

Northeast Minnesota Regional Radio Board Meeting
ITV Sites: Aitkin County S.O.; 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;
October 28, 2010, 10:00 a.m.

Board: (☒ = present; ☐ = not present)

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|---|--|
| <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 type="checkbox"/> Tim Harkonen/Hibbing |
| <input checked="" 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 checked="" type="checkbox"/> Kevin Troupe/Kanabec | <input checked="" type="checkbox"/> Mark Stansberry/User Committee |
| <input type="checkbox"/> Charles Lepper/Koochiching | <input type="checkbox"/> Scott Heide/O&O Committee |
| <input checked="" type="checkbox"/> Thomas Clifford/Lake | |
| <input type="checkbox"/> Curt Rossow/Pine | |

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

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

Guest Speakers: Bill Bernhjelm (RIC, DPS ARMER); Tom Hannon (Governance Consultant)

CALL TO ORDER

The meeting is called to order at 10:00 a.m. by Chairman Jim Dowson.

APPROVE THE AGENDA

A motion is made by Commissioner Fenwick to approve the agenda. Commissioner Sweeney seconds the motion. Upon a vote, the motion carries.

REVIEW AND APPROVAL OF MINUTES

A motion is made by Commissioner Hallan to accept the minutes from September 23, 2010, as submitted. Commissioner Troupe seconds the motion. Upon a vote, the motion carries.

REPORTS FROM STANDING COMMITTEES

Scott Camps explains that as a part of the RAC there was an Interoperability Committee and because nothing has been done, they felt it was appropriate to move these duties to the Users Committee, because they are working on fleet maps and talkgroups. Scott then speaks about the 2011 grants and how the application is due tomorrow. He states that the grant application will be submitted as approved by the RRB for up to \$775,000.00 in funding for end user equipment. Scott states that the State has not received a notice from the federal government regarding grant funds that will be allocated in the state. Scott adds that he anticipates it coming sometime in December, and then the grant workgroup of the SRB Interop Committee will recommend allocations. Scott states that funds will probably not show up until November 2011 for that grant. He also reports that they have talked about possible changes to work in the grants at the State level: Instead of HSEM giving a grant to DECN and then turning around and giving grants to agencies or RRBs, they are talking about making direct grants to RRBs and then having them decide on allocations within their regions; so this could be part of next year's grant procedures.

SPECIAL REPORTS

- Lake County Participation Plan by Rey Freeman/GeoComm. Rey gives a brief overview of the Lake County Participation Plan GeoComm put together. After the presentation Steve VanKekerix asks what the percentage was for mobile coverage in Lake County. Rey reports that the State's predicted coverage two years ago was a little over 96% and it is now down to 93-94%, based on tower height changes that have been planned or predicted. **A motion is made by Sheriff Medure to approve the Lake County Participation Plan.** Commissioner Bodie seconds the motion. Upon a vote, the motion carries.

OLD BUSINESS

- FYI: Standards and Policies will not be brought forward at this time.
- FYI: Joint Powers Agreement changes were mailed to the administrators on October 19, 2010. Chairman Dowson asks if the information that needs to be returned could be sent as soon as possible. Commissioner Thiede states that his administrator raised questions and that progress is being made toward resolving the issues he raised. Sheriff Medure asks Commissioner Thiede if there are changes that need to be made on the document, as those documents will need to then be changed and resent. Commissioner Thiede states that he believes the issues are pretty much resolved, but does not want to take the responsibility of saying they have them until he goes back and reviews it again.
- Updates of where entities are with the ARMER system. Scott Camps gives a short synopsis of what he found out at the RAC meeting. His report is as follows: Itasca County has been an ARMER participant for some time; Lake, Aitkin, Cass, Crow Wing, Pine and Carlton Counties all have completed participation plans; St. Louis County completed their participation plan and presented it to their board this past Tuesday, and it will be voted on in November; the hope is then to get it presented at the November RAC/RRB meetings so it can be put on the OTC and State Radio Board agenda for December; Cook County is working on their participation plan and will present a limited participation plan today; Kanabec

County is in the process of completing their participation plan; Koochiching County has completed a limited participation plan.

NEW BUSINESS

Updates from the RIC by Bill Bernhjelm:

- RIC meeting and Regional Leadership Team meeting last Monday. The 2011 SCIP (State Communications Interoperability Plan) Compliance Report will be worked on for the federal government. Bill will be contacting PSAP managers and emergency managers of the counties in the NE Region, as they will do an assessment of current capabilities and checking on compliance with NECP (National Emergency Communications Plan) Goal No. 2 (which calls for a planned event or actual incident within the last two years). This information will go into the SCIP Compliance Report. Bill explains that the SCIP is the guiding document for the state, and the NECP is the guiding document for the nation. He adds that the idea is to bring the entire country up to a high level of emergency communications capability.
- Brandon Abley is involved in making comments regarding D-block and other federal designations of spectrum for public safety and how it will affect providing data service in conjunction with the ARMER system.
- A situation came up at the Leadership meeting regarding the State system. The OTC of the SRB has been dealing with suggestions and has decided to formulate a way to consolidate suggestions into a change management process to take a longer look at potential changes and to do it in a more reasoned/careful way. A subcommittee was formed under the OTC which provided a draft plan; the OTC passed it and has forwarded it on to the SRB for action today. (***Amended Minutes: Bill would like to add that after the presentation at the Leadership meeting, concerns were expressed about their process and may result in the SRB deferring action on the item.***)
- At the SRB meeting today there is a proposal to create another committee that will handle the Next Gen 911 issues and use the SRB as the governing body for decisions as they become needed regarding the rollout of Next Gen 911 across the state. Commissioner Thiede asks if this is similar with what we are doing with the emergency managers by rolling them into the RRB. Bill replies that it is similar but not exactly the same. Bill states that it is a way to provide that broad based input into the E911 Next Gen rollout process. He states that up to this point, it has been staff decisions but there was really no broad based government process in place. Bill reports that there are a number of important financial decisions that need to be made with regard to Next Gen. He adds that it is supported by the MSA.
- (***Amended Minutes: Bill would also like to remind everyone to save the dates of January 24-26, 2011, for the next state interoperability conference in St. Cloud.***)

Lake County Talkgroups:

- Rey Freeman states that within the Lake County Participation Plan, in the fleet map, there are included two statewide roam talkgroups. He adds that perhaps this request should have been incorporated with the participation plan portion of the

meeting, but, at this point, it is a separate action item. He states that Lake County is seeking approval from the RRB for two statewide roam talkgroups (one for public safety agencies and one for other non-public safety agencies). Commissioner Thiede asks if this is different from what we have done for the other counties for talkgroups. Rey answers "not necessarily," and then goes on to state that it is an important item that needs to be addressed because of the potential impact on the statewide network. He adds that when this plan goes to the OTC and the SRB, this matter is something that needs to be specifically identified. Commissioner Thiede asks if there is a difference here than what was done with others. Rey states that it is pretty much the same activity. **A motion is made by Commissioner Bodie to approve the Lake County talkgroups as presented.** Commissioner Fenwick seconds the motion. Upon a vote, the motion carries.

Cook County's Subscriber Agreement:

- Sheriff Mark Falk addresses the agreement between Cook County and the State of Minnesota for operating subscriber radios they purchased with the PSIC grant on the ARMER system and for future control stations. Mark states that it was signed by the Cook County Board; however, Appendix A inadvertently omits the control stations in the document, and he hopes the RRB will pass this item with the understanding that they will add the control stations to the appendix. Bill Bernhjelm states that the RRB should go ahead and treat this matter as they did the Koochiching County plan. Sheriff Falk also points out that the signature page says Northeast Regional Radio Board and then designates Chairman of the Statewide Board instead of Chairman of the Regional Radio Board, which Nell changed and corrected. **A motion is made by Commissioner Fenwick to accept the Cook County Subscriber Agreement with Mn/DOT. Commissioner Clifford seconds the motion. Upon a vote, the motion carries.**
- Sheriff Mark Falk also presents the Cook County Limited Participation Plan for approval, which was approved by the Cook County Board of Commissioners on September 28, 2010. **A motion is made by Commissioner Fenwick to approve the Limited Participation of Cook County.** Commissioner Clifford seconds the motion. After discussion and clarification of the difference between a participation plan and a limited participation plan, and upon a vote, the motion carries. (Nell will send all signed documents back to Sheriff Falk.)

COML Bill:

- Approval of Kerry Swenson's COML training bill of \$260.28. **Scott Camps makes a motion to approve the Cass County training bill of \$260.28 for payment.** Tom Clifford seconds the motion. Upon a vote, the motion carries.

OTHER BUSINESS

- Commissioner Bodie asks if multiple counties or RRBs have gone together to go through a combined/joint bonding process for ARMER purchases in order to save bond expenses. Tom Hannon states that he was not aware of anyone in Greater Minnesota, but there may have been some in the Metro Area. Commissioner Thiede states that he thinks this is a great idea by Commissioner Bodie and

- suggests that Chairman Dowson float the idea by the auditors in all the counties to see if there is an interest. Chairman Dowson states that he can do this and brings up the sales tax exemption matter. Tom Hannon states that the sales tax exemption matter will probably be discussed at the Legislature again.
- Commissioner Hallan has a general question and asks if a county board is changed, would that entity be too far down to the road to say they are not going to do this anymore. Bill Bernhjelm states that the JPA provides for an option to drop out of the RRB, as the JPA is a voluntary organization and there is no real specific financial penalty to do so. Tom Hannon adds that Pine County has not yet issued any contracts for the purchase of equipment or services and, at this point in time, their investment is strictly on studies and the determination of the direction to go. Tom states that until contracts are actually issued, their direction is up to the Pine County Board. Commissioner Hallan concurs with that statement.
 - There is discussion of when to have the November meeting because of Thanksgiving. After much discussion, it is decided that **the next meeting** will be via ITV on **Friday, November 19, 2010, at 2:00 p.m.**

ADJOURN

A motion is made by Commissioner Bodie to adjourn the meeting. Commissioner Fenwick seconds the motion. The meeting is adjourned at 10:56 a.m.