

# Northeast Minnesota Regional Radio Board Meeting

Usual 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;  
December 23, 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 Heide/O&O Committee      |
| <input type="checkbox"/> Thomas Clifford/Lake             |  |
| <input type="checkbox"/> Curt Rossow/Pine                 |  |

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

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Scott Turner/Aitkin County | <input type="checkbox"/> Steve Hallan/Pine County                    |
| <input type="checkbox"/> Brian Belich/Carlton County           | <input type="checkbox"/> Keith Nelson/St. Louis County               |
| <input type="checkbox"/> Dick Downham/Cass County              | <input checked="" 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 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 type="checkbox"/> Steve Olson/O&O Committee                   |

**Guest Speakers:** Bill Bernhjelm (RIC, DPS ARMER); Marcus Bruning (RAC Chair); Bruce Hegrenes (St. Louis County Communications); Christopher Worth (Itasca County MIS)

## CALL TO ORDER (Chairman Dowson)

Meeting was called to order by Chairman Dowson at approximately 10:00 am

## APPROVE THE AGENDA

**MOTION** is made by Commissioner Thiede to approve the agenda. Pat Medure seconds the motion. Upon a vote, the motion carries.

## REVIEW AND APPROVAL OF MINUTES

**MOTION** is made by Commissioner Thiede to accept the minutes from November 19, 2010, as submitted. Second; Pat Medure. Upon a vote, the motion carries.

## REPORTS FROM STANDING COMMITTEES

### A. RAC Update (Scott Camps)

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- Joint Powers Agreement; still have not received paperwork from the following counties: Carlton, Cook, Crow Wing, Koochiching, Pine, St. Louis and Cities of Duluth and Hibbing.
- The State Radio Board Interop Standing Committee; A draft of the VHF review has been sent out to all major associations including the Police Chiefs, Sheriff's Association and Emergency Management Association for their input on plan. Hope to have finalized plan in next few months.
- 2011 Grant Review Group; anticipating about 5.5 million dollars toward Interop Communications Projects. The RAC, User Committee and Owners & Operators Committee are working on getting training to spend down some of the IECGP funds. We have several counties that will be transitioning to ARMER and they will need dispatch training for using the control stations along with end user training on individual radios, how to use and get talkgroups, technician training, system manager training, etc. We are trying to get these things set up in the next few months to start with and then have some sort of training programs as other counties migrate onto ARMER in the next two years. Counties with approved Full Participation Plans include: Itasca, Pine, Cass, Crow Wing, Aitkin, Carlton, St. Louis, and Lake. Counties with Limited Participation Plans are: Koochiching and Cook (anticipating full plan to be in Jan-Feb). Kanabec County is in the process of getting a plan done at this time.
- Tribal Agreements; (Pat Medure) Every effort has been made to reach out to the tribes and ask them to participate if they so choose. With the way the Joint Powers is set-up, it does give them an avenue to join if they should want to in the future.

### **B. Interop Conference (Jim Dowson)**

To be held January 24-26 in St. Cloud. Committee members as well as users are encouraged to attend for a chance to increase their knowledge of the system. Information can be as basic as Radio 101 for members who wish to get a general knowledge or extensive for those who will be the end users.

## **UPDATES FROM MEMBERS**

### **A. Grant Updates (Scott Camps)**

Grant spreadsheet has been completed and sent out. Format of spreadsheet has been laid out by the different grant and their purposes. They identify whether it is for equipment or training, who is the fiscal agent, what has been allocated for management/administrative, training, planning, etc. Information includes up-to-date amounts spent and amounts remaining. Will strive to have updated on a regular basis so that we have a better handle on what we are doing in management of the grants.

Question: (Jim Dowson) Why are there different fiscal agents for the NE rather than one?

Reply: (Scott Camps) Different counties volunteered to take on the responsibility of fiscal agent. There is no advantage to being a fiscal agent for a grant; therefore, those who volunteer are given the job.

## **SPECIAL REPORTS**

### **A. Civil Air Patrol - MN Wing (Jim Dowson)**

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Received letter asking for permission to be part of ARMER and will forward to the RAC for discussion.

**OLD BUSINESS**

**A. John Keenan Contract Update (Pat Medure)**

Scott, Bruce and Pat worked on an amendment to John Keenan's current contract which would make him available to the NE RRB for project planning, management or whatever task is assigned or needed. Funding will come from a grant through Arrowhead Region Emergency Managers.

**NEW BUSINESS**

**A. Update from the RIC (Bill Bernhjelm)**

- Statewide Interoperability Program; December 7, 2010 we had a statewide meeting with those counties along the MN/WI boarder and the state of WI. Turn out and participation was good with 75+ people attending. We had a productive meeting and talked about MN/WI Statewide Interoperability System that is currently being built. Representatives from the counties on both sides of the border were there to talk about their plans for interoperability. We will continue to meet and discuss the technology to tie the systems together. Also, we continue to work on interoperability across our borders with the neighboring states of North Dakota, South Dakota and the Province of Ontario. Tom Johnson the Statewide Interoperability Program Manager is heading this project and is pushing forward to make sure that we have those interoperability connections across the lines.
- List Serve; Bill was informed this week that his office is seriously looking at being able to provide the List Serve program to the regional entities. The List Serve is basically a way to manage the e-mail lists for the different committees in the region. This will help take some of the burden off of the administrative staff and allow individual members to subscribe and/or unsubscribe themselves for the different lists that exist. More information will be forthcoming.
- Reminder; As we go past the first of the year, we will have changes on the RRB from the different counties. It would be a good idea to request county administrators to inform the board of those changes as they occur.
- Grant Process; The intent 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.

Question: (Peg Sweeney) What process is the state using to divide up and allocate the monies to the regions (ex. number of radios on the systems, number of involved counties, etc) Is it something other than on a competitive basis across the state?

Reply: (Bill Bernhjelm) That is yet to be determined.

Question: (Paul Thiede) Will there be issues with counties that are not initially ready for an allocation at the time of process but during the year will then need the funds?

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Reply: (Pat Medure) When the state was responsible for allocations to the regions, a formula was created and redefined to help guide the allocation of money. Pat suggests that we use the state's formula for grant allocation and redefine it to fit the needs of the region. Because of the differences in where people are in their projects a discussion needs to be made, sooner than later, on creating that criteria on how those dollars will be allocated across the board.

Comments: Jim Dowson encourages people to contact their legislatures to vote for the sales tax exemption on the purchase of radio equipment for the counties.

Comments: Peg Sweeney adds the tax matter is an equity issue to make things fair across the state. We should all (each county) get that sales tax exemption on this as it has already gone to Hennepin and the whole Metro area.

**B. Itasca County MIS – Website ideas (Chris Worth)**

Itasca County is in the process of migrating/re-branding the county website to Sharepoint; therefore, the Radio Board needs to make a decision as to whether they want their website to move over to Sharepoint or to a different (paid) posting site. Chris states that in order to move the Radio site to Sharepoint, he will need to go to additional training. This means that the current site for the Radio Board will not be a hundred percent accessible until the training is done. An alternative would be for the Radio Board to have the site move to a paid hosting site.

**MOTION** made by Scott Camps to go ahead and move the Radio site to a host site and pay for the site and the training. Second; Peg Sweeney.

Upon further discussion Chris Worth tries to clarify that there is a cost to having a paid hosting site; however, it can be moved relatively quickly and would be accessible to web users immediately. Chris has no cost at this time but estimates under \$200 for 2- years. Further, there is no cost to moving the current Radio site over to Itasca County Sharepoint site once the MIS training has been done. There would be limited access to the Radio site until training is completed.

Recommendation made by Pat Medure to bring those options and figures to the RAC and then have a recommendation forwarded to the RRB. There seems to be some confusion and we want to make sure that we're on the same page. Pat asks for Chris to put this information and the pros and cons on paper for the RAC.

Based on recommendation the **MOTION** is withdrawn by Scott Camps and Peg Sweeney.

**C. Subscriber Agreement between St. Louis County and Mn/DOT (Scott Camps/Bruce Hegrenes)**

This is an interim agreement and it allows up to 500 subscribers and 49 talkgroups onto the ARMER system. We are in the process of negotiating the full ARMER agreement.

**MOTION** made by Peg Sweeney to approve Agreement. Second; Pat Medure. Motion carried.

**D. Election of Officers (Pat Medure)**

- Nominated for Chair - Jim Dowson

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**MOTION** made by Peg Sweeney to close the nominations and cast a unanimous ballot. Second; Scott Camps. Motion carried.

- Nominated for Vice Chair - Peg Sweeney

**MOTION** made by Tim Harkonen to approve nomination. Second; John Strongitharm. Motion carried.

- Nominated for Representative to the State Radio Board Interoperability Committee – Scott Camps

**MOTION** made by Peg Sweeney to approve nomination of Scott Camps. Second; Scott Turner. Motion carried.

**E. Introductions for Itasca County (Pat Medure)**

- Itasca County Commissioner Davin Tinquist will be sitting on the NE MN RRB
- Itasca County Sheriff-Elect Victor Williams will be an alternate to the NE MN RRB

**OTHER BUSINESS (Jim Dowson)**

**A. Recognition Award**

On behalf of the NE MN RRB to Sheriff Pat Medure, Jim presents a Certificate of Appreciation in Recognition of Excellent Contribution and Valuable Inputs by Sheriff Pat Medure towards making ARMER a success in the NE Region in the State of Minnesota.

**B. January Meeting Location**

Commissioner Thiede suggests that all boards meet in one location for the January meeting so that current board members can meet the new members in person. Sheriff Medure volunteers Itasca County as a meeting location.

**ADJOURN**

**MOTION** made by Tim Harkonen to adjourn the meeting. Second; Scott Camps.