

**Northeast Regional Advisory Committee Meeting
Wednesday, March 16, 2011
10:00 a.m., Carlton County Sheriff's Office & ITV**

Proceedings:

I. ROLL CALL/INTRODUCTIONS

Chair Steve Olson calls the meeting to order at 10:02 a.m. Roll call attendees are as follows:

1. A.J. Morse, Itasca County Sheriff's Office
2. Anna Cass, Itasca County Sheriff's Office
3. Brian Belich, Carlton County Sheriff's Office
4. Carey Johnson, Lake County Sheriff's Office
5. Chris Lentz, Motorola
6. Dana Putzke, Duluth Police Department
7. Erik Jankila, Hibbing Fire Department
8. Jeff Anderson, Kanabec County Sheriff's Office
9. Jim Wiinanen, Cook Co. Emergency Management
10. John Hyde, Duluth Radio Shop
11. John Keenan, AREMA
12. Karla White, Aitkin County Sheriff's Office
13. Kerry Swenson, Cass County Sheriff's Office
14. Mark Falk, Cook County Sheriff's Office
15. Mark Smith, DSC Communications
16. Mark Stansberry, North Memorial Ambulance
17. Marlyn Halvorson, Itasca County Sheriff's Office
18. Mike Fink, Motorola
19. Monte Fronk, 1855 Mille Lacs Reservation/DPS/EM
20. Nell Hoey, Itasca County Sheriff's Office
21. Rey Freeman, GeoComm
22. Scott Drewlo, Duluth Police Department
23. Scott Heide, Crow Wing County
24. Steve Olson, Lake County Sheriff's Office
25. Terry O'Connor, Leech Lake EMS
26. Tim Thomas, Itasca County Sheriff's Office
27. Tom Johnson, State of MN/DPS/DECN
28. Tony Pogorels, Hibbing Fire Department

II. MINUTES FROM PREVIOUS MEETING

MOTION made by Kerry Swenson to accept last month's minutes as submitted. Second by Tim Thomas. Upon a vote, the motion carries.

III. REPORTS OF COMMITTEES

A. Training (Mark Falk)

St. Louis County would like to send two more people to Illinois for training because of the hosting of the STR equipment. Cost will be about \$5000.

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MOTION made by Mark Falk to forward approve St. Louis County request to send 2 people for training. Second by Tim Thomas.

Question: (Tim Thomas) What kind of funding is left in training budget?

Response: (Tom Johnson) There is currently \$82,376 available, this includes about \$70,000 in PSIC training funds

Question: (Tim Thomas) Are there cost associated to get started on the training if held in Minnesota?

Response: (Chris Lentz) Plans are almost finalized to bring System Managers training to Minnesota for users. The cost of training up to 8 individuals is approximately \$20,000. This amount does include the two prerequisite online training sessions.

Question: (Kerry Swenson) Is there a scheduled time frame as yet?

Response: (Chris Lentz) Central RAC has one training session planned for May 24, 25, and 26 after the 7.9 upgrade. There are plans for a second class but unsure as to whether it will fill or not. If there are openings there would be some availability for NE members to fill those spots.

Question: (Kerry Swenson) Do we have the option to bring training to the NE region?

Response: (Chris Lentz) Yes. Schedule is about 30-60 days out. June or July would be the earliest.

Upon a vote, the motion carries

B. End User (Steve Olson)

No report

C. Policy (Vic Williams)

Vic absent. No report

D. Technical and Operations (Steve VanKekerix)

Steve absent. No report

E. SRB Operations and Technical (Bruce Hegrenes)

Bruce absent. No report

F. SRB Interop Standing Committee (Scott Camps)

Scott absent No report

G. Regional CASM (Karla White)

Still working on getting a representative from Pine County

H. User Committee (Erik Jankila)

- Attendance at the last meeting of the Joint User Committee was good

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- Committee blanket adopted the MN State Standards with one change for coverage purposes

IV. OLD BUSINESS

A. ARMER Update (Tom Johnson)

- Currently, ARMER project is at 61% on air at this time
- Cook County will increase the number of tower sites
- A tower will be added in Duluth
- Houston County, Rush City, Chisago County are on the air
- 2011 Vender Services Contract is signed
- 7.9 system upgrade is being schedule for May
- VHF overlay is moving forward (109 sites have been identified; 13 towers in construction); equipment has been ordered; a few months out from coming on the air

B. Jurisdiction Updates/Representatives

- Carlton County; no report
- Cook County; Participation Plan completed; purchasing ARMER equipment for sheriff's office; looking for grant writer to assist with other grants for other public safety agencies
- City of Duluth; unable to hear report
- Koochiching County; unable to hear report
- Fond du Lac; no report
- Mille Lacs; Monte Fronk – attended train the trainer
- Crow Wing County; ARMER budge approved by board; will start ordering radios; tentative dates for train the trainer course is April 11-12
- Itasca County; no report; Nell Hoey says Goodbye and Thank you to all
- Cass County; had kickoff meeting with Motorola to get started on infrastructure; changed online date to first part of March
- Aitkin County; Board approved hiring GeoComm as Projected Manager
- City of Hibbing; looking at tower site at Maple Hill
- Lake County; just had train the trainer training; working on tower locations; still dealing with Boundary Water issues; still waiting to hear on Grants; School district and Hospital have purchased ARMER radios and waiting on programing and installation; possibly going online this summer; several towers need to be constructed

C. Joint Powers Agreements (Tom Hannon)

No report

D. Mileage.

Tabled until May meeting

E. Sales Tax Legislation (Tom Johnson)

Continue talking to your representatives to let them know how important this issue is

F. Elections

Tabled until May meeting

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V. NEW BUSINESS

***Change to the Agenda (Rey Freeman)**

Cook County Participation Plan presented by Rey Freeman of GeoComm

MOTION made by Tim Thomas to approve Cook County Participation Plan. Second by Kerry Swenson. Upon a vote, the motion carries

A. Kanabec County Participation Plan

Kanabec County Participation Plan presented by Granite Electric

MOTION made by Mark Falk to approve Kanabec County Participation Plan. Second by Erik Jankila. Upon a vote, the motion carries

B. Training Money Request

Discussed earlier under Report of Committees; Training

C/D. SCIP Updates and Workshop (Tom Johnson)

- SCIP Workshop to be held April 13, 2011; MN/Dot Arden Hills Training Center 1900 West County Road I, Shoreview, Minnesota 55126; 8:30 a.m. to 5 p.m.
- Looking for 2 members from each region to attend
- Scott Camps and Kerry Swenson volunteer to attend for NE region

E. STR Authorization Letter for Abley to Program Cache (Steve Olson)

Requesting RAC to approve a letter which will enable Abley to program the radio cache

MOTION made by Erik Jankila to approve a letter being sent from our region. Second by Carey Johnson. Upon a vote, the motion carries

Addition: (Steve Olson) Owner and Users Committees approved the Minnesota State Standard on the radio cache with the following addition:

- If the need for use of the cache is incident related, request for equipment should go through the MN Duty officer
- If the need for use of the cache is event or training related, request for equipment should go directly to the non-emergency admin desk at St. Louis County

MOTION made by Tim Thomas to move this item forward to the RRB for their approval. Second by Carey Johnson. Upon a vote, the motion carries

F. Southwest Region Request to Program NE Regional Talkgroups (Tom Johnson)

The SW region obtained radios for their Emergency Mangers and would like to program them with the regional interoperability talkgroups in the event that they get called to assist in a disaster situation. Would like a letter giving permission to go forward with this and also to send forward to the RRB for approval.

MOTION to approve the request of programing talkgroups made by Carey Johnson. Second by Brian Belich. Upon a vote, the motion carries

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Addition: (Steve Olson) Two more requests for programing of regional interoperability talkgroups received from Isanti County and Mille County.

MOTION to approve request of programing talkgroups made by Kerry Swenson. Second by Mark Falk. Upon a vote, the motion carries

G. 2011 ARMER Integration Grant (Tom Johnson)

- There could be up to 3 million dollars in the budget of DECN remaining. Some of this money may become available to the regions for infrastructure
- Scott Camps will be putting together information on the needs for the NE region
- There is likely to be a short time frame on this grant and Marcus Bruning would like to send a letter in the hopes to cut down on any communication problems and to help expedite request of funds
- Fiscal year ends June 30, 2011. The sooner the letter is in the better

MOTION made by Mark Falk to submit letter with grant request. Second by Erik Jankila. Upon a vote, the motion carries

H. Lake County User Agreement (Carey Johnson)

Would like the RAC to approve Agreement for the Operations of Subscriber Radios on the ARMER System so that it can be moved forward to the RRB

MOTION made by Mark Falk to accept User Agreement. Second by Brian Belich. Upon a vote, the motion carries

I. Cook County ARMER Participation Plan (Rey Freeman)

Discussed previously under New Business

J. Motorola Prerequisite Training (Tim Thomas/Chris Lentz)

- Cost will be approximately \$20,000 to train up to 8 individuals
- Itasca County applied for grant to help with cost of hosting a training in Itasca County
- System Administrator workshop is three days in length
- There are two online prerequisite courses that need to be completed before the training and these courses are included in the \$20,000 fee

MOTION made by Tony Pogorels to schedule training with Motorola in June for 8 individuals to take System Administrator Training. Second by Kerry Swenson. Upon a vote, the motion carries

VI. ADJOURN

MOTION made by Erik Jankila to adjourn the meeting. Second by Tim Thomas. Upon a vote, the motion carries. The meeting adjourns at 11:27 a.m.

Next Meeting – April 20, 2011

Host is Pike Lake