

NORTHEAST REGIONAL ADVISORY COMMITTEE

RAC MEETING MINUTES

September 19, 2012

St. Louis County Sheriff's Office and ITV

10:00 am

1. ROLL CALL/INTRODUCTIONS

Marcus Bruning calls the meeting to order at 10:15 am ~ Roll call attendees are as follows:

1. Anna Ash, Cook County
2. Anna Cass, Itasca County Sheriff's Office
3. BJ. Kohlstedt, Lake County Emergency Management
4. Bill Bernhjelm, DPS/ARMER
5. Brandon Abley, DECN
6. Brian Belich, Carlton County Sheriff's Office
7. Bruce Hegrenes, St Louis County Communications
8. Chris Lentz, Motorola
9. Dan LAllier, Virginia Fire Department
10. Duane Johnson, St Louis County 911
11. Greg Hanson, Gold Cross Ambulance
12. Jackie Mines, DECN Director
13. Jim Wiinanen, Cook County Emergency Management
14. Ken Johnson, Crow Wing County Sheriff's Office
15. Kerry Swenson, Cass County Sheriff's Office
16. Leif Lunde, Cook County Sheriff's Office
17. Marcus Bruning, St. Louis County Sheriff's Office
18. Mark Lallak, Itasca County Sheriff's Office
19. Mark Smith, DSC Communications
20. Mark Stansberry, North Memorial Ambulance
21. Mike Fink, Motorola
22. Mike Keyport,
23. Mike Sullivan, Essentia Health
24. Monte Fronk, Mille Lacs Reservation/DPS/EM
25. Roy Holmes, MN HSEM
26. Stephanie Nynas, Essentia Health
27. Scott Camps, St. Louis County Sheriff's Office
28. Scott Heide, Crow Wing County Sheriff's Office
29. Stephanie Nynas, Essentia Health
30. Steve Olson, Lake County Sheriff's Office
31. Steve Vankekerix, Lake County Sheriff's Office
32. Tim Lee, Mn/DOT Electronic Communications

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION made by Monte Fronk to approve the meeting minutes with the changes to the Lake County Jurisdictional update. Steve VanKekerix indicated the following changes are needed: there is nowhere close to 95% coverage and using VHF to supplement ARMER. Second, Duane Johnson. Upon a vote, motion carried.

3. REPORT OF COMMITTEES:

- a. Training (Marcus Bruning)

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- i. AMEM Conference updates; had a good conference with a number of the RAC members participating in the meeting from Breezy Point.
 - ii. There is a drill occurring with the guard on October 24, 2012. More information will be available at the October meeting
 - b. Policy (Marcus Bruning)
 - i. Items for discussion under 4.e.
 - c. SRB Operations and Technical (Bruce Hegrenes)
 - i. St. Cloud VA Medical Center request Statewide Talkgroup for transportation and coordination amongst the different hospitals in the state
 - ii. ANCOM request additional Radio IDs for demo radios
 - iii. Isanti County Sheriff's Office request to make two of their tactical law enforcement statewide talkgroups to be used for other purposes; OTC recommended that the SRB allow talkgroups.
 - iv. Jackson County request for Statewide Talkgroups for 9-1-1
 - v. Winona County Participation Plan Modification
 - vi. BCA request for four (4)IDs for additional radios
 - vii. DOJ-DEA request for Talkgroups
 - viii. Several vendors presented equipment for testing and approved
 - ix. MCMT presented Full Participation Plan Modification
 - d. SRB Interop Standing Committee (Scott Camps)
 - i. Final Approval Minnesota Public Safety Mobile Radio Cross Spectrum Interoperability Operations Plan and Training
 - ii. Draft Standards
 - 1. VLAW31 Resources
 - 2. VHF Variable Frequency Standard
 - iii. Change Management was discussed
 - iv. MN Duty Officer Talkgroup Standard approved 3.28.2
 - e. Regional CASM (Karla White)
 - i. No Report
 - f. User Committee (Dewey Johnson)
 - i. Bruce will discuss regional talkgroups later in the agenda which will add 4 Law Encrypted talk groups
 - g. Owners and Operators Committee (Dewey Johnson)

4. OLD BUSINESS

- a. ARMER Update (Bill BernhjelM)
 - i. Reminder of the Narrowband deadline
 - ii. Bill asked for notification when able to monitor regional call and also when migration to ARMER complete
 - iii. State Patrol consolidation is moving forward at a faster pace than anticipated; this month St. Cloud is fully consolidated into the Roseville office; Thief River, Brainerd and Detroit Lakes are over to Roseville during the nights; looking for overnight consolidations for Virginia, Duluth, Brainerd
- b. Jurisdictional Updates/Representatives
 - i. City of Duluth; wonderful- East Duluth site is getting ready to go online; working with St. Louis to develop training; things are moving ahead as planned
 - ii. Carlton County; started end user training and have another 22 sessions coming up; handing out portables to law enforcement only and have mobiles in squads

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- iii. Cass County; live and going great
- iv. Grand Portage; working with Cook County on fleet maps; getting close
- v. Mille Lacs; will be training; waiting on migrating with other 3 counties in the near future; getting talkgroups organized
- vi. Crow Wing County; went live on Monday with really good results; All Law, Brainerd Fire, Crosby ambulance; still waiting for fire departments to do some last minute installs; should be fully migrated within the next few weeks
- vii. Itasca County; designing new dispatch center; looking at purchasing MCC7500 from Motorola, Mark shares that he has been contacted by Itasca County residents with their concerns about the MSP consolidation
- viii. City of Virginia; equipment in fire trucks tomorrow; working with Bruce to get us ready
- ix. City of Hibbing: no report
- x. St. Louis County; working on getting consoles in; will have 6 of the 12 in by the end of the week; first fire department will be on starting this Thursday night; Dewey has a plan developed for training 184 agencies in the next 2-3 months; things are moving ahead; still waiting on a few temporary tower site
- xi. Lake County; 100% public safety is on ARMER; using VHF were it doesn't work; still working on putting in control stations for backups for site trunking
- xii. Cook County; law enforcement is complete transferred over to ARMER; fire departments and EMS will be going narrowband except for Grand Portage; recently acquired permission from the landowners to get power into the Hovland Tower; currently trying to install a tower in Grand Portage which should provide complete coverage along the North Shore Hwy 61 corridor
- xiii. Aitkin County; no report
- xiv. Pine County; no report
- xv. Kanabec County; no report
- c. Regional Logger (Marcus Bruning)
 - i. Encourage counties to contact Marcus regarding the possibility of going with regional logger which was purchased using grant funds which were remaining from an award to St. Louis, Lake, Cook and Carlton Counties
 - ii. The cost is reasonable, contact Marcus for further information
- **ARMER System Upgrades (Tim Lee)
 - i. Continuing to work on sites in the NE area; foundation poured for Shroeder; waiting on a permit for Mirror Lake
 - ii. Temporary sites – working on getting antennas installed and on the air
 - iii. Wrenshall – should be starting work this week or next
 - iv. Working to acquire land in a few counties for both temporary and permanent sites
- d. Tax exemption (Scott Camps)
 - i. It was requested that the RRB chairman and board members draft a letter in regards to the Tax Exemption status/issues; unsure as to whether this task was completed; Scott will look into it and report later
- e. MCIT Insurance (Marcus Bruning)
 - i. MCIT has altered how they look at the transfer of funds through the regions; the SW region saw a significant cost increase when renewing MCIT; Marcus and Vic are working with MCIT to get a better understanding of the renewal process and reporting of fund transfers; alternative insurances are being considered

5. NEW BUSINESS

- a. Change Management (Brandon Abley)
 - i. An assessment has been completed on the following 3 major and 1 minor change proposals that were presented to the Interoperability Committee; input is requested by the RAC before moving forward with implementation of them
 - 1. Major changes
 - a. (change 1) Standard to 3.18.0 – Standard Naming Convention
 - b. (change 2) Various Updates to Standard Radio Configurations
 - c. (change 3) Site Trunking Talkgroup
 - i. Bruce was asked to be thinking in terms of what works best for the NE Region and have a discussion with Brandon and then provide information back to the RAC
 - 2. Minor changes
 - a. Create or Reclassify Statewide Tactical Talkgroups for Law Enforcement
 - i. Scott County has an alternative to the way LTACs are handled; some of the details are different than the Hennepin County proposal but the basic nature of the LTAC is the same
 - ii. After review, there are no issues with the first change, no issues with the second change; Bruce will review with Brandon and then report back to the RAC on the third change.
 - iii. Scott Heide and Mark Lallak offered to join Bruce on the committee for change three
 - iv. Discussion regarding major change 2 the Hennepin County proposal calls for STAC 7&8 to have selectable encryption; the selectable encryption on STACs may cause more problems than it will solve; outcome will probably be in 9 different zones; cost varies by manufacture
- b. ARMER System Upgrades (Tim Lee)
 - i. Motorola has presented a proposal for upgrading the ARMER system to 7.13 in May of 2013 under the Software Maintenance (SMA) cost for 2013 if we accept Software Upgrade II (SUAI) for 2014 and 2015.
 - ii. This proposal will be presented to the Finance Committee and the OTC with recommendations sent to the SRB for action in October to allow for sufficient opportunity to solicit feedback from the RACs
 - iii. Consoles are not included in hardware updates
- c. Change St. Louis County ARMER designation SU to S (Bruce Hegrenes)
 - i. Due to a large number of end user agencies in St. Louis County the request was made to change St. Louis's ARMER designation from "S" to "SU". This has been done in Hennepin and Ramsey Counties where there are large number of end users

MOTION made by Dan LAllier to approve request and move to the RRB for approval. Second, Steve VanKekerix. Upon a vote, motion carried

- d. NE Regional Encrypted Interoperability Talkgroups – Draft (Bruce Hegrenes)
 - i. The regional encrypted talkgroups are intended to facilitate encrypted communications between law enforcement agencies that typically do not communicate with each other on a regular basis

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MOTION made by Monte Fronk to approve moving forward with this Standard. Second, Dan LAllier. Upon a vote, motion carried

- e. Train the trainer training (Dewey Johnson)
 - i. Looking to schedule a weekend train the trainer course for November
 - ii. St. Louis County is in need of a couple more trainers
 - iii. Cost has averaged \$4,500-\$5,000
 - iv. Bill suggest opening the training up to the region and then to the other regions if it doesn't fill with NE members
 - v. Since there is not a RRB it was determined by the group to get a definite cost for the training before moving forward; last training in Cook County was about \$5,400 which will need RRB approval

MOTION made by Dan LAllier to approve up to \$5,500 for training and forward the recommendation onto the RRB. Second, Erik Jankila. Upon a vote, motion carried

6. ADJOURN

- a. Next meeting October 17, 2012

MOTION made to adjourn at 10:55 am by Duane Johnson. Second, Monte Fronk. Upon a vote, motion carried