

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 06/19/2012

Via:

From: Sheriff Scott Turner

Title of Item: VHF Interoperable Frequency Use Agreement w/ State of MN

Requested Meeting Date: 06/26/2012 Est. Presentation Time: _____

Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Routine Business
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position

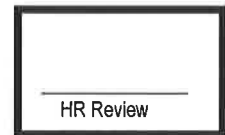
- Request to schedule public hearing or sale Other (please list) **Consent Agenda**
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply) **N/A**

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? _____ Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Memorandum of Understanding

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

218-927-7435 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887
TOLL FREE 1-888-900-2138

MEMO

TO: Board of Commissioners DATE: June 19, 2012
FROM: Sheriff Scott Turner RE: MOU with State of MN

Enclosed please find a VHF Interoperable Frequency Use Agreement Between the State of Minnesota and Aitkin County. The state requires that this agreement be signed and in effect before any of the ARMER system radio equipment can be programmed and used.

I am available if you have any questions concerning this matter. Thank you.

VHF Interoperable Frequency Use Agreement Between the State of Minnesota and

Aitkin County, Minnesota

VHF INTEROPERABLE FREQUENCY USE AGREEMENT

Whereas, the Aitkin County Board of Commissioners, as the governing body of Aitkin County desires to enter into an agreement with the State of Minnesota, Department of Public Safety (DPS) for use of certain state licensed radio frequencies for the purpose of coordination between emergency response agencies and resources.

Whereas, Aitkin County is a member of the Northeast Regional Radio Board (RRB).

Whereas, participation in the Minnesota VHF Interoperable Communications Plan must be approved by the County and submitted to the RRB for approval before radio equipment intended for use by public safety officials within the County can be programmed and used under the state license.

Now Therefore, the Aitkin County Board of Commissioners, as the governing body of Aitkin County, approves the Minnesota VHF Interoperable Communications Plan agreement applicable to the use of state licensed radio frequencies by County public safety officials:

I. Background

To the extent permitted by federal laws and regulations, the Statewide Radio Board (SRB), operating as the State Interoperability Executive Committee (SIEC), is responsible for developing guidelines and standards for the use of interoperability frequencies on all frequency spectrums assigned to public safety users in Minnesota. Given the widespread use of VHF frequencies in the state by agencies not utilizing ARMER, the Minnesota DPS has developed a VHF Interoperable Communications Plan to provide guidance for the use of VHF interoperable frequencies by public safety agencies operating in Minnesota during local, regional, and statewide emergency responses. The plan was subsequently approved by the SRB on 10/27, 2011.

Under this plan, DPS will also license all of the narrowband channels listed in Appendix A - Statewide VHF Interoperability Channels for statewide operations with mobiles and fixed temporary bases or fixed mobile relays (repeaters) as appropriate by January 1, 2013. This allows authorized agencies operating under this agreement with DPS to operate mobile radios and temporary bases or repeaters on the statewide VHF interoperability channels without having to file for and maintain separate licenses for these channels. This also provides the state the ability to deploy temporary bases and repeaters on the statewide interoperability channels as needed to support disaster and emergency responses.

DPS will also establish separate licenses for the narrowband channels listed in Section IV for permanent fixed base operations as needed to integrate these channels into the ARMER VHF interoperability infrastructure. This phase of the plan will be completed in July 2012 in order to provide sufficient time for the transition of these channels to narrowband operations by January 2013 as mandated by the Federal Communications Commission (FCC). Continued operation of fixed bases on these channels by local and regional public safety agencies after January 1, 2013 must be coordinated and documented with DPS and Minnesota Department of Transportation (MnDOT) in order to eliminate duplicated coverage, interference, and channel contention.

II. Determination of Need

There is a need to provide standardized interoperability channels in the VHF band between VHF public safety radio users that may respond to incidents within the state and between these VHF radio users and ARMER radio system users.

III. Terms of Agreement

The Minnesota DPS shall apply for, manage, and maintain proper licenses for the use of statewide VHF interoperability channels. DPS shall also manage and maintain an accurate database of federal, state, and local agencies that have agreed to participate in the standardized use of these channels. DPS will issue updates and revisions to the Minnesota VHF Interoperable Communications plan contained herein as directed by request by the Statewide Radio Board.

The County shall participate in regional communications planning and manage use of the statewide VHF interoperability channels by public safety agencies within the county, ensuring compliance with the Minnesota VHF Interoperable Communications Plan as well as applicable federal, state, and local laws, ordinances and regulations.

Minnesota DPS and the County mutually agree to the following conditions for use of the statewide VHF interoperability channels:

- a. Use the statewide VHF interoperability channels for day-to-day coordination, for urgent or emergency mutual aid situations, for task forces, for tactical teams, and for other purposes. Such coordination may occur during interagency operations, en-route travel, or on-incident;
- b. Use of the statewide VHF interoperability channels must be in compliance with the rules governing the VHF frequencies, and be authorized by the Incident Command (IC) or Unified Command (UC) structure at the scene of the incident or planned event;

- c. Radio communications procedures on the statewide VHF interoperability channels must be consistent with the National Incident Management System (NIMS) and Incident Command System (ICS) including the use of “plain language” without 10-codes or agency-specific codes/jargon; and
- d. When operating on the statewide VHF interoperability channels, users should initially identify in the following manner using plain English: Agency name, followed by service branch or function designation, followed by call sign or unit number. Examples: "North EMS 512", "Elk River Police 512", "Washington County Public Works 512", "State Patrol 512", etc. Once established, ongoing communications between the same units may be shortened.

IV. VHF Statewide Interoperability Zone

To facilitate uniform field access to the statewide VHF interoperability channels, all VHF subscriber radios authorized under this agreement should be programmed to include the following standardized VHF Statewide Interoperability Zone or “SI Zone”.

#	STD NAME	SHORT NAME ¹	Mobile TX Freq	TX Code	Mobile RX Freq	RX Code	Original Name
1	VCALL10	VCAL10	155.7525	156.7	155.7525	CSQ	
2	VTAC11	VTAC11	151.1375	156.7	151.1375	CSQ	
3	VTAC12	VTAC12	154.4525	156.7	154.4525	CSQ	
4	VTAC13	VTAC13	158.7375	156.7	158.7375	CSQ	
5	VTAC14	VTAC14	159.4725	156.7	159.4725	CSQ	
6	MNCOMM	MNCOMM	155.3700	156.7	155.3700	156.7	MIMS
7	VFIRE23	VFIR23	154.2950	156.7	154.2950	156.7	SWFIREMA
8	MNFIRG2	MNFG2	154.0100	156.7	154.0100	156.7	
9	MNFIRG3	MNFG3	153.8300	156.7	153.8300	156.7	
10	DNRTAC1	DNRT1	151.4750	CSQ	151.4750	CSQ	
11	VLAW31	VLAW31	155.4750	156.7	155.4750	156.7	MINSEF
12	VMED28	VMED28	155.3400	156.7	155.3400	156.7	EMS HEAR
13	IR 2	IR 2	165.9625	167.9	170.4125	167.9	
14	VTAC14R	TAC14R	154.6875	156.7	159.4725	156.7	
15	NGRPTR*	NGRPTR	Rest.	Rest.	Rest.	Rest.	
16	LE 2*	LE 2	Rest.	Rest.	Rest.	Rest.	

¹ For use with limited character display radios

* Local option channel if not implemented with LOA or MOU for use of federal channels.

V. Units Operating Under State License

The specific number of units that the County desires to operate under the state license is shown below.

Class of Operation	Number of Units
Mobiles	108
Portables	82
Fixed Temporary Base	0
Fixed Temporary Mobile Relay	0

VI. Fixed Stations Operating Under County License

The County desires to continue to operate and maintain fixed stations on the state VHF interoperability as indicated below. The County and DPS mutually agree to coordinate use of these channels in order to eliminate duplicated coverage, interference, and channel contention with existing bases in the ARMER VHF interoperability infrastructure. The County and DPS may also mutually agree to include County maintained interoperability channels in the ARMER VHF interoperability infrastructure. The County shall ensure that County maintained interoperability calling channels not integrated into the ARMER VHF interoperability infrastructure are continuously monitored by the dispatch centers indicated below. As of January 2013, the operating parameters of any fixed stations on the state VHF interoperability channels operated and maintained by the County shall also be consistent with the Minnesota VHF Interoperable Communications Plan including the use of standardized CTCSS codes.

FCC Call Sign	Frequency	Latitude	Longitude	Dispatch Center
VLaw 31	155.4750	46.532993	-93.709410	Aitkin Co Sheriff's Office

VII. Designated Local Administrator

The following person is designated as the County contact for any issues related to operation and use of the statewide VHF interoperability channels:

Scott Turner, Sheriff of Aitkin Co (Name and Title)

(218) 927-7420 (Telephone Number)

turners@co.aitkin.mn.us (Email Address)

Approved and adopted by Aitkin County on _____ of _____, 2012.

_____ Date

_____ Date

Appendix A - Statewide VHF Interoperability Zone Cheat Sheet

#	STD NAME	SHORT NAME ²	Mobile TX Freq	TX Code	Mobile RX Freq	RX Code	Original Name
1	VCALL10	VCAL10	155.7525	156.7	155.7525	CSQ	
2	VTAC11	VTAC11	151.1375	156.7	151.1375	CSQ	
3	VTAC12	VTAC12	154.4525	156.7	154.4525	CSQ	
4	VTAC13	VTAC13	158.7375	156.7	158.7375	CSQ	
5	VTAC14	VTAC14	159.4725	156.7	159.4725	CSQ	
6	MNCOMM	MNCOMM	155.3700	156.7	155.3700	156.7	MIMS
7	VFIRE23	VFIR23	154.2950	156.7	154.2950	156.7	SWFIREMA
8	MNFIRG2	MNFG2	154.0100	156.7	154.0100	156.7	
9	MNFIRG3	MNFG3	153.8300	156.7	153.8300	156.7	
10	DNRTAC1	DNRT1	151.4750	CSQ	151.4750	CSQ	
11	VLAW31	VLAW31	155.4750	156.7	155.4750	156.7	MINSEF
12	VMED28	VMED28	155.3400	156.7	155.3400	156.7	EMS HEAR
13	IR 2	IR 2	165.9625	167.9	170.4125	167.9	
14	VTAC14R	TAC14R	154.6875	156.7	159.4725	156.7	
15	NGRPTR*	NGRPTR	Rest.	Rest.	Rest.	Rest.	
16	LE 2*	LE 2	Rest.	Rest.	Rest.	Rest.	

The standard mode of operation for the VCALL and VTAC channels is analog narrowband. All fixed, mobile, and portable radios should transmit using the 156.7 Hz CTCSS code. All mobile and portable radios should be set for carrier squelch unless CTCSS is necessary in order to mitigate interference.

The standard mode of operation for the IR2 channels is analog narrowband. All fixed, mobile, and portable radios should transmit using the 167.9 Hz CTCSS code. All mobile and portable radios should be set for carrier squelch unless CTCSS is necessary in order to mitigate interference.

The standard mode of operation for the LE2 channel is P25 digital narrowband, and all mobile and portable radios on this LE channel should use the \$68F digital network access code.

² For use with limited character display radios

* Local option channel if not implemented with LOA or MOU for use of federal channels.