

**Northeast Regional Advisory Committee Meeting
Wednesday, May 18, 2011
10:00 am, Itasca County Sheriff's Office & ITV**

Proceedings:

I) ROLL CALL/INTRODUCTIONS

Chair Scott Camps calls the meeting to order at 10:05 am ~ Roll call attendees are as follows:

1. Anna Cass, Itasca County Sheriff's Office
2. B.J. Kohlstedt, Lake County Emergency Management
3. Bill Bernhjelm, DPS/ARMER
4. Brian Belich, Carlton County Sheriff's Office
5. Bruce Hegrenes, St. Louis Co./Communications
6. Chris Lentz, Motorola
7. Dewey Johnson, St. Louis County 911
8. John Bowen, Crow Wing County Emergency Management
9. John Keenen, AREMA
10. John Stongitharm, Duluth Fire Department
11. Ken Johnson, Crow Wing County Sheriff's Office
12. Kerry Swenson, Cass County Sheriff's Office
13. Mark Falk, Cook County Sheriff's Office
14. Mark Smith, DSC Communications
15. Mark Stansberry, North Memorial Ambulance
16. Mike Fink, Motorola
17. Nick Schatz, Mn/DOT OEC
18. Quint Stainbrook, Minnesota State Patrol
19. Roy Holmes, Minnesota HSEM
20. Scott Camps, St. Louis County Sheriff's Office
21. Scott Heide, Crow Wing County
22. Steve Olson, Lake County Sheriff's Office
23. Terry O'Connor, Leech Lake EMS
24. Tim Lee, Mn/DOT Electronic Communications
25. Tim Thomas, Itasca County Sheriff's Office
26. Vic Williams, Itasca County Sheriff's Office

II) MINUTES FROM PREVIOUS MEETING

MOTION made by Tim Thomas to accept April 2011 meeting minutes as submitted. Second by Dewey Johnson. Upon a vote, motion carried

III) REPORTS OF COMMITTEES

A) Training (Tim Thomas & Dewey Johnson)

- 1) System Administrator Training
 - (a) Set for June 21, 22 & 23
 - (b) Location; Grand Rapids

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(c) 8 seats; still some open; contact Tim as-soon-as-possible if interested

- 2) COML Training
 - (a) May 23, 24, 25
 - (b) Still a few seats available
 - (c) ICF 300 requirement

B) End User (Dewey Johnson)

- 1) No report

C) Policy (Vic Williams)

- 1) No report

D) Technical and Operations (Steve VanKekerix)

- 1) No report

E) SRB Operations and Technical (Bruce Hegrenes)

- 1) Cook County and Kanabec County Participation Plans were presented and passed
- 2) Central MN Participation Plan for RAC passed
- 3) P25 Standard for the State passed
- 4) Inger Grove Heights Community College; will look at a Standard for educational institutions regarding ARMER training
- 5) Regional Interop Talkgroup permissions discussed; nothing decided

F) SRB Interop Standing Committee (Scott Camps)

- 1) 2011 Grants
 - (a) Minnesota expected about \$10 million; final allocation was approximately \$7 million
 - (b) No funding in the Interop Emergency Communications Grant Program
 - (c) ARMER integration grants; NE Region Radio Board recommended funding of about \$1.4 million
 - (d) SRB; NE RRB will get about \$150,000

G) Regional CASM (Karla White)

- 1) No confirmed date for CASM training as yet

H) User Committee (Mark Stansberry)

- 1) No report

I) Owners & Operators Committee (Dewey Johnson & Steve Olson)

- 1) Working on Standards
- 2) Looking at long-range strategic planning for 1, 2, and 5 years down the road
- 3) Trailer cache procedures will be presented at next RAC
- 4) National Weather Service Standard should be ready to present at next RAC
- 5) At next O&O meeting will request owners to ask their respective agencies if there is interest in hooking up to a regional logger

IV) OLD BUSINESS

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A) ARMER (Bill Bernjhelm)

- 1) NECP Gold II; encouraging entities to complete capabilities assessment and return; call Bill if you need a hand in completing
- 2) Border Counties; coordination of control stations is needed
- 3) PSIC Grant; extension was applied for but not a guarantee; working as if will end in September
- 4) Need tally of where entities are at with their control stations
- 5) No Grants or Standards Coordinator hired yet
- 6) New Assistant Commissioner at the Dept. of Public Safety; Mark Dunaski
- 7) Budget Bills in conference committees
 - (A) DPS \$5.2 million transfer from 911 account to the general fund
 - (B) Sales tax exemption is in Omnibus Tax Bill
 - (I) Radio purchases from 2009 forward would be tax exempt
 - (C) Neither bill has yet passed through the senate and house; these are conference committee reports only

B) Jurisdictional Updates

- 1) Cook County (Mark Falk); Control stations are in; fiber link has been completed at Maple Hill
- 2) Lake County (Steve Olson) portables and mobiles have been in use for about 1 month; plan to get some fire portables on the system as early as next week; received a couple of requests from the State Patrol for local talkgroup programming
- 3) Itasca County; no report
- 4) Kanabec County; no report
- 5) Cass Count (Kerry Swenson); Control stations have been ordered; will be installed asap; this coming Monday will sign Design Detail Review with Motorola
- 6) Crow Wing County; most of the radios have come in from Motorola; looking for place to put microwave dishes; control stations are in and need to be programmed
- 7) Carlton County (Brian Belich); Control stations are installed; working with Cynthia on a talkgroup agreement with the state
- 8) St. Louis County (Bruce Hegrenes); Control stations installed; working on putting in talkgroups for St. Louis and Lake County; Lake County control stations are also installed; working with the state on tower sites in St. Louis County; working on plan to get with a vendor to purchase equipment
- 9) Koochiching County; no report
- 10) Aitkin County; no report
- 11) Pine County; no report

C) PISIC Fund Re-allocation (Scott Camps)

- 1) Had additional funding left over so reconvened Grant Work Group
- 2) Allocated money to Arrowhead EMS for additional radios
- 3) Approved by RRB at April meeting

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

- 1) Met with GeoComm last week
- 2) Table this to next meeting

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V) NEW BUSINESS

A) 2012 Budget Recommendation (Scott Camps)

- 1) Total proposal of \$,6502.00
(A) Administrative, materials, MCIT insurance, website expenses provided for
- 2) About \$1,400.00 over the 2011 budget

MOTION made by Dewey Johnson to recommend the 2012 budget proposal to the RRB. Second; Mark Falk. Upon a vote, motion carried

B) ARMER Integration Allocation Proposal (Scott Camps)

- 1) Looked at participation plans
- 2) Assigned project cost
- 3) Considered grant amounts already allocated to jurisdictions
- 4) Broke out by percentages
- 5) Cost do not include project management; end user equipment; installation or sales tax
- 6) Basic cost of equipment for ARMER infrastructure was considered
- 7) Money needs to be spent within a year; 50% match

MOTION made by John Strongitharm to present ARMER Integration Allocation Proposal to RRB for approval. Second; Dewey Johnson. Upon a vote, motion carried

C) NE talkgroup request for Metro COML (Scott Camps)

- 1) Metro Region COML team requesting permission to program our regional talkgroups into their radios

MOTION by Kerry Swenson to allow request of programming our regional talkgroups in Metro Region radios. Second, John Strongitharm.

(Bruce Hegrenes) We should expect similar requests from other regional COML. Does it make sense, at this point, to approve statewide COMLs access to the talkgroups. Bruce requests amendment to the motion. Kerry amended his MOTION to allow statewide COMLs access to talkgroups

Upon a vote, motion carried

D) * Addition to Agenda (B.J. Kohlstedt)

- 1) NE Regions talkgroup
(A) Request a NE Regions Talkgroup for Emergency Managers called Northeast EMTAC
(B) Follows Standards and Protocols for the State EMTAC
(C) Southeast Region has a similar talkgroup
(D) Had a Standard drafted and will forward to Anna for RRB meeting
(E) Request that RAC pass onto the RRB for approval

MOTION made by Dewey Johnson to forward Northeast EMTAC talkgroup request to the RRB for approval. Second; Mark Falk. Upon a vote, motion carried

E) *Addition to Agenda; Itasca County (Tim Thomas)

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- 1) Concerns were raised during the Governors Fishing Opener in Itasca County this last week
- 2) Interoperability of radio system was not utilized as it was intended due to lack of communication between state and local entities
- 3) Recommends that future events have better coordinated efforts for interoperable use of system
- 4) This event would have been a perfect time to demonstrate the interoperability with the ARMER system

F) *Addition to Agenda; Radios purchased from grant moneys (Bruce Hegrenes)

- 1) APX & XTS radios
 - (A) Divided by counties; 5 APX and 1 XTS radio per county
 - (B) There are a few APX radios and 1 XTS radio unallocated; suggest putting into the cache

MOTION made by John Strongitharm to place additional radios with the regional cache. Second; Kerry Swenson. Upon a vote, motion carried

VI) ADJOURN

- A) Next meeting; June 15, 2011 – Lake County is host
- B) July 20, 2011 meeting; Crow Wing is host

MOTION to adjourn meeting at 10:55 am made by Dewey Johnson. Second; John Strongitharm. Upon a vote, motion carried