

Minnesota Regional Radio Board Meeting

Usual ITV Sites: Aitkin County S.O.; Cook County LEC/Grand Marais; Crow Wing County S.O. LEC/Brainerd; Grand Rapids/S.O. Training Room, Lake County/Silver Bay Service Center; Pike Lake EOC; Pine County Law Enforcement Center

January 27, 2011; 10:00 a.m.

Board: (☒ = present; ☐ = not present)

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|---|--|
| <input type="checkbox"/> Mark Wedel/Aitkin | <input checked="" type="checkbox"/> Peg Sweeney/St. Louis |
| <input checked="" type="checkbox"/> Marvin Bodie/Carlton | <input type="checkbox"/> Jay Fosle/Duluth |
| <input type="checkbox"/> Jim Dowson/Cass | <input checked="" type="checkbox"/> Tim Harkonen/Hibbing |
| <input type="checkbox"/> Sue Hakes/Cook | <input type="checkbox"/> Tim McBride/International Falls |
| <input checked="" type="checkbox"/> Paul Thiede/Crow Wing | <input type="checkbox"/> Larry Cuffe/Virginia |
| <input type="checkbox"/> Davin Tinquist/Itasca | <input checked="" type="checkbox"/> Scott Camps/NE RAC |
| <input checked="" type="checkbox"/> Kevin Troupe/Kanabec | <input checked="" type="checkbox"/> Mark Stansberry/User Committee |
| <input type="checkbox"/> Robert Ecklund/Koochiching | <input checked="" type="checkbox"/> Scott Heide/O&O Committee |
| <input checked="" type="checkbox"/> Thomas Clifford/Lake | |
| <input checked="" type="checkbox"/> Steve Hallan/Pine | |

Alternates: (☒ = present; ☐ = not present)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Scott Turner/Aitkin County | <input type="checkbox"/> Curt Rossow/Pine County |
| <input type="checkbox"/> Brian Belich/Carlton County | <input type="checkbox"/> Keith Nelson/St. Louis County |
| <input type="checkbox"/> Dick Downham/Cass County | <input checked="" type="checkbox"/> John Strongitharm/City of Duluth |
| <input checked="" type="checkbox"/> Mark Falk/Cook County | <input type="checkbox"/> Rick Cannata/City of Hibbing |
| <input type="checkbox"/> Doug Houge/Crow Wing County | <input type="checkbox"/> (No Alternate)/City of Int. Falls |
| <input checked="" type="checkbox"/> Vic Williams/Itasca County | <input type="checkbox"/> (No Alternate)/City of Virginia |
| <input type="checkbox"/> Steve Schulz/Kanabec County | <input checked="" type="checkbox"/> Steve Van Kekerix/RAC |
| <input type="checkbox"/> Brian McBride/Koochiching County) | <input type="checkbox"/> Kerry Swenson/User Committee |
| <input type="checkbox"/> Rich Sve/Lake County | <input checked="" type="checkbox"/> Steve Olson/O&O Committee |

Guest Speakers: Bill Bernhjelm (RIC, DPS ARMER); Dewey Johnson (St. Louis County 911)
Erik Jankila

1) CALL TO ORDER (Chairman Sweeney)

Meeting was called to order by Chairman Sweeney at approximately 10:00 a.m.

2) ROLL CALL

3) APPROVE THE AGENDA

MOTION made by Commissioner Clifford to approve the agenda. Second; Commissioner Hallan. Upon a vote, the motion carries.

4) REVIEW AND APPROVAL OF MINUTES

MOTION is made by Commissioner Bodie to accept the minutes from December 23, 2010, as submitted. Second; Scott Camps. Upon a vote, the motion carries.

5) REPORTS FROM STANDING COMMITTEES

RAC Update (Scott Camps)

- 2011 Grants; the feds have not released the funds as yet. Plan on resuming work in March with reviewing applications and make funding recommendations. State is looking to put responsibility on the RRB to allocate money within their regions.
- Interop Conference; had 36 registered to attend. Conference had hands-on work on radios and talked about programming and system administration. Approval was previously made for up to \$300 for each attendee; however, looking to increase that amount due to hotel costs alone were more than \$300 for some people.

MOTION made by Sheriff Turner to increase expense reimbursement for attendees of the Interop Conference. Second; Commissioner Clifford. Upon a vote, the motion carries.

Owners & Operators (Steve Olson)

- Request made of the elected officials to support and encourage their appointments on the O&O Committee to attend meetings. There is a lot of work to do on review of Standards and input is needed. An updated list of User appointments (indicating delegate/alternate) needs to be sent to Nell.

6) **UPDATES FROM MEMBERS**

Grant Updates (Scott Camps)

- Only change on grant spreadsheet is the transfer of funds from planning to training on the 2009 Interop Emergency Communications Grant. This grant expires the end of March.

7) **SPECIAL REPORTS**

No reports.

8) **OLD BUSINESS**

Standards, Protocols and Procedures (Erik Jankila)

- There are total of 7 Policies and Standards that have gone through the RAC and need final approval from the RRB. Standards are inline with what the other regions are doing in regards to requesting participation, formalizing participation to get onto the ARMER system, and how to configure radios and technical equipment. These are matching Mn/DOT and State Standards.

Training Standards (Steve Olson)

- Mn/DOT requires region to have a training plan to get onto the ARMER system. At this time we will adopt the State Training Standard and then revise and make additions as needed.
- Body of the resolution; Interoperability; Management 1 & Revisions and Changes 1.5a; Subscriber Radio Standards 1.7; Requesting Full Participation 1.10.1; Managing Full Participation/Configuration Approval 1.10.2; Managing Participating/Requesting Limited Participation 1.10.3; Management of System 1.11.4 – Training 800 MHz Users.

MOTION to adopt Standards, Protocols and Procedures made by Councilman Harkonen; Second; Commissioner Clifford.

Concern is expressed by Commissioner Thiede regarding the purchases of equipment. Bill Bernhjelm explains that the State Radio Board approves the recommendations of Mn/DOT who does the extensive testing on any new model radios that are proposed to come onto the system. Sample radios are submitted from the manufactures and they then go through the testing process. Mn/DOT then makes a recommendation to the OTC. After approval from the OTC the recommendation then goes to the Statewide Radio Board for approval. That equipment is then put onto the approved equipment list. Only approved equipment will be allowed onto the ARMER system and only approved equipment can be purchased with grant money.

Commissioner Thiede wants it on record that we understand the Standards are approved by the state and that they will not change before the system becomes operational.

Upon a vote, motion carries.

9) NEW BUSINESS

Update from the RIC (Bill Bernhjelm)

- A Wireless Data Survey has been distributed to the members of the RAC and to the User, Owner & Operators Committees. This survey is to help the state determine what the future needs for wireless data service for public safety entities will be. The state is working with a consultant to help document the needs and to make plans to implement in the future.
- Strategic Technology Reserve (STR); Owners and Operators and User Committees are working on a Standard for the STR for the region. The region is being asked to host a deployable tower which is equipped with a cache of 30 ARMER radios. This is given to the region by the state. At the RAC level, St. Louis County was being discussed as the host. A Regional Participation Plan will be required to go back to the Statewide Radio Board and to Mn/DOT. Also, a contract will be needed with Mn/DOT to operate this regional cache.
- Bill asks for a concept approval on the idea that the region will accept the equipment and go through the process of entering into the Limited Participation Plan and contract with Mn/DOT as the cache radios are in hand and ready to be programmed.

MOTION made for concept approval by Commissioner Thiede. Second; Scott Camps. Upon a vote, motion carries.

Committee Appointment Updates Owners and Operators and Users (Steve Olson)

Website Options for RRB (Scott Camps)

- Website options were provided to the RAC by Chris Worth of Itasca County MIS Department. Option #1 was recommended by both Chris and the RAC

MOTION made by Commissioner Hallan to accept option #1 as recommended. Second; Councilman Harkonen. Upon vote, motion carried.

New members to the RRB

- Rick Cannata (City of Hibbing, alternate)
- Sue Hakes (Cook County, delegate)
- Davin Tinquist (Itasca County, delegate)

- Victor Williams (Itasca County, alternate)
- Rob Ecklund (Koochiching County, delegate)
- Brian McBride (Koochiching County, alternate)
- Mark Falk (Cook County, alternate)

Training Request

- Lake & Crow Wing Counties each requesting \$5000 to send a person to System Administrator Training.

MOTION to approve funding requests for both counties by Commissioner Bodie. Second; Commissioner Thiede.

Commissioner Hallan (Question): As more counties get closer to getting on the ARMER system, will the System Administrator Training be held in NE Minnesota?

Bill Bernhjelm (Response): Central Minnesota is working to bring the Motorola training to their region. Motorola is in the process of working with them to fine tune the curriculum so that it's more relevant to Minnesota's needs. Hopefully, we also can have the same training provided in the NE region.

Chris Lentz - Motorola (Response): System Administrator Training is not a single training event. There are a few prerequisite courses required, some are available online and some have to be taken in Schaumburg, Illinois; however, you are looking at approximately 3 weeks of training in Illinois. Motorola is working closely with the Central MN RAC and Radio Board to bring programming software and System Manager Training into their region.

Question: How long is the end user training, such as a deputy on the road?

Response: That is a Train-the-Trainer Training and will be handled by the region.

Upon vote, motion carried.

Board information only; the Training Committee approved two online courses for a technician to take in January. The Training Committee approved the cost of \$1350 dollars for training for the two courses to be taken by one technician.

Also, board approval is needed for another technician to take the two online courses with the cost of an additional \$1350.

MOTION to approve technician training for St. Louis County at the cost of \$1350 per person (2 technicians) made by Councilman Harkonen. Second; John Strongitharm. Upon a vote, motion carried.

10) OTHER BUSINESS

Addition to Agenda: End User ~ Train-the-Trainer Information (Dewey Johnson)

- Training Sessions:
 - February 7 & 8 Hermantown (currently full)
 - February 17, 18, 19 Two Harbors

February 24, 25, 26 Eveleth

There are grant funds available for lodging and meals associated with training. Total cost is approximately \$15,000 to provide this training. Approval from the RRB is needed for these funds. It is recommended that 2-3 people from each agency attend the training.

MOTION made to approve training and the expenditure of \$15,000 made by Commissioner Troupe. Second; Commissioner Clifford. Upon a vote, motion carries.

Invoice for Operating/Expense

- Annual invoices for \$5,100 were sent out in January for the operating expenses

Addition to the Agenda (Bill Bernhjelm)

- When Koochiching sent their approved Joint Powers Agreement, some comments and suggestions for additional language were included from their County Attorney. In speaking with Tom Hannon, this is a policy decision for the board but he recommends to continue on with the amendments as they currently are, and put the suggestions aside until language needs to be reviewed and clarified again.

11) ADJOURN

MOTION made by Sheriff Turner to adjourn the meeting. Second; Councilman Harkonen.