

NORTHEAST REGIONAL ADVISORY COMMITTEE

**RAC MEETING MINUTES**

*December 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 10:07 am ~ Roll call attendees are as follows:

1. Bill Bernhjelm, DPS/ARMER
2. Brian Smith, Kanabec County Sheriff's Office
3. Brian Belich, Carlton County Sheriff's Office
4. Bruce Grotberg, Koochiching County Sheriff's Office
5. Dan L'Allier, Virginia Fire Department
6. Duane Oothoudt, Leech Lake Ambulance
7. Erik Jankila, Hibbing Fire Department
8. Greg Hanson, Gold Cross Ambulance
9. Jeff Kazel, Duluth Police Department
10. Ken Johnson, Crow Wing County Sheriff's Office
11. Marcus Bruning, St. Louis County Sheriff's Office
12. Mark Lallak, Itasca County Sheriff's Office
13. Mark Stansberry, North Memorial Ambulance
14. Mark Smith, DSC Communications
15. Mike Fink, Motorola
16. Mike Keyport, Grand Portage
17. Mike Sullivan, Essentia Health-St. Mary's
18. Monte Fronk, Mille Lacs Reservation/DPS/EM
19. Nick Schatz, Mn/DOT OEC
20. Patrice Nelson, Minnesota State Patrol/Brainerd Dist.
21. Roy Holms, Homeland Security Emergency Management
22. Scott Camps, St. Louis County Sheriff's Office
23. Scott Heide, Crow Wing County Sheriff's Office
24. Stephanie Nynas, Essentia Health
25. Steve VanKekerix, Lake County Sheriff's Office
26. Tom Ralidak, MN State Patrol

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

**MOTION** made by Vic Williams to approve the November meeting minutes as submitted. Second; Erik Jankila. Upon a vote, motion carried.

3. REPORT OF COMMITTEES:

- a. Training (Mike Fink)

- i. Motorola System Admin. Training; for 8 people; cost approximately \$21,000; Chris is to contact Dewey Johnson to coordinate training; anyone interest should also contact Dewey.
- b. Policy (Vic Williams)
  - i. No report
- c. SRB Operations and Technical
  - i. No report
- d. SRB Interop Standing Committee (Scott Camps)
  - i. Refer to new business
- e. Regional CASM
  - i. No Report
- f. User Committee (Bill Bernhjelm)
  - i. Refresher training was discuss for the instructors to help define/customize their presentations for their own user groups; trying to work something into the program for the Interop Conference
- g. Owners and Operators Committee

#### 4. OLD BUSINESS

- a. ARMER Update (Bill Bernhjelm)
  - i. VHF frequency plan was recently amended with a minor change relative to DRTAC1; there are no permanent base stations on that channel; the change is posted on the SRB website for review;
  - ii. COML/COMT exercise coming up the week of July 8<sup>th</sup> at Camp Ripley; looking for individuals interested in participating on the planning committee; any COML/COMT/COMLT that need their task book signed off, contact Tom Johnson so he knows of your interest in the exercise;
  - iii. Bill has been requested to ask if any of the regions are willing to deploy their STR trailer from our regions to the Interop Conference which is in St. Cloud in May.
  - iv. System Update; currently at 280+ sites, 55 of the 74 participating counties are on the air; moving forward rapidly;
  - v. Border Patrol; have ordered several hundred dual band radios; will be participants on the ARMER system; currently have contract with MN/Dot and are working on a Participation Plan and radio programming;
  - vi. Best Practices documents have all been approved by the SRB; they can be reviewed on the SRB website;
  - vii. Portable radios from the grant; radios were order with bank verse individual chargers; working with Motorola to trade the chargers; as soon as radios are available they will be distributed;
  - viii. National Weather Standard; it appears that the Central Region wants some changes;
  - ix. Change Management; there have some concerns raised with regards to potential system impacts; one of the regions is calling for some engineering studies; continuing to work on it and will keep the region updated.

- x. Interop Conference; May 6,7,8 (Monday, Tuesday, Wednesday)
- b. Jurisdictional Updates/Representatives
  - i. Aitkin County; All of Aitkin County Law Enforcement agencies are on ARMER. Programming is being done today to connect dispatch to AK Law 1 through a control station. This will allow direct ARMER connectivity instead of using the patch on the VHF channel. Equipment is being installed at the Law Enforcement Center today. We are waiting for console programming by Motorola – this is on the calendar for Jan 7. Aitkin County has request a 30 day extension from the FCC
  - ii. Cass County; the Cass County System is up and running well. We have had no major issues to contend with. The system is supporting all of Public Safety including, Law, Fire and EMS. In the past couple of months we have added to school districts to the system and things are going well with them also. The Pine River Backus Schools and Walker Hackensack Akeley Schools have committed and are operating on the ARMER System with mobiles and portables. The Pillager School District has plans to migrate by the end of the year. I think the only issues we currently have and are working on is the two tower sites that will affect the Cass County system and those are the Jenkins sight in Crow Wing County and the Cuba Hill site in the northern portion of Cass County. I have asked several people where the Cuba Hill site is in progress and it appears no one knows. (Bill Bernhjelm) MN/Dot is working with LLBO to acquire site; then tower will go up for connectivity of the 7500 consoles.
  - iii. Carlton County; we are on the ARMER system, will be shutting down our VHF radios that are not needed or licensed on December 27<sup>th</sup>.
  - iv. Cook County; no report.
  - v. Crow Wing; Schools are coming on; finishing training
  - vi. Itasca County; At the owners and operators it was discussed that Hibbing was having some reception issues; we did check the Nashwauk tower and the amplifier is fine
  - vii. Kanabec County; Kanabec County has been utilizing the ARMER system for some time now with no serious issues. Law Enforcement & Fire are fully equipped with portables and mobiles. Our ambulance service has a mobile radio in their primary unit and utilizes portables for their backup units. They are looking at purchasing two more mobiles in the future. We have private 1<sup>st</sup> responders who would still like to be on the system, however cannot due to lack of funds. We did experience intermittent outages with our micro-wave link, however that seems to have vanished in the last month. Everything is running smoothly.
  - viii. Koochiching County; Meeting coming up on the 8<sup>th</sup> to talk with County Board, Bill will be there to help. Received a grant for portable and mobile radios. Anticipate making significant steps forward within next few weeks.

- ix. Lake County; All LE, Fire, EMS on ARMER. County Public Works, Township Public Works, School Districts also on ARMER. Still using VHF in areas where short on coverage. Narrow banding will be finished tomorrow.
- x. MN/Dot;
- xi. Pine County; no report
- xii. St. Louis County; St. Louis County continues to make progress in our monumental task of transitioning to ARMER. St. Louis County Staff have completed over 100 Fire/EMS and Law Enforcement Training Sessions and have just a few remaining. In most cases, the class participants left the class with their assigned ARMER Portable in-hand. Our Radio Shop has programmed over 3200 Subscriber Radios for St. Louis County End Users in addition to nearly 1200 for Lake and Carlton Counties. Console equipment is in and operational in St. Louis, Carlton and Lake Counties and operations are converting over to ARMER. Our South Fire group has already transitioned and North will be migrating East to West as temporary solutions come online. Law Enforcement, North and South, are in the process of transitioning as well. Our Fire/EMS paging solutions are currently being narrow-banded. We also purchased an alpha-numeric system we intend to deploy sometime late next year to provide additional efficiencies in our operation. The move to ARMER will be a push to the end. St. Louis County has 11 sites that are not completed. We continue to work closely with Mn/DOT and have established six temporary sites that will allow us to transition. The temporary sites are in various stages of completion with connectivity being the last task to be accomplished. We have strong partnerships that continue to provide confidence that we will get it done by the end of the year but it will be a push to the end.
- xiii. City of Duluth; 100% complete on training; 80% complete on portable radios (issued); 10% complete on mobile radios (installed on vehicles); Estimate completion by Dec. 21, 2012
- xiv. City of Hibbing; LE, Fire, EMS training; equipment is in; Busing for City of Hibbing and Public Works have shown interest in ARMER system.
- xv. City of I. Falls; The City of International Falls has installed APX 7500 radios in all of our Ambulances, and we have two portable APX 7000 radios and we are hoping to be trained soon, we have been in touch with Dewey to set up our training for all personnel that will be using the new radios. We are hoping to be programmed with a user or talk group to allow our station and others to be in contact with our Ambulances when they are on emergency calls. I'm not really aware of the details in getting this done, but looking forward to getting to the point of using our 800 MHz radios.
- xvi. City of Virginia; Almost all training has been done for Fire, LE has equipment and training to migrate; Public Utilities will probably be first part of next year.
- xvii. Grand Portage; Still working on training and programming; should be using ARMER by mid-January on a limited basis.

December 19, 2012

- xviii. LLBO; a few more radios to install; end user training underway; land issues for tower site are just about worked through
- xix. Mille Lacs; PSAP manager has been working to code plug and program radios; most LE are on the system
- xx. Gold Cross; on ARMER since the 10<sup>th</sup> and things are going well;
- xxi. Essentia Health; everything should be programmed to date; working on training
- xxii. MSP; shut off state patrol VHF on December 18<sup>th</sup>
- c. Change Management Items
  - i. Bruce is not here to report at this time
- d. MCIT Insurance Issue (Scott Camps)
  - i. New cost will be about \$6,000; radio board asked Scott to check into the League of Minnesota Cities Insurance Trust; still working on it
- e. Regional Recorder (Marcus Bruning)
  - i. Contacted Crow Wing, Kanabec and Aitkin Counties
    - 1. Crow Wing is contemplating future use when migrating to 7500 consoles
    - 2. Have not heard from Kanabec or Aitkin Counties
  - ii. If anyone else is interested in the regional recorder contact Marcus. Currently, Lake, Cook, Carlton and St. Louis Counties are participating.

## 5. NEW BUSINESS

- a. Election (Marcus Bruning)
  - i. RAC Chair; Eric Jankila nominates Marcus Bruning; Marcus accepts nomination;
  - ii. RAC Vice-Chair; Scott Camps nominates Dan L'Allier; Dan accepts nomination;
  - iii. NE RRB; Erik Jankila nominates Scott Camps; Scott accepts nomination;
  - iv. OTC & Interop Standing Committee; Erik Jankila nominates Bruce Hegrenes; Marcus accepts the nomination on behalf of Bruce;

**MOTION** made by Bruce Grotberg to accept the nominations as presented. Second by Steve VanKekerix. Upon a vote, motion carried.

- b. 2012 Homeland Security Grant (Scott Camps)
  - i. The state is receiving \$951,000 from the feds for interop communications; the recommendation from the grant work group was that the money should be made available for those counties migrating onto ARMER system.
  - ii. Short timeline; ending date of November 31, 2013
  - iii. Also recommended that \$12,000 be made available to each of the regional radio boards for training exercise, plan development and updates.
  - iv. Recommendations are working though the Finance, SRB, Interop Committees, etc..
- c. 2013 SCIP Revision Workshops (Bill Bernhjelm)

December 19, 2012

- i. The SCIP Plan is the foundational document for our communication. It is required by the federal government to have grant funds flowing through the regions.
- ii. There is a two day workshop coming in May which should be located at the Arden Hills Training Center; the purpose of workshop is to revise and refine the current SCIP plan; once drafted it will work through the SRB approval processes;
- iii. Bill is looking for regional representatives for the revision project; at this time there is no funding available to support travel or accommodations;
- iv. Contact Bill if interested within the next month; will bring up again in January

6. ADJOURN

- a. Before adjournment, Marcus thanks everyone for working together in the move toward ARMER migration. A special thank you to Bill for his involvement in providing help to each of the entities in the building of their ARMER projects.
- b. Next meeting January 16, 2013.

**MOTION** made to adjourn at 10:44 am by Scott Camps. Second, Steve VanKekerix.