

NORTHEAST REGIONAL ADVISORY COMMITTEE

RAC MEETING MINUTES

November 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 10:12 am ~ Roll call attendees are as follows:

1. Anna Cass, Itasca County Sheriff's Office
2. Bill Bernhjelm, DPS/ARMER
3. Brian Jespersion, Koochiching County Sheriff's Office
4. Brian Smith, Kanabec County Sheriff's Office
5. Bruce Grotberg, Koochiching County Sheriff's Office
6. Chris Lentz, Motorola
7. Duane Oothoudt, Leech Lake Ambulance
8. Dylan Bridges, Carlton County Sheriff's Office
9. Erik Jankila, Hibbing Fire Department
10. Jeff Kazel, Duluth Police Department
11. Jim Wiinanen, Cook County Emergency Management
12. Karla White, Aitkin County Sheriff's Office
13. Leif Lunde, Cook County Sheriff's Office
14. Ken Johnson, Crow Wing 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 Fink, Motorola
19. Monte Fronk, Mille Lacs Reservation/DPS/EM
20. Scott Camps, St. Louis County Sheriff's Office
21. Scott Heide, Crow Wing County Sheriff's Office
22. Stephanie Nynas, Essentia Health
23. Steve VanKekerix, Lake County Sheriff's Office

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION made by Erik Jankila to approve the meeting minutes as presented.
Second; Dylan Bridges. Upon a vote, motion carried.

3. REPORT OF COMMITTEES:

a. Training (Chris Lentz)

- i. Motorola would be willing to bring a System Administrators Training to the region if requested; training provides for 8 individuals; three full days
- ii. Currently the southern part of the state is providing the system administrator training; if there are interested individuals they should contact Jill Rohret for availability

- iii. A subcommittee was organized to look at the need/desire of the region to host a system administrator training; Dewey Johnson was assigned to this committee; interested individuals should contact Dewey
- iv. Bill Bernhjelm has a list of names of those who have expressed interest in training; Bill is to provide those names to Dewey
- v. (Monte Fronk) there is a state user op conference again this year; contact Monte if there are any thoughts or ideas for training, classes, presentations, etc.; Marcus suggested that Monte email the region with his request for recommendations
- b. Policy (Marcus Bruning)
 - i. No report
- c. SRB Operations and Technical
 - i. No report
- d. SRB Interop Standing Committee (Scott Camps)
 - i. Working on Best Practices Guides for Law Enforcement, Public Works, Fire, Emergency Management, Public Health, and Dispatchers
 - ii. Proposal to move the Grant Workgroup from the Interoperability Committee to the Finance Committee
- e. Regional CASM (Karla White)
 - i. No Report
- f. User Committee
 - i. (Erik Jankila) Regional training vs counties holding their own training was discussed
 - ii. (Bill Bernhjelm)The vehicle pursuit standard was discussed; the group recommended that the current draft be moved forward to the RAC for approval; however, their preference is to have left the original standard in place before Motorola made changes to the system requiring the need for the standard change in the first place.
- g. Owners and Operators Committee

4. OLD BUSINESS

- a. ARMER Update (Bill Bernhjelm)
 - i. Construction updates; Schroeder, Brimson and Wrenshal towers have come on line
 - ii. MN/Dot is working as rapidly as possible to bring towers on the system and also working with Lake & Cook Counties
 - iii. Most counties are working on the implementation phase
 - iv. VHF – MOU; reminder to complete and return as soon as possible
 - v. December 31, 2012; VHF Narrowband deadline; paging or VHF resources need to be updated; don't forget about schools, local governments and warning systems
- b. Jurisdictional Updates/Representatives
 - i. City of Duluth (Jeff); currently in negotiations with Lake Superior College for land of tower site; waiting on code plugs to start on fleet maps

NORTHEAST REGIONAL ADVISORY COMMITTEE
November 21, 2012 MEETING MINUTES

- ii. Carlton County (Dylan Bridges); mobiles and portables are installed; dealing with minor things to do with dispatch
 - iii. City of Hibbing (Erik Jankila); all fire, EMS radios are installed; portables are handed out; waiting for local enhancement
 - iv. Lake County (); on the system and works great; working with MN/Dot
 - v. Essentia Health; same; still programming
 - vi. Pine County (Mark Smith); Sheriff's Office and Highway Dept. is on and operating; working on installs for the fire departments
 - vii. St. Louis County (Marcus Bruning); on track with transition; Fire in the south part of the county went onto ARMER last week; part of the North will be going on; training ongoing across the county for law enforcement, fire and EMS through December 13th; there are at least 5 temporary sites that are in the works; Hibbing local enhancement is still being worked on; about 90% of radios are programmed
 - viii. Cass County; no report
 - ix. Grand Portage; no report
 - x. Mille Lacs (Monte Fronk); waiting to start programming radios, all have been tuned; PSAP is utilizing both ARMER and VHF; not much longer before they are fully on the ARMER; RRB membership application has been submitted
 - xi. Crow Wing County (Scott Heide); on the system now for 2 months and things are going well; waiting for the Jenkins tower to get finished
 - xii. Itasca County; (Vic Williams); no report
 - xiii. City of Virginia; no report
 - xiv. Koochiching County (Brian Jespersion); looking to phase in with portables first; working to see what grant opportunities are still available; moving forward with ARMER implementation
 - xv. Cook County (Leif Lunde); Bayfield coverage issues; having some trouble getting leases to get across private property; looking to have good coverage in the Grand Portage area by the end of the year; Highway dept. is about 60% equipped; law enforcement is at 100% equipped; Grand Portage is equipped but need to have fleet map and training completed
 - xvi. Aitkin County (Karla White); had some issues getting access into tower sites; still working with local cell phone company in the Jacobson area; somewhat behind schedule; started end-user training; may have to redo some of the paging system; coverage issue in the City of Aitkin; looking at putting in a BDA; Karla asks if anyone is currently using a BDA
 - xvii. Kanabec County; Law enforcement and fire are at 100%; EMS is approximately 90%; everything working well; support services are attempting to acquire radios
 - xviii. Leech Lake (Duane Oothoudt); looking at install date sometime in December for mobiles; end user training in early December; tower negotiations in Cass Lake are going well
- c. Change Management Items

- i. This meeting was postponed until next week; Bruce will report at the December RAC meeting
- d. MCIT Insurance Issue (Vic Williams)
 - i. No updated information at this time

5. NEW BUSINESS

- a. Mille Lacs Tribal Application for membership to NERRB (Marcus Bruning)

MOTION made by Mark Lallak to approve the application for membership and forward for signature to the NERRB. Second; Jeff Kasel. Upon a vote, motion carried.

- b. Portable Radio Grants (Bill Bernhjelms)
 - i. ECN used unspent grant funds to purchase over 200 portable radios for the state because there was no time to reallocate the funds before the expiration date
 - ii. The process was for agencies that still needed radios to contact the regional RIC with their requests; ECN then took those requests and made an allocation to the responding agencies; priority was given to agencies that needed assistance because they did not receive a fire grant award
 - iii. Of the 127 radios requested by the NE region 73 were for Fire and EMS; 36 radios were allocated to the NE Region and a decision will be needed to award those out to the requesting agencies of Fire and/or EMS
 - iv. It was recommended to make the allocation based on a percent of radios requested; with that calculation the following entities will receive the indicated radio number; Cook County -15, Grand Portage-1, Pine County-10, Crow Wing County-5, Aitkin County-3, Mille Lacs Healthcare-2

MOTION made by Steve VanKekerix to approve radio allocation based on a percent of those requested per agency. Second; Erik Jankila. Upon a vote, motion carried.

Addition to Agenda**Marcus Bruning & Mark Lallak encourage everyone to get involved with their legislators regarding the tax exemption issue with regards to ARMER system build out.

Addition to Agenda**Regional Recorder (Marcus Bruning); AIS server is in the process of purchase; currently discussing which counties want to come onto the system; no progress has been made just yet as St. Louis County is heavily involved in their transition to ARMER.

Addition to Agenda**It was requested that Scott Camps carry the concerns of the NE region to the State Radio Board concerning the transition of the Grant Workgroup from the Interop Committee to the Finance Committee. It was discussed that the representation on the Finance committee is not as great as it is on the Interop Committee.

MOTION made by Scott Camps to advise the Interop Committee of the NE RACs opposition of moving the Grant Workgroup from the Interop Committee to the

NORTHEAST REGIONAL ADVISORY COMMITTEE
November 21, 2012 MEETING MINUTES

Finance Committee of the SRB due to the lack of representation on the Finance Committee. Second, Vic Williams. Upon a vote, motion carried.

6. ADJOURN

- a. Next meeting December 19, 2012

MOTION made to adjourn at 11:02 am by Scott Camps. Second, Dylan Bridges. Upon a vote, motion carried