METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE
AGENDA
Board Room, Metro Counties Government Center
November 15th, 2017
1:00 – 3:00 p.m.

MEMBERS:

Scott Haas, Chair
  Scott County

Ron Jansen, Vice Chair
  Dakota County

Jake Thompson
  Anoka County

Tim Walsh
  Carver County

Rod Olson
  City of Minneapolis

Jon Eckel
  Chisago County

John Gundersen
  Hennepin County

Bob Shogren
  Isanti County

Jeff Bjorklund
  Metropolitan Airports
  Commission

Chad LeVasseur
  Metropolitan Council

Wendy Lynch
  Metro Region EMS

Scott Gerber
  MN Fire Chiefs Association

Nancie Pass
  Ramsey County

Chuck Steier
  U of M Police, at large
  member

Nate Timm
  Washington County

Open
  MN Chiefs of Police
  Association

1. Call to Order

2. Approval of October 2017 Minutes

3. Agenda Items
   a. City of Edina Participation Plan Change – Tony Martin
   b. Metro Standard 3.35.0 – National Weather Service – Jansen
   c. Metro Standard 3.28.1 – METEM Talkgroup – Dan Anderson
   d. COML Packet – Leticia Cardenas – Minneapolis
   e. COML Packet – Deanna Olson – Minneapolis
   f. COML Packet – Jennifer Geiselhart- Minneapolis
   g. Lakes Region EMS participation [lan amendment – Brian Galowitz

4. Moves, Additions & Changes to the System

5. Committee Reports
   a. Metro Mobility System Usage Update—Chad LeVasseur/Dana Rude
   b. System Manager's Group/Metro Owner's Group Update – Jansen
   c. Reports from SECB Committees
      i. Steering - Tretter
      ii. OTC – Gundersen / Timm
      iii. Interoperable Data Committee – Olson / Thompson
      iv. IOC –Thompson / Kummer
      v. IPAWS – Haas / Williams
      vi. Finance / Grants Workgroup- Tretter
   d. Super Bowl 52 Communications Workgroup - Olson

6. Other Business
   a. Regional Talkgroup Permissions Requests
   b. Next Meeting: December 20th

7. Adjourn

Scott Haas, Chair

Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
October 25th, 2017

Members Present:
Ron Jansen, Jake Thompson, Chad LeVasseur, Rod Olson, John Gundersen, Scott Haas, Nate Timm, Bob Shogren, Charles Sloan III, Chuck Steier, Tim Walsh.

Guests Present:
Brandon Larson; City of Saint Cloud, Peter Sauter; Carver County, Steve Ouradnik; Department of Corrections, Dana Rude; Met Council, Troy Tretter, Jill Rohret, Martha Ziese; Metropolitan Emergency Services Board.

Call to Order:
Scott Haas called the meeting to order at 1:02 P.M. The meeting was not recorded.

Approval of Minutes
M/S/C Motion made by Gundersen to approve the September RTOC minutes. Olson seconded. Motion carried.

Agenda Items:
Radio TOC & Vice-Chair elections
Chair Haas opened the floor for elections.

M/S/C Motion by Shogren to maintain the current chair / vice-chair positions. Thompson seconded. Motion carried.

SECB Committee's, Primary & Alternate (IOC, OTC, IDC, IPAWS)
Tretter referenced the TOC packet with the current committee position members and the meeting commitments.

Haas asked if anyone desired to vacate their roles on the committees.

M/S/C Motion made by Jansen to appoint same members as 2017. Shogren seconded. Motion carried.

Regional Funding Priorities
Tretter said that grant funding priorities need to be established at this October Radio Toc meeting FY 2018.
- Clarified equipment is 50% match – 100% reimbursed
- Jansen suggested expanding work group for more CRTF training
- Troy asked Jansen if the BDAs were eligible for SHSP
- Jill said radios are included in the MESB capital budget so would most likely not be eligible
- Gundersen said Hennepin County has 140 cache radios XKS 5000 that were facing end of life
- Haas asked if a priority project in the metro could be split individually or has to be one request. Troy said the sub-grants would be to each agency.
- Jill said that any allocation formula should be known before going before the board
- Hass said that if bought a radio before it can't be replaced with grant funds because that would be supplanting if it was already part of any agencies budget.

M/S/C Motion made by Jansen to designate funding priorities in the following order:
1. Motorola Technical Training
2. CRTF Exercise
3. TIC plan & CASM maintenance
4. Interoperability Conference attendance
5. Expand CRTF training with partner agencies
6. Radio replacement, cache and patrol radios
7. Bi-directional amplifier for Dakota County

Timm seconded. Motion carried.

City of Edina Participation Change Plan

Tretter said that the City of Edina was requesting approval of their Participation Plan. In 2015. The Edina PSAP was approved to upgrade to the Motorola MCC7500 radio consoles which required two DSI circuits to connect to the ARMER system. At that time only one circuit was being used to connect to Zone 2 of the ARMER system. The Edina PSAP is now in the process of completing the second circuit. The second connection would be using fiber owned by LOGIS, with a dedicated strand to connect the Edina PSAP to St. Louis Park PSAP's connection already on the ARMER system.

Olson asked with the LOGIS owned fiber connection, does the level of access on the firewall need to change to allow the MCC7500 connections?

Jansen asked is LOGIS waving any fees for the changes?

Timm asked is the fiber connection dark or lit?

Haas acknowledged these questions could not be answered since Tony Martin was not able to attend the meeting.

M/S/C Motion by Jansen to table request until those three questions were answered. Thompson seconded. Motion carried.

Rohret said that there was a secondary proposal. St. Louis Park fiber has already been approved. Olson asked if it was approved for the use of that fiber between St. Louis Park and Edina?

Dakota County Participation Plan Change

Jansen said that Dakota County would like to amend its ARMER Participation Plan to reflect an upgrade in tis microwave backhaul system.

Dakota will be updating their microwave links in the future, they have not selected a vendor. They will be adding the Sperry Tower Site into an existing loop configuration with the Empire Prime Site, Empire and three remote sites, Palomino, Marie and Arbor Point. They will also be creating another loop from that will encompass Empire, Fairfield and Buck Hill sites.

M/S/C Motion made by Jansen to approve the Dakota County Participation Plan Change. Gundersen seconded. Motion carried.

Move, Additions & Changes to the System
Update on Removal of Voting from Interoperability

Jansen said this no longer needs to be an agenda item.

System Committee Reports
Metro Mobility System Usage Update
It was reported that there is still working going on with Trapeze.

Tretter said that there was a discussion at the OTC whether to have Metro Transit and Metro Mobility's ID's pooled. It was agreed at the OTC to keep the ID's separate for reporting and accountability purposes.

System Manager's Group/Metro Owner's Group Update
Jansen reported they was no SMG, and a limited MOG meeting. They did review a standard relating to computer access on the ARMER network which should move to the SMG next.

Metro Weather Standards
Jansen reported there was a meeting on October 18th and there was a need to have National Weather Service and State Patrol input on how alerts are done. There is another meeting scheduled for November 2nd.

Reports from SECB Committees
Steering
Tretter reported there was minor change to the regional board member selection standard. Saint Cloud updated on their IV&D project, Tretter acknowledged that Brandon Larson from the City of Saint Cloud was present and said any questions can be addressed to him.   Tretter said the report on federal participants on ARMER was being conducted by Rey Freeman.

Haas asked when the report would be completed. Tretter said he did not know, but would find out and report back.

OTC
Gundersen said there was amendment to the DHS-ICS plan that was approved; the OTC approved the Hennepin County VHF paging request; Nobles County participation plan; Murray County T-1 connection; and the request for Metropolitan Councils' additional radio and talk group ID's were approved.

Interoperable Data Committee
Thompson said the governor opted-in to FirstNet and it would be an agency by agency choice whether to join FirstNet.

Tretter said that this was also reported to the MESB at their October executive meeting and reiterated that it is the agencies choice and the MESB does have a factor in their decisions.

There were various comments about what the MESB's stance was on FirstNet. There were a lot of misconceptions on what FirstNet will offer and how much. Tretter and Rohret explained the MESB does not have a stance, since FirstNet is building the system, there is no mandate for anyone to join the system, it is up to each agency.

Committee members asked if there could be training or outreach from the MESB to first responder leadership to clarify the misconceptions of FirstNet. Tretter said that training and outreach would most likely involve representation from ECN and FirstNet.

IOC
No report.

IPAWS
No report

Finance/Grants Workgroup
Tretter said there was no meeting, but said that the SLIGP grant, used for FirstNet was expiring and will not be renewed. Tretter said that the grant has been used for sending people to PSCR and to cover 40% of the state communication conference costs per person.

Super Bowl 52 Communications Workgroup
Olson reported there are a lot of ongoing meetings with participants, and development of the 205. Haas asked when the channels will be reserved in Statusboard, since he has a large event at Mystic Lake and wanted to secure channels.

Olson said he did not know, but the plan of what channels that will be used has been determined, they are working out when each of the channels will be used.

Haas asked for the channels to get reserved, so he can plan accordingly.

Other Business
Regional Talkgroup Permission Requests

Saint Cloud PD – ME TAC 1-10: Brandon Larson said they have been previously approved for METAC 1-8 and are the next largest police department outside the metro for mutual aid. He is requesting to renew their request for ME TAC 1-10.

M/S/C Motion made by Jansen to approve the request for ME TAC 1-10 for Saint Cloud Police Department. Timm seconded. Motion carried.

Saint Cloud FD – ME TAC 1-10: Brandon Larson said the Fire Department does not have any of the METAC's approved, but would request them to be programmed in the HAZMAT teams.

M/S/C Motion made by Jansen to approve the request for ME TAC 1-10 for Saint Cloud Fire Department. Timm seconded. Motion carried.

It was noted the next meeting was on November 15th, one week earlier than normal for the Thanksgiving Holiday.

M/S/C Motion made by Jansen to adjourn. Thompson seconded. Motion carried.

The meeting adjourned at 2:50pm.

October 3rd, 2017

Metropolitan Emergency Services Board
Troy Tretter
Radio Services Coordinator
2099 University Ave
St. Paul, MN 55104

To whom it may concern,

In 2015 the Edina PSAP updated its ARMER System Participation Plan with the MESB and the SECB-OTC. At that time, we were requesting an upgrade to the Motorola MCC7500 radio consoles and we had indicated that we required two DSI circuits to connect our PSAP to the ARMER system.

At the time of the plan, our PSAP was only using one circuit which is connected to Zone 2 of the ARMER system by utilizing city owed 11 gHz microwave link that connects to the Hennepin County Sheriff's Office Naper Street facility in Golden Valley, MN. Edina PSAP is in the process of completing the second circuit to act as a redundant connection to Zone 2 of the ARMER system. The second connection would be using fiber owed by LOGIS, with a dedicated strand to connect the Edina PSAP to St. Louis Park PSAP's connection that is already in place to Zone 2 of the ARMER system.

This letter is to notify you of the update. I have included an updated participation plan should one be needed. Please contact me if you have any questions or comments.

Sincerely,

Tony Martin
PSAP Manager
Edina Police Department
TMartin@EdinaMN.gov – 952-833-9523

City of Edina
Updated Participation Plan for the
ARMER 800 MHz Trunked Radio System

City of Edina
Police/Fire Communications

Submitted to:
Metropolitan Emergency Services Board

October 3rd, 2017

Version 20171002.1

Table of Contents

Edina Communications Center Participation Plan Overview

The following is an overview of the City of Edina's involvement within the State of Minnesota's ARMER system and request to add a fiber connection as a redundant and secondary path.

The City of Edina joined the ARMER system in 2004 and currently operates with a total of four Motorola MCC 7500 consoles; three Motorola MCC 7500 consoles and one Motorola MCC 7500 patch position. This participation plan is an update to any approved plan relating to the Edina PSAP.

The Edina Police Department is the primary site for the Edina PSAP. The MCC 7500 Console for Edina is equipped with a Conventional Site Controller, one 8 port CCGW interface to existing auxiliary interfaces, fire paging equipment and backup control stations in the event of a complete network failure.

Two DS1 circuits were requested at the participation plan change in 2015 for console connection at the Edina PSAP location. One was for the existing, City Provisioned, microwave link now connecting the Edina PSAP to the Zone 2 master site. The second was planned for a redundant route to connect our PSAP to the ARMER network and has not been used. Edina PSAP and the St. Louis Park PSAP have agreed to become each other's backup PSAP and Edina will connect onto the already existing ARMER connection that St. Louis Park PSAP has. This connection is through owed fiber through LOGIS and is maintained by them.

Background of Participation Plan
This document was created as the technical overview for the City of Edina's requested secondary connection in conjunction with the State of Minnesota ARMER 800 MHz trunked radio system. Its intended audience is the Metropolitan Emergency Services Board (MESB), Technical Operations Committee (TOC) and the Statewide Emergency Communications Board Operations and Technical Committee (SECB-OTC).

Funding
The City of Edina has allocated local funds in preparation of the connection. Local funds will also be used for the current infrastructure and possible redundant connection.

Edina PSAP Location
Edina Police Department
4801 50th St W
Edina, MN 55424

The City of Edina's Communication's Center is physically located within the Edina Police Department/City Hall Facility located at 4801 50th St W, Edina MN 55424. The PSAP currently operates with a total of four Motorola MCC 7500 radio consoles. Two DS1 ports are requested to connect the center to the Zone 2 Controller.

Microwave Location
City of Edina Water Tower
5849 Ruth St.
Edina, MN 55424

The City of Edina uses City owned fiber which connects the PSAP to our Ruth Street water tower located at 5849 Ruth St, Edina, MN 55424. At the water tower, we connect to a City owned 11 gHz microwave link that connects to the Hennepin County Sheriff's Office Naper Street facility in Golden Valley, MN.
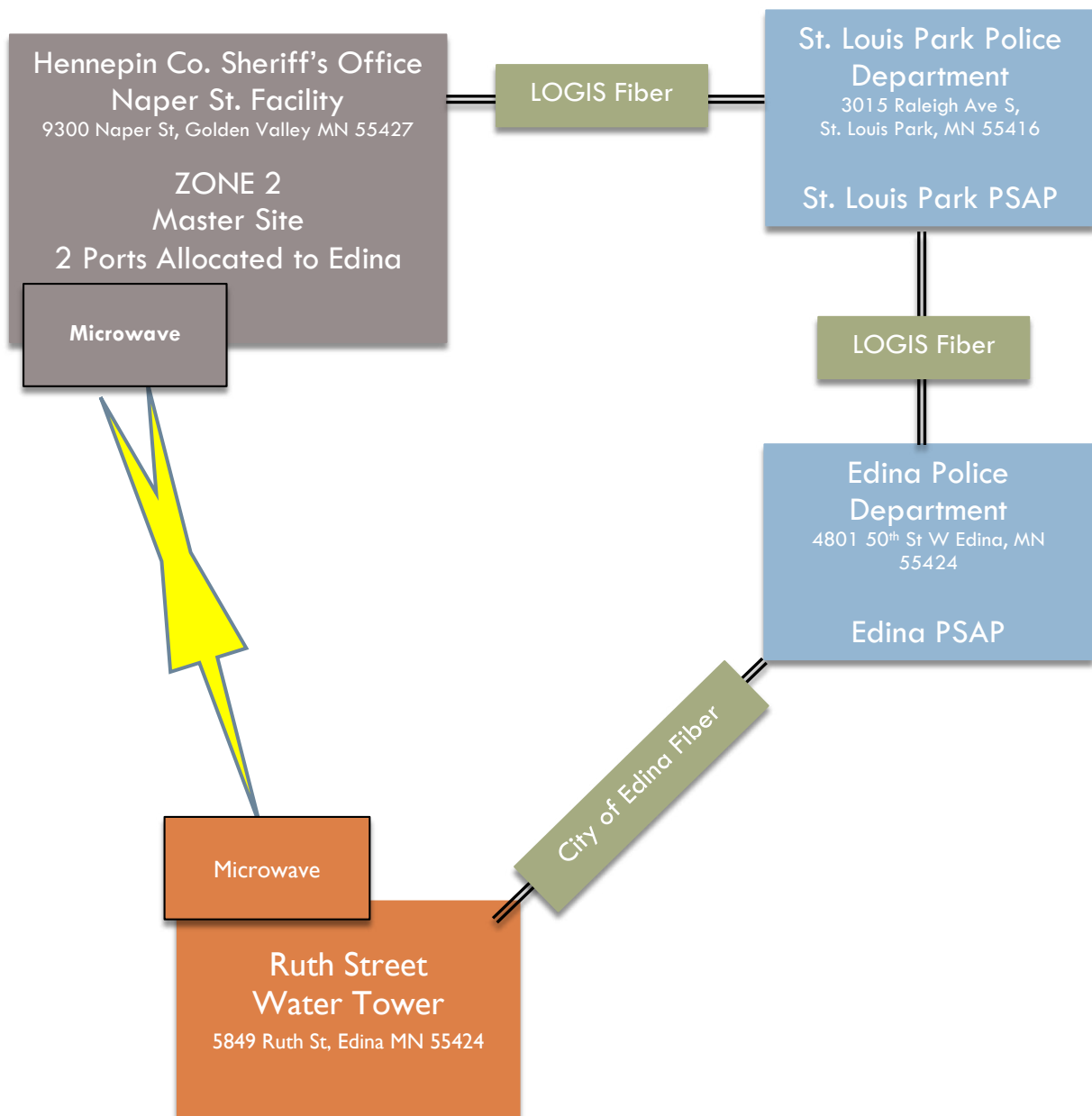
Secondary Fiber Connection Location
St. Louis Park PSAP/Police Department
3015 Raleigh Ave S
St. Louis Park, MN 55416

The City of St. Louis Park's Communication's Center is physically located within the St. Louis Park Police Department located at 3015 Raleigh Ave S, St. Louis Park, MN 55416. Our Fiber connection would connect to St. Louis Park's Fiber connection located inside their radio/equipment room.

In the event both of our connections to the ARMER system would fair, the PSAP would then operate off four local control stations connected to our MCC 7500 consoles located in the penthouse of our building.

City of Edina PSAP Connectivity Diagram to State of MN ARMER System

Hennepin Co. Sheriff's Office
Naper St. Facility
9300 Naper St, Golden Valley MN 55427

ZONE 2
Master Site
2 Ports Allocated to Edina

Microwave

LOGIS Fiber

St. Louis Park Police Department
3015 Raleigh Ave S,
St. Louis Park, MN 55416

St. Louis Park PSAP

LOGIS Fiber

Edina Police Department
4801 50th St W Edina, MN 55424

Edina PSAP

City of Edina Fiber

Microwave

Ruth Street Water Tower
5849 Ruth St, Edina MN 55424

PSAP Logging
Audio logging at Edina currently is, and will continue to be, done by the use of mobile radios assigned to specific Talkgroups and is done over-the-air. These Talkgroups are then connected directly into our logging software. We currently have 15 mobile radios allocated for this.

PSAP Backup
The Edina PSAP has four local APX 7500 Control Stations currently installed at the Edina PSAP and will be connected to the new MCC 7500 CCGW. These control stations permit access to the ARMER system in the event connection is lost to the Zone 2 controller. Each MCC 7500 console has access to the four control stations and will have the ability to transmit and receive, along with the ability to change Talkgroups.

In the event a PSAP evacuation would need to occur, the Edina PSAP and St. Louis Park PSAP have agreed to be each other's backup. CAD and Phone modifications have been made to accommodate each other at the backup site. Required talkgroups have been added to radio configurations.

Radio ID's
Edina currently has four radio ID's allocated for the use of the four MCC 7500 consoles.

Interoperability
The Edina PSAP intends to continue use on the ARMER 800 MHz system for primary interoperability functions to communicate with local and state agencies. Edina will continue to utilize the VHF paging for both Edina and Richfield fire departments.

Radio Talkgroups/Resources and Operation
Edina PSAP continues to maintain and follow required, recommended and optional statewide, regional and local Talkgroups on our radio consoles for the ARMER system. Edina PSAP received training on the ARMER system when our agency went live. Current staff is fluent in full operations of the MCC 7500 consoles.

System Maintenance and Administration
The City of Edina does not perform any network management of the ARMER system. Edina PSAP has agreements and contracts in place with Hennepin County for our infrastructure and with a qualified/authorized service provider.

Acceptance Plan Closing
The City of Edina appreciates the time and attention you have given to this plan. We look forward to your approval.

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document/ Section: Sub-Section: Procedure Title:	**3. Interoperability Guidelines** **METRO 3.35.0** **National Weather Service** **ARMER Radio Operations**	Radio TOC Recommendation Date: 3/30/11
Date Established: Replaces Document Dated: Date Revised:	**2/3/2010** **4/3/2013** **6/24/2015**	MESB Approval - Signature: 4/13/11 Date:

1. Purpose and Objective:
To define the ARMER talkgroups and establish policy and procedures of radios to be used by the National Weather Service (NWS) Chanhassen office (Chanhassen Weather) and establish a Warning Point Net during severe weather events.

2. Technical Background:
- **Capabilities –**
To provide talkgroups that are readily available tools for the use by Chanhassen Weather to communicate with numerous Warning Points (PSAP, Dispatch Center, EOC or other designated location) across the nine county metro region and optionally other counties within the Chanhassen Weather County Warning Area (CWA) during severe weather events or other emergency incidents where the weather service's aid may be requested. The Statewide Emergency Communications Board has authorized a dedicated talkgroup for Chanhassen Weather, named US-NWS CHN. This is the resource Chanhassen Weather will use to distribute weather event information. PSAPs may choose to add this resource to their consoles. Chanhassen Weather is authorized to use the statewide resources of STAC1-12 and the metro region resources of ME TAC5-8 for the Warning Point Net. The statewide talkgroup SEMTAC is also programmed in the radios for communications with State and Local Emergency Managers as directed by HSEM.

- **Constraints –**
Chanhassen Weather has been issued one hand held portable and two control station transceivers. These units will primarily be used to monitor selected talkgroups when invited to do so by a Warning Point or Emergency Manager as a result of severe weather or other emergency incident. This Standard does not limit the use of other ARMER resources and/or radios for other authorized purposes by Chanhassen Weather.

3. Operational Context:
For activations within the nine county metropolitan region, Chanhassen Weather will normally contact the Metro Warning Point (Minnesota State Patrol - Metro Communications Center) in the event of a severe weather watch and/or warning. The Metro Warning Point will determine the

appropriate resource for the event and will patch that resource to the US-NWS CHN talkgroup. In the event of some other type of emergency incident that would require assistance from Chanhassen Weather, the agency requesting the assistance would contact Chanhassen Weather directly via a land line or via US-NWS CHN and create the appropriate patch between resources to be used for the incident.

4. Recommended Procedure:
- Normal Activation – Metro Warning Point

Chanhassen Weather will normally initiate weather announcements, via NAWAS to the Metro Warning Point and MNJIS to notify of affected areas. The Metro Warning Point will determine to what resource US-NWS CHN will be patched and will create the patch. The Metro Warning Point will hail the affected Local Warning Points using METCOM and ask them to move to STAC 12 (11, 10, 9, etc.) for weather information from the National Weather Service. *Non ARMER Warning Points will be notified via MNCOMM.* The Metro Warning Point will follow up via a land line if an affected Local Warning Point does not reply over the radio system. The Metro Warning Point will take roll and read the announcement on STAC12 (11, 10, 9, etc.) and advise the Local Warning Points to remain on the talkgroup resource for continuing information from the National Weather Service. The Metro Warning Point will be responsible to update the use of STAC12 (11, 10, 9, etc.) on the status board. STAC12 (11, 10, 9, etc.) will be used for any information exchange between the affected centers and the National Weather Service; such as watches turning to warnings or sightings of tornados. This communication should be limited to updates to/from Warning Points **only.** This is not for individual field spotters. As the threat expires for each Warning Point's area, the center can choose to leave STAC12 (11, 10, 9, etc.) on their own. Any new weather threats that occur after existing threats have expired will be handled in the same manner described above. Once all weather threats have passed, the Metro Warning Point will clear the associated resource from the status board.

- Optional Procedure for Emergency Activation During Sudden Severe and/or Near-Severe Weather Incidents With or Without a National Weather Service Issued Warning

In the event of a sudden onset or report of severe or near-severe weather incident occurring in the absence of a National Weather Service Storm Prediction Center issued watch, and when the Warning Point Net has not yet been activated, a Local Warning Point MAY elect to immediately activate the Warning Point Net on STAC12 (11, 10, 9, etc.). Upon such activation the Local Warning Point activating the net shall make an announcement on METCOM that the net has been activated and update the status board.
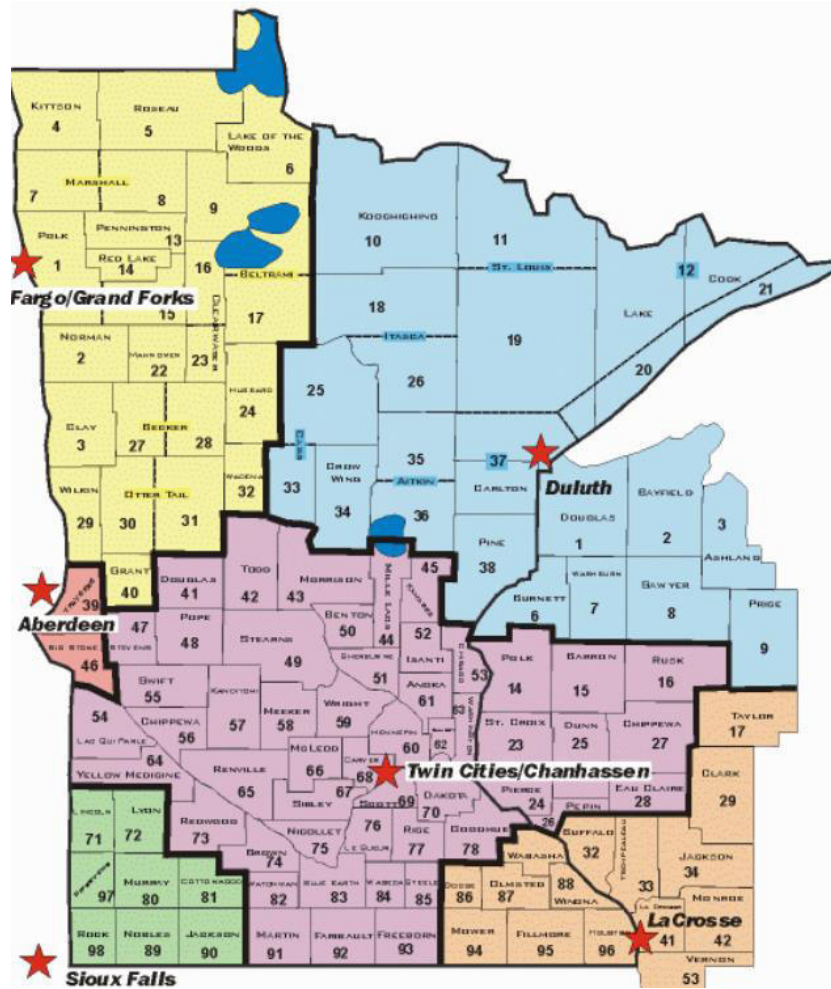
- Activation in Outside the Metro Region

State Patrol Warning Points in Rochester will follow other regions' NWS standards and/or the Statewide NWS standard, State 3.35.0, to facilitate communication regarding weather event information between NWS Offices and Greater Minnesota PSAPs.
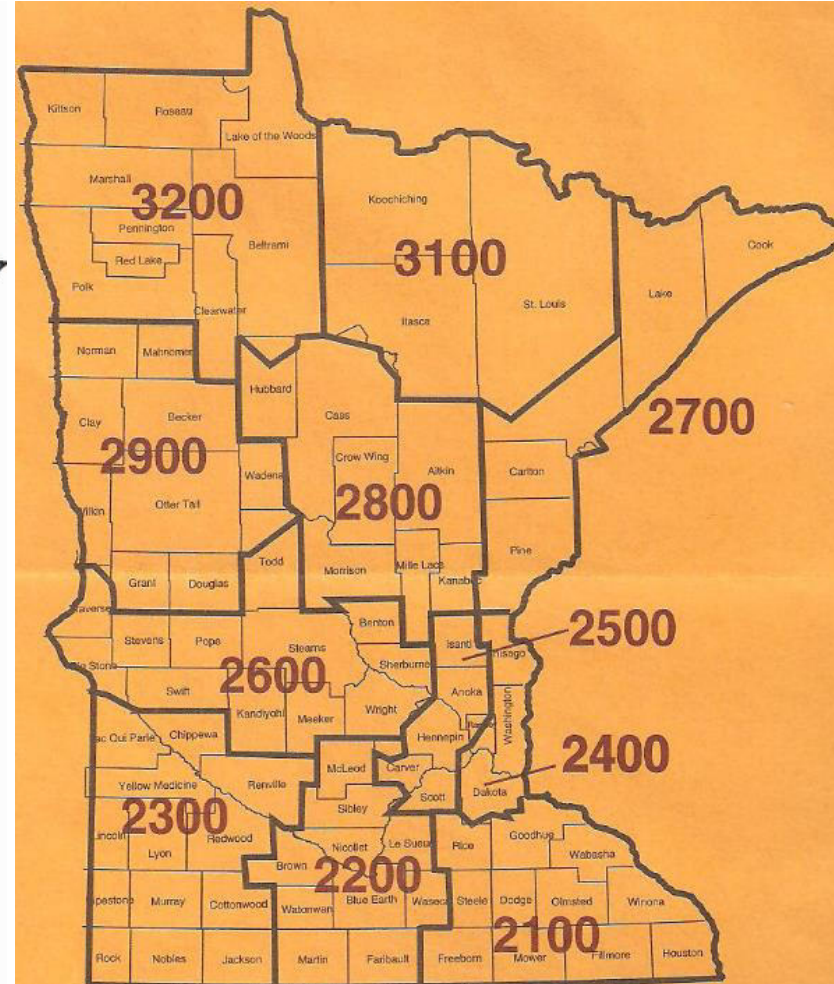
5. Management:

State Patrol Warning Points shall manage assignment and usage of talkgroups and conventional channel resources for normal Warning Point Net activations. Dispatch center managers and supervisors on the metro area ARMER system shall ensure that this procedure for usage and assignment of ME TAC or STAC talkgroups be adhered to. HSEM shall manage use of SEMTAC for severe weather operations.
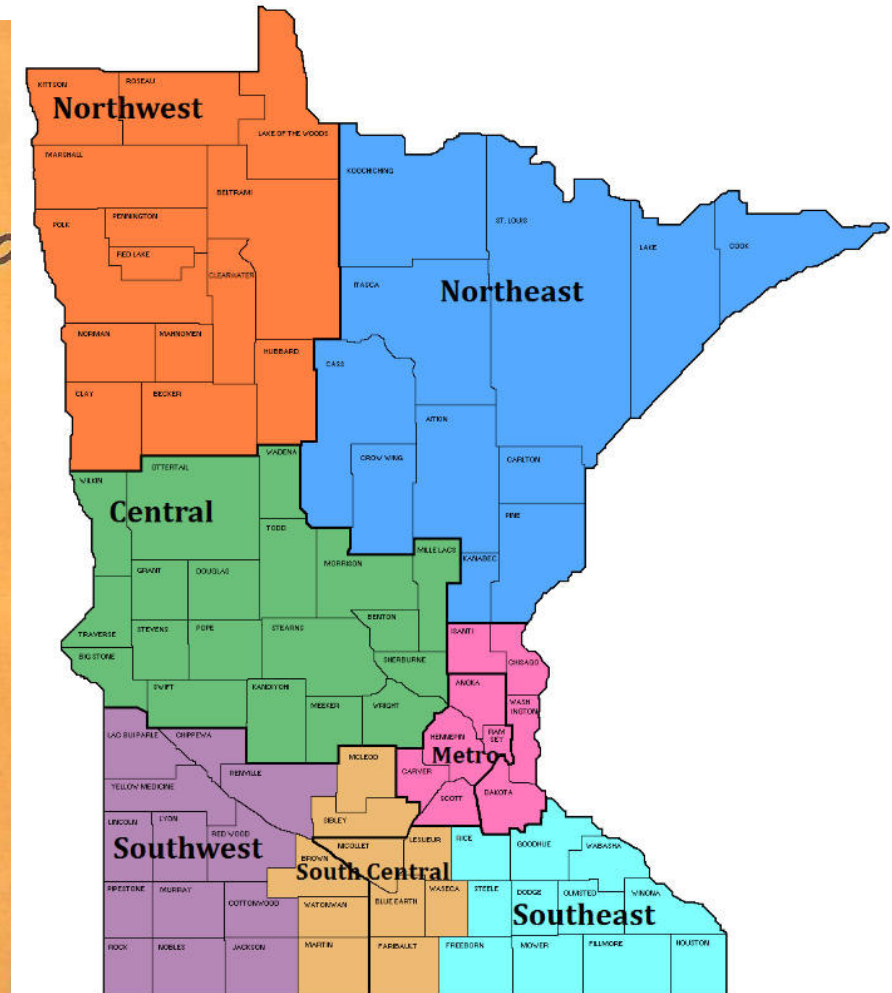
NWS CWA MAP   STATE PATROL DISTRICT MAP   REGIONAL RADIO BOARD MAP

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document/ Section:	**3. Interoperability Guidelines**	Radio TOC Recommendation
Sub-Section:	**METRO 3.35.0**	Date: 3/30/11
Procedure Title:	**National Weather Service**	
	ARMER Radio Operations	
Date Established:	**2/3/2010**	MESB Approval - Signature:
Replaces Document Dated:	**6/24/2015**	Date: 4/13/11
Date Revised:	**11/~~29~~/2017**	
Effective Date:	**1/31/2018**	~~Date:~~

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1. Purpose and Objective:
To define the ARMER talkgroups and establish policy and procedures of radios to be used by the National Weather Service (NWS) Chanhassen office (Chanhassen Weather) and establish a Warning Point Net (Minnesota State Patrol - Metro Communications Center) during severe weather events.

2. Technical Background:
- **Capabilities –**
To provide talkgroups that are readily available tools for the use by Chanhassen Weather to communicate with numerous Warning Points (PSAP, Dispatch Center, EOC or other designated location) across the nine county metro region and optionally other counties within the Chanhassen Weather County Warning Area (CWA) during severe weather events or other emergency incidents where the weather service's aid may be requested. The Statewide Emergency Communications Board has authorized a dedicated talkgroup for Chanhassen Weather, named US-NWS CHN. This is the resource Chanhassen Weather will use to distribute weather event information. PSAPs may choose to add this resource to their consoles or monitor on a separate ARMER Radio. Chanhassen Weather is authorized to use the statewide resources of STAC1-12 and the metro region resources of ME TAC 1-10 as directed by the Warning Point Net. The regional talkgroup METEM is also programmed in the radios for communications with regional and local Emergency Managers as stated in Metro Standard 3.28.0 'Use of Metro Emergency Management talkgroup METEM'. ~~The regional talkgroup METEM is also programmed in the radios for communications with Local Emergency Managers as directed by HSEM.~~

- **Constraints –**
Chanhassen Weather has been issued three hand held portable and ~~two~~ one control station transceivers. These units will primarily be used to monitor selected talkgroups when invited to do so by a Warning Point or Emergency Manager as a result of severe weather or other emergency incident. This Standard does not limit the use of other ARMER resources and/or radios for other authorized purposes by Chanhassen Weather.

3. Operational Context:

For activations within the nine-county metropolitan region, Chanhassen Weather will ~~normally contact~~ hail the Metro Warning Point and the affected counties in the event of a severe weather warning. The Metro Warning Point will hail the affected PSAPs over the METCOM talkgroup and direct them to listen to the US-NWS CHN talkgroup for information on the weather. In the event of some other type of emergency incident that would require assistance from Chanhassen Weather, the agency requesting the assistance would contact Chanhassen Weather directly via a land line or via US-NWS CHN and direct them to the appropriate talkgroup resources for the incident.

4. Recommended Procedure:

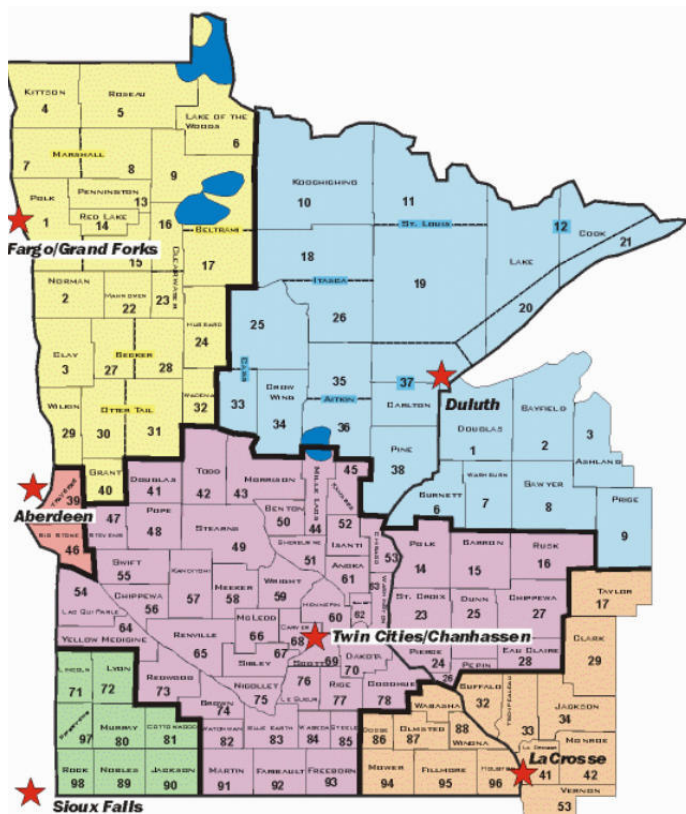- ~~Normal~~ Activation – Metro Warning Point

Chanhassen Weather will normally initiate weather warnings, via US-NWS CHN to the Metro Warning Point. The warning will also transfer from the NWS computers to National Law Enforcement Telecommunication System (NLETS), from there the BCA computers copies the notification over to Minnesota Justice Information Services (MNJIS) and is sent out to notify the affected area(s). The Metro Warning Point will hail all the Metro areas affected by the warnings over the METCOM talkgroup and direct them to the US-NWS CHN talkgroup for further detailed information. PSAP's that do not respond to the hail will be contacted via land line by the Metro Warning Point and directed to listen to US-NWS CHN talkgroup. US-NWS CHN talkgroup will be used for any information exchange between the affected centers and the National Weather Service; such as severe weather reports, including sightings of tornados. This communication should be limited to updates to/from Warning Points **only.** This is not for individual field spotters. As the threat expires for each Warning Point's area, the center can choose to turn down the volume on the US-NWS CHN talkgroup on their own. Any new weather threats that occur after existing threats have expired will be handled in the same manner described above.

- ~~Optional Procedure for Emergency Activation During Sudden Severe and/or Near-Severe Weather Incidents With or Without a National Weather Service Issued Warning~~
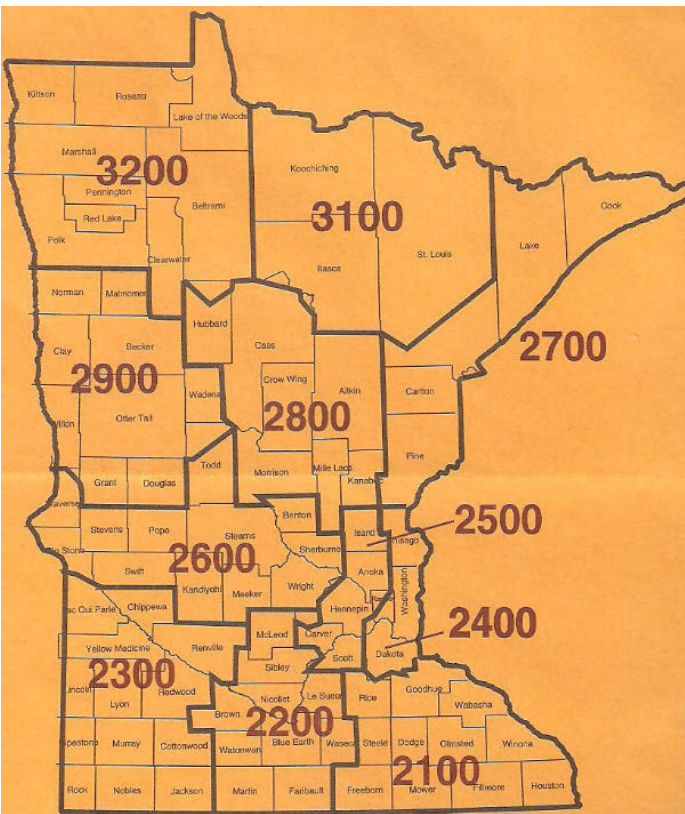
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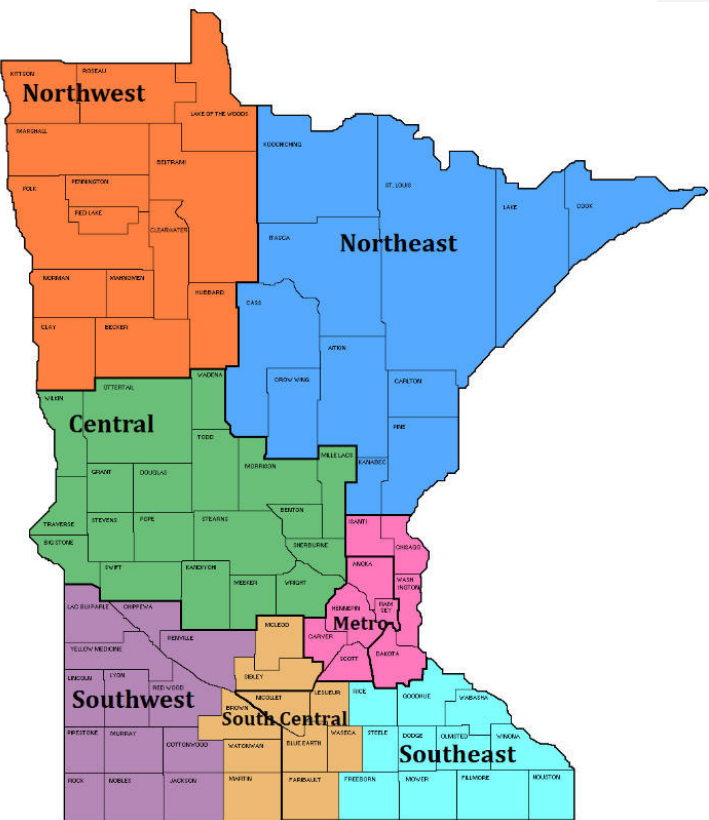
NWS CWA MAP

STATE PATROL DISTRICT MAP

REGIONAL RADIO BOARD MAP

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document/ Section:	**3. Interoperability Guidelines**	Radio TOC Recommendation
Sub-Section:	**METRO 3.35.0**	Date: 3/30/11
Procedure Title:	**National Weather Service**	
	ARMER Radio Operations	
Date Established:	**2/3/2010**	MESB Approval - Signature:
Replaces Document Dated:	**6/24/2015**	Date: 4/13/11
Date Revised:	**11/9/2017**	
Effective Date:	**1/31/2018**	

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To provide talkgroups that are readily available tools for the use by Chanhassen Weather to communicate with numerous Warning Points (PSAP, Dispatch Center, EOC or other designated location) across the nine-county metro region and optionally other counties within the Chanhassen Weather County Warning Area (CWA) during severe weather events or other emergency incidents where the weather service's aid may be requested. The Statewide Emergency Communications Board has authorized a dedicated talkgroup for Chanhassen Weather, named US-NWS CHN. This is the resource Chanhassen Weather will use to distribute weather event information. PSAPs may choose to add this resource to their consoles or monitor on a separate ARMER Radio. Chanhassen Weather is authorized to use the statewide resources of STAC1-12 and the metro region resources of ME TAC 1-10 as directed by the Warning Point Net. The regional talkgroup METEM is also programmed in the radios for communications with regional and local Emergency Managers as stated in Metro Standard 3.28.0 'Use of Metro Emergency Management talkgroup METEM'.

- **Constraints –**

Chanhassen Weather has been issued three handheld portable and one control station transceivers. These units will primarily be used to monitor selected talkgroups when invited to do so by a Warning Point or Emergency Manager as a result of severe weather or other emergency incident. This Standard does not limit the use of other ARMER resources and/or radios for other authorized purposes by Chanhassen Weather.

3. Operational Context:

For activations within the nine-county metropolitan region, Chanhassen Weather will hail the Metro Warning Point and the affected counties in the event of a severe weather warning. The Metro Warning Point will hail the affected PSAPs over the METCOM talkgroup and direct them to listen to the US-NWS CHN talkgroup for information on the weather. In the event of some other type of emergency incident that would require assistance from Chanhassen Weather, the agency requesting the assistance would contact Chanhassen Weather directly via a land line or via US-NWS CHN and direct them to the appropriate talkgroup resources for the incident.
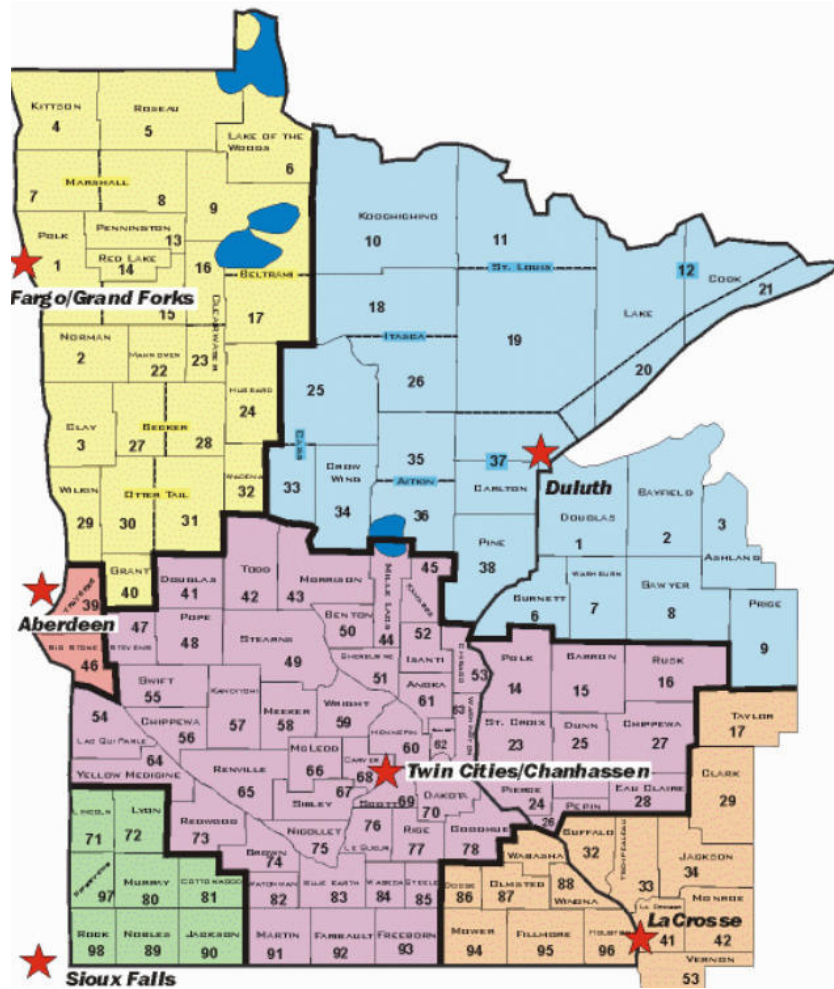
4. Recommended Procedure:

- Activation – Metro Warning Point

Chanhassen Weather will normally initiate weather warnings, via US-NWS CHN to the Metro Warning Point. The warning will also transfer from the NWS computers to National Law Enforcement Telecommunication System (NLETS), from there the BCA computers copies the notification over to Minnesota Justice Information Services (MNJIS) and is sent out to notify the affected area(s). The Metro Warning Point will hail all the Metro areas affected by the warnings over the METCOM talkgroup and direct them to the US-NWS CHN talkgroup for further detailed information. PSAP's that do not respond to the hail will be contacted via land line by the Metro Warning Point and directed to listen to US-NWS CHN talkgroup. US-NWS CHN talkgroup will be used for any information exchange between the affected centers and the National Weather Service; such as severe weather reports, including sightings of tornados. This communication should be limited to updates to/from Warning Points **only.** This is not for individual field spotters. As the threat expires for each Warning Point's area, the center can choose to turn down the volume on the US-NWS CHN talkgroup on their own. Any new weather threats that occur after existing threats have expired will be handled in the same manner described above.
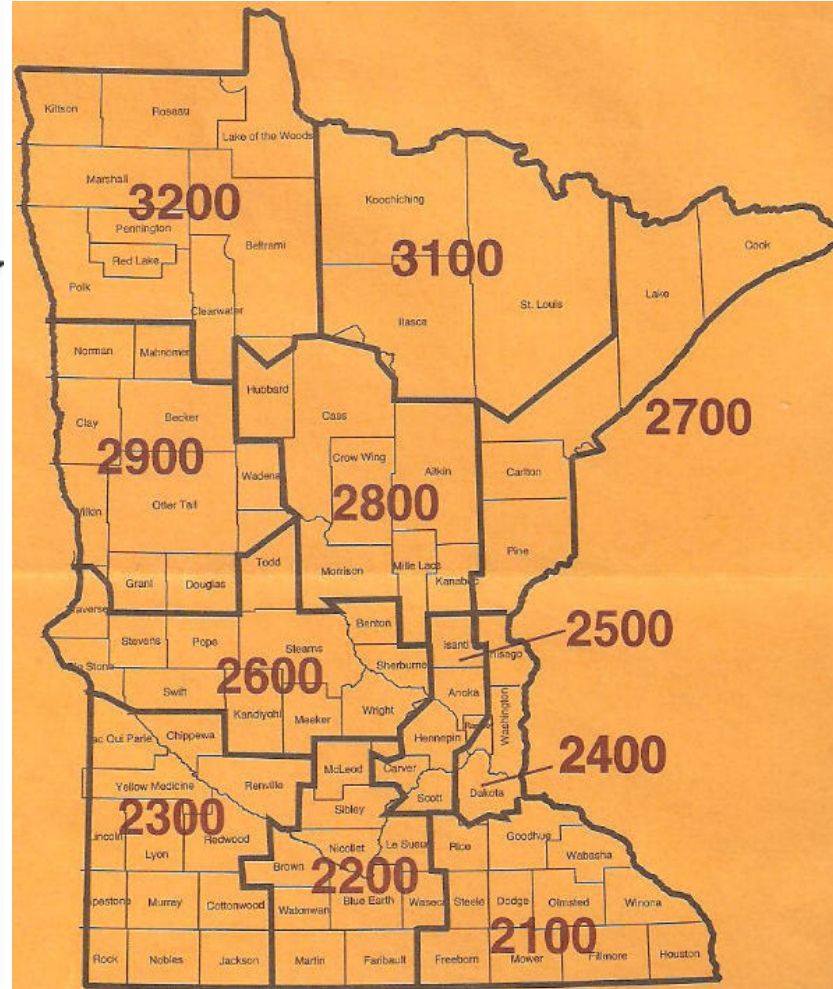
5. Management:

State Patrol Warning Points shall manage assignment and usage of talkgroups for Warning Point Net activations. Dispatch center managers and supervisors on the metro area ARMER system shall ensure that this procedure for usage and assignment of ME TAC or STAC talkgroups be adhered to.
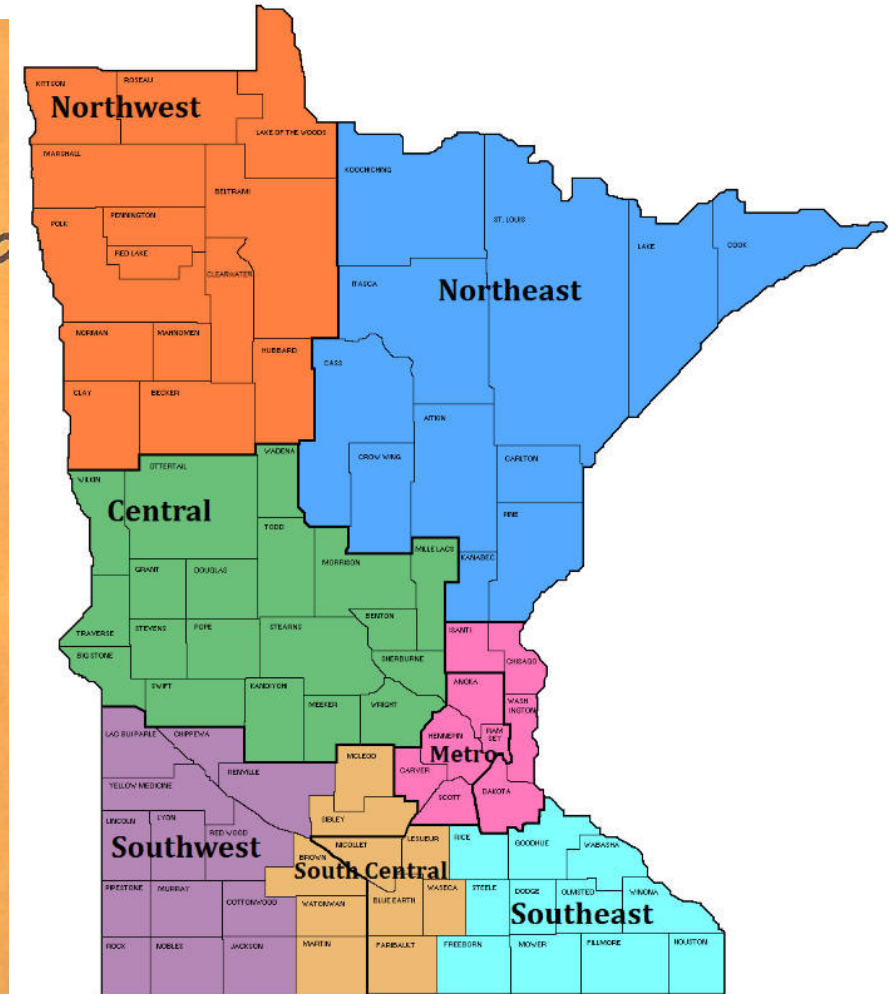
NWS CWA MAP

STATE PATROL DISTRICT MAP

REGIONAL RADIO BOARD MAP

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document/ Section:	**3. Interoperability Guidelines**	Radio TOC Recommendation
Sub-Section:	**METRO 3.28.1**	Date: 10/26/2011
Procedure Title:	**Use of Metro Emergency Management Talkgroup METEM**	
Date Established:	**10/6/2011**	MESB Approval - Signature:
Replaces Document Dated:	**10/6/2011**	
Date Revised:	**7/17/2013**	Date: 11/9/2011

1. Purpose and Objective:
To establish operational policy for use of the **Metro Emergency Management Talkgroup METEM**. This talkgroup is a shared resource that allows interoperability between Emergency Managers their respective Emergency Operations Centers (EOC) and other key partners for the purpose of emergency management coordination.

The intention of the resource is to allow Emergency Managers to communicate with one another and to connect EOCs as well as emergency management field operations until another talkgroup is assigned if deemed necessary. The talkgroup may be use for direct communication on an ongoing daily basis depending on the operation. The talkgroup may also be used for large scale coordination during a disaster to coordinate regional resources, agencies, EOCs, etc. The talkgroup may be used to facilitate coordination between many different partners.

2. Technical Background:
- **Capabilities –** N/A
- **Constraints –** N/A

3. Operational Context:
Emergency Managers and their partners may need to coordinate operations, resources, etc. across the metro Homeland Security region, which includes the Counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne and Washington. Emergency Managers and their partners in the region may need speak directly utilizing METEM for ongoing daily business (event dependent), as well as operations and planning during an incident.

This resource may also be used by Skywarn Net Control Officers to provide weather communications to the National Weather Service.

4. Recommended Procedure:

Talkgroup requirements:

☐   Highly Recommended for Metro Emergency Management personnel at the state, county and local levels as well as those partners that routinely work with emergency management.

☐   Optional for Public Safety Agencies

☐   May not be used by: _____

If an Emergency Manager, or emergency management partner needs to talk to another Emergency Manager or partner, the following information should be given

- Their agency
- Identify what Emergency Manager/Partner your calling by agency, or name

It is up to each agency Emergency Manager/Partner to monitor the METEM talkgroup.

5. Recommended Procedure:

N/A

6. Management:

The Metro Region Homeland Security Emergency Management Council and the Metropolitan Emergency Services Board will be responsible for monitoring communication on the talkgroup.

Leticia Cardenas

Minnesota COML Team
Metro Region Communications Unit Leader
Type III COML CERTIFICATION CHECK OFF

The following items checked are included in this packet

☒ All Prerequisite Training Completed

    ☒ ICS 700 (Printout attached)

    ☒ ICS 800 (Printout attached)

    ☒ ICS 100 (a or b) (Printout attached)

    ☒ ICS 200 (Printout attached)

    ☒ ICS 300 (Printout attached)

If you are part of the Minnesota training Website, A print of the HSEM Certification Record Completed courses main page with the above courses listed will be sufficient.

☒ Copy of Certificate from COML training

☒ Agency Certification (attached)

☒ Completed Task Book (with evaluator reviews)

☒ Copy of an Incident Action Plan, Incident Communications Plan, or After Action Plan (only one needed)

☒ Final Evaluator Certification (attached)

☒ Regional Interoperability Coordinator review

_____ **Troy Tretter**
    (Signature) (Printed Name)

☐ Regional Radio Board – Technical Operations Committee Review

_____ **Scott Haas**
(Chair of Radio-TOC Signature) (Printed Name)

☐ Statewide Interoperability Program Manager Review

_____ **Jim Stromberg**
(Statewide Interoperability Program Manager Signature) (Printed Name)

Attachment B

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

LETICIA A CARDENAS

has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00700.a
National Incident Management System (NIMS)
An Introduction

Issued this 18th Day of November, 2010

Tony Russell
Superintendent
Emergency Management Institute

0.3 IACET CEU

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Rescue Training Center

in cooperation with the

Department of Homeland Security
Federal Emergency Management Agency

Leticia Cardenas

has successfully completed

Advanced ICS-400 Command and General Staff-Complex Incidents

Minneapolis, Minnesota, United States

14 Hours

February 23 - 24, 2016

Gary F. Sera, Director
Texas A&M Engineering Extension Service

H. Lawson, Jr., Director
National Emergency Response and Rescue Training Center
Texas A&M Engineering Extension Service

FP MGT905 206   TEEX ID 1419058

State Board for Educator Certification #500132

Emergency Management Institute

U.S DEPARTMENT OF HOMELAND SECURITY

FEMA

This Certificate of Achievement is to acknowledge that

LETICIA CARDENAS

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b

National Response Framework, An Introduction

Issued this 20th Day of September, 2015

Tony Russell
Superintendent
Emergency Management Institute

IACET

0.3 IACET CEU

Emergency Management Institute

U.S. DEPARTMENT OF HOMELAND SECURITY

FEMA

This Certificate of Achievement is to acknowledge that

LETICIA A CARDENAS

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 29th Day of November, 2010

Tony Russell
Superintendent
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

LETICIA A CARDENAS

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.b

ICS for Single Resources and Initial Action Incident, ICS-200

Issued this 29th Day of November, 2010

Tony Russell
Superintendent
Emergency Management Institute

0.3 IACET CEU

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Rescue Training Center

in cooperation with the

Department of Homeland Security
Federal Emergency Management Agency

Leticia Cardenas

has successfully completed

Intermediate ICS-300 for Expanding Incidents

Minneapolis, Minnesota, United States
20 Hours
September 21 – 23, 2015

Gary F. Sera, Director
Texas A&M Engineering Extension Service

H. Lawson, Jr., Director
National Emergency Response and Rescue Training Center
Texas A&M Engineering Extension Service

State Board for Educator Certification #501045 ???

On Target Training & Consulting, LLC.

TOMORROW'S SOLUTIONS TODAY

Certificate of Completion

is hereby granted to

Leticia Cardenas

All-Hazard Communication Unit Leader

Course – L-969

Granted: August 8-10, 2016

Steven C. Olson
Steven C. Olson
On Target Training
& Consulting, LLC

Homeland Security

ALL-HAZARD COMMUNICATIONS UNIT LEADER (COML)

Position Task Book

Task Book Assigned To:

Trainee's Name: _Leticia Cardenas_

Home Unit/Agency: _Minneapolis Emergency Communications_

Home Unit Phone Number: _612-348-2345_

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

Version 2.1
November 2014

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF ALL- HAZARDS COMMUNICATIONS UNIT LEADER (COML)

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.
I also verify that __Leticia Cardenas__
has performed as a trainee and should therefore be considered for certification in this position.

Final Evaluators Signature _Sara Brakken_ Date _10 | 10 | 2017_

Printed Name _Sara Boucher-Jackson_ Agency _MECC_

Phone Number _612-998-1219_ Email _Sara.boucher-jackson @ minneapolismn.gov_

AGENCY CERTIFICATION

I certify that _Leticia Cardenas_
has met all requirements for qualification in this position and that such qualification has been issued.

Certifying Official's Signature _Janelle Harris_ Date _10/4/2017_

Printed Name _Janelle Harris_ Agency _MECC_

Title _911 Operations Manager_ Phone Number _612-386-2996_

HISTORICAL RECOGNITION

Historical recognition is a process that provides a means by which incident management personnel who have either:

- Documentation of previous ICS training, education, and experience in an ICS position(s); or
- Documentation of previous extensive on-the-job incident response experience,

may receive credit for that previous experience, training, or qualification(s) and be considered as meeting the minimum requirements of this guide in the categories of:

- Education;
- Training; and
- Experience,

for an ICS position(s) until they have successfully completed the actual minimum requirements for that position. Historical Recognition does not apply to the categories of Physical/Medical Fitness, Currency, or certification. The minimum requirements within those categories must be met regardless of any historical recognition process.

HISTORICAL RECOGNITION PROCESS

If an Authority Having Jurisdiction (AHJ) does not form a Qualifications Committee to assist with the management of the overall qualifications process, AHJ's should give strong consideration to at least forming a committee for the purposes of reviewing and processing applications for Historical Recognition. Because of the time commitment involved and the potential for perceptions of favoritism and unequal treatment during the process, other ICS qualifications processes currently used by Federal and State agencies that included a historical recognition provision used review committees to accomplish that process.

The AHJ should develop a process to provide for the following:

- Developing a method to provide for historical recognition when there is sufficient documentation available to substantiate the experience;
- Developing a standardized method for any individual to submit documentation of the experience and training for review by the AHJ or the appropriate review committee established by the AHJ;
- Developing a method to determine if the previous experience or training is appropriate for the position, keeping in mind the required criteria for the position and the competencies necessary for safe and successful performance;
- Providing for Historical Recognition only when the individual has most recently performed the position within the last five years;
- Requiring the individual meet all minimum requirements in this guide for a position if the individual seeks an ICS position other than the position they were historically recognized for;
- Encouraging all individuals who are historically recognized into a position to complete the minimum requirements for the positions within five years of being historically recognized.

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (NIC).

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:

   - Selecting trainees based on the needs of their organization or area Incident Management Teams.
   - Providing opportunities for evaluation and/or making the trainee available for evaluation.

2. The **Individual** is responsible for:

   - Reviewing and understanding instructions in the PTB.
   - Identifying desired objectives/goals.
   - Providing background information to an evaluator.
   - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
   - Assuring the evaluation record is complete.
   - Notifying the local agency head when the PTB is completed, and obtaining their signature recommending certification.
   - Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:

   - Being qualified and proficient in the position being evaluated.
   - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
   - Reviewing tasks with the trainee.
   - Explaining to the trainee the evaluation procedures that will be utilized and which

objectives may be attained.

- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Record of Evaluation.
- Completing the Record of Evaluation found at the end of each PTB.

4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

5. The **Agency Head** or designee is responsible for:

- Issuing the PTB to document task performance.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

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Competency 1: General

Task	Code	Evaluator # and Initials	Date
1. Obtain and assemble information and materials needed for a response kit prior to receiving an assignment, including critical items needed for the assignment and items needed for functioning during the first 48 hours. The following items are suggested as basic information and materials kept in a go bag: **Reference Materials** • Appropriate ICS forms and logs. • Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available. • Inventories or other lists of local and regional communications response equipment. • Preplanned local system coverage maps. • Contact, capability, and availability information for local and regional Communications Technicians and Specialists. • Field Operation Guide (NIFOG). • COML Mobilization Guide (specific to locality). **Supplies** • Pads of paper, pencils, pens, and tape. • Portable radio(s) as appropriate for the region. • Personal items (including medicine and cash), food and beverage to be self-sustained for 48 hours or more. • Radio programming equipment (cloning cable or computer), adapters, and suitable tools. • GPS. • First-aid kit. • 24-hour clock. • Multi-purpose knife.	O	*[signature]*	11/11/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
2. Establish and maintain positive interpersonal and interagency working relationships. • Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues, with assigned personnel. • Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. • Provide equal assignment opportunities based on individual skill level. • Monitor and evaluate progress based on expected work standards.	O	*SBJ*	10/10/17
3. Provide for the safety and welfare of assigned personnel during the entire period of supervision. • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Provide safety and identifying equipment, such as vests identifying the communication's function, flashlights, and glow sticks. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest, hydration, and nutrition is provided to all unit personnel. • Recognize any special medical needs of all unit personnel.	I	*SBJ*	10/10/17

Competency 2: Mobilization

Task	Code	Evaluator # and Initials	Date
4. Obtain complete information from the public safety communications center(s) serving the area and incident upon initial activation, including: • Incident name and, as appropriate, an order, request, or other unique number identifying the incident for tracking purposes. • Reporting location. • Reporting time. • Transportation arrangements/travel routes. • Contact procedures during travel (telephone/radio).	I	*SBJ*	10/10/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
5. Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS Form 205). Examples of important information include: • Frequencies and/or talkgroups already assigned. • Other mutual aid channels or equipment already in use. • Gateway or other interoperability devices already in use. • Other current incidents or events that may create conflicts communications plans or tax resources.	I	*SBS*	10|10|17
6. Contact Local Communications Coordinator or Communications Duty Officer (CDO) at NIFC or any local or state resources as necessary to determine frequencies and equipment assigned to the incident. If appropriate for this incident.	I	*SBS*	10|10|17
7. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	#1 *SBS*	10|10|17
8. Obtain briefing from supervisor. Examples of briefing items are: • Work space. • Work schedule. • Policies and operating procedures. • Current resource commitments and expectations. • Current situation. • Expected duration of assignment. • Special needs. This list is not all inclusive; COML is responsible for asking adequate questions.	I	#1 *SBS*	10|10|17
9. Receive Incident Action Plan (IAP) or Incident Briefing Form (ICS Form 201), if developed. Determine support needs to meet the IAP.	I	*SBS*	10|10|17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
10. Determine requirements for communications to be established and place the initial order. Using information obtained from IAP, section briefings, and agency briefings; immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	I	*SBS*	10|10|17
11. Evaluate needs and order supplies, materials, and personnel to keep unit operating. • Order materials and supplies using procedures established by the section chief. • Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. • Ensure adequate personnel to support the communications unit, technicians, radio operators, etc. • Coordinate with the participating agencies for any or additional interoperability resources that may be needed. • Assess current tactical communications equipment needs such as power sources for extended operations.	I	*SBS*	10|10|17
12. Organize and supervise unit. • Brief and keep subordinates informed and updated. • Establish unit time frames and schedules. • Assign and monitor work assignments. • Review and approve time. • Develop team work. • Provide counseling and discipline as needed. • Follow established procedures for reporting inappropriate actions involving contractors, military, or other personnel. • Brief relief personnel.	I	*SBS*	10|10|17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
13. Participate in incident planning meetings as the technical expert for communications needs. • Determine the feasibility of providing the required communications support. • Provide operational and technical information on communications equipment available for the incident. • Provide operational and technical information on communications equipment and systems capabilities and restrictions. Coordinate with other Communications Unit Leaders under any Area Command established to share information and assure communications interoperability.	I	*(initials)*	10\10\17
14. Design communications systems to meet incident operational needs. • Determine additional resource needs and order necessary equipment and personnel. • Prepare Incident Radio Communications Plan, ICS Form 205. • Request any additional communications vendor services (e.g., telephone, SATCOM, microwave) and identify costs associated with equipment. • Coordinate, through the chain of command, the locations for equipment to be installed (e.g., repeaters, satellite telephones, telephone lines, etc.). • Provide communications support for external and internal data operations. • Order frequencies following the proper procedures. • Create diagrams of current communication system(s). • Determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs.	I	*(initials)*	10\10\17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date

15. Install communications equipment.
• Obtain equipment from supply unit, if one exists and/or from authorized sources.
• Provide for the installation of and test all components of the communications equipment to ensure the incident's systems are operational, for example:
  - Command repeater.
  - Logistics repeater.
  - Links (radio and wire-based).
  - Remotes.
  - Gateways.
  - Aircraft and other special needs.
• Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics.).
• Clone or program radios as necessary and authorized.
	I	*SBJ*	10\10\17

16. Assign communications equipment. • Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan. • Provide resources and unit leaders with appropriate equipment based on the communications plan. • Provide basic training as needed on equipment being fielded. • Maintain equipment inventory to provide accountability	I	*SBJ*	10\10\17
17. Establish Incident Communications Center (ICC). • Coordinate location of ICC with Facilities Unit Leader. • Locate ICC close to the incident command post and away from high traffic areas and noise. • Locate ICC away from radio frequency and electronic noise. • Verify Estimated Time of Arrival (ETA) of communications personnel and establish assignments based on incident requirements. Set schedules around operations requirements. • Obtain necessary supplies for ICC to function properly.	I	*SBJ*	10\10\17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
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Task	Code	Evaluator # and Initials	Date
18. Manage operations of the ICC. • Document radio/telephone activities on appropriate forms. • Set up filing system for ICC documentation. • Direct radio/telephone traffic to proper destinations. • Establish notification procedures for emergency messages. • Identify system problems, both technical and operational, and determine appropriate solutions. • Follow established routing procedures for messages.	I	*SBS*	10/10/17
19. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident. • Contact communications coordinators and notify them of incident frequency, talkgroup, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate. • Identify communications equipment and personnel that are excess to incident needs and demobilize if appropriate. • Identify resources as to type/qualifications, quantity, and location. • Provide a copy of the ICS Form 205 to other agencies or to the COML at any nearby incidents as necessary to avoid interference or other conflicts.	I	*SBS*	10/10/17
20. Notify appropriate local, county, regional, State and/or Federal agencies on adjacent incident(s) of system design and frequency allocations.	I	*SBS*	10/10/17
21. Initiate and maintain accurate records of all communications equipment • Initiate and maintain accountability system for issuing hand-held radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal). • Keep records for local and national resources to ensure return to proper locations.	I	*SBS*	10/10/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
22. Perform operational tests of communications systems throughout the duration of the incident. • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment. • Monitor all gateways in use. • Plan for battery replacement. • Act decisively to minimize interruptions in system operation.	I	*SBS*	10/10/17
23. Interact and coordinate with appropriate unit leaders and operations personnel. • Coordinate with operations regarding system coverage and needs. • Coordinate with first responders and public safety support organizations regarding needed support (e.g., medical unit for medical evacuation plan). • Coordinate with special units (air operations, EOD, SWAT, etc.) for special frequency needs. • Participate in planning meetings and briefings. Know what other resources may be coming to the incident, such as those from Urban Search and Rescue (USAR), National Interagency Fire Center (NIFC), FEMA, Coast Guard, etc.	I	*SBS*	10/10/17
24. Identify for release any excess unit resources. Coordinate with unit managers and provide a list of excess personnel and facilities. List will include: • Who or what is excess. • Time and date of excess. The list will be reviewed daily for accuracy. Follow the established demobilization process, including notification to communications resource coordinators.	I	#1 *SBS*	10/10/17
25. Maintain ICS Unit Log. Unit Log will be kept current, legible, and will document all major activities, which may include: • Equipment locations. • Medical evacuations. • Personnel changes.	I	*SBS*	10/10/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
26. Evaluate performance of subordinates as required by agency policy and/or permitted by agreement. • Discuss performance evaluations with individual(s). • Maintain accuracy and fairness. • List training if needed or desired.	I	*GPS*	10\10\17

Competency 3: Demobilization

Task	Code	Evaluator# Initials	Date
27. Demobilization and check out. • Submit all required information to the Documentation Unit Leader. • Receive demobilization instructions from work supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. • Complete required ICS form(s) and turn in to the appropriate person. • Ensure that personnel in the unit are demobilized correctly. • Document lost equipment on agency specific forms.	I	*GPS*	10\10\17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

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All-Hazard Communication Unit Leader

INSTRUCTIONS FOR COMPLETING THE RECORD OF EVALUATION

There are four separate pages allowing evaluations to be made. These evaluations may be made on incidents (may include planned events and full scale exercises), simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached. (Remember to change the Evaluation Record # to the next sequential number.)

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Trainee's name and Trainee's position: Self Explanatory

Evaluator's name, title and agency: List the name of the evaluator, and his/her incident position (on incidents) or office title, and agency.

Evaluator's agency address, e-mail address and phone: Self explanatory

Evaluation Record #: The number prepopulated in the upper left corner of the evaluation page identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily during the evaluation opportunity.

Name and Location of Incident or Situation: Identify the name of the incident (if there is one) and the location where the tasks were performed. If evaluation occurs during a short term situation rather than a named incident, list the responding agency and area.

Incident Kind: Enter kind of incident, e.g., hurricane, wild land fire, search and rescue, flood, preplanned event, full scale exercise, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Kind of Resources: Enter how many resources of each kind assigned to the incident pertinent to the trainee's task book position. (e.g. 2 mobile communications vehicles)

Duration: Enter inclusive dates during which the trainee was evaluated. If evaluation occurs during a short term situation, enter date and start and end time of evaluation. (e.g. 11/1/14 to 11/4/14)

Management Level or Complexity Level: Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command.

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Evaluator initials here to authenticate their recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant rating: Evaluator lists their certification relevant to the trainee position they supervised.

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RECORD OF EVALUATION

Leticia Cardenas
_____
TRAINEE NAME   **TRAINEE POSITION**

Evaluation Record #1	Evaluator's name: _Sara Boucher-Jackson_	Evaluator's Title: _911 Training: Quality Assurance_	Evaluator's Agency: _MECC_

Evaluator's agency address: _350 S 5TH St Rm B911 MPLS MN 55415_

Evaluator's e-mail: _Sara.boucher-jackson @ minneapolis mn.gov_   Phone: _612-398-1219_

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Super Bowl LII TTX	_Communications Table Top Exercise_		_5.5 hrs_	_TTX ––––– Hazard Type 3_

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:

X   The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Comments: _____

_____

_____

_____

Date: _10|10|2017_   Evaluator's initials: _SBJ_

Evaluator's relevant agency certification or rating: _COML_

RECORD OF EVALUATION

Leticia Cardenas   **911 Supervisor /COML**
_____
TRAINEE NAME   TRAINEE POSITION

Evaluation Record #2	Evaluator's name: Sara Boucher Jackson	Evaluator's Title: 911 Training + QA Specialist	Evaluator's Agency: MECC
Evaluator's agency address: 350 S 5ᵗᴴ ST Room B911, MPLS, MN 55415			
Evaluator's e-mail: Sara.boucher-jackson@minneapolismn.gov	Phone: 998-1219			

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
No Nazis, No KKK, No Racist USA March Hennepin County Gov't Ctr	protest		6 hrs 9/15/16	Type I

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:

X   The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Comments: _____

_____

_____

Date: **11/1/2017**   Evaluator's initials: **SBJ**

Evaluator's relevant agency certification or rating: **COML**

Minnesota COML Team
Metro Region Communications Unit Leader
Type III COML CERTIFICATION CHECK OFF

The following items checked are included in this packet

☒ All Prerequisite Training Completed

    ☒ ICS 700 (Printout attached)

    ☒ ICS 800 (Printout attached)

    ☒ ICS 100 (a or b) (Printout attached)

    ☒ ICS 200 (Printout attached)

    ☒ ICS 300 (Printout attached)

If you are part of the Minnesota training Website, A print of the HSEM Certification Record Completed courses main page with the above courses listed will be sufficient.

☒ Copy of Certificate from COML training

☒ Agency Certification (attached)

☒ Completed Task Book (with evaluator reviews)

☒ Copy of an Incident Action Plan, Incident Communications Plan, or After Action Plan (only one needed)

☒ Final Evaluator Certification (attached)

☒ Regional Interoperability Coordinator review

_____   **Troy Tretter**
(Signature)   (Printed Name)

☐ Regional Radio Board – Technical Operations Committee Review

_____   **Scott Haas**
(Chair of Radio-TOC Signature)   (Printed Name)

☐ Statewide Interoperability Program Manager Review

_____   **Jim Stromberg**
(Statewide Interoperability Program Manager Signature)   (Printed Name)

Attachment B

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

DEANNA L. OLSON

has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of this course:

**IS-00700
National Incident Management System
(NIMS) an Introduction**

Issued this 03rd Day of March, 2006

0.3 CEU

Richard Callis
Acting Superintendent
Emergency Management Institute

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

DEANNA L OLSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b

National Response Framework, An Introduction

Issued this 28th Day of July, 2016

Tony Russell
Superintendent
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

DEANNA L. OLSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00100

Introduction to the Incident Command System,

(ICS 100)

Issued this 17th Day of July, 2006

Richard Callis

Acting Superintendent
Emergency Management Institute

FEMA Form 16-31, October 05

0.3 CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

DEANNA L. OLSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00200

ICS for Single Resources and Initial Action Incidents

Issued this 17th Day of July, 2006

Richard Callis

Acting Superintendent
Emergency Management Institute

FEMA Form 16-31, October 05

0.3 CEU

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Rescue Training Center

in cooperation with the

Department of Homeland Security
Federal Emergency Management Agency

Deanna L. Olson

has successfully completed

Intermediate ICS-300 for Expanding Incidents

Minneapolis, Minnesota, United States
20 Hours
January 19 - 21, 2016

Gary F. Sera, Director
Texas A&M Engineering Extension Service

FP MGT904 243   TEEX ID 1445140

H. Lawson, Jr., Director
National Emergency Response and Rescue Training Center
Texas A&M Engineering Extension Service

State Board for Educator Certification #500132

On Target Training & Consulting, LLC.

TOMORROW'S SOLUTIONS TODAY

Certificate of Completion

is hereby granted to

Deanna Olson

All-Hazard Communication Unit Leader

Course – L-969

Granted: August 8-10, 2016

Steven C Olson
Steven C. Olson
On Target Training
& Consulting, LLC

Homeland Security

ALL-HAZARD COMMUNICATIONS UNIT LEADER (COML)

Position Task Book

Task Book Assigned To:

Trainee's Name: _Deanna Olson_

Home Unit/Agency: _Minneapolis Emergency Communications_

Home Unit Phone Number: _612-348-7240 / 612-250-2078_

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

Version 2.1
November 2014

**VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF ALL- HAZARDS COMMUNICATIONS UNIT LEADER (COML)**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.
I also verify that ___Deanna Olson_____
has performed as a trainee and should therefore be considered for certification in this
position.

Final Evaluators Signature_____ Date _11/1/2017_____

Printed Name___Sara Boucher-Jackson___ Agency____MECC_____

Phone Number__612 948-1249_____ Email _Sara.boucher-jackson@
minneapolismn.gov_____

AGENCY CERTIFICATION

I certify that__Deanna Olson_____
has met all requirements for qualification in this position and that such qualification has
been issued.

Certifying Official's Signature_Janelle Harris_____ Date _10/04/2017_____

Printed Name__Janelle Harris_____ Agency_MECC_____

Title_911 Operations Manager_ Phone Number __612-386-2996_____

HISTORICAL RECOGNITION

Historical recognition is a process that provides a means by which incident management personnel who have either:

- Documentation of previous ICS training, education, and experience in an ICS position(s); or
- Documentation of previous extensive on-the-job incident response experience,

may receive credit for that previous experience, training, or qualification(s) and be considered as meeting the minimum requirements of this guide in the categories of:

- Education;
- Training; and
- Experience,

for an ICS position(s) until they have successfully completed the actual minimum requirements for that position. Historical Recognition does not apply to the categories of Physical/Medical Fitness, Currency, or certification. The minimum requirements within those categories must be met regardless of any historical recognition process.

HISTORICAL RECOGNITION PROCESS

If an Authority Having Jurisdiction (AHJ) does not form a Qualifications Committee to assist with the management of the overall qualifications process, AHJ's should give strong consideration to at least forming a committee for the purposes of reviewing and processing applications for Historical Recognition. Because of the time commitment involved and the potential for perceptions of favoritism and unequal treatment during the process, other ICS qualifications processes currently used by Federal and State agencies that included a historical recognition provision used review committees to accomplish that process.

The AHJ should develop a process to provide for the following:

- Developing a method to provide for historical recognition when there is sufficient documentation available to substantiate the experience;
- Developing a standardized method for any individual to submit documentation of the experience and training for review by the AHJ or the appropriate review committee established by the AHJ;
- Developing a method to determine if the previous experience or training is appropriate for the position, keeping in mind the required criteria for the position and the competencies necessary for safe and successful performance;
- Providing for Historical Recognition only when the individual has most recently performed the position within the last five years;
- Requiring the individual meet all minimum requirements in this guide for a position if the individual seeks an ICS position other than the position they were historically recognized for;
- Encouraging all individuals who are historically recognized into a position to complete the minimum requirements for the positions within five years of being historically recognized.

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (NIC).

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:

   - Selecting trainees based on the needs of their organization or area Incident Management Teams.
   - Providing opportunities for evaluation and/or making the trainee available for evaluation.

2. The **Individual** is responsible for:

   - Reviewing and understanding instructions in the PTB.
   - Identifying desired objectives/goals.
   - Providing background information to an evaluator.
   - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
   - Assuring the evaluation record is complete.
   - Notifying the local agency head when the PTB is completed, and obtaining their signature recommending certification.
   - Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:

   - Being qualified and proficient in the position being evaluated.
   - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
   - Reviewing tasks with the trainee.
   - Explaining to the trainee the evaluation procedures that will be utilized and which

objectives may be attained.

- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Record of Evaluation.
- Completing the Record of Evaluation found at the end of each PTB.

4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

5. The **Agency Head** or designee is responsible for:

- Issuing the PTB to document task performance.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

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Competency 1: General

Task	Code	Evaluator # and Initials	Date
1. Obtain and assemble information and materials needed for a response kit prior to receiving an assignment, including critical items needed for the assignment and items needed for functioning during the first 48 hours. The following items are suggested as basic information and materials kept in a go bag: **Reference Materials** • Appropriate ICS forms and logs. • Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available. • Inventories or other lists of local and regional communications response equipment. • Preplanned local system coverage maps. • Contact, capability, and availability information for local and regional Communications Technicians and Specialists. • Field Operation Guide (NIFOG). • COML Mobilization Guide (specific to locality). **Supplies** • Pads of paper, pencils, pens, and tape. • Portable radio(s) as appropriate for the region. • Personal items (including medicine and cash), food and beverage to be self-sustained for 48 hours or more. • Radio programming equipment (cloning cable or computer), adapters, and suitable tools. • GPS. • First-aid kit. • 24-hour clock. • Multi-purpose knife.	O		11/1/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
2. Establish and maintain positive interpersonal and interagency working relationships. • Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues, with assigned personnel. • Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. • Provide equal assignment opportunities based on individual skill level. • Monitor and evaluate progress based on expected work standards.	O	*SBS*	4/11/17
3. Provide for the safety and welfare of assigned personnel during the entire period of supervision. • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Provide safety and identifying equipment, such as vests identifying the communication's function, flashlights, and glow sticks. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest, hydration, and nutrition is provided to all unit personnel. • Recognize any special medical needs of all unit personnel.	I	*SBS*	4/11/17

Competency 2: Mobilization

Task	Code	Evaluator # and Initials	Date
4. Obtain complete information from the public safety communications center(s) serving the area and incident upon initial activation, including: • Incident name and, as appropriate, an order, request, or other unique number identifying the incident for tracking purposes. • Reporting location. • Reporting time. • Transportation arrangements/travel routes. • Contact procedures during travel (telephone/radio).	I	*SBS*	4/11/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
5. Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS Form 205). Examples of important information include: • Frequencies and/or talkgroups already assigned. • Other mutual aid channels or equipment already in use. • Gateway or other interoperability devices already in use. • Other current incidents or events that may create conflicts communications plans or tax resources.	I	SBJ	11/1/17
6. Contact Local Communications Coordinator or Communications Duty Officer (CDO) at NIFC or any local or state resources as necessary to determine frequencies and equipment assigned to the incident. If appropriate for this incident.	I	SBJ	11/1/17
7. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	SBJ	11/1/17
8. Obtain briefing from supervisor. Examples of briefing items are: • Work space. • Work schedule. • Policies and operating procedures. • Current resource commitments and expectations. • Current situation. • Expected duration of assignment. • Special needs. This list is not all inclusive; COML is responsible for asking adequate questions.	I	SBJ	11/1/17
9. Receive Incident Action Plan (IAP) or Incident Briefing Form (ICS Form 201), if developed. Determine support needs to meet the IAP.	I	SBJ	11/1/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
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Task	Code	Evaluator # and Initials	Date
10. Determine requirements for communications to be established and place the initial order. Using information obtained from IAP, section briefings, and agency briefings; immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	I	*AFS*	11/1/17
11. Evaluate needs and order supplies, materials, and personnel to keep unit operating. • Order materials and supplies using procedures established by the section chief. • Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. • Ensure adequate personnel to support the communications unit, technicians, radio operators, etc. • Coordinate with the participating agencies for any or additional interoperability resources that may be needed. • Assess current tactical communications equipment needs such as power sources for extended operations.	I	*AFS*	11/1/17
12. Organize and supervise unit. • Brief and keep subordinates informed and updated. • Establish unit time frames and schedules. • Assign and monitor work assignments. • Review and approve time. • Develop team work. • Provide counseling and discipline as needed. • Follow established procedures for reporting inappropriate actions involving contractors, military, or other personnel. • Brief relief personnel.	I	*AFS*	11/1/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
13. Participate in incident planning meetings as the technical expert for communications needs. • Determine the feasibility of providing the required communications support. • Provide operational and technical information on communications equipment available for the incident. • Provide operational and technical information on communications equipment and systems capabilities and restrictions. Coordinate with other Communications Unit Leaders under any Area Command established to share information and assure communications interoperability.	I	*SBS*	11/1/17
14. Design communications systems to meet incident operational needs. • Determine additional resource needs and order necessary equipment and personnel. • Prepare Incident Radio Communications Plan, ICS Form 205. • Request any additional communications vendor services (e.g., telephone, SATCOM, microwave) and identify costs associated with equipment. • Coordinate, through the chain of command, the locations for equipment to be installed (e.g., repeaters, satellite telephones, telephone lines, etc.). • Provide communications support for external and internal data operations. • Order frequencies following the proper procedures. • Create diagrams of current communication system(s). • Determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs.	I	*SBS*	11/1/17

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Task	Code	Evaluator # and Initials	Date

15. Install communications equipment.
• Obtain equipment from supply unit, if one exists and/or from authorized sources.
• Provide for the installation of and test all components of the communications equipment to ensure the incident's systems are operational, for example:
  - Command repeater.
  - Logistics repeater.
  - Links (radio and wire-based).
  - Remotes.
  - Gateways.
  - Aircraft and other special needs.
• Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics.).
• Clone or program radios as necessary and authorized.
	I	*(initials)*	*(date)*

16. Assign communications equipment. • Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan. • Provide resources and unit leaders with appropriate equipment based on the communications plan. • Provide basic training as needed on equipment being fielded. • Maintain equipment inventory to provide accountability	I	*(initials)*	*(date)*
17. Establish Incident Communications Center (ICC). • Coordinate location of ICC with Facilities Unit Leader. • Locate ICC close to the incident command post and away from high traffic areas and noise. • Locate ICC away from radio frequency and electronic noise. • Verify Estimated Time of Arrival (ETA) of communications personnel and establish assignments based on incident requirements. Set schedules around operations requirements. • Obtain necessary supplies for ICC to function properly.	I	*(initials)*	*(date)*

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
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Task	Code	Evaluator # and Initials	Date
18. Manage operations of the ICC. • Document radio/telephone activities on appropriate forms. • Set up filing system for ICC documentation. • Direct radio/telephone traffic to proper destinations. • Establish notification procedures for emergency messages. • Identify system problems, both technical and operational, and determine appropriate solutions. • Follow established routing procedures for messages.	I	SBJ	11/1/17
19. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident. • Contact communications coordinators and notify them of incident frequency, talkgroup, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate. • Identify communications equipment and personnel that are excess to incident needs and demobilize if appropriate. • Identify resources as to type/qualifications, quantity, and location. • Provide a copy of the ICS Form 205 to other agencies or to the COML at any nearby incidents as necessary to avoid interference or other conflicts.	I	SBJ	11/1/17
20. Notify appropriate local, county, regional, State and/or Federal agencies on adjacent incident(s) of system design and frequency allocations.	I	SBJ	11/1/17
21. Initiate and maintain accurate records of all communications equipment • Initiate and maintain accountability system for issuing hand-held radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal). • Keep records for local and national resources to ensure return to proper locations.	I	SBJ	11/1/17

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Task	Code	Evaluator # and Initials	Date
22. Perform operational tests of communications systems throughout the duration of the incident. • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment. • Monitor all gateways in use. • Plan for battery replacement. • Act decisively to minimize interruptions in system operation.	I	*SBS*	11/1/17
23. Interact and coordinate with appropriate unit leaders and operations personnel. • Coordinate with operations regarding system coverage and needs. • Coordinate with first responders and public safety support organizations regarding needed support (e.g., medical unit for medical evacuation plan). • Coordinate with special units (air operations, EOD, SWAT, etc.) for special frequency needs. • Participate in planning meetings and briefings. Know what other resources may be coming to the incident, such as those from Urban Search and Rescue (USAR), National Interagency Fire Center (NIFC), FEMA, Coast Guard, etc.	I	*SBS*	11/1/17
24. Identify for release any excess unit resources. Coordinate with unit managers and provide a list of excess personnel and facilities. List will include: • Who or what is excess. • Time and date of excess. The list will be reviewed daily for accuracy. Follow the established demobilization process, including notification to communications resource coordinators.	I	*SBS*	11/1/17
25. Maintain ICS Unit Log. Unit Log will be kept current, legible, and will document all major activities, which may include: • Equipment locations. • Medical evacuations. • Personnel changes.	I	*SBS*	11/1/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
26. Evaluate performance of subordinates as required by agency policy and/or permitted by agreement. • Discuss performance evaluations with individual(s). • Maintain accuracy and fairness. • List training if needed or desired.	I	*SBJ*	11/1/17

Competency 3: Demobilization

Task	Code	Evaluator# Initials	Date
27. Demobilization and check out. • Submit all required information to the Documentation Unit Leader. • Receive demobilization instructions from work supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. • Complete required ICS form(s) and turn in to the appropriate person. • Ensure that personnel in the unit are demobilized correctly. • Document lost equipment on agency specific forms.	I	*SBJ*	11/1/17

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All-Hazard Communication Unit Leader

INSTRUCTIONS FOR COMPLETING THE RECORD OF EVALUATION

There are four separate pages allowing evaluations to be made. These evaluations may be made on incidents (may include planned events and full scale exercises), simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached. (Remember to change the Evaluation Record # to the next sequential number.)

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Trainee's name and Trainee's position: Self Explanatory

Evaluator's name, title and agency: List the name of the evaluator, and his/her incident position (on incidents) or office title, and agency.

Evaluator's agency address, e-mail address and phone: Self explanatory

Evaluation Record #: The number prepopulated in the upper left corner of the evaluation page identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily during the evaluation opportunity.

Name and Location of Incident or Situation: Identify the name of the incident (if there is one) and the location where the tasks were performed. If evaluation occurs during a short term situation rather than a named incident, list the responding agency and area.

Incident Kind: Enter kind of incident, e.g., hurricane, wild land fire, search and rescue, flood, preplanned event, full scale exercise, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Kind of Resources: Enter how many resources of each kind assigned to the incident pertinent to the trainee's task book position. (e.g. 2 mobile communications vehicles)

Duration: Enter inclusive dates during which the trainee was evaluated. If evaluation occurs during a short term situation, enter date and start and end time of evaluation. (e.g. 11/1/14 to 11/4/14)

Management Level or Complexity Level: Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command.

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Evaluator initials here to authenticate their recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant rating: Evaluator lists their certification relevant to the trainee position they supervised.

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RECORD OF EVALUATION

Deanna Olson   911 Supervisor
_____   _____
TRAINEE NAME   **TRAINEE POSITION**

Evaluation Record #1	Evaluator's name: Sara Boucher-Jacks	Evaluator's Title: 911 Training + QA Specialist	Evaluator's Agency: MECC
Evaluator's agency address:			
Evaluator's e-mail:		Phone:	

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Minneapolis SBLII Interop. Communications TableTop Exercise	TableTop Exercise TTX		Sept. 26, 2017 0900-1400 5 hours	All HAZARDS Type 3

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:

__X__ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Comments: _____

_____

_____

_____

Date: 11/1/2017   Evaluator's initials: SBJ

Evaluator's relevant agency certification or rating: COML

RECORD OF EVALUATION

Deanna Olson　　　_911 Supervisor / Coml._

TRAINEE NAME　　　　　　　　　　**TRAINEE POSITION**

Evaluation Record #2	Evaluator's name: _Sara Boucher Jackson_	Evaluator's Title: _911 Training Specialist_	Evaluator's Agency: _MECC_
Evaluator's agency address: _350 S 5th St Rm B911, Mpls, MN 55415_			
Evaluator's e-mail: _sara.boucher-jackson@minneapolismn_		Phone: _612 408 1219_	

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Fighting 4 BACA and Hennepin County Jail Arena	_Protest_		_9/5/17_　_4 hrs_	_Type II_

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:

_X_ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Comments: _____

_____

_____

_____

Date: _11/1/2017_　　Evaluator's initials: _SBJ_

Evaluator's relevant agency certification or rating: _COML_

Minnesota COML Team
Metro Region Communications Unit Leader
Type III COML CERTIFICATION CHECK OFF

The following items checked are included in this packet

☒ All Prerequisite Training Completed

    ☒ ICS 700 (Printout attached)

    ☒ ICS 800 (Printout attached)

    ☒ ICS 100 (a or b) (Printout attached)

    ☒ ICS 200 (Printout attached)

    ☒ ICS 300 (Printout attached)

If you are part of the Minnesota training Website, A print of the HSEM Certification Record Completed courses main page with the above courses listed will be sufficient.

☒ Copy of Certificate from COML training

☒ Agency Certification (attached)

☒ Completed Task Book (with evaluator reviews)

☒ Copy of an Incident Action Plan, Incident Communications Plan, or After Action Plan (only one needed)

☒ Final Evaluator Certification (attached)

☒ Regional Interoperability Coordinator review

_____ **Troy Tretter**
(Signature) (Printed Name)

☐ Regional Radio Board – Technical Operations Committee Review

_____ **Scott Haas**
(Chair of Radio-TOC Signature) (Printed Name)

☐ Statewide Interoperability Program Manager Review

_____ **Jim Stromberg**
(Statewide Interoperability Program Manager Signature) (Printed Name)

Attachment B

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

JENNIFER J GEISELHART

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

National Incident Management System (NIMS)
An Introduction

Issued this 31st Day of July, 2010

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute

U.S. DEPARTMENT OF HOMELAND SECURITY

FEMA

This Certificate of Achievement is to acknowledge that

JENNIFER J GEISELHART

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b
National Response Framework, An Introduction

Issued this 12th Day of April, 2016

Tony Russell
Superintendent
Emergency Management Institute

AUTHORIZED IACET PROVIDER

0.3 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

JENNIFER J GEISELHART

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.a

Introduction to the Incident Command System, ICS-100

Issued this 31st Day of July, 2010

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

JENNIFER J GEISELHART

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.a

ICS for Single Resources and Initial Action Incidents, ICS-200

Issued this 31st Day of July, 2010

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 IACET CEU

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Rescue Training Center

in cooperation with the

Department of Homeland Security
Federal Emergency Management Agency

Jennifer J. Geiselbart

has successfully completed

Intermediate ICS-300 for Expanding Incidents

Minneapolis, Minnesota, United States
20 Hours
September 21 – 23, 2015

Gary F. Sera, Director
Texas A&M Engineering Extension Service

H. Lawson, Jr., Director
National Emergency Response and Rescue Training Center
Texas A&M Engineering Extension Service

State Board for Educator Certification #500132

FP MGT904 230   TEEX ID 1419075

On Target Training & Consulting, LLC.

TOMORROW'S SOLUTIONS TODAY

Certificate of Completion

is hereby granted to

Jennifer Geiselhart

All-Hazard Communication Unit Leader

Course – L-969

Granted: August 8-10, 2016

Steven C Olson
Steven C. Olson
On Target Training
& Consulting, LLC.

Homeland Security

ALL-HAZARD COMMUNICATIONS UNIT LEADER (COML)

Position Task Book

Task Book Assigned To:

Trainee's Name: *Jennifer Geiselhart*

Home Unit/Agency: *Minneapolis Emergency Communications*

Home Unit Phone Number: *612-348-2345*

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

Version 2.1
November 2014

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF ALL- HAZARDS COMMUNICATIONS UNIT LEADER (COML)

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials. I also verify that _____Jennifer Geiselhart_____ has performed as a trainee and should therefore be considered for certification in this position.

Final Evaluators Signature _Sara Jule_ Date _9/29/2017_

Printed Name _Sara Boucher-Jackson_ Agency _Minneapolis ECC_

Phone Number _612·998-1219_ Email _Sara.boucher-jackson@ minneapolis.mn.gov_

AGENCY CERTIFICATION

I certify that _____Jennifer Geiselhart_____ has met all requirements for qualification in this position and that such qualification has been issued.

Certifying Official's Signature _Janelle Harris_ Date _11/1/2017_

Printed Name _Janelle Harris_ Agency _Minneapolis 911_

Title _911 Operations Manager_ Phone Number _612-386-2996_

HISTORICAL RECOGNITION

Historical recognition is a process that provides a means by which incident management personnel who have either:

- Documentation of previous ICS training, education, and experience in an ICS position(s); or
- Documentation of previous extensive on-the-job incident response experience,

may receive credit for that previous experience, training, or qualification(s) and be considered as meeting the minimum requirements of this guide in the categories of:

- Education;
- Training; and
- Experience,

for an ICS position(s) until they have successfully completed the actual minimum requirements for that position. Historical Recognition does not apply to the categories of Physical/Medical Fitness, Currency, or certification. The minimum requirements within those categories must be met regardless of any historical recognition process.

HISTORICAL RECOGNITION PROCESS

If an Authority Having Jurisdiction (AHJ) does not form a Qualifications Committee to assist with the management of the overall qualifications process, AHJ's should give strong consideration to at least forming a committee for the purposes of reviewing and processing applications for Historical Recognition. Because of the time commitment involved and the potential for perceptions of favoritism and unequal treatment during the process, other ICS qualifications processes currently used by Federal and State agencies that included a historical recognition provision used review committees to accomplish that process.

The AHJ should develop a process to provide for the following:

- Developing a method to provide for historical recognition when there is sufficient documentation available to substantiate the experience;
- Developing a standardized method for any individual to submit documentation of the experience and training for review by the AHJ or the appropriate review committee established by the AHJ;
- Developing a method to determine if the previous experience or training is appropriate for the position, keeping in mind the required criteria for the position and the competencies necessary for safe and successful performance;
- Providing for Historical Recognition only when the individual has most recently performed the position within the last five years;
- Requiring the individual meet all minimum requirements in this guide for a position if the individual seeks an ICS position other than the position they were historically recognized for;
- Encouraging all individuals who are historically recognized into a position to complete the minimum requirements for the positions within five years of being historically recognized.

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (NIC).

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:
   - Selecting trainees based on the needs of their organization or area Incident Management Teams.
   - Providing opportunities for evaluation and/or making the trainee available for evaluation.

2. The **Individual** is responsible for:
   - Reviewing and understanding instructions in the PTB.
   - Identifying desired objectives/goals.
   - Providing background information to an evaluator.
   - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
   - Assuring the evaluation record is complete.
   - Notifying the local agency head when the PTB is completed, and obtaining their signature recommending certification.
   - Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:
   - Being qualified and proficient in the position being evaluated.
   - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
   - Reviewing tasks with the trainee.
   - Explaining to the trainee the evaluation procedures that will be utilized and which

objectives may be attained.

- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Record of Evaluation.
- Completing the Record of Evaluation found at the end of each PTB.

4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

5. The **Agency Head** or designee is responsible for:

- Issuing the PTB to document task performance.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

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Competency 1: General

Task	Code	Evaluator # and Initials	Date
1. Obtain and assemble information and materials needed for a response kit prior to receiving an assignment, including critical items needed for the assignment and items needed for functioning during the first 48 hours. The following items are suggested as basic information and materials kept in a go bag:	O	*CJ8J*	9/26/17

Reference Materials

- Appropriate ICS forms and logs.
- Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available.
- Inventories or other lists of local and regional communications response equipment.
- Preplanned local system coverage maps.
- Contact, capability, and availability information for local and regional Communications Technicians and Specialists.
- Field Operation Guide (NIFOG).
- COML Mobilization Guide (specific to locality).

Supplies

- Pads of paper, pencils, pens, and tape.
- Portable radio(s) as appropriate for the region.
- Personal items (including medicine and cash), food and beverage to be self-sustained for 48 hours or more.
- Radio programming equipment (cloning cable or computer), adapters, and suitable tools.
- GPS.
- First-aid kit.
- 24-hour clock.
- Multi-purpose knife.

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
2. Establish and maintain positive interpersonal and interagency working relationships. • Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues, with assigned personnel. • Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. • Provide equal assignment opportunities based on individual skill level. • Monitor and evaluate progress based on expected work standards.	O	1 *SBS*	2/22/17
3. Provide for the safety and welfare of assigned personnel during the entire period of supervision. • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Provide safety and identifying equipment, such as vests identifying the communication's function, flashlights, and glow sticks. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest, hydration, and nutrition is provided to all unit personnel. • Recognize any special medical needs of all unit personnel.	I	2 *SBS*	9/29/17

Competency 2: Mobilization

Task	Code	Evaluator # and Initials	Date
4. Obtain complete information from the public safety communications center(s) serving the area and incident upon initial activation, including: • Incident name and, as appropriate, an order, request, or other unique number identifying the incident for tracking purposes. • Reporting location. • Reporting time. • Transportation arrangements/travel routes. • Contact procedures during travel (telephone/radio).	I	1 *SBS*	2/22/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
5. Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS Form 205). Examples of important information include: • Frequencies and/or talkgroups already assigned. • Other mutual aid channels or equipment already in use. • Gateway or other interoperability devices already in use. • Other current incidents or events that may create conflicts communications plans or tax resources.	I	*SBSJ*	2/22/17
6. Contact Local Communications Coordinator or Communications Duty Officer (CDO) at NIFC or any local or state resources as necessary to determine frequencies and equipment assigned to the incident. If appropriate for this incident.	I	*SBSJ*	2/22/17
7. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	*SBSJ*	9/26/17
8. Obtain briefing from supervisor. Examples of briefing items are: • Work space. • Work schedule. • Policies and operating procedures. • Current resource commitments and expectations. • Current situation. • Expected duration of assignment. • Special needs. This list is not all inclusive; COML is responsible for asking adequate questions.	I	*SBSJ*	9/26/17
9. Receive Incident Action Plan (IAP) or Incident Briefing Form (ICS Form 201), if developed. Determine support needs to meet the IAP.	I	*SBSJ*	2/22/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
10. Determine requirements for communications to be established and place the initial order. Using information obtained from IAP, section briefings, and agency briefings; immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	I	*(initials)*	2/22/17
11. Evaluate needs and order supplies, materials, and personnel to keep unit operating. • Order materials and supplies using procedures established by the section chief. • Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. • Ensure adequate personnel to support the communications unit, technicians, radio operators, etc. • Coordinate with the participating agencies for any or additional interoperability resources that may be needed. • Assess current tactical communications equipment needs such as power sources for extended operations.	I	*(initials)*	2/22/17
12. Organize and supervise unit. • Brief and keep subordinates informed and updated. • Establish unit time frames and schedules. • Assign and monitor work assignments. • Review and approve time. • Develop team work. • Provide counseling and discipline as needed. • Follow established procedures for reporting inappropriate actions involving contractors, military, or other personnel. • Brief relief personnel.	I	*(initials)*	2/22/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
13. Participate in incident planning meetings as the technical expert for communications needs. • Determine the feasibility of providing the required communications support. • Provide operational and technical information on communications equipment available for the incident. • Provide operational and technical information on communications equipment and systems capabilities and restrictions. Coordinate with other Communications Unit Leaders under any Area Command established to share information and assure communications interoperability.	I	*BMST*	9/26/17
14. Design communications systems to meet incident operational needs. • Determine additional resource needs and order necessary equipment and personnel. • Prepare Incident Radio Communications Plan, ICS Form 205. • Request any additional communications vendor services (e.g., telephone, SATCOM, microwave) and identify costs associated with equipment. • Coordinate, through the chain of command, the locations for equipment to be installed (e.g., repeaters, satellite telephones, telephone lines, etc.). • Provide communications support for external and internal data operations. • Order frequencies following the proper procedures. • Create diagrams of current communication system(s). • Determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs.	I	*BMST*	9/26/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
15. Install communications equipment. • Obtain equipment from supply unit, if one exists and/or from authorized sources. • Provide for the installation of and test all components of the communications equipment to ensure the incident's systems are operational, for example: - Command repeater. - Logistics repeater. - Links (radio and wire-based). - Remotes. - Gateways. - Aircraft and other special needs. • Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics.). • Clone or program radios as necessary and authorized.	I	CBBS	9/26/17
16. Assign communications equipment. • Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan. • Provide resources and unit leaders with appropriate equipment based on the communications plan. • Provide basic training as needed on equipment being fielded. • Maintain equipment inventory to provide accountability	I	CBBS	9/26/17
17. Establish Incident Communications Center (ICC). • Coordinate location of ICC with Facilities Unit Leader. • Locate ICC close to the incident command post and away from high traffic areas and noise. • Locate ICC away from radio frequency and electronic noise. • Verify Estimated Time of Arrival (ETA) of communications personnel and establish assignments based on incident requirements. Set schedules around operations requirements. • Obtain necessary supplies for ICC to function properly.	I	CBBS	9/26/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
18. Manage operations of the ICC. • Document radio/telephone activities on appropriate forms. • Set up filing system for ICC documentation. • Direct radio/telephone traffic to proper destinations. • Establish notification procedures for emergency messages. • Identify system problems, both technical and operational, and determine appropriate solutions. • Follow established routing procedures for messages.	I	*(initials)*	9/26/17
19. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident. • Contact communications coordinators and notify them of incident frequency, talkgroup, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate. • Identify communications equipment and personnel that are excess to incident needs and demobilize if appropriate. • Identify resources as to type/qualifications, quantity, and location. • Provide a copy of the ICS Form 205 to other agencies or to the COML at any nearby incidents as necessary to avoid interference or other conflicts.	I	*(initials)*	9/26/17
20. Notify appropriate local, county, regional, State and/or Federal agencies on adjacent incident(s) of system design and frequency allocations.	I	*(initials)*	9/26/17
21. Initiate and maintain accurate records of all communications equipment • Initiate and maintain accountability system for issuing hand-held radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal). • Keep records for local and national resources to ensure return to proper locations.	I	*(initials)*	9/26/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
22. Perform operational tests of communications systems throughout the duration of the incident. • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment. • Monitor all gateways in use. • Plan for battery replacement. • Act decisively to minimize interruptions in system operation.	I	*CJBS*	9/26/17
23. Interact and coordinate with appropriate unit leaders and operations personnel. • Coordinate with operations regarding system coverage and needs. • Coordinate with first responders and public safety support organizations regarding needed support (e.g., medical unit for medical evacuation plan). • Coordinate with special units (air operations, EOD, SWAT, etc.) for special frequency needs. • Participate in planning meetings and briefings. Know what other resources may be coming to the incident, such as those from Urban Search and Rescue (USAR), National Interagency Fire Center (NIFC), FEMA, Coast Guard, etc.	I	*CJBS*	9/26/17
24. Identify for release any excess unit resources. Coordinate with unit managers and provide a list of excess personnel and facilities. List will include: • Who or what is excess. • Time and date of excess. The list will be reviewed daily for accuracy. Follow the established demobilization process, including notification to communications resource coordinators.	I	*CJBS*	9/26/17
25. Maintain ICS Unit Log. Unit Log will be kept current, legible, and will document all major activities, which may include: • Equipment locations. • Medical evacuations. • Personnel changes.	I	*CJBS*	9/26/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
26. Evaluate performance of subordinates as required by agency policy and/or permitted by agreement. • Discuss performance evaluations with individual(s). • Maintain accuracy and fairness. • List training if needed or desired.	I	*(signature)*	9/20/17

Competency 3: Demobilization

Task	Code	Evaluator# Initials	Date
27. Demobilization and check out. • Submit all required information to the Documentation Unit Leader. • Receive demobilization instructions from work supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. • Complete required ICS form(s) and turn in to the appropriate person. • Ensure that personnel in the unit are demobilized correctly. • Document lost equipment on agency specific forms.	I	*(signature)*	9/20/17

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

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All-Hazard Communication Unit Leader
INSTRUCTIONS FOR COMPLETING THE RECORD OF EVALUATION

There are four separate pages allowing evaluations to be made. These evaluations may be made on incidents (may include planned events and full scale exercises), simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached. (Remember to change the Evaluation Record # to the next sequential number.)

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Trainee's name and Trainee's position: Self Explanatory

Evaluator's name, title and agency: List the name of the evaluator, and his/her incident position (on incidents) or office title, and agency.

Evaluator's agency address, e-mail address and phone: Self explanatory

Evaluation Record #: The number prepopulated in the upper left corner of the evaluation page identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily during the evaluation opportunity.

Name and Location of Incident or Situation: Identify the name of the incident (if there is one) and the location where the tasks were performed. If evaluation occurs during a short term situation rather than a named incident, list the responding agency and area.

Incident Kind: Enter kind of incident, e.g., hurricane, wild land fire, search and rescue, flood, preplanned event, full scale exercise, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Kind of Resources: Enter how many resources of each kind assigned to the incident pertinent to the trainee's task book position. (e.g. 2 mobile communications vehicles)

Duration: Enter inclusive dates during which the trainee was evaluated. If evaluation occurs during a short term situation, enter date and start and end time of evaluation. (e.g. 11/1/14 to 11/4/14)

Management Level or Complexity Level: Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command.

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Evaluator initials here to authenticate their recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant rating: Evaluator lists their certification relevant to the trainee position they supervised.

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RECORD OF EVALUATION

Jennifer Geiselhart   _911 Supervisor / COML_
TRAINEE NAME   **TRAINEE POSITION**

Evaluation Record #2	Evaluator's name: _Sara Buncher-Jackson_	Evaluator's Title: _911 Training & QA Specialist_	Evaluator's Agency: _MECC_
Evaluator's agency address:	_350 S 5th St Rm 911, Minneapolis MN 33415_		
Evaluator's e-mail: _Sara.buncher-jackson@minneapolismn.gov_		Phone: _612-998-1719_	

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Congressional Medal of Honor Convention Minneapolis, MN	National Convention		10/2 - 10/4/14 2 1/2 hrs	Type III

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:

_X_ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Comments: _____

_____

_____

_____

Date: _11/1/17_   Evaluator's initials: _SBS_

Evaluator's relevant agency certification or rating: _COML_

RECORD OF EVALUATION

Jennifer Geiselhart   _All Supervisor / COML_

TRAINEE NAME   **TRAINEE POSITION**

Evaluation Record #1	Evaluator's name: _Sara Boucher Jackson_	Evaluator's Title: _All Training & Ext Specialist_	Evaluator's Agency: _MECC_

Evaluator's agency address: _350 S 5th ST Rm B711 MPLS, MN 55415_

Evaluator's e-mail: _sara.boucher-jackson@minneapolismn.gov_	Phone: _612 919 1219_

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (Inclusive dates in trainee status)	Management Level or Complexity Level
OEC ShakeTown TTX Arden Hills	TTX		4/27/17 6 hrs	TTX Type All

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:

__X__ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Comments: _____

_____

_____

_____

Date: _5/1/17_   Evaluator's initials: _SBJ_

Evaluator's relevant agency certification or rating: _COML_

10.16.2017

Statewide Emergency Communications Board
Mr. Joe Glaccum, Chair
Operations and Technical Committee
c/o Emergency Communications Networks
445 Minnesota Street, Suite #137
St. Paul, MN 55101

Dear Mr. Glaccum,

Lakes Region EMS is an Advance Life Support Ambulance provider in
Chisago County. Lakes Region EMS executed a subscriber agreement
Metropolitan Radio Board in October of 2003.

In the process of switching our dispatch services to Allina Health EMS, we
realized that our subscriber agreement did not specifically note the
number of talkgroup and radio IDs allocated to Lakes Region EMS, as
current policies require. Only that we are allocated "…sufficient System
resources including Talkgroups, Announcement Groups, Radio Unit IDs,
Alias IDs, etc. in order to provide USER with an equivalent grade of
service afforded to other comparable System Users."

This request is to quantify the number of radio ID's that we are using in
accordance to current standards. This request also adds a conservative
amount of additional ID's for future radio and talkgroup additions.

Today, we have 51 radio IDs in use. This request is to increase the
number of ID's allocated to LREMS to 100. Additionally, we have 4
talkgroup IDs programmed in the system. This request would seek to
increase the number of available talkgroup IDs to six.

Thank you in advance for the consideration.

Brian Galowitz
Minnesota Operations Manager
Lakes Region EMS
BrianG@lrems.com
651 243-5523