

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING

April 25, 2012

St. Louis County Sheriff's Office and ITV

10:00 am

1. ROLL CALL/INTRODUCTIONS

Marcus Bruning calls the meeting to order at 10:00 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. Dylan Bridges, Carlton County Sheriff's Office
5. Erik Jankila, Hibbing Fire Department
6. Jeff Anderson, Kanabec County Sheriff's Office
7. Greg Hanson, Gold Cross Ambulance
8. Karla White, Aitkin County Sheriff's Office
9. Ken Johnson, Crow Wing County Sheriff's Office
10. Marcus Bruning, St. Louis County Sheriff's Office
11. Mark Lallak, Itasca County Sheriff's Office
12. Mark Smith, DSC Communications
13. Mike Keyport, EM Grand Portage
14. Patrice Nelson, MN State Patrol/Brainerd District
15. Scott Drewlo, City of Duluth
16. Scott Camps, St Louis County Sheriff's Office
17. Scott Heide, Crow Wing County Sheriff's Office
18. Steve Olson, Lake County Sheriff's Office
19. Steve VanKekerix, Lake County Sheriff's Office
20. Tom Ralidak, MN State Patrol
21. Vic Williams, Itasca County Sheriff's Office

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION made by Vic Williams to approve the meeting minutes of March 23, 2012, as presented. Second; Jeff Anderson

3. REPORT OF COMMITTEES:

- a. Training
 - i. Interop Conference went well; no other report
- b. Policy (Marcus Bruning)
 - i. No report
- c. SRB Operations and Technical (Bruce Hegrenes)
 - i. No report
- d. SRB Interop Standing Committee (Scott Camps)
 - i. No report
- e. Regional CASM (Karla White)

NORTHEAST REGIONAL ADVISORY COMMITTEE
APRIL 25, 2012 MEETING MINUTES

- i. There has been a change in the server site for the CASM; there is a different web address; if anyone needs it, contact Karla
 - ii. Working with John Dooley regarding access for updates to be made by at least one person from every county
- f. User Committee (Steve Olson)
 - i. National Guard Quarterly Communications Test went pretty well; it was a busy exercise
 - ii. Train-the-trainer for the Cross Spectrum Interoperability Operational Plan in St. Cloud and Mankato; May 7 & 9: looking for 4 people to attend; Scott Heide is the only one signed up this far; contact Steve if you wish to attend
 - iii. Cook County; train-the-trainer; April 27 & 28
 - iv. Working with Doug Jackie on COMLs having the ability to update their own jurisdiction's TIC Plan
- g. Owners and Operators Committee
 - i. Discussed under User Committee 3.f.

4. OLD BUSINESS

- a. ARMER/RIC Update (Bill Bernhjelm)
 - i. Overlay Train-the-trainer in St. Cloud; there are 4 openings
 - ii. Broadband SCIP update meeting; May 2, 2012, in Arden Hills; Scott Camps and Mark Lallak will be attending; if anyone else would like to attend contact Bill
 - iii. Draft MOU for STR were sent out in February; many have not been signed and returned; will resend MOU again
 - iv. Joyce Simons; has left the office; contact Jackie with any grant needs/questions
- b. Jurisdictional Updates/Representatives
 - i. Carlton County (Dylan Bridges); getting ready to place order for radios; Wrenshall site is open for bid
 - ii. State Patrol (Tom Ralidak);no report
 - iii. City of Duluth; requisition for radios was sent to auditor
 - iv. City of Hibbing (Erik Jankila); getting ready to install mobile equipment
 - v. Gold Cross; (unable to hear report)
 - vi. St. Louis County (Marcus Bruning); moving forward with board approval and purchases; working on contracts; some radios for fire have been delivered; looking to order law enforcement radios soon; bid went out for equipment shelters at tower sites in Hibbing and Pike Lake EOC
 - vii. Crow Wing County (Scott Heide); a lot of end user training; working on local enhancement of Crosby tower site; hoping to have up by June
 - viii. Grand Portage (Mike Keyport); no report
 - ix. Cook County (Mike Keyport); Emergency Services Conference this upcoming weekend; having ARMER train-the-trainer on Saturday and Sunday
 - x. Aitkin County (Karla White); put in statement of requirements from Motorola; did not receive Fire Grant so will be looking for other options to purchase end user radios
 - xi. Kanabec County (Jeff Anderson); went live about 3 weeks ago; smooth transition with no issues; all fire and law enforcement are fully equipped; ambulance is operating with portables only at this point; had a joint operation with the MN State Patrol helicopter and Hennepin County K-9 in a manhunt three days after going live and everything went smooth

NORTHEAST REGIONAL ADVISORY COMMITTEE
APRIL 25, 2012 MEETING MINUTES

- xii. Itasca County (Vic Williams); no report
- xiii. Lake County (Steve Olson) continuing end user training; had a couple of discussions with the Forest Service in regards to Interoperability
- c. Interop Conference Financial Reporting (Anna Cass)
 - i. Most receipts and proof of payment documents have been received; there are just a few items that are needed to complete the reimbursement process
- d. EMS Mobiles (Anna Cass)
 - i. Radios are all spoken for; there are about 20 radios that need to be picked up; reimbursement process is about complete
- e. TIC Plan (Marcus Bruning)
 - i. It was recommended that each jurisdiction/county needs to assign someone to update the TIC plan on an annual basis; a committee can then be formed

MOTION made by Scott Camps to accept and move the TIC plan, in its presented form, forward to the NE RRB for approval. Second, Vic Williams. Upon a vote, motion carries

5. NEW BUSINESS

- a. MIMS/VHF Overlay Interoperability (Bill Bernhjelm)
 - i. Discussed earlier in agenda
- b. DECN ARMER End User Needs Data (Scott Camps)
 - i. A survey was sent out in order to determine the infrastructure and end user equipment needs of each jurisdiction; this information was used to help determine the distribution of the 99 portable radios that were purchased from the 2008 HSGP grant
- c. Radio Distribution Proposal (Scott Camps)
 - i. Based on the ARMER survey a distribution of the 99 radios was determined. Please see original RAC packet for breakdown of distribution.

MOTION made by Vic Williams to move the distribution recommendation to the RRB for approval. Second, Erik Jankila. Upon a vote, motion carries

- d. COML Training (Steve Olson)
 - i. Steve has completed COML training and it has been reviewed by Bill Bernhjelm and Tom Johnson; still needs to be reviewed by Technical Operations Committee at the RAC level

MOTION made by Erik Jankila to forward to the RRB with the recommendation to approve Steve Olson's application for COML. Second, Dylan Bridges. Upon a vote, motion carries

6. ADJOURN

- a. Next meeting May 16, 2012

MOTION made by Erik Jankila to adjourn at 10:36 am. Second; Dylan Bridges. Upon a vote, motion carries