



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

August 19, 2026, 10:00 a.m.

This meeting will be conducted in-person at the **MESB Board Room, 2099 University Ave W, St. Paul** and online at [WebEx Link](#). If prompted, please use meeting number 2555 679 5050 and password Radio. To call in by phone, dial 408.418.9388.

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Roll Call/Attendance**
3. **Approval of Agenda** – Thompson
4. **Approval of Minutes of June 24, 2026 Meeting (page 2)** – Thompson
5. **Action Items**
 - A. COMU Recognitions/Renewals – Tracey Fredrick
 - i. Alex Babcock INTD Recognition (page 5)
 - ii. Elias Charif COML Renewal (page 48)
 - iii. Bobby Adney COML Renewal (page 51)
 - B. Bloomington Participation Plan Amendment (page 69) – Dalton Gruber
 - C. Metro Transit Participation Plan Amendment (page 71) – Chad LeVasseur
6. **Moves, Additions, & Changes to the System**
7. **Committee Reports**
 - A. Metro Mobility Usage Update – LeVasseur (page 72)
 - B. System Managers Group/Metro Administrators – Ron Jansen
 - C. MnDOT ARMER System Update – Nick Schatz/Dave Klema
 - D. SECB Committees
 - i. Steering – Fredrick/Jill Rohret
 - ii. LMR – Mike Mihelich/Nate Timm
 - iii. WBBA – Rod Olson/Ryan Emberland
 - iv. IOC/ICT Workgroup – Timm/Jansen/Dan Anderson
 - v. IPAWS – Scott Haas
 - vi. Finance/Grants Workgroup – Fredrick/Rohret
8. **Other Business**
 - A. ME TAC Permissions Update – Fredrick
 - B. Stier Bill/Legislative Task Force Update – Open Discussion
 - C. Change Management Items – Open Discussion
9. **Adjourn**

Reminder: Next meeting scheduled for September 23, 2026.

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Radio Technical Operations Committee May 27, 2026 Draft Meeting Minutes

Members

Airport – Jeff Bjorklund
Anoka County – Chris Spetcher
Carver County – Peter Sauter
Chisago County – Mike Parker
Dakota County – Ron Jansen
Hennepin County – Jake Thompson
Isanti County – Clinton Maxson
Metro Region EMS – **absent**

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**

Reason(s) for Remote Attendance: Not in a position to travel at this time.

Guests: Kristen Aronen, *Hennepin County (remote)*; Mark Erickson, *MNTF1*; Ted Hutson, *Motorola*; Andrew Laventure, *Edina Fire*; Kris Massie, *Hennepin County (remote)*; Kevin McNallan, *Anoka County*; Marty O'Malley, *Motorola*; Nick Schatz, *MnDOT*; and Dave Theis, *University of Minnesota*.

MESB Staff: Tracey Fredrick; Jacob Kallenbach; and Jill Rohret.

1. Call to Order

The meeting was called to order by 2026 Radio Technical Operations Committee (TOC) Chair, Jake Thompson, at 1:00 p.m.

2. Roll Call

Roll call was performed.

3. Approval of Agenda

Motion made by Ron Jansen, seconded by Mike Mihelich to approve the June 24, 2026, Radio TOC meeting agenda. Motion carried.

4. Approval of Minutes of May 27, 2026 Meeting

Motion made by Jeff Bjorklund, seconded by Nate Timm to approve the May 27, 2026, Radio TOC meeting minutes. Motion carried.

5. Action Items

A. COMU Recognitions/Renewals

i. John Polz COML Recognition

Tracey Fredrick said John Polz is seeking his initial recognition as a COML. Polz currently works for the Minnesota State Patrol and has completed all required tasks and submitted all certifications. Polz has agency support to be recognized.

Motion made by Timm, seconded by Scott Haas to approve the COML recognition of John Polz. Motion carried.

ii. James Mitchell INTD Recognition

Fredrick said James Mitchell is seeking his initial recognition as an INTD. Mitchell currently

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works for Dakota 911 and has completed all required tasks and submitted all certifications. Mitchell has agency support to be recognized.

Motion made by Jansen, seconded by Haas to approve the INTD recognition of James Mitchell. Motion carried.

B. Anoka County Participation Plan Amendment

Christ Spetcher of Anoka County said Anoka County is seeking an amendment to their participation plan to include a PREPARED 911 ETAP 3105 device to transcribe radio traffic. Anoka County ECC will own all the data and normal procedures will take place for data requests.

Motion made by Timm, seconded by Mihelich to approve the Anoka County participation plan amendment. Motion carried.

C. MN-TF1 NM Client Addition

Andrew LaVenture said that Minnesota Task Force 1 (MN-TF1) is seeking approval to add a Network Management (NM) client with a KVM at the Edina PSAP in accordance with standard LMR-34 and as described in the MN-TF1 and TF2 participation plan. On April 14, 2026, the Land Mobile Radio Committee approved the MN-TF1 and 2 participation plans with the condition that approval for the NM client also be sought from HCSO and Metro Radio TOC. Installation and initial configuration are to be completed by On Target Training and Consulting. All initial install costs, as well as ongoing costs will be paid by MN-TF1.

Motion made by Jansen, seconded by Bjorklund to approve the NM client addition for MN-TF1. Motion carried.

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

7. Committee Reports

A. System Managers Group/Metro Administrators

Nick Schatz said the GTR power supplies and transceivers are available at the Water's Edge location. Key audits will begin again on January 1, 2027. The new Motorola patch for Q2 will be available in July 2026. The cybersecurity risk assessment meetings will kick off in July 2026.

B. MnDOT ARMER System Update

The updates were discussed in the previous report.

C. SECB Committees

i. Steering

Fredrick said the Steering Committee met in June. They discussed updating the SCIP plan and the SECB Policy and Procedure manual. The committee will meet again in July.

ii. LMR

Mihelich said the committee met and discussed numerous ARMER participation plan amendments. A workgroup will be created to discuss and work on Standard LMR-24. If interested in joining the workgroup please reach out to Nick Schatz.

iii. WBBA

Rod Olson said the committee met and discussed wireless backhaul option for NG9-1-1 and the AT&T/FirstNet survey.

iv. IOC/ICT

There are no new updates.

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v. IPAWS

Haas said the committee met in June and discussed the creation of a Standard to align the IPAWS system to 9-1-1 and ARMER in a similar manner where changes are handled through participation plan requests/amendments. The committee continues to refine event specific codes and discuss the SCIP.

vi. Finance/Grants Workgroup

Fredrick said both committees met in June. The committees discussed an updated RFP for the SECB Grant, which should be released in July 2027 for application. Additional discussion on scoring for this grant, financial standards, and grant closeout procedures occurred. Both groups are scheduled to meet again in July.

8. Other Business

A. ME TAC Permissions Update – None

B. Stier Bill/Legislative Task Force Update

Fredrick gave an update on the Stier Bill and the MN Legislative Task Force. Entities have named the participants for the Task Force and are looking to host their first meeting in July 2027.

C. Change Management Items

Fredrick said that an item was submitted by Ron Jansen and turned the floor over for him to describe the proposal. Jansen proposed changes and additions to the Metro talkgroups to include changing ME TAC 11-15 to clear talkgroups, creating ME LSEC 10E-15E with DES encryption and Law Enforcement Only, creating ME LSEC 02E-09E with AES encryption, and proposing a name change to this group of talkgroups. Fredrick said further discussion on these items will occur after the ideation phase, ending in December 2026.

D. Use of Training Dollars

Fredrick said she has gotten information back from Motorola stating that the D Series training requested cannot be held locally and is better suited for within a year on either side of transition. Other training opportunities include involving the lab in Schaumburg, but that would require travel.

9. Adjourn

The meeting was adjourned at 1:31 p.m.

COMU Position Recognition Application

Application Type:

☒ Initial Application

☐ Renewal

☐ Change of Status

Position:

☐ COML

☐ COMT

☐ INCM

☒ INTD

☐ RADO

☐ AECS

Name
(Last, First Middle) Babcock, Alex William

Certifying
Agency Dakota 911

County Dakota ECB/ESB
Region METRO

Agency Address 2860 160th St W

24/7
Telephone 651-322-2323

Business
Telephone

Email Address ABabcock@dakota911mn.gov

Signature



Date 07/23/2026

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 Brent Anderson, Operations Director

Agency Dakota 911

Signature



Date 7/23/2026

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



Homeland Security

All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

Position Task Book

Task Book Assigned To:

Trainee's Name: Alex Babcock

Trainee's Email Address: ABabcock@Dakota911mn.gov

Home Agency: Dakota 911

Home Agency Phone Number (651) 322 - 2323

Task Book Initiated By:

Official's Name: Andy Schoo

Agency Official's Title: Dispatch Supervisor, COML, ENP

Agency: Dakota 911

Agency Phone Number: (651) 322 - 2323

Agency Address: 2860 160th St W

Rosemount, MN 55068

Date Initiated: April 29, 2024

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

Version 1.1
June, 2017

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF INCIDENT TACTICAL DISPATCHER

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that ELIAS Charif
has performed as a trainee and should therefore be considered for recognition in this
position.

Final Evaluator's Signature [Signature] Date 8/19/2024

Printed Name Elias Charif

Title Communications Manager

Agency FA Health Fairview EMS

Phone Number 248-76-4951 Email elias.charif@fairview.org

AGENCY CERTIFICATION

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

Certifying Official's Signature [Signature] Date 7/25/2026

Printed Name BRENT ANDERSON

Title OPERATIONS DIRECTOR

Agency DAKOTA 911

Phone Number 651-322-1902 Email banderson@dakota911mn.gov

NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions¹ as described under the National Integration Center (NIC) and have been incorporated into the National Incident Management System (NIMS). The PTB is used by the authority having jurisdiction, to certify that the person to whom the task book belongs meets the standards recommended by the NIC.

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

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and varied activities such as Incidents, Planned Events, Functional Exercises (FE), Full Scale Exercises (FSE), Drills, Simulation, Classroom, or Daily Job functions (as specified in the task tables). It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated, and bullet statements within a task that require an action must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Trainee** is responsible for:

- Fulfilling the pre-requisite requirements:²
 - Public safety background with three years of experience in dispatch
 - Awareness of fundamental public safety communications technology
 - Awareness of the ICS Communications Unit function
 - Completion of IS-100.b, IS-144, IS-200.b, IS-700.a, and IS-800.b
- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Requesting Agency Head to initiate the PTB; putting name on cover and second page, initials on subsequent pages.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years of the Date Initiated.
- Assuring the evaluation record is complete.
- Notifying their agency head when the PTB is completed, and obtaining their signature recommending certification.
- Keeping the original PTB in personal records.
- Providing copies of their completed PTB to the designated authorities within their

¹ The Incident Tactical Dispatch (INTD) position is not currently a NIMS-approved Incident Command System (ICS) title.

² ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

home agency, jurisdiction, region, or state in accordance with applicable SOPs for recognition of Communications Unit (COMU) positions.

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

- Being qualified and proficient in the position being evaluated, or higher ICS position (e.g. IC, COML, INTD, etc.).
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing an Evaluation Record found at the end of each PTB.

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

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

- Selecting trainees based on the needs of their organization or area Incident Management Teams.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.
- Initiating the PTB to document task performance.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
- Providing trainees the opportunity to attend the applicable training course(s).

Competency: INTD Preparedness

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure readiness prior to assignment			
1. Assemble and maintain an INTD response kit prior to receiving an assignment, including critical operating supplies and equipment needed to support the INTD job assignment over multiple operational periods (up to 72 hours). The following items are suggested as a partial listing of items needed: • Communications equipment ○ Portable radio ○ Cellphone ○ Batteries/chargers • First aid kit • Personal safety gear • ICS Forms cache • Office Supplies (e.g. clipboard, tape, paper, pencil, etc.) • Multi-purpose tool/Flashlight • Clock/Watch with countdown timer function • Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.) • Computer/Printer/Thumb drive	O	SC	8/19/24
2. Obtain and assemble supplies and materials for a personal sustainment kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal kit: • Multiple changes of clothing (as appropriate for anticipated weather conditions) • Personal identification/credentials • Toiletries • Medicines (prescription and over-the-counter) • Cash and credit cards • Alarm clock • Food/Water	O	SC	8/19/24

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)

Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Competency: INTD Mobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Obtain complete information for response			
3. Obtain complete information for assignment and initiate documentation: • Incident name • Incident/Mission/Tracking/Order # • Calling channel/phone number • Reporting time/Check-in location • Transportation arrangements/travel routing instructions • Contact procedures during travel • Specific equipment/supplies needed	①	JK	8/19/24

Behavior: Ensure check-in is recorded and accountability is activated			
4. Arrive at incident and check in: • Arrive properly equipped at assigned location within acceptable time limits • Follow established policies and procedures for checking in, and provide the needed information and documentation: ○ Incident/Mission/Tracking/Order # ○ Unit Leader's name ○ Incident assignment, etc. ○ Identification/credentials	①	K	8/19/24

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INCIDENT TACTICAL DISPATCHER

Trainee's Initials: AWB

Behavior: Gather and apply situational information relevant to the assignment			
5. Document initial briefing from Incident Communications Center Manager (INCM) /incident supervisor: • <i>Situation Summary</i> • <i>Safety Briefing</i> • <i>Current and Planned Goal/Objectives</i> • <i>Current and Planned Actions, Strategies and Tactics</i> • <i>Current Organization (ICS 207 – Incident Organization Chart)</i> • <i>Current/Planned communications plan</i> ○ <i>Communications Nets, e.g., Command, Tactical, Logistics, etc.</i> ○ <i>Map Sketch of communication system</i> • <i>Current/Planned Resource Summary</i>	①	fc	8/19/24

Competency: Incident Tactical Dispatch Operations

Task	Code	Evaluator # and Initials	Date
Behavior: Support establishment of Incident Communications Center (ICC)			
6. Assist INCM/supervisor with setup of the ICC if needed/as assigned: • <i>Facility/vehicle in which to situate the ICC</i> • <i>Appropriate location of ICC</i> • <i>ICC equipment activation and testing</i> ○ <i>Radio</i> ○ <i>Data</i> ○ <i>Telephone</i> ○ <i>Video</i> ○ <i>Ancillary equipment</i> • <i>ICC documentation organization</i> • <i>Notification of ICC activation</i>	①	fc	8/19/24
7. Evaluate needs and request additional resources to support ICC operations: • <i>Develop or initiate an inventory control system for INTD supplies and equipment</i> • <i>Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor</i> • <i>Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items</i>	①	fc	8/20/24

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INCIDENT TACTICAL DISPATCHER

Trainee's Initials: AWB

8. Assist in maintaining Security of the ICC - Keep ICC entry/access points secured/locked in accordance with established policies - Notify INCM/supervisor of any security concerns	①	36	8/19/24
9. Demonstrate safety awareness: - Location of First Aid kit supplies and equipment - ICS 206 – Medical Plan - Potential safety issues or hazards	①	26	8/19/24

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Establish effective relationships			
10. Conduct self in a professional manner: - Be respectful and courteous - Respect public and private property - Establish and maintain positive interpersonal and interagency working relationships - Encourage and promote team environment - Follow established procedures to report and document any inappropriate personnel actions - Report any situations of concern to INCM/supervisor	①	36	8/19/24

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient

11. Communicate information effectively to incident personnel: ✓ Speak clearly and use concise language ✓ Speak at a pace sufficient for recipients to copy information when applicable ✓ Maintain appropriate level of radio discipline when operating on assigned nets ✓ Use proper microphone/headset techniques ✓ Record information in an easily understood manner	①	36	8/20/24
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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)			
12. Provide effective communications support during routine or non-emergency situations: • Dispatch incident personnel based upon needs of the incident and at the direction of incident management • Monitor and prioritize traffic simultaneously over all networks: ○ Repeated voice Nets ○ Simplex voice Nets ○ Data networks • Receive/relay/log information/ messages/ instructions to and from incident personnel ○ Supply orders (e.g., Operations, Logistics, etc.) ○ Message traffic routing ○ Weather reports ○ Resource status changes ○ Loss of communication assets ○ Safety updates ○ Situation reports • Conduct radio checks at specified intervals for personnel safety and accountability • Acknowledge all requests received in person or via phone, radio, and data networks	CD	JC	8/20/24 8/21/24

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)			
13. Provide effective communications support during emergency situations: • Recognize and react decisively to urgent situations if encountered: • Request assistance from other ICC personnel if needed • Restrict or move unrelated radio traffic • Use appropriate notification procedures for emergency situations ○ Requests for emergency/urgent assistance or additional resources/support ○ Activations of radio emergency call buttons ○ Medical transport/ Medevac request ○ Aircraft emergency ○ Evacuation ○ Search and Rescue ○ Serious injury/Fatality • Notify INCM/supervisor of emergency situations	(T)	96	8/21/24

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct tactical dispatch operations			
14. Demonstrate proper use of ICC communications systems for dispatch: ✓ Radio equipment ✓ Data equipment ✓ Telephone equipment • Video equipment • Ancillary equipment	(T)	30	8/20/24 8/21/24
15. Demonstrate familiarity with other ICC functions/capabilities: • Radio systems (e.g. Simplex, Conventional, Trunked, Digital & Analog modes) • Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.) • Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National) • Audio Gateways	(I)	30	8/20/24 8/21/24
16. Demonstrate use of mapping tools (electronic and manual) • Locate key incident venues, personnel, and deployed resource • Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations	(O)	30	8/20/24 8/21/24

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct Incident Tactical Dispatch Operations (continued)			
17. Use specialized resources/technology to track the location of incident personnel where immediate, continuous, and accurate awareness of incident personnel is critical. Specific resources or technologies could include: • GPS technology • AVL technology • Maps • Status boards • Personal Accountability Report (PAR) • Personal Alert Safety System Device Activation (PASS)	①	→ C	8/21/24
18. Demonstrate compliance with applicable communication policies and procedures: • Memoranda of Understanding (MOUs) • Tactical Interoperable Communications Plan (TICP) • Tactical Interoperable Communications Field Operations Guide (TIC-FOG) • Mobile Communications Unit Standard Operating Procedures (SOPs) • Tactical Dispatch SOPs • Jurisdictional requirements • Equipment accountability procedures	①	→ C	8/21/24
19. Participate in all COMU briefings during each operational period: • Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.)	①	→ C	8/20/24 8/21/24

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct Tactical Dispatch Operations (continued)			
20. Maintain and organize ICC documentation: • Radio logs • Activity logs • Telephone logs • Status Cards • Equipment check-in/check-out information • Lost/Damaged equipment documentation • Software Applications ○ WebCAD ○ WebEOC® ○ Google Earth® ○ Email, etc.	①	YL	8/20/24
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: • Emergency Management • Emergency Medical Services • Fire • Law Enforcement • Forestry	①	YL	8/20/24

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS and ICS concepts and principles			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: • COMU structure, roles and responsibilities of each COMU position • Plain language/common terminology • ICS terminology ○ Unit identification ○ Position titles ○ Resource naming • Incident Organizational Structure • Functions of Incident Management Teams • ICS map symbols, designators, and mnemonics	①	YC	8/20/24
23. Obtain, and correctly fill out the NIC approved ICS forms needed to perform INTD functions within the ICC: ✓ ICS 205 – Incident Radio Communications Plan ✓ ICS 205A – Communications List ✓ ICS 210 – Resource Status Change ✓ ICS 213 – General Message ✓ ICS 213 – RR Resource Request Message ✓ ICS 214 – Activity Log • ICS 219-7- Equipment Resource Status ✓ (T-) Card	①	YC	8/20/24
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: ✓ ICS 201 – Incident Briefing ✓ ICS 203 – Organization Assignment List ✓ ICS 204 – Assignment List ✓ ICS 206 – Medical Plan ✓ ICS 207 – Incident Organization Chart ✓ ICS 208 – Safety Message/Plan • ICS 209 – Incident Status Summary ✓ ICS 211 – Incident Check-in List ✓ ICS 221 – Demobilization Check-Out • ICS 225 – Incident Personnel Performance Rating	① ①	YC YC	8/20/24 8/21/24

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS and ICS concepts and principles (continued)			
24a. Demonstrate ability to correctly interpret the following forms: • <i>Form 217A – Communications Resource Availability Worksheet</i> • <i>Form 309 – Communication Log</i>	①	gc	8/20/24

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Competency: INTD Demobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity			
25. Coordinate an efficient transfer of position duties: - Document and coordinate demobilization actions - Brief relief personnel - Coordinate with incident/planned event personnel as necessary	①	zc	8/20/24

Behavior: Complete demobilization procedures and restore response-readiness			
26. Demobilize from assignment: - Check in equipment and submit required documentation - Address safety and notification considerations for return to home agency	I	zc	8/21/24
27. Complete Demobilization Documentation - If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate - Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor - Provide input for After-Action Report (AAR) - Submit final documentation to INCM/supervisor	①	zc	8/21/24
28. Prepare for next operational period/incident - Inventory and restock ICC supplies - Inventory and restock INTD response kit and personal sustainment kit - Attend applicable post-incident debriefings - Hotwash - Post-Incident/Event After Action Debriefings - Critical Incident Stress Management/ Debriefing (CISM/CISD)	①	zc	8/21/24

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)

Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

All-Hazards INCIDENT TACTICAL DISPATCHER**INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD**

There are four separate pages provided to allow evaluations to be made during four separate occasions. These evaluations may be made on Incidents, Planned Events, Functional Exercises, Full Scale Exercises, Simulations, Drills, Classroom, or Daily Job functions (as specified in the Task tables). This should be sufficient for qualification in the position if the individual is adequately prepared. If additional evaluation pages are needed, they can be copied from a blank task book and attached. (Remember to change the Evaluation Record # to the next sequential number.)

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

Date: List the date the record is being completed.

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

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

RECORD OF EVALUATION

Alex Babcock

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: Elias Charif	Evaluator's Title: COML	Evaluator's Agency: M Health EMS	
Evaluator's agency address: 799 Reaney Ave Saint Paul MN 55106				
Evaluator's e-mail: Elias.Charif@fairview.org				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
NorthStar II At: Camp Ripley	Commex	Military Public Safety HAM Radio Cell support	Aug. 19/24 through Aug. 22/24	INTD
The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:				
☐ The individual has successfully performed all tasks for the position and should be considered for certification. ☒ The individual was not able to complete certain tasks (comments below) or additional guidance is required. ☐ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. ☐ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.				
Comments: Well done. Though outside of Box. Alex Worked well with other members of the team				
Date: 8/21/2024 Evaluator's initials: [Signature]				
Evaluator's relevant agency certification or rating: COML / INTD				

* All tasks completed, still needs formal course.

RECORD OF EVALUATION

TRAINEE NAME
TRAINEE POSITION

Evaluation Record #2	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee: _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee. Comments: _____ _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant agency certification or rating: _____				

RECORD OF EVALUATION

TRAINEE NAME		TRAINEE POSITION		
Evaluation Record #3	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee: _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee. Comments: _____ _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant agency certification or rating: _____				

RECORD OF EVALUATION

TRAINEE NAME
TRAINEE POSITION

Evaluation Record #4	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee: _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee. Comments: _____ _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant agency certification or rating: _____				

(Self)

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT					
1. Name: <u>Alex Balsack</u> (Self)		2. Incident Name: <u>North Star II-2024</u>		3. Incident Number: <u>2024-008</u>	
4. Home Unit Name and Address: <u>Dakota 911 / 2860 160th St W Rosemount, MN</u>			5. Incident Agency and Address:		
6. Position Held on Incident: <u>INTD</u>		7. Date(s) of Assignment: From: <u>8/19/24</u> To: <u>8/21/24</u>		8. Incident Complexity Level: ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5	
9. Incident Definition: <u>Wild Fire</u>					
10. Evaluation					
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, alrmanship, SAR, etc., as appropriate.)	☐	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	☐	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	☒
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	☐	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	☐	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	☒
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	☐	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	☐	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	☒
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	☐	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	☐	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	☒
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	☐	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	☐	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	☒
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	☐	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	☐	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	☒

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name: <u>Alex Babcock (self)</u>		2. Incident Name: <u>Northstar II - 2024</u>		3. Incident Number: <u>2024-008</u>		
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	☐	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	☐	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	☐	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	☐	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	☐	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	☒	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	☐	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	☐	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	☒	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	☐	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	☐	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	☒	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	☐	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	☐	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	☒	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking.
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	☐	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	☐	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	☒	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	☐	Failed to adequately identify and protect personnel from safety hazards.	☐	Ensured that safe operating procedures were followed.	☒	Demonstrated a significant commitment toward safety of personnel.
24. Remarks: <u>First experience for Complex. Adapted to changing challenges</u>						
25. Rated Individual (This rating has been discussed with me): Signature: <u>Alex Babcock</u> Date/Time: <u>08/21/2024 1500</u>						
26. Rated by: Name: <u>Alex Babcock</u> Signature: <u>[Signature]</u>						
Home Unit: <u>Dakota 911</u> Position Held on This Incident: <u>INTD</u>						
ICS 225			Date/Time: <u>8/21/24 1700</u>			

Communications Log (ICS 309)

[illegible]

Communications Log (ICS 309)

[illegible]

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT					
1. Name: Alex Babcock		2. Incident Name: North Star II - 2024		3. Incident Number:	
4. Home Unit Name and Address: Dakota 911 / 2860 160th St W Rosemount MN			5. Incident Agency and Address:		
6. Position Held on Incident: INTD		7. Date(s) of Assignment: From: 8/19/24 To: 8/21/24		8. Incident Complexity Level: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
9. Incident Definition: Wildfire					
10. Evaluation					
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	☐	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	☐	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	☐
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	☐	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	☐	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	☒
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	☐	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	☐	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	☒
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	☐	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	☐	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	☒
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	☐	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	☐	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	☒
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	☐	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	☐	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	☒

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name: Alex Babcock		2. Incident Name: North Star II - 2024		3. Incident Number:		
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	☐	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	☐	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	☐	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	☐	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	☐	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	☐	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	☐	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	☐	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	☐	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	☐	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	☐	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	☐	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	☐	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	☐	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	☐	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking.
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	☐	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	☐	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	☐	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	☐	Failed to adequately identify and protect personnel from safety hazards.	☐	Ensured that safe operating procedures were followed.	☐	Demonstrated a significant commitment toward safety of personnel.
24. Remarks:						
25. Rated Individual (This rating has been discussed with me): Signature:  Date/Time: 8/24/2024 1320						
26. Rated by: Name: Wendy O'Donnel Signature:  Home Unit: Ramsey County Position Held on this Incident: COML						
ICS 225		Date/Time: 8/21/2024 1320				

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Alex Babcock

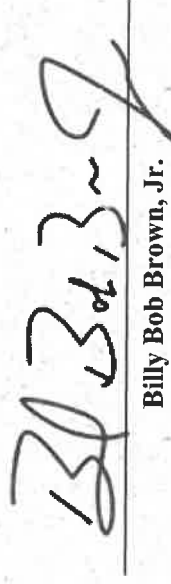
Successfully completed the All-Hazards

Incident Tactical Dispatcher (INTD) Course

January 26-29, 2026

at the St. Joseph, Minnesota Police Department





Billy Bob Brown, Jr.

Executive Assistant Director for Emergency Communications
Cybersecurity and Infrastructure Security Agency



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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

IS-100.b: Introduction to Incident Command

System ICS-100



0.30 IACET CEU

Issued this 23rd Day of September, 2014

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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

**IS-100.IEb: Introduction to the Incident
Command System (ICS 100) for**

Law Enforcement

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.30 IACET CEU Issued this 26th Day of July, 2018



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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

**IS-144: Telecommunicators Emergency Response Taskforce
(TERT) Basic Course**



0.30 IACET CEU

Issued this 26th Day of July, 2018

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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

**IS-200.b: ICS for Single Resources
and Initial Action Incident, ICS-200**



0.30 IACET CEU

Issued this 24th Day of September, 2014

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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

**IS-247.b: Integrated Public Alert and
Warning System (IPAWS) for Alert**

Originators

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.20 IACET CEU Issued this 25th Day of September, 2020



This Certificate of Achievement is to acknowledge that

Alex Babcock

has affirmed a dedication to serve in times of crisis through continued professional development and completion of the following emergency management course

**E/L/G 300 Intermediate Incident Command System for Expanding
Incidents, ICS 300
January 6-8, 2025**

Greg Hayes
Certified HSEM Instructor



This Certificate of Achievement is to acknowledge that

Alex Babcock

has affirmed a dedication to serve in times of crisis through continued professional development and completion of the following emergency management course

**E/L/G 400 Advanced ICS Command and General Staff-Complex
Incidents**

**April 15-16, 2025
16 Hours**



Greg Hayes
Certified HSEM Instructor



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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

**IS-700.a: National Incident Management System
(NIMS) An Introduction**



0.30 IACET CEU

Issued this 26th Day of September, 2014

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



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**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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

**IS-700.b: An Introduction to the
National Incident Management System**



0.40 IACET CEU

Issued this 26th Day of July, 2018

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



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**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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

IS-800.b: National Response Framework, An

Introduction



0.30 IACET CEU

Issued this 28th Day of May, 2017

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University

COMU Position Recognition Application

Application Type:

☐ Initial Application

☐ Renewal

☐ Change of Status

Position:

☐ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Certifying

Agency

County

ECB/ESB

Region

Agency Address

24/7

Telephone

Business

Telephone

Email Address

Signature

Date 7/13/2026

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

Agency

Signature

Date 7/13/2026

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)

Agency ECB/ESB
Region

Position:
☐ COML ☐ COMT ☐ INCM
☐ INTD ☐ RADO ☐ 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)

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

Signature  Date:

Re: Proof Attendance



Miller, Melinda (DPS) <melinda.miller@state.mn.us>

To Charif, Elias

Reply

Reply All

Forward

Mon 7/13/2026 9:02 AM

You replied to this message on 7/13/2026 9:09 AM.
If there are problems with how this message is displayed, click here to view it in a web browser.

Hi Elias,

I don't have a certificate or anything.

Just the SWIC's verification when it comes to review at the Interoperability Committee. Lots of people put this on their renewals without any kind of certificate. I always check my roster notes from past events if I question it. I know you attended both years.

Hope this helps.

COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position:

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name
(Last, First Middle) Adney, Robert Duane

Certifying
Agency Hennepin County Sheriff's Office

County Hennepin ECB/ESB
Region Metro

Agency Address 1245 Shenandoah Ln N

24/7
Telephone 763-249-0883

Business
Telephone

Email Address robert.adney@hennepin.us

Signature



Date 7/20/2026

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

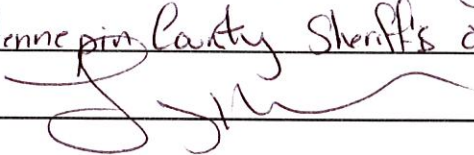
The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers 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 Tony Martin, Emergency Communications Director

Agency Hennepin County Sheriff's office

Signature



Date 7/22/2026

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 Adney, Robert
(Last, First Middle)

Agency Hennepin County Sheriff's Office

ECB/ESB Metro
Region

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	10/1/2024	Achieved APCO Communications Center Manager Certification
1	10/15/2025	Attended Public Safety Vehicle Communications How Virtual Routing and Forwarding Strengthens Security Webinar
1	11/5/2025	Attended Transforming Incident Response and Enhancing Mutual Aid Webinar
1	3/25/2026	Attended Using Satellite Spectrum for Public Safety Webinar
1	11/3/2025	Attended IPAWS TTX provided by Henn Co Emergency Management
1	5/6/2026	Created 205 for intra and inter-agency communication for Maple Grove Days Parade
1	6/11/2026	Created 205 for Law and Fire resources for Excelsior Fireworks

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

Signature



Date: 7/20/2026

**Association of Public-Safety
Communications Officials - International, Inc.
APCO Institute**

Communications Center Manager, 1st Ed.

In recognition of having completed the requirements of the APCO Institute
Communications Center Manager, 1st Ed. course, APCO Institute hereby awards
certification to:

Robert Adney



Mel Maier, CPE
CEO & Executive Director
APCO International

Completed: 10/01/2024

Expires: 10/01/2026

24 Credit Hours

Certificate #: INS-72580-00013



Prerequisites: Must have completed a formal, instructor-led 40-hour basic telecommunicator, CTO course, and a 24-hour CCS course (or working knowledge of APCO ANS 3.104.2-2017 and APCO ANS 3.102.2-2017). If not APCO certified, provide a signed letter on agency letterhead stating pre-requisites are met.

The APCO Institute's Communications Center Manager, 1st Ed. course provides training designed specifically focused on the knowledge, skills, and abilities needed for candidates to successfully move into the role of Communication Center Manager or Director.

Attendees should have access to their agency's policies and procedures as a resource to use in class.

Please visit our [Standards webpage](#) to review current standards required for this course.

Topics include:

- The Comm Center Manager and the Agency
- The Comm Center Manager on the Job
 - The Workplace Context
 - The Key Professional Knowledge and Skills
- Managing People and Talent within the Workplace
- Managing ECC Operations and Administration
- Managing Initiatives and Projects
- Managing ECC Performance and Quality Control
 - Liability Issues and Risk Management

**Association of Public-Safety
Communications Officials - International, Inc.
APCO Institute**

***Public Safety Vehicle Communications: How Virtual Routing and
Forwarding (VRF) Strengthens Security - Webinar -#78563***

In recognition of having completed the requirements of an APCO Institute Web
Seminar, APCO Institute hereby awards one (1) hour of Continuing Dispatch
Education to:

Robert Adney

Completed: 10/15/2025

1 Credit Hours

Certificate #: INS-78563-00040



Mel Maier, CPE
CEO & Executive Director
APCO International



Public Safety Vehicle Communications: How Virtual Routing and Forwarding (VRF) Strengthens Security – Webinar -#78563

Modern law enforcement vehicles are more connected than ever — housing mobile data terminals (MDTs), body cameras, biometric scanners, ANPR systems and more. With this complexity comes a critical need for secure, segmented networking.

Join Aviat Networks for an in-depth webinar exploring how virtual routing and forwarding (VRF) technology enhances mobile public safety routers:

- Isolates and secures traffic: Creating a virtual router for each application, ensuring that sensitive networks like the National Crime Information Center (NCIC) remain completely separate from other systems, like a body camera's cloud upload.
- Reduces the attack surface: By containing issues within a single VRF instance, you can prevent lateral movement and limit the impact of a potential security breach.
- Enables independent policy control: Apply strict security policies, including ACLs and QoS, to sensitive networks while maintaining flexibility for other applications.
- Supports multi-tenancy: Securely manage overlapping IP address spaces without the complexity of NAT or renumbering.
- Preventing route leakage and misconfiguration

 October 15, 2025
 3:00 pm — 4:00 pm
 Web Seminar
 CDEs Earned: 1
 Seats Remaining: 674

[Register](#) ▶

**Association of Public-Safety
Communications Officials - International, Inc.
APCO Institute**

Transforming Incident Response and Enhancing Mutual Aid #78720

In recognition of having completed the requirements of an APCO Institute Web Seminar, APCO Institute hereby awards one (1) hour of Continuing Dispatch Education to:

Robert Adney

Completed: 11/05/2025

1 Credit Hours

Certificate #: INS-78720-00033



Mel Maier, CPE
CEO & Executive Director
APCO International



Florida APCO's Post



Florida APCO

1,148 followers

8mo



Happening TOMORROW!

Join APCO International for the upcoming webinar:
Transforming Incident Response and Enhancing Mutual Aid (#78720)

This session will explore how agencies can strengthen interoperability, streamline mutual aid coordination, and improve incident response effectiveness through evolving technologies and best practices.



Date: November 5, 2025



Free for APCO Members | \$59 for Non-Members

Don't miss this opportunity to learn how collaboration and innovation are transforming public safety communications across the country.



Learn more and register here:



<https://lnkd.in/eBNaAYC3>

#FloridaAPCO #APCOInternational #PublicSafetyCommunications #IncidentResponse
#MutualAid #Interoperability #EmergencyCommunications #911Leadership
#PublicSafetyTraining



APCO
International

Leaders in Public Safety Communications®

UPCOMING WEBINAR:

Transforming Incident



1,148

View

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Show

**Association of Public-Safety
Communications Officials - International, Inc.
APCO Institute**

Using Satellite Spectrum for Public Safety - Webinar - #80070

In recognition of having completed the requirements of an APCO Institute Web Seminar, APCO Institute hereby awards one (1) hour of Continuing Dispatch Education to:

Robert Adney

Completed: 03/25/2026

1 Credit Hours

Certificate #: INS-80070-00065



Mel Maier, CPE
CEO & Executive Director
APCO International



Using Satellite Spectrum for Public Safety – Webinar – #80070

Sirius XM is the same company that sends 160 channels of radio to your car and your streaming devices. Their core radio service is transmitted by a fleet of satellites located over the United States. Sirius XM is rolling out a system that will allow first responders, emergency service providers and other public safety entities to use capacity on some of those same satellites – at no cost – to send broadcast audio messages of their own choosing to fixed locations that have specialized receivers and antennas provided by Sirius XM. The system is designed to send the same audio content over broad areas – national, regional or state – rather than to individual communities. Sirius XM is looking for public safety entities to receive the initial service, in the hope that it can be expanded with greater capabilities for APCO members.

This webinar will provide an overview of the Sirius XM spectrum service and will answer the following questions:

- What can emergency communications centers (ECCs) use this service for?
- Who's already using this service?
- Are there any technical limitations?
- How do I sign up for this service?

-  March 25, 2026
-  1:00pm — 2:00pm
-  Web Seminar
-  CDEs Earned: 1
-  Seats Remaining: 567

[Register ▶](#)



2025 Hennepin County Emergency Management Training Request Form

Attach **Training Overview** to this form.

Item 1: Phase Selection			
Phase 1: Readiness and Preparedness		Phase 3: Mitigation	
Phase 2: Activation		Phase 4: Response & Recovery	

Item 2a: Select ISM area of concentration									
EOCM		SS		POS		RSS		EOCSS	
Item 2b: Select Emergency Management Essential Task List (EMETL) Nomenclature									

Item 3: Title, Date, Time, Location, and Justification	
Course Title:	Hennepin County Alerting Authorities IPAWS TTX
Date:	13 NOV 2025
Time:	10 a.m.-2 p.m.
Location:	Hennepin EOC
Justification:	Public Warning

Item 4: Instructor, TLO, Resources and other	
Instructor(s):	Dalton Herding (facilitator)
Training Learning Objective (TLO):	This TTX will spur discussion on how alerting authorities work together or on behalf of each other.
Training Resources or Materials Required:	none
Other Comments:	

Item 5: Signatures- Training has been completed		
Instructor	Print:	Sign:
Training Officer	Print:	Sign:



2025 Hennepin County Emergency Management Training Request Form

Item 6: Official Use		(HCEM Training Officer initials)
Reviewed Request	Date:	
Approved and added to Calendar		
Training Completed	Date:	
Other		

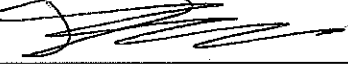
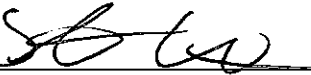
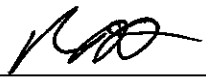
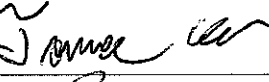
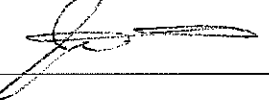
Item	Title	Instruction
1	Phase Selection	X or V for appropriate phase of concentration area
2a	ISM Selection	X or V for appropriate ISM concentration area
2b	EMETL Catalogue Nomenclature	Identify and add EMETL Nomenclature in course catalogue
3	Course Title	Add title of the course, class, event, activity, or workshop
	Course Date/Time	Add date and time
	Location	Add location, room, and address if necessary
	Justification	Why is this training being provided- Who is it for
4	Instructor	List: Identify/secure instructor(s)
	Training Learning Objective (TLO)	Include 1-3 learning objectives
	Training Resource/Material Requirements	Include resources and materials that will be required to successfully teach this course
	Other Comments	Provide comment for anything not covered
5	Instructor Signature	Instructor signs at completion
	Training Officer Signature	Training Officer signs at completion
6	Official Use	Training Officer accounts for and initials process actions

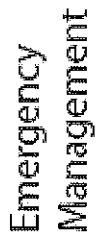


2025 HENNEPIN COUNTY EMERGENCY MANAGEMENT TRAINING AND MEETING SIGN IN SHEET

Training/Meeting Information

Description:	IPAWS AA TTX
EMETL ID:	
Date:	13 Nov. 2025
Duration:	10-2
Location:	Hennepin EOC
Presenter(s):	Herding, Anderson

Name	Signature	Email	Phone Number	Group/Agency
Tom Groninga		tom.groninga ^{MSP} ^{Mar. org.} @mn.gov	952-290-6852	Airport EOC
Esther Hauss		esther.hauss@anoka ^{anoka county} mn.gov	763-273-7238	Anoka County
David Paulu		paulu@umn.edu	612-393-3674	U of M
Steven Labatt		Steven.labatt2@hennepin.us	612-427-4491	HCSO
Bobby Adney		robert.adney@hennepin.us	612-772-5000	HCSO
Tanner Ess		Tanner.Ess@anoka ^{anoka county} mn.gov	763-478-7613	Anoka County
Julian Wyss		Julian.Wyss@hennepin ^{hennepin county} mn.gov	612-618-9725	Mpls



**2025 HENNEPIN COUNTY EMERGENCY MANAGEMENT
TRAINING AND MEETING
SIGN IN SHEET**

[illegible]

1. Incident Name:	2. Date/Time Prepared:	3. Operational Period:	
	Date:	Date From:	Date To:
	Time:	Time From:	Time To:

[illegible]

ICS 205 IAP Page ____ Date/Time: _____

ICS 205

Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talkgroup such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) • Name • Signature • Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME			
		Maple Grove Days Parade		Wednesday, May 6th 1430		Thursday, July 16th 1600-2200 hours			
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									
2	Tactical	HPOOL1	Law	ARMER 800 MHz		ARMER 800 MHz		D	89th/Monticello to 89th/Zachary
3	Tactical	HPOOL2	Law	ARMER 800 MHz		ARMER 800 MHz		D	89th/Zachary to Pineview
4	Tactical	HPOOL3	Law	ARMER 800 MHz		ARMER 800 MHz		D	Quinwood to Rice Lake Rd
5	Support	HTAC-7E	Law	ARMER 800 MHz		ARMER 800 MHz		D	
6	Command	HTAC-8E	Law	ARMER 800 MHz		ARMER 800 MHz		D	Sector Chiefs to Command
7	Command to Fire/EMS	ME-TAC 10	Law/Fire/EMS	ARMER 800 MHz		ARMER 800 MHz		D	Command to Fire/EMS
8								D	
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
Agencies involved: HCSO, New Hope, Champlin, Corcoran, Plymouth, Maple Grove PD and Fire - Dispatch will not be monitoring these talkgroups unless requested									
		COML: R Adney AGENCY: HCSO PHONE: 763-249-0883 HCSO Dispatch TC Sgt Line EMAIL: robert.adney@hennepin.us			INCIDENT/EVENT LOCATION				

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)

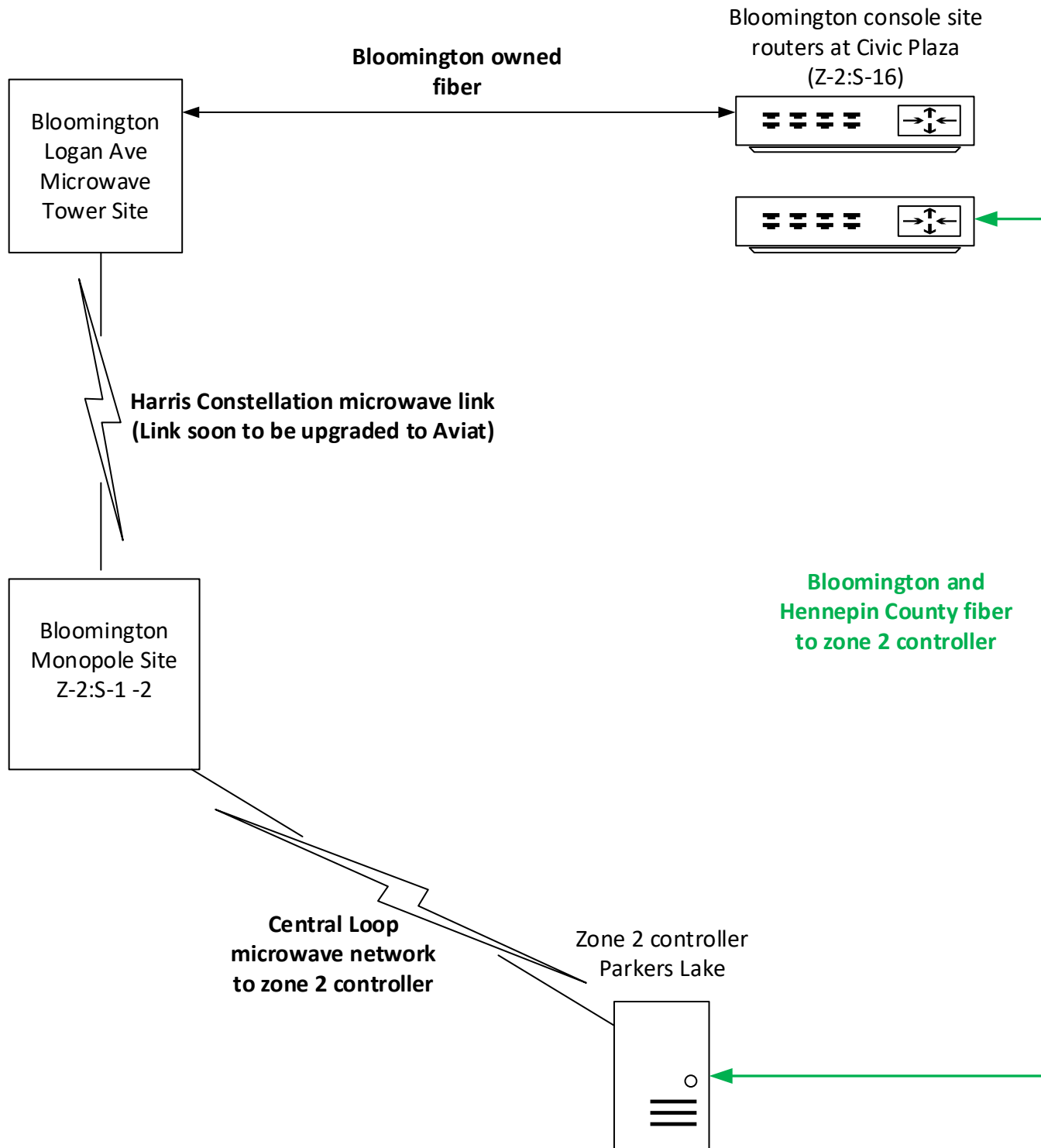


Metro Radio TOC,

The City of Bloomington is requesting a participation plan amendment regarding our console connection to the zone 2 controller. We are looking to geo-diversify our console site links. Our current link is a spur off the central loop microwave network to our PSAP. We are looking to keep that microwave link, but connect one of our console site routers to a point-to-point fiber link from Bloomington PSAP to the Parkers Lake zone 2 controller. This will provide more redundancy to our PSAP to keep our consoles connected. The diagram is below to review. MnDOT has reviewed and approved this plan. Bloomington will be working with Hennepin County radio to connect to the proper interface at the zone 2 controller.

Thank you for your consideration regarding this request.

Dalton Gruber
Radio Communications Technician
Bloomington Police Department
1800 West Old Shakopee Road
Bloomington, MN, 55431



City of Bloomington
Console Site Backhaul
Upgrade

6-30-2026



Date: 7/13/26

To: Jake Thompson, RTOC Chair

From: Chad LeVasseur, Metro Transit

RE: Participation Plan amendment

Metro Transit would like to amend its ARMER participation plan to account for agency growth.

Control Center Upgrade

Metro Transit is planning on upgrading and expanding its Transit Communication Center (TCC) and Emergency Backup Center (EBC) Consoles. We are planning to upgrade the current 14 TCC consoles from MCC 7500 to the Motorola AXS consoles and add an additional 16 Motorola AXS to that location. We are also planning to move 4 of the MCC 7500 consoles currently at the TCC to the EBC for a total of 10 consoles at that location.

Talkgroup ID's

Metro Transit currently has 60 talkgroups. To expand our control centers and add Metro Transit Police Department encryption I am requesting approval for 35 new Talkgroup ID's for a total of 95 talkgroups.

Thank you for your consideration regarding this request.

Best Regards,

Chad LeVasseur

Metro Transit Communications Systems Manager

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Metro Mobility Usage

(Hours:Mins:Secs)

2026

Please Note: The report from Metro Mobility will be given at the beginning of the quarter beginning in 202

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall
January	17:55:49	11:52:01	4:53:57	4:56:36	5:00:04		10:48:29	55:26:56
February	14:27:26	9:25:02	5:52:49	4:16:15	4:01:04		9:16:32	47:19:08
March	1:16:59	1:53:30	0:26:56	0:22:59	0:18:42		10:51:30	15:10:36
April							11:58:18	11:58:18
May							14:41:46	14:41:46
June							15:36:21	15:36:21
July	22:33:01	16:39:44	8:24:28	8:43:03	6:19:44		15:44:52	78:24:52
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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