M E T R O P O L I T A N   E M E R G E N C Y   S E R V I C E S   B O A R D

RADIO TECHNICAL OPERATIONS COMMITTEE
AGENDA
Board Room, Metro Counties Government Center
February 28th, 2018
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 January 2018 Minutes

3. Agenda Items
    a. U of M MCC7100 console addition – Jeff Lessard
    b. Troy Tretter COMT Packet – Tretter
    c. Changes to Radio TOC bylaws – Tretter
    d. TOC Comments for Strategic Planning Meeting - Haas

4. Moves, Additions & Changes to the System
    a. IP Simulcast Conversion – Washington County

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/Timm
            1. STR Sub-Committee – Tretter/Gundersen
            2. COMU Sub-Committee - Timm
        v. IPAWS – Haas / Williams
        vi. Finance / Grants Workgroup- Tretter

6. Other Business
    a. Regional Talkgroup Permissions Requests
    b. Next Meeting: March 28th

7. Adjourn
                            Scott Haas, Chair

Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
January 24, 2018

Members Present:
Ron Jansen, Tim Walsh, Rod Olson, Nate Timm, Chad LeVasseur, John Gundersen, John Eckel, Bob Shogren, Jake Thompson, Scott Haas, Scott Gerber.

Guests Present:
Peter Sauter; Carver County, Steve Quradnik; MN DOC, Charles Sloan III; Hennepin EMS; Scott Wosje; Northland Business Systems, Troy Tretter, Jill Rohret; MESB.

Call to Order:
Scott Haas called the meeting to order at 1:05 P.M.

Approval of Minutes
M/S/C Motion made by Gundersen to approve minutes from December 20, 2017. Timm seconded. Motion carried.

Approval of Agenda
M/S/C Motion made by Gerber to approve the agenda. Gundersen seconded. Motion Carried.

Agenda Items:
U of M MCC7100 console addition – Jeff Lessard

The U of M requested approval to change the U of M Participation Plan. Currently the U of M's Participation Plan incudes (5) MCC7500 consoles deployed in the Public Safety Emergency Communications Center, and (1) MCC7100 console deployed to the Command Post at the TCF Bank Stadium. The request would add a wireless console to the U of M Police Department Mobile Command Van and would connect via a VPN to their existing ARMER connection. Dave Theis from Motorola is the engineer working on the project. This is request is for Super Bowl operations beginning on January 25th.

Rohret said that this is a valid request but is a process violation, since the MESB will not meet again until March as they have already met in January.

Lessard stated that Joe Glaccum (from the OTC) said that if the MESB approves it, then the OTC is ok with it for the event until it can come formally through the OTC and SECB.

Rohret explained the MESB still needs to approve it, since the board does not meet again until March, depending on technical approval from the Radio TOC, any approval from the board would be temporary and turned off at the end of Super Bowl related events.

Thompson said that there has been a system freeze by MnDOT for Zones 1 and 2, that took effect last Friday. He wanted to know if adding a console is a violation of the freeze and if they are only using this console for the Super Bowl.

Lessard said that they will use it after the Super Bowl for the Ben Shapiro event on February 26th.

Gerber said it seems silly to have them turn it off if they have already been utilizing it for these events.

Hass said this request will be treated as a normal TOC request, once action has been taken, it can be forward it through the proper channels.

Eckel asked if the configuration for the VPN has been sent to MnDOT? Lessard said that it has not, Motorola was moving forward on it.

Eckel said that in the interest of cyber security that without a design document it would not be prudent to approve the request.

Lessard said that this installation is just like Minneapolis's 7100's.

Olson said that it not entirely true, Minneapolis's connection to ARMER is through LTE, with it connecting to ARMER at the zone controller.

Haas asked if the technical specifications have been sent to MnDOT?

Lessard said that they have not but has confidence that Dave Theis will do it within guidelines.

Olson said that Dave Theis asked him to use Minneapolis's connection. Olson said that request needs approval through the IT chain, not from Olson alone.

Timm asked if the connection at TCF stadium where the current MCC7100 is located, board enough to support the additional console? Lessard: Yes.

Tretter noted that the connection at TCF is wired, this console request is wireless. The hardware is the same, but the means of connection is different.

Timm is willing to motion for approval if MnDOT approved, would we (the TOC) approve this to move it forward?

Haas said that Motorola cannot make the decision, MnDOT can approve the configuration, but their approval is still contingent upon MESB approval.

Gundersen stated he has two concerns, first of the infrastructure, the region agreed to a system freeze because of the Super Bowl and second final approval cannot be done without the MESB taking action.

Jansen said he does not like approving it without and technical specification, he feels they are they are in a tough position.

Olson said that as system owners, we said that MnDOT can approve a change on an emergency basis.

There was discussion regarding whether the connection was going to be through a proxy server, or a separate connection for the 7100.

Eckel said that the wired connection has a lower risk than that of a wireless connection.

Olson agreed the wired is more secure.

Lessard asked if he were to extend the fiber connection out to the vehicle for the 7100, would that need approval?

Haas: Yes.

Gunderson said he does not like doing this after the system has been put on a freeze.

Rohret said she will look in previous meeting archives to see what was submitted with the last MCC7100 request by the U of M.

M/S/C Motion made by Gundersen to table this item until the end of the meeting so that Rohret can gather previous meeting materials. Timm seconded. Motion carried.

SECB IOC Alternate - Tretter
Approval is requested to confirm Nate Timm of Washington County Sheriff's Office as alternate representative to the SECB Interoperability Committee. He would be replacing Chris Kummer as the alternate.

M/S/C Motion made by Gundersen to approve Nate Timm as the SECB IOC alternate. Shogren seconded. Motion carried.

Statusboard Update
Ron Jansen shared the proposed ECN changes to statusboard. Jansen referenced the email included in the packet with the list of the changes. Jansen stood for questions.

A question was asked if this needed approval from the TOC. Jansen said no this is just a discussion item only.

Move, Additions & Changes to the System
Sherburne County Intent to join the MESB – Tretter
Tretter shared that Sherburne County has submitted a letter of intent to join the MESB. They are currently part of the central region and have submitted notice in December to leave the region at the end of 2018. Tretter said the has been shared with the MESB membership and he wanted to make sure that the Radio TOC was aware of the request. Tretter mentioned that Tim Lee MnDOT has said there will be no need for any infrastructure changes, it would be changing the naming in the system. Tretter stood for questions.

Gundersen asked if this was just radio they were coming to the MESB region for.

Tretter said it would be for EMS, 911 and radio. That Sherburne is in the metro emergency management region and already has the ME TAC's programmed in their radio as well as METEM.

Committee Reports
Metro Mobility System Usage Update - LeVasseur
LeVasseur said they have moved their dispatch consoles to a dedicated network connection and are continuing work with their vendor for CAD.

System Manager's Group/Metro Owner's Group Update - Jansen
Jansen said at the SMG they reviewed the upgrade status; Zone 2 MSO move to Parkers Lake. They also discussed standards for directly connected PC's, and subscriber testing standards.

Reports from SECB Committees
Steering – No meeting, no report.

OTC –
Gundersen reported changes that were participation approved for Pine County, Mille Lacs County, IRS Criminal Investigative Division. Gundersen said there was a request approved for central region to temporarily allow their regional interoperability channels as statewide for the duration of the Super Bowl since a lot of the statewide resources are being utilized. The request was initially for all their regional to become statewide, but it was whittled down to two, CM2 and CM3. This was granted for other regions to do the same, as long as they did not roam into the metro region and the provided a point of contact for the region if the did roam into the region.

Interoperable Data Committee –
Thompson reported they had discussed the upcoming SLIGP grant and FirstNet Workshop meeting roadshows.

Tretter said that Televate contacted him for setting up a regional meeting but asked to wait until after the Super Bowl. Tretter wanted to know from the membership who would all attend from their agencies, because the MESB is not large enough for expected numbers.

Haas asked revisit this at the next TOC meeting.

IOC –
Tretter asked Nate Timm to report as he had items for Washington County.

Timm reported that they approved a Washington County variance to standard 3.19.0 to allow for patching lower encryption talk groups to LTAC-E's since Washington County has a lower level encryption in their subscribers.

They also approved a variance request for Washington County to the National Weather Service standard to communicate with Wisconsin on the NWS talkgroup.

The committee also approved a variance for HSEM to program LTAC's in their radios for Super Bowl operations.

The committee approved a request for Clay County to install 8TAC repeaters in the Fargo / Moorhead area for redundancy.

IPAWS – Haas
Haas said they are meeting again in February.

Finance/Grants Workgroup – Tretter
Tretter said they approved $26,000 for the region for training. $25,000 for Motorola training and $1,000 for CRTF training. They did not approve any requests for replacement radios and the request for the Dakota County BDA was approved, but not funded unless there are any funds that are turned in by other regions.

Super Bowl 52 Communications Workgroup – Olson
Olson reported they have the BDA working at the Convention Center, and they have the MCC7100's ready for use. Events begin on Friday morning and to call him on his cell phone if they need him as he will be on call for the entire event.

It was requested by Rohret that Tretter send out the ICS205 to the TOC and the PSAP manager.

Other Business
Regional Talkgroup Permission Requests
None
U of M MCC7100 console addition – Jeff Lessard

Rohret handed out the request submitted by the U of M in May of 2014 and the May 2014 TOC meeting minutes showing approval of the last MCC7100 request. Rohret noted that there was no technical diagram that was submitted with their last request, which was approved.

M/S/C Motion made by Timm to approve the temporary change in the U of M Participation Plan to add an additional MCC7100 console continent upon the state system administrator or designee approval of the technical connections. Olson seconded.

Gundersen asked if the U of M would return to the next TOC meeting.   Haas: Yes.

Motion carried with opposition.

The meeting adjourned at 2:54 pm.

UNIVERSITY OF MINNESOTA

Twin Cities Campus   ***Department of Public Safety***   *University Office Plaza – Suite 335*
                                       Emergency Communications   *2221 University Avenue S.E.*
                                                                               Minneapolis, MN 55414
                                                                               Office: (612)624-7828

January 17th, 2018

Troy Tretter
Metropolitan Emergency Services Board
2099 University Avenue W.
St. Paul, MN 55104

Troy,

The purpose of this letter is request approval to change the University of Minnesota's participation plan for the ARMER radio system. The University's current participation plan consists of five (5) MCC7500 consoles deployed in the Public Safety Emergency Communications Center, and one (1) MCC7100 console deployed to the Command Post within TCF Bank Stadium. The University is seeking to add an additional MCC7100 console to the plan.

The new console will be provided, installed, and programmed by Motorola Solutions. This will include the installation of a new proxy server and firewall, both of which have been specified by Motorola in accordance with all relevant MNDOT policies and procedures. The new equipment will reside in a secured University server room with all other University-owned ARMER backroom equipment.

The new console will be wireless, but will primarily be deployed to the University Police Department's Mobile Command Van. This vehicle is equipped with its own private wireless network. The console will connect to ARMER via this network through a dedicated Virtual Private Network (VPN) connection. The VPN has been specifically developed to the specifications provided by Motorola to ensure security.

Thank you for your consideration.

Sincerely,

Jeff Lessard, Director
U of M Public Safety
Emergency Communications
2221 University Avenue SE
Minneapolis, MN 55414
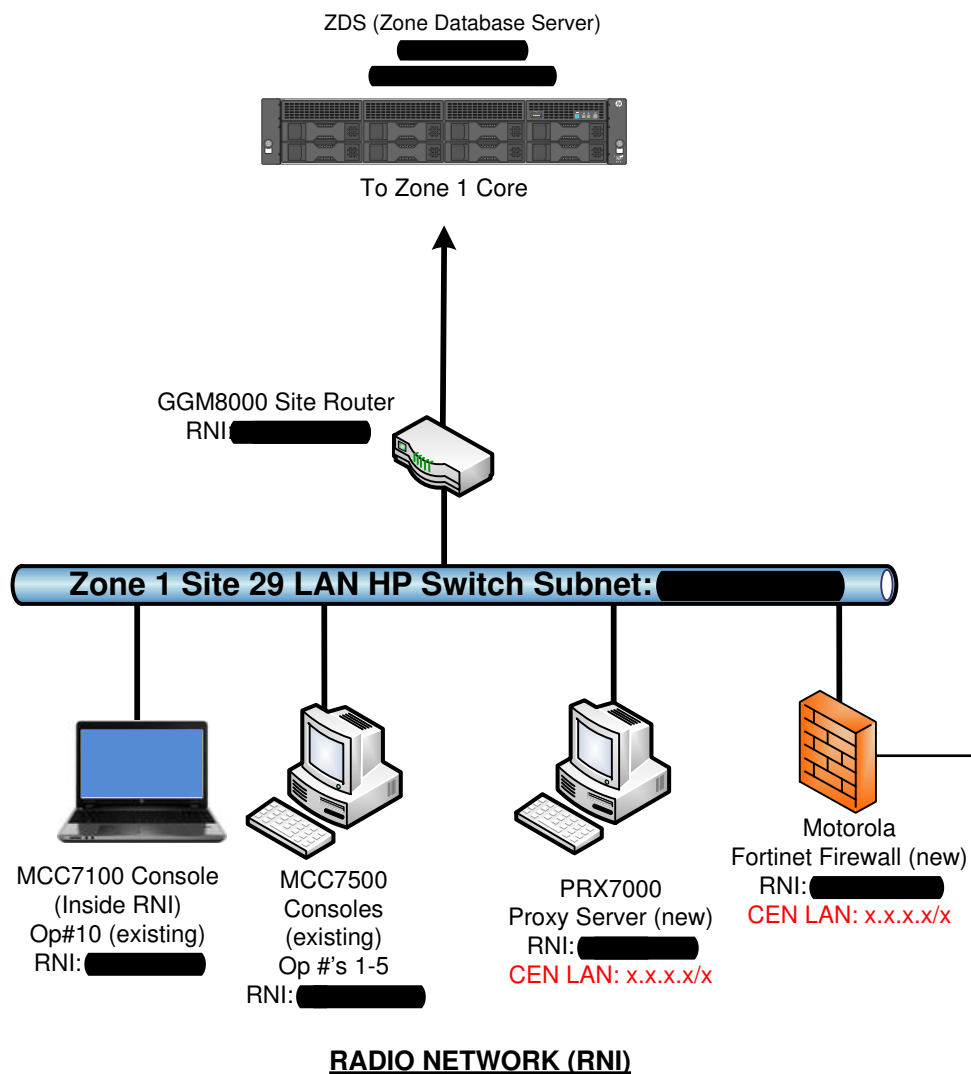
Source Device	Source Port	Destination Device	Destination Port	
MCC7100	▮	PRX7000	▮	▮
MCC7100	▮	Zone DB Server	▮	▮

Subnet	Device	IP	
CEN LAN	RNI Firewall	x.x.x.x/x	
CEN LAN	PRX7000	x.x.x.x/x	
CEN LAN	ZDS	x.x.x.x/x	
CEN LAN	MCC7100 OP11	x.x.x.x/x	

ZDS (Zone Database Server)

To Zone 1 Core

GGM8000 Site Router
RNI: ▮

Zone 1 Site 29 LAN HP Switch Subnet: ▮

MCC7100 Console
(Inside RNI)
Op#10 (existing)
RNI: ▮

MCC7500
Consoles
(existing)
Op #'s 1-5
RNI: ▮

PRX7000
Proxy Server (new)
RNI: ▮
CEN LAN: x.x.x.x/x

Motorola
Fortinet Firewall (new)
RNI: ▮
CEN LAN: x.x.x.x/x

RADIO NETWORK (RNI)

U of M Campus
VPN Netowrk

U of M VPN Gateway
x.x.x.x/x

U of M
Firewall

U of M Campus
WiFi

OR

U of M
hotspot device

Verizon LTE
Network

Primary Connection: Campus WiFi
Backup Connection: Verizon Hotpot

MCC7100 Console
OP-11 (new)
VPN via Cisco AnyConnect
CEN LAN: x.x.x.x/x

When connected to a VPN, all communications from the MCC7100 Console to the RNI occur via a secure encrypted IPIP tunnel to prevent eavesdropping or sniffing of radio traffic. The MCC7100 laptop will not be allowed access to the Internet when connected (no split-tunnelling).

MOTOROLA SOLUTIONS

University of Minnesota PD
Zone-1 MSO Console
MCC7x00 IP PLAN

ENGINEER: Dave Theis

DATE: 1-27-2018

From:	Anderson, John (MNIT) <johnw.anderson@state.mn.us>
Sent:	Monday, January 29, 2018 7:47 AM
To:	Dave Theis
Cc:	UMPD Jeff Lessard; Troy Tretter; Scott Hass; Peter Matthes; Lee, Timothy (DOT)
Subject:	RE: U of M PD MCC7100 Console Network Design

Hi Dave,

The drawing looks like the models that have already been deployed for Ottertail & Minneapolis.
I do not have issues with the design.

Regards,
John

From: Dave Theis [mailto:dave.theis@motorolasolutions.com]
Sent: Saturday, January 27, 2018 2:00 PM
To: Anderson, John (MNIT) <johnw.anderson@state.mn.us>
Cc: UMPD Jeff Lessard <jdlessar@umn.edu>; Troy Tretter <ttretter@mn-mesb.org>; Scott Hass
<SHaas@co.scott.mn.us>; Peter Matthes <peter.matthes@motorolasolutions.com>
Subject: U of M PD MCC7100 Console Network Design

Hi John,

I'm trying to help Jeff move the process along for the U's MCC7100 ORNI console.

At the TOC meeting last week, Jeff was informed that before he can be allowed to proceed to bring up his
MCC7100 Console outside the RNI for the Superbowl event, he needed approval from the ARMER system
administrator for the network design. I've attached a high-level document that shows the typical RNI network
deployed for all of the other MCC7100s currently deployed in ARMER that also shows a block-view of the U
of M VPN network. Again, nothing abnormal here. They will be using Cisco AnyConnect to set up the VPN
through either the campus WiFi network or via a Verizon Aircard via a hotspot.

Jeff doesn't have a network on the U of M side identified yet, but that will hopefully come the week of the 29th.
Whatever that network is, it won't make any difference to the overall design.

If you approve, can you "reply-all" stating such?

Any questions, like always, holler back at me.

Dave Theis
Sr. System Technologist
Motorola Solutions
(M) 320-980-2420
(E) dave.theis@motorolasolutions.com

Appendix C: COMU Position Recognition Application

Application Type:
☒ Initial Application   ☐ Renewal   ☐ Change of Status

Position (check only one):
☐ COML   ☒ COMT   ☐ AUXCOMM
☐ INDT   ☐ INCM   ☐ RADO

Name (Last, First Middle)	TRETTER, TROY P.
Agency	METROPOLITAN EMGERGENCY SERVICES BOARD (MESB)

County	HENNEPIN	Region	METRO

Agency Address	2099 UNIVERSITY AVE W., SAINT PAUL, MN

24/7 Telephone	612-598-3179	Business Telephone	651-643-898

Email Address	ttretter@mn-mesb.org

Signature _/ / (signature)_   Date: 2/20/18

Agency Certification (this section is not necessary if a Position Task Book Agency Certification was completed)

The above names individual seeking state recognition for the above identified COMU position is recognized by the above named Agency in that COMU position. The person serves the Agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers Compensation, liability, and all other employment-related benefits afforded employees of the Agency.

When the above named person serves in the COMU position, whether within the Agency jurisdiction, or outside, the person serves as an employee of the Agency and not as representative of the State of Minnesota.

Name & Title	JILL ROHRET, EXECUTIVE DIRECTOR
Agency	MESB
Signature	_(signature)_ Date: 2/20/18

Regional Recognition

The ECB/ESB region has reviewed the request for state recognition and supports state recognition of this person.

Name	SCOTT HASS	Region: METRO
Signature		Date

Homeland Security

ALL-HAZARDS COMMUNICATIONS TECHNICIAN (COMT)

Position Task Book

Task Book Assigned To:

Trainee's Name: _Troy Tretter_

Home Unit/Agency: _MESB_

Home Unit Phone Number: _651-643-8398_

Task Book Initiated By:

Official's Name: _NATE TIMM_

Home Unit Title: _RADIO SYS MANAGER, CoML/CoMT_

Home Unit/Agency: _WASHINGTON COUNTY S/O_

Home Unit Phone Number: _651-430-7863_

Home Unit Address: _15015 62nd ST N STILLWATER MN 55082_

Date Initiated: _2/3/2018_

Version 2.2
January 2015

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF ALL- HAZARDS COMMUNICATIONS TECHNICIAN (COMT)

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluators Signature _____ Date _2/20/18_

Printed Name___Jill Rohret___ Agency___MESB___

Phone Number_651 643 8394_ Email ___jrohret@mn-mesb.org___

AGENCY CERTIFICATION

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

Certifying Official's Signature_____ Date _____

Printed Name_____ Agency_____

Title_____ Phone Number _____

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.

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: • Appropriate ICS forms and logs • Working knowledge of local TICP • Tactical Interoperable Communications Plan (TICP), if available • Inventories or other lists of local and regional communications response equipment • Preplanned local system coverage maps • Pads of paper, pencils, pens, and tape • Food and beverage to be self-sustained for 48 hours or more • Portable radio(s) as appropriate for the region • Radio programming equipment (cloning cable or computer), adapters, and suitable tools.	O	MesB Go KIT IS Good To Go. NT/1 Recheck of TR-Ys Personal KIT? + FiRST AiD OK ok ok	2/3/18 2/20/18
2. Establish and maintain positive interpersonal and interagency working relationships. • Conduct self in a professional manner • Respectful and courteous • Respectful of public and private property	O	NT/1	2/3/18
3. Provide for the safety and welfare of assigned incident personnel during the entire period of supervision. • Obtain the safety briefing ✓ • Recognize potentially hazardous situations. ✓ • Inform subordinates of hazards. ✓ • Provide safety and identifying equipment, such as vests identifying the communications function, flashlights, and glow sticks. ✓ • Provide for security of information ✓ • Ensure that special precautions are taken when extraordinary hazards exist.	I	NT/1	2/3/18

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))

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	NT/I	2/3/18
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	NT /I	2/3/18
6. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	NT/I	2/3/18
7. Obtain briefing from supervisor. Examples of briefing items are: • Work space ✓ • Work schedule ✓ Tlow set comt release • Policies and operating procedures • Current resource commitments and expectations ✓ • Current situation ✓ • Expected duration of assignment ✓ • Special needs. **This list is not all inclusive; COMT is responsible for asking adequate questions.**	I	NT/I	2/3/18
8. Determine requirements for communications as directed by the COML. ✓	I	NT/I	2/3/18

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
9. Evaluate needs and order supplies, materials and personnel to keep/provide necessary communications, as required. • Recommend to COML materials and supplies required. ✓ • Monitor levels of supplies and materials at a level to prevent shortage of any basic needed items. Report shortages to the COML. ✓ • Recommend adequate number of personnel to support the communications unit, technicians, technical specialists, etc. to the COML. ✓ • Assess current tactical communications equipment needs such as power sources for extended operations, report findings to the COML. ✓	I	NT/1	2/3/18
10. Working with the COML, perform as the technical expert for communications needs. • Determine the feasibility and required equipment/personnel to provide 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. ✓	I	NT/1	2/3/18
11. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs. • Through the COML, request any additional communications vendor services; e.g., telephone, SATCOM, microwave and help identify costs associated with equipment. ✓ • Through the chain of command, document the locations for equipment to be installed; e.g., repeaters, satellite telephones, telephone lines, etc. ✓ • Provide communications support for external and internal data operations. ✓ WIFI CACHE ARSA • Create/update diagrams of current communication system(s). • Assist the COML to determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs. ✓	I	RD/3 NT/1	12/17/17 2/3/18

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
12. Install, or provide for the installation of, communications equipment. • Obtain equipment as needed. ✓ • Install and test all components of the communications equipment to ensure the incident's systems are operational, for example: o Repeaters o Links (radio and wire-based) o Remotes o Gateways o Telephones o FAX o Data o Aircraft and other special needs • In cooperation with the COML develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel; i.e., operations before logistics. • Clone or program radios. ✓	I	RB/3	12/17/17
13. Assign communications equipment. • 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	N7/1	2/3/18
14. Assist the COML to initiate and maintain accurate records of all communications equipment. • Maintain accountability system for issuing hand-held radio resources. ✓ • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, address, or access instructions). ✓ • Keep records for local and national resources to ensure return to proper locations. ✓	I	N7/1	2/3/18

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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Task	Code	Evaluator # and Initials	Date
15. Monitor operational performance 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.√ (ʌɤɛৎ ʃʌᴅɪₒ ʃɪⅼₛ) • Monitor all gateways in use.√ • Plan for battery replacement. √ • Plan for generator refueling. ᴺ|ᴀ • Act decisively to minimize interruptions in system operation. √	I	ʌɟ /ₗ	2/3/1ۀ
16. Maintain a 214 for the COMT when required. Unit Log will be kept current, legible, and will document all major activities, which may include: • Equipment locations. √ • Personnel changes. √	I	ʌɟⅼₗ	2 /3/1ۀ

Competency 3: Demobilization

Task	Code	Evaluator # and Initials	Date
17. Demobilization and check out. • Submit all required information to the COML. ✔ • Receive demobilization instructions from the COML. ✔ • 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	ʌɟ l l	2 /3/1ۀ

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))

All-Hazards Communications Technician

INSTRUCTIONS FOR COMPLETING THE RECORD OF EVALUATION

There are four separate pages allowing evaluations to be made. These evaluations may be made on incidents, planned events, Full Scale Exercises (FSE), Functional Exercises (FE), 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 evaluation opportunities 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 START 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, planned 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.

RECORD OF EVALUATION

TRoY TRETTER   CoMT
_____   _____
TRAINEE NAME   TRAINEE POSITION

Evaluation Record #1	Evaluator's name: NATE TIMM	Evaluator's Title: RADIO SYS MNGR COML/COMT	Evaluator's Agency: WASHINGTON Co S/O

Evaluator's agency address: 1515 62nd ST N STILLWATER MN 55082

Evaluator's e-mail: NATE.TIMM @ Co.WASHINGTON.MN. **Phone:** 651-430-7863

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 5a MPLS, MN	NATIONAL LEVEL SPORTING EVENT	LARGE DEPLOYMENT of FIRE, EMS, LAW, MILITARY FROM STATE, FEDS, AND PUBLIC SAFETY FROM ACROSS US	1/25/2018 TO 2/5/2019	LEVEL 1

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:

_____ 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. ALL GOOD, NEEDS CHECK 11/12

_____ 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: #11, 12 HAS BEEN OBSERVED BY MYSELF WHEN TROY WAS IN MILITARY SERVICE, BUT DID NOT HAVE OPPORTUNITY TO SEE THIS @ SB52. RECHECK OF #1 IS NEEDED FOR TROYS PERSONAL KIT BUT IS GOOD W MESB KIT.

Date: 2/3/18   **Evaluator's initials:** NT

Evaluator's relevant agency certification or rating: COML/COMT

RECORD OF EVALUATION

Troy Tretter   COMT
_____   _____
TRAINEE NAME   TRAINEE POSITION

Evaluation Record #2	Evaluator's name: Jill Rohret	Evaluator's Title: Executive Director	Evaluator's Agency: MESB

Evaluator's agency address: 2099 University Ave. W. Saint Paul

Evaluator's e-mail: jrohret@mn-mesb.org	Phone: 651-643-8394

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

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:

✓ 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: Verify go bag - item #1 _____

_____

_____

_____

Date: 2/20/18 _____ Evaluator's initials: JMC _____

Evaluator's relevant agency certification or rating: MN Certified EM _____

RECORD OF EVALUATION

Troy Tretter   ComT

TRAINEE NAME	TRAINEE POSITION

Evaluation Record #3	Evaluator's name: Rod Olson	Evaluator's Title: Radio System Manager	Evaluator's Agency: City of Minneapolis

Evaluator's agency address: 661 5th Ave N., Minneapolis

Evaluator's e-mail: rodney.olson@minneapolismn.gov   Phone: 612-673-5672

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
NFL Game / SB52 Kickoff Exercise	Multi-agency exercise in Coordination of SB 52	Large Event and Event Preparation	12-14-17	Level-1

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:

✓ 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: Items 11 + 12

- Patched 8TAC94 - VTAC11 - STAC 2.

- Analyze multiplexer connectics for VHF + 800 Mhz antenna using service monitor.

Date: 02/21/18   Evaluator's initials: RO

Evaluator's relevant agency certification or rating: _____

	MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN		INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
			NFL Vikings vs Bengals and NFL Kickoff Exercise	12/14/2017 16:05	12/17/2017 0800 - 1600

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode (A, D or M)	Remarks
1	Command	▮▮▮▮▮	Law	Cell Phone		Cell Phone			Interior Command Cmdr. G. Moore - Viking 1
2	Command	▮▮▮▮▮	Law	Cell Phone		Cell Phone			Exterior Command Lt. C. House - 1301
3	Command	▮▮▮▮▮	Law	Cell Phone		Cell Phone			Exercise Coordinator Sgt. M. Klukow - 1703
4	Tactical	LTAC 6 E	Law	ARMER 800 MHz		ARMER 800 MHz		D	All-Hazards / Bomb
5	Tactical	LTAC 2	Law	ARMER 800 MHz		ARMER 800 MHz			Interior
6	Tactical	LTAC 3	Law	ARMER 800 MHz		ARMER 800 MHz			Exterior
7	Tactical	HC-EVT	EMS	800 MHz		800 MHz		D	Interior/Exterior EMS Operations
8	Tactical	Medical 8	EMS	UHF		UHF		D	Interior - US Bank Medical 1st Aid Team
9	Tactical	MPPD 11	SWAT	ARMER 800 MHz		ARMER 800 MHz		D	FBI / MPD SWAT Channel
10	Aviation	STAC 4	Law	ARMER 800 MHz		ARMER 800 MHz		D	ASOC / Aviation
11	Tactical	▮▮▮▮▮	EMS	Cell Phone		Cell Phone			EMS SOC/JOC Deputy Chief Sloan III
12	Tactical	▮▮▮▮▮	EMS	Cell Phone		Cell Phone			EMS Field Operations Deputy Chief M. Rogers
13	Support	MPPD 10	Law	ARMER 800 MHz		ARMER 800 MHz		D	Convention Center - patched to 8SOA4 (fka PSOA2)
14	Support	▮▮▮▮▮	Communications	Landline		Landline			EMS SOC Incident Dispatcher
15	Support	▮▮▮▮▮	Communications	Landline		Landline			SOC MECC Incident Dispatcher
16	Support	▮▮▮▮▮	Communications	Landline		Landline			COML stationed at MACC
17	Support	▮▮▮▮▮	Communications	Landline		Landline			MECC Dispatch Duty Supervisor
18	Expansion	HC-TAC 4	EMS	800 MHz		800 MHz			EMS HC-TAC 4 TG Cross-Patched with Fire MPFD-8 TG - External Public Safety - AD HOC
19	Expansion	MPFD 8	Fire	800 MHz		800 MHz			Fire MPFD-8 TG Cross-Patched with EMS HC-TAC 4 - External Public Safety - AD HOC

SPECIAL INSTRUCTIONS
Hennepin EMS Communications Center to set-up patch for Fire MPFD 8 TG & HC TAC 4 TG - AD HOC - External Public Safety

	INCIDENT/EVENT LOCATION
COML: Sara Boucher-Jackson AGENCY: Minneapolis Emergency Communications Center PHONE: ▮▮▮▮▮ EMAIL: sara.boucher-jackson@minneapolismn.gov	US Bank Stadium 401 Chicago Ave S Minneapolis, MN 55415

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or "W" to indicate whether the frequency is narrow or wide band.   Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 1.0, 11/2015)

	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN SUPER BOWL LII	**Logisitics Branch**	**12/19/2017 18:15**	**1/24 - 2/5/2018**

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 3	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Operations	NATTAC 2	Law VPSO	168.5875	169	168.5875	169	M	Visiting Public Safety Officials (VPSO)
3	Operations	MPPD 11	Law / Logistics	ARMER 800 MHz		ARMER 800 MHz		D	Logistics talk-around
4	Command	▓▓▓▓▓	Law / VPSO	Cell Phone					MPD SGT. Dave Garman
5	Command	▓▓▓▓▓	Law / VPSO	Cell Phone					MPD LT. Amelia Huffman
6	Command	▓▓▓▓▓	Law / Logistics	Cell Phone					MPD Cmdr. Chiodo
7	Support	S COML	Communications	ARMER 800 MHz		ARMER 800 MHz		D	COML talk-around
8	Support	MPLS 911	Communications	ARMER 800 MHz		ARMER 800 MHz		D	A16 MPD Portables MECC hailing channel
9	Support	▓▓▓▓▓	Communications	Landline					Event COML Stationed at the MACC
10									
11									
12									
13									
14									
15									

SPECIAL INSTRUCTIONS

FOUO

COML: Rob Brimmer

PHONE: ▓▓▓▓▓

EMAIL: robin.brimmer@minneapolismn.gov

COML Coordinator (COMC): Sara Boucher-Jackson

INCIDENT/EVENT LOCATION

VPSO CP Traffic Engineering Bldg, 300 Border Av, Minneapolis MN 55405
Staging North Central University

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 1.0, 11/2015)

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Troy Tretter

Completed the All-Hazards Communications Technician (COMT)
Course during 21-25 September, 2015 at the
Olmsted County Sheriff's Office EOC, in Rochester, Minnesota

Ronald T. Hewitt

Ronald T. Hewitt
Director,
Office of Emergency Communications
National Protection and Programs Directorate
U.S. Department of Homeland Security

U.S. DEPARTMENT OF HOMELAND SECURITY

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

TROY P TRETTER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:
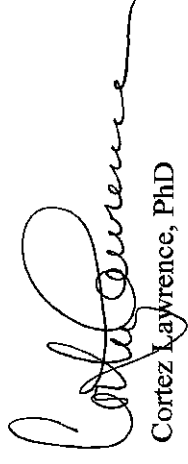
IS-00100.a

Introduction to the Incident Command System (ICS 100)

Issued this 24th Day of October, 2008
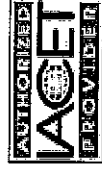
Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that
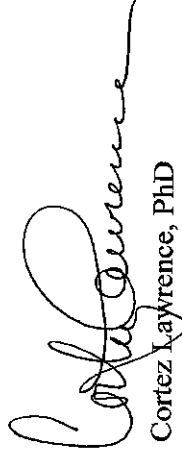
TROY P TRETTER

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

Issued this 24th Day of October, 2008

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

TROY P TRETTER

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 19th Day of February, 2009

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

AUTHORIZED IACET PROVIDER

0.3 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

TROY P TRETTER

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 19th Day of February, 2009

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 IACET CEU

BY- LAWS

OF THE

METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE

SECTION 1. COMPOSITION

There shall be a Radio Technical Operations Committee composed of one representative from each party to the Agreement. Additional seats will be awarded to:

The Minnesota Department of Transportation.

The Metropolitan Council.
The Metropolitan Airports Commission.
The Minnesota Chiefs of Police Association.
The Minnesota State Fire Chiefs Association.
Metro Region EMS.

Further, there will be an additional member designated by the board to represent other system users, but are not represented by the one of the entities listed above.

The governing body of each member to this Agreement, by resolution, and the organizations/association listed above shall appoint its representatives and alternates to the Radio Technical Operations Committee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

SECTION 2. CHAIR

The Radio Technical Operations Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Chair of Radio Technical Operations Committee. The Chair of the Board shall appoint the Chair of Radio Technical Operations Committee subject to the approval of the Board. The Chair shall preside at all meetings of the Radio Technical Operations Committee and perform the usual duties of a Chair. The Chair shall attend all the meetings of the Board and upon resolution of the Board may be reimbursed, if not otherwise compensated, for expenses, if any, per diem, for such attendance.

SECTION 3. VICE CHAIR

The Radio Technical Operations Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Vice Chair of the Committee. The Chair of the Board shall appoint the Vice Chair of the Radio

Technical Operations Committee, subject to the approval of the Board. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act.

SECTION 4. POWER AND DUTIES

The Radio Technical Operations Committee shall have the following powers and duties:

a. Present to the Board plans, standards, studies, and reports, prepared for the Board purposes and action and recommend to the Board, for adoption, such measures as are deemed necessary to enforce or carry out the powers and duties of the Board.

b. Monitor the installation and operations of metropolitan region of the ARMER system as required by the Board.

c. Prepare and submit to the ~~Administrative Officer~~Executive Director by ~~June~~ May 1st of each year its recommendations for items to be included in the budget request to the Board the following year.

d. Perform other such duties as may be prescribed by the Board.

SECTION 5. VOTING

Each member of the Radio Technical Operations Committee may cast one vote on any motion before the Radio Technical Operations Committee. A simple majority vote of the members present shall be required to pass any motion. Voting can be either by voice or roll call provided that a roll call vote may be called for by any member of the Radio Technical Operations Committee. Absentee or ~~Proxy~~ proxy voting is not permitted.

SECTION 6. MEETINGS

The Radio Technical Operations Committee may provide, by resolution, the time and place for holding regular meetings of the Radio Technical Operations Committee. Notice of regular meetings of the Radio Technical Operations Committee shall be given to each member of the Radio Technical Operations Committee at least five (5) days prior to such meeting, and, in all respects, shall comply with the provisions of the open meeting law. Special meetings of the Radio Technical Operations Committee may be called by the Chair provided that at least three (3) days notice be given to each member of the Radio Technical Operations Committee and otherwise comply with the provisions of open meeting law.

SECTION 7. QUORUM

The majority of the members designated by the appointing authorities shall constitute a quorum.

SECTION 8. ATTENDANCE

Radio Technical Operations Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) calendar year. Any agency whose member does not abide by the minimum meeting requirements will be asked to appoint another representative to the Radio Technical Operations Committee.

ECN AND SECB GOALS AND OUTCOME MEASURES

Goal 1: Evaluate technology to provide optimal systems to secure paramount public safety solutions for Minnesota citizens, visitors and emergency responders. These are the overarching goals.

ARMER:

Strategy:

ECN and the Minnesota Department of Transportation (MnDOT) will evaluate and implement software upgrades to ensure efficient system performance and avoid huge upgrade costs in the future.

Tactics:

- ECN and MnDOT to develop and secure funding for a five-year software and hardware upgrade plan with Motorola **2Q 2015 — Achieved**

- ECN to secure legislative approval to fund 50% of the hardware upgrade costs for end-of-lifecycle equipment and prepare for version 7.19 hardware upgrade **2Q 2015 — Achieved**

- ECN and MnDOT enter into five-year contract with Motorola for the 7.15 and 7.19 Software and Upgrade Agreement Plus to include software and hardware for both the state and local agencies **4Q 2015 — Achieved**

- MnDOT to include 7.19 hardware upgrade costs of local agencies in bill-back contracts to local agencies **2Q 2016**

- ECN and MnDOT to create tool to track upgrade status and report monthly to OTC and SECB. **1Q 2016**

Strategy:

Provide seamless interoperable communications to all 87 counties and 11 tribal nations.

Tactics:

- ECN with workgroup members to perform Standards review and refinement on an annual basis with input from various workgroups made up of users **50% of standards by 4Q 2016 and 50% by 4Q 2017**

- ECN to perform Best Practices review and refinement on an annual basis **4Q 2016**

- ECN to research technology advancements to improve radio communications and make recommendations to IOC on border state interoperability **4Q 2016**

- ECN, in conjunction with MnDOT and State Patrol, to complete Ontario, Canada interoperability project plan **2Q 2016**

- ECN, in conjunction with MnDOT and State Patrol, to create a project plan for Manitoba, Canada interoperability **1Q 2017**

- ECN, in conjunction with IOC stakeholder workgroup, develop Communications Unit (COM-U) program direction and plan **3Q 2016**

- ECN, in conjunction with IOC stakeholder workgroup, develop COM-U training and exercise program **4Q 2016**

- ECN and MnDOT to review, revise Change Management Standard and Procedures **2Q 2016**

- ECN to assess testing, use and status of Strategic Technology Reserve (STR) resources **4Q 2016**

- ECN to identify and publish all permanently installed and functional non-ARMER interoperability resources **2Q 2017**

- ECN to work with stakeholder workgroup to update Minnesota Field Operations Guide (MnFOG) **4Q 2016**