METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

August 27, 2025, 1:00 p.m.

This meeting will be conducted in-person at the **MESB Board Room, 2099 University Ave W, St. Paul** and online via WebEx at https://metropolitanemergencyservicesboard.my.webex.com/metropolitanemergencyservicesboard.my/j.php?MTID=mdc910cc2b21d0330cc39160162c62e37. Use meeting number 2551 540 3457 and password Radio, if prompted. To join audio by phone, please dial 408.418.9388.

1. **Call to Order** – Committee Vice-Chair, Ron Jansen

2. **Approval of Agenda** – Jansen

3. **Approval of Minutes of June 26, 2025 Meeting** – Jansen

4. **Action Items**
    A. Metro Transit SWLRT Talkgroup Request Update – Chad LeVasseur
    B. INTD Trainer Support – Lindsay Stambaugh/Brandon Larson
    C. Update to Metro ARMER Standard 3.27.0 – Tracey Fredrick
    D. Update to Metro ARMER Standard 3.31.0 – Fredrick
    E. Metro Radio TOC Representative to SECB Strategic Plan Team – Fredrick
    F. LMR Committee Representation – Fredrick

5. **Discussion Items**
    A. Regional Funding Priorities – Fredrick
    B. Radio TOC Bylaws Update – Fredrick
    C. Regional Radio Technician – Open Discussion

6. **Moves, Additions, & Changes to the System**

7. **Committee Reports**
    A. System Managers Group/Metro Administrators – Jansen
    B. MnDOT ARMER System Update – Nick Schatz
    C. SECB Committees
        i. Steering – Fredrick/Jill Rohret
        ii. LMR – Timm/Mike Mihelich
        iii. WBBA – Rod Olson/Cory DeMuth
        iv. IOC/ICT Branch Workgroup – Timm/Jansen/Anderson
        v. IPAWS – Haas
        vi. Finance/Grants Workgroup – Fredrick/Rohret

8. **Other Business**
    A. ME TAC Permissions Update – Fredrick

9. **Adjourn**

Reminder: Next meeting scheduled for September 24, 2025.

Metropolitan Emergency Services Board

Subject: Hybrid Meetings **Number: 037** **Effective Date: 08-01-2025**

Purpose: To establish a framework for hybrid meetings which meet the requirements of the Minnesota Open Meeting Law, Minnesota Statutes 2025, section 13D.02, subdivision 1.

Legal Compliance

In order to comply with Minnesota Statutes 2025, section 13D.02, subdivision 1, meetings conducted by interactive technology must comply with the following:

1. All members of the body participating in the meeting, regardless of physical location, can hear and see one another, and can hear and see all discussion and testimony presented at any location at which at least one member is present;
2. Members of the public present at the regular meeting location can hear and see all discussion and testimony and votes of members of the body;
3. At least one member of the body is physically present at the regular meeting location; and
4. All votes are conducted by roll call so each member's vote on each issue can be identified and recorded.

Staff must alter meeting notices placed on the MESB website and in Finance & Commerce to include language stating that members may participate in the meeting via interactive technology and must include the virtual meeting link on the meeting agendas.

Board & Committee Member Rules

Board and committee or subcommittee members must attend 75% of meetings in a calendar year in-person.

All communication must run through the Board, Committee, or Subcommittee Chair. The Chair must recognize each speaker by name before anyone may speak, to meet Condition 1 in the Legal Compliance section. MESB Bylaws, Article VIII, Procedure, require that the Chair ensure discussion and debate is orderly and relevant in a manner consistent with Robert's Rules of Order.

When participating via interactive technology, when speaking, including when voting via roll call votes, members must turn on cameras, to meet Condition 2 in the Legal Compliance section.

The Board, Committee, or Subcommittee Chair must always attend the meeting in-person. If they cannot attend in-person, the Vice Chair must attend the meeting in-person and chair the meeting. This accomplishes Condition 3 in the Legal Compliance section.

All votes will be made via a voice roll call vote. Votes cannot be made in the meeting chat. Individual votes will be recorded in meeting minutes. This satisfies Condition 4 in the Legal Compliance section.

Metropolitan Emergency Services Board

**Radio Technical Operations
Committee
June 25, 2025
Draft Meeting Minutes**

Members

Airport – Jeff Bjorklund

Anoka County – Cory DeMuth

Carver County – Peter Sauter

Chisago County – Mike Parker

Dakota County – Ron Jansen

Hennepin County – Jake Thompson

Isanti County – **absent**

Metro Region EMS – Victoria Vadnais

Metro Transit – Chad LeVasseur

Minneapolis – Rod Olson

Minnesota Fire Chiefs – **absent**

Ramsey County – Mike Mihelich

Scott County – Scott Haas

Sherburne County – Derek Baas

Washington County – Nate Timm

U of M – **absent**

Guests: Kristen Aronen, *Hennepin;* Paul Botnen, *CentraCare;* Elias Charif, *M Health Fairview;* Frank Jarman, *Motorola;* Andrew LaVenture, *Edina;* Tyler Lupkes, *Hennepin EMS;* Mike Melby, *North Memorial EMS;* Clay Stenback, *Met Council;* and Jim Voce, *U.S. Customs and Border Patrol.*

MESB Staff: Tracey Fredrick; and Jacob Kallenbach.

1. Call to Order
The meeting was called to order at 1:02 p.m.

2. Approval of Agenda
Tracey Fredrick said that item '5A: West MRCC Talkgroup Encryption' would move to slot '4A' and everything would move down one spot in the agenda order, except item '4C' will be deleted, as the presenter was not able to attend. Also adding Discussion Items '5A: Possible Revisions to Metro Standard 3.31.0' and '5B: Changes to Open Meeting Law'.

Motion made by Nate Timm, seconded by Cory DeMuth to approve the June 25, 2025, Radio TOC meeting agenda as amended. Motion carried.

3. Approval of Minutes
Motion made by DeMuth, seconded by Victoria Vadnais to approve the May 28, 2025, Radio TOC meeting minutes. Motion carried.

4. Action Items
A. West MRCC Talkgroup Encryption
Fredrick said that the East MRCC is not currently capable of encryption and standard suggests that the two MRCCs should mirror each other. As of now, it is unlikely East will have encryption capabilities in the same time frame (the upcoming year) that West is expected to. It is recommended that this go through the Change Management cycle, which is at the end of implementation currently, and ideation for the next cycle would begin in January 2026, with implementation in 2029. This would fit the cycle and give time for East to match encryption capabilities.

Vadnais said that Hennepin EMS, which controls the West MRCC, would donate encryption-capable devices to East MRCC to cover the gap between when West MRCC is expected to be encrypted and when East can provide that capability.

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Nate Timm asked if this would be eligible for Change Management, as it is a smaller group, not necessarily region impacting.

Tyler Lupkes said that West MRCC groups 1 and 2 have a 51/49 load-sharing split in volume and all will be encrypted within the given timeline. West MRCC will provide East MRCC with encryption capable portable radios until they become fully encrypted. The EMS TOC is looking for a decision from the Radio TOC today to move the project forward in the timeline.

Scott Haas asks if the request is to have the East MRCC mirror the West MRCC.

Lupkes responds by saying West MRCC 1 will remain clear, and West MRCC 2 will be encrypted. East MRCC will remain clear until Regions is encryption capable. The portables provided to East by the West will help with encrypted channels until East is fully implemented.

Haas asks what site the portable radios would be attributed to and if there would be any loading issues.

Nate Timm responds by saying there is already discrepancy and that he doesn't see the added encryption with the supported portables as a loading issue.

Lupkes said that a third channel could be added or revisited later depending on the number of agencies committed to encryption.

Motion made by Vadnais, seconded by Haas to approve the addition of West MRCC 2E talkgroup. Motion carried.

B. USCBP Participation Plan Request

Jim Voce of U.S. Customs and Border Patrol requests access to participate on the system. The agency does a lot of work throughout the Metro, more specifically in the surrounding airports, and is seeking ARMER system access to achieve interoperable Land Mobile Radio communications with Minnesota public safety agencies that operate within the Metropolitan Emergency Services Board region. The USCBP would eventually move towards creating its own dedicated channel.

Haas asks if the request is to enable talkgroups or to add additional radios to the system. If the ask is for additional talkgroups, the requested access would need to be known.

Voce responds by stating USCBP are requesting capacity for radios and to create its own program radio IDs. There is currently a contingency on the northern border already on the ARMER system, but those radios are not used and are not interoperable in the metro area.

Motion made by Timm, seconded by Jeff Bjorklund to have Metro Region support of the request, with desired Participation Plan Amendment with the SECB. Motion carried.

C. Saint Croix County, WI LSEC Permission Request

Timm said Saint Croix County, Wisconsin, requests LSEC permissions. This Wisconsin County has been approved as an interoperability participant on the ARMER system. There are no additional loading concerns. The request has already been approved at the State level. The request is for the newly created LSEC talkgroups and is only for law enforcement radios. Timm will be the plan administrator for the radios.

Motion made by DeMuth, seconded by Vadnais to approve the Saint Croix County, Wisconsin, LSEC Permission Request. Motion carried.

D. Metro Mobility Radio ID Request

Metropolitan Emergency Services Board

Chad LeVasseur said Metro Mobility is requesting 150 radio IDs for expansion purposes across both the East and West Metro. Current call time numbers and estimates are provided in the meeting packet. The numbers provided indicate that Metro Mobility is well under their desired call time requested.

Haas asks if Metro Mobility is requesting additional talkgroups.

LeVasseur responds by stating they are just requesting radio IDs with no additional subsites or talkgroups.

Motion made by Vadnais, seconded by Bjorklund to approve the Metro Mobility Radio ID Request. Motion carried.

E. Metro Transit SWLRT Talkgroup Request
LeVasseur said Metro Transit is requesting two talkgroups to separate the southwest LRT line from the blue and green line. The additional talkgroups would improve interoperability and the ease of dispatch between the train lines. The request is for Metro Transit.

Haas asks if the Radio TOC could get a definition of which sites talkgroups would be loaded on just to ensure there are no additional loading issues. Haas also asks for a timeline of the project.

LeVasseur responds by stating he can gather the required information for the specific subsites in which the talkgroups would be loaded. The timeline of the project aims to finish within a year.

Motion made by Haas, seconded by DeMuth to table the Metro Transit SWLRT talkgroup request until a future meeting to clarify site access and loading estimates. Motion carried.

5. Discussion Items
A. Possible Standard 3.31.0 Revisions
Fredrick said that there are possible changes to standard 3.31.0. The Metro standard is incredibly similar to the State standard, with one difference, a Regional StatusBoard Administrator is briefly mentioned in the Metro standard. After some discussions, it is unknown if the Metro Region actually has a Regional StatusBoard Administrator. This duty is not explicitly mentioned in the Regional Administrator duties. It is possible to sunset this standard. If the standard is kept, the matrix of talkgroups is extremely outdated and would need to be updated. This item will be added to the next meeting as an action item for approval, whether that is to sunset or update.

B. Changes to Open Meeting Law
Fredrick said that the 2025 session saw the Minnesota legislature amend the Minnesota Open Meeting Law as it pertains to non-state bodies to allow for hybrid meetings. Fredrick distributed a sheet describing the changes and stipulations that must be in place for hybrid meetings to occur. The MESB is drafting a policy regarding hybrid meetings for adoption at its July 9 Board meeting.

Haas asked what direction the MESB board is going.

Fredrick responded by stating in the past, non-state governmental entities had more restrictions on how members participating virtually could do so. Those restrictions have been changed or lifted entirely.

Rod Olson asks if non-committee participants can attend online.

Fredrick responds by stating that anyone can be allowed to join by the link and can attend

online. If any guest is presenting or asking questions, they would need to unmute and be on camera.

6. Moves, Additions, and Changes to the System – None

7. Committee Reports
A. System Managers Group/Metro Administrators
There are no new updates.

B. MnDOT ARMER System Update
There are no new updates.

C. SECB Committees
i. Steering
The committee did not meet.

ii. LMR
Timm gave a brief update on the participation plan amendments presented at the meeting.

iii. WBBA
Olson said they met on June 17, 2025. Nominations for committee Co-Chairs are ongoing. International data plans and services were discussed. In-building Metro coverage was also discussed.

iv. IOC/COMU-STR Workgroup
Timm said the workgroup met on June 17, 2025. The typical renewals and recognitions occurred. A central regions exercise in September will take place at Sibley State Park.

v. IPAWS
There are no new updates.

vi. Finance/Grants
Fredrick said both met earlier in the month. They reviewed the submitted Regional Needs reports and the draft of the 2026-2027 SECB budget. The current SECB grant will be completed June 30, 2025. It is still undetermined what the SECB grant will look like for the upcoming biennium. School mapping grant applications were due in May; awards have not yet been made for that grant.

8. Other Business
A. ME TAC Permissions Update
There are no new permissions requests.

9. Adjourn
The meeting was adjourned at 2:16 p.m.

REQUEST FOR SPECIAL
WIDE AREA SITE ACCESS
FOR AN ARMER TALKGROUP

Talkgroup/ Announcement Group Name(s): MC LRT SW 1, MC LRT SW 2

If Announcement Group List all Contained Talkgroups:

Sites Requested:

☐ Statewide (Requires Statewide Radio Board Approval)

X Other (Specify Sites or Regions): Metro RG

Talkgroup Owner Agency (Include Point of Contact Information):

Agency Name: Metro Transit
Contact Name: Chad LeVasseur
Address: 519 10th Ave N
        Minneapolis, MN 55411
Phone: (612) 349-7594
Email: chad.levasseur@metrotransit.org

Talkgroup or Announcement Group Type (Check all that Apply):

☐ Shared

☐ Private

☐ Special Roaming Only Talkgroup – Occasional Use.

☐ Special Operations Tactical Talkgroup – Occasional Use. **If Yes,** describe or list the counties or regions covered by a mutual aid agreement, memorandum of understanding, joint powers agreement, incident response plan, or other relevant agreements here:

X Main Dispatch or Tactical Talkgroup – Day to Day Use. If yes, applicant must demonstrate that the users of this talkgroup conduct their "Normal Day to Day Business Operations" throughout the requested coverage area. Describe or list the counties or regions where the users of this talkgroup conduct their "Normal Day to Day Business Operations" here: These talkgroups will be used for day to day operations for the Southwest LRT line.

Describe the users, entities or agencies that will operate on this talkgroup: Metro Transit

Describe the type of operations that will occur on this talkgroup: Normal day to day operations

Describe the anticipated frequency, duration, and extent of use of this talkgroup: Daily operations on the Southwest LRT line.

Describe why the Statewide Shared Incident Response talkgroups or other shared roaming talkgroups are not suitable to meet these operational requirements: These talkgroups will be used for Metro Transit operations.

6·17-25

Talkgroup Owner Agency Authorized Official – Signature & Date

Chad LeVasseur – Manager of Communications
Printed Name and Title

To Whom It May Concern:

I am writing to express my interest in serving as an Incident Tactical Dispatcher (INTD) instructor and to support efforts to strengthen tactical dispatch capacity across Minnesota. I have worked in public safety communications for over fifteen years, and I would consider it a privilege to contribute to building a more formalized structure for tactical dispatch training and statewide response.

I began my career as a 911 telecommunicator with Ramsey County Emergency Communications, where I advanced to Law Dispatcher and Certified Training Officer. I later joined the Metropolitan Airports Commission Emergency Communications Center (MAC ECC) as an Emergency Communications Specialist and eventually became a supervisor. With MAC's support, I completed certifications as an APCO Certified Training Officer, COM-T, and INTD, as well as the Minnesota Department of Homeland Security and Emergency Management's Emergency Management certificate program. These experiences deepened my perspective on the critical role communications play across the incident command system.

The MAC ECC is a complex, multi-jurisdictional environment where focus, compliance, and interagency collaboration are essential. Our center is a true information hub, and I have seen firsthand how structured training and dedicated tactical dispatch roles improve responder safety and operational outcomes. I have been able to apply my training and INTD skills during planned events such as CRASH-EX exercises, protests, and dignitary visits, as well as in unplanned incidents including aircraft emergencies, escalated police incidents, and severe weather. These experiences have reinforced the value of tactical dispatchers as a specialized, deployable resource.

My teaching approach emphasizes practical, scenario-based learning that participants can connect directly to their work. I encourage participants to learn from one another and return to their agencies with skills and insights they can immediately apply.

As Minnesota's public safety communications personnel explore building a more robust communications training framework and a pathway toward a structured response group, I see a unique opportunity to strengthen responder safety, public trust, and resource efficiency. I would be honored to contribute both as an instructor and as a partner in helping shape the training and program structures that will support tactical dispatchers across the region.

Thank you for your time and consideration. I look forward to the possibility of working together to develop a sustainable statewide program that ensures our tactical dispatchers are prepared to meet the challenges ahead.

Sincerely,

Lindsay Stambaugh

August 26th, 2025

I am writing to express both my professional and agency support on behalf of the Minneapolis/St. Paul Airport Emergency Communications Center (ECC) for Lindsay Stambaugh in their interest to serve as an instructor for the Incident Tactical Dispatcher (INTD) course. As the manager at the Airport ECC, I have had the privilege of observing Lindsay's exceptional performance, professionalism, and dedication to public safety and interoperable communications.

Lindsay has consistently demonstrated a deep understanding of tactical dispatch operations and has played a critical role in supporting complex incidents, including full-scale exercises, aircraft emergencies, and escalated police incidents. As a recognized INTD and Communications Unit Technician (COMT), she possesses not only the technical expertise required for the role but also the leadership, communication, and instructional skills necessary to effectively teach and mentor others.

In addition to her operational excellence, Lindsay is a natural educator with a proven ability to communicate information clearly and tailor instruction to meet the needs of diverse learners. She effectively connects course content to real-world applications, enhancing both understanding and engagement. Her approachable teaching style, calm demeanor, and strong commitment to interoperable communications make her an outstanding candidate to serve as an INTD instructor.

I am confident that Lindsay will bring the same level of excellence and integrity to the Information and Communications Technology (ICT) Communications Unit (COMU) program in an instructor role as she consistently demonstrates in our center. She has the full support of the Airport ECC in this endeavor. As a former Interoperable Communications Technical Assistance Program (ICTAP) Training Analyst, I am also personally committed to supporting her and am available to provide any additional information as needed.

Sincerely,

Sara Boucher-Jackson

Sara Boucher-Jackson
Manager, MSP Airport ECC
6920 34th Ave S
Minneapolis, MN 55450
sara.boucher-jackson@mspmac.org
612-467-0967 (desk)

Metro Region ARMER Standards

Section 3 – Metro 3.27.0 Use of the MRCC Talkgroups

Date Established	**12-16-02**
Date Revised/Reviewed	**8-27-25** ~~1-27-16~~

1. **Purpose or Objective**
   To establish operational policy for use of the Medical Resource Control Center (MRCC) related talkgroups. These EMS talkgroups are a regional EMS system resource to facilitate communications with the West Metro MRCC located at Hennepin County Medical Center and the East Metro MRCC located at Regions Hospital for the purpose of patient care and EMS resource coordination.

2. **Technical Background**
   • **Capabilities**
   To enable EMS personnel operating in the metro region to contact West and East Metro MRCCs. The MRCC is an EMS communications resource for the purpose of EMS incident coordination, relay of patient care information, obtaining physician medical control or system medical direction, cross patch of radio and/or telephone communications, assignment of ME TACs, STACs and other shared EMS resources or any other operational needs as required and allowed by system policy.

   • **Constraints** None

3. **Operational Context**
   EMS personnel operating in the metro region may use West and East Metro MRCCs as an EMS communications resource for the purpose of EMS incident coordination, relay of patient care information, obtaining physician medical control or system medical direction, cross patch of radio and/or telephone communications, assignment of ME TACs, STACs and other shared EMS resources or any other operational needs as required and allowed by system policy.

   • **Talkgroups**
   The MRCC talkgroups are the primary 800 MHz communications channel between EMS personnel in the field and the MRCCs. Requests for and communications with the MRCCs shall be initiated on th~~ei~~s designated talkgroup. Personnel calling the MRCCs should clearly identify their service, unit number, and request. MRCC operators will direct communications to other talkgroups if necessary and as appropriate.

   - WMRCC1 (Hennepin) [CLEAR]
   - WRMCC2* (Hennepin) [CLEAR]
   - WMRCC2E* (Hennepin) [ENCRYPTED]
   - EMRCC1 (Regions) [CLEAR]
   - EMRCC2E (Regions) [ENCRYPTED]

   All MRCC talkgroups will have the full metro region site access profile.

   ~~Encryption, when applicable, will utilize a shared metro all-users key~~.

The key for the encrypted talkgroups will be held by the MESB and the Regional System Administrator.

- **SMRCC Talkgroup**
  SMRCC is a statewide hailing talkgroup for EMS agencies in Greater Minnesota to contact the MRCCs. Refer to SECB Standard IOP-14 for information on the use of the statewide resource SRMCC.

- **XP1 and XP2**
  MRCXP1 and MRCXP2 are statewide resources available for patching. Refer to SECB Standard IOP-14 for information on the use of these resources.

4. **Recommended Protocol/Standard Talkgroup Requirements:**
   ■ Highly Recommended for All EMS
   ☐ Recommended for _____
   ☐ Optional for _____
   ☐ May not be used by _____

These clear talkgroups shall be in the all MRCC consoles. Encrypted talkgroups shall be in MRCC consoles with encryption capabilities.

East and West MRCCs jointly control/manage day-to-day operations.

East and West MRCC control the site during an event or emergency.

All EMS agencies should utilize these talkgroups.

5. **Recommended Procedure**
5. None

6. **Management**
Both the West and East Metro Medical Resource Control Center's will be responsible for monitoring and controlling communication traffic on WMRCC and EMRCC EMS talkgroups. The MRCC operators will ensure that policies related to the provision of a regional 24/7/365 EMS communications access point are followed; this includes, but is not limited to, monitoring and responding appropriately to radio traffic and performing radio patches as required and authorized.

West and East MRCCs work in collaboration and are in constant contact. The MRCCs back each other up in various failure scenarios and work together to create a seamless communication environment for the EMS field personnel that use these talkgroups.

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Operational responsibility and performance monitoring shall be a function of the MRCC Supervisor or Manager.

*At the current time, WMRCC2 will continue to exist in clear mode until mm/dd/yyyy. After mm/dd/yyyy, WMRCC2E will be used as an encrypted talkgroup and clear WMRCC2 will be sunset.

Metro Region ARMER Standards

Section 3 – Metro 3.31.0 ARMER System Status Board TO BE SUNSET ON OR AROUND 9/19/2025
Application Talkgroup or Channel Minimum Requirements

Date Established	**8-24-08**
Date Revised/Reviewed	**4-27-20**

1. **Purpose or Objective**
   To establish a guideline for the minimum talkgroups or channels that shall be required on all ARMER System radio consoles Status Board applications in the Metro Region. This standard does not relate to console resource requirements.

2. **Technical Background**
   - **Capabilities**
     The Status Board Application, maintained Department of Public Safety Emergency Communication Networks Division (ECN), is a statewide web-based dispatch tool accessible through the public internet and is intended to help facilitate and advise what interoperable talkgroup or channel may be in use for an urgent, emergent or preplanned event.

   - **Constraints**
     This standard will give guidance to all metro region agency dispatch centers as to what talkgroups or channels should be on their Status Board Application and will serve to minimize usage conflicts when multiple incidents may be occurring simultaneously.

     Status Board is accessed via the public internet. If a user has no internet access, then he or she cannot access Status Board.

     Status Board is provided on a "best effort" basis without a Service-Level Agreement or any guarantee of service.

3. **Operational Context**
   The Status Board Application is to be used for day to day, urgent or emergency situations. It is a tool to advise all dispatch centers what interoperable talkgroups or channels may be in use (real time) at any given time.

   Metro Region interoperability resources will be maintained in Status Board by the regional Status Board administrator appointed by the Radio TOC. No other person shall make any changes in the Status Board application regarding these resources.

   Please refer to State Standard 3.31.0 – Status Board for a discussion on the types of reservations and users in the Status Board application.

4. **Recommended Protocol/Standard**
   The following matrix shall serve as guidance and as the minimum requirements of which interoperable talkgroups and channels will be included in any Metro Region agency's dispatch center Status Board Application.

Since June 30, 2015

Resource Name	Public Safety *LE Dispatch Centers*	Public Safety *Fire Dispatch Centers*	Public Safety *EMS Dispatch Centers*	Public Service *Highway. Maintenance Dispatch Centers*	Public Service *Transit Dispatch Centers*	Public Service *Other Public Service Dispatch Centers*
Statewide						
STACs (STAC 1-12)	R	R	R	R	R	R
STAC 13E & 14E	R	R	R	N	N	N
LTAC 1-4	R	N	N	N	N	N
LTAC5-8E	R	N	N	N	N	N
SIU 1-4E	R	N	N	N	N	N
VLAW31	R	O	R	N	N	N
VFIRE23	O	R	O	N	N	N
VMED28	O	O	R	N	N	N
MN COMM	R	R	R	N	N	N
VTAC14R	R	R	R	R	R	R
FEDCOM	R	R	R	N	N	N
8TAC91-94	R	R	R	R	R	R
8TAC91-94D	R	R	R	R	R	R
Metro Region						
PTACs (ME TAC 1-4)	R	R	R	N	N	N
ATACs (ME TAC 5-8)	R	R	R	R	R	R

R=Required resource in agency's Status Board
O=Optional resource in agency's Status Board
N=Not Allowed in agency's Status Board

5. Recommended Procedure

Anytime an interoperable talkgroup or channel is used for a preplanned, urgent, or emergency event the Status Board shall be used to indicate this.

A brief description of the event and an estimated end time should be in the description field. In times of urgent or emergency use, at minimum, the Status Board shall be marked "Resource in Use".

The Status Board shall be marked "Resource Available" when the interoperable talkgroup or channel is no longer being used.

6. Management

The dispatch center managers for agencies on the metro region ARMER system shall ensure that there is a procedure for use of the Status Board in the dispatch center for which they are responsible.

Dispatch center operators shall receive initial and continuing training on the use of the Status Board.

The system managers and administrators will be responsible to see that this policy is implemented as defined in the system standards manual. Identified issues and concerns will be brought to the Radio TOC for resolution.

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: August 27, 2025
Agenda Item: 4E. Appointment of Radio TOC
Member to SECB Strategic Planning Workgroup
Presenter: Fredrick

RECOMMENDATION
Staff recommends the selection of one member of the Radio Technical Operations Committee (TOC) to serve as a representative to the Statewide Emergency Communications Board (SECB) Strategic Planning Workgroup.

BACKGROUND
The SECB has requested each region appoint representatives to its Strategic Planning Workgroup. The Metro Region is requesting one representative from each of the TOC (Radio, 911, and EMS); MESB Staff will also attend as administration. The SECB held a kick-off meeting on July 28, 20205, and will continue to have meetings throughout the rest of 2025.

ISSUES & CONCERNS
Three Metro Radio TOC members expressed interest in sitting on the workgroup as the representative of the Radio TOC. Those individuals are (in no particular order): Ron Jansen, Mike Mihelich, and Rod Olson. If others are interested, those individuals can express interest during the meeting. Any individual interested in representing a different committee is welcome to attend on behalf of those groups.

FINANCIAL IMPACT
None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:	**August 27, 2025**
Agenda Item:	**4F. Approval of Representative to SECB LMR Committee**
Presenter:	**Fredrick**

RECOMMENDATION

Staff recommends approval for new representation to the Statewide Emergency Communications Board (SECB) Land Mobile Radio (LMR) Committee for the remainder of calendar year 2025.

BACKGROUND

According to MESB bylaws, the Radio TOC must make a recommendation to the Board on the primary and alternate members to the SECB LMR Committee.

ISSUES & CONCERNS

The Radio TOC voted to appoint Nate Timm from Washington County and Mike Mihelich from Ramsey County as respective primary and alternate representative to the SECB LMR Committee for 2025.

A request has been made by the two members to switch their responsibilities to the Committee, naming Mr. Mihelich as the primary representative and Mr. Timm as the alternate representative.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **August 27, 2025**
Agenda Item: **5A. Considerations for 2026 Regional**
                                                  Funding Priorities
Presenter: **Fredrick**

RECOMMENDATION

Staff is requesting the Radio TOC begin to make considerations for what to include in the Regional Funding Priorities list for 2026. For 2025, the list of approved Radio TOC items were:

The Radio TOC recommends the following items as regional funding priorities for grants available in 2025 (in priority order):

- Infrastructure Maintenance Training
- Assistance to attend any appropriate Public Safety Communications Conference
- ICS 300 and 400 Courses
- Communications Response Task Force (CRTF) training/exercise
- Regional Patching Equipment

BACKGROUND

The Minnesota Department of Public Safety (DPS) Emergency Communication Networks (ECN) Division and the Statewide Emergency Communications Board (SECB) require regions to annually approve regional funding priorities. These priorities are to include projects/items/concepts for which regions can apply for grant funds through the SECB grant process. In the past, grants were only open to radio projects, though that changed in the mid-2010s.

ISSUES & CONCERNS

Both the 9-1-1 TOC and the Radio TOC develop lists of regional funding priorities on an annual basis. Grants are structured so that both 9-1-1 and radio projects apply for the same grant funds and are included in the same competitive grant application structure.

State grant objectives and SECB funding hierarchy determine which projects MESB staff will include in the grant applications. Generally, staff apply for the highest priority projects from both areas.

At this time, the only open grant is the Statewide Emergency Communications Board (SECB) grant, which will have eligibility dates from July 1, 2025-June 30, 2027. Should any opportunities

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **August 27, 2025**
Agenda Item: **5A. Considerations for 2026 Regional Funding Priorities**
Presenter: **Fredrick**

become available that are not for a specific purpose (ex – TCPR training), the region would like to have the list of needs available to make applications.

<u>**FINANCIAL IMPACT**</u>
None to the MESB other than staff time to apply for and process grants. Equipment will likely require a 50% match from the awarded agency.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

BY-LAWS

OF THE

METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE

SECTION 1. COMPOSITION

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

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

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

The governing body of each member to the Agreement, by resolution, and the organizations/association listed above shall appoint its representatives and alternates to the Committee; or the governing body of each party to the Agreement shall by resolution designate an appointing authority to make representative and alternates appointments. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate, in the representative's absence.

SECTION 2. COMMITTEE CHAIR

The Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Committee Chair. The Chair of the Board shall appoint the Committee Chair subject to the approval of the Board. The Committee Chair shall preside at all Committee meetings and perform the usual duties of a chair.

SECTION 3. COMMITTEE VICE CHAIR

The Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Committee Vice Chair. The Chair of the Board shall appoint the Committee Vice Chair, subject to the approval of the Board. The Committee Vice Chair shall perform the duties of the Committee

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 Committee shall have the following powers and duties:

      a. Present to the Board plans, standards, studies, and reports, prepared for the Board 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 the ARMER system as required by the Board.

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

      d. To make recommendations to the Board for primary and alternate appointments to the following SECB committees and subcommittees/workgroups: Land Mobile Radio, Interoperability, Wireless Broadband and Applications; and COMU and STR workgroups.

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

SECTION 5. VOTING

Each member of the Committee may cast one vote on any motion before the Committee. A simple majority vote of the members present (in person or via interactive technology) 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 Committee. Absentee or proxy voting is not permitted, except as permitted by a designated alternate in a representative's absence.

SECTION 6. MEETINGS

The Committee may provide, by resolution, the time and place for holding regular meetings. Notice of regular meetings shall be given to each Committee member at least five (5) days prior to such meeting, and, in all respects, shall comply with the provisions of Minnesota's Open Meeting Law, Minnesota Statutes Chapter 13D. Special meetings of the Committee may be called by the Committee Chair provided that at least three (3) days' notice be given to each member and the meeting complies with the provisions of Open Meeting Law.

SECTION 7. QUORUM

The majority of the Committee members present in person or via interactive technology, given all attendance requirements are met, designated by the appointing authorities shall constitute a quorum.

SECTION 8. ATTENDANCE

Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) calendar year and must attend at least 75% of held meetings in person. Any member that does not abide by the minimum meeting requirements will be asked to appoint a different representative to the Committee.

SECTION 9. AMENDMENTS

Amendments to these Bylaws may be proposed by any representative on the Committee. All proposed amendments shall be submitted in writing to each representative on the Committee at least fifteen (15) days prior to a meeting of the Committee, at which time the amendment(s) is/are to be considered. A statement explaining the purpose and effect of the proposed amendment(s) shall be attached to the proposed amendment(s). Amendments shall be considered at a regular meeting of the Committee. A two-thirds affirmative vote of the full membership of the Committee is required for approval of amendments.