

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING

January 18, 2012

St. Louis County Sheriff's Office and ITV

10:00 am

1. ROLL CALL/INTRODUCTIONS

Marcus Bruning calls the meeting to order at 10:08 am ~ Roll call attendees are as follows:

1. Anna Cass, Itasca County Sheriff's Office
2. Bill Bernhjelm, DPS/ARMER
3. Brian Smith, Kanabec County Sheriff's Office
4. Bruce Hegrenes, St. Louis County/Communications
5. Chris Caulk, Kanabec County Sheriff's Office
6. Dan L'Allier, Virginia Fire Department
7. Dana Putzke, Duluth Police Department
8. Duane Johnson, St Louis County 911
9. Dylan Bridges, Carlton County Sheriff's Office
10. Jeff Anderson, Kanabec County Sheriff's Office
11. Ken Johnson, Crow Wings County Sheriff's Office
12. Marcus Bruning, St. Louis County Sheriff's Office
13. Mark Stansberry, North Memorial Ambulance
14. Mike Fink, Motorola
15. Monte Fronk, 1855 Mille Lacs Reservation/DPS/EM
16. Nick Schatz, Mn/DOT OEC
17. Rey Freeman, GeoComm
18. Scott Heide, Crow Wing County
19. Steve Olson, Lake County Sheriff's Office
20. Terry O'Connor, Leech Lake EMS
21. Tim Lee, Mn/DOT Electronic Communications
22. Vic Williams, Itasca County Sheriff's Office

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION made by Dewey Johnson to approve the December 21, 2011, meeting minutes. Second; Dan L'Allier. Upon a vote, motion carried

3. REPORT OF COMMITTEES:

- a. Training (Dewey Johnson & Mark Stansberry)
 - i. CPS Training has been changed to February 23 & 24, 2012, in Cass County
 - ii. Central MN Region will be holding a train-the-trainer for EMS and hospital personnel on February 20 & 21, 2012; Brainerd Fire Department; Mark Stansberry will forward information to Anna for distribution
- b. Policy (Vic Williams & Bill Bernhjelm)
 - i. PSAP Standard 3.24.0 will be reviewed again by the policy committee; the policy committee requests input from other members and the User and O&O committees; Anna will distribute the standard copy again; Marcus explains this somewhat of a replacement to our current point-to point type system

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- ii. Draft of Pursuit Standard; DPS is looking for some input from the regions; the current proposal seems to have been written for the metro region where everyone is on ARMER; concern is that in the NE everyone is not on ARMER and discussion included what would be done to retain communications with pursuits coming from counties where ARMER isn't used; policy committees suggests that the burden should be on the PSAP that has access to the status board; the recommendations and concerns of the policy committee will be going to the OTC for review
 - c. SRB and Regional Operations and Technical Report (Bruce Hegrenes)
 - i. EMS Communications Best Practice Guide; there were minor changes made to it
 - ii. EMS Workgroup has been formalized and moved from the OTC to the Interop Sub Committee
 - iii. DOC amended ARMER Participation Plan was approved
 - iv. FBI requested more radio IDs
 - v. System Managers Group; there are 7200 radios currently on the system statewide; 103,000-104,000 IDs approved; only 11 counties have chosen to do a limited participation at this point
 - vi. A workgroup is being organized to look at standards for different public works; will start the first week of February; if anyone is interested/willing to participate contact Bruce
 - vii. Steve Olson asks if anyone has heard back from the BCA in regards to talkgroup requests; Steve made a request in June 2011 and has not heard back; it was suggested to resend the request and also check with the local BCA agent who might be able to assist
 - d. SRB Interop Standing Committee (Scott Camps)
 - i. Scott not available, no report
 - e. Regional CASM (Karla White)
 - i. Karla not available, no report
 - f. User Committee (Steve Olson)
 - i. No report at this time; working on items that will come up next month
 - g. Owners and Operators Committee (Dewey Johnson)
 - i. Discussing hospitals having their own talkgroup; there are concerns that small hospitals may turn radios down because of all the traffic that doesn't concern them which in-turn may cause calls in their area to get missed
4. OLD BUSINESS
- a. ARMER & RIC Update (Nick Schatz & Bill Bernhjelm)
 - i. (Nick) Logan, Big Falls, 2 Gun Flint Trail sites are soon to be on the air
 - ii. Saxon White Site is under construction
 - iii. Mirror Lake, Brimson & Schroeder site specs are down with the Mn/DOT architect to get put out for bid
 - iv. Land purchases for Duxbury & Wrenshall sites have been slowed down
 - v. St. Louis is looking into forfeited land for tower sites
 - vi. (Bill) Public Works Best Practices Group; best practices are being established for Law, Fire, Dispatch and Public Works; Public Health and Emergency Management have been combined into one best practices group; groups are working on agendas and items/projects that need to be worked on; if interested in participating or listening in on the session get a hold of Bill or Tom Johnson

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- vii. COML class in the NW will be held in Bemidji on February 21-24; usual prerequisites apply; there is no cost for the class itself; mileage, housing, etc. will be on the attendee but could possibly be covered by grant dollars
 - viii. PSIC Grant; funds need to be expended by March 31, 2012
 - ix. Steve Olson asks how others are programming talkgroups for public health; Bill understands that most public health entities are working along with local county plan; not sure if there is a statewide public health talkgroup that is under the jurisdiction of the SRB; the state department of health does have talkgroups in their system; Bill will get additional information and send to Steve
- b. Jurisdictional Updates/Representatives
- i. Aitkin County (Rey Freeman); Statement of requirements has been submitted to Motorola; expect their proposal sometime in February; moving forward with implementation
 - ii. Bois Forte; no report
 - iii. Carlton County (Dylan Bridges); no report
 - iv. Cass County (Rey Freeman); infrastructure equipment installed at tower sites; Motorola STs are schedule to be out later this week to start powering up the system; online goal of first week in February
 - v. Cook County; no report
 - vi. Crow Wing County (Rey Freeman); working on getting the Crosby tower site project rolling; bid specs going out Friday; working through environmental approvals; Motorola system equipment has all been delivered; working on planning installation at the tower sites; planning for dispatch equipment
 - vii. City of Duluth; no report
 - viii. Fond du Lac; no report
 - ix. Grand Portage; no report
 - x. City of Hibbing; no report
 - xi. Itasca County (Vic Williams); power outage and backup power went out for three hours on Christmas Day; 911 PSAP calls were transferred to Koochiching County; was able to maintain total coverage in the county using the mobiles and portables; no glitches in the coverage of the 800 system
 - xii. Kanabec County (Jeff Anderson); all portables are in use by officers; mobiles radios have just been programmed and will be installed in squads within the next week; PSAP still waiting on equipment; control stations are not programmed
 - xiii. Koochiching County; no report
 - xiv. Lake County (Bruce Hegrenes); consoles are installed; looking at mid-February to have microwaves in
 - xv. Leech Lake (Terry O'Connor); met with Kerry Swenson; Cass County will switch over February 6th, 2012; Cass County will still be paging out, but Tribal dispatch will be utilized for communications
 - xvi. Mille Lacs Lake ; waiting on Mille Lacs, Aitkin and Pine Counties to switch ARMER
 - xvii. Pine County (Rey Freeman); contract signed with Motorola for equipment; no local enhancement sites will be added
 - xviii. City of Virginia; no report
 - xix. St. Louis County (Bruce Hegrenes); looking at middle of February for final installation of consoles; 3-4 quarter for final move to ARMER
- c. Motorola CPS Training Reschedule (Cass County)
- i. Discussed earlier in meeting; new date is February 23 & 24, 2012, in Cass County

5. NEW BUSINESS

- a. Task Force Group on ARMER (Sergeant Caulk);
 - i. Isanti, Pine and Chisago Counties recently organized a joint Drug Task Force; the officers involved would like to have a talkgroup; no encryption is needed; Isanti currently has an available talkgroup that isn't being used and would be willing to allow the Drug Task Force to utilize it;
 - ii. There was a lot of discussion about the process to achieve what they needed, repurposing an existing talkgroup, approvals etc.; from the NE perspective there is no need to reuse a talkgroup just create a new one; the NE is fine with either 2 region or statewide access;
 - iii. Bill Bernhjelm recommended that Isanti submit a request for wide area access to the NE RRB and MESB, as the talkgroup owner; adding that It may be helpful to indicate the limited number of radios and volume of traffic expected on the form; after completion the form should then be sent to Anna to add to the NE RRB agenda; Bill will get request form to Sergeant Chaulk; for reference the form is available on the SRB web site under Committees, OTC;
 - iv. After the NE RRB and MESB approves the request it goes to the OTC

MOTION In order to not holdup the initial request, a motion was made by Vic Williams to approve the verbal request for Special Wide Area Site Access for an ARMER talkgroup by Sergeant Caulk for the Isanti, Pine and Chisago County Drug Task Force. A formal request will be submitted for approval by the NE RRB. Second; Dewey Johnson. Upon a vote, motion carried

- b. Leech Lake Band of Ojibwe - Participation Plan (Rey Freeman, GeoComm)
 - i. LLBO is currently on existing VHF systems; there are separate repeaters for law enforcement, tribal police and transportation services for both schools and casinos;
 - ii. To stay on VHF some narrowband upgrades would be necessary; some agencies have gone to narrowband; others, primarily public safety are looking to move forward with ARMER implementation;
 - iii. Existing systems need some coverage and capacity improvements so the ARMER system seems like a logical choice;
 - iv. Currently 3 public safety agencies and 3 public works agencies are listed in the plan; 4 other transportation groups are listed in the plan as potential future users;
 - v. Plan includes a total of 235 ARMER radios; 55 of which are public safety; approximately 180 are public works or transportation agencies;
 - vi. Fleet map includes 38 talkgroups for various groups; potential agencies using the system include tribal police, EMS and Health Services, Conservation Officers, Gaming Transportation, Resource Management and a variety of other school and public works agencies;
 - vii. As the plan stands, there are no local enhancements planned in terms of tower sites or channel capacity; there are 11 sites included in the plan of which 3 are part of the Itasca Simulcast Network; projected traffic patterns would not be on the Itasca network and there should be no loading issues;
 - viii. Tower sites include; Alvwood, Bemidji, Bena, Cass Lake, Cuba Hill, Deer River, Hines, Inger, Kabekona, Walker & Whipholt;

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- ix. There are no fire departments listed on the plan because Cass Lake Fire Department is incorporated to the Cass County Plan;
- x. Looking to get started later in the first quarter of 2012;
- xi. Bill Bernhjelm suggest notifying the NW region of LLBO Participation Plan as it does include some of their tower sites

MOTION made by Monte Fronk to approve and move the LLBO Participation Plan to the NE RRB. Second; Vic Williams. Upon a vote, motion carried

- c. St. Louis County Participation Plan Addendum
 - i. Tabled until February meeting
- d. PSAP Interop Policy
 - i. Discussed earlier in agenda under 3.b.
- e. Pursuit Communications Policy Recommendation
 - i. Discussed earlier in agenda under 3.b.
- f. Leech Lake JPA (Bill Bernhjelm)
 - i. Paperwork has been completed and processed through the Tribal Government; approval will be need at the RAC level and then forwarded to the RRB to join the JPA

MOTION made by Vic Williams to approve LLBO participation in the JPA of the NE Region. Second; Dewey Johnson. Upon a vote, motion carried

****Addition to the Agenda (Mark Stansberry)**

EMS Workgroup; discussion was made about the group becoming more formalized; the plan is to formalize the group with a voting member from each region and to meet on a monthly basis; Pat Lee and Mark have both been attending these meetings and are asking if they should continue representing the region; Mark requests that this information get passed to the NE RRB for formal appointments to the committee

MOTION made by Vic Williams to appoint Mark Stansberry and Pat Lee to the newly formed EMS Workgroup Committee. Second; Dewey Johnson. Upon a vote, motion carried

****Addition to the Agenda (Bill Bernhjelm)**

Control Station Project; there is a great interest that the counties are in a position to monitor the regional call; if a county is within a few days of being able to do that, great; otherwise, take one your portable radios that has regional call in it and place it in dispatch so that they have access to the system; update Bill with information on how the regional calls are being monitored by your agencies; Bill is under continued pressure to make sure that the control stations or connectivity to the regional call are moving forward

VHF Narrowband deadline; is end of this year, 2012; also make sure that fire agencies, local first responders are included in awareness of the deadline; FCC is serious about taking enforcement action after the deadline has passed

6. ADJOURN

- a. Next meeting: February 15, 2012

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MOTION made by Dewey Johnson to adjourn at 1107 hours. Second, Dan L'Allier. Upon a vote, motion carried