

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING
February 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 10:02 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. Dan L'Allier, Virginia Fire Department
5. Dana Putzke, Duluth Police Department
6. Duane Johnson, St Louis County 911
7. John Drahota
8. John Hyde, Duluth Radio Shop
9. Karla White, Aitkin County Sheriff's Office
10. Leif Lunde
11. Mark Falk, Cook County Sheriff's Office
12. Mark Smith, DSC Communications
13. Mark Stansberry, North Memorial Ambulance
14. Monte Fronk, 1855 Mille Lacs Reservation/DPS/EM
15. Nick Schatz, Mn/DOT OEC
16. Patrice Nelson, MN State Patrol/Brainerd
17. Scott Camps, St Louis County Sheriff's Office
18. Steve Olson, Lake County Sheriff's Office
19. Steve VanKekerix, Lake County Sheriff's Office
20. Terry O'Connor, Leech Lake EMS
21. Tom Hannon, Governance Consultant
22. Tom Ralidak, Minnesota State Patrol

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION made by Dewey Johnson to approve the January 18, 2011, meeting minutes. Second; Mark Falk. Upon a vote, motion carried

3. REPORT OF COMMITTEES:

- a. Training (Mark Falk/Dewey Johnson/Steve Olson)
 - i. End user train-the-trainer in Cook County; possibly April; will send out information as soon as date is confirmed
 - ii. CPS Training; February 23-24 in Cass County
 - iii. EMS/Hospital Training; February 20-21 in Brainerd
 - iv. Mark Falk will no longer be a member of the RAC after this meeting but will remain on the RRB; Leif Lunde was appointed to the RAC to fill the vacancy
 - v. It was agreed to table discussion of filling vacancies on the training committee until next meeting
- b. Policy

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- i. No report
 - c. SRB Operations and Technical Report (Bruce Hegrenes)
 - i. St. Cloud University Participation Plan - approved
 - ii. Central MN Emergency Service Board Participation Plan - approved
 - iii. Jackson County changes to Participation Plan - approved
 - iv. Leech Lake Band of Ojibwe Participation Plan - approved
 - v. RACOM request 2 unit IDs for technical talkgroups - approved
 - vi. Greater Northwest EMS Limited Participation Plan - approved
 - d. SRB Interop Standing Committee (Scott Camps)
 - i. Working on the Pursuit Standard and National Weather Service Policy
 - ii. 2012 Grant information will come out to the state by this Friday; priorities will then be discussed; the region should be updated with sub-grant information within the next few months
 - iii. There will be no more grant extensions for the 2009, 2010 and 2011 grants; any unused funds will be reallocated
 - e. Regional CASM (Karla White)
 - i. Spoke with Ted Matheson the NW Wisconsin RIC; there is interest in the CASM and would like to do some cross-border exchange of information
 - f. User Committee (Steve Olson)
 - i. MN/Dot; statewide construction is 71% complete with 27 counties on ARMER
 - ii. Cass County training is complete and are expecting to cut over in 2-3 weeks
 - iii. Alex Tech has 4-5 new modules online; Steve has taken 4 of the new modules and highly recommends 3 of them, Control Station; Dispatch 1 & Dispatch 2; also recommends not taking them all in one day; there is an 8 hours class for dispatchers during the APCO Conference
 - iv. At the Quarterly Leadership Meeting a statewide talkgroup called site trunking was discussed; radios outside their home would have the ability to switch to and have access to the local PSAPs
 - v. Changing over the SOAs to JSOA for the jails to access sally ports was also discussed
 - g. Owners and Operators Committee (Dewey Johnson/Steve Olson)
 - i. Alex Tech has put together flyers for the individual portable radios, mobile radios and consoles which can be utilized for training; these flyers can be customized for each entity as requested; contact Linda Muchow before the end of March as the grant funding will soon end
- 4. OLD BUSINESS
 - a. ARMER Update (Bill Bernhjelm)
 - i. In International Falls talking about linkup with the Ontario system and trying to figure out ways to do it through the MotoBridge -VHF interoperability System
 - ii. Sent Koochiching County information on creating a fleet map and doing a hard-patch
 - iii. Reminders
 - 1. Narrowband deadline is the end of 2012
 - 2. Get Control Stations programmed and up on the air; or at a minimum get some sort of connection into ARMER with the regional call and talkgroups via portable or mobiles
 - iv. Working on developing a location on the ARMER website to post training information; many are sponsoring trainings that can be utilized by other regions

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- v. Best Practices Groups are getting going; dispatch group is working on pursuit issues and encryption; due to limited involvement from outstate Tom Johnson is asking for anyone interested in participating in a work group to give him a call
- vi. Have been in contact with Ted Matteson and working through state systems to confirm that CASM information can be shared with Wisconsin
- vii. Grants; documentation requirements are more stringent; audit requirements have tightened up; 2012 program guidance will be announced shortly; 2011 grants will be eligible for reallocation; Joyce Simons indicates that Historic Preservation clearances need to be done in accordance with the federal grants (i.e. adding a tower to the outside of an older courthouse)
- viii. Towers; Logan Tower is on the air and tower construction in Aitkin is complete
- ix. Training; FEMA guidelines indicate that federal funds used for training need to be approved through HSEM in advance
- b. Jurisdictional Updates/Representatives
 - i. Aitkin County (Karla White); on track
 - ii. Carlton County; no report
 - iii. Cass County; no report
 - iv. Cook County; Gunflint Trail tower operating; most of county has coverage; Law Enforcement should be on the ARMER system by year end; Fire & EMS will be narrowband compliant
 - v. Crow Wing County; no report
 - vi. Itasca County; have 52 radios on hand which were purchased with PSIC funds; working on getting match from EMS agencies so that the radios can be distributed; sent individual to CPS class this past week and two more going to Walker for CPS class; hope to start reprogramming radios in near future
 - vii. Kanabec County; no report
 - viii. Koochiching County; no report
 - ix. Lake County (Bruce Hegrenes); programming consoles next week; all radios installed; waiting on AFG grant to fulfill Fire and EMS needs
 - x. Pine County; no report
 - xi. City of St. Louis (Bruce Hegrenes); Crane Lake site to be on by end of the week; consoles installed; moving ahead
 - xii. City of Duluth; Woodland construction moving forward
 - xiii. City of Hibbing; no report
 - xiv. City of International Falls; no report
 - xv. City of Virginia (Dan L'Allier) waiting on AFG grant
- c. NERAC CPS Training (Dewey Johnson)
 - i. To be held in (Walker) Cass County on February 23-24; 8 hours days

5. NEW BUSINESS

- a. PSIC Funding (Scott Camps)
 - i. The PSIC Grant was expected to expire the end of March; an extension can be requested to April 19th, 2012, so that some of the funds can be used for the Interop Conference
 - ii. It was recommended to allow 40 individuals to use PSIC funds toward the cost of the Interop Conference
 - 1. 2 individuals from each member of the Joint Power Agencies + 2 from each of the tribal entities; Notify Anna no later than 1600 hours on Thursday,

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- March 1st, 2012, with your participant choices; after March 1st any unfilled spots will be filled with those picked by the Chair or Vice Chair of the RAC
2. \$50 registration fee and up to \$300 towards hotel accommodations per attendee will be covered; no other expenses to be covered

MOTION made by Dewey Johnson to allow the use of PSIC funds for the Interop Conference as outlined above. Second; Steve VanKekerix. Upon a vote, motion carried

- b. Sales Tax Exemption (Dan L'Allier)
 - i. Letter sent by NE RRB Chair Jim Dowson to legislative representatives was provided for review; it is recommended to encourage support from our local representatives
- c. NE Minnesota Emergency Management Advisory Committee (Scott Camps)
 - i. It was proposed to move that committee under the Regional Radio Board; Scott asks for a motion to approve moving the Emergency Management Committee under the NE Regional Radio Board

MOTION made by Dewey Johnson to approve moving the Emergency Management Committee under the NE Regional Radio Board. Second, Mark Falk. Upon a vote, motion carried

Addition to the Agenda (Scott Camps)

PSIC grant funds; it was recommended to request (from the state) a reallocation of the remaining funds from training to equipment; there is about \$9500 left in the training fund after all the current training commitments are taken care of; there would then be approximately \$33,000 (+ match) allocated to equipment

2009 IEC Grant Funds; there is approximately \$30,000 (+ match requirement) left in this grant

This leaves a total of about \$63,000 (+ match) to use for end user radios between the two grants; it was proposed that agencies who have already or will soon migrate to ARMER, use these remaining funds to purchase end user equipment; if split 8 ways, grant funds are about \$8,000 with a match amount of \$2,500 which each entity will be responsible for

The 8 entities in mind are: Itasca, Kanabec, Lake, Cass, Crow Wing, Pine, Aitkin and Leech Lake. If these entities wish to utilize these funds for end user equipment they will need to notify Anna by March 1, 2012

MOTION made by Mark Falk to approve Scott Camps recommendation for expending the remaining funds of the PSIC and 2009 IEC grants before they expire. Second; Dewey Johnson. Upon a vote, motion carried

Agencies not included in this recommendation will have similar opportunities with other grants; the money from these two grants needs to be expended as soon as possible

- d. Train-The Trainer in Brainerd (Mark Falk)
 - i. Crow Wing County requests approval and funding to host a train-the-trainer class in Brainerd on March 8 & 9 at the Brainerd Fire Hall; OnTarget will provide training; cost will not exceed \$6,000 for the 2day/16 hour class

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MOTION made by Mark Lallak to approve request of Crow Wing to host training for up to \$6,000. Second, Dewey Johnson. Upon a vote, motion carried

Addition to the Agenda (Bill Bernhjelm)

Bill asks for an update on the status of the Fire Grants that were applied for;

Crow Wing; awarded \$600,000

Cook County; not confirmed but has impression that \$700,000 will be awarded

City of Virginia; not confirmed but looks like approximately \$300,000

St. Louis County; no word as yet

City of Duluth; some funding awarded; amount unknown

Carlton County; no word as yet

6. ADJOURN

MOTION made to adjourn at 10:56 am by Mark Falk. Second, Dewey Johnson. Upon a vote, motion carried