

**Northeast Minnesota Regional Radio Board Meeting**  
**ITV Sites: Cook County LEC/Grand Marais; Crow Wing County S.O.**  
**LEC/Brainerd; Grand Rapids/S.O. Training Room, Lake County/Silver Bay Service**  
**Center; Pike Lake EOC; Pine County Law Enforcement Center;**  
**August 26, 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"/> Jay Fosle/Duluth                          |
| <input checked="" type="checkbox"/> Jim Dowson/Cass   | <input checked="" type="checkbox"/> Tim Harkonen/Hibbing           |
| <input type="checkbox"/> Robert Fenwick/Cook  | <input type="checkbox"/> Tim McBride/International Falls           |
| <input checked="" 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)

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|---|--|
| <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); Tom Hannon (Governance Consultant)

**CALL TO ORDER**

The meeting is called to order at 10:05 a.m. by Chairman Jim Dowson.

**APPROVE THE AGENDA**

There was one addition to the agenda, which will appear as (i.) under New Business. It is a document Scott Camps sent out this morning regarding the formation of the Emergency Management Committee of the NE RRB. **A motion is made by Councilman Harkonen to approve the amended agenda.** Commissioner Hallan seconds the motion. Upon a vote, the motion carries.

**REVIEW AND APPROVAL OF MINUTES**

The meeting minutes from July 22, 2010, stood as approved with no motion.

### **REPORTS FROM STANDING COMMITTEES**

Scott Camps reminds the group of the reallocation of PSIC funds and reports he has received approximately 18 applications at present. He adds that this is the funding that will be allocated to those not taking part in the first allocation (Duluth, Virginia, Lake and St. Louis Counties), including the five tribes and \$100,000 available to other public safety agencies in the Region. All applications are to be in to Scott by August 31, 2010, at 4:00 p.m. A grant committee (Scott Camps, Brian Belich, Steve Olson, and Mark Stansberry) will then review them and send them to the RAC rep, so they can come back with a recommendation for funding at the September RRB meeting.

Scott also reports that DECN Director Scott Wiggins will be leaving in September and Jackie Mines has been appointed to oversee DECN.

Scott reports that Mark Gieseke, from Mn/DOT, came to the last RAC meeting to talk about the software service agreements. Though there is no user fee under the ARMER program, they want to make sure entities understand that there are software service fees that are applied to consoles and user equipment for updating the software. Scott states that part of the participation plans should outline those costs.

### **UPDATES FROM MEMBERS**

Chairman Dowson states that it would be nice to know where each of the member counties and cities are, specifically, with the ARMER system. He asks Scott Camps to address this at a RAC meeting. Scott agrees and states that a memo will go out.

### **OLD BUSINESS**

- A letter was received from the Bois Forte Tribal Government stating that they are interested in becoming a member of the RRB. Chair Dowson states that he received a call from the attorney of the Leech Lake Band of Ojibwe, and they are also interested in joining (though no letter was received). When the fee was brought up, Sheriff Medure reminded the group that the tribes would be treated as if they were a city and not by population, as they are in a county.
- FYI: Kanabec County User Committee appointments: Melynda Harjes (new appointment). Joel Stevens was appointed in the past. Tom Hannon adds that the most appropriate method for dealing with these appointments would be to address the Chair of the NE RRB, since the RRB is the governing entity and over the other committees. Chairman Dowson then can notify the chair of the other smaller committees. Nell will then keep the appointments on record for public access. Nell would like a copy of the letters from the appointing authorities that go to Chairman Dowson. Steve Hallan asks for an e-mail if they need names sent.

### **NEW BUSINESS**

Updates from the RIC by Bill Bernhjelm:

- Forest Service meeting on August 3, 2010. There were several meetings with the goal of gathering information regarding local interoperability and how it would affect interaction with the federal agencies (BIA, Dept. of Interior, Dept. of Agriculture, Forest Service, National Park Service, Fish and Wildlife Service). The name of the group is the Interagency Interoperability Oversight Group, and

- they come out of Washington, D.C. The bottom line is that they seem very interested in becoming participants in the ARMER system, and Bill states that they are cautiously optimistic that there will be a greater relationship with the federal government. Mark Falk adds that it was a good meeting, they had good questions, and his concern was land acquisition for tower sites. Scott Camps and Bruce Hegrenes were also a part of these meetings.
- Bill states that they are working on the data project and there is activity on the federal level in terms of allocation of specific frequencies. Bill states that they will probably get a consultant to put together a concept of a project and, perhaps, a public/private partnership so data will be available to the public safety community on a larger level. He states that taking advantage of federal funding is on the radar.
  - Bill reports that he believes the transition from Scott Wiggins to Jackie Mines should be smooth, as Jackie has been involved in many ARMER issues at DECN. They will try to get Jackie out to the various regions so others can meet her.
  - The counties that border other states in the Northern Region (St. Louis, Pine, and Carlton) are being offered a project, and the sheriffs in these counties are to contact the bordering counties in other states and offer them control stations. Bill asks everyone to contact him or Ron Whitehead if there are any questions. Steve Ovick reports that they have not received their control station and wonders when it will happen. Bill states that Ron is still processing the paperwork and tells Steve he should be getting some grant documents soon; he can then contract with a vendor and get things installed. Steve states that Carlton and Pine border Douglas County, and he will talk to Sheriff Lake about one of them taking the lead. Bill asks Steve to let Ron know what is decided so he is informed. Steve agrees. This prompts Sheriff Medure to ask about the Canadian border issues. Bill reports that the meetings with Ontario and Manitoba continue to be held and relays that the Border Interoperability Grant Project has been submitted. He states that they hope to hear if they qualify for the \$4 million in September. Bill states that Ron is investigating ways to do a system-to-system interface with the trunk system in Manitoba and the trunk system in Ontario. Bill reports that more tower sites are coming on the air up the North Shore.

FYI: The RAC would like the RRB to know that Koochiching County and Big Falls Fire submitted Limited Participation Plans for review, some changes need to be made, and there needs to be more time for review. Scott Camps reports that Bill Bernhjelm will review them to insure that they will not be sent back from the State. Bill adds that the preference will be for cities to work with the counties and have contracts with Mn/DOT and the RRB come from the counties, because of the potential for an avalanche of paperwork from all the cities.

Changes to the JPA: To include the tribes and other entities. Tom Hannon adds that the Central Region is working on this issue as well, as they need to rewrite their JPA to allow them to create governance structure for a sub-regional RMS to manage records management for 11 counties. He encourages coordinating efforts between the NE and Central Regions so efforts are not duplicated.

FYI: Scott reports that there is COML training in Champlin on September 14-16, 2010. Information was sent to everyone. There is no cost for the course. Interested parties should contact the RAC training group.

2011 SHSP draft grant breakdown: Scott Camps states that his draft proposal was passed by the RAC. Scott's recommendation was to apply for \$125,000 for tribal jurisdictions in the NE Region; \$650,000 for ARMER subscriber radios (half of the funding to be split evenly among all the 15 joint powers agencies. The remaining 50% is to be divided based on population). Scott provides a breakdown of the \$650,000 and adds that if we received less than that, we would have to readjust the figures. Scott is seeking permission to apply for this funding on behalf of the NE RRB for these amounts. **A motion is made by Sheriff Medure to allow Scott Camps to apply for the 2011 SHSP grant.** John Strongitharm seconds the motion. Discussion: Sheriff Medure asks about the \$650,000 funding should the reservations come on board and be a part of the JPA and states he assumes the numbers would change. Scott Camps states that it could be handled a couple ways and states that he did the breakdown based on where we were at right now, as it is hard to know who will join. Sheriff Medure commends Scott for his excellent work and adds that maybe there should be discussion from the RRB on how to handle it. He adds that he would like the JPA changed before he retires. Scott states that the issue can be revisited, as there probably will not be word on the grants until the end of the year. After the discussion, there was a vote and the motion on the table carries.

2011 IECG Program: Scott Camps states that there is funding from 2009 that is scheduled to end at the end of August 2010. He states there is a little more than \$60,000 remaining. DECN is trying to get a 6-month extension, and we may get an extension. In 2010, the NE RRB requested \$175,000 for participation plans in the NE Region. Funding was received but most of the counties went directly through DECN or used Homeland Security funds, so there are dollars left. DECN asked to have some of those funds back to pay for the interop conference next spring. Scott states that it is hard to justify keeping too much, seeing we only spent around \$1,400 of the 2009 IECGP; however, he adds that as counties migrate to ARMER, they will need implementation training and dollars will be needed for next year's interop conference. Scott adds that DECN will probably send a letter asking for up to \$115,000 to be returned to them and the NE Region could keep \$60,000 to pay for the conference and ARMER implementation training. The other matter, adds Scott, is the IECGP grant application. He states that he spoke with DECN about putting in for funding for participant attendance at the interop conference (\$15,000) and another \$60,000 for ARMER implementation training. This is a two part matter: 1) Authorize to turn back some of the funds to pay for the conference and keep some of the money out for our own use in the NE Region. 2) Apply for 2011 funding for those expenses.

Discussion: Commissioner Thiede asks for clarification of the 2010 grant. Scott states that he believes, in 2010, we received \$175,000 for participation plans for counties migrating; the turn-back would be \$115,000, and we would keep \$60,000 for attendance at the interop conference and for ARMER implementation training. Scott clarifies that he believes that others used other methods of seeking funding because we probably did not have the IECGP 2010 funding available when many agencies were seeking funding for

their plans, so they went directly through DECN. Scott adds that he believes it is hard to justify keeping all the money (\$175,000). Commissioner Thiede states that he thought if people got on board and applied for the grant, they would be 'in line' and there was not a concern to make sure everyone got equal dollars to anyone who was a late-comer to it. Commissioner Thiede states that it almost seems that there is a concern to bring new people in and backfill so they are equal partners and asks if he is wrong in his thinking. Scott states that he does not understand Commissioner Thiede's question. Commissioner Thiede asks if the pot will need to be split differently if others are added to backfill what they missed because they didn't get on earlier. Scott Camps then talks about the different grant programs and what they cover. Commissioner Thiede states that he understands that. Commissioner Thiede then states that it seems as if the formula agreed upon would have to be changed if others are added. Commissioner Sweeney states that she understands Commissioner Thiede's question. She clarifies for the group stating, as an example, that if \$5 million was given to the NE Region to be distributed until everyone was up and going, would the RRB have to equalize the funding to those who may be new joiners. She states that at the end of the day, everyone will receive an equal amount of money out of the "initial" allocations. She adds that as we go down the road, some larger jurisdictions (example: City of Duluth), will ultimately need more money than others (example: City of Grand Marais). She adds that if entities have what they need, the distribution will change and states that the RRB will have to adjust the allocation at some point. Sheriff Medure adds that both Commissioners are right in what they are saying and refers to Scott's point of these pots of money being different--to be used for different things. As an example, he mentions that we cannot use the money we are talking about sending back to buy subscriber units because the grant was not put in place for that--it was put in for governance and those matters. Sheriff Medure states that both Commissioners raise an excellent point--i.e., if the reservations are coming on board, will they need funding to do participation plans for their systems or are they going to fall under the counties in which they reside. Sheriff Medure states that more discussion may be needed and maybe more money will need to be put aside for the reservations, if that needs to happen. John Strongitharm brings up the PSIC grant as an example, pointing out that there were cities that were not ready to move forward, so their portion went to everyone else in our Region who needed it. Commissioner Thiede points out that we did not use the whole \$175,000 and states that there are still some who are not done and asks why it then needs to be turned back. Scott Camps adds that the 2009 IECGP was initially rolled out to pay for governance, development of the boards and committees and participant expenses and that money could not be used to pay for other items. He states that we asked for an allocation in 2010 to pay for participation plan studies, but none of the counties put in for the IECGP funds because they went to DECN to seek dollars. Commissioner Thiede asks why the tribes would not put in for these dollars to do their participation plans. Scott Camps states that a lot of the tribes will be under county participation plans as migration occurs. Scott adds that there will still be money for agencies and through DECN for participation plans. Chairman Dowson asks if there is a timeline to return the money. Scott states that DECN will probably be sending a letter to Chairman Dowson in the next couple of weeks and it can be talked about again at the next RRB meeting. Commissioner Thiede moves to table this agenda item (f.) until the next meeting. Sheriff Medure seconds the motion for discussion. There is much

discussion about the motion made. Commissioner Thiede states that it is a non-debatable motion.

At this point, a roll call is made regarding whether to table the motion or not. The roll call of entities desiring to table the motion is as follows: Crow Wing County; Scott Heidi (Owners and Operators), Carlton County, Aitkin County, Cass County, Itasca County, and Mark Stansberry (User Committee).

The roll call of entities not desiring to table the motion is as follows: St. Louis County, City of Duluth, Pine County, City of Hibbing, Scott Camps (RAC), Lake County. The yes votes carry it.

Commissioner Sweeney then asks what the specific information is and who the RRB is sending it to. Commissioner Dowson states that he understands it will go back to the RAC. Commissioner Sweeney adds that unless the RRB tells the RAC what it is they are looking for, the same recommendation will come back from the RAC, and she states that she didn't know if discussion was over with and wants to understand what the RRB wants the RAC to do between now and the next meeting. Sheriff Turner adds that it would be a good idea to send it back to the RAC and asks if there is any area in the NE Region that can utilize the money. Commissioner Sweeney asks if Sheriff Turner would make that motion so it is clear to the RAC as to what they need to do. Sheriff Turner states that he will make that motion. Commissioner Thiede points out that this is not following parliamentary procedure. He adds that action was taken to table this item and a motion cannot be made or accepted to take action on it again and that was why he specifically did not make his motion to table until he thought there was a better understanding. He states that the motion to table cannot be reconsidered unless someone moves to take it off the table. Commissioner Sweeney states that the motion is not being reconsidered and that her suggestion is a totally different motion giving specific instructions to the RAC regarding what the needs are so a decision can be made on the issue. Commissioner Thiede refers to parliamentary procedure and instructs the appropriate method to follow if discussion is what is wanted. John Strongitharm wants clarification that the issue is not going to go back to the RAC and will be tabled until next month with no additional information. Sheriff Turner asks how soon action needs to be taken in order to free up money for the interop conference. Scott Camps reiterates that a letter will be coming to Chairman Dowson and there will be time to take action on the issue. Sheriff Turner rescinds his motion. At this point, Sheriff Medure suggests we find out what our options are outside of sending the money back to the State. He suggests that he and Scott Camps get together, discuss the information, and bring it back to the RRB.

FY2010 IECGP MOU: Scott Camps states this is an MOU to the RRBs regarding using some of the 2010 IECGP funding to pay for governance support (particularly the position Tom Hannon currently holds). **Sheriff Medure makes a motion to authorize the Chairman of the RRB to sign the MOU.** Councilman Harkonen seconds the motion. Upon a vote, the motion carries.

FY2010 SHSP grant through DECN: Scott Camps states that this is another MOU along the same lines as the one previously mentioned. This MOU will allow the State Radio

Board to use their allocation of \$1.75 million from 2010 Homeland Security funds to be granted to local entities for purposes of participation plan funds, infrastructure, and end user equipment. He adds that DECN will manage the funds and grant those funds to local jurisdictions. **Sheriff Medure makes a motion to authorize the Chairman of the RRB to sign the MOU.** Commissioner Clifford seconds the motion. (At this point, Commissioner Clifford adds that there is a typo on the MOU, as it has the Northwest RRB instead of the Northeast on it and it needs to be changed. Chairman Dowson thanks Commissioner Clifford.) Upon a vote, the motion carries.

Formation of the Emergency Management Committee of NE RRB to oversee grants and special projects of the regional Emergency Management Association: Scott Camps clarifies that the EMC would be under the NE RRB to oversee grants and special projects of the Emergency Management Association. Scott explains that a few years ago Minnesota HSEM encouraged each region to form a joint powers entity for the specific purpose of providing fiscal oversight of regional HSEM grants. He states that the NE Region accomplished this by using an MOU of 11 counties and the City of Duluth. He adds that other regions have either looked at doing the same thing or have already combined their EM under the RRB governance structure to manage the funds coming through. He states that instead of attending another meeting on another day, it could be taken care of in a few minutes at a RRB meeting, as most of the players will be the same. Scott makes a proposal to request the formation of an Emergency Management Committee under the NE RRB, consisting of EM from each of the joint powers agencies (11 counties, cities of Duluth, Hibbing, Virginia and International Falls). He states that the committee would present updates at each RRB meeting regarding the status of grants and special projects and any regional EM grant application would be approved by that board. He adds that it would not take away from individual EM programs that are run in cities or counties; therefore those EM performance grants would be under the jurisdiction of each county, as well as exercises and training. He clarifies that this would only refer to regional projects and regional grant funding. Steve VanKekerix asks if there would be a voting or non-voting member to serve on the committee that would advise the RRB. Tom Hannon addresses the matter and states that the Central Region is also debating this issue, and they have decided to treat the EM Committee on the same level as the RAC, with respect to issues affecting EM. The EM Committee would have the opportunity to appoint one person to serve on the RRB, just like the RAC. Tom recommends that this may be an appropriate way to go for the NE RRB as well.

At this point, Commissioner Thiede refers to the issue that was dealt with previously. He asks why another group is needed and questions why the formula for allocating funds is being shuffled off to a grants committee and wonders why another joint powers board is needed. Commissioner Hallan adds that he does not think this is recommending a new joint powers board; rather, it is adding another committee consisting of emergency management people. Tom Hannon clarifies that the emergency managers, as a group, are currently operating under an MOU without a formal JPA to govern their grants and management functions that are much broader than what the RRB deals with. He adds that the DPS and Homeland Security recommend that the emergency managers create a separate board or merge with another joint powers entity so there is a formal joint powers board to manage all the grant functions that the emergency managers manage. He states

that this would expand the role of the RRB and give it oversight, from a governance perspective, of all the emergency management grants that have a regional impact--not just those related to radio communications. Commissioner Thiede states that the paper he received this a.m. via e-mail says "to form a joint powers board." Scott Camps states that he does not see the e-mail saying anything about forming another joint powers board. Commissioner Thiede points to the first paragraph under background. Scott Camps states that he was trying to give a background that they are encouraging regions to form a joint powers board to oversee emergency management and that is where he (Scott) is proposing that a 'committee' be formed of the NE RRB, which would encompass EM; the RRB would then be that joint powers board that the State was encouraging. Scott clarifies that he is *not* encouraging another joint powers. Steve Hallan adds that he believes it is a grand idea and moves that the NE RRB form an Emergency Management Committee of the NE RRB. Sheriff Medure seconds the motion. Comments: Sheriff Medure states that our RRB already consists of the emergency managers' region of the NE Region of the State of Minnesota and there are grants that come to the NE RRB and grants that come to the NE Emergency Managers group, and the NE RRB has no governing powers over the grants that come to the NE Region Emergency Mangers. He adds that this action will put everyone under one governance group when decisions need to be made about grants and that this brings consistency in the NE Region. Commissioner Thiede states that he supports the motion but wishes to point out that he only got the information that morning and may not be so inquisitive if he had more time to view it. After a vote, the motion carries.

#### **OTHER BUSINESS**

The next meeting is September 23, 2010, at 10:00 a.m. via ITV.

#### **ADJOURN**

Scott turner makes a motion to adjourn the meeting. Scott Camps seconds the motion. The meeting adjourns at 11:30 a.m. with no final vote.