NORTHEAST REGIONAL ADVISORY COMMITTEE

RAC / ECB Joint Meeting
Sept 28, 2017 10:00 am
Pike Lake EOC

1. ROLL CALL/INTRODUCTIONS

Meeting of RAC and NEECB:

<table>
<thead>
<tr>
<th>R/E</th>
<th>Name</th>
<th>Organization</th>
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<th>Name</th>
<th>Organization</th>
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<tr>
<td>r/E</td>
<td>Adam Mannausau</td>
<td>Intl Falls Fire</td>
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<td>Marv Bodie</td>
<td>Carlton Co Commissioner</td>
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<td>Adam Shadiow</td>
<td>Arrowhead EMS Association</td>
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<td>Matt McShane</td>
<td>Duluth PD</td>
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<td>Brad Keseluk</td>
<td>Gold Cross</td>
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<td>Mike Ceynowa</td>
<td>City of Duluth DPD</td>
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<td>Brian Smith</td>
<td>Kanabec Co SO</td>
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<td>Mike Keyport</td>
<td>EM Grant Portage</td>
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<td>Chris Wittwer</td>
<td>St Louis Co 911 Com Tech</td>
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<td>E Davin Tinquist</td>
<td>Itasca Co Commissioner</td>
<td>e/R/O</td>
<td>Nathan Myers</td>
<td>International Falls</td>
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<td>R Dewey Johnson</td>
<td>St. Louis County 911</td>
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<td>R Dylan Bridges</td>
<td>Carlton Co SO</td>
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<td>R Erik Humphreyn</td>
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<td>R Jeff Anderson</td>
<td>Kanabec Co SO</td>
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<td>U John Hyde</td>
<td>Duluth Radio Shop</td>
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<td>R Jon Froemke</td>
<td>Koochiching Co</td>
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<td>Ken Yurrick</td>
<td>Itasca Co SO</td>
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<td>Marcus Bruning</td>
<td>NE RIC/DPS</td>
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<td>R Mark Lallak</td>
<td>Itasca Co SO</td>
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<td></td>
<td>Holly Olson</td>
<td>St. Louis County 911</td>
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R = RAC Member  r = Alternate  E = ECB Member  e = Alternate  O/O = Owners/Operators Member  oo = Alternate  U = Users Member  u = Alternate

2. APPROVAL OF MINUTES

MOTION to approve RAC minutes from August 24 made by Shawn Krizaj – Duluth Fire; Second-Nicole Young-Mattson – Virginia PD. Upon a vote, motion carried.

(No quorum) MOTION to approve ECB minutes from June 22 is tabled until next meeting.

3. REPORT OF COMMITTEES:

a. Training & Exercises

Dewey reported the user conference is starting tomorrow morning.

Attendees so far:

FRI: Train the Trainer-12ppl, Radio 101-12ppl, Dispatcher Training-8ppl, CASM
SAT: Radio 101 5ppl, Dispatcher Training-7ppl

OCT 2-4: COML-9ppl
OCT 23-25: System Admin Training-4ppl

These training announcements are posted on the state website, and they aware of the sign up issues.
UPCOMING TRAINING INFORMATION

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>COURSE INFO</th>
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<tbody>
<tr>
<td>FRI SEPT 29 - SAT SEPT 30</td>
<td>2nd Annual North East User’s Conference</td>
<td>(see email attachment)</td>
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<tr>
<td>8-12</td>
<td>8-12</td>
<td>Pike Lake EOC</td>
<td>ARMER training for dispatchers</td>
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<tr>
<td>1-5</td>
<td>1-5</td>
<td>Pike Lake EOC</td>
<td>CASM</td>
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<tr>
<td>8-5</td>
<td>8-5</td>
<td>Hermantown PSB</td>
<td>Train the Trainer</td>
</tr>
<tr>
<td>8-4</td>
<td>8-4</td>
<td>Grand Lake Twp Com Ctr.</td>
<td>Radio 101 &amp; Standard Training for new users</td>
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<td>6-8PM</td>
<td>6-8PM</td>
<td>Pike Lake EOC</td>
<td>ARMER Update by ECN Staff Dinner</td>
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All participants need to register for room accommodation and meal ordering, but attendance is FREE!

OCT 2-4 | Itasca Co | COML Course hosted by Itasca Co (Dewey is waiting for the proposal from Tom to get preapproval from the state) |
OCT 10-11 | Anoka Co | COMEX Train the Trainer, hosted by ECN |
| OCT 18 | 11-1 | St. Cloud | Regional Leadership Meeting (per Ken Yurrick) |
| OCT 23 | St. Louis Co | System Admin Training, contact Dewey to register |
| OCT 23-25 | PSB | ICS-400 – per Shawn Krizaj Duluth is hosting, registration through MN HSEM LMS site. |
| DEC 4-5 | n/a | Grants Workgroup call (Marcus will send out invite) |
| MAR 21-22, 2018 | Grand Portage | Pigeon River Conference (look for Save the Date to come from Mike) |

Be sure to check out the website for statewide training opportunities:
http://www.cmnradio.org/313/Trainings & The ECN Website:
https://dps.mn.gov/divisions/ecn/Pages/statewide-training-opportunities.aspx

**TRAINING REMINDER: PREAUTHORIZATION IS REQUIRED FROM DAWN OR DEWEY**

b. **Operations and Technical Committee Report (Tom Semmelroth)**

Tom will provide a report next month.

c. **User Committee (Mark Stansberry)**

John Hyde stated they have not met, and attendance has been an issue to get a quorum.

d. **Owners and Operators Committee (Steve Olson)**

Dewey reported that lack of attendance has been an issue and recommended making the committee an on call committee to work on specific tasks. The current project that needs to be addressed is the Dispatcher Best Practice Guide. Dewey is willing to facilitate, and has asked each county to send him 1-2 names of who would be interested. He will conduct the meetings via teleconference to get this project completed.

Steve VanKekerix noted he has a proposal that needs go in front of the O&O and USERS next month, before it gets presented to the RAC. The O&O and USERS board quorum requirements have changed so that they don’t have to have 10 members to have a quorum, but the need for members from several different counties is needed.

Steve Olson scheduled an O&O meeting for **October 18th from 11-1**. Please spread the word to your entities to ensure a quorum is met. This meetings focus will be elections, 911 update, training update, input on training in 2018, and busy reports. Marcus suggested from
the members who are here today to go back to their county to see who is assigned to the O&O and USERS Groups, and urge them to attend in October.

e. Jurisdictional Updates

<table>
<thead>
<tr>
<th>County</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Aitkin Co.</td>
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<tr>
<td>Arrowhead EMS</td>
<td>Reported broken antennae in Ely. He is researching options to modernize, as well as repair.</td>
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<td>Carlton Co.</td>
<td>Dylan stated Pine and Carlton have been testing a shared talk group for paging Mercy ambulance, testing towers. Mercy has been missing pages from Pine because of the Mahtowa tower.</td>
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<td>Cass Co.</td>
<td></td>
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<td>Cook Co.</td>
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<td>Crow Wing Co</td>
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<td>Duluth Fire / City of Duluth</td>
<td>John Hyde reported that Holiday Inn Hotel contacted them to get information on a BDA. There was kickback from the State last time, so he wants to ensure the process is followed. Marcus will help with the process. Shawn talked to Fire Marshal Grondahl on the poor communication in lower level laundry. This is not in the fire code specifically, so they would do it on a volunteer basis. Shawn stated the Hwy 23 project is in progress. There is a St. Louis County, City of Duluth, and Fond du Lac Band partnership. They have law enforcement on site on the burial project, and communication was needed between Duluth PD and their onsite staff. This was handled with providing them with radios and chargers. Tom stated he has 2 portables, and the talk group is SU911. Shawn stated their staff will be hired next week. Currently they are using Fond du Lac Tribal Officers but will have security and officers. They will utilize SU911 to communicate in case of an emergency, and they will get training prior to getting the radios. They are also requesting MnDOT to purchase some radios for them for the project.</td>
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<tr>
<td>Grand Portage</td>
<td>Mike stated in regards to the O&amp;O, Rowan and Mike had a conversation and reached out to members to remind them of responsibilities, and urged them to attend. He suggested utilizing the new website for meeting dates, etc. There is a Pigeon River Conference on March 21-22, 2018, look for the Save the Date to come. Similar in nature to the other cross border conferences in the past. Steve Olson mentioned there were issues communicating on Hwy 61, but Steve could talk to dispatch. Mike will check the status.</td>
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<tr>
<td>Gold Cross</td>
<td>Nothing to report</td>
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<td>City of Hibbing</td>
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<td>Itasca Co.</td>
<td>Nothing to report, other than getting Higher Ground installed in less than 2 weeks.</td>
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<td>City of Int'l Falls</td>
<td>Nothing to report</td>
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<tr>
<td>Kanabec Co.</td>
<td>Nothing to report</td>
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<tr>
<td>Koochiching Co.</td>
<td>Nothing to report. Jon mentioned Nathan Meyers is on the O&amp;O group would like to make sure he is on the email list as well as learn about his responsibilities as a board member. Nathan will send his contact info to Dewey to get to Judy and Steve. Marcus offered to facilitate training to help with training the different board members on what their responsibilities entail.</td>
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<tr>
<td>Lake Co.</td>
<td>Nothing to report</td>
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<td>Leech Lake</td>
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<td>Mille Lacs</td>
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<td>MnDot</td>
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<td>Pine Co.</td>
<td>Paul confirmed they have been testing with Carlton Co. The Interoperability agreement between Pine and Douglas County, WI has been signed. Carlton has used it and we will be working with them on training for our dispatchers. There was a lost hunter last week and they worked with Douglas Co, and there were issues communicating. Dewey stated he had a solution and Dylan also offered to share what has worked for them.</td>
</tr>
<tr>
<td>St. Louis Co.</td>
<td>Tom reported a setback with the regional recorder, it was operational but when the PC was replaced it took a few weeks to get it online again. Next week Tom will work to get the software into Lake, Cook, and Carlton. Also currently installing a radio site, and working on licensing for microwaves for the EOC Pike Lake, and will test the rest of the week. Chris reported this radio site is a very big milestone for the command center.</td>
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f. **Interoperable Data Committee (Ken Yurrick)**

Ken stated August meeting was cancelled, and the Sept meeting covered Verizon’s proposal to FirstNet. FirstNet is presenting the same set of Qs to Verizon that they provided to AT&T. Verizon put a request in to the FCC for connection to FirstNet core, and they passed that on to NTIA. Entities who have opted out of the FirstNet plan will be probably be requesting the same to connect to the core for interoperability. They discussed the NTIA authority for FirstNet fees. There is a new ruling passed through congress setting up the basis for FirstNet’s fee schedule. For more info google or contact Ken directly. Marcus reported the baseline fee was proposed – coverage and cost is really what matters. They have identified 22 additional sites to go to the AT&T FirstNet platform. The next step is for the State of MN to negotiate the contract. The baseline proposal which is the current government contract, is the same as what it is for AT&T and Verizon, and will be no more than what we are currently paying. The original base plan by AT&T included a $7.50 roaming charge per month to Canadian infrastructure. Marcus is hoping to negotiate to make that go away. Marcus will continue to advocate on our behalf but until the governor opts in.

*Ken spoke in regards to the Interoperability Committee - Stromberg wanted to get a COMU subcommittee going. They would meet bi-monthly, alternate months of IOC. The committee is looking for a main and an alternate for the region. Topics would include standards for COML, COMT, and trainers for both groups. Steve Olson offered to be the primary; John Hyde offered to be the alternate. Steve stated that he and John has been a part of the COMU conference call each month, and the information is excellent.*

**MOTION** to appoint Steve Olson and John Hyde to the COMU subcommittee made by Steve VanKekerix – Lake Co; Second- Mark Lallak – Itasca. Upon a vote, motion carried.

*Ken stated Stromberg is also looking to refresh the STR Committee for the standard 3.33.0. The committee will not meet in person, and need a main and alternate for next month’s meeting in October. They would cover non-government use of ARMER, CACHE radios, among other items. Marcus stated that this is not a new committee, and the goal was to develop a maintenance standard that would benefit the region. Steve provided some background – they tested the STR in Lake Co the beginning of August. John Hyde found a few issues with the repeater, and he has been reporting that to the state but overall it works very well. John is familiar with the STR has worked on it extensively and is interested in being a resource as a representative for this region. Tom Semmelroth also expressed interest.*

**MOTION** to appoint John Hyde and Tom Semmelroth to the STR Committee made by Ken Yurrick – Itasca; Second-Shawn Krizaj – Duluth Fire. Upon a vote, motion carried.

*Marcus provided additional details about these two committees on page 10*

Ken updated the group that the SECB approved the bylaw change to add EMSRB and Dept. of Health to the SECB Interop Committee.

Ken reminded everyone that the next Regional Leadership meeting is on **October 23rd in St. Cloud**.
g. Grant Funds Report (Dawn Sathers)
Dawn Sathers is home ill, but she needs an update on grant process, and reimbursements are due October 15. Follow the Grant Reimbursement Documentation list shown below:

<table>
<thead>
<tr>
<th>Grant reimbursement documentation</th>
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<tbody>
<tr>
<td>1. Invoice from the represented agency</td>
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<tr>
<td>2. Proof of payment from your agency</td>
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<tr>
<td>3. Expense report to receive payment from your agency</td>
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<tr>
<td>4. Hotel receipt</td>
</tr>
<tr>
<td>5. Registration fee</td>
</tr>
<tr>
<td>6. Contact person – Should Dawn have questions</td>
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<tr>
<td>a. Name</td>
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<tr>
<td>b. Email</td>
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<tr>
<td>c. Phone number</td>
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<tr>
<td>7. Remittance address for the payment</td>
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Notes: Please don’t cross off anything from the expense reports and don’t hand write after the fact.

In order to get reimbursed for your expenses, please compile all required paperwork shown above and submit to: Dawn Sathers sathersd@stlouiscountymn.gov and cc: Dewey Johnson JohnsonD@stlouiscountymn.gov. Reminder if you want to attend training, you need preauthorization from Dawn or Dewey. Reimbursements cannot be paid after the fact.

Marcus reported the Grants work group is doing an excellent job of utilizing grant funding. History of turning back $. Dustin Leslie sent a message out to provide an update regarding the 2016 SHSP and 2017 SECB grants. He was able to finalize the total cost of the firewall devices which really gave him a good idea of how much money would be leftover. With the firewall costs added, the grants work group was able to fund a few additional projects: Southeast region’s Wabasha Tower will be funded and split between the SHSP and SECB grants. Central region will also receive the two additional GIS projects for Big Stone and Grant County. That leaves $61.81 in SECB funds and $0 for SHSP funds. The Central region can keep their other two approved projects in the pipelines for the next SHSP round.

Speaking of the next SHSP round, Dustin would like to start preparing for the 2017 SHSP grant so that we are not stuck signing contracts in April like previous years. ECN just received word that we were awarded $575,000 for the 2017 SHSP grant. This year we will not be able to be reimbursed for planning funds. We also need to fund round two of the firewalls. The firewalls will take up a significant chunk of the grant so there will not be as much money for equipment available this time around.

Please keep the following in mind:
1) We still have 53 more firewalls to fund. This cost should amount to $172,018.92
2) We are getting less money this year. Our total SHSP funding will be $575,000.00
3) HSEM will not reimburse us for planning funds next year. Training and exercise funds will still be available.

A finalized Investment Hierarchy has been developed for the 2017 SHSP grant. After going over each item, it was decided that the regions would continue to receive their $25,000 training allotments. Therefore, after the firewall costs, the training allotments, and
Southeast region’s already approved Wabasha project, there will be a total of $189,953.16 to divvy up among the regions.

In addition, we have chosen December 1st, 2017 as the hard deadline to turn in your project applications. If you fail to turn in an application for a project by this date, you will have to wait to submit it halfway through the grant period – however, there is no guarantee that money will be available then. The next Grants Workgroup call will be December 15th – two weeks after the application deadline date. Marcus will send out an invite for that meeting soon.

The Investment Hierarchy of 2018 projects so far are as follows in order of priority:

1. Firewall project.
2. ARMER training and inoperability voice communications exercises.
3. Other ARMER inoperability infrastructure, which includes equipment.
4. ARMER integration costs, infrastructure enhancements.

There are also a few submissions from last year for equipment. These would fit into Priority 3. Steve stated if people have coverage issues, they should be looking at a BDA which would fit within priority 3. December 1st, 2017 is the deadline to get to Dewey and Dawn.

Chris Wittwer stated if anyone has any questions or needs more information on BDA’s to please contact him. Marcus clarified the SSCB perspective on standards rule “an indoor BDA does not require OTC approval, however an indoor BDA requires the license holder to file with the FCC.” Outdoor BDA’s have different requirements. Marcus can help clarify the regulations.

John Hyde stated there is a repeater on Observation Tower for use. There was an incident in the basement of the Radisson and it covered really well, so if you are in Duluth and have poor coverage, switch to CALL 90 or 8TAC91.

Tom noted that If the ARMER system is completely down, the 8TAC will work, and St. Louis County has several repeaters on hand at no additional cost once the license is obtained. Marcus reminded everyone to emphasize the need is for public safety when completing the licensing paperwork. John Hyde stated that COML has to be aware of where the repeaters are in order to work properly, same with BDAs.

Marcus reported on the Casino BDA – Mille Lacs Band from the August RAC meeting. RAC voted to support it and wrote a letter of support. He also met with Central RAC and they supported it. See notes under the agenda item on page 11.

4. OLD BUSINESS
   a. ARMER/RIC Update (Marcus Bruning)
      FirstNet: FirstNet
      Minnesota had 45 days to provide input. The governor has 90 days to make the opt-in, opt-out decision.

      The decision to opt-in to FirstNet is in the hands of the Governor. The SECB sent a recommendation to the Governor to opt-in.
It is also interesting that Verizon has been meeting with ECN staff. They reported they did not bid on the FirstNet RFP because they did not need the additional spectrum with the deployment of their 700 MHz spectrum. They are also working on priority and preemption on their network for public safety users. As we had hoped, FirstNet has created additional competitiveness in the market which is a win for public safety. Both companies want your business and appear to be working to get it.

ECN met with Verizon Wireless last Tuesday. They presented their plan to compete with AT&T. They are offering to build a separate dedicated public safety LTE core with similar capabilities as FirstNet/AT&T. We will be discussing this on our next IDC call which is planned for Sept 19th.

Testing Continues to best support our demands for coverage.

Director Mines is planning to conduct a **Strategic Planning Session in the Fall.** The last planning session resulted in creating direction for all emergency communications projects including FirstNet, IPAWS, NG911, WERM, GIS and ARMER. As an example, the strategic planning committee work resulted in the increase to the E911 funds collected from each phone line in Minnesota and authorized restructuring the ARMER bonds that resulted in a multi-million dollar financing savings. This committee is extremely important and truly determines what happens in Minnesota Emergency Communications for the next several years. We will be looking for few representatives from the region to attend this seminar. We should have representation from the technical side and the administrative or elected side. More information will be out next month. Great discussion at last Regional Leadership Meeting to determine direction and topics.

Working with U.S. Park Police at Voyageurs National Park as an interop partner on ARMER via an ARMER Interoperability Plan from 2011. St. Louis County will be providing technical support, Koochiching and St. Louis will be assisting with training. They will be receiving radios in October.

The next Regional Leadership Meeting is scheduled for October 23rd from 9:00 to 3:00 P.M. Bryan Stephson from OEC will be making a presentation on GETS and Priority Telephone Service. Please contact me if you have additional topics of interest you would like to see on the agenda.

**Text-to-9-1-1:** We are getting closer to deployment with Text-to-9-1-1 for Minnesota. The first regional PSAP (Waseca County SC) performed first live carrier testing on September 12th. The testing is going well. St. Louis County has earned the distinction of being the first to take an actual Text to 911 call. Please do not announce this capability to the public or the media as an organized media campaign will be produced when the resource is ready statewide. Below is the upcoming text-to-911 testing schedule.

1. South Central – August 22
2. Southeast – September 5
3. Central – September 12
4. Northeast – September 19
5. Northwest – September 26
6. Metro – October 10
7. Southwest – October 17

The new NWS standard 3.35.0 does not go in to effect until 01/31/2018 or when the region is ready to transition, whichever is first. Please coordinate regionally with the NWS office(s) serving your region regarding how and when your region will adopt to the new standard. Please
let me know if you have any questions or if you need any help coordinating this. The NW Region is meeting with the Grand Forks Weather Service Office October 11. The Grand Forks Office covers a few counties in the Central Region (Wilkin, Grant, Otter Tail, Wadena) The NW extended an invitation to these counties to attend this discussion as well.

**Beginning in September 2017, a new OEC technical assistance offering** will assist agencies with RF coverage testing and analysis. RF coverage testing and analysis plays a critical role throughout the life cycle of an LMR system. RF coverage testing and analysis is used to: 1) define and refine system coverage requirements, 2) supplement baseline coverage studies, 3) provide supplemental information related to Coverage Acceptance Testing (CAT), 4) provide in-building coverage measurement including assistance in locating interfering signals, and 5) assist with system optimization as well as ongoing maintenance.

Technical assistance support provided by OEC will utilize the requesting agency’s LMR system and equipment owned by OEC, which will assist by automating the measurement process including signal strength, signal coverage, push-to-talk /GPS timer, in-building coverage measurements, P25 Phase 1 and Phase 2 coverage and analysis, Best Site Quality Measurement, and LTE coverage testing. Once technical assistance is requested and approved, OEC staff will program the equipment, deploy it to the agency, conduct the automated testing and analyze the data.

The types of analysis and reports available include signal and map displays, signal coverage analysis reported as contour plots in a format most favorable to meet the requestor’s needs. Options available include Blend Plots, which show the variations of signal strength across a geographic region, and Custom Plots which shows coverage as a grade of service. Once the contour plots identify coverage, further detailed analysis can be conducted to focus on areas and points of interest.

The RF Testing and Analysis system is also able to identify interference and signal degradation related to mobile LTE systems.

**PSAP Firewalls:** Anticipate the vendor to start in early October and installations to being Nov 1. Installation schedule will be aggressive.

**ECN Website:** Work is being done on the 9-1-1 portion of the ECN website in a phased approach. Phase 1, which consisted of updating existing information and links, but no added content is about 98% complete. Old and outdated content also removed. Phase 2 will begin and continue when staff time allows to add new content including additional graphics.

**Continuity of Operations (COOP) Planning:** Save the date!!! October 25th St. Cloud PD training center 0830 to 1600. Meet and greet with rolls and coffee 0830-0900, informational presentation 0900-noon. Lunch provided and APCO/NENA meeting noon-1300. Breakout sessions to work on individual COOP Plans using template provided 1300-1600.

Training is free. Need not be a member of APCO/NENA to attend. A final, functional COOP Plan will be a required element that must be included in County 9-1-1 Participation Plan by 3/31/18. We are looking for large participation on this. OEC coming in to provide the training/workshop. Fliers with more specific details and RSVP information coming soon.

**GIS:** Kick off meetings in process of being scheduled for the NW region. All other regions have completed their kick off meetings and are working through the Data Validation Processes and Condition Reports.
Fargo/Cass Update
Cass County request for ARMER participation approved by SECB in August 2017.

ARMER Plan Amendment to allow non-MN entity on ARMER was reviewed by Steering and shopped through all relevant committees.

OTC approved the operations and technical aspects. ECN working with MnDOT re. contract.

Steve asked Marcus how Red River would interop with agencies outside in ARMER in North Dakota. Marcus stated that there is a statewide VHF system in their consoles through a control station.

Border County Interop
Validating info from survey.
Realizing that tools exist but procedures may not.
Identifying training needs for neighboring counties with ARMER control stations.

Kittson & Pembina Counties – ECN stepping in to foster dialogue between the two counties to develop interop protocols.

Interop:
Winona & Buffalo Counties & Army Corp of Engineers – Tested Motobridge interop using VTACs and ARMER. Very successful. Developing operational agreement.

The new standard for the COMU is working its way through the statewide governance structure. At its September 25, 2017 meeting, the Statewide Emergency Communications Board’s Interoperability Committee newly-established a Communications Unit (COMU) Subcommittee and reestablished the Strategic Technology Reserve (STR) Subcommittee. Subcommittee memberships are detailed below. I ask that your organizations nominate representatives to fill the applicable seats and that you send that information to me.

The intent is for each of these subcommittees to meet every other month, on the Interoperability Committee’s off month. In other words, the Interoperability Committee meets on odd numbered months so the COMU subcommittee will meet on even number months and the STR Subcommittee will also meet during even-numbered months.

The subcommittees will generally meet by conference call or WebEx. While it is possible that a reason could arise for an in-person meeting, it would be unusual. Subcommittee members will be asked to serve as Chair and Vice-Chair of each subcommittee. ECN will provide administrative support such as coordinating the meetings, drafting agendas, and taking minutes.

I expect these subcommittees to be working committees, not just advisory. Participants should be willing to take on tasks. See below for a summary of each subcommittee:

COMU Subcommittee
This is a newly-created subcommittee.

Functions:
- Review new and refreshing COMU personnel and make recommendations to Interoperability Committee
- Maintain COMU Standard Operating Guidelines
- Develop Minnesota-specific tasks to amend the DHS Position Task Books
- Other functions, as identified

Membership (primary and alternate from each of the following):
- Each SECB region
- DPS-ECN
- DPS-HSEM
- National Guard
- Department of Homeland Security Office of Emergency Communications (non-voting, advisory member)

**STR Subcommittee**
This is a restart on an existing subcommittee that has been long dormant.

Functions:
- Examine STR needs and make recommendations to Interoperability Committee
- Review and refresh STR-related standards
- Encourage uniformity, maintenance, and deployability of the STR
- Other functions, as identified

Membership (primary and alternate from each of the following):
- Each SECB region
- DPS-ECN
- National Guard

I know very well that we are all “meetinged to death.” I gave that serious consideration when I asked the Interoperability Committee to stand up these two subcommittees as I will be the one to organize these meetings and take these minutes. That said, these are two important topics worthy of collective discussions and decision making. I look forward to learning of your nominations. Of course, please let me know if your organization chooses not to participate on these subcommittees. Thank you.

Dylan mentioned in regards to Text to 911, his PSAP’s can’t text back and need to have a cell phone in the center. Marcus reported that SMS was chosen since Viper told MN in June that they would not be ready to do MSRP for at least a year. The Century Link rep told Dana it wasn’t available, but it was recently discovered that it is being used in TX, so she is researching this further. Stay tuned or reach out to the NextGen committee for more info.

b. Regional Busy Report (Tom Semmelroth)
Tom reported nothing has changed in past few months, no issues.

5. **NEW BUSINESS**
   a. **2018 Annual Budget Approval (Marv Bodie)**

Marv reported the budget committee met and are proposing to keep the budget base amount the same as last year of $8,460, and split the same way it was split last year. Dewey clarified the small savings on insurance was moved to administrative costs to offset the new Federal required site visits. This will be tabled for next meeting when there is a quorum present. *See last month’s minutes below.*
Dewey stated that the budget is basically staying the same. The insurance has decreased, that money was moved to admin to cover federally required mandate site visit audits.

From last month: Marcus offered a historical picture back to 2011, and the only thing that ever changes is the insurance and that is based on the liability to the region. There is also a formula in place for accessing each entity in the region, and they are proposing no changes. It is an even 50/50 split – 25% based on population, and 25% is based on a radio count with the cities are excluded so they are not double assessed. To recap the only changes are a decrease in insurance, and an increase on admin costs for grant reporting.

**MOTION** to approve and forward the annual budget to ECB for their September meeting. First Rowan Watkins – Cook Co, Dylan Bridges – Carlton Co 2nd. Upon a vote, motion carried.

b. **Mille Lacs Indoor BDA** (Marcus Bruning)

Marv confirmed the BDA location is Mille Lacs Casino in Onamia.

Marcus stated DSC was contracted to install an indoor BDA at their casino site. It has been installed and is up and running. They did contact the MnDot – license holder in March, and filed the appropriate reports. The standards for SECB do not require the installation go through the OTC, but historically it has come to the region for informational purposes. Mille Lacs tribe is under Mille Lacs Co participation plan, and they were not aware of BDA being installed. Marcus asked the group for a vote of support to complete this project and to remind them it doesn’t just benefit the tribe but benefits any public safety entity that is in or around that building. This will have to go to the Central Region in September and I will recommend that the Mille Lacs Tribe become a Joint Powers Member of the Central Region. Historically since 2007 Mille Lacs has been a member of the NE Region but their territory covers Mille Lacs, Crow Wing, Aitkin, Pine, and Morrison Counties as most of the counties are in the NE Region but they want to include Mille Lacs and Morrison Co to have an impact on the region. Recently Mille Lacs Co put up a local enhancement ARMER site on the South end of Lake Mille Lacs and that is beneficial for the Central Region also.

Marcus asked for a **MOTION** of support. First Mark Lallak – Itasca Co and recommended sending a letter to them on why we support it as it is no different from our hospitals or schools; Rowan Watkins – Cook Co. Upon a vote, motion carried. Dewey will work on a letter of support to the Mille Lacs Band.

Marcus spoke on John Hyde’s question if BDAs can be expanded to help with coverage issues. He stated that input is needed from the region on who gets priority, who can come onto the system, etc. Note the statewide system being made up of 7 different regions is also made up of metro, state employees, and out of state employees. The strategic plan committee will need to ramp up to ensure everyone has a say how FirstNet is incorporated into our structure from the SSCB.

Marv asked if Mille Lacs Band is a full member of the board. Marcus stated that they have been a voting member, but doesn’t appear to have ever been billed and appear to be allowed to be on the board as a gratis to be a partner. Marv stated Leech Lake and Grand Portage get billed by equal share, and radio count but not by
population. Marv recommended adding the tribes to the bylaws, the billing, as well as to the voting member list.

c. **2017 SHSP Grant Applications (Dewey Johnson)**
The correct form will be uploaded to the MN-ECB Central Website *(see page 5)*

d. **Task Force One Request (Regional Interoperability Talkgroup Request) (Dewey Johnson)**
Dewey reported the letter was sent out on Dakota Co letterhead, and they are looking for a search and rescue team *(see attached letter)*. The board previously voted to give Dewey authorization to add talk groups and report back at the next RAC meeting.

e. **2018 Appointment Letters for Discussion (Dewey Johnson)**
Holly is cleaning up the different lists to verify membership. Letters will be sent in January for all appointments. Please watch for those to come via the MN-ECB Central Website.

f. **2018 Meeting Calendar (Dewey Johnson)**
The 2018 meeting calendar will be posted on the MN-ECB Central Website. Please note there is no November meeting in lieu of Thanksgiving - unless business arises. The January face-to-face meeting will be held at the EOC/Pike Lake - unless anyone wants to volunteer to host.

g. **Replacement Batteries for Radio Cache (Dewey Johnson)**
The tactical dispatch four-day class held at the EOC utilized the regional cache, and as they were charging batteries, 19 units were deemed bad. New batteries need to be purchased to replace. Dewey will check the budget with Dawn, but this could also possibly be added to the grant request. Batteries run about $75 each x 60 units would be about $4,500. Dewey will check with Dawn on the budget, and possibly tap into the SHSP funds for all six caches.

h. **Allina Health Dispatching for Essentia, Pine County (Marcus Bruning)**
Marcus stated he was contacted by Allina Healthcare stating that they will be dispatching for Essentia in Pine County and they are looking for talk group authorization from the ECB. Paul reported the county board will be looking at the contract language. Because there is no quorum, this item is tabled.

i. **ARMER Participation Plan Addendum (Tom Semmelroth)**
Tom presented the letter below. Because there is no quorum, this item is tabled.

> In this Addendum St. Louis County proposes to add Douglas County Emergency Management under the St Louis County participation plan. St Louis County will be system administrator, supply ID’s and provide training for the radios.

> All the radios we are requesting to be programmed on the ARMER system belong to Douglas County Emergency Management. The mobiles will be in two emergency management vehicles, their mobile command post, their EOC, and the remainder mounted on boards to be used in a temporary/mobile situations. There are also have four dual band portables used by EM staff. The command post and EOC use ACU1000s for patching along with radios mounted permanently. The radios would be used for cross border communications during emergencies between command staff and agencies working together on a particular event. There would be no daily use of the ARMER system and we are not looking for any dedicated talkgroups. These radios are to be used for interop only. We would be adding the required talkgroups plus the common St. Louis, Duluth, and Carlton County talkgroups that we get authorization for. They have twelve Motorola APX7500 mobiles, six Motorola APX8500 mobiles, and four APX7000 Motorola portables all of which are in the total control of the EM office.
j. Marv reported ECB needs to update their bylaws to reflect their correct name. Marv asked if the RAC, O&O, and USER boards will also need to amend their bylaws as well. Draft to come.

c. Marv thanked those who attended through ITV and in person, and asked since there was no quorum today and the agenda items cannot wait until January to have a meeting along with the RAC. The members present agreed to have a meeting **Oct 26, 2017 at 10:00 a.m.** Representatives missing today were Cass, Crow Wing, Aitkin, St. Louis County (Commissioner), City of Hibbing, City of Duluth, City of Virginia, Cook, Leech Lake, and a representative from the USERS.

   Dewey will also send out a message to attendees to make them aware that when they left the meeting today, the RAC board lost its quorum.

6. **ADJOURN**

   a. Next RAC scheduled meeting: **Oct 26, 2017 at 10:00 a.m.**

      **MOTION** made by Shawn Krizaj – Duluth Fire; Second Steve VanKekerix– Lake Co. to adjourn. Upon a vote, motion carried.

   b. Next ECB scheduled meeting: **Oct 26, 2017 at 10:00 a.m.**