

NORTHEAST REGIONAL ADVISORY COMMITTEE

**RAC MEETING MINUTES**

*October 17, 2012*

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

*10:00 am*

1. ROLL CALL/INTRODUCTIONS

Marcus Bruning calls the meeting to order at 10:12 am ~ Roll call attendees are as follows:

1. Anna Cass, Itasca County Sheriff's Office
2. Bill Bernhjelm, DPS/ARMER
3. Bruce Hegrenes, St Louis County Communications
4. Chris Lentz, Motorola
5. Dan LAllier, Virginia Fire Department
6. Dan Sathre, Lake County
7. Duane Oothoudt, Leech Lake Ambulance
8. Dylan Bridges, Carlton County Sheriff's Office
9. Greg Hanson, Gold Cross Ambulance
10. Jamie Carlson, Duluth Police Department
11. John Bowen, Crow Wing County Sheriff's Office
12. Karla White, Aitkin County Sheriff's Office
13. Ken Johnson, Crow Wing County Sheriff's Office
14. Marcus Bruning, St. Louis County Sheriff's Office
15. Mark Lallak, Itasca County Sheriff's Office
16. Mark Smith, DSC Communications
17. Mark Stansberry, North Memorial Ambulance
18. Mike Fink, Motorola
19. Mike Keyport, Grand Portage Reservation
20. Mike Sullivan, Essentia Health
21. Monte Fronk, Mille Lacs Reservation/DPS/EM
22. Nick Schatz, MN/Dot OEC
23. Pat Lee, Arrowhead EMS
24. Patrice Nelson, MN State Patrol/Brainerd
25. Rey Freeman, GeoComm
26. Scott Camps, St. Louis County Sheriff's Office
27. Scott Heide, Crow Wing County Sheriff's Office
28. Stephanie Nynas, Essentia Health
29. Steve Olson, Lake County Sheriff's Office
30. Tim Lee, Mn/DOT Electronic Communications

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

**MOTION** made by Jamie Carlson to approve the September 2012 meeting minutes as presented. Second, Mark Lallak. Upon a vote, motion carried.

3. REPORT OF COMMITTEES:

- a. Training (Scott Camps)
  - i. October 20 & 21; 0800-1700; St. Louis County/DPD joint Public Safety Building
- b. Policy (Marcus Bruning)
  - i. Vic is setting up a meeting date with MCIT for next week; Scott Camps will attend in Marcus's place.

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- c. SRB Operations and Technical (Bruce Hegrenes)
    - i. There were a number of statewide talkgroup requests
    - ii. Rock County request for Outdoor BDA
    - iii. Aitkin County Participation Plan Modification
    - iv. Harris Unity XG100 radio has been approved for use on the ARMER system
    - v. The SUA II program was recommend to the finance committee of the SRB; Bruce did indicate that there are three counties that are using Gold Elites from this region; Kanabek, Cass and Itasca. Steve Olson indicated that Crow Wing County is also using Gold Elites
  - d. SRB Interop Standing Committee (Scott Camps)
    - i. Best Practices Guides for Law Enforcement and Emergency Management/Public Health final draft is out and should be making their way through the state committees
  - e. Regional CASM (Karla White)
    - i. No Report
  - f. User Committee (Dan Sathre)
    - i. Discussing issues with training (in particular train the trainer); there is a concern that the smaller agencies in the region are having a hard time getting to classes; the consensus is that everyone could use a refresher course on the system; also would like to see more emphasis on the agencies local practices and fleet maps; would like the region to consider having a class at the Arrowhead Conference; Marcus will talk with Pat Lee about setting up a training class at the Arrowhead Conference
    - ii. It was discussed that a plan for future training could include each member of the region be assigned to hosting a training class once a year so that training isn't always in one location
  - g. Owners and Operators Committee (Steve Olson)
    - i. There has been a theft of ground wire in Kanabec; this seems to be more of an issue in the east side of Minnesota
4. OLD BUSINESS
- a. ARMER Update (Bill Bernhjelm)
    - i. VHF – MOU; reminder to complete and return as soon as possible
    - ii. The state office has purchased 215 portable radios with leftover grant funds; the state will be allocating those radios out based on needs; the radios currently do not have encryption but they are capable of encryption with an upgrade; contact Bill for more information
    - iii. 2012 SHSP grant funds; \$951,000 which is more than what was expected; the grant work group is being called together to determine allocation
    - iv. Participation Plan Grant; is available until the end of the year; there is only one county in the region that does not have a Participation Plan
    - v. VHF Systems; the state assets on the overlay system are being reprogrammed to narrowband
    - vi. There has been a VHF frequency plan to include squelch tones on MINSEF and the other interoperability frequencies; the state is programming to have open squelch on the receive side until the end of the year
    - vii. The 2010 SHSP closing date is 12-31-12; Scott states that all the funds are committed and on track to have it spent by the end of the year; Bill asks for a report to be sent to Ernie

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- viii. Hole in coverage; there are some counties that have holes in coverage where the towers are fully up and operational; Bill is asking for more specific information on those locations
- ix. STAC major change proposal; waiting on final input from regions; the change includes the renaming of State TAC S,L,F,E, to straight STAC 1-16; send input to Brandon Abley
- x. System user concerns; if there are concerns regarding state employees not being familiar with the system it is recommended to work within the local command structure of those agencies (DNR, BAC, Patrol, etc.)
- xi. Interop Conference is in the planning stages for April; contact Tom Hannon if you would like to help with planning process; it was discussed to cut back to a 2 day event rather than 3 because of the lack of grant funds
- xii. Status Board; in process of being developed; looking at project completion by this summer
- xiii. SCIP Plan; updated and posted on the SRB website
- xiv. COMT train-the-trainer and COML exercise training; coming within the next year; will be able to certify COML at exercise; info to be forthcoming
- xv. Tom Johnson announced April 1<sup>st</sup> retirement
- xvi. Legislative Bill; expanded scope of SRB to include Next Gen Project & Broadband issues coming up
- b. Addition to Agenda\*\* ARMER System Update (Tim Lee)
  - i. Build out; of the 324 state sites there are 276 on the air (85% complete)
  - ii. NE Region; Schroeder site is on air; Brimson, Wrenshall & Jenkins sites in process of going up
  - iii. 25 parcels of lands are in various states of being acquired and approval
  - iv. Radio shops need to understand the new standard for the interop channels; base station and mobiles need to have the 156.7 tone for carrier squelch; currently narrowbanding the MINSEF (VLAW31) channel
- c. Jurisdictional Updates/Representatives
  - i. City of Duluth; (Carlson) difficult get lease for the Fond Du Lac site; considered land swap
  - ii. Carlton County; (Bridges) dispatch is mostly installed; 90% complete on training; couple of weeks away from going live
  - iii. Cass County; no report
  - iv. Grand Portage; (Keyport) VHF radios will be reprogrammed next week; hope to have fleet map finalized next week; looking to have radios programmed
  - v. Mille Lacs; (Fronk) Mille Lacs County has come through and tuned mobiles, portables and base stations crossover in November; waiting for Aitkin and Pine Counties
  - vi. Crow Wing County; (Heide) live for one month and things are going good; biggest challenge is dealing with those who have issues with change
  - vii. Itasca County; (Lallak) no report
  - viii. City of Virginia; (LAllier) Fire Department equipment installed; end user training was Friday; PD attended end user training last Friday and waiting for their equipment to get installed
  - ix. City of Hibbing: no report

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- x. St. Louis County; (Hegrenes) finished installation of consoles & Duluth PSAP; currently have 950 subscribers mostly fire departments; using some Motobridge soft patches; on track for transition before Christmas
  - xi. Lake County; (Olson) Schroeder tower site on air
  - xii. Cook County; no report
  - xiii. Aitkin County; (White) a few law radios are out; some areas have coverage issues; will be November before new paging system put up; hope to be live in December
  - xiv. Pine County; law enforcement and highway departments are on system; started installs for fire departments, MCC7500 are up; optimizing the 3 sites
  - xv. Kanabec County;(Smith) things are going well; coverage is excellent; system seems to be working well with minor glitches; microwave link went out now and then; had local mock disaster drill and found that some of the users are struggling with the change to the ARMER system; it appears that additional training is required especially at the volunteer fire level
  - xvi. MSP (Nelson); no report
  - xvii. EMS (Lee) meeting on Friday working with State EMS; problem with getting HEX codes from the hospitals; Bruce states that before you can get Hex Codes you have to have agreement with the state; Local EMS are working with their counties to get radios programmed
  - xviii. Gold Cross (Hanson)end user training scheduled in November; radios will be installed and transitioned early December
  - xix. Essentia (Nynas)no changes
  - xx. Leech Lake; (Freeman) contract with Motorola has been signed; MCC7500 ordered; plan to be on the air with control stations from dispatch by the end of the year; new console will be implemented sometime in February of 2013
- d. ARMER system upgrades (Hegrenes)
- i. Discussed earlier in agenda; no additional information
- e. Change Management Items
- i. Discussed earlier in agenda; no additional information
- f. MCIT Insurance (Marcus Bruning)
- i. Discussed earlier in agenda; no additional information

5. NEW BUSINESS

- a. Hibbing Appointments to Boards/Committees (Marcus Bruning)
  - i. An appointment letter was received by the City of Hibbing; due to the retirement of Tim Harkonen new appointments are Sgt. Jeff Ronchetti, Hibbing Police Department to the Owners and Operators Committee and Battalion Chief Eric Jankila, Hibbing Fire Department to the Users Committee
- b. Leech Lake ARMER Subscriber Agreement (Rey Freeman)
  - i. Looking to have the Subscriber Agreement for Leech Lake approved by the RAC

**MOTION** made by Mark Lallak to approve the Subscriber Agreement and forward to the RRB. Second, Pat Lee. Upon a vote, motion carried.

- c. Regional Recorder (Bruce Hegrenes)
  - i. St. Louis, Carlton, Lake and Cook Counties have proposed to go together on a regional logging system; looking to get deployed by end of year; connectivity will be via the state network for the other counties to access the recorded talkgroup; this

will record both clear and encrypted talkgroups; there is plenty of capacity with 151 concurrent talkgroups to be recorded

**MOTION** made by Dan LAllier to approve and move forward to the RRB the proposal with the understanding that any changes that are required by MN/Dot that they would also be approved. Second, Dylan Bridges. Upon a vote, motion carried

- d. Crow Wing County request for Special Wide Area Site Access Talkgroup for Public Safety and All Crowing County radio users (Scott Heide)
  - i. Looking for approval for two statewide roam talkgroups; 1 for public safety and 1 for all other county users

**MOTION** made by Scott Heidi to approve request for two statewide roam talkgroups for Crow Wing County. Second, Monte Fronk. Upon a vote, motion carried

- e. Aitkin County request for Special Wide Area Site Access Talkgroup for Public Safety and All Crowing County radio users (Rey Freeman)
  - i. Looking for approval for two statewide roam talkgroups; 1 for public safety and 1 for all other county users; these are now being included into Aitkin Participation Plan

**MOTION** made by Dylan Bridges to approve request for two statewide roam talkgroups for Aitkin County. Second, Mark Lallak. Upon a vote, motion carried

- f. ARMER plan change for Aitkin County (Rey Freeman)
  - i. Two items from the original participation plan have changed
    1. PSAP console radio equipment was presented as Motorola Gold Elite which has been changed to MCC7500; this change the need for radio ids and adds 3 CCGWs to the system
    2. Elimination of local enhancement site near the City of Aitkin; with this change there is the potential of additional loading on the other tower sites in the Aitkin County area; however, the original loading calculations were done without the local enhancement site so there shouldn't be any issues

**MOTION** made by Monte Fronk to approve the requested changes to the Aitkin Participation Plan. Second, Karla White. Upon a vote, motion carried

- g. Carlton County request for Special Wide Area Site Access Talkgroup for All Carlton County radio users (Dylan Bridges)

**MOTION** made by Dan LAllier to approve request for statewide roam talkgroups for Carlton County. Second, Jamie Carlson. Upon a vote, motion carried

## 6. ADJOURN

- a. Next meeting November 21, 2012

**MOTION** made to adjourn at 11:15 am by Scott Camps. Second, Dylan Bridges. Upon a vote, motion carried