

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING
September 21, 2011
St. Louis County Sheriff's Office and ITV
10:00 am

1. ROLL CALL/INTRODUCTIONS

Marcus Bruning 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. Bill Bernhjelm, DPS/ARMER
3. Dana Putzki, Duluth Police Department
4. Duane Gielen, Hibbing Police Department
5. Erik Jankila, Hibbing Fire Department
6. Greg Hanson, Gold Cross
7. Jeff Anderson, Kanabec County Sheriff's Office
8. Kerry Swenson, Cass County Sheriff's Office
9. Ken Johnson, Crow Wing County Sheriff's Office
10. Marcus Bruning, St. Louis 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. Mike Fink, Motorola
15. Mike Keyport, Grand Portage
16. Nick Schatz, Mn/DOT OEC
17. Rey Freeman, GeoComm
18. Scott Camps, St. Louis County Sheriff's Office
19. Scott Nehiba, Hibbing Fire Department
20. Steve Olson, Lake County Sheriff's Office
21. Steve VanKekerix, Lake County Sheriff's Office
22. Terry O'Connor, Leech Lake EMS
23. Tom Hannon, Governance Consultant

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION to approve the August 17, 2011, meeting minutes made by Erik Jankila. Second; Jeff Anderson. Upon a vote, motion carried

3. REPORT OF COMMITTEES:

- a. Training (Sheriff Falk)
 - i. (Kerry Swenson) requesting funds to bring Motorola CPS training to Cass County; cost of \$5900 for 10 participants; five individuals have expressed interest in training
 - ii. (Scott Camps) requesting that training committee draft a training plan for the next 1-1 ½ years for the region and bring proposal to next meeting; John Bowen, Erik Jankila, Kerry Swenson, Dewey Johnson, Scott Camps, Mark Falk and Marcus Bruning to work on developing plan

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- iii. (Scott Camps) End-user training in Kanabec coming up soon; Cook County possibly in December

MOTION to move request of \$5900 for training onto the RRB for approval made by Mark Falk; Second; Scott Camps. Upon a vote, motion carried

- b. End User Training; no report
- c. Policy; report later in agenda
- d. Technical and Operations; no report
- e. SRB Operations and Technical; no report
- f. SRB Interop Standing Committee (Scott Camps)
 - i. (Mike Fink) no quorum; will meet in December
- g. Regional CASM (Karla White); no report
- h. User Committee (Erik Jankila)
 - i. No meeting in September
 - ii. Still developing a list of priorities
- i. Owners and Operators Committee (Steve Olson)
 - i. John Keenen won't be working with committee any longer
 - ii. Working on sending Standards to Anna for upload to websites

4. OLD BUSINESS

- a. ARMER Update (Bill Bernhjelm)
 - i. Tower construction is back to full operation
 - ii. No new towers on system lately
 - iii. SRB Meeting cancelled
 - iv. In the Office
 - 1. New Standards Coordinator decided to leave; that position should open up again
 - 2. In the process of selecting RIC for Central and Metro Regions
 - 3. Clerical position being worked on
 - v. National Weather Service Standard; State Patrol may take more of leadership role in the planning because all of the warning information filters through the State Patrol
 - vi. Molde and Ogilvie sites now on the system
- b. Jurisdictional Updates/Representatives
 - i. Itasca County; no report
 - ii. St. Louis County (Marcus); ordered a great deal of equipment; Motorola infrastructure contract signed; end-user equipment for EMS & Fire purchased; working on tower sites for west-end Duluth and City of Hibbing
 - iii. Lake County (Steve); Training and issuing radios; will be using both VHF & ARMER until three more state towers are up; using regional cache for Fire; school district is on ARMER and have been trained; radios have been programmed for Two Harbors Ambulance
 - iv. Kanabec (Jeff Anderson); slowly moving forward with portables; holding out for a grant for mobiles; dispatch equipment is in the middle of being installed; looking at December for law enforcement and January for Fire Departments to be using ARMER
 - v. Crow Wing (Rey Freeman); contract with Motorola signed; DVR meeting with Motorola 2-3 weeks ago; on track to order Gold Elite Consoles before the end of

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September; working on local enhancement site in Crosby; looking at late winter/early spring transition onto ARMER

- vi. Aitkin County (Rey Freeman); working on updating inventories of mobile and portables; SOR to be completed and submitted to Motorola no later than November 1st
 - vii. Cass County (Kerry Swenson); Gold Elite to be ordered by end of month; one enhancement site is nearly complete and the other is getting started; will be doing end-user training with First Responders the first week in October
 - viii. Cook County (Mark Falk); Gunflint tower online in October; applied for AFG grant; county agreed to supply 10% match if grant is awarded; county also designated \$7,000 for a grant writer; requested State Patrol to patch their 800 into old frequency so that they could be heard in the squads
 - ix. Mille Lacs; no report
 - x. Leech Lake (Terry O'Connor) met with Rey from GeoComm last week; moving forward on plan
 - xi. Bois Forte; no report
 - xii. Carlton County; no report
 - xiii. Pine County (Rey Freeman); SOR completed and submitted to Motorola; no local enhancement sites or channel capacity being added; will expand VHF for county fire paging; no cut-over date set
 - xiv. City of Duluth; no report
 - xv. City of Hibbing; finalizing equipment list for Police and Fire Departments
 - xvi. City of Virginia; in process of writing an AFG grant
 - xvii. Koochiching County; no report
 - xviii. Grand Portage (Mike Keyport); working through membership application process
- c. RIC Update (Bill Bernhjelm); previously discussed in agenda

5. NEW BUSINESS

- a. COML Training (Bill Bernhjelm) NW is putting together a class; no dates as yet; will notify if there are extra seats
- b. JPA Billing for new members (Tom Hannon)
 - i. Spreadsheet was put together to identify cost for individuals joining the RRB
 - ii. Cost was minimal for tribal entities to join the RRB; reduction for current members ranged from a low of 1/5% to a high of 15%
 - iii. (Marcus Bruning); policy committee recommends that new members be welcomed into the JPA with assessments starting with the new year rather than doing retroactive billings

MOTION made by Kerry Swenson to forward, to the RRB, the recommendation that the JPA assessments for new members should start at the beginning of a new year. Second; Mark Falk. Upon a vote, motion carried

- c. Kanabec ARMER User Agreement (Jeff Anderson);
 - i. Request the RAC to forward the contract to the RRB for approval and signature

MOTION made by Scott Camps to forward Kanabec contract to the RRB with recommendation to approve. Second, Kerry Swenson. Upon a vote, motion carried

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- d. Pine County ARMER User Agreement (Marcus Bruning)
 - i. Request the RAC to forward the contract to the RRB for approval and signature

MOTION made by Steve VanKekerix to forward Pine contract to the RRB with recommendation to approve. Second, Erik Jankila. Upon a vote, motion carried

- e. Cass County ARMER User Agreement (Kerry Swenson)
 - i. Request the RAC to forward the contract to the RRB for approval and signature; was signed by Cass County Board this past Tuesday

MOTION made by Scott Camps to forward Cass County contract to the RRB with recommendation to approve. Second, Steve VanKekerix. Upon a vote, motion carried

- f. Hospital Participation Plan (Scott Camps)
 - i. Hospitals need to have their own Participation Plan with MN/Dot or be on the counties plan so that they can program frequencies into their radios
 - ii. Recommends that counties are encouraged to include hospitals in their Participation Plans and arrange for those talkgroups to be created in the system

MOTION made by Scott Camps to encourage members to reach out to their hospitals to make sure they get covered under the county's Participation Plan. Second; Erik Jankila. Upon a vote, motion carried

- g. Outstanding Billing (Scott Camps)
 - i. Kanabec and Pine counties have not paid their portion of the operating expenses

6. ADJOURN

- a. Next meeting October 19, 2011

MOTION to adjourn at 10:52 am made by Erik Jankila. Second; Scott Camps