

User Board Meeting Minutes

Date: Wednesday, July 9th, 2014

Time: 10:04 A.M.

Location: EOC

Present at meeting:

List members

Jason Akerson- St. Louis County Sheriff's Office

Linda Bergstrand- Fredenberg Fire Department/Grand Lake Fire Department/Arrowhead EMS

Grant Gimpel- 148th Air National Guard/Grand Lake Fire Department

Michael Hamilton- LNFF Coalition/Embarrass Fire Department

Bruce Hegrenes- St. Louis County 9-1-1 Communications

Erik Jankila- Hibbing Fire Department

Barbara Johnson- Arrowhead EMS

Duane Johnson- St. Louis County 9-1-1 Communications

Jeff Kazel- Duluth Police Department

Patsy Kingsley- St. Louis County 9-1-1 Communications

Gail Lanyk- Arrowhead EMS

Kurt Rogers- Lakewood Fire Department/Lakehead Chiefs

Pete Stauber- St. Louis County Commission

Steve Steblay- St. Louis County Sheriff's Office

John Strongitharm- Duluth Fire Department

Cory Suonvieri- Floodwood Police Department

Meeting Minutes:

1. Call to Order

- Jeff Kazel called to order.

2. Approval of Minutes from Previous Meeting

- Motion to approve. Linda Bergstrand/seconded by Eric Jankila. Minutes passed.

3. Communications

- Dewey Johnson- none.

4. Unfinished Business

- **ARMER Update**

- Lots of changes. County Board yesterday- last of 5 contracts for MNDOT sites. Should be finished up by 22nd. Sites finished by end of the year. Cloquet water site- tower up, antennas up. Equipment move over the next couple of weeks.
- Temporary tower on trailer- waiting on contract between MNDOT and MNSCU
- New site Erie Hill and Meander- on Echo Trl, - have contractor, started construction on roads. Vermilion Dam site- there is a power issue that will incur some expense
- Lost Lakes site- high cost of power as well
- Argo Lakes site- just finishing final agreement between Cypress Mining and MNDOT
- Maple Hill-extend what's there, put in own building, working with Public Works
- Lakewood Rd area below fire hall to upper McQuade Rd- was no coverage at all. Using existing tower- antennas below roof of fire tower, extended 20 ft- better coverage, but marginal in some areas. Convinced MNDOT to put back on list- agreed to 180ft, but not covered.
- 25 to finish- important to get agreements between MNDOT and SLC now so we don't lose funding
 - Dept of Public Safety needs to know there's funding in place and things are left to do
- Capacity increases planned- EOC site needs to be finished
 - Arrowhead- 5 channels to 6
 - Carlton and Cloquet bring in most traffic
 - Sites up north
 - Ran out of frequencies- only have access to 1/3 of frequencies
 - Put in Simulcast- Virginia prime site, 4 of sites are in there (Erie Hill not yet)
- Reprogramming
 - Just ready to start. Spoke with a few fire departments. Fleet Map Committee- agreement LE/fire. Changes in state policy- Interop realignment of statewide zones.
 - Plan to reprogram ours. Everyone liked layout, but changes needed. Need to be tuned. Free upgrade from Motorola- trying to do LE all at once. Fire will be spread out. To the end of next June. Will contact everyone. Gather up radios- come out the day of the Fire Meeting, spend day upgrading.
- Motorola
 - End of life XTL and XTS radios. By end of year. Replacement is Apex. High-level and expense Apex out there. 1000 and 2000 mobiles and portables. Will be available by the end of year. Recommendation – may

want to consider expansion before the end of year. Got 5500 radios put out in field (sent back 20 so far under warranty). Warranty- bought 3-year, got 1.5 years on them left. Responsibility then is to agencies- \$400-500 per radio (depending on model).

- **Dispatch Hiring/Staffing Update**
 - Completed interviews for PT positions (3). Now added 4th with a resignation.
- **Cautions in Shield**
 - Putting Cautions in Shield. Sheriff's Office has been doing this. Keeping in CAD now- will work well. Lisa Johannessohn will let everyone know when complete.
- **LE Handbook Guidelines**
 - Response- make sure handbooks get down to troops. Traffic stops (CAD messages)- officer safety.
 - Specifics- Duluth guys (doing traffic instead traffic stops).
 - Angie Herbert will resend PDF.
- **Iam Responding**
 - If you are having issues, don't call dispatch. Contact Lisa (or Dewey). Request two email addresses- fire and ems. It is CAD driven, not radio.
 - Eric will send out message to Box Alarm Group.

5. Report of Officers and Committees

- **Fleet Map**
 - Can come off the agenda (as per Dewey).
 - Bruce Hegrenes – changes? Hasn't heard from anyone else. Dewey- moving admin up to 2nd position. Main, then admin. Cleanup statewide zones, areas. Tuning radios at same time. Mobiles and portables on site. Communication from Bruce will be sent out shortly.
 - Fleet map updates- will bring up to Ely.
 - Training- Make sure you train on radios. Some haven't changed zone in a year and a half. When we come in, good time to do training- do half hour training (reacquaint staff).
 - Could do during Box Alarm Meeting- incorporate training.
 - Kurt- typing areas between mobiles and portables
 - Bruce/Dewey- this is getting fixed, will be fixed with reprogramming
 - Bruce note- our guys (radio) are not trainers – can do brief informational discussion, but not official training

6. Other Business

- **COM Plan for Summer Events**
 - 3 COM L's – Bruce, Jason Matthias, Dewey

- If you have a big event, speak to the above
- COM plan- training, active-shooter event (Duluth)
- Event talk groups- middle of summer, all were in use during 4th
 - If you've got a function- reserve event talk group early
 - One for street dance- will use law 4
- Additional dispatch added for events
- 30 radios in cache- can be requested
 - SLC 18 fire/ems radio cache
 - LE cache- command vehicle/portable
 - Let us know in advance if needed
 - Small event- Any dispatcher can reserve- call into dispatch and will let you know what's available
 - Large event- Notify Bruce or Dewey
- Note- whole Airshow will be on ARMER
- Volume of calls
 - DPD- call supervisors on duty- priority calls busy (priority calls should not be held)
 - Steve Steblay sent out message- county-wide, priority call will not held they will be dispatched out or supervisor notified
- Interoperability- fire/ems/le
 - Traffic-control incidents
 - Radio training- radio communication
 - Dispatch- assigned common- large event/incident
 - Ex- traffic accident
 - Assign on one talk group

Motion to adjourn made by Kurt Rogers, seconded Grant Gimpel.

Meeting adjourned at 1036.