

**Northeast Regional Advisory Committee Meeting
Wednesday, June 15, 2011
10:00 am, Itasca County Sheriff's Office & ITV**

Proceedings:

I) ROLL CALL/INTRODUCTIONS

Chair Scott Camps calls the meeting to order at 10:00 am ~ Roll call attendees are as follows:

1. A.J. Morse, Itasca County Sheriff's Office
2. Anna Cass, Itasca County Sheriff's Office
3. Bill Bernhjelm, DPS/ARMER
4. Brian Belich, Carlton County Sheriff's Office
5. Carey Johnson, Lake County Sheriff's Office
6. Chris Lentz, Motorola
7. Cynthia Suess, Minnesota State Patrol
8. Dewey Johnson, St. Louis County 911
9. Jeff Anderson, Kanabec County Sheriff's Office
10. John Bowen, Crow Wing County Emergency Management
11. John Keenen, AREMA
12. John Strongitharm, Duluth Fire Department
13. Joyce Simon, DPS Grant Coordinator
14. Ken Johnson, Crow Wing County Sheriff's Office
15. Kerry Swenson, Cass County Sheriff's Office
16. Marcus Bruning, St. Louis County Sheriff's Office
17. Mark Lallak, Itasca County Sheriff's Office
18. Mark Smith, DSC Communications
19. Mark Stansberry, North Memorial Ambulance
20. Mike Keyport, Grand Portage
21. Ron Whitehead, State of Minnesota DPS/ARMER
22. Roy Holmes, Minnesota HSEM
23. Scott Camps, St. Louis County Sheriff's Office
24. Scott Drewlo, Duluth Police Department
25. Scott Heide, Crow Wing County
26. Steve Olson, Lake County Sheriff's Office
27. Terry O'Connor, Leech Lake EMS
28. Tim Thomas, Itasca County Sheriff's Office

II) MINUTES FROM PREVIOUS MEETING

MOTION made by Steve Olson to accept the May 18, 2011, meeting minutes as submitted.
Second by Dewey Johnson. Upon a vote, motion carried

III) REPORTS OF COMMITTEES

A) Training (Dewey Johnson & Tim Thomas)

- 1) COML Training in Pike Lake completed; another 3 COMLs now in the region

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- 2) System Admin. Training; scheduled for next week (June 21-23) 8 participants; reminder that there are online prerequisites that need to be completed before training starts

B) End User (Dewey Johnson)

- 1) Quarterly, train-the-trainer training scheduled for 3rd quarter in Kanabec County and 4th quarter in Cook County

C) Policy (Vic Williams)

- 1) No report

D) Technical and Operations (Steve VanKekerix)

- 1) No report

E) SRB Operations and Technical (Bruce Hegrenes)

- 1) No report

F) SRB Interop Standing Committee (Scott Camps)

- 1) Looking at about a 50% reduction in the 2011 Homeland Security Grant which was applied for as a region; still needs to go through the SRB
- 2) Other grants to be discussed later in agenda

G) Regional CASM (Karla White)

- 1) No report

H) User Committee (Steve Olson)

- 1) Will report later in agenda

I) Owners & Operators Committee (Dewey Johnson)

- 1) Working with John Keenan and Tim Thomas

IV) OLD BUSINESS

A) ARMER & RIC UPDATE (Bill Bernhjelm)

- 1) Some tower sites are almost ready to come on the air; there was a bit of a backup when doing the system upgrade; waiting for some NE tower sites to be completed and microwave equipment to be delivered and installed; construction on system is considered to be on schedule
- 2) Sales tax issue is tied up with the state; radio purchases from 2009 forward would be tax exempt if the tax bill passes
- 3) Fire grants; new application period is expected anytime now; AFG has announced their workshops; workshops in Detroit Lakes on June 28; North Mankato on June 29; Bloomington Fire on June 30; additional workshops listed on the fire grant website
- 4) State shutdown; Bill's office will be shut down; checking to see if e-mail systems will still be functional
 - (A) ARMER systems operations at MN/Dot will likely be considered critical and no system interruptions are anticipated
 - (B) ARMER construction is not considered critical, and contractors will more than likely receive a "stop work" order

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- 5) Personnel changes
 - (A) Joyce Simons is new grants person
 - (B) Jenny DiOttaviano transferred to MN/Dot, her duties will be handled by Brandon Abley for the time being
 - (C) Standards Coordinator and 911 Program Manager positions have been frozen at this time
 - (d) Tom Justin will no longer be Central RIC but will be involved in training
- 6) NECP Goal 2; needs to be completed and submitted
- 7) Control Stations; please update Bill as to when control stations are in and functioning
- 8) Website; almost all information is transferred at this point
- 9) Standards and Procedures for bringing Tribal Units to the RRB; Planning group will get together before the next RAC to look over and review

B) Jurisdictional Updates

- 1) Cook County ; no report
- 2) Lake County (Steve Olson); still using just 2 talkgroups by portable only; providing training for the Fire Department next week; things seem to be working very well; control station up and working
- 3) Itasca; no report
- 4) Kanabec County; (Jeff Anderson) Waiting for grant to purchase mobile radios; fire departments are in good shape with mobiles and portables; hopefully last tower will be coming on the air before the state shutdown; control stations are in boxes in backroom
- 5) Cass County (Kerry Swenson); signed Detailed Design review with Motorola last week; will start ordering infrastructure equipment; Kerry will be attending system admin. training next week; Control stations should be installed next week
- 6) Crow Wing County; Fire grant was denied so will reapply; working on tower site; 1 person will be attending system admin training next week and another in July in the Central region
- 7) Carlton County (Brian Belich); Fire grant denied, will reapply; control stations are installed; waiting on Wrenshall tower construction to start
- 8) St. Louis County (Marcus Bruning); working on tower site locations; tower construction is going well in most locations; control stations are in; waiting for Motorola to get with pricing
- 9) Koochiching County; no report
- 10) Aitkin County; no report
- 11) Pine County; no report
- 12) City of Duluth; received a 2009 grant that will help with purchasing mobiles, control stations, and portables
- 13) City of Virginia; unable to hear report
- 14) City of Hibbing; no report

C) Sales Tax Legislation

- 1) Report earlier in agenda; Old Business/ARMER update

D) RIC Update (Bill Bernhjelm)

- 1) Reported earlier in agenda; Old Business/ARMER update

E) Leech Lake Limited Participation Plan (Terry O'Connor)

- 1) Met with GeoComm (Rey Freeman)
- 2) Will table Limited Participation Plan indefinitely and go forward with a Full Participation Plan

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F) 2012 RRB Budget (Scott Camps)

- 1) Proposed budget for 2012 approved by RRB

G) ARMER Integration Allocation (Scott Camps)

- 1) Approved by RRB as proposed by the RAC

V) NEW BUSINESS

A) DOC request for NE Talk Group Access (Bruce Hegrenes)

- 1) Unable to reach Bruce via conference call; will table until next meeting

B) Standard NE 1.11.4 (Steve Olson)

- 1) Standards, Protocol & Procedures for the training of ARMER radio users

MOTION made by Steve Olson to send this standard forward to the RRB for approval. Second; Jeff Anderson. Upon a vote, motion carried

ADDITION TO AGENDA: Joyce Simons/Grant Coordinator is introduced; contact info; joyce.simon@dps.state.mn.us or 651-201-7555

C) ARMER Integration & PSIC STR Maintenance Cost Grants (Ron Whitehead)

- 1) ARMER Integration Grant; a total of \$2,306,259 has been appropriated to help with local ARMER integration
- 2) PSCI STR Maintenance Grant
 - (A) \$1,250 a year (for a 5 year period) will be provided for STR maintenance; this will be paid out in one lump sum
 - (B) Asking the RAC to approve the grant contract for the \$1, 250 for the STR maintenance
 - (C) MOU has been provided for review; no signature at this time

MOTION made by Dewey Johnson to approve the ARMER Integration Grant Contract with the state and move forward to the RRB for their approval. Second; John Strongitharm. Upon a vote, motion carried

MOTION made by Tim Thomas to approve the grant contract to accept the \$12,500 for STR maintenance. Second; Steve Olson. Upon a vote, motion carried

VI) ADJOURN

- A) Next meeting; July 20, 2011 – St. Louis County is host

MOTION to adjourn meeting at 10:50 am made by Dewey Johnson. Second; Scott Camps. Upon a vote, motion carried