

**Northeast Regional Advisory Committee Meeting**  
**Wednesday, April 20, 2011**  
**10:00 am, St. Louis County Sheriff's Office EOC & ITV**

**Proceedings:**

**I. ROLL CALL/INTRODUCTIONS**

Chair Scott Camps calls the meeting to order at 10:02 am ~ Roll call attendees are as follows:

1. Anna Cass, Itasca County Sheriff's Office
2. Arvid Dahl, Grand Portage Reservation
3. Bill Bernhjelm, DPS/ARMER
4. Brian Belich, Carlton County Sheriff's Office
5. Bruce Hegrenes, St. Louis Co./Communications
6. Chris Lentz, Motorola
7. Cynthia Suess, Minnesota State Patrol
8. Dewey Johnson, St. Louis County 911
9. Eric Mack, DSC
10. Harry Algyer, TIC Plan Coordinator
11. Jeff Anderson, Kanabec County Sheriff's Office
12. Jim Wiinanen, Cook Co. Emergency Management
13. John Bowen, Crow Wing County Emergency Management
14. Karla White, Aitkin County Sheriff's Office
15. Ken Johnson, Crow Wing County Sheriff's Office
16. Kerry Swenson, Cass County Sheriff's Office
17. Mark Stansberry, North Memorial Ambulance
18. Nick Schatz, Mn/DOT OEC
19. Rey Freeman, GeoComm
20. Scott Camps, St. Louis County Sheriff's Office
21. Steve Olson, Lake County Sheriff's Office
22. Steve VanKekerix, Lake County Sheriff's Office
23. Terry O'Connor, Leech Lake EMS
24. Tim Thomas, Itasca County Sheriff's Office
25. Tom Hannon, Governance Consultant
26. Tom Ralidak, Minnesota State Patrol
27. Tony Pogorels, Hibbing Fire Department

**II. MINUTES FROM PREVIOUS MEETING**

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

**III. REPORTS OF COMMITTEES**

**A. Training (Tim Thomas)**

- a. Tentative dates set for June 21, 22 & 23 for System Administrator Training
- b. Location; Grand Rapids

**RAC Meeting Minutes – April 20, 2011**  
**St. Louis County Sheriff's Office and ITV**

- c. 8 seats available
- d. Cost of approximately \$19,684.00
- e. Requests RAC approval to move on to the RRB so that dates can be finalized with Motorola.
- f. This item moved to New Business

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

- a. Crow Wing training went well; 28 registered

**C. Policy (Vic Williams)**

- a. No report

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

- a. No report

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

- a. Bruce not available at this time; report later in meeting

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

- a. No report

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

- a. Training set for end of June
- b. Still no representative from Pine County

**H. User Committee (Erik Jankila)**

- a. No report

**I. Owners & Operators Committee (Steve Olson)**

- a. Tabled Portable Tower Standard until May

**IV. OLD BUSINESS**

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

- a. RIC positions are under review; recommendations and comments regarding duties or performance of the RIC should be sent to Jackie Mines
- b. 3.3.5 National Weather Standard; there are some regional components to it; sent to User, Owners & Operators Committees for review
- c. Fire Grants; a few have been issued; next round is likely to have deadline of May or early June
- d. Fire Department grant resources; Federal Department of the Interior and the Department of Agriculture
- e. Control Stations; would like to hear from those who have their control stations in and programed
- f. Alex Tech; agencies ready to access the Alex Tech System should contact Linda Muchow ([lindac@alextech.edu](mailto:lindac@alextech.edu)) with names and e-mail address of those to have access

## **RAC Meeting Minutes – April 20, 2011**

### **St. Louis County Sheriff's Office and ITV**

- g. FCC; requiring narrow-banding of VHF systems no later than December of 2012; they will be sending letters out to licensees that have VHF wide-band and haven't applied or relicensed to narrow-band
- h. Motorola Trunk Users Group (MTUG) Meeting; April 26, 2012 in White Bear Lake at 10:00 am; Motorola is the host; will also be on ITV in Duluth, St. Cloud, and Bemidji; there is no cost and is 2 hours in length; there will also be training on APEX radio
- i. Following the MTUG meeting will be a sub-committee (work group) meeting for revising State Standards with regards to the definition and duties of System Administrators & Managers
- j. Regional Leadership Meeting; Monday ~April 25, 2012, starting at 10:00 am in St. Cloud
- k. NECP; region is in good shape in regards to evaluation of planned event hosted by Lake County; individual counties still need to submit their capabilities portion; contact Bill Bernhjelm if in need of help; Federal deadline is early fall
- l. List Serve; will allow access to users to post and retrieve meeting information
- m. SCIP workshop; attended by Kerry Swenson and Scott Camps; update of SCIP plan; discussion and identification of priorities and methods to accomplish SCIP goals
- n. State Budget; has been finalized; 1 bill still holds about 6 million in 911 account; this is pledged to support the bonds for construction of the system
- o. In office; Jackie Mines is back to work; in process of hiring a grants coordinator to replace Mwende who was promoted
- p. Construction schedule; posted on Statewide RRB website or contact Bill for updates

### **B. Jurisdiction Updates/Representatives**

- a. Lake County (Steve Olson); a few portables are in the field for testing and working better than any other communication; have users setup on Alex Tech; will be done by mid-June
- b. St. Louis County (Dewey Johnson); doing some training; looking to set up a dispatch train-the-trainer the week of June 20<sup>th</sup>
- c. Carlton County; looking into options of Project Manager; waiting for fire grant; Wrenshall tower to be constructed this summer
- d. Aitkin County (Karla White); next week will meet with GeoComm as possible Project Manager
- e. Kanabec County; fire grant approved; mobiles and portables coming for fire, ambulance service and sheriff's office. waiting on 2 towers; Participation Plan on agenda for State Board in May
- f. City of Virginia (Dan); all supervisors are through train-the-trainer program; no radios on the system
- g. City of Hibbing (Tony Pogorels); contact information to change
- h. State Patrol (Cynthia Suess); ARMER migration for Duluth will be the week of June 6<sup>th</sup> and Virginia during the last week of June; Participation Agreement between each county and the State Patrol District Office will be sent out
- i. Crow Wing (John Bowen); radio purchase made at end of March for Law Enforcement, First Responders, and Highway Department; train-the-trainer last week went well
- j. Cass County (Kerry Swenson); moving forward in working with Motorola to move date back up
- k. Leech Lake (Terry O'Connor); ongoing meetings with Cass County; moving forward with upgrade to narrow-band
- l. Cook County; (Jim Wiinanen); field testing radios with good results; no deadline at this time

## **RAC Meeting Minutes – April 20, 2011**

### **St. Louis County Sheriff's Office and ITV**

- m. Grand Portage (Arvid Dahl); purchased some portables the first part of March
- n. Pine County, Koochiching County; not available
- o. Itasca County; no report

#### **C. Joint Powers Agreement (Scott Camps)**

- a. Signature page for St. Louis County signed and on file

#### **D. Sales Tax Legislation (Bill Bernhjelm)**

- a. Not included in the budget bill

#### **E. Elections moved to January (Scott Camps)**

- a. Bylaws have been reviewed for RAC and RRB; nothing specifies that elections need to be held in December
- b. Recommends that RRB change elections to January because new officers take their seats in January and then are assigned to committees

#### **F. SCIP Update (Scott Camps/Kerry Swenson)**

- a. Five different areas of the SCIP Plan were addressed (government, standard operating procedures, technology, usage, and training and exercise) to try and identify what the goals are for the upcoming years for ARMER and operability throughout the state

#### **G. 2011 ARMER Integration Grant justification letter (Scott Camps)**

- a. Supplemental information was submitted to ECN for their consideration of funds allocation to NE Region for AMRER integration
- b. Federal Grants; do not know allocation for Minnesota at this time; guessing about \$650,000 to split in the regions; approximately \$70,000 for training to each region
- c. State Homeland Security Program; if funded to amount that is anticipated, our region has requested about \$775,000 for end-user equipment

#### **H. PSIC Fund Reallocation (Scott Camps)**

- a. Funded 42-45 agencies
- b. Deadline of March 31, 2011, for paperwork; holding some invoices for completed paperwork
- c. Some entities were unable to use entire amount of allocated funds; there is about \$22,000 remaining in this PSIC for equipment; this money needs to be used by May 31, 2011
- d. Recommendation made to reconvene Grant Committee to decide what to do with this money

**MOTION** made by Scott Camps to reconvene Grant Work Group. Second Dewey Johnson.  
Upon a vote, motion carries

## **V. NEW BUSINESS**

### **A. COML Training (Dewey Johnson)**

- a. Proposal from OnTarget Training for train-the-trainer, end users
  - i. Dates; May 23, 24, 25, 2011
  - ii. Cost; \$10,000 + travel

**RAC Meeting Minutes – April 20, 2011**  
**St. Louis County Sheriff's Office and ITV**

- iii. Location; Pike Lake OTC
- iv. Time; 8:00 am – 4:30 pm
- v. No meals to be provided to participants
- b. There is approximately \$60,000 available for training in PSIC

**MOTION** made by Tim Thomas to move request for training funds forward to RRB.  
Second by Kerry Swenson. Upon a vote, motion carries

**B. CPS Training (Bill Bernhjelm/Chris Lentz)**

- a. Customer Programing Software; for programming radios
- b. Available Online; 5 days; 2 hour sessions
- c. Cost of just under \$6,000 for 12 attendees
- d. Tim Thomas and Chris Lentz to work to bring training to Minnesota

**C. 2012 Budget (Scott Camps)**

- a. Recommendation made by Scott Camps to move this item to Policy Committee to review and present budget to boards
- b. Tom Hannon offers to assist

**D. Leech Lake Limited Participation Plan and Subscriber Agreement (Terry O'Connor)**

- a. Just subscriber agreement has been worked out
- b. Brought to Users Committee
- c. Further discussion needed; tabled until May meeting

**MOTION** made to table further discussion and vote until May meeting made by Tim Thomas. Second by Dewey Johnson. Upon a vote, motion carries

**E. Update of Region II – Border TIC Plan (Harry Algyer)**

- a. Time to update TIC Plan & CASM data entry for region as required by State Board
- b. Form to be sent to each entity
  - i. Need Control Station information; how many installed and programmed
  - ii. Radio cache information; how many portables, number of APEX, how programmed
- c. Cross-Border TIC Plan; will meet with Canada; looking at 1<sup>st</sup> or 2<sup>nd</sup> quarter next year for published copy of Cross-Border TIC Plan
- d. More tribal government information to be updated into TIC Plan
- e. TIC Plan for this round will probably be generated and drafted towards the end of this year

**\*Change in Agenda; SRB Operations and Technical (Bruce Hegrenes)**

- a. Time to update TIC Plan & CASM data entry for region as required by State Board
- b. Form to be sent to each entity
  - i. Need Control Station information; how many installed and programmed
  - ii. Radio cache information; how many portables, number of APEX, how programmed
- c. Cross-Border TIC Plan; will meet with Canada; looking at 1<sup>st</sup> or 2<sup>nd</sup> quarter next year for published copy of TIC Plan
- d. More tribal government information to be updated into TIC Plan

**RAC Meeting Minutes – April 20, 2011**

**St. Louis County Sheriff’s Office and ITV**

- e. TIC Plan for this round will probably be generated and drafted towards the end of this year
- f. DNR; proposed change for parks throughout Minnesota; 150 radios with 50 talkgroups; DNR will be requesting access to talkgroups
- g. Updated subscriber equipment list

**\*Addition to Agenda; System Administrator Training (Tim Thomas)**

- a. 8 seats available
- b. Host; Itasca County
- c. Cost; \$19,684
- d. There are grant funds available
- e. A request has been received by City of Duluth to send two people to this training
- f. Entities sending people to training are required to have Participation Plan and Co-op Agreement with Mn/DOT before hand

**MOTION** made by Dewey Johnson to forward request for training funds to the RRB. Second by Tony Pogorels. Upon a vote, motion carries.

**VI. ADJOURN**

Next Meeting –	May 18, 2011	City of Virginia
	June 15, 2011	Lake County

**MOTION** to adjourn made by Dewey Johnson. Second by Tim Thomas. Upon a vote, motion carries