

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING

*December 21, 2011*

*ITV SITES*

*10:00 am*

1. ROLL CALL/INTRODUCTIONS

1. Anna Cass, Itasca County Sheriff's Office
2. Arvid Dahl, Grand Portage Reservation
3. Bill Bernhjelm, DPS/ARMER
4. Brian Belich, Carlton County
5. Bruce Hegrenes, St. Louis County/Communications
6. Dan L'Allier, Virginia Fire Department
7. Duane Johnson, St Louis County 911
8. Duane Oothodt, Leech Lake Ambulance
9. Dylan Bridges, Carlton County Sheriff's Office
10. Erik Jankila, Hibbing Fire Department
11. Jeff Anderson, Kanabec County Sheriff's Office
12. Jim Wiinanen, Cook County EM
13. Kerry Swenson, Cass County Sheriff's Office
14. Marcus Bruning, St. Louis County Sheriff's Office
15. Mark Lallak, Itasca County Sheriff's Office
16. Mark Smith, DSC Communications
17. Mark Stansberry, North Memorial Ambulance
18. Mike Fink, Motorola
19. Mike Keyport, Grand Portage
20. Scott Camps, St. Louis County Sheriff's Office
21. Scott Heide, Crow Wing County
22. Steve Olson, Lake County Sheriff's Office
23. Steve VanKekerix, Lake County Sheriff's Office
24. Tom Ralidak, Minnesota State Patrol
25. Vic Williams, Itasca County Sheriff's Office

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

**MOTION** made by Steve VanKekerix to approve the November 16, 2011, meeting minutes. Second; Dewey Johnson. Upon a vote, motion carried

3. REPORT OF COMMITTEES:

a. Training (Dewey Johnson)

- i. Dispatch train-the-trainer in St. Louis County; training went well
- ii. Jeff Anderson (Kanabec County) hosted an end-user train-the-trainer for portables and mobiles which was well attended
- iii. Steve Olson comments on console training: very straight forward for Gold Elite users; can't speak for the non-Gold users; Steve will be training Lake County dispatchers on how to use the 7500 consoles that are still setup in St. Louis County on the 27<sup>th</sup>.

NORTHEAST REGIONAL ADVISORY COMMITTEE  
DECEMBER 21, 2011 MEETING MINUTES

- b. Policy (Vic Williams)
    - i. No report at this time
  - c. SRB Operations and Technical (Bruce Hegrenes)
    - i. OTC met on Dec. 13<sup>th</sup>; BCA requested exemptions from the state standard which does not allow encryption of the PSOA; no decision was made but will come back around at next month's meeting; if there is any input either way, send Bruce your comments
    - ii. A Community Colleges in St. Paul is requesting talkgroups for educational use to train to law enforcement, fire and EMS personnel in use of radios on the ARMER system
    - iii. Wisconsin Interoperability request for access to talkgroups for their bordering counties; there is a joint exercise in southern part of Minnesota scheduled for March; passed and moved to the SRB for approval
    - iv. Advance System Key Standard; this standard was presented at last month's OTC meeting and then the SRB where some agencies objected to some of the points; their questions have since been addressed and again has been presented to the committee for approval
      - 1. There will be no more unlimited keys issued by MN/Dot to vendors; they can be issued on a limited time basis;
      - 2. (Bill Bernhjelm) Once you use an advance system key to program a radio it always has to be used; there was some concern regarding the unlimited so the policy was changed to issue system keys to shops when they have a specific client or customer that they are working with;
    - v. Status Board; vendor that was going to produce this has backed out and now looking for new vendor to take-up the project
  - d. SRB Interop Standing Committee (Scott Camps)
    - i. A special meeting was held Dec. 12, 2011; Federal Engineering presented information on the Cross Spectrum VHF Interoperability Operational Plan; discussed the deployment of VHF and 800 MHz interoperability channels and deployment of Motobridge systems to provide flexible radio over IP connectivity; Federal Engineering was hired to do this study; still need to work on naming conventions for the VLaw31; working on developing a plan for 2 train-the-trainer sessions by March of 2012 and hope to have available for the Interop conference in April
  - e. Regional CASM (Karla White)
    - i. No report
  - f. User Committee (Erik Jankila)
    - i. Hospital discussions continue
    - ii. Standards continue to be reviewed each meeting for things that need to be addressed (region specific)
    - iii. Dan Savage from Lake County will be the Chairman for 2012; Erik Jankila will vice-chair
  - g. Owners and Operators Committee (Dewey Johnson)
    - i. Elections were held; Dewey Johnson, chairman; Steve Olson, vice-chair; Karla White, secretary for User Committee; Judy Sivertson, secretary for O&O committee
4. OLD BUSINESS
- a. ARMER Update (Bill Bernhjelm)

NORTHEAST REGIONAL ADVISORY COMMITTEE  
DECEMBER 21, 2011 MEETING MINUTES

- i. MSP Call; an available talkgroup to program into user radios to hail any of the State Patrol Dispatch Centers; programming information will be forwarded; the talkgroup is specifically not to be put into consoles, user radios only
  - ii. System Maintenance Agreement with Motorola; brought forward to the SRB; system maintenance costs are distributed by MN/Dot to agencies that have fully connected consoles and enhancement equipment not covered under warranty which then needs to be covered under the state's systems maintenance agreement with Motorola; those cost will be distributed for 2012; there will no longer be a \$16 per radio software subscription charge
  - iii. Grants; State Homeland Security Program for 2011; can expect to see something soon
  - iv. SRB Meeting; discussed the plan to make changes to the statute that authorizes the SRB to change the name of the Statewide Radio Board to Statewide Emergency Communications Board
  - v. Tower updates; Bena Tower in Cass County and Glen Tower in Aitkin County now online
  - vi. TIC Plan; Harry Algyer is working on an extension so that he can gather information from those that have not yet submitted their updated information
  - vii. Bruce asks about the legislative agenda for next year and the ARMER sales tax exemptions; Bill states that it was not specifically mentioned and he will check into with his office;
- b. Jurisdictional Updates/Representatives
- i. Crow Wing County (Scott Heide); Motorola order received; working on local enhancements; working on policy and procedure manuals for dispatch and users; planning for going live in May; working on getting control stations up and running within next 30 days
  - ii. Cass County (Kerry Swenson); Bena tower online; still looking at going live end of January; finalizing dates for dispatch training; control stations are up and operational
  - iii. Lake County (Steve Olson); 7500 consoles should be installed by middle of January; most agencies on the system, but it is cumbersome with the Gold Elites at this time
  - iv. St. Louis County (Bruce Hegrenes); Alworth site is online providing coverage in the SW part of the county; anticipate partnering with the state on 2 sites at Crane and Mirror Lakes; still 7 sites left in St. Louis to finish; consoles are installed and up and running and were used for training; working on a waiver request with the FCC for narrowband just in case it is needed; Lake County is also working on a waiver
    1. (Bill Bernhjelm) waivers can be applied for through the end of the year; there is specific information required when applying; Federal Legislation does exist to extend the deadline for two years but count on it passing
  - v. Carlton County (Dylan Bridges); still on hold because of the Wrenshall tower; working on upgrade to dispatch; 3 control stations are online
  - vi. Kanabec County (Jeff Anderson); control stations still waiting to be programmed; they are receiving but not transmitting out; waiting for mobiles; anticipating going live within 30d days;
  - vii. Grand Portage(Mike Keyport); no report; will be using Cook County control station and it is unknown as to where they are at with them
  - viii. City of Hibbing (Eric Jankila); end user equipment has been finalized and order; working with county on local enhancements; working on first quarter going live;

NORTHEAST REGIONAL ADVISORY COMMITTEE  
DECEMBER 21, 2011 MEETING MINUTES

- ix. City of Virginia (Dan L'Allier); things are good
- x. State Patrol (Tom Ralidak); things are operating and working well; Mankato and Rochester districts have become operational
- xi. City of Duluth (Bruce Hegrenes); Spirit Mountain tower; MN/Dot is taking the lead on getting the approval from the Federal Government
- xii. Leech Lake (Duane Oothoudt); Joint Powers Agreement submitted to tribal council and approved; Met with GeoComm regarding Participation Plan; hope to start planning phase by end of January
- c. Hospital ARMER Participation (Mark Stansberry)
  - i. Ongoing discussion regarding the hospitals and talkgroups throughout the NE region; Bruce was unable to make last meeting and he is important role player
  - ii. Expecting to present information to users committee next month and onto the RAC and NE RRB
- d. PSIC funding for Ambulance (Camps)
  - i. Received notification from the state that they are sending agreements to St. Louis County; working with Pat Lee, Arrowhead EMS regarding radios purchased with PSIC funds

5. NEW BUSINESS

- a. STR MOU (Scott Camps)
  - i. A revised MOU for the STR has been received; it clarifies that the regions are the owners of the radio cache, transportable tower and repeaters; also extended the term of the MOU to 5 years following adoption; recommend sending to NE RRB for approval and signatures

**MOTION** made by Erik Jankila to accept the revised MOU and forward to the NE RRB for approval and signature. Second; Dewey Johnson.

Bruce Hegrenes questioned whether there was a list of equipment provided with the MOU;  
Bill Bernhjem states the equipment has not yet arrived and there is not a list;  
Marcus Bruning suggests bring the MOU to the RRB with the understanding that an addendum will follow which will include specifics on the equipment once it arrives;

Upon a vote, motion carried

- b. Open Solicitation Period for Major and Minor ARMER Changes
  - i. Letter from ECN is basically an invitation to suggest changes to the ARMER system; it was determined that an organized process was needed for changing the system; the idea is to not change the system every other year because someone has a good idea but to hold open solicitation periods and then look at the ideas as one group possibly every three years; open solicitation goes until March 2012
- c. Standard 3.24.0
  - i. The statewide implementation of the ARMER backbone provides the opportunity to establish a uniform approach to using the ARMER system for communicating with PSAPs across the state. For counties that are full participants on the ARMER system, PSAPs generally have access to multiple talkgroups, including statewide and regional interoperability talkgroups.

NORTHEAST REGIONAL ADVISORY COMMITTEE  
DECEMBER 21, 2011 MEETING MINUTES

- ii. Two ARMER radio control stations were provide to all non-metro PSAPs through the Public Safety Interoperable Communication (PSIC) grant program, establishing a uniform capability to communicate with participating and non-participating PSAPs. Under the grant agreement, one ARMER radio control station was provided for the purpose of monitoring a regional hailing talkgroup. The second ARMER radio control station was provided for the purpose of patching local communication resources. The ARMER system can also be used to provide a consistent and reliable capability for PSAP to-PSAP communications, replacing capabilities once provided over the VHF frequency
- iii. Marcus suggests moving this to the policy committee which currently includes Vic Williams and Marcus; it was also suggested that Bruce Hegrenes participate in the discussions
- d. Committee Elections
  - i. Marcus Bruning was nominated for chairman of the RAC ; nomination was made by Steve Olson; Marcus accepts nominations and asks for additional nominations for chair of RAC
  - ii. Dan L'Allier was nominated for vice chairman of the RAC; nomination was made by Dewey Johnson; Dan accepts nomination; Marcus asks for additional nominations of vice chair of the RAC

**MOTION** made by Dewey Johnson for a white ballot vote for the chairman and vice chairman position of the RAC for 2012. Second by Erik Jankila. Upon a vote, motion carried

- Addition to the Agenda (Bill Bernhjelm)
  - Statewide Pursuit Communications
    - The Statewide Radio Board has established a standard for use of the statewide incident response talkgroups in ARMER Standard 3.16.0. This Standard empowers each service branch to establish the threshold for use of its talkgroups. Law enforcement service branch talkgroups include L-TAC1, 2, 3 and 4
    - Marcus Bruning suggest leaving this item open so that the standard can be reviewed and suggestions can be presented to the policy committee (Marcus and Vic); the owners group will also review the standard; a recommendation will come back to the board at a later date
- Addition to the Agenda (Marcus Bruning)
  - Appointments to the committees
    - Scott recommends to keep committee appoints as is, unless someone is not willing to serve

**MOTION** made by Scott Camps to keep current committee appointments as they are. Second by Erik Jankila. Upon a vote, motion carried

Marcus asked Scott Camps to continue on as RRB representative with Steve VanKekerix as the alternate; Scott & Steve both agree to continue as RRB representative and alternate respectively

6. ADJOURN

NORTHEAST REGIONAL ADVISORY COMMITTEE  
DECEMBER 21, 2011 MEETING MINUTES

- a. Next meeting will be January 18, 2012 @ 10 am

**MOTION** made to adjourn by Dan L'Allier @ 11 am. Second; Scott Camps. Upon a vote, motion carried