

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING MINUTES

July 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 10:04 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. Dewey Johnson, St. Louis County 911
7. Duane Oothoudt, Leech Lake Ambulance
8. Dylan Bridges, Carlton County Sheriff's Office
9. Erik Jankila, Hibbing Fire Department
10. Jamie Carlson, Duluth Police Department
11. John Hyde, Duluth Radio Shop
12. Marcus Bruning, St. Louis County Sheriff's Office
13. Mark Lallak, Itasca County Sheriff's Office
14. Mark Smith, DSC Communications
15. Mike Fink, Motorola
16. Mike Keyport, EM Grand Portage
17. Scott Camps, St Louis County Sheriff's Office
18. Scott Heide, Crow Wing County Sheriff's Office
19. Stephanie Nynas, Essentia Health
20. Steve Olson, Lake County Sheriff's Office
21. Tom Ralidak, MN State Patrol

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

3. REPORT OF COMMITTEES:

- a. Training
 - i. No report
- b. Policy
 - i. 2013 Budget Proposal under New Business
- c. SRB Operations and Technical (Bruce Hegrenes)
 - i. Radio ID request will go up in the course of the next three years
 - ii. Mower County request Statewide Talkgroup
 - iii. Change to the Statewide Area Talkgroup Access and Management Standard
 1. How to get approval for Region wide and who has to agree to it before you can get Region wide access
 2. Required to get approval from the owner of the site or channel and approval of the OTC
 3. Approval from the SRB is not required unless they have asset that they own
 - iv. SMA/SUA II Proposal; MN/Dot through the SRB contracted with Motorola for maintenance and upgrades on the complete ARMER system

NORTHEAST REGIONAL ADVISORY COMMITTEE
JULY 19, 2012 MEETING MINUTES

1. Each entity that owns infrastructure or consoles are covered under this contract and will get updates as they come out
 2. Current we are using version 7.9 and the next upgrade will be to 7.13
 3. Software and labor updates for all equipment is estimated at 5 million dollars; SRB is responsible for about ½ of the cost; the remaining balance is split between the owners
 4. The option to include hardware changes to the agreement was included in the proposal; OTC discussed that these dollar amount has not been allotted for in the budgets and may not be feasible
- d. SRB Interop Standing Committee (Bruce Hegrenes)
- i. There were a number of items brought before the board without action being taken; these items will be moved to the next meeting
 1. New Dispatcher Standard Practices
 2. Cross Spectrum Interoperability System; training plan
 3. Fire Best Practices
 - ii. Change Management; change to LTACs and STACs; will add another 12 STACs and creating a number of LTACs for Law Enforcement use only
- e. Regional CASM (Karla White)
- i. No report
- f. User Committee (Erik Jankila)
- i. No report
- g. Owners and Operators Committee (Dewey Johnson)
- i. No report
4. OLD BUSINESS
- a. ARMER & RIC Update (Bill Bernhjelms)
- i. Approximately 80% of construction has been completed
 - ii. Patching Statewide; in the last ARMER system upgrade changed the ability for a local, patched talkgroup to a statewide or regional talkgroup
 - iii. Pursuit Standard; the language has been changed to reflect that an officer in a pursuit who runs out of range on a patched local talkgroup will have to find a safe way to change over to the LTAC; Motorola is in the process of fixing this in their next upgrade
 - iv. STR Training Manual; Brandon is working on
 - v. Status Board; responds to the RFP were out of line; changes have been made to the request for proposal and will put out for new bids
 - vi. COMT; space available for the August class
 - vii. Federal Technical Assistance is going to provide support to a Tribal Communications Exercise at Camp Ripley later this summer
 - viii. Cross Spectrum System; Bill encourages getting the MOUs turned in (Cook, Crow Wing, Kanabec, Koochiching, St. Louis)
 - ix. Best Practice documents are moving forward; some are in the final draft stages and others are moving through the committee structure
 - x. Alex Tech contract has been renewed; they will continue to provide online classes; any request for new classes or additional project work from Linda should be first approved by Tom Johnson
 - xi. Any regional standards that are adopted should be submitted to Kathy Anderson
 - xii. National Weather Service Standard is still being worked on

NORTHEAST REGIONAL ADVISORY COMMITTEE
JULY 19, 2012 MEETING MINUTES

- b. Jurisdictional Updates/Representatives
 - i. Aitkin County; no report
 - ii. Carlton County (Dylan Bridges); equipment has arrived and being programmed; dispatch will transition in July
 - iii. Cass County; no report
 - iv. Cook County; no report
 - v. Crow Wing County (Scott Heide); Law enforcement live date is targeted for August 14; still waiting on the Crosby local enhancement site in place; Pequot Tower won't be up until late fall; most everyone has been trained
 - vi. Itasca County; looking to purchase 7500 consoles within the next year; had some radio issues during the July 2nd storm; radios were down the entire 7 hours of the storm; looking at realigning microwaves
 - vii. Kanabec County; no report
 - viii. Koochiching County; no report
 - ix. City of International Falls; no report
 - x. Lake County (Steve Olson);
 - xi. Pine County; 7500 have been installed;
 - xii. St. Louis County (Bruce Hegrenes); used the STR and portables during the flood; it went well; still 9-10 sites short; received all ARMER equipment and looking for storage to house the equipment that has been order
 - xiii. City of Duluth (John Hyde); received equipment and started hardware installs
 - xiv. City of Hibbing (Erik Jankila); all end user for public safety is in and has been for a while; the city fleet is going to start the install as early as this week; waiting for construction on local enhancement site to start; looking for a commitment from the city to work with a three year plan to convert the rest of the city to the ARMER system
 - xv. City of Virginia (Dan L'Allier);
 - xvi. Leech Lake (Duane Oothoudt); progressing nicely in every aspect; looking to put up a tower in Cass Lake
 - xvii. State Patrol (Tom Ralidak); consolidation is moving forward with partial closures of facilities by cutting back to 16 hour coverage; the Metro Center (Roseville) will cover the metro area and northern part of the state and the South Center (Rochester) will cover the southern part of the state
 - xviii. Grand Portage (Mike Keyport); working with Cook County; there was a change on the tribal council and a change of representation will soon be made for the Radio Board
 - xix. Essentia Health (Stephanie Nynas); radios are in an ready to be programmed and installed

5. NEW BUSINESS

- a. RRB Budget Proposal (Marcus Bruning)
 - i. There were two basic changes to the budget;
 - 1. Adjustment in compensation for recording secretaries time
 - 2. Rates for MCIT insurance

MOTION made by Dan L'Allier to approve the 2013 Budget Proposal and forward onto the NE RRB for their approval. Second; Erik Jankila. Upon a vote, motion carried

NORTHEAST REGIONAL ADVISORY COMMITTEE
JULY 19, 2012 MEETING MINUTES

- b. Naming Convention Recommendation (Erik Jankila)
 - i. Looking to simplify the naming of the talkgroups by taking out the TAC of the NE regional talkgroups; NETAC to just NE
 - ii. Other regions have already made this move
 - iii. There was some concern about multiple names for the same talkgroup and this would be a good time to make changes as many are now programming radios

MOTION made by Erik Jankila to approve the change in the talkgroup naming convention and forward onto the RRB for their approval. Second, Dewey Johnson. Upon a vote, motion carried

- c. Interoperable Data Committee (Marcus Bruning)
 - i. ECN requested nominations/volunteers from the regions for a newly formed committee which will provide technical recommendations for public safety broadband and other public safety interoperable data initiative
 - ii. Because the nomination had to be in no later than June 11th a memo was sent out to the RAC members seeking interested parties. John Hyde expressed interest. Because of the time sensitivity of the request Marcus Bruning (RAC Chair) made the nomination of John Hyde to represent the NE RAC on the committee
 - iii. Bruce Hegrenes was nominated by the Minnesota Sheriff's Association to represent their organization
 - iv. John Hyde explained that the first meeting was basically an organization meeting setting up the committee with bylaws, etc.

MOTION made by Dewey Johnson to approve the nomination of John Hyde to the Interoperable Data Committee and Bruce Hegrenes as an alternate. Second; Erik Jankila. Upon a vote, motion carried

**Chris Lentz states that he can provide free exhibiter passes for the National APCO Convention in Minneapolis which starts on August 19th. Contact Chris Lentz or Mike Fink from Motorola.

6. ADJOURN

MOTION made by Dewey Johnson to adjourn at 10:46 am. Second, Dan L'Allier. Next meeting August 15, 2012.