



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

April 28, 2021, 1:00 p.m.

This meeting will be conducted online (no in-person location). To join online, please go to <https://metropolitanemergencyservicesboard.my.webex.com/metropolitanemergencyservicesboard.my/j.php?MTID=m2df4a278a4617dc7ed41e50cee6fb2ea>. To join the audio portion only, please call 408-418-9388, use code 182 353 3770. If prompted for a password, use Radio (72346 from touchpad).

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of February 24, 2021 Meeting** – Thompson
4. **Action Items**
 - A. COMU Recognitions/Renewals – Tracey Fredrick
 - i. Dan Anderson COML Renewal
 - ii. Scott Huppert COML Renewal
 - iii. Ky Wagner COMT Renewal
 - B. Hennepin EMS Addition of MCC7500e Consoles – Dave Theis
 - C. Metro Encryption Best Practices Guide Adoption – Fredrick
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenbeck
 - B. System Managers Group Update – Ron Jansen
 - C. MnDOT ARMER System Update – John Anderson/Tim Lee/Dave Klema
 - D. SECB Committees
 - i. Steering – Jill Rohret/Fredrick
 - ii. LMR – Nate Timm/Mike Mihelich
 - iii. WBBA – Rod Olson/Thompson
 - iv. IOC & Workgroups
 - a. IOC - Thompson/Timm
 - b. STR Workgroup - Curt Meyer/Mark VandenBerghe
 - c. COMU Workgroup - Timm/Dan Anderson
 - v. IPAWS – Scott Haas
 - vi. Finance/Grants Workgroup – Fredrick
7. **Other Business**
 - A. METAC Permission update – Fredrick
 - B. Regional Strategic Planning Radio Workgroup – Fredrick
 - C. METCOM Encryption – Meyer

8. **Adjourn**

Reminder: Next meeting scheduled for May 26, 2021

Metropolitan Emergency Services Board

Radio Technical Operations Committee

February 24, 2021

Draft Meeting Minutes

Meeting Held via WebEx

Members Attendance

Derek Baas, Sherburne County
Jeff Bjorklund, MSP Airport
Cory DeMuth, Anoka County
Scott Haas, Scott County
Ron Jansen, Dakota County
Chad LeVasseur, Metro Transit
Curt Meyer, Hennepin County
Mike Mihelich, Ramsey County

Rod Olson, City of Minneapolis
Peter Sauter, Carver County
Bob Shogren, Isanti County - **absent**
Chuck Steier, U of M PD
Jake Thompson, Chisago County - **absent**
Nate Timm, Washington County
Victoria Vadnais, Metro EMS
Mark VandenBerghe, MN State Fire Chiefs

Guests: John Anderson, *MnDOT*; Marcus Bruning, *ECN*; Tucker McCumber, *Washburn County, Wisconsin*; Clay Stenback, *Metro Transit*

MESB Staff: Tracey Fredrick, Jill Rohret, Martha Ziese

1. Call to Order

Ron Jansen, Radio TOC Vice-Chair called the meeting to order at 1:00 p.m.

2. Approval of Agenda

Fredrick said that Captain Cory Palmer from the DNR was to present item 4C, but was not yet on the call. If he did not call in, she would present.

Scott Haas moved to approve the agenda for February 24, 2021 meeting. Mike Mihelich seconded. Motion carried.

Approval of Agenda roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
DeMuth	Anoka	X	
Haas	Scott	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Steier	U of M	X	
Timm	Washington	X	
VandenBerghe	Fire Chiefs	X	

Total Votes: 13 Yes 0 No Motion passes

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3. Approval of Minutes

Jeff Bjorklund moved to approve the minutes from the January 27, 2021 meeting. Peter Sauter seconded. Motion carried.

Approval of Minutes roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
DeMuth	Anoka	X	
Haas	Scott	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Steier	U of M	X	
Timm	Washington	X	
VandenBerghe	Fire Chiefs	X	

Total Votes: 13 Yes 0 No Motion passes

Action Items

4A. Eagan Fire Department Waiver Request

Ron Jansen said Dakota County is seeking a waiver to State Standard 3.19.0 "Use of 800 MHz Statewide LTAC and SIU Interoperability Talkgroups" the same as the 2017 Burnsville waiver. The Eagan Fire department has a single member that is currently assigned to the Eagan SWAT team. This radio is assigned specifically to this person for both their job functions. Dakota County is seeking permission to program this unit with the LTACE's. All three of the SWAT Teams in Dakota County utilize the same zone for communications. Allowing this waiver would significantly reduce the risk of members not being on the same resource and reduce a safety risk for lost or missed communications.

Motion by Nate Timm to approve the Eagan Fire Department Waiver Request. Curt Meyer seconded. Motion carried.

4A. Eagan Fire Department Waiver Request approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
DeMuth	Anoka	X	
Haas	Scott	X	
Jansen	Dakota	Abstain	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Steier	U of M	X	
Timm	Washington	X	

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VandenBerghe	Fire Chiefs	X	
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Total Votes: 12 Yes 0 No Motion passes

B. Washburn County, Wisconsin Interoperability Participation Plan Request

Nate Timm said this request has been reviewed and approved contingent on regional approval. Washburn County, Wisconsin has a Communications Response team that is looking to get access to ARMER as an interoperability participant. They are not directly on the border, but they do respond to several border events.

Marcus Bruning said Washburn County provides a lot of support in the NE region. Nate would be their local system administrator.

Ron Jansen asked if there was a legally allowable distance from the Minnesota border for radio/ARMER use, mostly for consideration of the SOA channels.

Timm said they are only licensed in Minnesota and would not be used while responding in Wisconsin.

Tucker McCumber, Washburn County, WI Emergency Management, said that there was some discovery during a 2013 event that if there were a major event, response would be 4-8 hours out. Having Minnesota interoperability use available would make mutual aid much easier. He will also be attending the Minnesota Best Practices class at MnDOT.

Motion made by Mike Mihelich to approve the Washburn County, Wisconsin Interoperability Participation Plan Request. Rod Olson seconded. Motion carried.

4B. Washburn County, Wisconsin Interoperability Participation Plan Request approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
DeMuth	Anoka	X	
Haas	Scott	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Steier	U of M	X	
Timm	Washington	X	
VandenBerghe	Fire Chiefs	X	

Total Votes: 13 Yes 0 No Motion passes

C. DNR METAC E Permission Request

Fredrick said this is a request to add METAC E channels to DNR radios.

Jansen asked if this was a request for something desired or is there a current need for this permission.

Scott Haas said that the request comes as a result of the DNR Enforcement being activated for the upcoming potential civil unrest. Haas also asked if this was just for sworn staff.

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Fredrick said this request is fleet-wide according to Captain Palmer. If approved, the permission could be worded that this is only for sworn staff. She can also confirm that this request is only for sworn staff.

Timm said that the current standard could be referenced that states that encrypted channels are only for Law Enforcement and if DNR wants any non-LE staff, they would need to request a waiver.

Rod Olson asked where the encryption key would be coming from, since we know there are some state entities that have the wrong encryption key.

Fredrick said she will make sure that DNR receives the correct encryption key.

John Anderson said State Patrol is going through testing and trying to confirm all the CKR info that is being shared is correct.

Haas said that there was an agreement that only the system administrators could program the talkgroups.

Motion by Nate Timm to approve the DNR METAC E Permission Request. Scott Haas seconded. Motion carried.

4C. DNR METAC E Permission Request approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
DeMuth	Anoka	X	
Haas	Scott	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Steier	U of M	X	
Timm	Washington	X	
VandenBerghe	Fire Chiefs	X	

Total Votes: 13 Yes 0 No Motion passes

D. Temporary Permissions for METAC E Requests

Fredrick said that this being the last Radio TOC meeting before the civil unrest trials kick off on March 8, and more encryption requests coming forward, if the Radio TOC would want to grant some temporary permissions for use of METAC Es.

Jill Rohret said open email discussions would not comply with the open meeting law.

Haas asked if a standard could be set up to have the Chair or Vice-Chair of the Radio TOC temporarily approve the request and have the request approval ratified at the next meeting. Rohret said that might work because the state standard allows the LMR and board chair to authorize certain things in an emergent situation.

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Jansen said that things do come up, but poor planning should not make it an emergency on our part.

Fredrick said the groups that have been part of the pre-planning have already been granted these permissions but wanted input as to needs that might come up between today and the next Radio TOC meeting March 24, 2021.

Rod Olson said he felt it would be a good tool to have just in case.

Motion made by Jeff Bjorklund to approve Temporary Permissions for METAC E Requests be done by the Radio Services Coordinator to be ratified at the next Radio TOC. Rod Olson seconded. Motion carried.

4D. Temporary Permissions for METAC E Requests approval roll call

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	Airport	X	
DeMuth	Anoka	X	
Haas	Scott	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Meyer	Hennepin	X	
Mihelich	Ramsey	X	
Olson	Minneapolis	X	
Sauter	Carver	X	
Steier	U of M	X	
Timm	Washington	X	
Vadnais	EMS	X	
VandenBerghe	Fire Chiefs	X	

Total Votes: 14 Yes 0 No Motion passes

5. Moves, Additions & Changes to the System

Haas said the Scott County cutover was completed on February 22. There were no major issues. A few training issues will be brought up at the after-action review. The first call out was an in-progress call which surprised the people in the car because they had a scanner in the car.

Mark VandenBerghe said the Eden Prairie Police will be going encrypted March 22.

Olson asked that for those that have gone encrypted on the main; the state-wide pursuit requirement for patching on LTAC1, are people keeping a clear channel in case of the patch.

Haas said when there is a need for interoperability or mutual aid that exceeds the need for encryption there will be cross-patching and encryption will be dropped at that time to meet the standard.

6. Committee Reports

A. Metro Mobility System Usage Update

Chad LeVasseur said there is little change in usage. Clay Stenback said that ridership is still around 50%, but will continue to monitor over the spring.

B. System Owners Group Update

Jansen said the SMG met last month, and there was a system upgrade update. The revisions workgroup will begin testing. Kim Corso is the new Genesis sales representative. Change

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management was discussed but no update. Encryption was discussed.

Olson said the AES discussion led to possibly going before the LMR to form a workgroup.

C. MnDOT ARMER System Update

John Anderson said MnDOT is working with State Patrol on subscriber programming. Coming up is the Lucent MUX replacement project for the early part of March. There will be some momentary/non-serious outages during the switch out.

D. SECB Committees

i. Steering

Jill Rohret said the Steering Committee met in January. Discussions included the Regional and State-wide Strategic Planning.

ii. LMR

Nate Timm said the LMR Committee met in March and discussed the North Memorial, Otter Tail County, Washburn County, WI Participation Plan change requests. Also discussed were the State Patrol internal talkgroups and LMR standards.

iii. WBBA – no update

iv. IOC & Workgroups

a. IOC – no meeting

b. STR Workgroup – no meeting

c. COMU Workgroup

Timm said the group met in February and primarily discussed the workgroup for the AUXCOMM. Telephone CPR response was presented. New recognitions to positions were approved.

v. IPAWS – no meeting

vi. Finance/Grants Workgroup

Fredrick said in the finance discussion there were questions about the role of the Finance Workgroup to the SECB. The TCPR grant is currently open until this Friday. The grant process was approved last month.

Jansen said the MTUG group was interested in is the Upgrade Differences course AST 2008.

7. Other Business

A. METAC Permission update

Fredrick said the only requests since the last meeting have been for the Northeast region cache and St. Louis County, both of which are enlisted to assist with the upcoming trials. No encryption is requested.

8. Adjournment 1:55 PM

Requirements Summary for COMU Applications

April 28, 2021 Radio TOC

COML Renewals										
Name	Complete an ICS 205 (1 pt.)	Attend cont. ed. course (1)	Give COMU presentation (3)	Assist with comms. exercise (3)	Serve as COML for an event (3)	Lead a comms. exercise (5)	Participate in other comms. activity (variable)	Agency Authorization Form Complete		
Dan Anderson	2		6		3			X		
Scott Huppert	3	3						X		
COMT Renewals										
Name	Assist in ICS 205 development (1)	Attend cont. ed. course (1)	Give COMU presentation (3)	Assist with comms. exercise (3)	Serve as COMT for an event (3)	Participate in other comms. activity (variable)	Agency Authorization Form Complete			
Ky Wagner	1	4			3		X			

COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position:

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Anderson, Daniel Dennis

Certifying

Agency

Hennepin County Emergency Management

County

Hennepin

ECB/ESB

Region

Metro

Agency Address

1600 Prairie Dr., Medina, MN 55340

24/7

Telephone

(612) 578-1372

Business

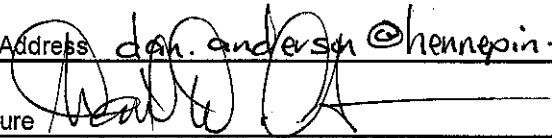
Telephone

(612) 596-0253

Email Address

dan.anderson@hennepin.us

Signature



Date

2/25/2021

Agency Certification (this section must be completed even if PTB Agency Certification form was completed)

The above named individual seeking state recognition for the above identified COMU position(s) 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 liability-related protections afforded employees of the agency, when activated for duty.

When the above named person serves in the COMU position(s), whether within the agency's jurisdiction, or outside, the person serves as an employee/representative of the agency providing the Agency Certification.

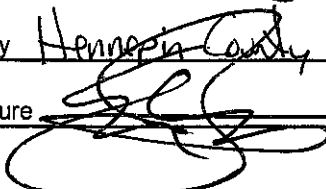
Name & Title

Eric Wagge, Director

Agency

Hennepin County Emergency Management

Signature



Date

8 March 2021

Regional Recognition

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

Name & Title

Region

Signature

Date

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

The SECB Interoperability Committee and the SWIC have reviewed and approved this request for state recognition.

SWIC

Signature

Date

COMU Experience Record

Name
(Last, First Middle)

Anderson, Daniel Dennis

Agency Hennepin County Emergency Management

ECB/ESB
Region

Metro

Position:

☒ COML
☐ INTD

☐ COMT
☐ RADO

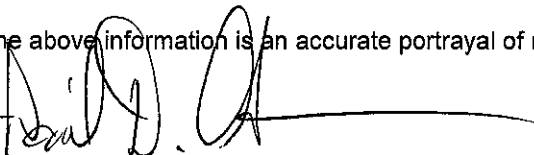
☐ INCM
☐ AECS

Detail activities below and attach supporting documents (use multiple lines or pages, as necessary).

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
3	11/27/2018 11/29/2018	MESB CRTF Quarterly Training HCSO ECF COMU Subcommittee Presentation Plymouth, MN
3	8/24/2017	SBSA Auxiliary Emergency Communications Briefing Hennepin EOC 1600 Prairie Dr., Medina, MN
1	1/27/2018	SBSA Emergency Preparedness Division ICS-205 Hennepin County
1	9/24/2019	Severe Storm Event ICS-205 Hennepin County response
3	April 2018	SECB COMU Subcommittee Presentation 2018 Minnesota Public Safety Communications Conference St. Cloud, MN

I certify that the above information is an accurate portrayal of my participation in the activities.

Signature



Date:

2/25/2021

Minnesota Communications Unit Standard Operating Guidelines

Renewal Tasks

To renew recognition, COMUs must earn five points (one point if renewing in 2018) by engaging in the following tasks:

POINTS	DESCRIPTION	DETAILS
1	Complete an ICS-205	Complete an ICS-205 for a real exercise, event, or emergency.
1	Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
3	Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
3	Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
3	Serve as a COMU in a real-world, planned or unplanned event	Must be under the control of the Logistics section. Must be for at least one operational period.
5	Leading a Communications Exercise	Examples: Formal COMMEX and informal communications exercise
Variable	Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU workgroup



METROPOLITAN EMERGENCY SERVICES BOARD COMMUNICATIONS RESPONSE TASK FORCE QUARTERLY TRAINING AGENDA

November 27, 2018, 10:00 a.m.

November 29, 2018, 6:00 p.m.

Hennepin County Sheriff's Office
1245 Shenandoah Lane, Plymouth

1. **Introductions** – Dan Anderson, Hennepin Co. Emergency Management
2. **SECB Communications Unit (COMU) Subcommittee** – Anderson
 - A. Discussion on the Purpose of the Subcommittee and its Processes
 - B. Minnesota Communications Unit Standard Operating Guidelines
 - C. Newly Recognized COMU Positions
3. **Emergency Management Assistance Compact** – Brad Winger, State of Minnesota, HSEM
 - A. How EMAC Works
 - B. Role of COMU/MESB-HSEM TERT Agreement
 - C. Hot-wash of Hurricane Florence EMAC Request
4. **MNFOG & NIFOG** – Jim Stromberg, State of Minnesota, ECN
 - A. Key Points
 - B. How Field Operations Guides are Written
5. **VHF Interoperability and Use of 8TAC Repeaters** – Nate Timm, Washington County Sheriff's Office
6. **Other Business**
7. **Adjourn**

2019 CRTF quarterly training dates will be sent out before the end of 2018.



**METROPOLITAN EMERGENCY SERVICES BOARD
COMMUNICATIONS RESPONSE TASK FORCE
QUARTERLY TRAINING AGENDA**

November 27, 2018, 10:00 a.m.

November 29, 2018, 6:00 p.m.

Hennepin County Sheriff's Office
1245 Shenandoah Lane, Plymouth

CRTF Steering Workgroup Members

Name	Agency
Dan Anderson	Hennepin County Emergency Management
Sara Boucher-Jackson	Minneapolis Emergency Communications Center
John Gundersen	Hennepin County Sheriff's Office
Ron Jansen	Dakota County
Tom Simota	Minnesota National Guard
Don Smiley	Ramsey County Emergency Communications Center
Jake Thompson	Anoka County
Nate Timm	Washington County Sheriff's Office
Mark VandenBerghe	Eden Prairie Fire Department
Victoria Vadnais	Allina Health EMS
Open	MESB Radio Services Coordinator

SB52 Auxiliary Emergency Communications Briefing

24 AUGUST 2017

HENNEPIN COUNTY EMERGENCY MANAGEMENT
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Planners and Presenters

- Dan Anderson – HCEM
 - Minnesota-certified Communications Unit Leader (COML)
 - AUXCOMM
 - Alternate CONOPS
 - Auxiliary CONOPS
- Michael Ostlund – HCEM
 - Minnesota-certified Communications Unit Technician (COMT)
 - Auxiliary CONOPS-Data portion
 - Minnesota Amateur Emergency Network (MAEN) SOP

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2

PARTICIPANT INTRODUCTIONS

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Briefing Agenda

- | | |
|----------------------------------|--------------|
| • Explanation of event | • MAEN |
| • COMU Organizational Structure | • Voice |
| • Status of Metro EOCs | • Data |
| • Levels of Communication | • Digital |
| • Auxiliary Communications Usage | • HF |
| | • Next Steps |
| | • Discussion |

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OPSEC

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"...plans are useless, but planning is indispensable."

Dwight D. Eisenhower

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SB52

INTRODUCTION

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Planning Assumptions

- Event vs. Incident
- 155 days and counting until 26 JAN 2018

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Event Timeframe

- SB 52, plus the series of events from 26 JAN-4 FEB
- 10 days total



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Event Locations

- Almost exclusively in Hennepin County
 - Primarily downtown Minneapolis
 - US Bank Stadium 4 FEB
 - Bloomington (MOA, team hotels)
 - Eden Prairie (team practice facility)
 - University of Minnesota (team practice facility)

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Incident

- Any emergency response that may happen during and because of the event
 - Natural
 - Winter in Minnesota
 - Manmade
 - Acts of violence or destruction
 - Acts of terrorism
 - Cyber threats
 - HazMat incidents

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T Minus 155 days

- Much has been done, but much to do as things evolve
- Will continue to plan and rewrite plans and documentation until 26 JAN 2018

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SB52 COMMUNICATIONS UNIT

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COMU Organizational Structure

- Command Post for all Hennepin County events in downtown Minneapolis
- Event COML will staff each Operational Period
- Event COMLs managed by a Communications Coordinator (COMC)
- COMLs also in the following facilities
 - Eden Prairie Command Post
 - Bloomington??
 - Hennepin County Emergency Management

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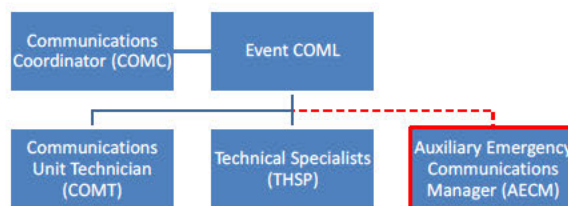
Event COML

- Primarily MECC dispatchers
- MESB Communications Response Task Force may supplement
- With COMC, will coordinate ICS-205 usage throughout the event

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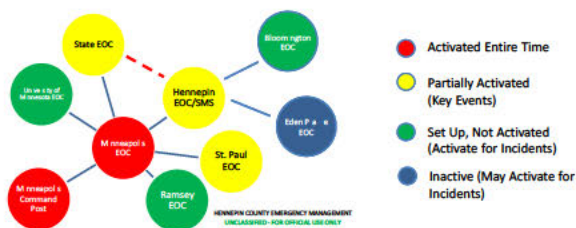

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COMU Organizational Chart


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EOC Organizational Flow


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Status of Metro EOCs

- Minneapolis EOC – Activated during entirety of event
- Hennepin County EOC – Set up and on Standby – SMS activated for key events
- Bloomington EOC – Set up and on standby. Activated when emergency necessitates
- Eden Prairie EOC – Not activated. Activated when emergency necessitates

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Status of Metro EOCs

- State EOC – Partially activated, minimal daytime staffing
- St. Paul EOC – Partially activated, minimal daytime staffing
- Ramsey EOC – Not activated. Activated when emergency necessitates

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Minneapolis EOC COMU Staffing

- Radio Operators (RADO) staffing EOC Radio Room
- HCEM AUXCOMM Team Only
- Key events and Operational Periods only
- Actual staffing TBD

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Hennepin EOC COMU Staffing

- COML (Anderson)
- COMT (Ostlund)
- AUXCOMM staffing all radio positions during key events and Operational Periods
- Backfill from other qualified personnel (BCG, others)
- Actual staffing TBD

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Three Levels of Communications

- Primary Communications – ICS-205 designed to meet the Event Need
- Alternate Communications
 - When Primary Communications fails and when an emergency response is needed
- Auxiliary Communications
 - Subset of Alternate Communications
 - Amateur Radio resources

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SB52

PRIMARY COMMUNICATIONS

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Responder Level

- Trunked, digital ARMER Public Safety backbone
- Existing local, regional, statewide talkgroups
- Cell phones

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EOC/Command Post Level

- VOIP, POTS and cellular telephones
- Email and internet
- fax

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SB52

ALTERNATE COMMUNICATIONS

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Responder Level

- ARMER site trunking
- Select 8TAC frequencies and SOA channels
- Prepositioned MNNG and Metro Region STR assets

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EOC/Command Post Level

- Depends on what the failure is
 - If phones and network goes down, switch to ARMER
 - If phones, network and ARMER fail, switch to 8TACs
 - Satellite Phones (HCEM)

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Use of Alternate Communications

- Exact usage of Alternate Communications will be determined by the Event COML in response to the communications failure
- ICS-217A dictates writing of new incident ICS-205

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SB52

AUXILIARY COMMUNICATIONS

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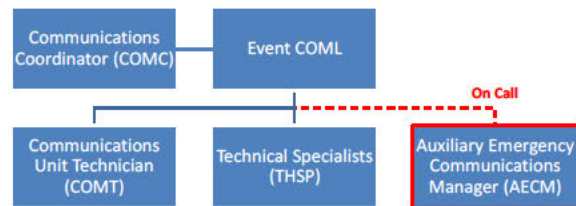
SB52 AUXCOMM Objectives

- Event
 - On Call and standing by for incident activation
 - Backfill Hennepin SMS/EOC Radio Room
 - Staff local EOCs as necessary
- Incident
 - Provide Amateur Radio Emergency Communications among EOCs only

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COMU Organizational Chart


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Auxiliary Emergency Communications Manager (AECM)

- Position staffed "on call" for 24-hour period
- Will NOT be stationed at an EOC or Command Post, but will be able to be activated by phone if needed
- From a pool (5-10) of select individual trained in AUXCOMM

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Event AECM Pool

- Managed by Anderson, Ostlund
- 5-10 AUXCOMM qualified individuals TBD by Anderson

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AECM Duties (when activated)

- Provide amateur radio technical and operational assistance to the Event COML
- Supplement ICS-205 with amateur radio resources at the request of the Event COML
- Activate staff and resources needed to run an AUXCOMM unit attached to the COMU

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SB52 AUXCOMM CONOPS (ENHANCED)

- Basic Concept of Operations for amateur radio
- ICS-217A Resource Availability forms for amateur frequencies
- Outlines Voice usage on Minnesota Emergency Amateur Network (MAEN)
- Outlines Data using Winlink, maybe fldigi

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Introduction

- Analog
 - Voice (MAEN, simplex)
 - Data (Winlink, fldigi)
- Digital
 - Voice (DMR, D-Star)

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MAEN

- Minnesota Amateur Emergency Net
- SOG for the WCØHC repeater system
 - 146.700 downtown Minneapolis repeater
- Primary Amateur "Command" net for SB52
- Ostlund is writing SOP

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WCØHC Repeater Network

- Downtown Minneapolis repeater (146.700)
 - Hall/Command Use (voice only)
- Edina VHF (145.430)
 - Potential Tactical Use (voice or data TBD)
- Edina UHF (444.200)
 - Potential Tactical Use (voice or data TBD)
- Golden Valley UHF (444.175)
 - Potential Tactical Use (voice or data TBD)

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Other Voice Repeaters To Be Used

- WCØAAA – Bloomington (147.090 and 443.175 repeater)
- KØEPR – Eden Prairie (146.880)
- And more if needed (with permission)
 - Maple Grove Radio Club
 - HCSO CRT (WØPZT)

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Voice Simplex

- Establishing VHF/UHF frequencies as a backup to repeaters
- TBD
- Drawn from Minnesota ARES Frequency Pool

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COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET										Frequency Band	Description
										VHF	Minnesota ARES Frequencies
Channel Configuration	Channel Name/Repeater Name/ System Labeling	Engine uses	AR 5285	AR 5286	AR 5287	AR 5288	AR 5289	AR 5290	AR 5291	Mode	Notes
Simplex	HV-CALL	ARES	146.5200 W			146.5200 W				A	Nationalwide VHF Call Frequency
Simplex	HV-ALPHA	ARES	147.5250 W			147.5250 W	203.5			A	Local Option
Simplex	HV-BRAVO	ARES	146.4150 W			146.4150 W	203.5			A	Local Option
Simplex	HV-CHARLIE	ARES	147.4350 W			147.4350 W	203.5			A	Local Option
Simplex	HV-DELTA	ARES	146.5650 W			146.5650 W	203.5			A	Local Option
Simplex	HV-ECHO	ARES	147.4950 W			147.4950 W	203.5			A	Local Option
Simplex	HV-FOXTROT	ARES	146.4750 W			146.4750 W	203.5			A	Local Option
Simplex	HV-GOLF	ARES	146.3950 W			146.3950 W	203.5			A	Local Option
Simplex	HV-HOTEL	ARES	147.5550 W			147.5550 W	203.5			A	Local Option
Simplex	HV-INDIA	ARES	146.4450 W			146.4450 W	203.5			A	Local Option
Simplex	HV-JULIET	ARES	147.4650 W			147.4650 W	203.5			A	Suggested Air-Ground
Simplex	HV-APRIS	ARES	144.3900 W			144.3900 W				A	Nationalwide APRIS Frequency
Simplex	HV-PACKET	ARES	145.6700 W			145.6700 W				A	Statewide Packet
Simplex	HV-DATA	ARES	144.9900 W			144.9900 W				A	Digital (T1, Digi)

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "W" or a "V", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) 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.

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Ability for Amateur HF

- Won't actively use, but will have the ability...
- Minnesota Section Phone Net (75-meter)
- Region 10 Phone Net (40-meter)
- Net with surrounding states and FEMA Region 5 (60-meter)

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Use of Data

- Winlink – Establishing and sharing email accounts
 - HCEM – wc0hc@winlink.org
- Fldigi
- Packet network (145.670)
- Simplex packet (Bartholomew)

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Digital Modes

- DMR
- D-Star

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Next Steps

- Establishing MAEN
- Establishing Winlink and fldigi
- SB 52 SET (Oct. 28), possible follow-up Nov./Dec.
- Identifying Event AECM pool
- Training and further briefing Event AECM pool

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AUXCOMM Discussion

Questions?
Answers!

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Thank You!

Dan Anderson

Hennepin County Emergency Management
(612) 596-0253


daniel.anderson@hennepin.us

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 ICS-205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME HCEM 24 SEPT 2019 Severe Storm Event		DATE/TIME PREPARED 24-Sep-19		OPERATIONAL PERIOD DATE/TIME 9/24/2019 1800 to 9/24/2019 2400		
Line	Function (NET) <small>(COMMAND TACTICAL SUPPORT AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW FIRE EMS OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command		Command Staff					D	County EOC/SMS to City EOC/County DOC
2	Tactical		Multi-Discipline Rapid Damage Assessment					D	City/County Interoperability
3	Tactical	NWS CHAN						D	County Warning Points to NWS
4	Tactical	METEM	Emergency Management					D	Metro EMs to NWS
5	Tactical	PW-DSP	County Public Works					D	HC Public Works Dispatch
6	Tactical	RPTR -- WCØHC	SMS Situational Awareness	146.700 W		146.100 W	127.3	A	Skywarn Main North Metro (Monitor Only)
7	Tactical	RPTR -- KDOYLG	SMS Situational Awareness	147.345 W		147.945 W	85.4	A	Becker Skywarn Hub (Monitor Only)
8	Tactical	RPTR -- WØWCL	SMS Situational Awareness	147.240 W		147.840 W	136.5	A	Mankato Skywarn Hub (Monitor Only)
9									
10									
11	WebEOC Incident:	[ACTIVE] HC 2019 24 SEPT Severe Storm Event							
12	Hennepin Watch								
13	HCSO Duty Supervisor Desk								
14	Dan Anderson -- COML		(612) 596-0253	(612) (cell)					
15									
SPECIAL INSTRUCTIONS									
COML: Dan Anderson AGENCY: Hennepin County Emergency Management PHONE: (612) 596-0253 (612) (cell) EMAIL: daniel.anderson@hennepin.us					INCIDENT/EVENT LOCATION Hennepin County Emergency Management SMS 1600 Prairie Drive, Medina, MN 55340 Latitude: 45.048762 N Longitude: 93.567613 W USNG: 15TVK55318851				

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)

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN SUPER BOWL LII			INCIDENT/EVENT NAME		DATE/TIME PREPARED			OPERATIONAL PERIOD DATE/TIME	
			Emergency Preparedness Section		1/27/2018 15:00			1/28 - 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
2	Command	METEM	Emergency Management	ARMER 800 MHz		ARMER 800 MHz		D	County/City/State EOC-to-EOC
3	Operations	MPOEM	Emergency Management	ARMER 800 MHz		ARMER 800 MHz		D	MACC to Minneapolis EOC
4	Command	SEMTAC	Emergency Management	ARMER 800 MHz		ARMER 800 MHz		D	Backup to METEM
5	Command	WCØHC-UG	Emergency Management	444.175 W		449.175 W	127.3	A	County/City EOC-to-EOC (Auxiliary)
6	Command	WCOHC-VM	Emergency Management	146.700 W		146.100 W	127.3	A	County/City EOC-to-EOC (Redundant Auxiliary)
7	Command	HV-ALPHA	Emergency Management	147.525 W		147.525 W	203.5	A	County/City EOC-to-EOC (Redundant Auxiliary)
8	Command	60-meter Channel 1	Emergency Management	5330.5 W		5330.5		A	60-meter wide area (Auxiliary/Fed)
9	Support	HC Packet	Emergency Management	145.010 W		145.010 W		D	Auxiliary HC Winlink access (packet)
10	Support	HV-PACKET	Emergency Management	145.670 W		145.670 W		D	Auxiliary Statewide Winlink access (packet)
11	Support	MNZone5	Emergency Management					D	Auxiliary DMR EMCOMM Talkgroup (Metro)
12	Support	MNSTATE	Emergency Management					D	Auxiliary DMR EMCOMM Talkgroup (State)
13	Operations		FEMA						FEMA Consequence Management Minneapolis
14	Operations		FEMA						FEMA Consequence Management St. Paul
SPECIAL INSTRUCTIONS									
FOUO -- The use of any of these frequencies is per the Alternate Communications Plan and the Auxiliary Communications Plan and should not be considered a means of Primary Communications.									
			COML: Dan Anderson PHONE: (612) [REDACTED] EMAIL: daniel.anderson@hennepin.us COML Coordinator (COMC): Sara Boucher-Jackson			INCIDENT/EVENT LOCATION			
						Metro County and City Emergency Operations Centers, State Emergency Operations Center			

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)

COMMUNICATIONS LIST (ICS 205A)

Incident Name		Operational Period
MINNESOTA METRO REGION ICS 205A COMMUNICATIONS LIST SUPER BOWL LII		1/24 - 2/5/2018
Basic Local Communications Information:		
Incident Assigned Position	Name	Method(s) of Contact phone, pager, cell, email, etc.
COML/COMC	Sara Boucher-Jackson	(612) [REDACTED] cell
		(612) [REDACTED] desk
		sara.boucher-jackson@minneapolismn.gov
Emergency Management/Wx RPG COML	Dan Anderson (HCEM)	(612) 596-0253 (office)
		(612) [REDACTED] (cell)
		daniel.anderson@hennepin.us
Weather RPG Coordinator	Sarah Karel (HCEM)	(612) [REDACTED]
		(612) [REDACTED]
		Sarah.Karel@hennepin.us
SEOC Communications	Michael Earp	(651) [REDACTED] (office)
		(651) [REDACTED]
		michael.earp@state.mn.us
Minneapolis EOC	Bryan Gorman	(612) [REDACTED]
		(612) [REDACTED]
		bryan.gorman@minneapolismn.gov
Ramsey Emergency Management	Bryan Mayer	(651) [REDACTED]
		(651) [REDACTED]
		bryan.mayer@co.ramsey.mn.us
St. Paul Emergency Management	Lucy Angelis (interim)	(651) [REDACTED]
		lucy.angelis@ci.stpaul.mn.us
Bloomington Emergency Management	Ulie Seal	(952) [REDACTED]
		(952) [REDACTED]
		useal@bloomingtonmn.gov
Eden Prairie Emergency Management	George Esbensen	(952) [REDACTED]
		(763) [REDACTED]
		gesbensen@edenprairie.org
Metropolitan Airports Commission Emergency Management	Kristi Rollwagen	(612) [REDACTED]
		(952) [REDACTED]
		kristin.rollwagen@mspmac.org
Prepared by: Dan Anderson		Position/Title: COML
ICS 205 A IAP Page		Date/Time: 1/3/2018
Signature:		

COMMUNICATIONS LIST (ICS 205A)

Incident Name		Operational Period	
MINNESOTA METRO REGION ICS 205A COMMUNICATIONS LIST SUPER BOWL LII		1/24 - 2/5/2018	
Basic Local Communications Information:			
Incident Assigned Position	Name	Method(s) of Contact phone, pager, cell, email, etc.	
University of Minnesota Emergency Management	Lisa Dressler	(612) [REDACTED]	
		dressler@umn.edu	
Metro Transit Emergency Management	Vincent Pellegrin	(612) [REDACTED]	
		vince.pellegrin@metrotransit.org	
Mdwakanton Sioux Community Emergency Management	Greg Hayes	(952) [REDACTED]	
		gregory.hayes@mdfire.org	
Anoka County Emergency Management	Terry Stoltzman	(763) [REDACTED]	
		terry.stoltzman@co.anoka.mn.us	
Carver County Emergency Management	Deb Paige	office [REDACTED]	
		cell [REDACTED]	
		dpaige@co.carver.mn.us	
Chisago County Emergency Management	Scott Sellman	(651) [REDACTED]	
		srsellm@co.chisago.mn.us	
Dakota County Emergency Management	BJ Battig	(651) [REDACTED]	
		bj.battig@co.dakota.mn.us	
Isanti County Emergency Management	Mari Delage Bostrom	(763) [REDACTED]	
		mari.delage@co.isanti.mn.us	
Sherburne County Emergency Management	Kyle Breffle	(763) [REDACTED]	
		kyle.breffle@co.sherburne.mn.us	
Scott County Emergency Management	Scott Haas	(952) [REDACTED]	
		shaas@co.scott.mn.us	
Prepared by: Dan Anderson		Position/Title: COML	
ICS 205 A IAP Page		Date/Time: 1/3/2018	
		Signature:	

COMMUNICATIONS LIST (ICS 205A)

Incident Name		Operational Period	
MINNESOTA METRO REGION ICS 205A COMMUNICATIONS LIST SUPER BOWL LII		1/24 - 2/5/2018	
Basic Local Communications Information:			
Incident Assigned Position	Name	Method(s) of Contact phone, pager, cell, email, etc.	
Washington County Emergency Management	Doug Berglund	(651) [REDACTED]	
		douglas.berglund@co.washington.mn.us	
NWS Chanhassen	Craig Schmidt	952- [REDACTED]	
		craig.schmidt@noaa.gov	
NWS Chanhassen	Todd Krause	(952) [REDACTED]	
		(952) [REDACTED]	
		todd.krause@noaa.gov	
Prepared by: Dan Anderson		Position/Title: COML	
ICS 205 A IAP Page		Date/Time: 1/3/2018	
		Signature:	

SECB Communications Unit (COMU) Subcommittee

Dan Anderson
Senior Coordinator-Public Warning and Communications
Hennepin County Emergency Management

Hennepin County Emergency Management



1

COMU Subcommittee Purpose

- Formal Subcommittee under the Interoperability Committee
- Assists in managing the state's COMU program
- Recommends state recognition of individual for COMU positions
- Recommends changes the Standard Operating Guidelines (SOG)

Hennepin County Emergency Management



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Current COMU Subcommittee Members

- Dan Anderson (Chair), Metro Region
- Dave Pike (Vice Chair), Southeast Region
- Jim Stromberg, ECN
- SFC Thomas Simota, Minnesota National Guard
- Brian Zastoupil, Northwest Region
- Steve Olson, Northeast Region
- Dean Wrobbel, Central Region
- Kevin Haney, Southwest Region
- Keith Ruffing, South Central Region
- Jim Jarvis, DHS OEC (non-voting)

Hennepin County Emergency Management



3

3.48.0 COMU Standard

- Approved November 2017
- 6 State Recognized ICS Positions
 - COML, COMT, INCM, INTD, RADO, AECS
- Replaces former COML and COMT standards
- Identifies that specifics to the state COMU program be outlined in the Standard Operating Guidelines

Hennepin County Emergency Management



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3.48.0 COMU Standard

- Identifies that specifics to the state COMU program be outlined in the Standard Operating Guidelines

Hennepin County Emergency Management



5

COMU SOG

- Identifies COMU positions
- Establishes process for statewide recognition
- Defines minimal requirements for statewide deployment
- COMU SOG Forms package

Hennepin County Emergency Management



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SOG Forms Package

- Outlines the Position Recognition Process
- Application
- Agency Certification
- Points-based system of experience

Hennepin County Emergency Management



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New COMU Positions

- Incident Communications Center Manager (INCM)
- Incident Tactical Dispatcher (INTD)
- Radio Operator (RADO)
- Auxiliary Emergency Communications Specialist (AECS)

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Incident Communications Center Manager (INCM)

- Manage the Incident Communications Center (ICC) when having a COML do so present a span of control issue
- DHS OEC Training offered

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9

Incident Tactical Dispatcher (INTD)

- Knowledge and skills to operate away from the dispatch center in a command post, EOC, base camp, incident scene, or another dispatch center
- DHS OEC training forthcoming

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Radio Operator (RADO)

- Staff an ICC, monitoring radio traffic and base station operations for EOCs, hospitals, dispatch centers, and NGOs.
- DHS OEC training forthcoming

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Auxiliary Emergency Communications Specialist (AECS)

- Provide Auxiliary Communications to command post, EOC, or other ICS facility
- "Communications of the weird"
- "TRG-AUXCOMM" DHS OEC training forthcoming

Hennepin County Emergency Management



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HCEM AUXCOMM Team

- 5 members
- SB LII support for Hennepin, Minneapolis EOCs
- Technical and Operational Duties
- Public Safety and Amateur radio systems



Hennepin County Emergency Management



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Thank You

Dan Anderson
daniel.anderson@hennepin.us
(612) 596-0253

Hennepin County Emergency Management



14

COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position (check only one unless changing status):

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

HUPPERT, SCOTT THOMAS

Certifying

Agency

HENNEPIN EMS

County HENNEPIN

ECB/ESB

Region METRO

Agency Address 701 PARK AVE

MINNEAPOLIS, MN 55415

24/7

Telephone

651-755-4597

Business

Telephone

612-347-2141

Email Address SCOTT.HUPPERT@HCMED.ORG

Signature

Date 4/6/21

Agency Certification (this section must be completed even if PTB Agency Certification form was completed)

The above named individual seeking state recognition for the above identified COMU position(s) 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 liability-related protections afforded employees of the agency, when activated for duty.

When the above named person serves in the COMU position(s), whether within the agency's jurisdiction, or outside, the person serves as an employee/representative of the agency.

Name & Title

WADE JOHNSON - DEPUTY CHIEF

Agency

HENNEPIN EMS

Signature

Date 4-6-2021

Regional Recognition

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

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

The COMU Subcommittee and the SWIC have reviewed the request for state recognition and supports state recognition of this person.

SWIC

Signature

Date

COMU Experience Record

Name
(Last, First Middle) HUPPERT, SCOTT THOMAS

Agency HENNEPIN EMS

ECB/ESB
Region METRO

Position:

☒ COML
☐ INTD

☐ COMT
☐ RADO

☐ INCM
☐ AECS

Detail activities below and attach supporting documents (use multiple lines or pages, as necessary).

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	2/23/21	QUARTERLY CRTF VIRTUAL MEETING. RAMSEY COUNTY CO-OP PLAN. TRACEY FREDRICK
1	3/10/2021	ICS 205 - PAUL JACOBS FUNERAL PROCESSION TYLER LUKES - HENNEPIN EMS
1	3/16/21	ICS 205 - OPERATION SAFETY NET - EMS CO-AUTHOR DAN KLAUTTER - HENNEPIN EMS
1	7/17/2019	2019 X-GAMES ICS 205 CHARLIE SLOAN III HENNEPIN EMS
1	2/25/2020	QUARTERLY CRTF MEETING - ICS FORMS/COMU POSITIONS TRACEY FREDRICK

I certify that I participated in the above activities.

Signature



Date:

4/6/21

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Operation Safety Net - EMS		3/16/2021 1300hrs		4/19/2021 0800 - 5/31/2021 2359		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	OPERATIONS	HC-DTWN	EMS	ARMER		ARMER		D	Hennepin EMS Dispatch (MAIN)
2	SUPPORT	HC-BUS	EMS	ARMER		ARMER		D	Hennepin EMS Info/Talk Around
3	SUPPORT	WEST MRCC	EMS	ARMER		ARMER		D	Metro Region Patient Reports/Patient Tracking
4	SUPPORT	SMRCC	EMS	ARMER		ARMER		D	Statewide Patient Reports/Patient Tracking
5	TACTICAL	HC-TAC4	EMS	ARMER		ARMER		D	Hennepin EMS Internal Strike Teams/MFF Units
6	TACTICAL	ME TAC 7	EMS	ARMER		ARMER		D	Metro Region EMS Mutual Aid/Strike Teams
7	TACTICAL	S TAC 7	EMS	ARMER		ARMER		D	Non Metro Region EMS Mutual Aid/Strike Teams
8	SUPPORT	EMSCRD	EMS	ARMER		ARMER		D	EMS Command agency to agency coordination
9	TACTICAL	SW-FG 7	EMS	ARMER		ARMER		D	FIRE/EMS talk around outside Minneapolis
10	SUPPORT	██████████	EMS Dispatch						Hennepin EMS Dispatch
11	SUPPORT	██████████	WMRCC						West MRCC Phone
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
SWFG 7 INFO TAKEN FROM EDINA FD COM1 ANDREW LAVENTURE'S ICS 205 / EMS AGENCIES CHECK MNTRAC FOR INFO SHARING									
COM1: Scott Huppert /Daniel Klawitter AGENCY: Hennepin EMS OFFICE: (612) -873-7522 CELL: (612)760-1706 EMAIL: Daniel.Klawitter@HCMED.org					INCIDENT/EVENT LOCATION				
					Operation Safety Net, Chauvin Trial expected civil unrest				

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)

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Hennepin EMS EMD Paul Jacobs Procession		3/10/2021 2200		3/11/2021 1600-2100		
Line	Function (NET)	Talkgroup/Channel/Phone	Assignment	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode	Remarks
1	Tactical	METACS	EMS/LAW/FIRE	ARMER		ARMER		D	Procession Coordination
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COM1: Scott Huppert AGENCY: Hennepin EMS PHONE: (651) 755-4597 (Cell), (612) 347-2141 (Dispatch) EMAIL: Scott.Huppert@HCMED.Org					INCIDENT/EVENT LOCATION MSP International Airport to Blaine				

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)

Purpose
Preparation
ARMER Status Board
Distribution
Incident Event Name
Date/Time Prepared
Operational Period Date/Time
Line Number
Function
Talkgroup/Channel/Phone
Assignment
Rx Frequency
Rx Tone
Tx Frequency
Tx Tone
Mode
Remarks
Special Instructions
COML Contact Information
Location

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			XGAMES		7/17/2019 2200hrs		8/1/2019 -8/4/2019 0800-2330		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	COMMAND	612-281-0811	CMDR. DELMONICO						INCIDENT COMMAND
2	COMMAND	METAC-8	LAW/EMS/FIRE	ARMER 800MHZ		ARMER 800MHZ		D	UNIFIED COMMAND B4 on MPD PORTABLES
3	TACTICAL	MPPD 8	LAW	ARMER 800MHZ		ARMER 800MHZ		D	STADIUM INTERIOR
4	TACTICAL	MPPD 9	LAW	ARMER 800MHZ		ARMER 800MHZ		D	STADIUM EXTERIOR
5	TACTICAL	LTAC-4	LAW	ARMER 800MHZ		ARMER 800MHZ		D	IF NEEDED FOR LE INTEROP C5 on MPD PORTABLES
6	TACTICAL	MP-SWAT2	LAW	ARMER 800MHZ		ARMER 800MHZ		D	MPD SWAT TALK AROUND B6 on MPD SWAT PORTABLES
7	TACTICAL	West Main	LAW	ARMER 800MHz		ARMER 800MHz		D	Transit Police OPS
8	TACTICAL	MPFD-1	LAW	ARMER 800MHz		ARMER 800MHz		D	MFD Fire OPS
9	TACTICAL	METAC-10	EMS	ARMER 800MHz		ARMER 800MHz		D	HEMS Interop (If needed)
10	TACTICAL	HCEVT	EMS	ARMER 800MHz		ARMER 800MHz		D	HEMS Internal TG
11	LOGISTICS	WMRCC2	EMS	ARMER 800MHz		ARMER 800MHz		D	WMRCC Transport Logs.
12	SUPPORT	██████████	LAW	LANDLINE		LANDLINE			MECC Supervisor MPD/MFD
13	SUPPORT	██████████	LAW	LANDLINE		LANDLINE			Metro Transit PD
14	SUPPORT	██████████	EMS	CELLULAR		CELLULAR			HEMS Duty Chief
15	SUPPORT	██████████0	EMS	LANDLINE		LANDLINE			HEMS Comm. Ctr
SPECIAL INSTRUCTIONS									
HENNEPIN EMS WILL PATCH HCEVT TO ME TAC 10 FOR ANY MUTUAL AID AMBULANCES CALLED TO US BANK STADIUM									
COML: Scott Huppert COML AGENCY: Hennepin EMS PHONE: 651-755-4597 EMAIL: Scott.Huppert@HCMED.ORG					INCIDENT/EVENT LOCATION				
					US BANK STADIUM - 401 CHICAGO AV, MINNEAPOLIS				

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)

CRTF Quarterly Training Attendance – February 2021

Day session – Tuesday, February 23

Travis Belisle, Airport
Don Smiley, Ramsey
Dawn Spencer-Marks, Ramsey
Andrew LaVenture, Edina
Candy Capra, Airport
Chad Steffen, Goodhue
Craig Brekke, Airport
Erin Wegner, Dodge
Jake Prager, Allina
Jerry Erickson, North Memorial
Jon Whitling, Airport
Bob Beem, Hennepin
Nate Timm, Washington
Mark VandenBerghe, Eden Prairie
Mike Ostlund, Hennepin
Ron Jansen, Dakota
Scott Huppert, Airport?
Alissa Baker, Scott
Curt Meyer, Hennepin
Autumn Stark, Scott
Rod Olson, Minneapolis
Al Jankovich, Isanti
Melissa Engley, Scott
Brad Winger, HSEM
Jeff Bjorklund, Airport

Evening Session – Thursday, February 25

Vicki Vadnais, Allina
Tyler Lupkes, HCMC
Wade Johnson, HCMC
Dan Anderson, Hennepin
Sara Boucher-Jackson, Minneapolis
Dan Klawitter, HCMC
Tim Albrecht, HCMC?
Denise McMullan, Ramsey
Dan Motley, Allina

COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position (check only one unless changing status):

☐ COML

☒ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle) Wagner, Kya K

Certifying

Agency MAC Emergency Communications

County

Hennepin

ECB/ESB

Region

Metro

Agency Address

6120 34th Ave S, Mpls, MN 55450

24/7

Telephone (612) 726-5577

Business

Telephone (612) 467-0965

Email Address

Kya.Wagner@MSPMAC.org

Signature

Date 3-24-21

Agency Certification (this section must be completed even if PTB Agency Certification form was completed)

The above named individual seeking state recognition for the above identified COMU position(s) 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 liability-related protections afforded employees of the agency, when activated for duty.

When the above named person serves in the COMU position(s), whether within the agency's jurisdiction, or outside, the person serves as an employee/representative of the agency.

Name & Title

Heidi Hiesrich - Emergency Communications Manager

Agency

MAC Emergency Communications

Signature

Date

3-24-21

Regional Recognition

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

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

The COMU Subcommittee and the SWIC have reviewed the request for state recognition and supports state recognition of this person.

SWIC

Signature

Date



FEMA

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

in cooperation with the
Department of Homeland Security
Federal Emergency Management Agency

Kya K. Wagner

has successfully completed

Advanced ICS-400 Command and General Staff-Complex Incidents

Saint Paul, Minnesota, United States

14 Hours

September 25 - 26, 2018

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

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



FEMA

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

in cooperation with the
Department of Homeland Security
Federal Emergency Management Agency

Kya K. Wagner

has successfully completed

Intermediate ICS-300 for Expanding Incidents

Minneapolis, Minnesota, United States

20 Hours

June 19 - 21, 2018


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

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

ICS205 INCIDENT/EVENT COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			POTUS Visit		10/03/2018 1700		10/04/2018 1100-1800		
Line	Function <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	TACTICAL	STAC 4	LAW	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Motorcade (State, Hennepin, Metro Transit and Airport)
2	TACTICAL	STAC5	LAW	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Motorcade Disruption/Protest SWAT (Eagan, Burnsville, Richfield, Bloomington, Tri-
3	TACTICAL	METAC 7	LAW	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Event Disruption/Protest
4	TACTICAL	METAC 6	LAW	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	
5	TACTICAL	H-MAC-EOD	LAW	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Airport K9 Sweeps
6	TACTICAL	H-MAC-ADM	LAW	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	T1 Parking Ramps/External Security
7	TACTICAL	H-MAC-TAC3	LAW	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Event Disruption/Protest. Lt. Malone's Group
8	TACTICAL	H-MAC-PDSO	LAW	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Internal Hotel Security
9	TACTICAL	H-MAC-FR1	FIRE	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Medical/Fire Response
10	COMMAND	METAC 4	LAW	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Command Net
11									
12									
13									
14									
15									
16									

SPECIAL INSTRUCTIONS

IMPORTANT NOTICE- AGENCIES INVOLVED ARE AT VARIOUS STAGES OF RADIO RE-PROGRAMMING BE ADVISED: METAC2=PTAC2, METAC3=PTAC3, METAC4=PTAC4

		INCIDENT/EVENT LOCATION InterContinental Hotel, 5005 Glumack Drive, Minneapolis, MN 55450. MSP Airport	
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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 (e.g. Project 25) 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.



METROPOLITAN EMERGENCY SERVICES BOARD

COMMUNICATIONS RESPONSE TASK FORCE

Winter Quarterly Training
Tuesday, February 26, 2019
10:00 a.m. - 12:00 p.m.

ATTENDANCE

Name

Agency/Organization

Mark Vandennaeltraadt	Allina EMS
Dan Kluwiter	HEMS
WADE JOHNSON	HEMS
CHARL STEFFEN	TRWD
Mark Vandenberghe	Eden Prairie Fire
ROBERT DEEM	HCSO
BRAD WINGER	HSEM
Travis Belisk	MSP Airport
Ky Wagner	MSP Airport
Ron Janson	Dakota County
Don Smiley	Ramsey Co
NATE TRIM	Washington Co
Red Olson	City of Minneapolis
DAN MOTLEY	ALLINA

COMMUNICATIONS RESPONSE TASK FORCE

ATTENDANCE

Agency/Organization

Craig Brekke	Airport
Carrie Johnson	Airport
Andrew LeVenture	Eding
Jack Thompson	Anoka Co.
King Fung	Hennepin
SCOTT HYPERT	HENNEPIN EMS
Mark VanderBerg	Eder Prairie Fire
Curtis Meyer	HCSO
Mark Vandennethraalt	Allia EMS
MATE Twin	WASHINGTON CO
Ross Johnson	Dakota Co.
JONAS GUNDERSEN	NEW CO 50
Travis Belisk	Airport
Ky Wagner	Airport
Sara Boucher Jackson	MECC
Jennifer Geiselhart	MECC
Dawn Spencer-Marks	RCCE

Tuesday, April 20, 2021

Tracey Fredrick
Metropolitan Emergency Services Board
2099 University Avenue West
Saint Paul, Minnesota 55104

RE: ARMER Participation Plan Amendments

Dear Tracey,

Hennepin EMS is requesting approval for the following modifications to our ARMER participation plan.

The request is the addition of two (2) Motorola MCC-7500e mobile dispatch positions. These mobile positions will provide backup dispatch capabilities for the Hennepin EMS Emergency Communications Center, and a remote work environment for our Incident Dispatch Team when working in support of local, regional, state, and federal incidents. These mobile dispatch positions would possess the same approved ARMER Talkgroups that the Hennepin EMS ECC positions would have.

Sincerely,



Wade Johnson, EMD, NRP, TLO
Deputy Chief – Manager
Communications & West MRCC
Hennepin EMS
Minneapolis, MN 55415
(612)-873-5672

Radio Encryption Best Practices Metro Region

The following guide is meant to be used for direction for those entities planning to make the switch to encrypted radios. This guide is not a directive standard and can evolve over time. If you have any questions or concerns about this guide, please contact the MESB Radio Services Coordinator.

Prior to Cutover

- Consider partner entities who share talkgroups, especially mains. Communicate prior to the cutover, with recommendations for communication at the time of the decision made to cutover, six months prior to cutover, two months prior, one month prior, and once each week in the last month. A notice should also be sent to the ARMER System Managers list and the Metro PSAP Managers list within the month before cutover.
- Coordinate how entities will receive the DES or AES key. Note that a KVL *must* be kept secured, per SECB Standard LMR-50. If possible, consider having this information password protected.
- Verify capacity for logging and potential increase for logging needs

Programming Changes

- Consider adding an 'E' to talkgroup names that are encrypted. Note that, given some display limitations, this designation may not always be seen on the display.
- Emergency Button, Home Channel, and Key Loading should be considered for subscriber programming in different zones.
- The use of selectable encryption should be avoided; if used, radios must be encryption-capable. Special care should be taken to ensure transmissions are appropriate.

During Cutover

- Notifications sent out to documented partner entities on new permissions and how to share keys
- Consider how long to keep former talkgroups enabled and communicate the date that former talkgroups will be disabled
- Configure logger and load encryption keys, if new
- Remove clear channels from backup consolettes if those channels will be disabled
- Ensure channel capacity is understood (cannot patch encrypted to clear)

Concerns

- Be prepared for media requests
- If an encrypted talkgroup gets patched to a clear talkgroup, the transmission is no longer encrypted
- When an encrypted TG is patched to a clear TG, 2 repeaters are being used instead of 1 (overuse of system resources)

**Metro Mobility Usage
(Hours:Mins:Secs)
2021**

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall
January	63:54:47	31:25:26	21:23:55	11:11:37	32:59:25		21:56:38	182:51:48
February	57:56:13	24:20:30	18:36:36	10:21:59	31:51:11		16:53:24	159:59:53
March	53:34:46	27:26:49	26:20:11	9:52:27	35:08:45		16:49:47	169:12:45
April								
May								
June								
July								
August								
September								
October								
November								
December								

Difference

since Jan. 12 656:57:50 385:58:45 298:06:15 222:53:22 265:34:15 0:26:46 152:56:51 1982:54:04

Target	150:00:00	75:00:00	75:00:00	75:00:00	75:00:00	0:00:00	75:00:00	525:00:00
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