



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

April 24, 2024, 1:00 p.m.

This meeting will be conducted in-person at the MESB Office, 2099 University Ave W, St Paul ONLY

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of March 27, 2024 Meeting** – Thompson
4. **Action Items**
 - A. COMU Recognitions/Renewals – Tracey Fredrick
 - i. Jerry Erickson COML Renewal
 - B. Metro Transit Participation Plan Amendment – James Schnoor
 - C. Dakota County SOT IOP-11 Waiver – Ron Jansen
 - D. U of M Participation Plan Amendment – Dave Theis
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility System Usage Update – Chad LeVasseur
 - B. System Managers Group – Ron Jansen
 - C. MnDOT ARMER System Update – John Anderson/Nick Schatz/Shane Chatleain
 - D. SECB Committees
 - i. Steering – Fredrick/Jill Rohret
 - ii. LMR – Nate Timm/Mike Mihelich
 - iii. WBBA – Rod Olson/Cory DeMuth
 - iv. IOC & Workgroups
 - a. IOC – Thompson/Timm
 - b. STR Workgroup – Thompson/Jansen
 - c. COMU Workgroup – Timm/Dan Anderson
 - v. IPAWS – Scott Haas
 - vi. Finance/Grants Workgroup – Fredrick/Rohret
7. **Other Business**
 - A. METAC Permission update – Fredrick
 - B. Discussion: Regional Radio Technician – Open Discussion
8. **Adjourn**

Reminder: Next meeting scheduled for May 22, 2024

Metropolitan Emergency Services Board

Radio Technical Operations Committee

**March 27, 2024
Draft Meeting Minutes**

Members

Airport – Sara Boucher-Jackson

Anoka County – **absent**

Carver County – **absent**

Chisago County – **absent**

Dakota County – Ron Jansen

Hennepin County – Jake Thompson

Isanti County – Robert Shogren

Metro Region EMS – **absent**

Metro Transit – Chad LeVasseur

Minneapolis – Leticia Cardenas

Minnesota Fire Chiefs – Patrick Maynard

Ramsey County – Mike Mihelich

Scott County – Scott Haas

Sherburne County – Derek Baas

Washington County – Nate Timm

U of M – **absent**

Guests: Elias Charif, *M Health*; Nick Schatz, *MnDOT*; and Chris Spetcher, *Hennepin County*.

MESB Staff: Tracey Fredrick; Greg Hayes; Jacob Kallenbach; and Jill Rohret

1. Call to Order

Jake Thompson, the 2024 Radio TOC Chair, called the meeting to order at 1:02 p.m.

2. Approval of Agenda

Greg Hayes, MESB, will be added to the agenda for a brief presentation.

Motion made by Scott Haas, seconded by Mike Mihelich to approve the March 27, 2024, Radio TOC agenda with the singular addition. Motion carried.

3. Approval of Minutes of March 1, 2024 Meeting

Motion made by Scott Haas, seconded by Robert Shogren to approve the March 1, 2024 Radio TOC meeting minutes. Motion carried.

4. Metro Region Incident Response Plan Presentation

Greg Hayes, MESB, gave a brief presentation updating the Radio TOC on the revised Incident Response Plan recently developed within the EMS Emergency Preparedness Committee. Copies of the IRP trifold were distributed to members of the Radio TOC, and if more are needed, please reach out to Hayes and he will coordinate distribution.

5. Action Items

A. COMU Recognitions/Renewals

i. Phil Ozmun INTD Recognition

Phil Ozmun is a telecommunicator at the Airport and is looking to receive his initial INTD recognition. He has completed the task book and turned in all course certificates. Ozmun has been active in Metro CRTF and has agency support.

Motion made by Scott Haas, seconded by Sara Boucher-Jackson to approve the INTD recognition of Phil Ozmun. Motion carried.

ii. Travis Belisle INTD Recognition

Travis Belisle is a telecommunicator at the Airport and is looking to receive his initial INTD recognition. He has completed the task book and turned in all course certificates. Belisle has been active in Metro CRTF and has agency support.

Metropolitan Emergency Services Board

Motion made by Ron Jansen, seconded by Mike Mihelich to approve the INTD recognition of Travis Belisle. Motion carried.

iii. Ryan Kelzenberg AUXCOMM Recognition

Ryan Kelzenberg works for Anoka County emergency management and is looking for his initial AUXCOMM recognition. He has completed the task book, turned in all course certificates, and submitted a copy of his amateur radio license. Kelzenberg has agency support.

Tracey Fredrick mentioned that it has been over three years since Kelzenberg initially took the AUXCOMM course, which would typically rule out recognition. Regional and state representatives were contacted and left it up to the region to decide approval.

Jansen suggested to the group that state representatives should be contacted again to get a better understanding of options.

Haas stated that the region shouldn't override the state/nationwide standard.

Nate Timm suggested that the group table the recognition for a future meeting while seeking clarification from the state on next steps.

Motion made by Nate Timm, seconded by Scott Haas to table the recognition, readdress at a future meeting, and seek guidance from state representatives. Motion carried.

iv. Scott Huppert COML Renewal

Scott Huppert serves as a COML for Hennepin EMS and is looking for his COML renewal. He is receiving points for authoring ICS 205s and serving as a COML for several local and state events. Huppert has been an active member of Metro CRTF and is receiving points for attending training. He has agency support to continue serving as a COML.

Motion made by Scott Haas, seconded by Nate Timm to approve the COML renewal of Scott Huppert. Motion carried.

B. Radio TOC Bylaw Changes

Fredrick mentioned that the workgroup met in February to discuss some changes. There was a proposed change to add language about making recommendations for representation to state committees. MESB council reviewed and made recommendations for language updates to refer to the "committee" rather than spell out "Radio TOC" every time and suggested other minor editorial changes. The full details are in the Radio TOC meeting packet.

Motion made by Nate Timm, seconded by Scott Haas to approve the Radio TOC Bylaw changes. Motion carried.

C. Regional Needs Document

Fredrick stated the document is similar in composition to the version submitted in 2023. The document is attached to the meeting materials and is up for approval as it needs to be passed prior to April.

Jansen suggested adding an additional item to the document consisting of a regional cache equipment gateway unit at the cost of around \$20,000. The unit could be used during regional events to help with coverage and could be deployable via the MESB.

Various members of the Radio TOC voiced their approval for the recommendation.

Motion made by Jansen, seconded by Timm to approve the regional needs document including

Metropolitan Emergency Services Board

the addition of a gateway unit. Motion carried.

6. Moves, Additions & Changes to the System – none

7. Committee Reports

A. System Managers Group

Nick Schatz mentioned there will be a Motorola system freeze on June 3, and a system upgrade will start on June 17. Dispatch upgrades will occur throughout the month of April. Software downloads for the RF equipment will begin in early May. There are three training spots still available for the August 5 and 26 sessions.

B. MnDOT ARMER System Update

Schatz mentioned that there will be upcoming core conversions as follows:

April 1 and 2 - zone 2 - cores 3 and 4.

April 16 and 17 – zone 1 – cores 1 and 2.

April 22 and 23 – zone 1 – cores 3 and 4.

April 29 and 30 – zone 2 – cores 1 and 2.

May 1 and 2 – zone 2 – cores 5 and 6.

C. SECB Committees

i. Steering

Fredrick stated that the committee met in March. The group reviewed additional policies and procedures for the SECB manual, reviewed SCIP goals, and reviewed SECB Bylaws.

ii. LMR

Timm mentioned that the committee last met on March 12. The group reviewed and acted on the FBI's request for an additional 120 IDs. Exemptions for talkgroups were discussed and the MRCC East relocation plan was approved. The Itasca County participation plan update was approved.

iii. WBBA

No new updates.

iv. IOC & Workgroups

a. IOC

The committee met in March and talked about Dana Wahlberg and her retirement, the vice-chair election, COMU renewals, and waiver requests.

b. STR

No new update.

c. COMU Workgroup

No new update.

v. IPAWS

Haas stated that the committee met in March. There was a change in an “alerting authorities” standard which will align IPAWS with 9-1-1 and Radio. An approval process was created for those looking to become an alerting authority with IPAWS.

vi. Finance/Grants Workgroup

Fredrick stated that the groups met in March. The Grants Workgroup continues to talk about how to improve the SECB grants process. The final planning group for the ARMER equipment grant met and ECN has started to work on that RFP. The SECB budget workgroup met and will aim to create a capital improvement plan to present to the board.

Metropolitan Emergency Services Board

8. Other Business

A. METAC Permission Update

No new requests.

9. Adjourn

The meeting was adjourned at 1:52 p.m.

Reminder: Next meeting scheduled for April 24, 2024

DRAFT

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Erickson Jerome Allen

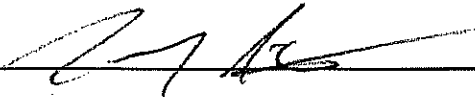
Certifying Agency North Memorial Health Ambulance

County Hennepin ECB/ESB Region Metro

Agency Address 4501 68th Ave N Brooklyn Center 55429

24/7 Telephone 612-850-9819 Business Telephone 763-581-2897

Email Address Jerry.Erickson@northmemorial.com

Signature  Date 4/4/2024

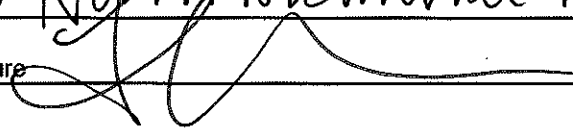
Agency Certification (this section must be completed even if PTB Agency Certification form was completed)

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 Tama Lynn Manager - Communications

Agency North Memorial Health

Signature  Date 4/4/2024

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 Erickson Jerome Allen
(Last, First Middle)

Agency North Memorial Health Ambulance

ECB/ESB Region Metro

Position:

COML
 INTD

COMT
 RADO

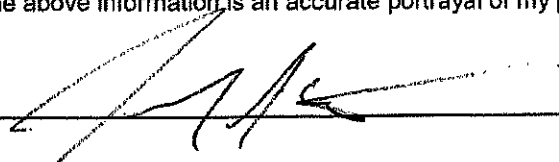
INCM
 AECS

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	NOV 21 2023	RUSCOWAN MT MEETING
1	MAY 23 2023	EDINA MEETING
1	SEP 2022	RUSCOWAN FINAL MEETING
1	MAY 2022	CITE MEETING ST. PAUL
1	NOV 2020	CITE MEETING WEBX
1	FEB 2020	CITE MEETING WEBX

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

Signature



Date:

4/4/2024



Metro Mobility

ARMER System Expansion

Presented to Metropolitan Emergency Service Board,
Radio Technical Operations Committee

April 24, 2024

James Schnoor, Business System Analyst, MTS

Chad LeVasseur, Manager Communications Systems, Metro Transit



- Shared ride, door-through-door, public transportation service guaranteed by the ADA, Federal Transportation Administration (FTA)
- For certified riders who are unable to use regular route buses due to a disability or health condition
- MN Statutory requirements also found in 473.386



- **433 buses on ARMER Motorola 800 Mhz**
 - Operating in 2 largest zones
 - West Zone: 254 buses, Transit Team
 - East Zone: 179 vehicles, TransDev
- **113 buses on Motorola 460-470 UHF**
 - ANCOM contract
 - South Zone: 113 vehicles, Transit Team



Private Call/Direct Connect solution implemented Q1 2020

- Allotted monthly hours was set at 525 hrs. in 2010
- Airtime usage dropped from a monthly average of 960 hrs. in 2019 to 193 hrs. in 2023
- Current monthly average per bus is .44 hrs.
- Adding the south zone as well as a system expansion for a total of 150 vehicles would increase average ARMER monthly airtime usage totals by approximately 66 hrs.

System Expansion: Targeted completion Jan 2025

- Procurement of radios – Target Oct 2024 (South Zone – 113 buses)
- Motorola Programming of South Dispatch Console – Target Dec 2024
- Driver/Dispatch training completed upon installation of units.
- Dispatch oversight saturation planned to enforce adoption.

Change Management:

- Manager engagement on front lines
- Training to saturate adoption of change
- Ongoing oversight enforcement of Private Call usage:
 - Dispatch observation by project administrators
 - Penalties enacted for excessive use
 - Radio system monitoring by Metro Mobility staff
 - Dispatchers trained on talk group controls and SOP's
 - Radio procedures incorporated into drivers training
 - Training conducted at monthly safety meetings
 - Council oversight monitoring
 - Planned addition of VoIP to Metro Mobility vehicles will further reduce ARMER airtime



Questions?

James Schnoor

Business System Analyst, MTS



To: Metro TOC Members, Chair Jake Thompson

CC: Tracey Fredrick

Date: 2 April 2024

RE: Waiver Request IOP-11 Dakota County Special Operations Team (DCSOT)

Greetings,

The Dakota County Special Operations Team (DCSOT) is seeking a waiver to State Standard IOP-11 formerly 3.19.0 "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups". DCSOT is a multi-discipline team comprised of firefighters and police officers. They are often called upon to provide cut team and medical support to Dakota County Mobile Field Force teams, as well as South Metro, Burnsville and Eagan SWAT during their deployments. Additionally, they provide hazardous materials support to the U.S. Secret Service during VIP visits within Dakota County. For personal safety and interoperability, the team is requesting the ability to program LTAC 1 through LTAC 4 and LTAC 5E through LTAC 12E into their radio fleetmap. This would be limited to 20 radios, where 12 are in a secured pelican case and only distributed during deployments and training. The remaining 8 units are assigned to individual command staff personnel, two of whom are police officers. The team members are all CJIS compliant and maintain required certifications. Allowing this waiver would significantly reduce the risk of members not being on the same resource and reduce the safety risk posed by lost or missed communications.

Dakota County Radio Services will manage these Radio IDs and if there is an issue moving forward will be able to correct or suspend these IDs on the ARMER system.

This request is supported by the Dakota County Law Enforcement Operations Group, which is comprised of Police Chiefs and lead personnel from each of the Dakota County Law Enforcement Agencies.

Thank you for your consideration on this request.

Best Regards,

Ron Jansen

800 MHz Radio Systems Coordinator



Radio Services

P (952) 891-7886

W www.dakotacounty.us

A 2860 160th St. W. · Rosemount · MN 55068

C (651) 325-5809

F (651) 438-8455



Dakota County Radio Services

P 952 891-7886 **F** 651-438-4405 **W** www.dakotacounty.us

A Dakota 911 • 2860 160th Street West • Rosemount • MN 55068

April 12, 2024

Jake Thompson
Metro TOC Committee Chair
Minneapolis, MN

ARMER Participation Plan Amendment

Mr. Chair,

The University of Minnesota Department of Public Safety is requesting an amendment of our existing ARMER participation plan. The requested modifications detailed in the following paragraphs will need to be approved by several committees: Northeast Owners and Operators, Northeast Regional Advisory Committee, Metro Technical Operations Committee, Metro Emergency Services Board, and the Land Mobile Radio committee. In March 2024, the plan amendment request was approved by the NE Region Owners & Operators Committee, the NE Region RAC, and the NE Region ECB.

Plan Overview

The University of Minnesota's primary Dispatch PSAP is located in the Public Safety Building on the University of Minnesota (UofM) Minneapolis Campus. Our dispatch site is both physically and logically connected to the Zone-1 Master Site located at the Water's Edge MNDOT facility in Roseville. We currently host remote VPN connectivity for many MCC7500E laptops owned by various counties and agencies throughout the state. We currently have 16 assigned connections with several pending requests from additional agencies.

Refer to the attached drawing on Page 3.

To increase connection capacity from 20 to 40, we are seeking to build a new dispatch site (NOT Dispatch Center) that will be physically and logically connected to the Zone-5 master site in Duluth. We are asking MNDOT to backhaul 2 Ethernet links from Zone-5 to Zone-1 where they would ultimately be dropped at the Biosciences building on the University's St. Paul campus. From there, we will connect to University fiber and run the last mile to the campus Transportation and Public Safety building.

In January, the NE RAC agreed to donate the Regions' ARMER firewall and Proxy Server PC (with 10 licenses) to the U of M for this site expansion. This equipment will be transferred from the NE Regions inventory to the University's inventory. Additionally, I have an order placed with Motorola for a second Proxy Server PC with 10 licenses as well as other equipment needed for building the site.

Details and Existing Configuration

Currently, the University of Minnesota PSAP has 8 directly connected consoles; 6 with VPMs, and 2 MCC7500E software-based consoles. We plan to move and reconfigure 3 of the existing Zone-1 consoles to the new Zone-5 dispatch site. A second Fortinet VPN Firewall will be purchased, configured, and managed by University of Minnesota IT Services. Any other necessary equipment to make the site operational will be purchased by the University. Installing the new site equipment in the Minneapolis

Public Safety Building compared to installing it in Duluth will make maintenance and support much easier. Some of the existing MCC7500E consoles will be moved from the zone-1 site to the new zone-5 site to reduce interzone network traffic.

Remote Connectivity

VPN remote access connectivity will use a Forti-Client application supplied by University IT services. Physical access will be from either cellular broadband (FirstNet, Verizon, etc.) or Ethernet direct ISP connections. The method of connecting to the University of Minnesota's VPN will not matter as all connections will be routed first to the University's Internet firewalls, and then to the University's VPN servers. Both the existing and new dispatch sites will be configured as disparate sites to avoid the potential for a single point of failure taking down both sites.

Other

The University has planned for this move and will reconfigure the system accordingly. There will be no outages to the current site or current remote MCC7500E laptops while the new site is being installed and configured.

The Unit ID assigned to any new laptop console will come from the ID range allocated to the County or agency owning the laptop console.

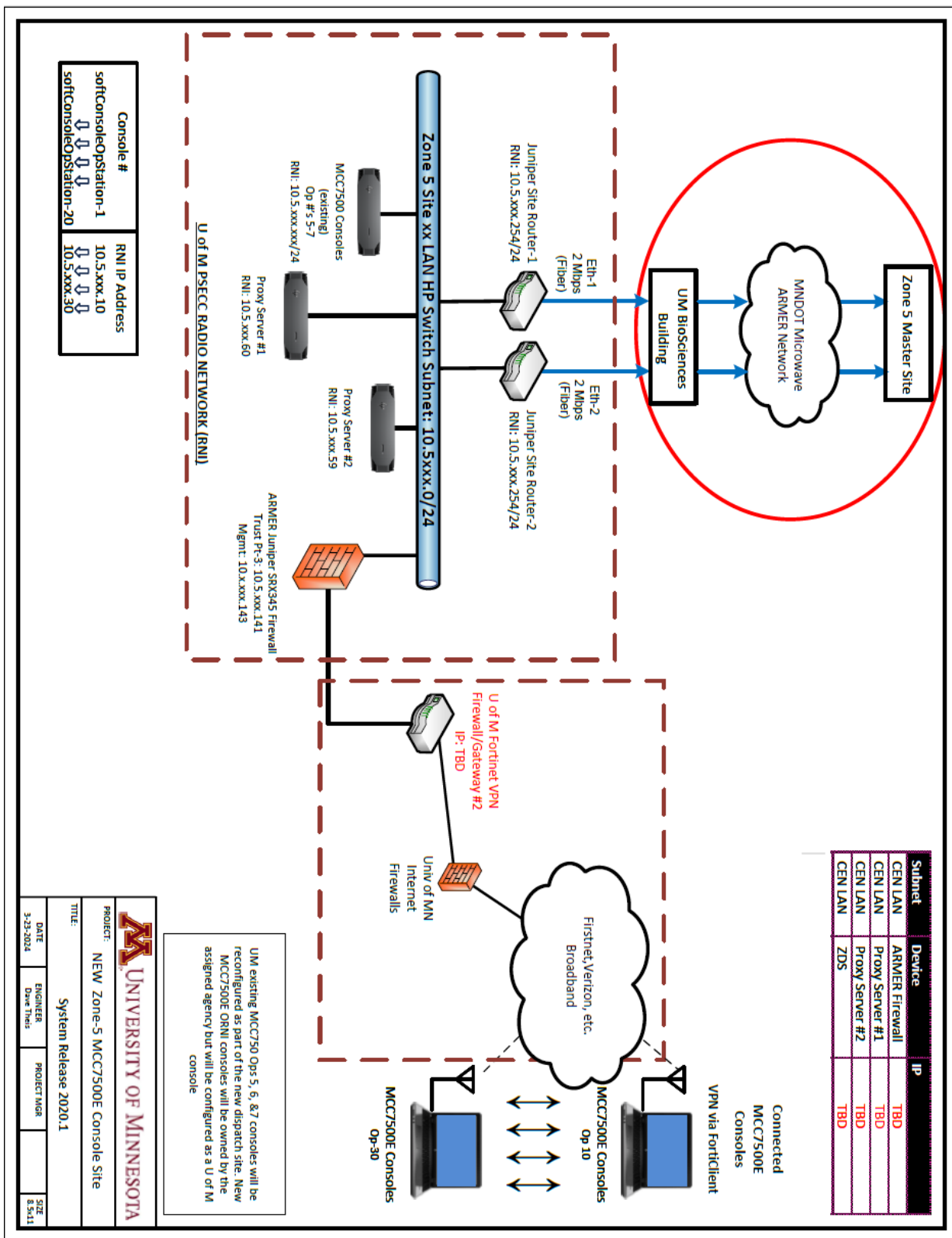
Where applicable, the Security Group structure in Provisioning Manager for any new MCC7500E remote consoles that will use the new dispatch site will be assigned to the University of Minnesota (USER-UM).

Local System responsibility for the new console site will be:

Jeff Lessard
Director, Emergency Communications
University of Minnesota
Office: (612) 624-1583

1. Technical support will be:

Dave Theis
Radio System Administrator
University of Minnesota
Cell: (320) 423-8728



UNIVERSITY OF MINNESOTA

Twin Cities Campus

*Department of Public Safety
Emergency Communications*

*University Office Plaza – Suite 123
2221 University Avenue S.E.
Minneapolis, MN 55414
Office: (612)624-7828*

Respectfully submitted.

A handwritten signature in dark ink that reads "David A. Theis". The signature is written in a cursive, flowing style.

Dave Theis
Radio System Administrator
University of Minnesota Dept of Public Safety
(320) 423-8828
dtheis@umn.edu

Metro Mobility Usage (Hours:Mins:Secs) 2023

Please Note: The report from Metro Mobility will be given at the beginning of the quarter beginning

Month	Anoka (Lino					North	Hennepin
	City Center	Lakes)	Dakota	Norwood	Hastings	Branch	West
January	81:59:24	25:55:41	33:16:47	11:28:00	52:39:03		25:29:55
February	42:47:37	16:07:39	15:01:47	7:12:54	23:33:55		13:42:40
March	38:37:28	14:09:58	13:06:40	7:42:47	19:53:36		13:29:40
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

Target	150:00:00	75:00:00	75:00:00	75:00:00	75:00:00	0:00:00	75:00:00
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; in 2023

Overall

230:48:50
118:26:32
107:00:09

1982:54:04

525:00:00