

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING

March 21, 2012

St. Louis County Sheriff's Office and ITV

10:00 am

1. ROLL CALL/INTRODUCTIONS

Marcus Bruning calls the meeting to order at 10:00 am ~ Roll call attendees are as follows:

1. Anna Cass, Itasca County Sheriff's Office
2. Arvid Dahl, Grand Portage Reservation
3. B.J. Kohlstedt, Lake County Emergency Management
4. Bill Bernhjelm, DPS/ARMER
5. Bruce Hegrenes, St. Louis County/Communications
6. Dan L'Allier, Virginia Fire Department
7. Dylan Bridges, Carlton County Sheriff's Office
8. Duane Oothoudt, Leech Lake Ambulance
9. Erik Jankila, Hibbing Fire Department
10. Harry Algyer, TIC Plan Coordinator
11. Jeff Anderson, Kanabec County Sheriff's Office
12. Greg Hanson, Gold Cross Ambulance
13. Karla White, Aitkin County Sheriff's Office
14. Leif Lunde, Cook County Sheriff's Office
15. Marcus Bruning, St. Louis County Sheriff's Office
16. Mark Lallak, Itasca County Sheriff's Office
17. Mark Smith, DSC Communications
18. Mike Keyport, EM Grand Portage
19. Nick Schatz, Mn/DOT OEC
20. Scott Camps, St Louis County Sheriff's Office
21. Steve Olson, Lake County Sheriff's Office
22. Tom Ralidak, MN State Patrol
23. Vic Williams, Itasca County Sheriff's Office

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

3. REPORT OF COMMITTEES:

- a. Training
 - i. Upcoming train-the-trainer in Cook; April 28 & 29; Contact Leif Lunde
- b. Policy
 - i. No report
- c. SRB Operations and Technical (Scott Camps)
 - i. A number of Standards went before on the Change Management Procedure:
 1. Standardized channel naming
 2. Voluntary sunset of 700 MHz Voice
 3. 700 & 800 MHz SOAs
 4. IC Zone
 5. LTAC, LSCRAM & SIU Talkgroups
 6. STR cache radio

NORTHEAST REGIONAL ADVISORY COMMITTEE
MARCH 21, 2012 MEETING MINUTES

7. LTAC Talkgroups
 8. Site Trunking Talkgroup
 9. Use of PSOA2 for jail communications
 - ii. Federal Engineering is working on a cross spectrum interoperability plan; presentation will be offered at Interop Conference; training May 7th in St. Cloud (all day, starting at 9 am) and May 9th in Blue Earth County at the Law Enforcement Center in Mankato (all day, starting at 9 am)
 - iii. Best Practices Workgroups have been meeting; Fire and Dispatch have draft guides put together; Law Enforcement, Emergency Management, and Public Health are still working on theirs
 - iv. Alex Tech has added new training modules; should be available by the end of the month
 - v. Interop Conference; currently there are over 200 registered
 - vi. Standards; still working on the National Weather and the Statewide Encryption
 - vii. Training; COMT in Arden Hills – August 6-11, 2012
 - viii. STR; training next week in Bemidji and Mankato; trailers are ready for pickup after training has been completed
 - d. SRB Interop Standing Committee (Scott Camps)
 - i. Included in report of 3.b
 - e. Regional CASM (Karla White)
 - i. No report
 - f. User Committee (Erik Jankila)
 - i. No report
 - g. Owners and Operators Committee (Steve Olson)
 - i. Roseau County is starting to purchase ARMER equipment
 - ii. Tower completion is at about 75%
 - iii. STR tower delivery end of March
 - iv. ARMER mobiles are being installed in the DNR Law Enforcement vehicles as they are being replaced
 - v. Each ARMER agency is going to be responsible for training on use of the radios
4. OLD BUSINESS
- a. ARMER Update (State Shut Down)
 - i. 2012 Grants; State Homeland Security grant was significantly reduced from previous years; statewide is down to 2.8 million; HSEM has made an allocation to ECN for Interoperable Communications projects in the amount of \$700,000; ECN is preparing the investment justification for that grant; after grant is submitted in early May a process will be announced as to how to requesting funds
 - ii. 2011 State Homeland Security Grant reallocation information should be coming out soon
 - iii. Koochiching County does have hard patch installed; they are operating on both VHF and ARMER
 - iv. Need update control station information
 - v. Narrowband deadline is end of year; December 31, 2012.
 - vi. MSP Memo; outlines plan of how to interoperate locally; use of MSPCALL and appropriate use of the district main dispatch talkgroups and TACS; preference is that PSAPs not communicate on the main that they use
 - b. Jurisdictional Updates/Representatives

NORTHEAST REGIONAL ADVISORY COMMITTEE
MARCH 21, 2012 MEETING MINUTES

- i. Aitkin; October/November transition; working on microwave link; will be programming portables and testing shortly
 - ii. Bois Forte; no report
 - iii. Carlton County; 3 control stations up and running; ARMER/DOT Agreement to process through the RAC today
 - iv. Cass County; no report
 - v. Cook County; waiting for a quote on the installation of two MCC7500 dispatch consoles; working with Bill on installing control stations; end of year transition for law enforcement
 - vi. Crow Wing County; no report
 - vii. Fond du Lac; no report
 - viii. Grand Portage; no report
 - ix. City of Hibbing; all ARMER equipment for Police and Fire has been delivered; finished Maple Hill tower; waiting on St. Louis County
 - x. Itasca County; Mark Lallak asks if any other county has been contacted by AT&T in regards to establishing a 35 year lease agreement with MD7; it is a life time lease agreement to sublease off of towers
 - xi. Kanabec County; has been operating on ARMER with mobile field units; Motorola is currently converting dispatch; one of the two fire departments has been trained on radios; Hospital/EMS have portables and no mobiles yet; all control stations up and running
 - xii. Koochiching County; no report
 - xiii. Lake County; 7500 have been programmed and installed; have not heard from negative comments from dispatch so things must be working well
 - xiv. Leech Lake; no report
 - xv. Mille Lacs; no report
 - xvi. Pine County; 7500 consoles are in at DSC and ready to be installed; mobiles and portables are purchased for the sheriff's and highway departments; will be putting in a simulcast paging system
 - xvii. City of Virginia; received AFG grant
 - xviii. City of Duluth; training with dispatch; in process of getting remaining equipment
 - c. Interop Conference (Anna)
 - i. Approval from HSEM has been received for 40 individuals to attend the conference
 - ii. Anna will need registration and hotel invoices along with proof of payment; credit card payments work best as you can generally get a transaction detail from your banks online services; waiting for proof of payment from your county could take 3 or more weeks
 - iii. All invoices and receipts need to be turned into Anna by April 10th, 2012
5. NEW BUSINESS
- a. MSP Day to Day Interoperability (Tom Ralidak)
 - i. Discussed under 4.a.
 - b. TIC Plan (Harry Algyer)
 - i. Harry gave a brief overview of the plan and Marcus ask for the committee members to review the plan within the next 30 days and then get back to Harry with comments
 - ii. Harry asks that we pay particular attention to the information that pertains to our county; if there are inaccuracies, contact Harry with corrections

NORTHEAST REGIONAL ADVISORY COMMITTEE
MARCH 21, 2012 MEETING MINUTES

- iii. Corrections already noticed; COML individuals need to be added; corrections are needed to the board appointments on pages 62-63
- c. SCIP Workshop (Scott Camps)
 - i. Wireless Broadband will be topic of discussion (May 2nd, 2012) Arden Hills
 - ii. Scott Camps & Mark Lallak will attend the all day workshop
- d. DECN ARMER Project Status (Scott Camps)
 - i. ARMER project worksheet asks what grant funding has been obtain already; where in migration process are you; what needs are unfunded at this point; what are future priorities
 - ii. As the ARMER project is finishing up throughout the region and the grant funds are declining this worksheet will help identify the needs of each entity
 - iii. Marcus ask for these worksheets to be completed and sent back; this worksheet is in response to a request from Jackie Mines asking as where the region is in implementation process and future needs
- e. Board Appointment;
 - i. Appointment letter received from Mark Falk appointing Leif Lunde to the RAC replacing Mark Falk.
- f. Carlton County/MNDot Agreement (Bruce Hegrenes)
 - i. Agreement documents additions planned for ARMER system, connectivity, and any additions to Microwave plans; has passed by Carlton County Board and ask for approval of the RAC

MOTION made by Eric Jankila to approve the Agreement between Carlton County and MNDot. Second, Leif Lunde.

(Bruce Hegrenes) Approval for the Carlton County VHF Plan for Interoperability is also requested. Marcus asks for an amended motion.

MOTION made by Eric Jankila to approve the Agreement between Carlton County and MNDot along with the VHF plan for interoperability. Both to be passed to the RRB for approval. Second, Leif Lunde. Upon a vote, motion carried

- g. Region wide EMS Common (John Bowen)
 - i. Table until April meeting
- h. 2008 SHSP Grant – radio allocation
 - i. Two allocation formulas were presented to the RRB in February; additional proposals are requested for consideration
 - ii. It was decided to wait for the DECN ARMER Project Status worksheets to be returned to help determine who may or may not need radios

****Addition to the Agenda**

Steve Olson asks if the Policy Committee has completed their work on the Pursuit Standard. Steve is writing a best practice for dispatch and would like to get together with the committee to make sure that there is consistency in the standard.

6. ADJOURN

NORTHEAST REGIONAL ADVISORY COMMITTEE
MARCH 21, 2012 MEETING MINUTES

- a. Bruce suggests postponing the April meeting date to the 25th as it conflicts with the Interop Conference. There were no objections from the group

MOTION to adjourn at 11:00 am made by Dan L'Allier. Second, Steve Olson. Upon a vote, motion carried