

Northeast Minnesota User and Owners/Operators Committee

MINUTES

1-5-2011

1000

FOND DU LAC COMMUNITY COLLEGE

MEETING CALLED BY	E. Jankila
TYPE OF MEETING	Monthly
FACILITATOR	E. Jankila/D. Johnson
NOTE TAKER	Iammatteo
TIMEKEEPER	
ATTENDEES	Jeff Ronchettie, Tony Pogorels, Neil Porter, Eric Mack, Mike Fink, Chris Lentz, Tuesdi Sederstrom, Jeff Anderson, Bryan Bushey, John Keenan, Scott Heide, Ken Johnson, Mark Stensberg, Darrell Smith, Leif Lunde, Steve Duchien, Melynda Harjes, Nick Shande, Thomas Fread, Bill Bernhjelm, Monte Fronk, Karla White, Jeremy Nelson, John Fredrickson, BJ Kohlstedt, Scott Drewlo, Dana Putzke, Doug Rotta, Dylan Brides, Steve Olson, Erik Jankila, Mark Smith, BJ Kohlstedt

Agenda topics. Call meeting to order, adopt minutes

E. JANKILA

DISCUSSION	Meeting called to order at 1010am. Introductions were made. Motion to accept amended November minutes by BJ Kohlstedt and seconded by Monte Fronk. December minutes motion to accept BJ Kohlstedt and second by John Fredrickson. Motion carries.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PRESENTATIONS

E JANKILA AND OTHERS

DISCUSSION	Bill B. talked about the Interop Conference in Saint Cloud. There is grant money for this project. Nell is the contact person. More information is on the state radio board website. Hotels are filling up. Strategic technology reserved was discussed with Dewey and Eric. A regional standard needs to be addressed for the cache. These are Motorola 1500 radios. Regional participation plans need to be addressed as well. This is a 30 radio cache, and would require some routine maintenance by charging batteries, etc. An accountability system will also need to be developed for when the radios are deployed. At the RAC meeting (Grand Rapids, MN), NECP will be covered. An analysis for a drill will be discussed. An after action review will need to be done on this drill. It will be done county by county. There are 3 basic questions that will cover if the drill will qualify. That was sent in an email by Bill. 75 percent of the counties need to be evaluated and that information is then sent to the Feds for evaluation and helps justify grant funding in the future. The target audience is emergency managers and dispatch managers. Lunch will be provided. Northwest group did an interop conference in December. The rest of the state is rolling out stuff and purchasing radios. Ontario meeting had some weather issues. They are upgrading their system. Interop talk groups are being considered for both sides of the border. Both Manitoba and Ontario are looking at upgrades. Manitoba has a trunked system. Ontario has a similar system, but looking at UHF trunking. Northwest group hasn't done any standards/protocols as of yet.
------------	---

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OLD BUSINESS

E. JANKILA

DISCUSSION	<p>Standards training discussion. The group recommends that the committee adopt the state standard. They met in November. The standard is somewhat vague, which has advantages and disadvantages. There was some discussion as to letting the counties decide what they want to do for training. John Keenan discussed that the standard should be very broad. Because we don't know what is coming down in the future, having it broad makes it easier to handle changes coming down the pipe in the future. Eric stated that he thinks there needs to be some basic things added to the training document. Doug Ratta and Dana Putzke also met with Dana about the standard. Dana thought that the standard for the training outline would be the same for law enforcement. Central Minnesota region does training 12-18 months, and wants their trainers requalified every 24 months. It doesn't cover what is a qualified instructor. Bill B. discussed the TAG. Some things got bogged down in that system as to what should be covered and not. What delivery systems are going to be available? How instructors are going to be qualified? All these things were tossed in the air and the state standard didn't change very much. The position of the state radio board says that it should be broad and tailored for end users individual needs. BJ Kohlsted makes a motion to adopt the standards. Jeff Ronchetti seconds. Further discussion followed. Motion carries for users group. O&O lacks a quorum. The vote was unanimous by the users and the owners and operators present were short one of a quorum and since none of the members present from that group had a negative vote on this item it will be presented to the RAC.</p>	
	<p>Regional Planner. John Keenan discussed his role in the process here. John feels that more face to face meetings are more productive than just emails going back and forth. The teams that they have formed will help to move it all forward. There will be no end to a standard, as it keeps evolving.</p>	
	<p>Regional Talkgroups Layout/Standard. This talkgroup is a mix of central and metro talkgroups. The TAC groups will not be specific to LE or Fire or EMS, they will be TAC groups that all can use and be assigned to. Doug Ratta makes a motion to accept the standard, Monte Fronk seconds. Motion carries for users group. O&O lacks a quorum. The vote was unanimous by the users and the owners and operators present were short one of a quorum and since none of the members present from that group had a negative vote on this item it will be presented to the RAC.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW BUSINESS

HARRY ALGIRS, E. JANKILA, BILL BERNHJELM

DISCUSSION	<p>TIC plan reviewed. Handouts were made and distributed. Harry will be working on a cross border TIC plan for Saint Louis County. TIC plans should be updated annually, and he has been in contact with Scott Camps about reviewing the Saint Louis County plan. A table top exercise was discussed. A table top</p>	
-------------------	---	--

generally takes a few hours to complete. Communications Assets Mapping Tool (CAM) is a web based application. It depicts the assets in a region or the state and includes PSAP information, mutual aid channels and talk groups. Gateway devices and radio caches are also depicted in the system. Karla White is our local CASM person. An executive overview of tic planning was discussed and distributed.

Regional Training. Some grant dollars are due to sunset shortly. Some regional training is being worked on by Dewey and Scott Camps.

System administrator/manager. Bill discussed the protocol and said the state has left that rather broad. System admin role is responsible for the operation of the subsystem (Sheriff, PSAP manager). They have the authority to have parts fixed. A system management terminal can add radios and change talk groups. It can kill a radio on the system. This is usually at a county level. It requires a stand alone computer and it has a direct link into the ARMER system usually via microwave. Saint Louis County would have this. This would be a system manager guy. Radio programming and flashing is not as technical as an admin role. The technician role would be the radio guys in the county radio shop. Much of this work will be contracted out to Motorola or other distributors. When you enter into your contract with MNDOT, this information needs to be identified so that information between the proper parties can be shared. The admin person would also need to maintain records of radio information.

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**NOMINATIONS AND ELECTION OF OFFICERS
FOR O&O GROUP**

E. JANKILA

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**APPOINTMENT OF REPRESENTITIVES AND
ALTERNATES TO RRB FROM BOTH GROUPS**

E. JANKILA

DISCUSSION	Mark Stansberry and Kerry Swenson are the current holders. Mark Stansberry accepts to maintain this position and the vote carries with no negative votes. Kerry Swenson was nominated and the vote was unanimous.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEXT MEETING

E. JANKILA

DISCUSSION	<p>An evening meeting was discussed. The concern was lack of people at the evening meetings. ITV could also be used. We can look at March meeting being an evening meeting. Our next meeting will be February 2, 2011 at 10am in Fond du Lac College.</p> <p>Motion to adjourn made by Doug Ratta and BJ Kohlstedt. Motion carries.</p>
-------------------	---

CONCLUSIONS	
--------------------	--

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	