

**Northeast Regional Advisory Committee Meeting**  
**Wednesday, February 16, 2011**  
**10:00 a.m., Crow Wing County ITV Host**

**Proceedings:**

**I. Roll Call/Introductions**

Chair Marcus Bruning calls the meeting to order at 10:19 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. Brian Belich, Carlton County Sheriff's Office
5. Brian Youso, Koochiching County Sheriff's Office
6. Bruce Hegrenes, St. Louis Co./Communications
7. Dana Putzke, Duluth Police Department
8. Dave Fischer
9. Eric Mack, DSC
10. Garr Pemberton, Leech Lake Tribal Police
11. Gregg Deutsch, Itasca County Sheriff's Office
12. Jason Helgeson, Leech Lake Band of Ojibwe
13. Jeff Anderson, Kanabec County Sheriff's Office
14. Jerry Jensen, International Falls EMS
15. Jill Rohret, RRS Coordinator - MESB
16. Jim Wiinanen, Cook Co. Emergency Management
17. John Hyde, Duluth Radio Shop
18. John Keenan, AREMA
19. John Strongitharm, Duluth Fire Department
20. Ken Johnson, Crow Wing County Sheriff's Office
21. Marcus Bruning, St. Louis County Sheriff's Office
22. Mark Falk, Cook County Sheriff's Office
23. Mark Smith, DSC Communications
24. Mark Stansberry, North Memorial Ambulance
25. Mike Fink, Motorola
26. Monte Fronk, 1855 Mille Lacs Reservation/DPS/EM
27. Nell Hoey, Itasca County Sheriff's Office
28. Scott Drewlo, Duluth Police Department
29. Scott Heide, Crow Wing County
30. Steve Olson, Lake County Sheriff's Office
31. Steven VanKekerix, Lake County Sheriff's Office
32. Tim Lee, Mn/DOT Electronic Communications
33. Tom Hannon, Governance Consultant
34. Tony Pogorels, Hibbing Fire Department

**II. MINUTES FROM PREVIOUS MEETING**

**MOTION** made by Steve VanKekerix to accept last month's minutes as submitted. Second by Brian Belich. Upon a vote, the motion carries.

**III. REPORTS OF COMMITTEES**

**A. Training (Mark Falk)**

No report.

**B. End User (Steve Olson)**

The first End User Training in Hermantown, last week, went very well. Class was 16 hours in length and could have used extra time for training. Next training is in Two Harbors next week and then Eveleth to follow.

**C. Policy (Marcus Bruning)**

No report.

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

No report.

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

- National Park Service Interop Participation Plan (J. Snyder) Passed  
Limited Interop Participation plan for Park Service LE
- MN National Guard ID Request Passed  
Request for more radio IDs and TGs for disaster relief
- Clay Co. ID Request Passed  
Request for more TG and radio IDs
- Isanti Co. Participation Plan Amendment Passed  
Request to amend participation plan to add BDAs in two public buildings
- Dodge County Request for Statewide Access Passed  
Request for one Statewide TG
- MN EMS Communications Best Practice Guide Passed  
EMS ad hoc committee presented EMS Communications Best Practice Guide, OTC motion to keep EMS ad hoc committee in place
- North Memorial Medical Center Request for Statewide Access Passed  
Request for statewide TG for techs
- STR ID Request Passed  
Request from DECN to assign 60 TGs to each region except Metro for Strategic Reserve radios that will be distributed to the regions 30 XTS1500s each 360 total TGs Each RRB will have to pass and submit a RRB Participation plan
- ARMER System Manager Training Workgroup Passed  
Motion to form ad hoc committee to further define standards for System Manager Training
- Approved Harris mobile and portable radio equipment that was certified by MN-DOT for use on ARMER system Approved Equipment List will be updated. Passed
- Next OTC meeting will be March 8, 2011 at 1300L.

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

No report.

## **RAC Meeting Minutes – February 16, 2011**

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### **G. Regional CASM (Nell Hoey)**

Karla has a CASM contact for each county but Pine County. Nell did e-mail her Sheriff Cole's e-mail address. Once the contact list is complete Karla will send it to the state for passwords and hopefully training.

### **H. User Committee (Steve Olson)**

- At the last meeting a majority of the time was spent discussing the standards regarding the STR. Will be putting standards together and presenting to the RAC at the March meeting.
- Representatives for the User Committee and Owner and Operator Committee need to be appointed from Pine County.

### **I. Owners and Operators Committee (Bill Bernhjelm)**

- One issue of concern regarding the STR is the cost of insurance, maintenance and licensing of trailer. It has been proposed that a lump sum payment be made to each of the regions that are hosting the equipment in the amount of \$12,500. This should cover these costs for about 5 years. This will have to be approved by the Statewide Radio Board.
- The cache radios have already been purchased and have a three year warranty. They are waiting on the counties to decide on programming format before programming the radios. The trailers will not be delivered until approximately August and will have separate training required for them.
- Cost of initial set up and a yearly exercise (drill) can possibly be funded through current grants. Policy decision needs to be made on this.

## **IV. OLD BUSINESS**

### **A. ARMER Update (Tim Lee)**

- Oshawa, Whipolt, Draper (Cass County) a T1 has been assigned into those sites this week. Should be on the air by next week.
- Sandy Lake; working on tower in the next couple weeks
- Ogilvie, Day, Big Falls, Bena; Towers under construction
- Nickerson, White, Mizpah, Loman, White Pine, Glen, Logan ; bids that are ready
- Received consol equipment for state patrol. Plans are to transition northern part of the state to ARMER system by July 1. As they transition they will also keep up the VHF channel. The VHF mobiles will be kept in squads until the end of 2012.
- Interop VHF contract and equipment is in place to build the network. Expecting equipment to be available in next month or two. Will start work in Rochester area.
- The first week in May, Motorola will upgrade the system. Currently at 7.7 and will take it to 7.9. Upgrade will take approximately 2-3 weeks. There may be some outages for Itasca County as the equipment is upgraded.
- The latest revision of Change Management Process has been passed out. Please look it over and send comments back to Mark Gieseke.
- South Central Region will be forwarding a request to our region to program the NE Regional TACs into some of their radios.

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### **B. Website (Nell Hoey)**

RRB voted to accept Option #1 that was presented to the RAC last month.

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

- Aitkin County; no report
- Carlton County; no report
- Cass County; no report
- Cook County; field testing portables; some towers being activated; Participation Plan in process
- Crow Wing County; looking for county board to approve budget then will be buying equipment and moving forward
- Itasca County; no report
- Kanabec County; expecting to have Participation Plan approved by next week, spending of \$165,000 of grant was approved for updating PSIC equipment.
- Koochiching County; nothing new
- City of International Falls; nothing new
- Lake County; nothing new
- Pine County; no report.
- St. Louis County; in the middle of site development, a number of sites will be finalized in the next year
- City of Duluth; Public Works is looking for radio system to work with
- City of Hibbing; working on tower site at Maple Hill; in the process of rezoning
- City of Virginia; there was a meeting with Virginia Fire and they are pretty much taken care of with radios as they were a recipient of a grant along with 6 other agencies. They are working on getting radios for the ambulance service with a grant and seeing what can be done with law enforcement.

### **D. Leadership Group Meeting**

Regional Leadership meeting at the St. Cloud Police Department on February 28, 2011, at 10:00 a.m. Get ideas, concerns, or questions to Dewey Johnson or Steve Olson.

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

Previously discussed.

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

No report.

## **V. NEW BUSINESS**

### **A. NE Regional Strategic Technology Reserve Participation Plan (Bruce Hegrenes)**

DECN brought the proposed Regional Participation Plan to the OTC last week. Some sort of agreement is needed with the State Radio Board for the region. St. Louis County agreed to be the System Administrator for region as well as point of contact for the equipment. Now needs to be sent to the RRB for approval.

**MOTION** made to forward proposed STR Participation Plan to the RRB for approval by Tony

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Pogorels. Second by John Strongitharm. Upon a vote, the motion carries.

**B. Mileage Rates (.51 cents currently/need to adopt and move to RRB)**

Current bylaws indicate mileage rate of .50 cents. Presently, the federal government has changed that to .51 cents. Proposal is made to recommend to RRB to change bylaws to recognize and adopt Commissioner's Plan as expense reimbursement plan. This plan is kept up to date and has a website that explains all the expenses that are allowable under state statutes.

**MOTION** made to recommend to RRB to change bylaws to recognize and adopt Commissioner's Plan as expense reimbursement plan by Tony Pogorels. Second by Brian Belich. Upon a vote, motion carries.

**C. Sales Tax Legislation (Jill Rohret)**

Proposal was made to expand sales tax legislation to the entire state. This has not been voted on yet.

**D. Interop Conference Expense Forms**

- Anyone expecting expense reimbursement for the Interop Conference needs to get their paperwork to Nell as soon as possible as the grant is soon to expire.
- Chair Bruning states that Scott Camps recommends a change to bylaws to move elections for RAC position to sometime in January. Marcus will work with Sheriff Williams and check into this and then come back with a language recommendation.

**E. Discussion re: Motorola Trunked Users Group (Jill Rohret)**

MTUG is a group of Motorola Users which meet quarterly, next meeting April 26<sup>th</sup>, 2011. MTUG provides a forum between Motorola and users to promote the development, sustainability, and education of Motorola products, services and processes for the mutual benefit of all parties. A memo will be sent out with information regarding the next meeting.

**\*Addition to the Agenda (Marcus Bruning)**

Redundant Technology Elimination Act is new legislation that is being proposed to move the ARMER system to the Office of Enterprise Technology and would then eliminate all control from the DEC. A form letter has been drafted to use as a template to express concerns to your representatives regarding these changes. Nell will forward the sample letter to the RAC/RRB, and Marcus encourages everyone to write to their representatives.

**Next Meeting – March 16, 2011**

Host is Carlton County.

**VI. ADJOURN**

**MOTION** made by Tony Pogorels to adjourn the meeting. Second by John Strongitharm. Motion carries. The meeting adjourns at 11:27 a.m.