

Minnesota Regional Radio Board Meeting

Usual ITV Sites: Aitkin County S.O.; Cook County LEC/Grand Marais; Crow Wing County S.O. LEC/Brainerd; Grand Rapids/S.O. Training Room, Lake County/Silver Bay Service Center; Pike Lake EOC; Pine County Law Enforcement Center

October 25, 2012

Board: (☒ = present; ☐ = not present)

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|---|--|
| <input type="checkbox"/> Mark Wedel/Aitkin | <input checked="" type="checkbox"/> Peg Sweeney/St. Louis |
| <input checked="" type="checkbox"/> Marvin Bodie/Carlton | <input type="checkbox"/> Jay Fosle/Duluth |
| <input checked="" type="checkbox"/> Jim Dowson/Cass | <input checked="" type="checkbox"/> Tim Harkonen/Hibbing |
| <input type="checkbox"/> Sue Hakes/Cook | <input type="checkbox"/> Jerry Jensen/International Falls |
| <input checked="" type="checkbox"/> Paul Thiede/Crow Wing | <input type="checkbox"/> Larry Cuffe/Virginia |
| <input checked="" type="checkbox"/> Davin Tinquist/Itasca | <input checked="" type="checkbox"/> Scott Camps/NE RAC |
| <input checked="" type="checkbox"/> Kevin Troupe/Kanabec | <input checked="" type="checkbox"/> Mark Stansberry/User Committee |
| <input type="checkbox"/> Robert Ecklund/Koochiching | <input checked="" type="checkbox"/> Scott Heide/O&O Committee |
| <input checked="" type="checkbox"/> Thomas Clifford/Lake | |
| <input checked="" type="checkbox"/> Steve Hallan/Pine | |

Alternates: (☒ = present; ☐ = not present)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Scott Turner/Aitkin County | <input type="checkbox"/> Curt Rossow/Pine County |
| <input checked="" type="checkbox"/> Brian Belich/Carlton County | <input type="checkbox"/> Keith Nelson/St. Louis County |
| <input type="checkbox"/> Dick Downham/Cass County | <input checked="" type="checkbox"/> John Strongitharm/City of Duluth |
| <input type="checkbox"/> Mark Falk/Cook County | <input type="checkbox"/> Rick Cannata/City of Hibbing |
| <input type="checkbox"/> Doug Houge/Crow Wing County | <input type="checkbox"/> Tim McBride/City of Int. Falls |
| <input type="checkbox"/> Vic Williams/Itasca County | <input type="checkbox"/> (No Alternate/City of Virginia) |
| <input type="checkbox"/> Steve Schulz/Kanabec County | <input type="checkbox"/> Steve Van Kekerix/RAC |
| <input type="checkbox"/> Brian McBride/Koochiching County) | <input checked="" type="checkbox"/> Kerry Swenson/User Committee |
| <input type="checkbox"/> Rich Sve/Lake County | <input checked="" type="checkbox"/> Steve Olson/O&O Committee |

Guest Speakers: Bill Bernhjelm, Dewey Johnson, Bruce Hegrenes

1) CALL TO ORDER (Chairman Dowson)

Meeting was called to order by Chairman Dowson at approximately 10:00 a.m.

2) ROLL CALL

3) APPROVE THE AGENDA

- **Addition to agenda by Scott Camps; 9.k.MCIT Insurance
- **Change to agenda by Scott Camps; 9.b. should read "SU" to "S"

MOTION made by Councilman Harkonen to approve the agenda. Second; Commissioner Tinquist. Upon a vote, motion carried.

4) REVIEW AND APPROVAL OF MINUTES

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MOTION made by Commissioner Hallan to approve the meeting minutes of July 26, 2012 as presented. Second, Commissioner Thiede. Upon a vote, motion carried.

5) REPORTS FROM STANDING COMMITTEES

- a) RAC report (Scott Camps)
 - i) Best Practices Draft Guides are out for Public Health, Emergency Management and Law Enforcement. These will be going through the various state committees
- b) User/Owners and Operators Committee Report (Steve Olson)
 - i) Working on developing a training plan which will include each county taking one month a year to hold training. This will help agencies when new employees need to be trained.
 - ii) Looking to have a train-the-trainer refresher at the EMS Conference in January.

6) UPDATES FROM MEMBERS

- a) Grant update (Scott Camps)
 - i) As part of the MCIT insurance, we needed to calculate the grant amounts that have been spent this year and provide a projection for next year's spending. Scott will send out to the calculation to members.
 - ii) As of September 30, 2012 the region has spent about 1.9 million in grant funds. The next quarter will be an additional million. In 2013, the grant funds equaling 700,000 will be spent. Grant funds should be expended by mid-2013.

7) SPECIAL REPORTS

- a) No reports

8) OLD BUSINESS

- a) RIC Update (Bill Bernhjelm)
 - i) System approximately 84% complete; Schroeder is the most recent tower site to come onto the system
 - ii) 2012 SHSP grant funds; \$951,000 which is more than what was expected; the grant work group is being called together to determine allocation
 - iii) Change Management is still moving forward; still waiting for final comments/concerns regarding the changes that were presented
 - iv) SUA Maintenance Agreement with Motorola; the SRB will be acting on that later today; the original proposal was initially deferred by the SRB in August. Since then, Motorola came back with a significant discount if the state would move to the System Upgrade Agreement II which provides for system upgrades and a planned operating schedule over the next four years. The finance committee has approved the new agreement. Impact on local agencies will be slightly more in the way of cost for local enhancements of sites, channel capacity, etc. The downside to that agreement is that in 2015-2016 Gold Elite consoles will need to be upgraded to the 7500 to be compatible with the system.
 - v) Tom Johnson announced April 1st retirement
 - vi) Leadership meeting on Monday @ 10 am in St. Cloud

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- vii) Pine, Ducksbury & Cloverdale sites are selected but not under ownership by the state just yet; when land has been acquired construction will begin; no time line for completion
- b) Tax Exemption Letter regarding the purchase of ARMER equipment
 - i) Chairman Dowson explains that a letter was sent to our state legislators back in January expressing the need/desire for all counties to be included in the tax exemption status with regards to ARMER. In addition, the District 2 Sheriff's also wrote a letter regarding this same issue earlier this year.
 - ii) This concern is a discussion point at the Leadership meeting on Monday.
 - iii) It was discussed that the region should wait until after the November election and then write another letter.
 - iv) Chairman Dowson suggested that each county should determine the dollar amount associated with that tax exemption; Cass County is estimated around \$200,000.

9) NEW BUSINESS

- a) Regional Recorder (Bruce Hegrenes)
 - i) St. Louis, Carlton, Lake and Cook Counties have proposed to go together on a regional logging system; looking to get deployed by end of year; connectivity will be via the state network for the other counties to access the recorded talkgroup; this will record both clear and encrypted talkgroups; there is plenty of capacity with 151 concurrent talkgroups to be recorded
 - ii) This has been both presented and approved by MN/Dot and the RAC
 - iii) Looking for other county agencies to share the system

MOTION made by Sheriff Turner to approve moving the request to the OTC and SRB. Second; Commissioner Clifford. Upon a vote, motion carried.

- b) Change St. Louis County ARMER designation SU to S (Bruce Hegrenes)
 - i) Due to a large number of end user agencies in St. Louis County the request was made to change St. Louis's ARMER designation from "SU" to "S". This has been done in Hennepin and Ramsey Counties where there are large number of end users
 - ii) The change will provide more room to display information on the radio

MOTION made by Commissioner Sweeney to approve the designation change for St Louis County. Second; Commissioner Bodie. Upon a vote, motion carried.

- c) NE Regional Encrypted Interoperability Talkgroups (Bruce Hegrenes)
 - i) The regional encrypted talkgroups are intended to facilitate encrypted communications between law enforcement agencies that typically do not communicate with each other on a regular basis
 - ii) Of the 16 channels 12 have already been renamed NECALL - NE12; there are four talkgroups that have yet to be named; requesting to designate the last four as encrypted talkgroups for interoperability between regional law enforcement agencies NE LENC1-NE LENC4; it does not mean that you have to have encrypted radios to use these channels

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MOTION made by Commissioner Sweeney to approve the renaming of the last four talkgroups to NE LENC1 – NE LENC4. Second; Kerry Swenson. Upon a vote, motion carried.

- d) Train-the-Trainer training (Scott Camps)
 - i) Informational only – in September the RAC approved a ARMER end user training in St. Louis County
 - ii) Scott encourages agencies to determine training needs and coordinate with the training committee; there are approximately \$54,000 left for training; these funds will expire February of 2013
- e) Hibbing Appointment to the Board/Committees
 - i) An appointment letter was received by the City of Hibbing; due to the retirement of Tim Harkonen new appointments are Sgt. Jeff Ronchetti, Hibbing Police Department to the Owners & Operators Committee and Battalion Chief Eric Jankila, Hibbing Fire Department to the Users Committee

MOTION made by Sheriff Turner to approve the appointments of Jeff Ronchetti and Eric Jankila to the Owners and Operators and User committees respectively. Second; Kerry Swenson. Upon a vote, motion carried.

- f) Leech Lake ARMER Subscriber Agreement

MOTION made by Councilman Tim Harkonen to authorize the Chairman Dowson to sign the Leech Lake Subscriber Agreement and forward to the OTC for approval. Second; Kerry Swenson. Upon a vote, motion carried.

- g) Crow Wing County Request for Statewide Area Access Talkgroups for Public Safety Agency Operations and all Crow Wing radio users

MOTION made to approve the talkgroup request made by Sheriff Turner. Second; Commissioner Thiede. Upon a vote, motion carried.

- h) Aitkin County Request for Statewide Area Access Talkgroups for Public Safety Agency Operations and all Aitkin radio users

MOTION made to approve the talkgroup request made by Commissioner Thiede. Second; Commissioner Bodie. Upon a vote, motion carried.

- i) Aitkin County ARMER plan change (Sheriff Turner)
 - i) PSAP console radio equipment was presented as Motorola Gold Elite which has been changed to MCC7500; this changes the need for radio ids and adds 3 CCGWs to the system
 - ii) Elimination of local enhancement site near the City of Aitkin; with this change there is the potential of additional loading on the other tower sites in the Aitkin County area; however, the original loading calculations were done without the local enhancement site so there shouldn't be any issues

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MOTION made by Kerry Swenson to approve the ARMER plan change for Aitkin County. Second; Commissioner Hallan. Upon a vote, motion carried.

j) Carlton County requests for Statewide Area Access Talkgroups

MOTION made to approve talkgroup request by Sheriff Turner. Second, Commissioner Thiede. Upon a vote, motion carried.

k) MCIT Insurance issue (Scott Camps)

- i) Earlier this year we had heard that there could possibly be a significant increase insurance premium due to the amount of grant funds flowing through the board.
- ii) Sheriff Williams and Scott Camps had a conference call with an MCIT representative and determined that the premium is based on professional liability and total expenditures of the board, including grant dollars that flow through the board.
- iii) The premium increase will be approximately \$1200 for each million that flows through the board; based on our grant totals of projected expenditures of 3 million for 2012, we will see an increase of approximately \$3,600.
- iv) Scott suggests reviewing budget at a future board meeting and make adjustments as needed.
- v) Chairman Dowson requests Scott to contact the Minnesota League of City Insurance for coverage and rates.

10) OTHER BUSINESS

- a) No other business

11) ADJOURN

- a) Next meeting
 - i) The next schedule meeting falls on November 22, 2012 (Thanksgiving). It was suggested to cancel this meeting rather than reschedule for another date. At this time, the NE RRB will not meeting until December.
 - ii) Board adjourns at approximately 11:03 am