

# Northeast Minnesota User & Owners/Operators Committee

## MINUTES

11/3/2010

10AM

FOND DU LAC COMMUNITY COLLEGE

MEETING CALLED BY	E. Jankila
TYPE OF MEETING	Monthly
FACILITATOR	D. Johnson/L. Lunde
NOTE TAKER	Iammatteo
ATTENDEES	Leif Lunde, Steve Olson, D. Johnson, Jim Iammatteo, Daniel Sathre, Scott Drewlo, Dana Putzke, Doug Rotta, Dylan Brides, Eric Mack, Mark Smith, Tom Rolidak, Bill Bernhjelm, Mike Fink, Jeff Ronchetti, Nick Shanda, Thomas Fread, Melynda Harjes, Mark Stansberry, Jeremy Nelson, Karla White, Cassandra Diver, Monte Fronk, Renee Holmes-Holt, B.J. Kohlstedt, Pat Lee

### Agenda topics

CALL MEETING TO ORDER/INTRODUCTIONS

JOHNSON AND LUNDE

DISCUSSION	Introductions and meeting minutes approved. Steve Olsen and Jeff Ronchetti motioned to approved. Motion Carried.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

GOING ROGUE WITH BILL AND TOM

BILL BERNHJELM

DISCUSSION	Regional talk group layout needs to be done soon. Participation plans need to be completed soon as well. Regional interop zones need to be placed at the top of the to do list. MNDOT will be fully on the system this fall. State Patrol will be on the system this spring. Training thru the MNSCU system is being set up. (Training advisory group). Discussion of radio use and programming and reprogramming was reviewed. Change management process takes well over a year to make changes to radios. An access point for radio communications/EMS coming into the metro was discussed as to how to contact medical control and find a diversion hospital. A statewide talk group for EMS and two patch talk groups can contact medical control and get information, phone patch, etc. VHF interop was discussed. Management of those resources would be under a state operation. Portable repeaters are in the works. Project management is key in getting ready for the regional interop zone so there is a timeline. In other regions, a person is set in charge of this, either a secretary or they hire a planner. Grants are available from the state from HSEM, PSAC start up grants, etc. We would have to approach the RAC to request funding. NECP update needs to be reviewed. Tom and Bill will be coming around to the Emergency Managers and communication directors to discuss this. The goal is to have interop communications within an hour of the event start.
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<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Project management system set up to follow up with getting regional interop zone set up. Approach the RAC for funding for planner.		

OWNER AND OPERATOR CHAIR

D. JOHNSON

<b>DISCUSSION</b>	Steve brought up an email from Nell. Tactical interoperability communication plan is missing Mark and Scott's signatures. Was wondering if they needed to be signed. Dewey said he will contact Nell to see if this needs to be corrected.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

USER COMMITTEE

E JANKILA

<b>DISCUSSION</b>	No update	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

OLD BUSINESS

D.JOHNSON/L. LUNDE

<b>DISCUSSION</b>	Make sure you have your letters of appointments sent in ASAP. The User Group had talked about reviewing training standards. Dan Sathre thought it would be a good time to bring it back up very soon. A training subcommittee was discussed. Dan Sathre stated he would be willing to head up this subcommittee, as well Doug Rotta, and Mark Stansberry, Dana Putzke. D. Johnson is going to look at getting John Keenan to be the planner for our group. Motion made by Pat Lee and Scott Drewlo. Motion carries. Dewey will look into getting the information together for the next meeting about hiring a planner. Edward Addy from Aurora Minnesota is putting together a communications group together and they are looking for communications equipment.	
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<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

NEW BUSINESS

D.JOHNSON/L. LUNDE

<b>DISCUSSION</b>	Edward Addy, executive director for North American Center for Emergency Communications (NACEC) has sent a request for UHF equipment, especially hand held radios for a communications support mission their organization is working on in Haiti. VHF equipment can also be donated as well. His contact info is NACEC P.O. Box 174 Aurora MN 55705 (218)-305-4100 if you have any questions or radio equipment donations.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

STANDARDS 2.5/4.10

D.JOHNSON/L. LUNDE

<b>DISCUSSION</b>	B. J. Kohlstad and Monte Fronk make motion to approve from Users group. Motion carries. Karla White and Steve Olson make the motion to accept. Motion carries from the Owners and Operators group. It was discussed about having 4.1 standard held over to December meeting. It covers programming and qualifications. Dewey brought up the regional interop standards. After some discussion, it was decided we need to move on this sooner rather than later. Steve Olson will head this up.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

NEXT MEETING

D. JOHNSON/L. LUNDE

<b>DISCUSSION</b>	Next meeting scheduled December 1 <sup>st</sup> , 2010. 10 AM. Fond du Lac, same place same time. Subcommittee reviewing training and interop guideline will have items to propose. Version 3.3 is the training standard. Motion to adjourn by Monte Fronk and Cassandra Diver.	
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<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	