

NORTHEAST REGIONAL ADVISORY COMMITTEE MEETING

May 16, 2012

St. Louis County Sheriff's Office and ITV

10:00 am

1. ROLL CALL/INTRODUCTIONS

Scott Camps calls the meeting to order at 10:10 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. Dewey Johnson, St. Louis County 911
6. Duane Oothoudt, Leech Lake Ambulance
7. Dylan Bridges, Carlton County Sheriff's Office
8. Greg Hanson, Gold Cross Ambulance
9. Jamie Carlson, Duluth Police Department
10. Jim Wiinanan, Cook County Emergency Management
11. Joe Vallie, MN State Patrol/Duluth
12. Karla White, Aitkin County Sheriff's Office
13. Ken Johnson, Crow Wing County Sheriff's Office
14. Leif Lunde, Cook County Sheriff's Office
15. Mark Smith, DSC Communications
16. Mark Stansberry, North Memorial Ambulance
17. Mike Fink, Motorola
18. Mike Keyport, EM Grand Portage
19. Patrice Nelson, MN State Patrol/Brainerd District
20. Robin Cole, Pine County Sheriff's Office
21. Roy Holmes, Minnesota HSEM
22. Scott Camps, St Louis County Sheriff's Office
23. Scott Heide, Crow Wing County Sheriff's Office
24. Steve Hallan, Pine County Commission
25. Steve Olson, Lake County Sheriff's Office
26. Tim Lee, Mn/DOT Electronic Communications
27. Tom Ralidak, MN State Patrol

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION made by Dewey Johnson to approve the meeting minutes of April 25, 2012, as presented. Second; Dan L'Allier. Upon a vote, motion carries

3. REPORT OF COMMITTEES:

- a. Training
 - i. (Leif Lunde) end user training; approximately 10 people attended in Cook County on April 28 & 29
 - ii. (Robin Cole) upcoming End user training; June 11-12 in Pine County

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- iii. (Scott Camps) Funds are limited for training reimbursements; there is about \$63,000 so make sure that you are in touch with the training committee to discuss training costs; additionally HSEM approval needs to be received before the trainings are scheduled
 - iv. (Scott Camps) within the next two weeks anyone in need of training before the end of the year should make contact with Scott or Marcus; training committee will address allocating funds for needed trainings
 - b. Policy
 - i. No report
 - c. SRB Operations and Technical(Bruce Hegrenes)
 - i. LeSueur County Participation Plan Change
 - ii. South Central Region modification member participation plans
 - iii. System Outage Notification Standard
 - iv. Review of regional reports; a number of counties coming onto the system
 - d. SRB Interop Standing Committee (Scott Camps)
 - i. Change Management issues were discussed along with Standards and channel naming
 - ii. Renaming of Law Enforcement TAC channels discussed
 - e. Regional CASM (Karla White)
 - i. Received contact for CASM from Pine County and forwarded to John Dooley to set up training
 - ii. A contact for each county to maintain their respective CASM records has been identified
 - f. User Committee (Dan Sathre)
 - i. No report
 - g. Owners and Operators Committee (Steve Olson)
 - i. RICS National Weather Service from South Dakota, Chanhassen, Wisconsin along with Steve Borchardt from the south region have organized the Weather Service Standard.
 - ii. Steve visited with Chuck Jackie regarding setting-up a class on how to update the CASM; Karla is hoping that John Dooley will do an in-person training; Scott asked Karla to check into having John come and do a training in this region
4. OLD BUSINESS
- a. ARMER and RIC Update (Bill Bernhjelm)
 - i. Nickerson Tower site in Pine County and Lohman and Border Tower sites in Koochiching County are the latest to come onto the system from the NE
 - ii. Land acquisition has been completed for the Wrenshall site in Carlton County
 - iii. As of May 4, 2012 there were 252 of the 324 state towers on the air; about 77% complete
 - iv. MN is moving along as fast as possible; all but 20-30 sites are expected to be up and operational by the yearend deadline
 - v. National Weather Service Standard is in progress; in conjunction the State Patrol does a monthly test of their warning system and are now using the ARMER system for that where possible; regional call or regional PSAP talkgroup to make contact with counties as part of their monthly test; State Patrol dispatch points involved will be limited; Duluth State Patrol Office will do the monthly test for all counties in the NE

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- vi. US Department of Agriculture Grant Programs can be accessed on the website or one of the various offices around the state
 - vii. MOU for operation on the State VHF Overlay, please move forward through your respective county boards and return back to Bill or Tom Johnson
 - viii. Access the AFG website for a list of workshops; some are in Minnesota
 - ix. Broadband SCIP Planning Workshop was held in Arden Hills; the workshop was to update the SCIP plan to include the broadband initiative that is coming down from the Federal Government; there will need to be some decision made whether the State will opt in/out of the National System; Minnesota has done a tremendous amount of planning already;
 - x. Attended the train-the-trainer for the VHF overlay; process is moving forward with the Motobridge through the ARMER network; Federal Engineering has developed a training program and training resources
 - xi. CASM; working with Ted Mathieson of NW Wisconsin regarding a WI/MN version of CASM so that we can have cross access of data
 - xii. Budget for 2013 needs to be formulated; the policy committee was assigned to this task
- b. Jurisdictional Updates/Representatives
- i. Cook County (Leif Lunde); migration for Law Enforcement and Highway Department is set for end of year; equipment pieces are still needed; no EFG grant
 - ii. Grand Portage (Mike Keyport); working with Cook County; will migrate at same time
 - iii. Lake County (Steve Olson); Law Enforcement, Ambulance and Rescue migrated; Highway Department in process of migrating; some fire has migrated
 - iv. St. Louis County (Bruce Hegrenes); in process of console install; Sax and White sites are still under construction; still on track for 4th quarter transition
 - v. Carlton County (Dylan Bridges); purchasing equipment; September/October transition
 - vi. Koochiching County; no report
 - vii. Itasca County; no report
 - viii. Cass County; no report
 - ix. Crow Wing County (Scott Heide); transition sometime in summer; end user training ongoing; Crosby Tower up in few weeks; Pequot Lakes Tower bids are in; slowly going live with boat and water for Memorial weekend
 - x. Kanabec County; no report
 - xi. Pine County (Robin Cole); transition in June; currently installing equipment; Ducksberry construction underway, Cloverdale land purchase complete; Fire departments are in need of radios; looking to phase them in over a period of 5 years; will provide just enough radios to communicate on the system
 - xii. Aitkin County (Karla White); meeting with county board to get Motorola SOR signed; looking at October/November transition date
 - xiii. City of Duluth (Jamie Carlson) portables and mobiles are in; working on Woodland enhancements
 - xiv. City of Hibbing; no report
 - xv. City of Virginia (Dan L'Allier); still in process of ordering equipment with AFG grant
 - xvi. Leech Lake (Duane Oothoudt); working on land deal over by Department of Safety
 - xvii. Fond du Lac; no report
 - xviii. Bois Forte; no report

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- xix. Mille Lacs; no report
- xx. MSP; no report
- xxi. Gold Cross; working with Federal Engineering and setting timelines to get up and running by the end of the year; put out the third training module from Alex Tech to the employees this week

5. NEW BUSINESS

- a. Homeland Security Grant Dissemination (Scott Camps)
 - i. Relates to the 2011 Homeland Security funding; used surveys to determine needs of fire departments; recommendation (1) is based on 23% of need; recommendation (2) is based on percentage of radios purchased and percentage of need; both formulas have similar outcomes

MOTION made by Dewey John to utilize recommendation (2) for distribution of radios. Second, Leif Lunde. Upon a vote, motion carries

- b. Cook County Training Reimbursement (Leif Lunde)
 - i. Looking for reimbursement of training that was held in Cook County; OnTarget provided training for \$5,386.00
 - ii. Pre-approval was not applied for through HSEM; Scott will apply for approval when Leif forwards necessary documents

MOTION made by Leif Lunde to approve the reimbursement of \$5,386.00 to Cook County for the purpose of training. Second, Dan L'Allier. Upon a vote, motion carries

- c. Wide Area Site Access Talkgroup (Scott Heide)
 - i. This talkgroup will be called the Crow Wing EMS Common used in a four county area; Cass, Crow Wing, Aitkin, and Hubbard which will mainly be used for talking with first response teams back to the ambulances in those four counties. This talkgroup was approved at the Owner, Operators and Users meetings in April.

MOTION made by Scott Heide to approve the Crow Wing EMS Common talkgroup; Second; Leif Lunde. Upon a vote, motion carries

6. ADJOURN

- a. Next meeting is June 20, 2012.

MOTION made by Dewey Johnson to adjourn at 11 am. Second; Scott Camps. Upon a vote, motion carries