



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

January 26, 2022, 1:00 p.m.

This meeting will be conducted online ONLY. The link to join online is <https://metropolitanemergencyservicesboard.my.webex.com/metropolitanemergencyservicesboard.my/j.php?MTID=me8db4a7c2624e0340788c0f3f48cab57>. To join via phone, please call 408-418-9388 and use access code 2557 526 2877. If you are prompted for a password, please use Radio (72346 on a keypad).

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of November 17, 2021 Meeting** – Thompson
4. **Action Items**
 - A. COMU Recognitions/Renewals – Tracey Fredrick
 - i. Adam Vnuk COMT recognition
 - ii. Ron Jansen COML/COMT renewal
 - B. Scott County Participation Plan change – Nick Schatz
 - C. BCA METCOM Access Request – Will Waterkamp/Marcus Bruning
 - D. Dakota County TG Statewide Access Request – Ron Jansen
 - E. Task Force 1 TG Request – Ron Jansen
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenbeck
 - B. System Managers Group Update – Jansen
 - C. MnDOT ARMER System Update – John Anderson/Tim Lee/Dave Klema
 - D. SECB Committees
 - i. Steering – Jill Rohret/Fredrick
 - ii. LMR – Nate Timm/Curt Meyer
 - iii. WBBA – Rod Olson/Thompson
 - iv. IOC & Workgroups
 - a. IOC – Thompson/Timm
 - b. STR Workgroup – Meyer/Nick Schatz
 - c. COMU Workgroup – Timm/Dan Anderson
 - v. IPAWS – Scott Haas
 - vi. Finance/Grants Workgroup – Fredrick
7. **Other Business**
 - A. METAC Permission update – Fredrick
 - B. Regional AES Encrypted Talkgroups – Meyer/Olson
 - C. METCOM Discussion – Open
 - D. BCA/FBI CJI encryption – Open



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

January 26, 2022, 1:00 p.m.

E. April 2022 Radio TOC Meeting – Fredrick

8. Adjourn

Reminder: Next meeting scheduled for February 23, 2022

Metropolitan Emergency Services Board

Radio Technical Operations Committee November 17, 2021 Draft Meeting Minutes

Member present:

Cory DeMuth, Anoka County
John Elder, Isanti County
Ron Jansen, Dakota County
Chad LeVasseur, Metro Transit
Curt Meyer, Hennepin County

Rod Olson, City of Minneapolis
Nick Schatz, Scott County
Jake Thompson, Chisago County
Nate Timm, Washington County
Mark VandenBerghe, MN State Fire Chiefs

Guests: Andrew LaVenture, Edina FD

MESB Staff: Tracey Fredrick, Jill Rohret

1. Call to Order

Jake Thompson, Radio Chair called the meeting to order at 1:01 p.m.

2. Approval of Agenda

Two items were added to the agenda: 4C. Addition of Waiver to IOP-11 for Eagan Fire Department and 7B. METCOM Discussion.

Ron Jansen moved to approve amended agenda. Curt Meyer seconded. Motion carried.

3. Approval of October 27, 2021 Minutes

Nick Schatz moved to approve the October 27, 2021 minutes. Cory DeMuth seconded. Motion carried.

Action Items

A. COMU Recognitions/Renewals

i. Jake Thompson COML/COMT

Ron Jansen moved to approve Jake Thompson COML/COMT certification renewal. Curt Meyer seconded. Motion carried.

B. Minneapolis Backup Center Approval

Rod Olson said Minneapolis is building a back-up center in the Convention Center. Approval is sought to use existing T1 coming from the Hennepin Government Center site to this new site in zone 1.

Jill Rohret said this would require board approval but since the next board meeting is not until January, a temporary waiver could be sought. The MESB Executive Committee could grant this waiver at the December Executive meeting. This approval goes before the 9-1-1 TOC tomorrow.

Ron Jansen moved to approve the plan change for the new Minneapolis back-up site. Curt Meyer seconded. Motion carried.

C. Eagan Fire Department Waiver to IOP-11/3.19.0

Ron Jansen said Eagan Fire department is hiring a medic to join its SWAT team. A waiver to Standard 3.19.0 is requested to allow this new member access to the LTACs for the radio.

Rod Olson moved to approve a waiver for Eagan Fire. Cory DeMuth seconded. Motion carried.

Metropolitan Emergency Services Board

5. Moves, Additions & Changes to the System

Nick Schatz said the Prior Lake water tank project is completed. The project started in March. Total down time was about 12 hours.

6. Committee Reports

A. Metro Mobility System Usage Update

Chad LeVasseur said numbers remain low.

B. System Owners Group Update – no meeting

C. MnDOT ARMER System Update – no update

D. SECB Committees

i. Steering

Jill Rohret said the SCIP plan was discussed at the last meeting. Two groups have been meeting within the Steering Committee regarding the 403 Statute. The comments will be introduced into the 2022 Legislative session. The discussions include governance and technical issues. The Commissioner of Public Safety has accepted an invitation to attend the December SECB meeting to speak on the role of governance.

ii. LMR

Nate Timm said at the November 9 meeting there were discussions on the Minneapolis back-up project and there was a discussion on SCIP goals and the ECN/FCCs final report.

iii. WBBA

Rod Olson said the WBBA met November 17. There is some AT&T site work going on in Cook County. Cathy Clark led the discussion of more governance. Attendance to the WBBA and SCIP plan were discussed.

iv. IOC & Workgroups

a. IOC

Nate Timm said at the meeting yesterday there was approval of metro COML renewals for Curt Meyer and Sara Boucher-Jackson, one out-state COML renewal and discussion on the Best Practices Guide.

b. STR Workgroup – no meeting

c. COMU Workgroup – no meeting

v. IPAWS – no meeting

Tracey Fredrick said live-site testing was discussed. Discussion focused on opting in for alerts and issue there was too many.

vi. Finance/Grants Workgroup – no meeting

Fredrick said there will be a discussion topic brought before the MESB Executive Committee regarding grant dollar usage.

Nate Timm said in years past, the region has received money to attend the Public Safety Communications Conference and assuming this is no longer covered, home agencies will need to cover that cost. Tracey Fredrick said this expense is actually still covered and she applied for funds to attend in both 2022 and 2023.

7A. METAC Permission update

Fredrick said there were no new permissions requested last month.

Metropolitan Emergency Services Board

B. METCOM

Nick Schatz said that there appear to be unauthorized users on the talkgroup and broadcasting over RF sites, which can then be picked up by scanners. Wondering how we can eliminate this issue from the system, should we be contacting System Administrators or what other actions should be taken. Jake Thompson said the BCA has been sitting on this since May, Curt Meyer said that he looked and BCA has taken its radio off of METCOM. Rohret met with ECN and HSEM, as it does the radio programming for BCA. The BCA does not have authorization to the talkgroup and should be removed. It is likely there will be talkgroup request from the BCA for METCOM.

Nate Timm said he had touched base with the two scanner groups that operate websites, Open megahertz and Radio Reference. policies state you cannot stream. If you can prove it came over a scanner radio, you could submit that and they could waive the fee.

8. Other Business

Nate Timm said he heard from HSEM that there was a bad metro key. FBI, State Patrol, DNR did in the past. It does seem to be corrected.

Jill Rohret said ECN did meet with the BCA. The BCA was unaware of the extent of the issue. They are supposed to be sending out communications basically saying that any private information would have to be given out to the NCIS on an encrypted talk group.

9. Adjournment

COMU Position Recognition Application

Application Type:

☒ Initial Application

☐ Renewal

☐ Change of Status

Position:

☐ COML

☒ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Vnuk, Adam David

Certifying
Agency

MSP Airport Emergency Communications

County

Hennepin

ECB/ESB

Region

Metro

Agency Address

6920 34th Ave S.

24/7

Telephone

612-726-5577


Business

Telephone

Email Address

adam.vnuk@msep.org

Signature



Date

11/11/2021

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

The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers Compensation, liability, and all other liability-related protections afforded employees of the agency, when activated for duty.

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

Name & Title

Sara Boucher-Jackson, Manager

Agency

Airport ECC

Signature



Date

11/10/2021

Regional Recognition

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

Name & Title

Region

Signature

Date

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

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

SWIC

Signature

Date



FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS TECHNICIAN (COMT)

Version: September 2017

Check the appropriate position type:

☒ Single Type

☐ Type 1

☐ Type 2

☐ Type 3

POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	Adam Vnuk
DUTY STATION:	
PHONE NUMBER:	612-726-5577
E-MAIL:	adam.vnuk@mspmac.org
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Sara Boucher-Jackson
TITLE:	Manager
DUTY STATION:	
PHONE NUMBER:	612-467-0967
E-MAIL:	sara.boucher-jackson@mspmac.org
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	6920 34th Ave S, MPLS, MN 55450
DATE:	

Communications Technician (COMT)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of COMT and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional COMT and Communications Specialists ○ National Interoperability Field Operation Guide (NIFOG) • Forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ Portable radio(s) as appropriate for the region ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures 	<p>C, E, F, I, J, T</p> <p>C, J</p>	<p>#1</p>	<p>CAB</p> <p>04/02/20</p>

1b. Behavior: Successfully assume the role of COMT and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Determine communications requirements as the Communications Unit Leader (COML) directs.	E, F, I	2	CAB 02-15-21

1c. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Review the Incident Radio Communications Plan, watching for important information such as: <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use 	E, F, I	3	CAB 04-21-21

1d. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Evaluate needs and order supplies, materials, and personnel to provide necessary communications: <ul style="list-style-type: none"> • Recommend to the COML materials and supplies required • Manage levels of supplies and materials to prevent shortage of basic necessities and report shortages to the COML • Recommend to the COML an adequate number of technicians, technical specialists, and personnel to support the Communications Unit and other functions • Assess current tactical communications equipment needs, such as power sources for extended operations, and report findings to the COML 	E, F, I	3	CAB 04-21-21

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Record Activities of the Unit

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Maintain a current, legible activity log for the COML, if requested, documenting all major activities, including: <ul style="list-style-type: none"> • Equipment locations • Personnel changes 	E, F, <u>1</u>	2, 3	02-14-21 04-22-21 CAB

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>6. Working with the COML, perform as the technical expert for communications needs:</p> <ul style="list-style-type: none"> • Determine the feasibility of providing required communications support and necessary equipment/personnel • Provide operational and technical information on communications equipment available for the incident • Provide operational and technical information on communications equipment and systems capabilities and restrictions 	E, F, I	3	CAB 04-21-21
<p>7. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> • Through the COML, request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and help identify costs associated with equipment • Through the chain of command, document the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations • Create/update diagrams of current communications systems • Help the COML determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs 	E, F, I	3	CAB 04-21-21

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Arrange the installation of communications equipment: <ul style="list-style-type: none"> • Obtain equipment as necessary • Install and test all components of the communications equipment to ensure the incident's systems are operational, including: <ul style="list-style-type: none"> ○ Repeaters ○ Links (radio and wire-based) ○ Remotes ○ Gateways ○ Telephones ○ Fax machines ○ Data ○ Aircraft and other special needs • In cooperation with the COML, develop installation priorities (for example, operations before logistics) while adhering to safety standards regarding communications needs of tactical personnel • Clone or program radios 	E, F, <u>I</u>	3	CAB 04-21-21
9. Assign communications equipment: <ul style="list-style-type: none"> • Provide resources and unit leaders with appropriate equipment based on the communications plan • Provide basic training as needed on equipment being fielded • Maintain equipment inventory to provide accountability 	E, F, <u>I</u>	3	CAB 04-21-21
10. Help the COML initiate and maintain accurate records of all communications equipment: <ul style="list-style-type: none"> • Maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, address, or access instructions) • Keep records for local and national resources to ensure return to proper locations 	E, F, <u>I</u>	3	CAB 04-21-21
11. Monitor operational performance of communications systems throughout the duration of the incident: <ul style="list-style-type: none"> • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment • Monitor all gateways in use • Plan for battery replacement • Plan for generator refueling • Act decisively to minimize interruptions in system operation 	E, F, <u>I</u>	3	CAB 04-21-21

Evaluation Record Form

TRAINEE NAME: Adam VNUK
TRAINEE POSITION: COM-T
Evaluation Record Number: 1
Evaluator's name: CRAIG BUEKKE
Incident/office title and agency: DATA SUPERVISOR, MSP ECC
Evaluator's home unit address and phone: 6920 34 th AVE, MPLS - 612-726-5577
Name and location of incident or simulation/exercise: 6920 34 th AVE, MPLS - FIRE STATION 1
Incident kind:
Number and kind of resources: IDT PELCAN CASES AND MCC
Evaluation period: ONGOING
Position type: SINGLE TYPE
Recommendation: <p>The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
Additional recommendations/comments: <p>CREATED OWN GOKTS, MAINTAINS DEPARTMENT GOKTS FOR IDT, ASKS FOR NEW EQUIPMENT. PROPOSES CHANGES TO MOBILE COMMAND CENTER</p>
Date: 04-02-20
Evaluator's initials: CAB
Evaluator's relevant qualification: COM1 - IDT LEADER

Evaluation Record Form

TRAINEE NAME: ADAM VNUK
TRAINEE POSITION: COMT
Evaluation Record Number: 2
Evaluator's name: CRAIG BREKE
Incident/office title and agency: COML - MSP AIRPORT ECC
Evaluator's home unit address and phone: 6920 34 th AVE, MPLS, MN 55450 612.726.5577
Name and location of incident or simulation/exercise: BACKUP CENTER, 7550 23RD AVE S
Incident kind: ACTIVATE BACKUP CENTER
Number and kind of resources: RADIO CONSOLE, PHONES, SCB SYSTEM, CAM:
Evaluation period: 02-14-21 1000 - 1200
Position type: SINGLE TYPE
Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments: ACTIVATED MSP 5000's, WORKED THROUGH ISSUES, WITH RADIOS. DETERMINED EMERGENCY RESOURCES, SET UP MULT SELECTS AND PATCHES. TROUBLE SHOOT PHONE AND CAM ISSUES
Date: 02-15-21
Evaluator's initials: CAB
Evaluator's relevant qualification: COML

Evaluation Record Form

TRAINEE NAME: Adam VNUK
TRAINEE POSITION: Com T
Evaluation Record Number: 3
Evaluator's name: CRAIG BUEHLER
Incident/office title and agency: COML
Evaluator's home unit address and phone: 6920 34 th AVE, MPLS. 612-706-5577
Name and location of incident or simulation/exercise: OPERATION SAFETY NET
Incident kind: LAW ENFORCEMENT
Number and kind of resources: 50 PERSONNEL, MCC7500E, CAD
Evaluation period: APRIL 16-21, 2021
Position type: COMT - SINGLE TYPE
Recommendation: <p>The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
Additional recommendations/comments: <p>SET UP MCC7500E, TRACKED EQUIPMENT LIKE PORTABLES, CONNECTED CAD INTO LARGER MONITORS FOR COMMAND STAFF TO VIEW.</p> <p>UPDATE IAP AS NEEDED, REQUESTED ADDITIONAL SUPPLIES FOR MONITORS</p>
Date: 04-22-21
Evaluator's initials: CAB
Evaluator's relevant qualification: COML

Evaluator Verification

(Do not complete this form unless you are recommending the trainee for all-hazards certification.)

FINAL EVALUATOR VERIFICATION	
I verify that	<u>Adam Vnuk</u>
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	<u>G A Brekke</u>
DATE:	<u>11/12/21</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>CRAIG A BREKKE</u>
TITLE:	<u>DUTY SUPERVISOR</u>
DUTY STATION:	
PHONE NUMBER:	<u>612-726-5577</u>
E-MAIL:	<u>CRAIG.BREKKE@msp.mn.gov</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	<u>Adam Vnuk</u>
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	<u>Sara Boucher-Jackson</u>
DATE:	<u>11/9/2021</u>
OFFICIAL'S NAME:	<u>Sara Boucher-Jackson</u>
TITLE:	<u>Manager</u>
DUTY STATION:	
PHONE NUMBER:	<u>612-467-0947</u>
E-MAIL:	<u>Sara.boucher-jackson@msp.mn.gov</u>

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ADAM D VNUK

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

IS-00100.c

Introduction to Incident Command System, ICS-100

Issued this 31st Day of August, 2018



Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ADAM D VNUK

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

IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200

Issued this 31st Day of August, 2018



Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

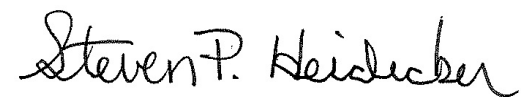
ADAM D VNUK

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

IS-00700.b

An Introduction to the National Incident Management Sys

Issued this 15th Day of August, 2018



Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ADAM D VNUK

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

IS-00800.c

National Response Framework, An Introduction

Issued this 31st Day of August, 2018



Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Adam Vnuk

Completed the Office of Emergency Communications
All-Hazards Communications Technician (COMT) Course
during 29 October – 2 November, 2018 at the
St. Louis County Emergency Operations Center
in Duluth, Minnesota



Ronald T. Hewitt

Ronald T. Hewitt
Director,

Office of Emergency Communications
National Protection and Programs Directorate
U.S. Department of Homeland Security

COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position (check only one unless changing status):

☒ COML

☒ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

JANSEN RONALD A

Certifying

Agency

DAKOTA COUNTY

County

DAKOTA COUNTY

ECB/ESB

Region

METRO - MESS

Agency Address

2860 160TH STREET WEST ROSEMOUNT MN 55068

24/7

Telephone

(651) 325-5809

Business

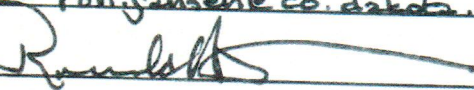
Telephone

(952) 891-7886

Email Address

ron.jansen@co.dakota.mn.us

Signature



Date

11/17/21

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

The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers Compensation, liability, and all other liability-related protections afforded employees of the agency, when activated for duty.

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

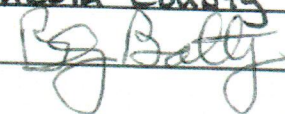
Name & Title

BJ BATTIG, MANAGER RISK MANAGEMENT : HOMELAND SECURITY

Agency

DAKOTA COUNTY

Signature



Date

11-30-2021

Regional Recognition

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

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

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

SWIC

Signature

Date

COMU Experience Record

Name

(Last, First Middle)

JANSEN, RONALD A

Agency

DAKOTA COUNTY

ECB/ESB

Region

METRO - MESB

Position:

☒ COML

☐ INTD

☒ COMT

☐ RADO

☐ INCM

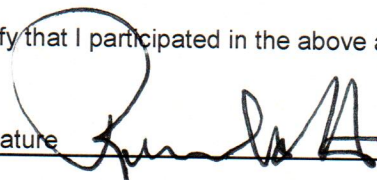
☐ AECS

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

POINTS	DATE(S)	SUMMARY (location; activity, participants, who can verify, general summary)
3	10/1/21	DAKOTA COUNTY ANNUAL TRAINING EXERCISE - AAR ATTACHED
1	8/6/21	DAKOTA COUNTY FAIR IC205
1	7/20/21	DAKOTA COUNTY ANNUAL TRAINING EXERCISE - IC205
1	2/24/21	DAKOTA COUNTY CIVIL UNREST PLANNING - IC205
1	3/10/21	DAKOTA COUNTY COVID VACCINE CLINIC - IC205
1	1/14/21	DAKOTA COUNTY INAUGURATION RESPONSE - IC205
		CRTF STEERING
		CRTF TRAINING SESSIONS

I certify that I participated in the above activities.

Signature



Date:

11/17/21

**RECERTIFICATION VERIFICATION
FOR THE POSTION OF COML**

Agency Certification

I certify that Ronald Jansen is currently employed or sponsored by my agency and is authorized to perform COML duties.

Certifying Official's Signature B.J. Battig Date 11-30-2021
Printed Name B.J. Battig Agency Dakota County
Title RISK & Hazard Sec. Mgr Phone Number 651-438-4532

Candidate's Signature Ronald A. Jansen Date 11/17/21
Printed Name RONALD A. JANSEN Agency DAKOTA COUNTY
Title RADIO SYSTEMS COORDINATOR Phone Number (952) 891-7826
Email Address ron.jansen@co.dakota.mn.us

TO BE SUBMITTED WITH APPROPRIATE RECERTIFICATION PAPERWORK

RECERTIFICATION VERIFICATION FOR THE POSTION OF COMT

Agency Certification


I certify that Ronald Jansen is currently employed or sponsored by my agency and is authorized to perform COMT duties.

Certifying Official's Signature B.J. Battig Date 11-30-2021
Printed Name B.J. Battig Agency Dakota County
Title RISK & Homeland Sec. Mgr Phone Number 651-438-4532


Candidate's Signature Ronald Jansen Date 11/17/21
Printed Name RONALD A. JANSEN Agency DAKOTA COUNTY
Title RADIO SYSTEMS COORDINATOR Phone Number (952) 891-7886
Email Address ron.jansen@co.dakota.mn.us

TO BE SUBMITTED WITH APPROPRIATE RECERTIFICATION PAPERWORK


Attachment E

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Dakota County Fair		Friday, August 6, 2021		8/9/21 - 8/16/21		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Tactical	DK PL C5	LAW	ARMER 800 MHz				D	Fair Operations Patch
2	Tactical	ME TAC 6	Fire \ EMS	ARMER 800 MHz				D	Fair Fire \ EMS Patch
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
These two talkgroups will be patched for the duration of the Fair to provide Law, Fire and EMS communications.									
			COML - Ron Jansen		INCIDENT/EVENT LOCATION				
			Agency - Dakota County Phone - (651) 325-5809 EMAIL - ron.jansen@co.dakota.mn.us		Dakota County - Farmington Fair Site				


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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Dakota County Vaccine Clinic		Wednesday, March 10, 2021		Monday March 29th 1100 - TBD		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	DK ALL 2	Incident Command	ARMER 800 MHz				D	Command
2	Tactical	DK PH 1	Public Health	ARMER 800 MHz				D	Public Health
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
This is for communications at Metcalf Jr. High School for Covid Vaccine Clinic									
			COML - Ron Jansen		INCIDENT/EVENT LOCATION				
			Agency - Dakota County Phone - (651) 325-5809 EMAIL - ron.jansen@co.dakota.mn.us		Dakota County - Administration Facilities				


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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Dakota County Inauguration Response		1/14/21 - 13:30		1/16/21 0001 - 1/21/21 0800		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	DK ALL 1	Incident Command	ARMER 800 MHz				D	Command
2	Tactical	DK PL C7	LAW	ARMER 800 MHz				D	Law Enforcement Response
3	Tactical	DK PL C8	LAW	ARMER 800 MHz				D	Law Enforcement Response
4	Tactical	ME TAC 10	LAW	ARMER 800 MHz				D	Reserved for Mutual Aid
5	Tactical	DK FGR 8	FIRE	ARMER 800 MHz				D	Fire Response
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
This is in preparation for any Civil Unrest Activities due to inauguration. Other resources may be required if the activities escalate.									
			COML - Ron Jansen		INCIDENT/EVENT LOCATION				
			Agency - Dakota County Phone - (651) 325-5809 EMAIL - ron.jansen@co.dakota.mn.us		Dakota County - Administration Facilities				

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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Dakota County Civil Unrest		2/24/21 0726		TBD		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	DK ALL 1	Incident Command	ARMER 800 MHz				D	Command
2	Tactical	DK PL C8	LAW	ARMER 800 MHz				D	Mobile Field Force Primary
3	Tactical	DK PL C9	LAW	ARMER 800 MHz				D	Mobile Field Force Staging
4	Tactical	DK MAAG 1 E	LAW	ARMER 800 MHz				D	South Metro SWAT
5	Tactical	DK FGR 8	FIRE	ARMER 800 MHz				D	Fire Primary
6	Tactical	DK PL C6	LAW	ARMER 800 MHz				D	Mobile Arrest Processing Primary
7	Tactical	DK PL C7	LAW	ARMER 800 MHz				D	Mobile Arrest Processing Secondary
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
This is in preparation for any Civil Unrest Activities due to the Minneapolis Trials. Other resources may be required if the activities escalate.									
			COML - Ron Jansen		INCIDENT/EVENT LOCATION				
			Agency - Dakota County Phone - (651) 325-5809 EMAIL - ron.jansen@co.dakota.mn.us		Dakota County - Administration Facilities				

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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Hasings Excersize		Tuesday, July 20, 2021		TBD		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	DK ALL 1	Incident Command	ARMER 800 MHz				D	Command
2	Tactical	DK PL C8	LAW	ARMER 800 MHz				D	Simulated Law Main
3	Tactical	DK PL C9	LAW	ARMER 800 MHz				D	Simulated Law Tactical
4	Tactical	DK FGR 8	Fire	ARMER 800 MHz				D	Simulated Fire Main
5	Tactical	DK HA OP3	Fire	ARMER 800 MHz				D	Simulated Fire Operations
6	Tactical	DK SOT 2	FIRE	ARMER 800 MHz				D	SOT Operations
7									
8	Tactical	DK ALL 2	Other	ARMER 800 MHz				D	EDT Communications
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
 COML - Ron Jansen Agency - Dakota County Phone - (651) 325-5809 EMAIL - ron.jansen@co.dakota.mn.us			INCIDENT/EVENT LOCATION						
			Dakota County - Administration Facilities						

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)

**Project: Hastings Active Shooter and Chemical Release
Exercise**

August 18, 2021



DAKOTA COUNTY
Exercise Design Team

**AFTER ACTION
REPORT/IMPROVEMENT PLAN**

September 28, 2021

Dakota County Emergency Services
After Action Report/Improvement Plan
Project: Hastings Active Shooter & Chemical Release Exercise

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Dakota County Emergency Services
After Action Report/Improvement Plan
Project: Hastings Active Shooter & Chemical Release Exercise

HANDLING INSTRUCTIONS

1. The title of this document is After Action Report/Improvement Plan for Field Exercise: Hastings Active Shooter and Chemical Release Exercise.
2. The information gathered in this AAR/IP is classified as For Official Use Only (FOUO) and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from Dakota County Emergency Services, and the Dakota County Domestic Preparedness Committee.
3. At a minimum, the attached materials will be disseminated only on a need-to-know basis and when unattended, will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.

4. Points of Contact:

Exercise Director

Jim Iliff
Dakota County Emergency Preparedness Coordinator
LEC 1580 Highway 55
Hastings, Minnesota 55033
(651) 438-4703
james.iliff@co.dakota.mn.us

Consultant

Doug Nelson
Dakota County Emergency Preparedness Consultant
1580 Hwy 55
Hastings, MN 55033
(651) 438-4782
douglas.nelson@co.dakota.mn.us

Dakota County Emergency Services
After Action Report/Improvement Plan
Project: Hastings Active Shooter & Chemical Release Exercise

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Dakota County Emergency Services
After Action Report/Improvement Plan
Project: Hastings Active Shooter & Chemical Release Exercise

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Dakota County Emergency Services
After Action Report/Improvement Plan
Project: Hastings Active Shooter & Chemical Release Exercise

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Dakota County Emergency Services
After Action Report/Improvement Plan
Project: Hastings Active Shooter & Chemical Release Exercise

EXECUTIVE SUMMARY

The Dakota County Exercise Design Team facilitated a full-scale field exercise on August 18, 2021, at the Saint Elizabeth Ann Seton Church located in Hastings, Minnesota. The exercise was an active shooter inside the church. The Hastings Police Department conducted a search for the shooter who, eventually took his own life as Hastings officers approached. The suspect released a large canister filled with chlorine gas. The chlorine release cause multiple injuries and required a response from the Hastings Fire Department and Dakota County Special Operations Team (DCSOT). 98 individuals participated in a multi-phase drill consisting of Law Enforcement, Fire Rescue, the Dakota County Special Operations Team, and Emergency Medical Services.

The exercise planning initially began in 2019, with the exercise originally scheduled to be held in August 2020. The COVID pandemic caused postponement of the exercise until 2021. Regina Hospital in Hastings was initially planning on being an exercise participant, however they had to withdraw approximately two weeks before the exercise date. Planning for the exercise involved team members from the Dakota County Sheriff's Office of Emergency Preparedness, Dakota County Risk Management, Eagan Emergency Management, Burnsville Police Department, Dakota County Public Health, Dakota County GIS, Dakota County Radio Services, Dakota Communications Center, Dakota County Special Operations Team (DCSOT), and Hastings Police and Fire Departments.

The Exercise Design Team (EDT) consisted of 14 members. The team began meeting once a month collecting information of who would participate, when the exercise would convene, what resources would be required, where the drill would be conducted and how it would be developed.

Members of the EDT selected evaluators to observe the response and point out strengths and weaknesses. In addition, safety personnel where assigned to monitor the conditions and safety of the participants. EDT members also became event controllers that would monitor the operations of the drill and the process of the sequences. A master sequence of events list (MSEL) was developed using the HSEEP format.

A Tabletop Exercise incorporating the objectives below was held for the Hastings Police and Fire Departments two weeks prior to the Full-Scale Exercise.

All responders were able to meet the exercise objectives prior to exercise conclusion. This report will reflect some of the strengths that were discovered as well as the lessons learned.

Based on the exercise planning team's discussions, the following objectives were developed for the Hastings Active Shooter and Chemical Release exercise:

- Test Unified Command between different disciplines
- Test communications interoperability
- Test Hastings Police response to armed assailants and potentially hazardous materials incident.

Dakota County Emergency Services
After Action Report/Improvement Plan
Project: Hastings Active Shooter & Chemical Release Exercise

- Test Dakota County Special Operations Team (DCSOT) response to a hazardous materials incident.
- Test Hastings Police set-up and operations of the Hastings Mobile Command Post.
- Test public communications utilizing the City of Hastings Communications Director.

The purpose of this report is to analyze exercise results, identify strengths to be maintained and built upon, identify potential areas for further improvement, and support development of corrective actions.

Major Strengths

The major strengths identified during this exercise are as follows:

Unified Command

- Recognized the need that Unified Command needed to be established.
- Unified Command included Law Enforcement, Fire, and DCSOT. All disciplines worked well together.
- Unified Command was established in the Hastings Mobile Command Center.
- Recognized the need to assign one person to specifically monitor law enforcement radio traffic.

Law Enforcement

- Good initial approach to building.
- Officers communicated well with each other during building search.
- Good immediate tactical retreat and evacuation once officers recognized the hazardous material release.

Fire

- On-site communications went well.
- Good search of building for victims.

Special Operations Team (SOT)

- Followed team protocols for responding to a chemical released exactly how they are trained.
- SOT entry team did a good job of making entry into building, recon, and mitigation of the chemical leak.
- Prep crew did an excellent job outfitting entry team and making sure the entry team was physically ready to enter the building.

Dakota County Emergency Services
After Action Report/Improvement Plan
Project: Hastings Active Shooter & Chemical Release Exercise

Primary Areas for Improvement

Throughout the exercise, several opportunities for improvement were identified involving responders to the incident. The primary areas for improvement are as follows:

Unified Command

- Consider bringing in a second law enforcement member sooner to assist with monitoring radio traffic and handling additional resource requests.
- Make sure information is getting passed along between the different disciplines. For example, law enforcement needs to keep fire updated on what they are doing and vice-versa.

Law Enforcement

- Recognize the need for initial responding officers to avoid blocking access to the parking lot so other responding vehicles can get in.
- During initial building search, officers got split up and were talking over each other on the radio.

Fire

- Relay patient and on-scene information a little quicker.

Special Operations Team (SOT)

- Initial communication between SOT Duty Officer and Incident Command could have been better. Duty officer needs to be more proactive in getting necessary information regarding what is happening on-scene.
- Entire SOT response can be done quicker with more sense of urgency.

Dakota County Emergency Services
After Action Report/Improvement Plan
Project: Hastings Active Shooter & Chemical Release Exercise

SECTION 1: EXERCISE OVERVIEW

Exercise Details

Exercise Name

Hastings Active Shooter and Chemical Release Exercise

Type of Exercise

A multi-jurisdiction full-scale field exercise.

Exercise Start Date

August 18, 2021

Exercise End Date

August 18, 2021

Duration

Two (2) hours.

Location

Saint Elizabeth Anne Seton Church, Hastings, MN

Sponsor

Dakota County Domestic Preparedness Committee.

Program

Grant funding originated from the Fiscal Year 2019 State Homeland Security, UASI Grant Program.

Scenario Type

Multi-typed scenarios to impact primary emergency disciplines

Exercise Planning Team

Dakota County Exercise Design Team

Participating Organizations

- Hastings Police Department
- Hastings Fire Department
- Hastings Ambulance
- City of Hastings
- Dakota County Special Operations Team (DCSOT)
- Dakota County Sheriff's Office
- Dakota County Risk Management
- Dakota County Public Health
- Dakota County GIS
- Dakota County Radio Services

Dakota County Emergency Services
After Action Report/Improvement Plan
Project: Hastings Active Shooter & Chemical Release Exercise

- Dakota Communications Center (DCC)
- Eagan Emergency Management
- Burnsville Police Department

Number of Participants

- Players - 55
- Controllers - 15
- Evaluators - 5
- Observers - 2
- Event Security/Other - 6
- Victim Role Players - 15

Total Number of Participants - 98

Dakota County Emergency Services
After Action Report/Improvement Plan
Project: Hastings Active Shooter & Chemical Release Exercise

SECTION 2: CORRECTIVE ACTION PLAN

The following recommendations are for first responders to correct issues identified above.

Based on the strengths and areas for improvement noted above, it is the recommendation of the Dakota County Exercise Design Team (EDT) that Hastings Police and Fire Departments and Dakota County Special Operations Team take the following steps to strengthen their response to this type of event in the future:

- By September 30th, 2022, coordinate and participate in training or a Tabletop exercise scenario requiring a Unified Command response of Hastings Police and Hastings Fire to refresh responders in Unified Command concepts and practices.
- By September 30th, 2022, Dakota County Special Operations Team (DCSOT) will train all potential team Duty Officer's in relaying on-scene information in a more timely and effective manner.

SECTION 3: CONCLUSION

This exercise was a very ambitious undertaking, and the Exercise Design Team (EDT) should be complimented for all of their efforts. As with all exercises of this scale the words "Communication" and "Command" will always be the center of attention. They are universal challenges and are the two things that haunt ALL of us ALL of the time.

A Master Sequence of Events List (MESL) was developed for the exercise. Discipline-specific EDT members developed appropriate simulated events for the exercise. The EDT thought they had addressed most of the primary issues related to the exercise.

Several items were suggested to help make future exercises better:

- Assign an exercise controller specifically to monitor the different radio talk groups and make sure all controllers and evaluators are aware of which injects are complete.
- Create addition "stand-by" injects that can be used during the exercise, if needed.
- Make sure water is available to all players during the final exercise de-brief,
- Hold separate de-briefings for each discipline at the completion the exercise, then bring all first responders together as one larger group for a final de-brief.

All participants displayed enthusiasm and a professional commitment to carry out their specific goals and missions. Additionally, they expressed an interest to conduct additional county-wide exercises in the future.

The overall exercise demonstrated how multiple agencies can work together under a Unified Command structure. Areas of improvement and lessons learned indicate the importance of these exercises and help to develop skills and knowledge with a common public safety denominator. Discipline specific and multi-agencies determined that smaller and more focused exercises should continue to be conducted in the future.

METROPOLITAN EMERGENCY SERVICES BOARD

PHONE: (651) 643-8395; FAX: (651) 603-0101

www.mn-mesb.org

COMMUNICATIONS RESPONSE TASK FORCE TRAINING

Tuesday, February 25, 2020

1000-1200

MESB Office, Room 205

ATTENDANCE

Name

Organization

Jake Thompson	Anoka Co.
Red Olson	Minneapolis
Erin Wegner	Dodge County
Andrew LaVenture	Edina
Curt Meyer	HCSO
Bob Becken	HCSO
Travis Belisle	Airport
Andy Beckson	Airport
CHAD STEFFEN	Goodhue S.O.
Steve Crozier	HCMC
Alissa Baker	Scott Co. Dispatch
Ron Jansen	Dakota
Jake Praeger	Allina EMS
Denise Mathellan	RCECC
Jon Whitlits	Airport
Dawn Spencer-Marks	RCECC
NATE TUMM	WASHINGTON CO S/O
Mark VanderAa	SP Fire
Det Leibeler	HCMC



METROPOLITAN EMERGENCY SERVICES BOARD

COMMUNICATIONS RESPONSE TASK FORCE

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

ATTENDANCE

Name

Agency/Organization

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

METROPOLITAN EMERGENCY SERVICES BOARD

PHONE: (651) 643-8395; FAX: (651) 603-0101

www.mn-mesb.org

COMMUNICATIONS RESPONSE TASK FORCE TRAINING

Tuesday, May 28, 2019

1000-1200

MESB Board Room

ATTENDANCE

Name

Organization

ROBERT BEEBE	HCSO
SCOTT HUPPERT	HENNEPIN EMS
NATE TRIMM	WASHINGTON CO. SO
SARA BINGHAM JACKSON	MECC
DAN ANDERSON	HCEM
BRAD WINGER	HSEM
ALISSA BAKER	Scott Co. Dispatch
Steve Crostler	HCMC
Andray LaVente	Edina
ROD OLSON	Minneapolis
Daniel Klamette	HCMC/HEMS
Don Anderson	Dakota County
Brad Thayer	Anoka Co.
Erin Wegner	Dodge Co.
Charles Sloan	Henn Co.

-check
email



Scott County Sheriff's Office

LUKE W. HENNEN, SHERIFF

December 6, 2021

Tracey Fredrick
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

ARMER Participation Plan Amendment

Dear Tracey,

Scott County is requesting approval for the following modification to our ARMER participation plan.

Scott County has been allocated a pair of dark fiber on the Carver County fiber ring to the MNDOT Norwood site. This dark fiber will provide redundancy for 5 Scott County subsites and Dispatch site. The Carver County fiber will interface at the Scott County LEC and Shakopee site.

With approval, Scott County request a network change for 6 T1 circuits currently interface at the Shakopee site be relocated to drop at the Norwood site on the south loop ARMER backhaul. MNDOT has approved this plan change on the ARMER backhaul route.

Sincerely,
Nick Schatz
Radio System Administrator
(952) 496-8889
nschatz@co.scott.mn.us

December 21, 2021

Metropolitan Emergency Services Board
Attn: Radio Technical Operations Committee

To whom it may concern:

This letter is to request METCOM ARMER Talkgroup authorization to the Minnesota Bureau of Criminal Apprehension (BCA) Operations Center.

The BCA recognizes the MESB as the owner of the ARMER METCOM talkgroup and its intention to reserve use of this talkgroup to facilitate communications between dispatch centers. The METCOM talkgroup is to be used for day-to-day interagency urgent or emergency mutual aid situations. It is also a means for hailing another dispatch center.

Metro Region ARMER Standard 3.30.0 outlines the following recommended protocol/standard:

Emergency Communications shall be defined, for these purposes, as those communications necessary to reduce the time factor when intervening in a life-threatening situation or a large-scale property damage situation. Emergency communications shall have priority over all other types of communications. Those emergency communications shall include, but not necessarily be limited to:

- Any situation where human life may be in danger of great bodily harm or death.
- Situations where property damage occurs, or very possibly could occur, on a large scale and immediate action is necessary to restore order or prevent further damage or harm.
- Any emergent situation when a dispatcher must provide essential information to multiple agencies at once.

Non-emergency communications shall be defined as any communications where the probability of a life-threatening or large-scale property damage situation does not exist but no other reasonable means of communication between users is available.

Non-emergency communications include, but are not limited to:

- Loss of telephone systems and the need to relay call information on a temporary basis.
- A need to direct short announcements to more than one agency to expedite essential communications.

Metro Standard 3.30.0 makes METCOM mandatory for all region dispatch centers and is highly recommended for emergency operations centers and incident command centers.

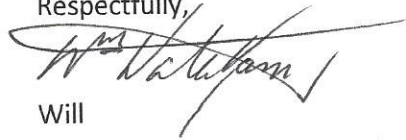
The BCA Operations Center is a dispatch center having responsibilities to coordinate and dispatch BCA Crime Teams, Chemical Assessment Teams (CAT), Bomb Squads, Civil Air Patrol, and the BCA Force Investigations Unit. The BCA Operations Center is also the afterhours EOC for the State of Minnesota. Should there be an event requiring the activation of the State EOC by HSEM, the BCA Operations Center acts as the SEOC until relieved by HSEM.

The BCA is making this request to authorize the BCA Operations Center to have METCOM in the console. The talkgroup will not be in any mobile or portable radios.

Granting this request will ensure efficient communications between all metro dispatch centers and the BCA's Operations Center.

Thank you for considering this request.

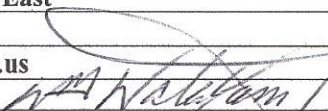
Respectfully,

A handwritten signature in black ink, appearing to read "Will", written over the word "Respectfully,".

Will



ARMER TALKGROUP AUTHORIZATION REQUEST

Requesting Entity Information	
Entity: Minnesota Bureau of Criminal Apprehension	Date: 12/17/2021
Requestor: William Waterkamp	
Address: 1430 Maryland Avenue East	
Telephone: 651-249-4170	
Email: will.waterkamp@state.mn.us	
Requestor Signature: 	

Talkgroup Requests			
Talkgroup	Radio Types	Radio Quantities	Hex ID (provided by Authorizing Agency)
METCOM	Console Only	Two	

Reason for the Request
Dispatch to dispatch and EOC to dispatch communications. See narrative of request.

Authorizing Entity Information			
Approval:	YES	NO	YES w/CONDITIONS (see below)
Approved By:			
Approver's Entity:			
Approver's Telephone:			
Approver's Email:			
Approver's Signature:			Date:

Conditions

Talkgroup Authorization Requests are considered by the talkgroup's owner (city, county, or region) and should be submitted to that entity. Record of the authorization should be maintained by the authorizing entity and, if applicable, the entity's sponsoring agency.



MEMO

To: Metro TOC, Chair Jake G. Thompson

CC: Tracey Fredrick

From: Ron Jansen \ Dakota County

Date: 1 December 2021

RE: Request for talkgroup "DK SOT 2" to have Statewide Permission

The Dakota County Special Operations Team is requesting permission to have their secondary operational talkgroup, DK SOT 2, be changed to have Statewide access permissions.

The Dakota County Special Operations Team provides several rescue and recovery skills to include building collapse rescue, grain bin rescue, hazardous materials, as well as other chemical spill support functions just to name a few. The team has been receiving more calls for assistance with incidents outside of the Metro Region. There are instances where the team will need to communicate with other team members back in the Metro region to request additional or specialty equipment. Granting this permission would allow for a better communication flow for the team and reduce the need for regional and/or Statewide talkgroup while on scene.

I have attached the associated site access form.

Thank you for your consideration on this item.

Best Regards,

Ron

**REQUEST FOR SPECIAL
WIDE AREA SITE ACCESS
FOR AN ARMER TALKGROUP**

Talkgroup/ Announcement Group Name(s):

DK SOT OP2

If Announcement Group List all Contained Talkgroups:

NA

Sites Requested:

☒ Statewide (Requires Statewide Radio Board Approval.)

☐ Other (Specify Sites or Regions):

Talkgroup Owner Agency (Include Point of Contact Information):

Agency Name: Dakota County – Radio Services
Contact Name: Ron Jansen – Radio Systems Coordinator
Address: 2860 160th Street West, Rosemount MN 55068
Phone: (952) 891-7886
Email: ron.jansen@co.dakota.mn.us

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

☐ Shared ☒ Private

☒ Special Roaming Only Talkgroup – Occasional Use.

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

☐ Main Dispatch or Tactical Talkgroup – Day to Day Use. If yes, applicant must demonstrate that the users of this talkgroup conduct their “Normal Day to Day Business Operations” throughout the requested coverage area. Describe or list the counties or regions where the users of this talkgroup conduct their “Normal Day to Day Business Operations” here:

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

The Dakota County Special Operations Team provides several rescue and recovery skills to include building collapse rescue, grain bin rescue, hazardous materials, as well as other chemical spill support functions just to name a few. The team has been receiving more calls for assistance with incidents outside of the Metro Region.

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

The typical usage of this talkgroup will remain in Dakota County. Infrequently the talkgroup will utilize statewide sites as the team is requested for assistance on mutual aid incidents.

Describe the anticipated frequency, duration and extent of use of this talkgroup:

The SOT team conducts monthly training sessions and this talkgroup would be used during that timeframe, however these are typically held in Dakota County. The talkgroup resource would also be used for real time incidents and the duration of those scenarios could last for extended periods of time depending on the nature of the incident.

Describe why the Statewide Shared Incident Response talkgroups or other shared roaming talkgroups are not suitable to meet these operational requirements:

The content of the voice transmissions including status updates and patient information would not be desired to be shared over resources that are readily monitored by outside staff and potential press members. At that time there are no shared roaming talkgroups that could be used for these specific operations. Considering that the system loading from this talkgroups will be negligible, and that all use of this talkgroup will be for inter team voice traffic, it stands to reason that a private talkgroup should be used for these operations, but should be available statewide for the occasional need.

Talkgroup Owner Agency Authorized Official – Signature & Date

Ronald Jansen – Radio System Coordinator

Printed Name and Title



MEMO

To: Metro TOC, Chair Jake G. Thompson
CC: Tracey Fredrick
From: Ron Jansen \ Dakota County
Date: 1 December 2021
RE: Request for 4 Additional Task Force One Talkgroups

Minnesota Task Force 1 is requesting 4 additional statewide talkgroups for operational activities.

Minnesota Task Force 1 is the State's urban search and rescue team, made up of personnel from Dakota County, Edina, City of Minneapolis, Rochester and St. Paul. They are equipped for structural collapse, heavy rescue, wide-area search, trench rescue, confined space rescue, rope rescue and advanced medical care. The team includes physicians and medical specialists who can provide medical care and direction in the disaster area. Minnesota Task Force 1 is equipped for 24-hour operations and can work in any disaster area, including those with little or no infrastructure.

During recent deployments and training exercises it was found that additional talkgroup capacity would greatly improve communications. These would be task specific talkgroups while on scene. The current MN TF 1 would be the "Main" mode of communication for the entire group. The naming of these resources would be MNTF1-A – MNTF1-D. Portions of the team are often assigned sperate tasks or duties and communications among these members is key to a positive outcome.

If approved, these talkgroups would be created with a Capability Profile of 5AS-XXXX. These talkgroups would also be classified as restricted to Team Members only and a formal waiver would have to be submitted to Task Force 1 for other agencies requesting programming access to these talkgroups.

I have attached the associated site access form.

Thank you for your consideration on this item.

Best Regards,
Ron

Dakota County Radio Services

P 952 891-7886 F 651-438-4405 W www.dakotacounty.us
A Dakota Communication Center • 2680 160th Street West • Rosemount • MN 55068

**REQUEST FOR SPECIAL
WIDE AREA SITE ACCESS
FOR AN ARMER TALKGROUP**

Talkgroup/ Announcement Group Name(s):

MN TF1–A
MN TF1–B
MN TF1–C
MN TF1–D

If Announcement Group List all Contained Talkgroups:

NA

Sites Requested:

☒ Statewide (Requires Statewide Radio Board Approval.)

☐ Other (Specify Sites or Regions):

Talkgroup Owner Agency (Include Point of Contact Information):

Agency Name: Minnesota Task Force 1
Contact Name: Ron Jansen – Radio Systems Coordinator
Address: 2860 160th Street West, Rosemount MN 55068
Phone: (952) 891-7886
Email: ron.jansen@co.dakota.mn.us

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

☐ Shared ☒ Private

☒ Special Roaming Only Talkgroup – Occasional Use.

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

☐ Main Dispatch or Tactical Talkgroup – Day to Day Use. If yes, applicant must demonstrate that the users of this talkgroup conduct their “Normal Day to Day Business Operations” throughout the requested coverage area. Describe or list the counties or regions where the users of this talkgroup conduct their “Normal Day to Day Business Operations” here:

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

Minnesota Task Force 1 is the State's urban search and rescue team, made up of personnel from Dakota County, Edina, City of Minneapolis, Rochester and St. Paul. They are equipped for structural collapse, heavy rescue, wide-area search, trench rescue, confined space rescue, rope rescue and advanced medical care. The team includes physicians and medical specialists who can provide medical care and direction in the disaster area. Minnesota Task Force 1 is equipped for 24-hour operations and can work in any disaster area, including those with little or no infrastructure.

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

The typical usage of these additional talkgroups could be anywhere within the State of Minnesota. The TF1 Team is equipped for structural collapse, heavy rescue, wide-area search, trench rescue, confined space rescue, rope rescue and advanced medical care. The team includes physicians and medical specialists who can provide medical care and direction in the disaster area.

Describe the anticipated frequency, duration and extent of use of this talkgroup:

The TF1 team conducts routine training exercises and these talkgroups would be used during that timeframe. The talkgroup resource would also be used for real time incidents and the duration of those scenarios could last for extended periods of time depending on the nature of the incident.

Describe why the Statewide Shared Incident Response talkgroups or other shared roaming talkgroups are not suitable to meet these operational requirements:

The content of the voice transmissions including status updates and patient information would not be desired to be shared over resources that are readily monitored by outside staff and potential press members. As these incidents often involve a wide variety of support communications outside of the team activities having dedicated talkgroups for this team's activities makes more sense. There is also a team member safety aspect to the request, all team radios will be programmed with these talkgroups in a structured sequence to allow for easier and accurate access to the talkgroups without having to change operational radio zones or remove personal protective gear.

Talkgroup Owner Agency Authorized Official – Signature & Date

Ronald Jansen – Radio System Coordinator

Printed Name and Title

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	3 - Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.30.0	Date: 05/23/07
Procedure Title:	800 MHz METCOM Talkgroup	
Date Established:	5/2/07	MESB Approval - Signature:
Replaces Document Dated:		
Date Revised:	2/14/20	Date: 06/13/07

1. Purpose or Objective

To establish guidelines and procedures for the use of the 800 MHz **METCOM** talkgroup.

2. Technical Background

▪ **Capabilities**

The **METCOM** talkgroup is a metro region-wide talkgroup intended to facilitate communications between dispatch centers.

▪ **Constraints**

This Standard strives for consistency among all metro region agency dispatch centers and also serves to minimize usage conflicts when multiple incidents may be occurring simultaneously within the metro region area.

3. Operational Context

The **METCOM** talkgroup is to be used for day-to-day interagency urgent or emergency mutual aid situations. It is also a means for hailing another dispatch center, to re-direct non-emergency communications to an alternative talkgroup of their choice.

4. Recommended Protocol/ Standard

Emergency Communications shall be defined, for these purposes, as those communications necessary to reduce the time factor when intervening in a life-threatening situation, or a large-scale property damage situation.

Emergency communications shall have priority over all other types of communications. Those emergency communications shall include, but not necessarily be limited to:

- Any situation where human life may be in danger of great bodily harm or death.
- Situations where property damage occurs, or very possibly could occur, on a large scale and immediate action is necessary to restore order or prevent further damage or harm.
- Any emergent situation when a dispatcher must provide essential information to multiple agencies at once.

Non-emergency communications shall be defined as any communications where the probability of a life-threatening or large-scale property damage situation does not exist but no other reasonable means of communication between users is available.

Non-emergency communications include, but are not limited to:

- Loss of telephone systems and the need to relay call information on a temporary basis.
- A need to direct short announcements to more than one agency to expedite essential communications.
- Use during emergent need only; no daily monitoring on subscriber radios.

<u>TG Requirements</u>	<u>For Whom?</u>
Mandatory	All Region Dispatch Centers
Highly Recommended	EOCs, Incident Command Centers
Optional	None
Not Allowed	Mobile and Portable Radios (waiver only)

<u>Cross Patch Standard</u>	<u>YES / NO</u>	<u>To Talkgroup(s)</u>
Soft Patch	No	NA
Hard Patch	No	NA

No personnel in any dispatch center shall soft patch the 800 MHz METCOM talkgroup to an 800 MHz trunked talkgroup, RF control station or conventional resource (See Metro Standard 3.24.0). PSAPs with a waiver must not use for daily monitoring on subscriber radios.

5. Recommended Procedure:

Any user transmitting information to another shall:

- Identify by department name and department(s) being called.
- Identify talk group being used "METCOM."
- Identify the type of incident or emergency,
- Example: "Minneapolis to Golden Valley and State Patrol on METCOM, pursuit."

6. Management

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

Dispatch center operators shall receive initial and continuing training on the use of this procedure.

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