

**Northeast Regional Advisory Committee Meeting  
Wednesday, January 19, 2011  
10:00 a.m., Itasca County (Grand Rapids) Host**

**Proceedings:**

**I. Roll Call/Introductions**

Chair Marcus Bruning calls the meeting to order at 10:05 a.m. 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. Bruce Hegrenes, St. Louis Co./Communications
5. Chris Lentz, Motorola
6. Davin Tinquist, Itasca County Commissioner
7. Dewayne Kvande, Roger's Two-Way Radio
8. Dewey Johnson, St. Louis County 911
9. Eric Mack, DSC Communications
10. Erik Jankila, Hibbing Fire Department
11. Garr Pemberton, Leech Lake Tribal Police
12. Greg Deutsch, Itasca County Sheriff's Office
13. Jeff Anderson, Kanabec County Sheriff's Office
14. Jim Wiinanen, Cook Co. Emergency Management
15. John Keenan, AREMA
16. John Strongitharm, Duluth Fire Department
17. Karla White, Aitkin County Sheriff's Office
18. Kevin Throop, US Forest Service
19. Marcus Bruning, St. Louis County Sheriff's Office
20. Mark Falk, Cook County Sheriff's Office
21. Mark Smith, DSC Communications
22. Mark Stansberry, North Memorial Ambulance
23. Mike Fink, Motorola
24. Nell Hoey, Itasca County Sheriff's Office
25. Nick Schatz, Mn/DOT OEC
26. Pat Coughlin, Minnesota DNR
27. Robin Cole, Pine County Sheriff's Office
28. Roy Holmes, Minnesota HSEM
29. Scott Camps, St. Louis County Sheriff's Office
30. Scott Heide, Crow Wing County
31. Steve Olson, Lake County Sheriff's Office
32. Steven VanKekerix, Lake County Sheriff's Office
33. Terry O'Connor, Leech Lake EMS
34. Tom Johnson, State of MN Dept of Public Safety
35. Tony Pogorels, Hibbing Fire Department
36. Tom Ralidak, Minnesota State Patrol
37. Victor Williams, Itasca County Sheriff's Office

Candy Carsella Key, Itasca County MIS  
Christopher Worth, Itasca County MIS

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**II. MINUTES FROM PREVIOUS MEETING**

**MOTION** made by Karla White to accept last month's minutes as submitted. Victor Williams seconds the motion. Upon a vote, the motion carries.

**III. REPORTS OF COMMITTEES**

**A. Training (Mark Falk )**

Nothing new to report.

**B. End User (Dewey Johnson)**

\* Dewey came to the meeting later and reported that three dates were scheduled around the Region for initial end user training.

**C. Policy (Marcus Bruning)**

Victor Williams volunteers to fill Pat Medure's vacant spot on the RAC Policy Committee. Chairman Bruning appointed Victor Williams to Policy Committee.

**D. Technical and Operations (Steve VanKekerix)**

Nothing new to report.

**E. SRB Operations and Technical (Bruce Hegrenes)**

OTC met on January 11<sup>th</sup> 2011 and actions items were:

- Polk County Limited Participation Plan. Passed
- Fillmore and Houston Counties Full Participation Plan. Passed
- US Marshall Service has requested full access to state ARMER system increasing the amount of Federal activity on system.
- State Patrol has requested access for a NICE recorder on the state system.
- Wabasha County Full Participation Plan. Passed
- Ridgeview Hospital and Washington County request statewide access.
- Plan change requested for ARMER system for this region. Change is that all towers in Cook County will be 180' rather than 330', as originally planned. To increase coverage, the state will increase the number of sites from 11 to 14, using existing Cook County towers and sites that are already there. There should be no change in cost for the ARMER system. Approved
- In order to bring in Wrenshall site from Carlton County into the Duluth ARMER site, a tower will be placed around the Spirit Mountain area. Approved
- Mn/DOT requests a representative from each region and county, with a participation plan in place, to declare a Technical System Administrator and an alternate. Training for Technical System Administrator includes 3 courses, of which 2 are online and 1 a residency course. Total cost is approximately \$5000-\$6000 per person. Only county to have a Technical System Administrator in place is Crow Wing County. Bruce Hegrenes volunteers to be the Regional Technical System Administrator. **MOTION** made by Victor

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Williams to recommend Bruce to the position of Technical Systems Administrator for the Region.

**F. SRB Interop Standing Committee (Scott Camps)**

- Work on 2011 grants has been delayed because the feds have not released the money to the states yet. Will meet again in March to decide on allocations for the 2011 funds.
- P25 Standards (Tom Johnson is present and addresses this subject.) The standard has been approved by the work group and will be going to the full Interoperability Committee in February. Did send out to NW Region to make sure that they were not in contrast with anything that they were planning to do. Have clear policy on the purchase of radio equipment, making sure that it is P25 compatible.
- Interop Conference (next week) there are 36 attendees from the NE Region.
  - Expense reimbursement instructions have been sent out
  - Each person will be reimbursed for up to \$300
  - Keep all receipts for expenses (hotel, parking, food, etc..)
  - Each person needs to complete an expense report and submit to their own county who will then summarize expenses and forward (with receipts) to Nell
  - Counties will be reimbursed - not each individual
- PSIC funding – Nell needs a copy of the receipt or check showing payment for equipment purchased before reimbursement can be made. Also, send Nell equipment log of radios purchased, complete with model and serial numbers.

**G. Regional CASM (Karla White)**

Online training tomorrow. It was recommended that a representative from each county participate in the CASM. Each county should submit to Nell or Anna a representative for CASM.

**H. User (Erik Jankila/Bill Bernhjelm)**

- Committee feels that there are some decisions that need to be made in regards to fiscal and maintenance responsibilities. Committee is asking for RAC or RRB to make these decisions.
- (Bill) As part of the Strategic Technology Reserve there is a cache of 30 ARMER radios that are being made available to each region. There are a number of conditions attached, the first being each region has to develop standards as to how radios will be maintained and programmed, and hosted, who will be responsible and how funding will be used. Fond Du Lac and Itasca have considered being host.
- Other part of Strategic Technology Reserve is a transportable tower with radio equipment on it so that it can be patched from ARMER to VHF or VHF to ARMER. This would be available for any situation where additional communication capability is needed. There needs to be someone who is familiar with equipment, will maintain it, make it accessible, and help set it up if deployment is needed.

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- Some policy decisions need to be made regionally with regard to the STR cache:
  - What talk groups would be programmed into the cache radios? A regional limited participation plan needs to be signed off on and submitted to the OTC. An administrator needs to be chosen.
  - Equipment is provided but future maintenance is not covered by any of the grants. Batteries will need to be replaced and tune-in checks will need to be preformed.
  - Marcus suggests that St. Louis County may be interested in maintaining/managing the equipment, as Hibbing is the center of the NE Region and they have full-time staff that could monitor it.
- Planning to submit regional standards to RRB next week

**I. Owners and Operators Committee (Dewey Johnson/Steve Olson)**

- Train the Trainer, End Users training coming up:

Hermantown	February 7 and 8
Lake County	February 17, 18, 19
Eveleth	February 24, 25, 26

- Still looking into whether grant will provide for lunch during the full day trainings.
- At close of meeting (Scott Camps) gives go ahead on expenses associated with training.
- There are 16 COML that are state certified and 35 throughout the state. Training is done by instructor, Chuck Jacky. If there is interest in the NE Region we can talk to Chuck about the possibility of doing training.
- (Bill) Feds are also working on a COMT program. A ComTech is more of a hands-on person who programs radios. That type of person would be best suited to be involved in the hosting of the STR trailer.
- Dewey will work with Bill on putting together training.
- (Steve) Decided to adopt the State's policy with the addition of a Regional Training Guideline.
- **MOTION** made by Erik Jankila to send the 6 policies presented and the 1 SRB training standard, which Erik will send to Nell, to the RRB. Second by Victor Williams. Motion carries.

**OLD BUSINESS**

**A. ARMER Update (Bill Bernhjelm)**

- The new Commissioner of Public Safety is Ramona Dohman, and she assumes new duties on March 1<sup>st</sup>.
- List Serve – Bill's office will help support List Serve.
- Survey has been sent out to determine interest and demand of wireless data services. Everyone is encouraged to distribute as widely as possible to agencies within their counties.

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- EMS subcommittee has been working on drafting a “Best Practices” document. It was presented to the OTC as an informational item and will be moved forward as an action item at the next OTC meeting and then on to Interoperability Committee and the Statewide Radio Board.
  - This document identifies the ARMER system as the best way for EMS agencies to communicate with hospitals and others they need to contact.
- Sale Tax Exemption bill is being put forward with regard to exempting the radio equipment from state sales tax.
- Border TIC Plan between Manitoba and Minnesota is in process
- Motorola System Management Training; Central Region is working with Motorola to bring training to Minnesota.
- Will be working on concerns with regards to towers and coverage of the Boundary Waters Area.
- ARMER; All original Phase 3 sites are currently on the air. System wide; currently 61% of the tower sites are on the air and working.
- For those counties that border Wisconsin, matching money and the PSIC funds are soon to run out. If your county borders Wisconsin contact Ron Whitehead as funds need to be used up.

**B. Website (Chris Worth)**

A decision needs to be made as to what should happen with the RRB website as Itasca County is moving to a different website provider (Sharepoint) for their county. Two options were presented:

**Option 1) Migrate current RRB website to external host**

- Monthly cost of \$4.45
- Unlimited disk space
- Added website tools of e-mail, mailing list, and bulletin board forums
- Flawless transfer with no loss of site access
- Continued support and updates from Itasca County MIS

**Option 2) Continued Hosting with Itasca County**

- Yearly cost of \$4.95
- No additional website tools provided
- Website access would temporarily be lost
- Itasca County MIS staff would need training to set up RRB website within Sharepoint. Cost of \$135.00 per hour. Number of hours is unknown.
- Itasca County MIS will not allow outside user access to Sharepoint web server

Chris recommends Option 1 to the RAC for the RRB website.

**MOTION** made by Dewey Johnson to go forward with Christopher’s recommendation of Option 1. Erik Jankila seconds the motion. Upon a vote, the motion carries.

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**C. Jurisdictional Updates (Scott Camps)**

- Changes for representatives for the RAC board are:
  - Need an alternate for Cass County
  - Need an alternate for City of Virginia
  - Victor Williams replaces Pat Medure for Itasca County
  - Robin Cole comes on as delegate for Pine County

**D. Leadership Group Meeting (Dewey Johnson)**

Nothing new to report.

**E. Joint Powers Agreements (Tom Hannon)**

Entities that have not responded to Nell with the Joint Powers Agreement updates are: Crow Wing County, Koochiching County (needs signature page), Pine County, and City of Hibbing.

**F. \*Congressional Letter (Dewey Johnson)**

Skipped in regular course of meeting. Returned to subject later in meeting. Marcus asked for a letter to be written to all our congressional representatives to let them know who we are and what we are doing to insure that they understand that the earmarks they provided to this Region have not gone to waste.

**V. NEW BUSINESS**

**A. Training, Lake County and St. Louis County Requests**

- (Mark Falk) Lake County requests funding of \$5000.00 for training at Motorola Training Headquarters in Schaumburg, IL. This is a Mn/DOT required course for ARMER System Administrators.

**MOTION** made by Victor Williams to move Mark Falk's request forward to the RRB. Karla White seconds the motion. Upon a vote, the motion carries.

- (Scott) Another request for funds went before the Training Committee for approval because the dollar amount was under \$3000 for training. This will be brought before the RRB as an informational piece.
- Request for additional funds for a tech to take online training courses in March will go to RRB.

Vic Williams amends **MOTION** to include two funding requests to be taken to the RRB, as well as the information training piece. Karla White seconds the amended motion. Upon a vote, the motion carries.

**B. Civil Air Patrol Request to be on ARMER System (Bill Bernhjelms)**

A number of these letters went out to different regions; however, the Interoperability Committee will take a look at it first to determine whether it should be handled on a statewide basis. It may come back as a permissions request for adding them into the regional talkgroups. (Bruce) This has not been before the OTC and a request has not been made to Mn/DOT to be a participant in

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ARMER.

**C. New RAC Representatives Discussion (Nell Hoey)**

\*Nell had done this earlier in the meeting, under IV. Old Business, C. Jurisdictional Updates.

**\* Additional Discussion to the Agenda**

Crow Wing County is requesting \$5000 funding for System Administrator Training with Motorola in Schaumburg, IL.

**MOTION** made by Mark Falk to move request forward to the RRB. Scott Camps seconds the motion. Upon a vote, the motion carries.

**D. Next Meeting – February 16, 2011**

Host is Crow Wing County Sheriff's Office

**E. March Meeting**

March meeting will be on the 16<sup>th</sup>, host will be St. Louis County.

**VI. ADJOURN**

**MOTION** made by Victor Williams to adjourn the meeting. Erik Jankila seconds the motion. Upon a vote the motion carries. The meeting adjourns at 11:27 a.m.