

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING
July 20, 2011
St. Louis County Sheriff's Office and ITV
10:00 am

1. ROLL CALL/INTRODUCTIONS

1. Anna Cass, Itasca County Sheriff's Office
2. B.J. Kohlstedt, Lake County Emergency Management
3. Bruce Hegrenes, St. Louis County/Communications
4. Carey Johnson, Lake County Sheriff's Office
5. Chris Lentz, Motorola
6. Dana Putzke, Duluth Police Department
7. Dewey Johnson, St. Louis County 911
8. Duane Oothoudt, Leech Lake
9. Jeff Anderson, Kanabec County Sheriff's Office
10. Jim Wiinanen, Cook County Emergency Management
11. John Bowen, Crow Wing County Emergency Management
12. John Hyde, Duluth Radio
13. John Keenen, AREMA
14. John Stongitharm, Duluth Fire Department
15. Karla White, Aitkin County Sheriff's Office
16. Marcus Bruning, St. Louis County Sheriff's Office
17. Mark Falk, Cook County Sheriff's Office
18. Mark Lallak, Itasca County Sheriff's Office
19. Mark Smith, DSC Communications
20. Mark Stansberry, North Memorial Ambulance
21. Mike Fink, Motorola
22. Mike Keyport, Grand Portage
23. Monty Fronk, Mille Lacs Reservation/DPS/EM
24. Rey Freeman, GeoComm
25. Scott Camps, St. Louis County Sheriff's Office
26. Scott Heide, Crow Wing County
27. Steve Olson, Lake County Sheriff's Office
28. Steve VanKekerix, Lake County Sheriff's Office
29. Terry O'Connor, Leech Lake EMS
30. Tom Hannon, Governance Consultant
31. Tom Ralidak, Minnesota State Patrol

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION made by Dewey Johnson to approve the June 15, 2011, meeting minutes as presented.
Second; Mark Falk. Upon a vote, motion carries

3. REPORT OF COMMITTEES:

- a. Training (Mark Falk)
 - i. No report
- b. End User Training (Dewey Johnson)
 - i. 3rd quarter - End user train-the-trainer in August – Kanabec County; waiting for proposal from On Target Training; anticipating same cost as Crow Wing training
 - ii. 4th quarter – training in Cook County
- c. Policy
 - i. No meeting
- d. Technical and Operations (Steve VanKekerix)
 - i. No report
- e. SRB Operations and Technical (Bruce Hegrenes)
 - i. No meeting
- f. SRB Interop Standing Committee (Scott Camps)
 - i. No meeting
- g. Regional CASM (Karla White)
 - i. Waiting for state before setting-up regional training
- h. User Committee (Dewey Johnson)
 - i. Interoperability Standard 3.33.2 for the portable tower; Contact information for non-emergency will be St. Louis County Dispatch Center in Duluth; Emergency contact is State Duty Officer; related costs equal \$1.00 per mile, plus all related expense to include staff time, travel time, etc.

MOTION to be made at a later point in the meeting

- i. Owners and Operators Committee (Steve Olson)
 - i. Report later in agenda

4. OLD BUSINESS

- a. ARMER Update (Marcus Bruning)
 - i. Bill Bernhjelm’s contract ran out June 30, 2011; contract will be updated after state shutdown
 - ii. Sales Tax Exemptions; still being considered
 - iii. State did build patches for 3100 and 2700 district; patch to local talk group; Duluth PD, Carlton County, Pine County, Cook County; Lake County; unsure about Koochiching County; no construction being done at this time; construction projects ended about 3 weeks before state shutdown in July; hopefully contractors will soon be back to finish construction
 - iv. Looks like ARMER 911 funds will not be taken away
- **Change in Agenda** – Owners and Operators (Steve Olson)
 - NECOM Talk Group Standard; between PSAPs

MOTION made to move Tower and NECOM Standard to the RRB for approval made by Steve VanKekerix. Second; Vic Williams. Upon a vote, motion carries

- b. Jurisdictional Updates/Representatives

- i. Cook County (Mark Falk); county board is concerned about the cost of maintaining ARMER as they have heard rumors that it could be a couple hundred thousand a year which is much higher than what is being paid now for VH systems; commissioner also heard that counties are pulling out from joining ARMER because of the cost; (Bruce Hegrenes) some agencies may have significant local enhancement sites that they built and would be responsible to maintain; if the state builds the infrastructure the state pays for it; suggest discussion with Bill or Tim Lee regarding this issue; software license agreement is not a requirement for Motorola portables; each upgrade can be purchased at time of upgrade; (Mark Falk) Where are we at with Joint Powers Agreements as Grand Portage is asking; (Scott Camps) the process for getting the regional tribes onto the board is still in the process; we will work on and getting moving forward; (Tom Hannon) All the parties of the Joint Powers Agreement have approved the modifications and all that is needed is for the RRB to adopt the policies for application for membership; application will be reviewed by the policy committee in the near future. (Steve Olson) requests Grand Portage to make appointments to the user and owners committees
- ii. Crow Wing (Rey Freeman); Motorola has provided proposal to county for system infrastructure and implementation; working on issue surrounding getting a local enhancement tower site developed on the east side of the county
- iii. Aitkin County (Rey Freeman); enlisted GeoComm for project management; project kickoff was a little over a month ago; working on state requirements for Motorola
- iv. Mille Lacs (Monte Fronk); draft of talk groups put together; working with OnTarget Consulting Group; once Aitkin and Pine counties create talk groups we will work with them to add them; ready to go
- v. Kanabec County (Jeff Anderson); have all portables; no mobiles as waiting for grant money; 2 of 3 towers are up and running; because of state shutdown construction stopped on 3rd tower; waiting for the 3 control stations to finish the work on our PSAPs; hope to go live with portables soon
- vi. City of Duluth; waiting on state before working on tower site; waiting for grant fund approval
- vii. Lake County; waiting on several sites; process of purchasing radios; waiting on numbers for dispatch console
- viii. St. Louis County (Bruce Hegrenes); worked on some projects during state shutdown; got leases in place on tower sites; finished state requirements and in the process of looking at what is going to be required for our systems ; county decided to consolidate 2 PSAPs into 1 PSAP in the Duluth Public Safety building
- ix. State Patrol; Virginia Office was the last to migrate onto ARMER; everything went smooth and working great, clear channels
- x. Grand Portage (Mike Keyport); looking to having resolution taken care of
- xi. Itasca County; no report
- xii. Leech Lake (Terry O'Connor); 2/3 of equipment has been purchased; still moving forward with Participation Plan; contracted GeoComm; lining people up for committees; still lacking system administrator training; (Chris Lentz) there is a

system admin. training next week in Wilmar; unsure as to open spots; there a prerequisite classes that must be completed before attending the training

- xiii. Carlton County; no report
 - xiv. Koochiching County; no report
 - xv. Pine County (Rey Freeman); GeoComm has be contracted for project management; kickoff was in earlier in July; starting to move forward
 - xvi. City of International Falls; no report
 - xvii. City of Hibbing; no report
 - xviii. City of Virginia; unable to hear report
 - xix. Bois Forte; no report
 - xx. Fond du Lac; no report
 - xxi. Cass County (Rey Freeman); moving forward on implementation; have contract with Motorola; engineering work has been completed; Motorola is working on internal product ordering working on local site development for the two local enhancement sites; intend to be converted to ARMER by January
- Grant Update (Scott Camps); we have several contracts that are still pending with the state when they resume business; grant MOUs are going out to some agencies that are receiving funding; 2011 Homeland Security Grant; state allocation was cut in half; unsure as to whether the recommendation of the grant workgroup was approved by the SRB
 - c. RIC Update (state shutdown) – no report

5. NEW BUSINESS

- a. DOC request for NE Talk Group Access (Bruce Hegrenes)
 - i. All individual agencies and other regions are requesting our talk groups; does it make sense to work with other regions to get approval for everyone to program the NE talk groups in the other regions as this may save a lot of paperwork; state requirements are that the owners of the talk groups have to approve of anyone else programing their talk groups; (Marcus) suggest bringing this to Bill's attention when he gets back; RRB does allow the chair of the RAC to approve them as they come through
 - b. Portable tower standards and policy (Mark Stansberry)
 - c. Wadena County Interoperability Talk Group Request (Scott Camps)
 - i. As discussed in 5.a; it makes sense to do a blanket policy addressing the requests of talk groups from other regions
 - d. NE 3.16.1 Standard – Threshold for Use – Vehicle Pursuit (Olson)
 - i. Discussed previously in agenda
 - e. NECOM Talk Group Standard (Olson) – discussed previously in agenda
 - f. State Patrol Communications Standard 3.16.0 (Bruce Hegrenes)
 - i. The recommendation of the State Patrol when working directly with an agency is that they will be working on the LTAC or STAC . The local agency will be responsible to patch it to local talk groups when working with the State Aviation Unit; addresses what needs to be put into local CAD systems for documentation; informational only – no action necessary
- Addition to Agenda – (Dewey Johnson) Do the Standards that are developed by the owners and users committees and approved by the RAC and NE RRB need to be forwarded to the SRB for

approval; (Tom Hannon) they do not need to go to state for approval as they are local standards which should not conflict with existing state standards

- Addition to Agenda – (Scott Camps) Are there items that absolutely need to be addressed by the RRB at this time; discussion at June’s RRB meeting was that we may not need to meet every month; there was no opposition to cancelling the RRB meeting for July.

6. Adjourn

a. Next meeting – August 17, 2011

MOTION made to adjourn the meeting at 10:51 am, made by Dewey Johnson. Second, Steve VanKekerix. Upon a vote, motion carries