

NORTHEAST REGIONAL ADVISORY COMMITTEE  
MEETING MINUTES  
*August 15, 2012*  
*St. Louis County Sheriff's Office and ITV*  
*10:00 am*

1. ROLL CALL/INTRODUCTIONS

Dan L'Allier calls the meeting to order at 10:13 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 L'Allier, Virginia Fire Department
6. Duane Oothoudt, Leech Lake Ambulance
7. Dylan Bridges, Carlton County Sheriff's Office
8. Greg Hanson, Gold Cross Ambulance
9. Karla White, Aitkin County Sheriff's Office
10. Mark Lallak, Itasca County Sheriff's Office
11. Mark Smith, DSC Communications
12. Mike Fink, Motorola
13. Mike Sullivan, Essentia Health
14. Monte Fronk, Mille Lacs Reservation/DPS/EM
15. Patrice Nelson, MN State Patrol
16. Roy Holmes, MN HSEM
17. Stephanie Nynas, Essentia Health
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 Vic Williams to approve the meeting minutes of July 18, 2012, as presented. Second; Monte Fronk. Upon a vote, motion carries

3. REPORT OF COMMITTEES:

- a. Training
  - i. No Report
- b. End User Training
  - i. No Report
- c. SRB Operations and Technical (Bruce Hegrenes)
  - i. DOJ-DEA Request for Radios and IDs
  - ii. Mayo Clinic Request for Approval of Limited Participation Plan
  - iii. Central MN Region Regional Logger Request
  - iv. Sanford Air Ambulance Request for Approval of Limited Participation Plan
  - v. Fillmore County Request for Participation Plan Change
  - vi. Minnesota State University Request for Participation Plan Approval

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- vii. South Central RRB Request for Regional Logging
  - viii. Department of Commerce, Request for Talkgroups
  - ix. Todd County Request for Microwave T1
  - x. Nobles County Request for Talkgroups
  - d. SRB Interop Standing Committee (Bruce Hegrenes)
    - i. Discussed fire and dispatch best practices
    - ii. Discussed Motorola SUA proposal
    - iii. No quorum/nothing voted on
  - e. Regional CASM (Karla White)
    - i. No report
    - ii. Dylan, Karla, Steve & Dewey will meet to work on inputting the updated regional TIC Plans into CASM
  - f. User Committee (Steve Olson)
    - i. Discussed MCIT and their proposed rate increase based on monies that pass through the RRB rather than budget operating expenses
    - ii. Discussed the need for VHF Overlay fresher training when closer to implementation
    - iii. Duane Oothoudt and Steve Olson attended COMT training in Shoreview; good class to attend
    - iv. COML training; August 28; so far there are only 10 seats of 25 taken
    - v. Mototurbo issue (Mark Lallak)
      - 1. DSC is working with Itasca County Public Works to install and pay for a patch which will be used for emergency use only
      - 2. It was suggested to develop a standard which regulates use of the mototurbo on the ARMER system
  - g. Owners and Operators Committee
    - i. Combined with the User Committee report
4. OLD BUSINESS
- a. ARMER and RIC Update (Bill Bernhjelms)
    - i. Tom Hannon's contract with the state will end September 31, 2012; he will be available for special projects, regional governance issues and planning the Interop Conference
    - ii. Monies from expired or soon to expire grant funds have been pooled to purchase a number of 2500 portable radios; distribution options are now being considered; one option is to provide radios to those entities who applied for but did not receive a fire grant
    - iii. During a training exercise at Camp Ripley this summer, a shared resource (CM-12 and S-TAC3) have experienced sudden communication issues. Audio can be heard at the console, but subscriber to subscriber audio is not going through. Users are getting a talk permit tone, have good RSSI but their transmission is not being heard by other radios. In both cases, it was found that the REPEATER feature was disabled at a console level. --Most likely by accident; it was suggested to review current console configurations and remove the "REPEATER ON/OFF" feature from all talkgroup resources that are not yours).
    - iv. Alex Tech; developing motobridge training class; any project requests for Alex Tech must first be approved by Tom Johnson
    - v. State Committees; attendance is becoming an issue as action items are not getting voted on because of the lack of a quorum

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- vi. Discussions continue at the SRB in regards to sales tax exemptions and the cost of future upgrades
- b. Jurisdictional Updates/Representatives
  - i. Aitkin County; November transition date; had kick-off with Motorola
  - ii. Carlton County; a quarter of the radios are programmed; installation of equipment is ongoing; September transition is expected
  - iii. Cass County; no report
  - iv. Cook County; transitioning on Monday; developing fleet maps
  - v. Crow Wing; transitioning law enforcement and EMS in September; enhancement site should be completed in 1-2 weeks
  - vi. Itasca County; Sheriff Williams has been in contact with MCIT in regards to the change in reporting of the yearly budget; MCIT has requested that the budget reflect the dollar amount of grant monies that pass through the radio board during the year; the cost of insurance will then be determined based on those dollars, and chances are fairly good that we will see a significant increase in the cost of MCIT insurance; it was suggested to contact the League of Minnesota Cities Insurance Trust for a price quote; Sheriff Williams is in the process of setting-up a meeting with an MCIT representative and Marcus to determine if a change in carriers is needed
  - vii. Kanabec County; no report
  - viii. Koochiching County; no report
  - ix. Lake County; all public safety on the system; : there is nowhere close to 95% coverage and using VHF to supplement ARMER
  - x. Pine County; no report
  - xi. St. Louis County; 3 sites under construction; looking to have approval of all but 1 other site in the near future;
  - xii. Duluth; no report
  - xiii. City of Hibbing; no report
  - xiv. City of International Falls; no report
  - xv. City of Virginia; Pubic water, public utilities and all public safety are ready when county makes the transition
  - xvi. Leech Lake Tribal; waiting on tower; November transition expected

5. NEW BUSINESS

- a. Tax Exemption for ARMER equipment (Bill Bernhjelm)
  - i. Only one county in the region has the tax exempt status for ARMER purchases; others are in the southern region of the state
  - ii. The RRB has voted to send a letter to the area legislators regarding their wishes for tax exempt status for entire region
  - iii. It was suggested that all Minnesota RRBs coordinate their efforts in regards to the tax exempt status and bring that forward to the state legislators
- b. MCIT Insurance for RRB (Vic Williams)
  - i. Discussed previously under 4.b.vi.
- c. Regional Logger (Bruce Hegrenes)
  - i. Six counties (Pine, Carlton, Lake, Cook, Koochiching, and St. Louis) received a grant from DECN to complete a consolidation study. The project was completed but funds were left over. DECN Director Jackie Mines approved a plan to apply the remaining funds to a shared Logger. St. Louis County agreed to host the recorder and re-

purpose the servers from their two existing loggers. St. Louis County also agreed to purchase the required AIS Server to access the ARMER System.

The original consolidation study counties researched multiple recorder solutions and determined a significant financial advantage in incorporating existing servers. Many of the original six counties were currently operating on a Higher Ground Recorder System as a result of a previous shared purchasing power initiative. Higher Ground provided a Quote of \$157,790 including the implementation of St. Louis County's two servers and utilizing existing fire walls in place. The consolidation group decided to apply the remaining grant funds (\$77,059) toward the contract and entered into an agreement with Higher Ground. The remaining balance is \$80,731.

Four of the grant counties are prepared to move forward with the recorder solution. An equal split of the remaining balance would result in a cost to each of the four of \$20,183. The four counties have also agreed in principle to splitting the maintenance costs associated with the software and hardware.

The Higher Ground Solution offers access to the recorder via a secure Internet connection making the system available to multiple users. Higher Ground has indicated a capacity of 25 simultaneous talk group recordings and a total capacity of 150 talk groups in our Quoted configuration, likely expandable if needed. The system has the potential to be a true regional asset open to the Northeast Region.

Last week the consolidation counties met and determined the intent of the DECN grant was to benefit the region as a whole. Therefore, the consolidation counties have agreed to extend the remaining balance obligation (\$80,731) to any other NE counties who may want to participate. Additional counties would result in an even split of the remaining \$80,731 balance and yearly maintenance. Five counties would result in a \$16,146 cost each, six would equal \$13,455, seven would equal \$11,533, etc.

Maintenance is currently Quoted at \$15,767 to be split equally. Obviously, the more counties involved, the less each county would be required to pay each year.

The group also addressed the potential for counties to join the group at a later date. It was determined that NE counties wishing to later join-on to the Regional Recorder would be required to pay the amount paid by initial counties at the time we go live. The "buy-in" funds would be placed into an account to be used to reduce the amount paid by counties already on the system for maintenance. If no funds exist in the account, the maintenance fee will revert to an equal split.

- ii. For more information, contact Sheriff Lake (Carlton County) or Marcus Bruning (St. Louis County)
- d. National Weather Service on NE CALL (Bill Bernhjelm)
  - i. This is currently a draft standard at the state level; no further information at this time

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6. ADJOURN

- a. Next meeting is September 19, 2012

**MOTION** made by Vic Williams to adjourn at 11:16 am. Second, Steve Olson. Upon a vote, motion carried