

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING

November 16, 2011

St. Louis County Sheriff's Office and ITV

10:00 am

1. ROLL CALL/INTRODUCTIONS

Scott Camps calls the meeting to order at 10:00 a.m. Roll call attendees are as follows:

1. Anna Cass, Itasca County Sheriff's Office
2. Arvid Dahl, Grand Portage Reservation
3. Bill Bernhjelm, DPS/ARMER
4. Chris Lentz, Motorola
5. Dan L'Allier, Virginia Fire Department
6. Duane Johnson, St Louis County 911
7. Duane Oothodt, Leech Lake Ambulance
8. Dylan Bridges, Carlton County Sheriff's Office
9. Erik Jankila, Hibbing Fire Department
10. Erik Jonassen, Virginia
11. Greg Hanson, Gold Cross Ambulance
12. Jeff Anderson, Kanabec County Sheriff's Office
13. Karla White, Aitkin County Sheriff's Office
14. Kelly Lake, Carlton County Sheriff's Office
15. Leif Lunde,
16. Mark Falk, Cook County Sheriff's Office
17. Mark Smith, DSC Communications
18. Mark Stansberry, North Memorial Ambulance
19. Mike Fink, Motorola
20. Mike Keyport, Grand Portage
21. Monte Fronk, Mille Lacs Reservation/DPS/EM
22. Rey Freeman, GeoComm
23. Scott Camps, St. Louis County Sheriff's Office
24. Scott Turner, Aitkin County Sheriff's Office
25. Steve VanKekerix, Lake County Sheriff's Office

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION made by Erik Jankila to approve the October 19, 2011, meeting minutes with a change to show that Scott Camps chaired the meeting, not Marcus Bruning. Second; Steve VanKekerix. Upon a vote, motion carried

3. REPORT OF COMMITTEES:

a. Training (Mark Falk)

- i. Kanabec County – December 3-4, 2011; train-the-trainer for mobiles and portables; contact Jeff Anderson
- ii. St. Louis County – Console training; (2 sessions) December 6 or 7; contact Dewey Johnson; register before November 23, 2011
- iii. Cass County – Motorola CPS Training; schedule for December 27-28; (Chris Lentz) looking to reschedule this training for late January 2012

NORTHEAST REGIONAL ADVISORY COMMITTEE
NOVEMBER 16, 2011, MEETING MINUTES

- b. Policy; no report
 - c. Technical and Operations (Steve VanKekerix) no meeting, no report
 - d. SRB Operations and Technical (Bruce Hegrenes)
 - i. Unable to attend meeting; no report
 - e. SRB Interop Standing Committee (Scott Camps)
 - i. Communication Technicians State Certification Standard went through; that would certify someone for three years; need to complete recertification within the three year period; recertification would be participation in NIMS Type 3 Training; Functional exercise (full scale, incident or preplanned event)
 - ii. CASM; TIC Plan – Data Entry and Maintenance Standard; proposed that updates be submitted by December 30, 2011, to the State CASM Administrative Manager; recommendation was made to move forward to the SRB to have CASM and TIC Plan updates into the State CASM Administrator by the end of December 2012, as the end of 2011 is an unreasonable timeline
 - iii. Best Practice Workgroups for ARMER; EMS, Hospitals and Public Health have already completed Best Practices Guidelines; looking to form workgroups in law enforcement, fire, emergency management, public works, and dispatch; Tom Johnson from ECN was looking for responses by November 14, 2011; however, Bill states that Tom would be willing to accept volunteers for the workgroups if anyone is interested
 - iv. State Strategic Technology Reserve Transportable Tower and Repeaters; on contract with delivery expected in the February-March timeframe
 - v. (Mike Fink) Rick Juth named Co-chair
 - vi. Interop presentation – implementation of the Motobridge System by Federal Planning in Arden Hills on December 12, 2011
 - vii. Discussion regarding quorums; many members do not attend meetings
 - f. Regional CASM (Karla White)
 - i. Training with John Dooley via ITV
 - ii. Still working on getting 1 contact person from each county in the region
 - iii. (Bill Bernhjelm) Harry Algyer is trying to do the regional update for the TIC Plan; he has not been getting a lot of response back from the county contacts
 - g. User Committee (Erik Jankila)
 - i. Training to be discussed under new business
 - ii. Each county has a set of standards that they are reviewing for needed changes then bringing that information back to the group for discussion
 - iii. Hospital EMS Best Practice; St. Louis County has a unique situation with multiple facilities and multiple organizations that do transports. The Best Practices Guide for Communicating with hospitals is not streamlined enough for a county like St. Louis; will be working on a plan that would be more user friendly
 - h. Owners and Operators Committee (Erik Jankila)
 - i. Same as User Committee Report
4. OLD BUSINESS
- a. ARMER & RIC Update (Bill Bernhjelm)
 - i. There is more money available but there is a short timeline for use; \$ 137,288 for the NE Region; to be used for subscriber equipment; requires 20% match; the region has to commit to using the funds no later than December 2011; will need to come up with distribution method which gives extra consideration to entities where these

NORTHEAST REGIONAL ADVISORY COMMITTEE
NOVEMBER 16, 2011, MEETING MINUTES

funds might make the difference between transitioning all or a portion of their public safety user to ARMER versus staying with narrowband, analogue system; grant deadline is March 31, 2012; this is money from the reallocation of unspent PSIC funds; there will be no more extensions to this grant; will address under new business to forward to the RRB

- ii. PSIC Training Funds; timelines are similar to that of the extra equipment funds as the funds must be used by March 31, 2012
 - iii. Dual Band Radio Survey; counties have been asked for number of dual band radios that will potentially be in use on the system; have not heard back from about 50% of those surveyed; will send out another notice
 - iv. Owner and Operators meetings; not able to make last few meetings but not because of lack of interest
- b. Jurisdictional Updates/Representatives
- i. Cook County (Mark Falk); waiting for the 2 Gunflint Trail towers to come online; control station on air
 - ii. Lake County (Steve VanKekerix); control station is hooked up; EMS end- users are coming onto the system next week; rescue squads and ambulance already on system; console equipment has been ordered
 - iii. St. Louis County (Bruce Hegrenes); console equipment delivered; anticipate using 11 of 12 consoles for training in December; consoles installed in January; the consolidated PSAP is operating without glitches; control stations on air
 - iv. Carlton County (Kelly Lake); Dylan Bridges is now primary contact for the RAC with Kelly remaining the alternate. Working with St. Louis County for Project Management; waiting on Wrenshal Tower; will start equipment purchases around the first of the year; control stations onsite but not operational
 - v. Pine County; no report
 - vi. Aitkin County (Rey Freeman); ready to give project requirements to Motorola; no local tower site development for Aitkin County ; Glen Tower has been constructed; control station onsite not installed at this time; transition expected 3 quarter 2012
 - vii. Cass County (Rey Freeman); Motorola equipment shipment will be in December; installation starts in January; mobile and portable programming has started; hope to transition by February 2012; believe that control stations are not installed
 - viii. Crow Wing County (Rey Freeman); contract has been signed with Motorola; deciding on shipment of system equipment as 2 of the 5 tower sites will not be available until spring; looking at May 2012 for transition; control stations are installed but unsure as to the operation of them
 - ix. Kanabec County (Jeff Anderson); 8 control stations installed; 5 are powered-up and working on hooking up the others; PSAP equipment should be done by end of December; mobiles are ordered and have portables; anticipating transition early to mid-January 2012
 - x. Itasca County; no report
 - xi. Koochiching County; no report
 - xii. City of Duluth (Scott Camps) working on west Duluth site and the Woodland enhancement site
 - xiii. City of Hibbing; currently working with St. Louis County on an enhancement site for the city; got approval from the city council for end-user equipment for police and fire; will order equipment from Motorola; will be ready to turn on when county gives the okay

NORTHEAST REGIONAL ADVISORY COMMITTEE
NOVEMBER 16, 2011, MEETING MINUTES

- xiv. City of International Falls; no report
- xv. Leech Lake (Duane Oothoudt); completed paperwork for 4 of the 5 committee assignments
- xvi. Mill Lacs (Monte Fronk); will transition with Mill Lacs, Aitkin and Pine Counties; having a Travel Emergency Response Committee Meeting at which Tom Hannon will present information on the NE RRB
- xvii. Grand Portage (Mike Keyport) no report
- xviii. Bois Forte; no report
- xix. Fond Du Lac; no report
- c. Hospital ARMER Participation
 - i. Met with Users, Owners & Operators; Mark Stansberry is working on refining what was presented last time on user identifiers; Bruce is working on updating the Participation Plan and hospital talkgroups; recommendation to be coming in regards to emergency department and EOC radios

5. NEW BUSINESS

- a. Motorola MCC7500 Dispatch Console Training [December 6 & 7, 2011] (Scott Camps)
 - i. Looking for approval to use PSIC training funds up to \$10,000; cost was approximately \$7,878; this training will also be beneficial to those using Gold Elite; what the user sees will pretty much be the same; 1 day training/2 days available; 10 consoles/20 students per day

MOTION to approve and forward to the RRB the use of PSIC funds up to \$10,000 for MCC7500 Dispatch Console Training made by Dewey Johnson. Second; Erik Jankila. Upon a vote, motion carried

- b. Aitkin County Mn/Dot Contract (Scott Turner)
 - i. Asking for the RAC to approve the MN/Dot-Aitkin County contract and forward onto the RRB for signature

MOTION to approve the ARMER contract for Aitkin County made by Dewey Johnson. Second; Dan L'Allier. Upon a vote, motion carried

***Addition to the agenda: PSIC Funding**

General consensus of the group is that there will not be a problem spending the available funds; Mark Stansberry, Scott Camps, Erik Jankila and Dan L'Allier will work on a distribution formula for the region; will also forward recommendation to the RRB to accept the funds so that the December 9, 2011, deadline can be met

MOTION made by Erik Jankila requesting the RRB to make a commitment to the PSIC subscriber equipment funding for the NE Region before the deadline of December 9, 2011. Second; Dan L'Allier. Upon a vote, motion carried

- c. Gateway Workshop – New Brighton [November 29 & 30, 2011] (Bill Bernhjelm)

NORTHEAST REGIONAL ADVISORY COMMITTEE
NOVEMBER 16, 2011, MEETING MINUTES

- i. 1 day training/2 days available; contact Tom Johnson; 3 or 4 different modules; first part of training is an overview; 2nd part of the day is more hands-on with Radio Gateway Units (RGU)

6. ADJOURN

- a. Next meeting, December 21st, 2011.

MOTION to adjourn made by Dewey Johnson. Second; Erik Jankila. Upon a vote, motion carried