

**Joint Meeting of  
Northeast Regional Users Committee  
&  
Northeast Regional Owners & Operators Committee  
Fond du Lac Community College  
February 1, 2012 10:00 A.M.**

**1.0** Meeting called to order by Dan Sathre.

**2.0** Roll Call

Dan Sathre	Steve Olson
Karla White	Judy Sivertson
Dylan Bridges	Joe Vallie
Tom Ralidak	Jeff Anderson
Pat Lee	Mark Stansberry
Scott Heide	Mike Fink
Jason Dickinson	Dan L'Allier
Cathy Anderson	Dana Putzke
Bill Bernhjelm	John Hyde

**3.0** Steve made a motion to adopt the minutes from the January 4, 2012 meeting. Jeff seconded. Motion carried.

**4.1** Cathy Anderson with DPS ECN introduced herself. She is the Standards and Training Coordinator in that office. If anyone requires her assistance, send her an email at [cathy.anderson@state.mn.us](mailto:cathy.anderson@state.mn.us) and she'll be glad to assist.

Bill spoke on the quarterly Regional Leadership meeting in St. Cloud. Joyce Simon gave info at that meeting regarding grant monies available for the Interop Conference which is April 16-18. The deadline for the PSIC grant is the end of March so she's going to see if the monies can be held longer for conference attendees.

Grants for construction, such as infrastructure, towers, building add-ons, etc., will require historical and environmental reviews before construction.

For training grants, the HSEM form is to be completed. There was a lot of talk about the increase in required supporting documentation. For matching funds, a proof of payment is required. For time reimbursement, a copy of the time attendance sheets and proof of payment is required.

Equipment tracking can be done three years following equipment grants which means equipment can be audited at any time during the three years. It is important to keep track of all equipment and establish a chain of custody if any equipment is disbursed to fire departments, EMS, etc.

2011 HSGP money should be out any time now. There is about 1/3 of what the anticipated funds were.

IECGP grant program went away. Items funded there will now be under HSGP.

HSGP 2012 grants will be approved soon but expect a short turn-around.

Bill emailed Standard 3.24 – NE PSAP Interoperability yesterday afternoon. This standard addresses the need for the NE region to establish compatibility with the statewide talk groups.

MNDOT – construction is moving along. Statewide, construction is 71% complete. 27 counties are on ARMER now. Cass County's radio training is complete, the dispatch training is this week, and they're expecting the cutover in two to three weeks.

Alexandria Technical has training modules on line and there will be 4-5 new modules related to dispatching coming up this week. Linda Muchow is the contact there. Scott Heide said there is an 8 hour class for dispatchers on March 12 held in conjunction with the APCO Conference and Alexandria Technical College.

Another run is being taken at the sales tax issue.

**4.2** Owners & Operators – Steve Olson – at the leadership meeting they spoke about the standard regarding statewide site trunking talk groups. Only those radios within range of that site can use them now. The change standard would allow those outside their home area to switch to and have access to the local PSAPs through use of the site trunking talk group.

**4.3** Users – Dan Sathre – nothing new that isn't being covered somewhere else.

**4.4.a** RRB – Steve - the Leech Lake JPA was approved and they have identified representatives to RRB, RAC, Users, and Owners & Operators. Joint talk group with Pine, Chisago & Isanti was discussed for a Drug Task Force. CPS training is February 23 & 24 in Cass County. The pursuit policy is being completed at the RAC. The state has taken on the weather standard, largely because two MN counties are covered by NWS in Aberdeen SD.

**4.4.c** OTC – St Louis County is checking into going from SU to S for their talk group naming. This would free up more number spaces for the large number of entities they have.

**4.4.d** VHF Overlay – nothing new.

**4.4.f** Dispatch BP Workgroup – Steve will attend this workgroup.

**4.4.g, h, i** Per Bill – these workgroups were formed basically in the last month, nothing further on them at this time.

**5.1** Hospital Access Standard 5.4 – Pat said each hospital will be getting their individual ER talk group and will follow their best practices from there. Each hospital needs to be included in the county standard.

**5.2** Landing Zone Standard – Greg said no significant changes. NERTAC is creating a standard auto launch guideline for the NE Hospital and EMS region. There is nothing specific needed by the NE Radio region at this time.

**5.3** Pursuit Standard – RAC handling this.

**6.1** Cass County has four spots left for the CPS training.

**6.2** Cook County is planning to host Train the Trainer in April, possibly in conjunction with the EMS Conference held there.

**6.3** EMS & Hospital Training is Feb 20 and 21 in Brainerd. There will be one in March also.

**6.4** Sign-up information for the Interop Conference will be sent out February 15.

**7.0** Old Business – Radios for the ambulance services have been purchased and are being stored at Itasca County. Pat needs to have a contact person for each service. The agencies will need a 20% match for the radio.

**8.0** No new business.

**9.0** Aitkin – still on schedule  
Cook – nothing new  
Carlton – nothing new  
State Patrol – nothing new  
Kanabec – squad radios are installed, working on dispatch now  
Crow Wing – start installing in dispatch in couple weeks  
Virginia – nothing new  
Duluth - nothing new  
Lake – three quarters of the agencies are on ARMER now and patching the rest until funds are available for purchasing radios. Steve mentioned the snowmobile groomers getting radios also, would use Interop LC911.

**10.0** Standards Review – none.

Dan L'Allier made a motion to adjourn, Judy seconded.

