

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING

August 17, 2011

St. Louis County Sheriff's Office and ITV

10:00 am

1. ROLL CALL/INTRODUCTIONS

Dewey Johnson calls the meeting to order at 10:03 a.m. Roll call attendees are as follows:

1. Anna Cass, Itasca County Sheriff's Office
2. Bill Bernhjelm, DPS/ARMER
3. Bruce Hegrenes, St. Louis County/Communications
4. Carey Johnson, Lake County Sheriff's Office
5. Chris Lentz, Motorola
6. Dewey Johnson, St. Louis County 911
7. Jeff Anderson, Kanabec County Sheriff's Office
8. John Bowen, Crow Wing County Emergency Management
9. Karla White, Aitkin County Sheriff's Office
10. Kerry Swenson, Cass County Sheriff's Office
11. Ken Johnson, Crow Wing County Sheriff's Office
12. Mark Falk, Cook County Sheriff's Office
13. Mike Fink, Motorola
14. Nick Schatz, Mn/Dot OEC
15. Rey Freeman, GeoComm
16. Steve Olson, Lake County Sheriff's Office
17. Steve VanKekerix, Lake County Sheriff's Office
18. Terry O'Connor, Leech Lake EMS
19. Tom Hannon, Governance Consultant
20. Victor Williams, Itasca County Sheriff's Office

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION made by Vic Williams to approve July 20, 2011, meeting minutes as presented. Second ; Jeff Anderson. Upon a vote, motion passes

3. REPORT OF COMMITTEES:

- a. Training (Mark Falk)
 - i. No report – Mark requests someone else takeover committee report- Dewey Johnson will help with this task
- b. End User Training (Dewey Johnson)
 - i. Working with OnTarget for End-user training in Kanabec County; looking at September
- c. Policy (Tom Hannon)
 - i. Met on July 27th, 2011, to review draft proposals for implementing the modifications to the Joint Powers Agreement allowing tribal membership. Documents include:
 1. Standard defining the proposed application policies per the requirements of the JPA
 2. Application form incorporating the essential elements defined in the draft standard
 3. Form for reporting agency appointments to the RRB and committees

4. Resolution authorizing application for membership by the governing body of the entity requesting membership
5. Resolution approving the JPA and authorizing execution by the governing body of the entity requesting membership
- ii. Policy Committee made changes to appointments form and recommends that the RAC approve and forward the standard and related material to the RRB for consideration

MOTION made by Vic Williams to approve policy committee's recommendation to move standard forward to the RRB for a vote. Second; Jeff Anderson. Upon a vote, motion passes

- d. Technical and Operations (Steve VanKekerix)
 - i. No report
- e. SRB Operations and Technical (Bruce Hegrenes)
 - i. Committee met August 9th, 2011; first meeting since June due to the state shutdown
 1. Benton County – ID request-passed
 2. Clearwater- ID request-passed
 3. Murray County- Statewide Access-passed
 4. South East Region Participation Plan –passed
 5. Allina Medical Transportation in New Ulm – Participation Plan-passed
 6. Life Link-partially passed
 - a. OTC has request some of the large statewide agencies to go to regions to talk about access
 7. Gold Cross-presented preliminary Participation Plan-not passed-need to resolve some issues with local regions
 8. Morrison County-addition to Participation Plan-passed
 - ii. Once Participation Plans are completed a lot of agencies have had to go back and make modifications which require a vote again by the OTC and Mn/DOT
- f. SRB Interop Standing Committee (Scott Camps)
 - i. No report
- g. Regional CASM (Karla White)
 - i. Karla will be attending training at State OTC in September; will give report at next meeting
- h. User Committee (Erik Jankila)
 - i. No report
- i. Owners and Operators Committee (Dewey Johnson)
 - i. Two standards ready to present to the RAC; will report later in agenda

4. OLD BUSINESS

- a. ARMER Update (Bill Bernhjelm)
 - i. Rural Development Program and the US Department of Agriculture offer grants, loans, and loan guarantees. There are opportunities for agencies who need to upgrade communications systems; Bill can request a representative to come and speak to the committee members; more information can be obtained from the US Department of Agriculture website
 - ii. PSIC Grant funds were extended for the training and STR elements through 2012
 - iii. Bill will give presentation to the Central Region on the National Weather Service Standard

- iv. Control Station Installations; RAC and Owner and Operator members will be contacted within the next month to collect information as to: where agencies are at in terms of their migration; what the short and long term plan is; what the status of control station is
 - v. Federal Engineering; has been hired relative to the state VHF overlay; this project will provide VHF capability at 109 of the state towers; Federal Engineering will be working on operation standards and training materials
 - vi. Fire Grants; open application period started on August 15th and will close on the 9th of September; there are number of changes in the guidance so be sure to review
 - vii. State shutdown; no business was conduct for just short of 3 weeks; just before shutdown the DPS decided to redo the their website which holds all the ARMER standards; not all information had been transfer from old site to the new; if you are looking for something in particular give Bill or Brandon a call
 - viii. 911 Program Manager; looking to fill Jackie's position soon
 - ix. Central MN RIC position is being posted to replace Tom Justa
 - x. Standards Coordinator position has been filled by Brian Tollin; Brian is recently retired from the Hennepin County Sheriff's Office; will work on getting standards updated and processed through the committees; will also assist regions to make sure the standards that they adopt get into the state system
 - xi. Tower construction; looks like construction is coming along and people are back on the job
 - xii. NECP Goal 2; the NE Region is 100% complete
 - xiii. ARMER commitment – some comments made by Steve Borchardt were misconstrued when giving his report to the SRB; Steve indicated that some of the counties that did not get Fire Grants would be reevaluating their position on how they were going to fund ARMER; at this time, no counties have pulled out
- b. Jurisdictional Updates/Representatives
- i. Aitkin County; meeting with GeoComm and moving ahead; working on requirements documents
 - ii. Carlton County; no report
 - iii. Cass County; started construction work on buildings for local enhancements; moving forward and looking at January migration date
 - iv. Cook County; nothing new to report
 - v. Crow Wing County; contract is signed with Motorola for system equipment; scheduling project kick-off meeting with Motorola; securing property for a new tower site in Crosby area for local enhancement
 - vi. City of Duluth; later in report
 - vii. City of Hibbing; no report
 - viii. Itasca County; no report
 - ix. City of International Falls; no report
 - x. Kanabec County; last three control stations that are coming through the grant have been ordered; tower has been completed; waiting for FCC approval; working with Mn/DOT to get User Agreement in place; programming portables; short some mobiles
 - xi. Koochiching County; no report
 - xii. Lake County; End-user equipment purchased and doing some training with the end-users this month; finished fleet plan; working on land purchase for a state tower site; looking at options for dispatch center; will be doing some end-user training at

- the hospital later this month; school bus radios have been programmed but unsure if they have been installed at this time
- xiii. State Patrol; going well
 - xiv. Pine County; working on wrapping up user requirements
 - xv. St. Louis County; county board approved contract with Motorola
 - xvi. City of Duluth; still looking at 3rd or 4th quarter of next year; moved console purchase ahead because of the PSAP consolidation
 - xvii. City of Virginia; no report
- c. RIC Update (Bill Bernhjelm)
 - i. Refer to Bill's previous report in agenda
 - d. Standards to be forwarded to RRB (NECOM and STR tower; from July 20th RAC)
 - i. NCOM; talk group primarily between PSAPs to alert each other of a pursuit; looking at writing weather standard with using this the state patrol being able to work the affected counties of inclement weather coming their way; this talk group will not be allow to be programmed into mobiles and portables though it is highly recommended to be programmed into the EOCs and incident command vehicles; this standard was not part of the packet but will be forwarded after this meeting

MOTION made to forward NCOM standard to the RRB for approval made by Vic Williams. Second; Steve VanKekerix. Upon a vote, motion passes

- ii. STR Tower Standard; hold item for next RAC meeting in September

5. NEW BUSINESS

- a. Cross Spectrum Interoperability Overlay Committee (Bill Bernhjelm)
 - i. Bill requests the region to appoint someone to the committee that is going to work with Federal Engineering that is putting together the standards and training plan for VHF overly; Kerry Johnson – volunteered; Steve Olson - alternate
- b. USDA Rural Development Grants (Bill Bernhjelm)
 - i. Reported earlier in agenda; refer to website for contact information or contact Bill
- c. AFG Grants (Dewey Johnson)
 - i. Reported earlier in agenda by Bill; Dewey has nothing new to add
- d. St. Louis County Participation Plan Change; hold item for next meeting

Additional Information; Bruce Hegrenes reports that the first request to use the STR cache was received by Mille Lacs for an event that is happening this weekend

Additional Information; Chris Lentz reports that he has received 2 inquiries regarding the training on programming software for radios; if there are only 2 that need training, Chris suggests doing the traditional online training; if there are more interested within the region then he could look at bringing the training to the field; contact Chris if interested

6. ADJOURN

- a. Next meeting; September 21, 2011

MOTION made to adjourn meeting at 10:46 am made by Mark Falk. Second; Vic Williams. Upon a vote, motion passes