METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA
January 25, 2023, 1:00 p.m.

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

1. **Call to Order** – Committee Chair, Jake Thompson

2. **Approval of Agenda** – Thompson

3. **Approval of Minutes of October 26, 2022 Meeting** – Thompson

4. **Action Items**
   A. COMU Recognitions/Renewals – Tracey Fredrick
      i. Dan Anderson AUXC Recognition
   B. McLeod County METAC Usage Request – Kevin Mathews
   C. ECN Equipment Cache Regional Authorization Request – Marcus Bruning
   D. South Metro Fire LMR-LTE Connectivity Request – Ron Jansen
   E. Approval of New SECB Standard FIN-2 – Fredrick

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

6. **Committee Reports**
   A. System Managers Group Update – Jansen
   B. MnDOT ARMER System Update – John Anderson/Dave Klema
   C. SECB Committees
      i. Steering – Jill Rohret/Fredrick
      ii. LMR – Nate Timm/Nick Schatz
      iii. WBBA – Rod Olson/Thompson
      iv. IOC & Workgroups
         a. IOC – Thompson/Timm
         b. STR Workgroup – Schatz/Mike Parker
         c. COMU Workgroup – Timm/Dan Anderson
      v. IPAWS – Scott Haas
      vi. Finance/Grants Workgroup – Fredrick/Rohret
      vii. State Encryption and Change Management Workgroups – all members

7. **Other Business**
   A. METAC Permission update – Fredrick
   B. Metro Change Management Update – Jansen

8. **Adjourn**

Reminder: Next meeting scheduled for February 22, 2023

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**Radio Technical Operations
Committee
October 26, 2022
Draft Meeting Minutes**

Members
Airport - Ryan DeYoung
Anoka County – **absent**
Carver County – Pete Sauter
Chisago County – Jake Thompson
Dakota County – Ron Jansen
Hennepin County – Mike Parker
Isanti County – Bob Shogren
Metro Region EMS – Victoria Vadnais
Metro Transit – Chad LeVasseur

Minneapolis – Rod Olson
Minnesota Fire Chiefs – Patrick Maynard
Ramsey County – **absent**
Scott County – Nick Schatz
Sherburne – Derek Baas
Washington County – **absent**
U of M – Jeff Lessard

Guests: Marcus Bruning, *ECN*; Mike Melby, *North Memorial EMS*; Scott Wosje, *Northland Business Systems*

MESB Staff: Tracey Fredrick, Jill Rohret, Martha Ziese

1. Call to Order
Jake Thompson, Chair called the meeting to order at 1:00 p.m.

2. Approval of October 26, 2022 Agenda
Items 4C. Radio TOC Meeting Dates for 2023; moved item 4C. to 4D. and 7D. Discussion: Future Public Safety Communications Conferences added to the agenda.

Motion (Jansen/Schatz) to approve the October 26, 2022 amended agenda. Approved.

3. Approval of September 28, 2022 Minutes
Motion (Olson/Sauter) to approve the September 28, 2022 meeting minutes. Approved.

4. Action Items
A. Radio TOC Chair and Vice-Chair Appointments for 2023
Motion (Olson/Schatz) to nominate and elect current Chair Thompson, Vice-Chair Jansen to serve as the 2023 Chair and Vice-Chair. Approved.

B. SECB Committee Workgroup for 2023
Fredrick gave notes on who served on committees for 2022. Those people have stated willingness to continue, but should others have an interest in any committee, they would be willing to step down.

Thompson introduced an idea for rotating committee members amongst all members of the TOC so that people can be more involved in what is happening statewide.

Rod Olson nominated existing representatives for 2023 workgroup.

Motion (LeVasseur/Baas) to re-elect existing representatives. Approved.

C. 2023 Meeting Dates
Motion (Jansen/Schatz) to approve 2023 Radio TOC meeting dates. Approved.

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D. RFP Workgroup for Service Contract Review

Fredrick said at last month's meeting, there was discussion to do an RFP for contract review services. Jeff Lessard previously volunteered. Other volunteers for workgroup are Timm, Olson, Jansen, Theis.

Motion (Lessard/Jansen) to approve RFP workgroup to review service contract and the volunteers. Approved.

5. Moves, Additions & Changes to the System

Jansen said Dakota County will be encrypting its mains and law enforcement talk groups September 2023.

Jake Thompson said Chisago County switched to encrypted mains and ops for LE last month.

6. Committee Reports

A. Metro Mobility System Usage Update – no change

B. System Owners Group Update – cancelled

C. MnDOT ARMER's System Update

Schatz said MnDOT distributed an email with the timeline of the ethernet backhaul. Zone 1 will be May or June 2023 and Zone 2 after that.
.
Thompson said Chisago County will be upgrading its microwave system next year.

Jansen said Dakota County will be switching early in 2023.

Olson said Minneapolis is working on updating their systems. The city is working with a consultant.

Schatz said Scott County is replacing hardware.

Jill Rohret said that with these changes, it might be a good idea to review your participation plans.

D. SECB Committees

i. Steering – no meeting

Rohret said there will be a new chair for that committee in 2023.

ii. LMR

Nick Schatz said the LMR Committee met on October 11th. The Change Management workgroup schedule was discussed. The Northfield Hospital Participation Plan was approved. The Federal Air Marshal services request was approved. 2022-2024 SCIP goals were approved. The shared regional key concept best practices document was approved with three changes from the metro region.

iii. WBBA

Rod Olson said the WBBA met October 18th. Appointing a new chair was discussed. Action items included an SECB education and outreach workgroup. Johnny LaValley from Duluth will be the representative. There were discussions on the recent cellular outages, and AT&T fiber cuts, and committee vacancies.

iv. IOC & Workgroups

a. IOC – no meeting

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b. STR Workgroup
Nick Schatz said the STR met on October 4th. A System Specialist was introduced. The STR Charter was approved. There will be a new chair in November. Statewide encrypted cache was discussed.

c. COMU workgroup
Tracey Fredrick said the COMU workgroup met on October 18th. There were nine new position recognitions and three renewals. Review of the August Camp Ripley exercise. There was a discussion on terms for recognition upon completion of task books

v. IPAWS – no update
Jill Rohret said the committee will be discussing the alert that went out yesterday in Ramsey County at an upcoming meeting.

vi. Finance/Grants Workgroup
Fredrick said both groups have met in the past month. A Vice-Chair was elected in the Grants Workgroup. The Finance Committee received a presentation on the grants workshop. The ECN-SECB MOU was discussed; it is hoped it will be finalized by the end of 2022. Two members were designated for the Education and Outreach workgroup.

7. Other Business
A. METAC Permission update – no new requests

B. Regional Change Management Update
Fredrick said that group met this morning to begin reviewing submissions for adding new encrypted channels, possibly between 4 and 8. 11 and 12E would be open to all disciplines. Regarding Encrypting METCOM, outstate would still need to get approval from the Radio TOC. Date for METCOM encryption will be determined when change management is approved.

Jansen confirmed that the discussion was to open 11E and 12E, however, outside of the region would still need to ask for permissions. Would also add 4 talkgroups for DES and 4 for AES. These would be law enforcement only. The 9-1-1 TOC would also be notified for planning purposes.

Thompson said the METCOM key would rotate annually.

Rohret said secondary PSAPS might need additional time to get their consoles encrypted.

Rohret said the EMS Coordinator will reach out to the secondary PSAPS.

Rod Olson said he could be added to the list of volunteers.

Jansen said he suggested this be added as an action item at an upcoming Radio TOC meeting. The 9-1-1 TOC should be conferred with also.

C. Possible Cybersecurity Grant Needs
Tracey Fredrick said applications are due November 15. PSAPs and EMS appear to be the targets for this grant.

D. Future of Public Safety Conference Funding
Tracey Fredrick said the conference for spring of 2023 may not happen. If anyone has any feedback about the conference, Ms. Fredrick needs that feedback before the next Finance Committee meeting.

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Comments were that some of the material seems repetitive and that there needs to be more technical courses again.

8. Adjournment 1:45 PM

COMU Position Recognition Application

Application Type:

☒ Initial Application   ☐ Renewal   ☐ Change of Status

Position:

☐ COML   ☐ COMT   ☐ INCM
☐ INTD   ☐ RADO   ☒ ~~AECS~~ AUXC

Name (Last, First Middle): Anderson, Daniel Dennis

Certifying Agency: Hennepin County Emergency Management

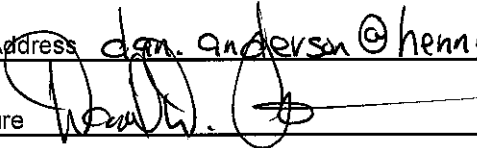**County:** Hennepin County   **ECB/ESB Region:** Metro

Agency Address: 1600 Prairie Dr., Medina, MN 55387

24/7 Telephone: (612) 578-1372   **Business Telephone:** (612) 596-0253

Email Address: dan.anderson@hennepin.us

Signature: _[signature]_   **Date:** 12/18/2022

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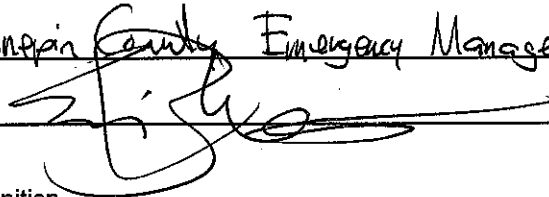
The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers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

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

Name & Title: Eric Waage, Director

Agency: Hennepin County Emergency Management

Signature: _[signature]_   **Date:** 12/19/22

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:** _____

AUXILIARY COMMUNICATIONS (AUXCOMM) COURSE

Dan D. Anderson

Completed the Cybersecurity and Infrastructure Security Agency
Virtual Auxiliary Communications Course
during 15-17 July, 2022

CISA
CYBER+INFRASTRUCTURE

Billy Bob Brown, Jr.
Executive Assistant Director for Emergency Communications
Cybersecurity and Infrastructure Security Agency

UNITED STATES OF AMERICA
FEDERAL COMMUNICATIONS COMMISSION

AMATEUR RADIO LICENSE

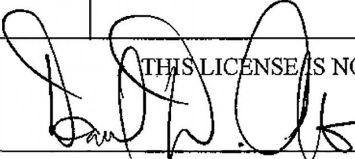### KD0ASX

ANDERSON, DANIEL D
PO BOX 72
ALBERTVILLE, MN 55301

FCC Registration Number (FRN): 0016475576

Special Conditions / Endorsements
NONE

Grant Date	Effective Date	Print Date	Expiration Date
03-20-2017	03-20-2017	03-21-2017	05-24-2027

File Number	Operator Privileges	Station Privileges
0007704322	General	PRIMARY

THIS LICENSE IS NOT TRANSFERABLE

_____
(Licensee's Signature)

FCC 660 – May 2007

Cut Along This

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

DANIEL D ANDERSON

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 30th Day of August, 2018

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

0.2 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

DANIEL D ANDERSON

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

IS-00200.c
Basic Incident Command System for Initial Response

Issued this 14th Day of August, 2019

Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

0.4 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

DANIEL D ANDERSON

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 9th Day of September, 2018

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

0.4 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

DANIEL D ANDERSON

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

IS-00800.d
National Response Framework, An Introduction

Issued this 25th Day of June, 2020

Dr. Jeff Stern
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

0.3 IACET CEU

Position Task Book (PTB) for the Position of:

AUXILIARY COMMUNICATOR (AUXC)

Check the appropriate position type: ☒ Category (Cat) 1 – Deployable ☐ Category (Cat) 2 – Non-Deployable

POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME: *Daniel Anderson*
AGENCY NAME: *Hennepin County Emergency Management*
PHONE NUMBER: *(612) 578-1372*
E-MAIL: *dan.anderson@hennepin.us*

POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME: Nate Timm
TITLE: Radio System Manager. COML, COMT, AECS/AUXC
AGENCY NAME: Washington County Sheriff's Office
PHONE NUMBER: 651-430-7863
E-MAIL: nate.timm@co.washington.mn.us

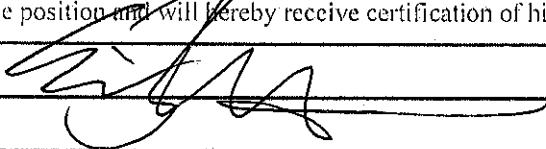| POSITION TASK BOOK WAS INITIATED: |
|---|
| LOCATION: *Camp Ripley, MN   COMU-STR Workshop* |
| DATE: *Aug. 23-25, 2021* |

Version 2.0
January 2022

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION
I verify that __Dan Anderson__ 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: *[signature]*
DATE: 07/28/2022
FINAL EVALUATOR'S PRINTED NAME: Nate Timm
TITLE: Radio System Manager, COML/COMT/AUXC
AGENCY NAME: Washington County Sheriff's Office
PHONE NUMBER 651-430-7863
E-MAIL: nate.timm@co.washington.mn.us

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION
I verify that __Daniel Anderson__ has successfully met all 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: *[signature]*
DATE: 8/1/2022
OFFICIAL'S PRINTED NAME: Eric Waage
TITLE: Director
AGENCY NAME: Hennepin County Emergency Management
PHONE NUMBER (612) 596-0252
E-MAIL: eric.waage@hennepin.us

Position Task Book Overview

The AUXC Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for the AUXC position. The performance criteria are associated with core (National Qualification System (NQS) competencies, behaviors, and tasks. It is recommended that you start a new Task Book once you have submitted a completed one so you may begin the reauthorization process.

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.

- Evaluators complete an Evaluation Record Form after each evaluation period documenting the trainee's performance.

- Some tasks associated with verbal responses can be put into a test format virtually. Emergency Communications Division (ECD) will conduct periodic online test, with the approval of the State, that will be used in lieu of a verbal response.

- This PTB can be used by two different groups associated with AUXCs. Those that will deploy and those that expect to activate but run operations from a home location.

- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.

- The final evaluator is an AUXC leader or an AUXC subject matter expert appointed in writing by the Statewide Interoperability Coordinator (SWIC) or authorized state certification committee, who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.

- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the states version of a Qualification Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements. It is recommended that states have at least one member of the QRB be an experienced Auxiliary Communicator with Public Safety experience.

- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

Transferring Qualifications

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be issued a new PTB and reevaluated in the specific position.
- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

Position Task Book Competencies, Behaviors, and Tasks

> The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary in an AUXC Addendum.

Definitions

AUXC: Both the person (Auxiliary Communicator) and the Incident Command System (ICS) position used to provide auxiliary communications. Trained Auxiliary Communicators (AUXC) are a valuable communications resource tool that can be used by local, county, regional, tribal or state agencies/organizations.

AUXCOMM: Auxiliary Communications (AUXCOMM) is an all-inclusive term used to describe the many organizations that provide various types of communications support to emergency management, public safety, and other government agencies or describes the services themselves. This includes, but is not limited to amateur radio, military radio, citizens band radio (CB), etc.

AUXCOMM covers a broad range of systems that could potentially be used by an AUXC during an incident to include: High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), satellite communications (SATCOM), microwave, Wi-Fi, digital, video, photos, Voice over Internet Protocol (VoIP), and other modes.

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics that an individual should possess to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

Behavior: An observable work activity or a group of similar tasks necessary to perform the activity.

Task: A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- All tasks require evaluation; however, bullet statements within a task are examples.

PTB Task Codes

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances. The trainee does not need evaluation in all the listed circumstances.

Code C: Task performed in a training or classroom setting, including seminars and workshops.

Code E: Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

Code F: Task performed during a functional exercise managed under the ICS.

Code I: Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

Code J: Task performed as part of day-to-day job duties.

Code T: Task performed during a tabletop exercise.

Code R: Task performed very rarely and required only if applicable to the event.

PTB Task Types

The tasks in the PTB have a corresponding task type which indicates whether or not the AUXC will deploy.

Category (Cat) I: Those personnel who can activate and deploy.

Category (Cat) II: Those personnel who can activate from a fixed location (e.g. home).

PTB Method Codes

The tasks in the PTB will either be demonstrated in-person, tested online or skipped depending on what Type of AUXC PTB is being tested.

Method Eval: Task performed in front of an evaluator in any of the settings listed under PTB Task Codes.

Method Virtual: Task assessed by online testing via ECD.

How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

Complete these items AT THE START of the evaluation period:

Evaluation Record Number: Label each evaluation record with a sequential (1, 2, 3, etc.) number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

Evaluator's Name, Incident/Office Title, and Agency: List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.

Evaluator's Home Unit Address and Phone: List the evaluator's home unit address and phone number.

Name and Location of Incident or Simulation/Exercise: Identify the name (if applicable) and location where the trainee performed the tasks.

Incident Kind: Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

Complete these items AT THE END of the evaluation period:

Number and Kind of Resources: Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

Evaluation Period: Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

Recommendation: Check the appropriate line and make comments below regarding the trainee's future development needs.

Additional Recommendations/Comments: Provide additional recommendations and comments about the trainee, as necessary.

Date: List the current date.

Evaluator's Initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

Evaluator's Relevant Qualification: List your certification relevant to the trainee position you supervised.

Evaluation Record Form

(This form should be duplicated to provide one for each evaluation opportunity.)

TRAINEE NAME: Dan Anderson
I verify that has successfully met all 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.
TRAINEE POSITION: AUXC
Evaluation Record Number: 1
AUXC Evaluator's Name: Nate Timm
Incident/Office Title and Agency: Radio System Manager, Washington County Sheriff's Office
AUXC Evaluator's Home Unit Address and Phone: 15015 62nd St N Stillwater MN 55082
Name and Location of Incident or Simulation/Exercise: COMU-STR Workshop
Incident Kind: Exercise
Number and Kind Resources: cache radios, deployable Firstnet, comm trailers, command posts
Evaluation Period: Aug 23-25 2021
Recommendation: The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: ✓ The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. _____ The trainee could not complete certain tasks or needs additional guidance. See comments below. _____ Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. _____ 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 Dan Anderson has a leadership role with Hennepin County Emergency Management including managing the EM team of amatuer radio volunteers. Dan has also taken the AUXC train the trainer course. He is well qualified and experienced to fill the AUXC role - operationally, in leadership, or in a training capacity.
Date: 07/28/2022
AUXC Evaluator's Initials: NT
AUXC Evaluator's Relevant Qualification: COML (trainer), AUXC (trainer), COMT

Form Version: March 2019

Auxiliary Communicator (AUXC)

1. *Competency:* Prerequisites required to initiate the Position Task Book

Description: Successfully complete all prerequisite training prior to initiating the Position Task Book.

1a. Behavior: Complete the following prerequisite training

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Provide to your evaluator a copy of your course completion certificates or EMI Transcript for the following mandatory prerequisite training: completion of a CISA approved AUXC course and course completion certificates for IS-100, IS-200, IS-700, and IS-800. (States may consider adding additional specific training requirements in the AUXC Addendum.)	C, I, J, T	I, II	Eval	1	NT 7/28/22

2. *Competency:* Readiness, Preparedness, Situational Awareness

Description: Demonstrate personal preparedness activities that reflect your ability to respond to a request for deployment in a timely and efficient manner while maintaining situational awareness of events that affect your response.

2a. Behavior: Maintain a personal and position specific "Go-Kit"

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Obtain, assemble, and prepare information and materials for a personal and position related "Go-Kit" prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable.	C, I, J, T	I	Eval	1	NT 7/28/22
2	The following items are suggested items for inclusion in your "Go-Kits." This list should not be considered "all-inclusive" and may be amended or modified by the state and/or your sponsoring organization: • Appropriate ICS forms and Radio Logs (Form 309) • Reference materials in electronic, digital, or hard-copy format	C, I, J, T	I	Eval	1	NT 7/28/22
3	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 local and state Auxiliary Communications Plan • State and Local Tactical Interoperable Communications Plan (TICP) and Statewide Communication Interoperability Plan (SCIP), if available • Inventories or other lists of local, regional, and state auxiliary communications assets and inventories • Demonstrate a working knowledge of typical coverage for local and regional repeaters • Demonstrate knowledge of persons within the Chain of Command • Contact information for local and regional AUXC Subject Matter Experts • National Interoperability Field Operations Guide (NIFOG) app or hardcopy • Agency-specific forms appropriate to the function • Incident Radio Communications Plan ICS 205 (blank or pre-filled) • AUXC Field Operations Guide app or hardcopy	C, I, J, T	I, II	Virtual / Eval	1	NT 7/28/22

2a. Behavior: Maintain a personal and position specific "Go-Kit" (continued)

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
4	Administrative Supplies • Administrative items needed to fulfill the mission assignment • Items as specified by the state in the AUXC Addendum	C, I, J, T	I, II	Virtual / Eval	1	NT 7/28/22
5	Other items: (additional items may be required by the state in the AUXC Addendum) • First Aid Kit • Personal Protective Equipment (PPE) • Personal security items	C, I, J, T	I	Eval	1	NT 7/28/22

2b. Behavior: Obtain appropriate information regarding the deployment

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Obtain complete information from the agency or incident command staff in the AHJ over the incident when initially activated and prior to arrival, to include: • Incident name and, as appropriate, an order, request, mission, or other unique number identifying the incident for tracking purposes • Reporting location • Reporting time • Transportation arrangements/travel routes • Contact procedures during travel (telephone/radio)	C, E, F, I, T	I, II	Virtual / Eval	1	NT 7/28/22
2	Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS 205) that can be incorporated into the Communications Unit Leader's (COML's) ICS 205 and the Incident Action Plan. Examples of important information include: • Simplex or repeater frequencies already assigned • Resources (equipment/personnel) already in use • Other current incidents or events that may create conflicts with communications plans or tax resources • (Additional items or details regarding specific steps required for completion of this task may be included in the state's AUXC Addendum.)	C, E, F, I, T	I, II	Virtual / Eval	1	NT 7/28/22
3	Arrive properly equipped at the assigned incident location at the designated reporting time and demonstrate to your evaluator completion of the check-in process as established for the incident. (Details should be included in the AUXC Addendum.)	C, E, F, I, T	I	Eval	1	NT 7/28/22
4	Complete a physical inspection of the equipment and supplies brought with you to the deployment with your evaluator.	C, E, F, I, T	I	Eval	1	NT 7/28/22

2b. Behavior: Obtain appropriate information regarding the deployment (continued)

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
5	Review with your evaluator notes you took during the briefing you obtained from your supervisor. Examples of briefing notes are: • Workspace • Work schedule • Policies and operating procedures • Current resource commitments and expectations • Current situation • Expected duration of assignment • Special needs NOTE: This list is not all inclusive. AUXC personnel are responsible for asking appropriate questions of their immediate supervisor relating to their assignment.	C, E, F, I, T	I, II	Virtual / Eval	1	NT 7/28/22
6	Review or develop a draft ICS 205. Examples of important information include: • Frequencies and talk groups already assigned. • Other amateur radio frequencies or equipment already in use. • Digital interoperability devices already in use. • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans.	C, E, F, I, T	I, II	Virtual / Eval	1	NT 7/28/22

3. *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.

3a. Behavior: Maintain positive, professional relationships that enhance operations.

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Describe for the evaluator techniques for establishing and maintaining positive interpersonal and interagency working relationships while working in high stress environments on deployment. • Provide equal assignment opportunities based on individual skill level. • Monitor and evaluate progress based on expected work standards. • Demonstrate follow-through on assigned duties. • Work cooperatively with team and other agency members. • Always maintain professional appearance and behavior. • Be respectful and courteous. • Be respectful of public and private property.	C, E, F, I, J, T	1, II	Virtual / Eval	1	NT 7/28/22

4. *Competency:* Technical Skills

Description: Demonstrate technical competency in the skills needed to establish and maintain operational an AUXC element in support of an incident, event or exercise while protecting the health and safety of himself/herself and those working with him/her.

4a. Behavior: Develop and implement plans

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE

1	Explain and demonstrate competency in the following AUXC areas:
	• Complete a voice contact on at least two (2) different HF frequencies using a licensed control operator if necessary.
	• Send/receive an ICS 213 message using:
	  o Winlink; and
	  o On the data mode that is selected by the evaluating state.
	• Send and receive a message (similar in content to an email) utilizing a digital format on 2 meters, 70 centimeters, or HF using a licensed control operator, if necessary.
		C, E, F, I	I, II	Eval	1	NT 7/28/22

2	Explain and demonstrate competency in the following AUXC areas: • Assemble (recommended, but may be required by the state), install, and operate an HF dipole antenna on amateur radio bands as specified by your evaluator or in the state's AUXC Addendum. (Recommended, but may be required by the state). • Assemble (recommended, but may be required by the state), install and operate an antenna in the center part of the 2-meter amateur radio band. • Safety procedures an operator must perform in order to ensure both the operator and equipment are safe. • Proper grounding of all equipment, external power equipment, antennas, and towers. • The proper use of a RF Load Resistor. • Explain what SWR is and the impact it can have on the transmit capabilities of a station. • The operation of an antenna analyzer.	C, E, F, I	I	Eval	1	NT 7/28/22

4a. Behavior: Develop and implement plans (continued)

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
3	Demonstrate how to install and make communications equipment and systems operational when requested based on plans approved by the COML. • Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics). • Clone or program amateur radios as necessary and authorized and assist other amateurs with programming their personal equipment on incident operating frequencies.	C, E, F, I, J	I, II	Eval	1	NT 7/28/22

4b. Behavior: Assure Safe Operations and Practices

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	The candidate should demonstrate the knowledge and possess the capability of explaining how to provide for the safety and welfare of all assigned personnel during their entire period of deployment by: • Not deploying until directed to do so. • Making the requesting agency aware of all medical restrictions prior to deployment. • Not deploying if health issues require medications or medical interventions that are not available at the deployment site. • Recognizing potentially hazardous situations. • Informing subordinates of hazards. • Providing personnel with personal protective equipment appropriate to their risks such as safety vests, flashlights and glow sticks. • Assuring that all known hazards are appropriately marked with safety tape, safety cones or glow sticks. • Ensuring that special precautions are taken when extraordinary hazards exist. • Ensuring that personnel are appropriately fed, hydrated, and rested. • Being alert to the development of any special medical needs of their staff. • Providing safety briefings to all personnel relating to safe operation of equipment, generators and other mechanical items for which they have responsibility. • Obtaining/reviewing/disseminating the Safety Plan from the Incident Action Plan and/or the ICS 201, ICS 202, ICS 206, as available. • Evaluating your personal operating area to identify potential safety hazards or unsafe activities and take appropriate preemptive actions to prevent personal injury.	C, E, F, I, T	I, II	Virtual / Eval	1	NT 7/28/22

5. *Competency:* Establish an Incident Auxiliary Communications Center

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

5a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE

1	The candidate must be able to explain the purposes of; the differences between; and how to establish an Incident Communications Center (ICC) or an Incident AUXC Communications Center (IACC) within the ICC under the direction of the COML within the Communications Unit. This should include an explanation of:
	• Coordination of the location of ICC/IACC with the COML.
	• Considerations of the following when coordinating with the COML on the location of the ICC/IACC:
	  o Locate the ICC/IACC close or adjacent to the incident command post
	  o Keep the ICC/IACC away from high traffic areas and noise.
	  o Make sure the ICC/IACC is upwind from the incident (smoke, hazardous materials).
	  o Locate away from potential sources of RF interference and noise (transmission lines, power substations).
	• Establishing assignments based on incident requirements; setting schedules around operational requirements; and the establishment of a system that documents the estimated time of arrival of communications personnel.
	• Obtaining necessary supplies for the ICC/IACC to function properly.
		C, E, F, I, T	I, II	Virtual / Eval	1	NT 7/28/22

5b. Behavior: Identify and assign staff to support operations

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Assign personnel, train personnel, and perform inventory control on assigned equipment. • Provide basic training, as needed, on equipment. • Maintain equipment inventory to provide accountability. • Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan.	E, F, I, T	I	Eval	1	NT 7/28/22

5c. Behavior: Maintain appropriate documentation relating to operations of the Incident Auxiliary Communications Center

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Demonstrate how to maintain an ICS 214 Activity Log. • Activity Log will be kept current, legible, and will document all major activities, which may include: 　o Equipment locations, 　o Safety issues, including any medical issues, with AUXC staff, 　o Personnel changes, and 　o Shift change briefing information.	C, E, F, I, T	I, II	Virtual / Eval	1	NT 7/28/22

6. *Competency:* Drafting Plans, Systems Management, and Documentation

Description: Assists with the development of or develops and implements plans for systems deployment and completes and maintains all documentation related to the role and responsibilities of an AUXC.

6a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

		TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1		Working with the COML, perform as the technical expert for AUXC: • Prepare the AUXC portion of the Incident Radio Communications Plan, ICS 205. • Determine additional resource needs (equipment and personnel) and coordinate acquisition through the Supply Unit or authorized individual or unit. • Identify and request resources as to type/qualification, quantity, and location. • Coordinate with the COML or your immediate supervisor to request any additional communications personnel, equipment or services that may be needed to support AUXC operations. • Coordinate, through the chain of command, the locations for equipment to be installed or delivered. • Assist the COML with determining optimal locations for any future expansion of AUXC equipment using topographical maps to evaluate elevation and separation needs and the ICS 205 from the IAP and other frequency lists to minimize the risk of interference with other communications resources.	E, F,I, T	I	Eval	1	NT 7/28/22

6a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments (continued)

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
2	Demonstrate the design, configuration, and maintenance of AUXC systems needed to meet incident needs. • Provide for the installation and testing of all AUXC communications components to assure they are fully operational. • Create and maintain diagrams of current AUXC communications system(s). • Provide communications support for external and internal AUXC operational platforms. • Identify the need for and take necessary action to accomplish minor field repair of equipment issues, request technical support needed to facilitate repairs of identified issues, and/or order replacement equipment if repairs cannot be performed in a timeframe that meets the needs of the incident.	E, F,I, T	I, II	Virtual / Eval	1	NT 7/28/22
3	Monitor operational performance of AUXC communications systems throughout the duration of the incident. • Monitor operational status of all AUXC equipment in use. • Establish an operational test schedule and perform tests of communications equipment throughout the duration of an incident. • Establish a plan for battery replacement. • Establish contingency plans to minimize interruptions in AUXC communications infrastructure and systems.	E, F,I, T	I, II	Virtual / Eval	1	NT 7/28/22

6b. Behavior: Serve as a subject matter expert for AUXC related issues

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Participate in meetings as a subject matter expert for AUXC specific needs as directed by the COML. • Determine the feasibility of providing the requested AUXC support. • Provide operational and technical information on AUXC equipment available to support the incident. • Provide operational and technical information on AUXC equipment and systems capabilities, restrictions, and limitations. • Coordinate with the COML or their designated immediate supervisor to share information and assure communications interoperability.	E, F, I T	I, II	Virtual / Eval	1	NT 7/28/22

6c. Behavior: Coordinate incident communications needs with existing system managers

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Coordinate frequencies, activities, and resources with AUXC coordinators/ operators outside of the incident. • Communicate with local, regional, and/or state amateur radio organizations (including Non- Governmental Organizations (NGOs)) to coordinate use of currently utilized incident frequencies. • Work with local, regional and/or state amateur radio organizations (including NGOs) to coordinate shared resource assignments and identify and eliminate interference issues with established AUXC systems when reported. • Provide a copy of the ICS 205 to other agencies or to the AUXC at any nearby incidents as necessary to avoid interference or other conflicts. • May include ARES, RACES, REACT, SKYWARN, ACS, etc.	E, F, I T	I, II	Virtual / Eval	1	NT 7/28/22

7. *Competency:* Demobilization

Description: Demobilizes pursuant to the published demobilization plan.

7a. Behavior: Follow the established process for demobilization

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Demobilize and check out. • Submit all required information to the COML and/or Documentation Unit Leader as appropriate. • Receive demobilization instructions from work supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. • Complete required ICS form(s) and turn in to the appropriate person. • Ensure that personnel and equipment assigned to the unit are demobilized correctly. • Document lost equipment on agency specific forms. • Report their return to their home base of operations.	E, F, I T	I, II	Virtual / Eval	1	NT 7/28/22

AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Date: December 7, 2022

Requesting Agency: McLeod County Sheriff's Office

Authorizing Agency: Metropolitan Emergency Services Board

Reason for Request   [X] Add Talk Group(s) to Radios   [ ] Scan Talk Group(s)   [ ] Other

I.   Request permission to ADD the following talk groups

Talk Group (Talk Group ID)	To Be Installed in: (i.e., Portable, Mobile, Command Post)	For the following Work Units:
ME TAC 1 – ME TAC 10	Portables, Mobiles, & Dispatch Consoles	Law, Fire, EMS, & Dispatch Consoles
ME TAC 11E & ME TAC 12 E	Portables, Mobiles, & Dispatch Consoles	Law radios only & dispatch consoles

II.   Request permission to SCAN/ MONITOR the following talk groups

Talk Group	To Be Installed In: (i.e. Portable, Mobile, Command Post)	To be monitored by the following positions:	Request for Receive Only

III.   Other Request/ Requirements (Explain)

McLeod County uses Alpha Wireless in North Mankato to create and program our code plug software. We will need the official talk group names, hex codes, and other necessary programming information.

IV.   Reason for Request

McLeod County is getting new public safety portables and mobiles. With this transition, we would like to update the permissions for the ME zone that we currently have in place. We would also like to have the 2 encrypted ME regional talk groups for our law enforcement radios.

Name of individual completing application: Kevin Mathews, McLeod County ARMER Local System Administrator

Address: 801 10th Street East Glencoe, MN 55336

Phone: (320) 864-1339 direct or (320) 864-3134 dispatch

E-mail address: kevin.mathews@co.mcleod.mn.us

AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Request Approved_____   Approved with Conditions_____   Denied_____

Conditions:

_____

_____

_____

_____

_____

Signature of Authorizing Individual:

Name of Authorizing Individual:

Address:

Phone:

E-mail address: _____

December 7, 2022

Metropolitan Emergency Services Board
Radio Technical Operations Committee

Re: ME TAC 11E and ME TAC 12E Permission Request

Attn: Radio Technical Operations Committee (TOC) Chair

McLeod County is getting new public safety portables and mobiles. With this transition, we would like to update the permissions for the Metro (ME) zone that we currently have in place. As part of this update, we would request the two encrypted ME regional talk groups for our law enforcement radios. There are 66 mobile/base radios and 79 portable radios for a total of 145 radios for the law enforcement agencies in McLeod County.

We are seeking permission to add these metro regional talk groups per Metro Region ARMER Standard 3.14.0 "Use of Metro ARMER ME TACs".

Approving this request would reduce the risk of all members allowing them to be on the same talk group and reduce a safety risk for lost or missed communications when we assist the metro region with law enforcement services.

Thank you in advance for your consideration on this item.

Respectively Submitted,

SHERIFF TIM LANGENFELD
McLeod County Sheriff's Office

BY:

Kevin Mathews
McLeod County ARMER Local System Administrator

ECN Encrypted Cache Programming

Emergency Communication Networks (ECN) is currently working to deploy an encrypted radio cache to meet the needs of Minnesota's Public Safety Community and is seeking authorization for Regional Talkgroups to be programmed into the radios.

The cache will consist of two separate caches for deployment at two locations in Minnesota. One cache will be positioned at the Minnesota State Patrol District Office in Brainerd and one at the district office in Mankato. Upon the recommendation of the STR Workgroup, each cache will consist of APX 6000 radios (ADP, DES OFB, AES Capable) for law enforcement use only and XTS 5000 radios (ADP, DES OFB Capable) programmed for all-hazard use. The law enforcement-only radios will be programmed with an array of statewide law-only talkgroups in addition to ARMER Standard required talkgroups. The all-hazard radios will be programmed with statewide encrypted resources open to all discipline authorization.

ECN is providing all regions an opportunity to make the ECN Encrypted Cache as useful as possible locally and seeking input on regional talkgroup authorization. Please consider and discuss what regional talkgroups you would like ECN to request from your region for the law enforcement-only cache and the all-hazard cache. ECN will send the written authorization request listing the talkgroups you have determined appropriate. Regional input should be sent to Marcus Bruning. Please consider authorizing a designated representative to sign the authorization to expedite the process.

The APX radios require an Advanced System Key for programming. MNDOT will utilize radio IDs from a miscellaneous pool which will be available to your system administrator/programmer in addition to the ID range currently authorized if programming is required.

The ECN Encrypted Cache will be available for planned and emergent events. Protocols and procedures have been developed and will be distributed when the radios are deployed. 24 hour access will be available by contacting MSP Dispatch.

Questions or concerns, please contact either Marcus Bruning, Regional Interoperability Coordinator, marcus.bruning@state.mn.us, 218 232-3762 or Cathy Clark, Statewide Interoperability Coordinator, cathy.clark@state.mn.us, 651 201-7549.

To: MESB Radio TOC members, Jake Thompson Chair

CC: Tracey Fredrick

Subject: South Metro Fire – LMR to LTE Connectivity

Good Afternoon,

South Metro Fire Department would like to request permission to be able to install LMR to LTE interface equipment to the Dakota County sub-system. This equipment would be in accordance to LMR-53 standard and follow the same configuration as approved for the City of Edina.

South Metro Fire is requesting the ability to add up to six (6) permanent or enduring radio frequency (RF) interfaces between Dakota County owned talkgroups and LTE devices by utilizing donor radios and a JPS radio gateway. This LMR-53 request will be applied to all South Metro Fire Users and may be applied to all of the users in Dakota County.

In accordance with LMR-53 the donor radios will be on the ARMER approved radio list and comply with the standard for programming requirements. Dakota County Radio Services will provide the radio programming and administrative services for these radios and ID's. This equipment will be installed in a secured location at the South Metro Fire Station in West St. Paul. South Metro Fire maintains a full-time operating staff so in the event there is an issue with this equipment it can be disabled remotely or by on site staff. Dakota County Radio Services staff also will have access to this equipment, if needed, 24/7/365.

South Metro Fire and associated Dakota County agencies may choose PTT applications (apps) that meet their operational requirements so long as they integrate appropriately with the JPS Interoperability Solutions gateway devices. PTT application system administrators for the South Metro Fire Department will have the ability to enable and disable individual users as well as each user's ability to access radio gateway talkgroups via the PTT application.

The initial setup of the equipment will utilize two (2) XTL 2500 series mobile radios set to low power. The initial application package being implemented will be Zello.

Again, this is following the same configurations approved for the City of Edina.

If there are any questions on this request, please feel free to reach out to Dakota County Radio Services.

Respectfully,
  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

Notification of Needs Assessment Form

Date:

Name of Region:

Name of Jurisdiction within the Region:

Requested Dollar Amount: $

Provide Narrative of specific items needed, their purpose and dollar amount for each item :
(Attach vendor quotes for cost)

_____

Authorized Signature

_____

Print Name

Date Received by Grants Workgroup Chair: _____

Date Grants Workgroup Review and Approves:_____

Notification of Usage/Forfeiture Form

Date:

Name of Region:

Jurisdiction Awarded within the Region:

Grant ID and Number:

Grant End Date:

Total Award: $

Dollar Amount of Planned Usage: $

Date of Usage:

Dollar Amount of Forfeiture: $

Provide Narrative of Intention of unused funds for project(s) and not legally committed grant dollars:

_____

Region's Authorized Signature

_____

Print Name

Date Received by Grants Workgroup Chair: _____

Standard FIN – 2
Grant Reallocation and Forfeiture

Purpose

To enhance and improve interoperable public safety communications in the State of Minnesota, the Statewide Emergency Communications Board (SECB) shall fully utilize all grant funding via the seven regions by reallocating any unspent funds.

Statement of Standard

The process for grant reallocation and forfeiture requires each region to report 180 days prior to a grant end date.

1) Grants allocated to a region of the SECB shall be spent or legally committed to at least 180 days prior to the end of the grant period.

2) Regions of the SECB seeking to obtain additional grant funding shall show ability to spend current grant funding before receiving additional grant funding.

3) Regions of the SECB seeking to obtain additional grant funding shall complete a **Notification of Needs Assessment** and shall submit to the Grants Workgroup Chair at least 180 days prior to the end of the grant period.

4) At least 180 days prior to the end of the grant period, each region of the SECB which have not spent down allocated funds shall complete and submit **Notification of Usage/Forfeiture** to the Grants Workgroup Chair.

5) Failure to submit the **Notification of Usage/Forfeiture** form on the designated date to the Grants Workgroup Chair, may result in forfeiture and return of the unspent funds to the SECB and may impact the region's ability to receive allocations from future grants.

6) The Grants Workgroup Chair shall provide copies of the **Notification of Usage/Forfeitures** and any **Notification of Needs Assessment** to the Grants Work Group for consideration at its first meeting occurring 180 days prior to grant end date. The Grants Work Group will determine re-allocation requests if funding is available. All re-allocations and forfeitures will be presented to the Finance Committee for review and approval at its next meeting.

Authority

The Chair of the SECB shall manage the administration of this standard. In the case of how to collect information from each region and report to the Finance Committee, the Grants Work Group will be tasked with making those decisions.

Document History

Created 1/03/2023
Revisions
Approved

Metro Mobility Usage
(Hours:Mins:Secs)
2022

Please Note: The report from Metro Mobility will be given at the end of the quarter beginning in 2023

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall
January	53:36:06	27:47:09	28:13:09	9:57:03	35:21:22		17:49:33	172:44:22
February	57:03:36	30:50:28	24:58:48	10:50:12	41:05:35		13:14:11	178:02:50
March	51:26:59	28:23:43	24:35:46	9:22:37	35:08:05		14:54:53	163:52:03
April	56:28:46	30:31:56	30:20:01	10:08:22	42:08:20		13:00:58	182:38:23
May	55:52:30	26:23:05	30:59:34	9:06:27	39:06:26		10:53:58	172:22:00
June	40:12:15	17:55:01	16:37:14	8:14:16	27:34:40		11:43:55	122:17:21
July	41:38:18	19:08:35	19:32:57	8:46:42	25:29:45		10:25:32	125:01:49
August	50:04:22	22:09:33	22:05:02	9:11:56	34:49:54		13:47:52	152:08:39
September	47:01:09	21:19:58	22:04:03	9:55:32	30:27:21		11:03:43	141:51:46
October	42:24:04	19:23:54	20:21:25	8:35:27	26:40:23		11:40:55	129:06:08
November	52:50:21	20:18:39	27:32:50	8:04:16	32:43:24		10:15:33	151:45:03
December	67:05:30	22:08:17	32:43:02	10:42:57	43:26:01		13:39:44	189:45:31
Difference since Jan. 12	604:07:29	365:40:06	270:33:25	214:49:06	232:50:51	0:26:46	139:17:07	1831:09:01
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