

## MEETING NOTICE

The Northwest Emergency Communications Regional Advisory  
Committee will hold a Zoom meeting on  
*Wednesday, February 10<sup>th</sup> at 10:00 A.M.*

Join Zoom Meeting:

<https://us02web.zoom.us/j/85835760498>

Meeting ID: 858 3576 0498

Dial by your location:

+1 312 626 6799 US (Chicago)

Meeting ID: 858 3576 0498

Find your local number: <https://us02web.zoom.us/u/kcmfSqme1V>

The public is welcome to attend this and any meeting of the Northwest Regional  
Emergency Communications Board and Advisory Committee. Please contact the  
Headwaters Regional Development Commission (HRDC) by phone at 218-444-4732 or  
email [swilcox@hrdc.org](mailto:swilcox@hrdc.org)

**\*\*MEMBERS PLEASE NOTE\*\***

**Please notify the HRDC office if you are unable to attend  
the scheduled meeting and let your alternate know in advance.**

## NW Regional Advisory Committee

<b>Becker County</b>	Primary Alternate	Richard, Shane Sweere, Luke	<b>Moorhead, City of</b>	Primary Alternate	Swenson, Deric Zastoupil, Brian
<b>Beltrami County</b>	Primary Alternate	Muller, Chris Walton, Jarrett	<b>Norman County</b>	Primary Alternate	Thornton, Jeremy Thompson, Nichole
<b>Clay County</b>	Primary Alternate	Tweeten, Gabe Jacobsen, Jarod	<b>Pennington County</b>	Primary Alternate	Olson, Dave Cooper, Shad
<b>Clearwater County</b>	Primary Alternate	Coulter, Candace Halverson, Darin	<b>Polk County</b>	Primary Alternate Alternate	Shafer, Nancy Norland, Michael Tadman, Jim
<b>Hubbard County</b>	Primary Alternate	Williams, Scott Parks, Scott Blair, Sharon	<b>Red Lake County</b>	Primary Alternate	Johnson, Brad Bernstein, Mitch
<b>Kittson County</b>	Primary Alternate	Klegstad, Pat Kukowski, Kelly	<b>Red Lake Band of Chippewa Indians</b>	Primary Alternate	Lyons, Dana Richards, Jonathan
<b>Lake of the Woods County</b>	Primary Alternate	Hasbargen Olson, Jill	<b>Roseau County</b>	Primary Alternate	Grafstrom, Sue Restad, Matt Stauffer, Chris
<b>Mahnomen County</b>	Primary Alternate Alternate	Olson, Larry Guenther, Joshua Brehm, Scott	<b>White Earth Tribe</b>	Primary Alternate	Cossette, Jeremy Houglum, Bradley
<b>Marshall County</b>	Primary Alternate	Johnson, Steve Ellerbusch, Mark			

Guests/Other:

## Northwest Emergency Communications Regional Advisory Committee

\*\*\*Meeting to be held Via Zoom\*\*\*

Wednesday, February 10th, 2021 at 10:00 AM

10:00 A.M.     **1) Call to Order, Pledge of Allegiance, Roll Call for RAC, and then for any Guests.**

**2) Adoption of the Agenda**

Any revisions to the agenda are requested at this time.

10:05     **3) Adoption of Meeting Minutes**

RAC Portion of the Minutes: (Joint) January 13<sup>th</sup> 2021 Meeting Minutes *Attachment A*.

10:10     **4) System Administrator Report**

Brian Zastoupil will provide an update on the System Administrator activities for the Northwest Region. Busy report *Attachment B*.

10:20     **5) Grants Update**

A current grants update is included as *Attachment C*. Request to move the allocated funds into different line items.

10:30 **6) Strategic Planning Sessions**

Marcus Bruning overview on how to prepare for the strategic planning sessions in March.

10:45 **7) TCPR**

TCPR update. There is a grant available that will cover training costs. The grants workgroup needs to know who will need this training in order to write an application and workplan.

10:55 **8) Rapid Deploy Update**

Sandi Stroud ECB 911 Program Manager on Rapid Deploy Update.

11:05 **9) Member and Staff Updates**

- HRDC-Staffing Report
- Marcus Bruning- Regional Interoperability Coordinator Report
- MnDot Report

**Current: Statewide Committee Appointees 2021**

<b>Committee</b>	<b>Primary</b>	<b>Alternate</b>
LMR	Brian Zastoupil	Dave Olson
Finance	Jack Swanson	John Okeson
Interop (ARMER)	Dave Olson	Pat Klegstad
NG911	Nancy Shafer	Jill Olson
IPAWS	Sue Grafstrom	Nancy Shafer
Wireless Broadband	Shane Richard	Sue Grafstrom
SMG	Brian Zastoupil	Dave Olson
Grants Work Group	Chris Muller	Nancy Shafer
Legislative	Neal Illies	Jim Duckstad
*Steering	Dave Olson	Jim Duckstad
STR-Work Group	Dave Olson	Brian Zastoupil
*COMU- Work Group	Vacant	Vacant

11:10 **10) Open Discussion**

The group is given the opportunity to discuss any matters they want to bring before the group that were not on the agenda.

11:15 **11) Meeting Adjourn**

*Attachment A*

**NW Regional Advisory Committee**

<b>Becker County</b>	Primary Alternate	<b>Richard, Shane</b> Sweere, Luke	<b>Moorhead, City of</b>	Primary Alternate	<b>Swenson, Deric</b> <b>Zastoupil, Brian</b>
<b>Beltrami County</b>	Primary Alternate	<b>Muller, Chris</b> Walton, Jarrett	<b>Norman County</b>	Primary Alternate	<b>Thornton, Jeremy</b> Thompson, Nichole
<b>Clay County</b>	Primary Alternate	<b>Tweeten, Gabe</b> Jacobsen, Jarod	<b>Pennington County</b>	Primary Alternate	<b>Olson, Dave</b> <b>Cooper, Shad</b>
<b>Clearwater County</b>	Primary Alternate	<b>Coulter, Candace</b> Halverson, Darin	<b>Polk County</b>	Primary Alternate Alternate	<b>Shafer, Nancy</b> Norland, Michael Tadman, Jim
<b>Hubbard County</b>	Primary Alternate	Williams, Scott Parks, Scott Blair, Sharon	<b>Red Lake County</b>	Primary Alternate	Johnson, Brad Bernstein, Mitch
<b>Kittson County</b>	Primary Alternate	<b>Klegstad, Pat</b> Kukowski, Kelly	<b>Red Lake Band of Chippewa Indians</b>	Primary Alternate	Lyons, Dana Richards, Jonathan
<b>Lake of the Woods County</b>	Primary Alternate	<b>Hasbargen Olson, Jill</b>	<b>Roseau County</b>	Primary Alternate	Grafstrom, Sue <b>Restad, Matt</b> Stauffer, Chris
<b>Mahnomen County</b>	Primary Alternate Alternate	<b>Olson, Larry</b> Guenther, Joshua <b>Brehm, Scott</b>	<b>White Earth Tribe</b>	Primary Alternate	Cossette, Jeremy Houglum, Bradley
<b>Marshall County</b>	Primary Alternate	<b>Johnson, Steve</b> Ellerbusch, Mark			

**Northwest Regional Emergency Communications Board**

<b>Becker County</b>	Primary Alternate	<b>Okeson, John</b> Knutson, Larry	<b>Moorhead, City of</b>	Primary Alternate	<b>Shelly Carlson</b>
<b>Beltrami County</b>	Primary Alternate	Gaasvig, Craig <b>Olson, Reed</b>	<b>Norman County</b>	Primary Alternate	<b>Hall, LeeAnn</b> Gunderson, Marvin
<b>Clay County</b>	Primary Alternate	Haney, Jim Weyland, Grant	<b>Pennington County</b>	Primary Alternate	<b>Lawrence, Bruce</b> Hempel, Cody
<b>Clearwater County</b>	Primary Alternate	<b>Illies, Neal</b> Nelson, John	<b>Polk County</b>	Primary Alternate	<b>Strandell, Warren</b> Willhite, Gary
<b>Hubbard County</b>	Primary Alternate	<b>De La Hunt, David</b> Van Kempen, Ted	<b>Red Lake County</b>	Primary Alternate	<b>Remick, Allen</b> Simpson, Chuck
<b>Kittson County</b>	Primary Alternate	Wikstrom, Corey Olson, Scott	<b>Red Lake Band of Chippewa Indians</b>	Primary Alternate	Lyons, Dana Richards, Johnathan
<b>Lake of the Woods County</b>	Primary Alternate	<b>Olson, Jill</b> Arnesen, Ed Hasbargen, Cody	<b>Roseau County</b>	Primary Alternate Alternate	<b>Swanson, Jack</b> Falk, Roger Grafstrom, Sue
<b>Mahnomen County</b>	Primary Alternate Alternate	<b>Olson, Larry</b> Guenther, Joshua Brehm, Scott	<b>White Earth Tribe</b>	Primary Alternate	Cossette, Jeremy Houglum, Bradley
<b>Marshall County</b>	Primary Alternate	<b>Duckstad, Jim</b> Borowicz, Kenneth	<b>RAC Representative</b>		<b>Olson, Dave</b>
			<b>User Representative</b>		<b>Muller, Chris</b>

Guests/Other: Ric Havercamp MNDot, Don Martin, Megan Sisko, Kevin Praska, Nick Robertson, Marcus Bruning, Sandi Stroud, Missy Malone, and Sarah Wilcox

**MINUTES**  
**Northwest Regional Emergency Communications Board and**  
**Advisory Committee**

\*\*\*Meeting held Via Zoom\*\*\*

Wednesday, January 13th, 2021 at 10:00 AM

**Call to Order, Pledge of Allegiance, Roll Call for RAC, followed by the Board, then for any Guests.**

**Adoption of the Agenda**

Revisions to the agenda were requested at this time. Item 8 was removed, 9A was added for a T-CPR update, as well as time allotted to elect chair and vice chair for both groups.

**Adoption of Meeting Minutes**

RAC & BOARD: (Joint) December 9<sup>th</sup> 2020 Meeting Minutes *Attachment A*.

Neal Illies, Clearwater county, motioned to adopt the minutes; LeeAnn Hall, Norman county seconded. Motion carried.

**System Administrator Report**

Brian Zastoupil provided an update on the System Administrator activities for the Northwest Region. December Busy report included as *Attachment B*.

**Grants Update**

A current grants update was provided by the grants workgroup and information included as *Attachment C*. Reminder to request training for Q1 and Q2 if desired.

**Overage Bill – SHSP grant**

A workgroup met to determine how to best pay the remainder of the Stones Mobile Radio Invoices that exceeded the allotted grant reimbursement amount. A plan was shared with the group and a spreadsheet was included as *Attachment D*. Jack Swanson, Roseau county, motioned to approve the plan to pay the remaining invoice based off percentages of radios each county received; Jim Duckstad, Marshall county, seconded. Motion carried.

**Strategic Planning Sessions**

Marcus Bruning presented on the Strategic Plan that is required for funding future projects. The region is given a few months to hold sessions and then a document will be due in April. A motion was made by Jill Olson, Lake of the Woods county, to approve the creation of a workgroup to formulate a strategic plan on behalf of the Northwest Region, Lee Ann Hall, Norman county, seconded. Motion carried.

**Rapid Deploy Update**

Sandi Stroud ECB 911 Program Manager provided a Rapid Deploy Update.

**TCPR**

Due to a new statute, 911 calls will need to have access to CPR directions over the phone. There are grant dollars that will come available for training in this area. Counties are required to report their plan on how they will meet the requirements of the new law. This information will be used on how to handle the T-CPR trainings that will be scheduled for the region.

**Statewide Committee Appointments**

Appointments for the statewide committee took place. The below chart will depict any changes to the slate of appointees. All stayed the same marked with the symbol (“). A motion was made by Shane Richard, Becker county, to elect Shane as the new Wireless Broadband appointee, Dave Olson, Pennington county, seconded. Motion carried.

**Chair Election for Board and RAC**

**Board Chair: Bruce Lawrence**

Jack Swanson, Roseau county, motioned to Elect Bruce Lawrence as Board Chair; John Okeson, Becker County, seconded. Motion carried.

**Board Vice Chair: Jim Duckstad**

Jack Swanson, Roseau county, motioned to Elect Jim Duckstad as Board Vice Chair; Dave Olson, RAC Rep, seconded. Motion carried.

**RAC Chair: Dave Olson**

Dave Olson, Pennington county, motioned to Elect Dave Olson as RAC Chair; Nancy Shafer, Polk county, seconded. Motion carried.

**RAC Vice Chair: Chris Muller**

Jill Olson, Lake of the Woods county, motioned to Elect Chris Muller as Vice Chair; Jeremy Thornton, Norman county, seconded. Motion carried.

**RAC REP – Voting member on the Board**

Dave Olson, Pennington county, motioned to Elect Dave Olson to continue service as the RAC Rep for the Board; Pat Klegstad, Kittson county, seconded. Motion carried.

**USER REP**

Chris Muller, Beltrami county, motioned to Elect Chris Muller to continue service as the User Rep for the Board; Reed Olson, Beltrami county, seconded. Motion carried.

**Member and Staff Updates**

HRDC-Staffing Report *Attachment F*. Reminder if there are changes to have the Membership Appointment Forms filled out and returned in order to count towards attendance. Calendar for 2021 included for members and participants to schedule meetings for the year. Invoice for Membership Dues Reminder that these will be sent out in January.

Marcus Bruning- Regional Interoperability Coordinator Report  
MnDot Report

## Current: Statewide Committee Appointees 2020

Committee	Primary	Alternate
LMR	Brian Zastoupil	Dave Olson
Finance	Jack Swanson	John Okeson
Interop (ARMER)	Dave Olson	Pat Klegstad
NG911	Nancy Shafer	Jill Olson
IPAWS	Sue Grafstrom	Nancy Shafer
Wireless Broadband	Brian Zastoupil	Sue Grafstrom
SMG	Brian Zastoupil	Dave Olson
Grants Work Group	Chris Muller	Nancy Shafer
Legislative	Neal Illies	Jim Duckstad
*Steering	Dave Olson	Jim Duckstad
STR-Work Group	Dave Olson	Brian Zastoupil
*COMU- Work Group	Vacant	Vacant

## Statewide Committee Appointees 2021

Committee	Primary	Alternate
LMR	“	“
Finance	“	“
Interop (ARMER)	“	“
NG911	“	“
IPAWS	“	“
Wireless Broadband	Shane Richard	“
SMG	“	“
Grants Work Group	“	“
Legislative	“	“
*Steering	“	“
STR-Work Group	“	“
*COMU- Work Group	“	“

**Open Discussion**

The group was given the opportunity to discuss any matters they wanted to bring before the group that were not on the agenda.

**Meeting Adjourn**

**Attachment B**

<u>Felton</u>	<u>Clay</u>	<u>27</u>	<u>Bemidji West</u>	<u>Beltrami</u>	<u>31</u>	<u>Holmesville</u>	<u>Becker</u>	<u>65</u>	<u>Detroit Lakes</u>	<u>Becker</u>	<u>66</u>	<u>White Earth</u>	<u>Becker</u>	<u>67</u>	<u>Wolf Lake</u>	<u>Becker</u>	<u>68</u>
TG	SECONDS		TALKGROUP	SECONDS		TALKGROUP	SECONDS		TALKGROUP	SECONDS		TALKGROUP	SECONDS		TALKGROUP	SECONDS	
			<b>BL LAW 1</b>	<b>225692</b>													
			BL JAIL 2	81644													
			<b>MSP-3200</b>	<b>55828</b>													
			BL EMS 1	21390													
			EMSNM-MNFLIGHT	16281													
			EMHGNSBJI	15693													
			DOT-D2-BEMIDJI	13167													
			BL F BJI M	12952													
			EMSNM-ALLSTATE	12329													
			EMSSN-AIR AMB	10449													
			BL 3	9404													
			BL COURT	8622													
			US-BRDR-SECUR	6412													
			EMSSN-BJI GND	5896													
			TCLL LAW 1	4229													
			BL JAIL 1	3985													
			HU-LAW 1	3841													
			BCA-TAC3	3716													
August Busies	5		August Busies	7		August Busies	0		August Busies	0		August Busies	17		August Busies	0	
September Busies	5		September Busies	17		September Busies	0		September Busies	0		September Busies	4		September Busies	0	
October Busies	3		October Busies	0		October Busies	1		October Busies	0		October Busies	3		October Busies	10	
November Busies	0		November Busies	5		November Busies	3		November Busies	0		November Busies	8		November Busies	1	
December Busies	1		December Busies	12		December Busies	16		December Busies	3		December Busies	13		December Busies	1	
January Busies	2		January Busies	20		January Busies	0		January Busies	1		January Busies	1		January Busies	0	
Avg Busy Duration			Avg Busy Duration	1.25 sec		Avg Busy Duration			Avg Busy Duration			Avg Busy Duration			Avg Busy Duration		
Ptt Busy Count %			Ptt Busy Count %	0.0326%		Ptt Busy Count %	0.0368%		Ptt Busy Count %			Ptt Busy Count %	0.0251%		Ptt Busy Count %		

<u>Nevis</u>	<u>Hubbard</u>	<u>69</u>	<u>Juggler Lake</u>	<u>Becker</u>	<u>72</u>	<u>Mahnomen</u>	<u>Mahnomen</u>	<u>74</u>	<u>Lengby</u>	<u>Mahnomen</u>	<u>75</u>	<u>Alida</u>	<u>Clearwater</u>	<u>76</u>	<u>Bemidji Fire TWR</u>	<u>Beltrami</u>	<u>80</u>
TALKGROUP	SECONDS		TALKGROUP	SECONDS		TALKGROUP	SECONDS		TALKGROUP	SECONDS		TALKGROUP	SECONDS		TALKGROUP	SECONDS	
August Busies	0		August Busies	3		August Busies	0		August Busies	4		August Busies	21		August Busies	2	
September Busies	1		September Busies	1		September Busies	6		September Busies	1		September Busies	10		September Busies	17	
October Busies	12		October Busies	1		October Busies	2		October Busies	3		October Busies	0		October Busies	8	
November Busies	0		November Busies	5		November Busies	1		November Busies	3		November Busies	11		November Busies	1	
December Busies	1		December Busies	2		December Busies	2		December Busies	9		December Busies	2		December Busies	9	
January Busies	0		January Busies	0		January Busies	1		January Busies	5		January Busies	6		January Busies	2	
Avg Busy Duration			Avg Busy Duration			Avg Busy Duration			Avg Busy Duration			Avg Busy Duration			Avg Busy Duration		
Ptt Busy Count %			Ptt Busy Count %			PTT Busy %			Ptt Busy Count %			Ptt Busy Count %			Ptt Busy Count %		



## 1. GIS Grant

Awarded.

Q1 Progress Report due in **March**

County	Award Amount	Contact Name	Contact Email
Kittson	\$ 27,525.00	Kelly Kukowski	kkukowski@so.co.kittson.mn.us
Roseau	\$ 25,857.00	Chris Stauffer	Chris.Stauffer@co.roseau.mn.us
LOW	\$ 6,612.00	Eric Solo	eric_s@co.lotw.mn.us
Marshall	\$ 13,039.60	Liz Dustin	liz.dustin@co.marshall.mn.us
Beltrami	\$ 61,456.80	Kevin Trappe	kevin.trappe@co.beltrami.mn.us
Polk	\$ 36,171.87	Rick Thompson	rthompson@co.polk.mn.us
Pennington	\$ 10,800.00	Dave Olson	dolson@penningtonsheriff.org
Clearwater	\$ 11,818.16	Stuart Lien	stuart.lien@co.clearwater.mn.us
Norman	\$ 15,610.00	Jeremy Thornton	Jeremy.thornton@co.norman.mn.us
Mahnomen	\$ 18,149.37	Jennifer Ward	jward@prowestgis.com
Clay	\$ 52,991.51	Mark Sloan	mark.sloan@co.clay.mn.us
Becker	\$ 30,000.00	Tony Brahmer	tony.brahmer@co.becker.mn.us
Hubbard	\$ 18,062.67	Samuel Lively	slively@co.hubbard.mn.us
<b>Total</b>	<b>\$ 328,093.98</b>		
	<b>MNGEO Contact</b>	Megan Sisko	megan.sisko@state.mn.us
	<b>ECN Contact</b>	Dan Craigie	daniel.craigie@state.mn.us
	<b>RIC Contact</b>	Marcus Bruning	marcus.bruning@state.mn.us

To receive reimbursement, you will need to submit:

- Invoice
- Canceled check (copy of front and stamped back side)
- \*Other Supporting documentation upon request

**2. CHE Grant**

Norman and Lake of the Wood’s County.  
Q1 Progress report due in **March**

**3. SECB Grant- Total Award: \$36,000.00**

Performance Period January 1<sup>st</sup> 2020 – June 30<sup>th</sup> 2021

**Budget Line items:**

- Dispatcher Training - \$5,000.00
- Cross Border Training - \$6,000.00
- System Admin Position - \$25,000.00

Project	Award	Expended	Match	Remaining	Reallocation
Dispatcher Training	\$5,000.00	0	NA	\$5,000.00	???
Cross Border Training	\$6,000.00	0	NA	\$6,000.00	???
Regional System Admin	\$25,000.00	\$27,423.13	NA	0	\$-2,423.13
			<b>Total</b>	<b>\$11,000</b>	<b>\$8,576.87</b>

- Dispatcher quote: \$1,473.17
- Cross Border quote: \$1,473.17
  - End User FD/EMS quote: \$722.45

**4. SHSP Grant (Radios)**

Closed.

Reimbursement checks mailed January 22<sup>nd</sup>

**Entities who participated:**

- 1. Beltrami**
- 2. Roseau**
- 3. Marshall**
- 4. Pennington**
- 5. Hubbard**