

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING
October 19, 2011
St. Louis County Sheriff's Office and ITV
10:00 am

1. ROLL CALL/INTRODUCTIONS

Scott Camps calls the meeting to order at 10:03 a.m. Roll call attendees are as follows:

1. Anna Cass, Itasca County Sheriff's Office
2. Bruce Hegrenes, St. Louis County/Communications
3. Dana Putzki, Duluth Police Department
4. Dan L'Allier, Virginia
5. Duane Johnson, St Louis County 911
6. Duane Oothodt, Leech Lake Ambulance
7. Erik Jankila, Hibbing Fire Department
8. Jeff Anderson, Kanabec County Sheriff's Office
9. John Bowen, Crow Wing County Emergency Management
10. Kerry Swenson, Cass County Sheriff's Office
11. Mark Falk, Cook County Sheriff's Office
12. Mark Lallak, Itasca County Sheriff's Office
13. Mark Smith, DSC Communications
14. Mark Stansberry, North Memorial Ambulance
15. Mike Keyport, Grand Portage
16. Monte Fronk, Mille Lacs Reservation/DPS/EM
17. Roy Holmes, Minnesota HSEM
18. Scott Camps, St. Louis County Sheriff's Office
19. Scott Heide, Crow Wing County
20. Steve Olson, Lake County Sheriff's Office
21. Steve VanKekerix, Lake County Sheriff's Office
22. Tim Lee, Mn/DOT Electronic Communications
23. Tom Hannon, Governance Consultant

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION made by Erik Jankila to approve the September 21, 2011, meeting minutes as presented. Second; Jeff Anderson. Upon a vote, motion carried

3. REPORT OF COMMITTEES:

- a. Training (Scott Camps)
 - i. Will discuss under new business
- b. Policy; no report
- c. Technical and Operations; no report
- d. SRB Operations and Technical (Scott Camps)
 - i. Statewide talk group requests from the State Patrol for encrypted radios for their tactical team
 - ii. Standard – identifying what qualifies as infrastructure for the grant program

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- e. SRB Interop Standing Committee (Scott Camps)
 - i. There was not enough people for a quorum
 - ii. Item discussed; Civil Air Patrol request for use on ARMER. It was recommended that they get a user agreement with Mn/DOT and a final plan for participation to the OTC and SRB
- f. Regional CASM (Karla White); no report
- g. User Committee (Erik Jankila)
 - i. Had discussions on:
 - 1. Weather Standard
 - 2. Nominations for the chair positions on the Owners, Operators, and User Committees which are up at the end of the year, if anyone is interested
 - 3. Lake County ARMER use during fire went fairly well
 - 4. Spring Conference; St. Cloud
- h. Owners and Operators Committee (Steve Olson)
 - i. New online towers; Ogilvie and Molde
 - ii. Mn/DOT tower construction is back on track
 - iii. Elmer Tower for Cass County
 - iv. Console Training; hope to have another one scheduled with Alex before the end of the year
 - v. December 14th, Jeff Anderson, Dillon Bridges and Steve Olson will be going for a cross spectrum meeting (originally VFH overlay). Will report back after training
 - vi. There is one spot open for the CPS training in Cass County; contact Kerry Swenson for additional information

4. OLD BUSINESS

- a. ARMER Update (Tom Hannon)
 - i. Bill will be sending out a survey regarding dual band radios; please complete and send back as soon as possible
 - ii. Narrowband deadline December 31, 2012
 - iii. Training Resources RFP; results should be known soon
 - iv. Regional Leadership Meeting; St. Cloud; Monday ~ October 24, 2011
 - v. Interop Conference; April 16-18, 2012; workshops will be on a first come, first serve basis; recommends dealing with authorization processes in advance so when registration opens everyone has a fair chance to get the workshops they want
 - vi. Update Bill with any control station status changes
 - vii. DECN Staff changes; Dan Walberg is now the 911 Program Manager; Kathy Anderson is now Standards and Training Coordinator; John Tondan is the new South and Metro area RIC
 - viii. (Bruce Hegrenes) ARMER status map; there are only a few sites listed for construction in 2012; not on the schedule are 6 sites in Lake County ; 9 sites in St. Louis; 1 site in Carlton; and possibly 5 in Koochiching County (Tom Hannon) he does not have an update on this item but Tim Lee will address this at the Leadership Meeting on Monday
- b. Jurisdictional Updates/Representatives
 - i. Cass County (Kerry Swenson); RFP out on radio installation; looking at making an agreement on radio programming and temporary system admin by the end of this week; planning to transition by the end of January 2012; looking for train-the-trainer on dispatch training; Cass County will be hosting CPS training the 28th & 29th

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- ii. Itasca County (no report)
 - iii. Leech Lake (Duane Oothoudt); Meeting with GEOComm this week for more implementation planning; should have equipment by the end of the year; no transition date at this time
 - iv. Crow Wing; all equipment is ordered and should arrive in December; transition date is scheduled for May 1st, 2012; will program radios in January; and other trainings in March and April
 - v. Mille Lacs; no update; will migrate once Aitkin and Pine Counties transition
 - vi. Cook County (Mark Falk); migration looking at end of 2012; received an email from Friends of the Boundary Waters Wilderness Group asking about the ARMER build out and system. She may be doing a project; not known the reason for her request of information
 - vii. Grand Portage (Mike Keyport); working through membership application process
 - viii. St. Louis (Bruce Hegrenes); Motorola contract executed; received mobile and fixed equipment; consoles will hopefully be installed in December; City of Duluth will be installing 2 extra sites and trying to get agreements in place for them; transition 3-4 quarter of 2012; may be filing a waiver with the FCC by December
 - ix. City of Duluth; looking for sites in the west end; it takes about 6-9 months for acquisition process; transition will be with St. Louis County; starting installs of mobiles with new vehicles; agreement with Motorola is in place; equipment should be here within a couple of weeks
 - x. City of Virginia (Dan L'Allier)working on grant for equipment
 - xi. Lake County (Steve Olson); radio are being programmed and new radios are coming onto the system almost daily; Two Harbors Ambulance will be migrating o the 26th after training; Lakeview will also be trained; installs for Road and Bridge; positive feedback from School District; console equipment has been delivered with install sometime in December; (Bruce Hegrenes) met with Tim Lee and got a modified frequency plan for Lake, Carlton and St. Louis Counties; transition anticipated by end of year
 - xii. Kanabec County (Jeff Anderson); received radio agreement from Mn/DOT yesterday; radios will be programmed; mobiles will be purchased by end of November; hoping to go live with law enforcement sometime in November; Ambulance crew training this weekend; Fire Department will training in January then go live
 - xiii. Pine County; no report
 - xiv. Carlton County (Bruce Hegrenes); still waiting on two critical tower sites; Wrenshall and West Duluth; anticipate 3-4 quarter transition
 - xv. Aitkin County; no report
 - xvi. Koochiching County; no report
 - xvii. City of International Falls; no report
 - xviii. City of Hibbing (Erik Jankila); will be ordering portables by end of year; working with St. Louis County regarding local enhancement site in the city; will be ready to transition with St. Louis County
 - xix. Fond Du Lac; no report
 - xx. Bois Forte; no report
 - xxi. Koochiching County; no report
- c. RIC Update (Bill Bernhjelm); previously discussed in agenda

- d. Hospital Limited Participation Plans; will discuss under new business

5. NEW BUSINESS

- a. HSEM Conference/Training Approval Process
 - i. Due to the most recent audits, the State has changed the process of submitting reimbursement claims; all approvals need to be sent to HSEM 3 weeks in advance for approval of grant fund use:
 1. Training attendance and cost
 2. Conference attendance and cost
 3. Food and beverage cost
 - ii. As we are looking at training coming up, make sure that these forms are completed and approved before expense is incurred; Anna will send forms to everyone
- b. Mayo Clinic Medical Transport radio loading request (Andy Terry/SEH)
 - i. Mayo Clinic Medical Transport/Gold Cross Ambulance requesting approval from the RAC and RRB for participation on the ARMER system
 - ii. Details of plan; GCA dispatch is in Rochester; main service area in the NE region is St. Louis County/Duluth; they have approximately 75 radios that operate in this area; current participation plan is in Central Region; there are 9 service areas with approximately 500 radios in operation
 - iii. Participation Plan includes; how to connect into system; what kind of impact might have on regional radio system as far as loading; plan has been presented to the OTC and the SRB as an interim plan; OTC recommended getting information out to the regions and inquire about their participation process
 - iv. According to calculations, GCA will affect about 3% of additional load onto the ARMER backbone; calculation based on looking at standard number of push-to-talks, duration of push-to-talks, how many units are on at any given time
 - v. Mayo Clinic does not plan on adding channel capacity to the system at this time; looking for approval of their radios on the system

Bruce Hegrenes states that he has concerns in the participation plan presented to the OTC as the following items were not considered in the plan:

- It's not an ESR site in Duluth it's actually a 6 site Simulcast that covers the majority of the service area
- Douglas County was not listed as being part of the plan; the plan didn't address at all the ARMER system in Douglas County; how are they planning on bringing that back; is that going to stay on the current system; are they going to be hard patched, soft-patched
- Currently they are operating on what was the City of Duluth's EMS channel which is licensed by the City of Duluth and Mayo; in looking at actual stats at what is currently being loaded in, it seems to be higher than the 3% that was calculated; it was well over 5000 minutes a month; channel is very, very busy especially with all the loading on it

Bruce suggests that these issues be addressed and resolved as part of the MOTION to approve Mayo Clinic Medical Transport radios access to the system

MOTION made by Dewey Johnson to approve the Interim Plan and addition of 75 radios with the condition that the final plan includes Douglas County, WI coverage issue and resolves the additional

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channel capacity issue with the Duluth Simulcast Site. In addition, the interim plan would include user ID's and talk groups. Second; Dan L'Allier. Upon a vote, motion carried

- c. Training Plan 2011-2012 (Scott Camps)
 - i. Motorola CPS Training
 - 1. Scheduled; Cass County/December
 - 2. Tentative; couple more in region/April and September
 - ii. End User Radio Training
 - 1. Scheduled; Kanabec/October; 20 vacant seats
 - 2. Tentative; Cook/February
 - 3. Tentative; Crow Wing/March
 - 4. Tentative; Pine/April
 - 5. Tentative; Duluth/May
 - iii. Dispatch Console Training
 - 1. Motorola has done some state training on Gold Elite & 7500; Motorola will provide training committee with class outline; training is 8 hours in length; need live consoles to train on; recommend two students per console
 - 2. Tentative; December or January
 - a. Because of the holiday season and busy schedules, the question was asked if there would be interest of a training in December
 - b. Training will probably be held in the region; due to the need to have live consoles the Duluth Center is a good place to hold training
 - c. The Duluth Center has the 7500 console so we won't be able to do the Gold Elites on the trunking system
 - 3. Tentative; February
 - 4. Tentative; May
 - 5. Tentative; September
 - iv. Simulcast Technical Training
 - 1. Bruce Hegrenes states that there are a few that still need simulcast training; this training is usually done in Illinois and asks if there is still money available for this
 - 2. Bruce was asked to get information on classes, cost, and dates for review by the training committee; also check to see if it is open for others who may need to attend
- d. Hospital Talk Group Identifier (Mark Stansberry)
 - i. At the EMS/Hospital Work Group meeting last week it was discussed to make sure that hospitals are in their county's participation plan
 - ii. Also discussed, were hospital talk group identifiers
 - 1. Identifiers for hospital talk groups would start EMS...
 - 2. Mark asked for reviewing of the chart and e-mail him by next Wednesday if a hospital was missed, an identifier isn't proper for the region, or if one is already assigned to that hospital; a statewide chart will then be built
 - 3. Mark asks Bruce if Hex codes can be built for so that the radios can be programmed

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4. Bruce states that the talk group hospital ids are too long; if you add a 2 digit/letter county code it will be too long for the radios; recommendation would be EMH, then 2 letters; Also, Bruce is not authorized to create talk groups for anyone other than those he has contracts with; St. Louis County, Lake County, and City of Duluth; the rest would have to have their system administrator or Mn/DOT to do that; Bruce recommends that this process start with the Regional User and O&O Committees
5. It was discussed that this request be made a Regional Standard so that the radios can be programmed without having to request permission from each county to program

6. ADJOURN

- a. Next meeting November 16th, 2011

MOTION to adjourn at 11:19 am made by Erik Jankila. Second; Dewey Johnson