurts to ask. He adds that Scott Wiggins also testified at the hearings in support of this matter. He also states that Commissioner Clifford's idea is good and a letter to the SRB would be a good idea. Commissioner Clifford makes a motion that the RRB write a letter to the SRB requesting special consideration of

grant funding because of not getting the sales tax exemption. Commissioner Sweeney seconds the motion. Upon a vote, the motion carries. Commissioner Sweeney asks that a thank you letter be sent to Senator Bakk thanking him for his support. Nell reports that the letter has already been sent. Sheriff Medure reports that one was sent on behalf of the District 2 Sheriffs, and he states that he sent one as well. Sheriff Medure encourages every individual county and every sheriff to send a letter to Senator Bakk, as it shows him how important it is individually and collectively. Chairman Dowson asks Commissioner Fenwick if he is still on the AMC Board. Commissioner Fenwick states that he is not. Chairman Dowson adds that it may be appropriate to ask for their assistance. Commissioner Fenwick states he would be happy to make sure the matter gets in front of them.

Sheriff Medure adds that there was interest in going back and recouping sales tax for three entities (Itasca, Kandiyohi, and the City of St. Cloud). Sheriff Medure stated that they all spoke and he said he was ready to forego the retro. St. Cloud agreed also. Kandiyohi had some issues with this. Sheriff Medure states that he mentioned a compromise to Senator Bakk of not worrying about the recouping matter and focusing on getting it from this day forward if it passed. He adds that if there are counties moving toward 800 and making purchases between now and next year, they need to keep this thought in mind so that everyone can enjoy it. He states that he is not looking for Itasca County to go back two years and would like to see it happen from this day forward, but between now and the next legislative session, more counties will be onboard and expending dollars. He states that leaders need to keep in mind that they will probably have to go back one year, as anything more than one year would affect the three entities listed above, and two out of three were okay with foregoing the sales tax exemption in order to move it forward.

**\*\*Sales Tax Exemption Clarification/Amendment to the Minutes (Scott Wiggins) Scott writes that it was not vetoed. It was never included in the final bills. They had a funding mechanism (tax) the governor didn't support. He supports the tax exemption, but it should have been funded through the prioritization of existing general fund dollars.**

- Scott Camps states that the RAC would like to recommend that the RRB approve up to \$300.00/person in expenses for up to 15 eligible people of the RRB committees (RAC, Users, Owners and Operators) to attend the COML training in Columbia Heights on June 22-24, 2010. Commissioner Sweeney makes a motion to approve up to \$300.00/person in expenses for up to 15 eligible people of the RRB committees to attend the COML training as discussed. Sheriff Turner seconds the motion. Upon a vote, the motion carries.
- **\*\*Scott requests that Harry give his presentation on the TIC plan and then the RRB can vote on approving it with corrections and makes a motion to move this around on the agenda. Commission Sweeney seconds the motion to change the agenda. Upon a vote, the motion carries.**

- Harry Algyer, from Shetak Consulting, presents the TIC Plan for the Northeast Region and explains that it is a report that shows what interoperability communications abilities or assets there are in our Region. He explains that the RRB is responsible for updating the document on a regular basis. Harry states that he will send out reminders to each of the radio boards to circulate regarding updating the TIC Plan. He adds that the first two pages are the signature pages of the members and asks that they be circulated for signature. Commissioner Sweeney makes a motion to approve the TIC Plan with corrections. John Strongitharm seconds the motion. Commissioner Hallan asks about the TIC Plan signature page. Nell asks how the Board would like to proceed with the signature page. Scott Camps makes a suggestion that he will get signatures there and mail it to the next individual on the list with the request to forward it. Commission Sweeney suggests that they get signatures there, make a list of where it should go and then the last one on the list could send it back to Nell. Chairman Dowson asks if it needs county board authorization from each entity; if not, he suggests that he sign it on behalf of the members of the NE MN RRB. Harry states that it needs signature from each agency, as per the Joint Powers Agreement. After much discussion, Scott states that there are several attendees at his location, who can sign it, and it can then be sent to Nell, who will send it to the remaining members. Sheriff Medure states that this is a good idea and the list can be followed so there is a trail of where the document is going. After much discussion and a vote, the motion carries. Harry thanks the Chairman of the RRB, the RRB, the RAC members, and individual county sheriff departments who helped him gather data. He especially thanks John Keenan who shepherded the project and helped him to get things done.

#### **OLD BUSINESS**

- Commissioner Dowson reminds the group that the Open Meeting Law needs to be observed and that the posting of meetings also applies to the subcommittees of the RRB.
- Nell reports that Christopher Worth added more items to the website and asks the group about archiving minutes for over a year or just posting them for a year. Chairman Dowson states we will archive them for the future.
- Regarding the budget, Sheriff Medure states that the only current expense is the MCIT insurance expense (\$2,136.00). The amount collected from other participating agencies is \$5,100.00 and there was matching grant dollars through the PSIC grant. He states that we have approximately \$7,000.00 in our budget and if we stay with the current fees of \$5,100.00, we will have approximately \$12,000.00 for 2011. He adds that if the Joint Powers Board changes with the possible addition of the Reservations coming on board, there could be more costs and additions. Sheriff Medure recommends that we keep the budget the same and states that if someone else wishes to take over this task--as he and Nell will be leaving--they are welcome to do so. Sheriff Turner makes a motion that we leave the 2011 budget the same as the 2010 budget. Councilman Harkonen seconds the motion. Scott Camps adds that Monte Fronk is going to talk to the tribes to see if there is any interest or benefit for them to joint the JPA, as one may decide to join, attorneys will need to be involved again, and it could be a lengthy process if

we don't do them all at the same time. Sheriff Medure suggests that the RRB send an official letter to each tribal chairman or executive director asking if they are interested in joining; if they are, check a box, if not, check another box and send it back, so we have a paper trail that shows that we reached out to them. He suggests that we wait until after the next RAC meeting, when Monte will share his findings. The issue of the budget is still on the table. Two motions were made before the tribal discussion came to light, regarding leaving the budget the same for 2011 as it was for 2010. Upon a vote, the motion carries. Peg Sweeney suggests that the counties that have reservations in their areas reach out to these tribal leaders and that there is a responsibility to do so. Sheriff Medure agrees with this, and mentions that the individual counties that have reservations in their counties were to reach out to the tribes when it came to the PSIC funding. He mentions that Itasca County reached out to Leech Lake and put radios aside for them for when they are ready to jump on the 800 system. Scott Camps states that numerous times this was mentioned at the RAC meetings and adds that the NGOs were also to be contacted.

## **NEW BUSINESS**

Bill Bernhjelm gives his report and states the following:

- DECN hired a grants person, Martha Nzimbi, who will help support the regions in the grants management process. DECN also will have a new technical person so Mn/DOT can focus more on the construction of the system.
- They are working with Alexandria Technical College to put together some online basic radio training, available at no cost, and it will be available for different levels.
- There is considerable discussion nationally regarding D-block, which concerns a set of frequencies reserved for public safety use for broadband data. One controversy is with a block of frequencies being reserved and whether it should be auctioned and provided through cellular companies and let them provide some broadband availability; public safety communication does not agree and wants the frequencies reserved for public safety so they can build them out in a cooperative way with the private cellular companies.
- The Border Interoperability Demonstration Grant has been submitted. All the border counties have submitted letters of support from their county boards, among other letters from Wisconsin, \*\*North Dakota, Manitoba and Ontario. Bill reports that it is around a \$4 million project, and they will know the fate of the award in approximately six months. He reminds everyone that Koochiching County is the grant manager for this grant. \*\*Amendment to minutes: North Dakota did not send a letter, they submitted their own grant application (correction as per Tom Johnson).
- They continue to meet with the border groups (Ontario and Manitoba).
- The Regional Leadership meeting was May 10, 2010. \*\*The National Emergency Communications Plan goals require established emergency communications within one hour of a planned event (goal 1). \*\*Amendment to minutes: Goal 1 concerns the UASI Group and calls for the ability to demonstrate response-level emergency communications within 1 hour for routine events

involving multiple jurisdictions and agencies (correction as per Tom Johnson). Each county in the state is to show the response level of emergency communications within an hour of a routine event, which will be demonstrated county by county through a tabletop or full-scale exercise (goal 2). DECN will be developing a template for people to use. \*\*The goal requires 75% participation in accomplishing the goals of the exercises. **\*\*Amendment to Minutes, as per Tom Johnson: By 2011, 75 percent of non-UASI jurisdictions are able to demonstrate response-level emergency communications within 1 hour for routine events involving multiple jurisdictions and agencies. This goal will require a tabletop or full exercise on a county-by-county basis.**

- There have been training sessions for CASM training.
- The grant process for the 2011 State Homeland Security Program will be developed early.
- There are now about 150 ARMER tower sites up; about 47% complete.

### **OTHER BUSINESS**

- John Strongitharm states that there has been a committee change on Duluth's City Council and the new policy committee chair is not able to attend the RRB meetings. John was asked to continue on as the alternate while they seek other interested council members--so far no one is showing interest. John wonders what the Board wants him to do about the signature line on the TIC Plan, which has Tony Cuneo's name on it. Chairman Dowson asks if the Duluth City Council officially appointed John for the RRB. John answers that the mayor had. Chairman Dowson encourages John to get that appointment from the DCC. John adds that he could get Tony to sign the document, which prompts Chairman Dowson to state that the representative from the Duluth City Council to the RRB should be the person to sign the document.
- Nell asks the Board about the ITV meetings and whether Pike Lake EOC, Pine County, and Crow Wing are interested in hooking up for meetings every fourth Thursday through the end of the year. Scott Camps states that the Pike Lake EOC, in St. Louis County, is available through the end of the year; Scott Turner states that Aitkin County is also available through the end of the year; Commissioner Clifford volunteers the Silver Bay Service Center, in Lake County, for the rest of the year. The Pine County LEC will also be available. Aitkin and Lake Counties will get Nell the meeting address sites.
- At the last RRB meeting, there was discussion about doing one in-person meeting in the summer. Peg Sweeney stated that she appreciated meeting via ITV because of her schedule. Chairman Dowson stated that we would continue on the path we are on and that it works pretty well.

### **ADJOURN**

Scott Camps makes a motion to adjourn. John Strongitharm seconds the motion. The meeting adjourns at 11:15 a.m.