METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

June 28, 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 April 26, 2023 Meeting** – Thompson

4. **Action Items**
    A. COMU Recognitions/Renewals – Tracey Fredrick
        i. Michael Ostlund COML Recognition
        ii. Andrew Schoo COML Recognition
        iii. Tristen Mortel COML/COMT Recognition
        iv. Robert Adney COML Renewal
    B. Metro Change Management METCOM item – Ron Jansen/Tracey Fredrick
    C. U of M Participation Plan Amendment – Dave Theis
    D. Life Link iii Participation Plan Request – Theis
    E. MN Task Force 1 LMR-53 Waiver – Jansen
    F. Dakota County LMR-53 Waiver – Jansen
    G. Burnsville Fire IOP-11 Waiver – Jansen
    H. 2023 Radio Vendor Training Choice – Fredrick
    I. Approval of Alternate to SECB WBBA Committee – Fredrick
    J. Regional Radio Funding Priorities for 2024 – Fredrick

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

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

7. **Other Business**
    A. METAC Permission update – Fredrick
    B. State Change Management Proposal

METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

June 28, 2023, 1:00 p.m.

8.   **Adjourn**

Reminder: Next meeting scheduled for July 26, 2023

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**Radio Technical Operations
Committee
April 26, 2023
Draft Meeting Minutes**

Members

Airport – **absent**	Metro Transit – Chad LeVasseur
Anoka County – Cory DeMuth	Minneapolis – Rod Olson
Carver County – Peter Sauter	Minnesota Fire Chiefs – Scott Gerber
Chisago County – Jon Eckel	Ramsey County – Mike Mihelich
Dakota County – Ron Jansen	Scott County – Scott Haas
Hennepin County – Jake Thompson	Sherburne County – Derek Baas
Isanti County – **absent**	Washington County – Nate Timm
Metro Region EMS – Victoria Vadnais	U of M – Jeff Lessard

Guests: John Anderson, *MnDOT*; Marcus Bruning, *ECN;* Dalton Gruber, *City of Bloomington*; Mike Melby, *North Memorial;* Mike Parker, *Hennepin County;* Nick Schatz, *MnDOT;* James Schnoor, *Met Council*; Dave Theis, *U of M*

MESB Staff: Tracey Fredrick, Jill Rohret

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

2. Approval of April 26, 2023 Agenda
Tracey Fredrick asked that the agenda reflect Jake Thompson, Chair, will be leading the meeting, rather than Ron Jansen, Vice-Chair.

Rod Olson requested adding a discussion item for the STAC E Key Sharing under Other Business.

Motion by Mike Mihelich, seconded by Scott Haas to approve the April 26, 2023 agenda. Motion carried.

3. Approval of March 22, 2023 Minutes
Ron Jansen said he sent a couple minor corrections to Fredrick prior to the meeting. Fredrick commented that the minutes had already been updated to reflect those changes.

Motion by Ron Jansen, seconded by Nate Timm to approve the amended March 22, 2023 meeting minutes. Motion carried.

4. Action Items
A. Review/Approval of New Standard for LSEC Talkgroups
Tracey Fredrick said that this was the same standard that was presented to the group at its March 2023 meeting, with the changes requested incorporated, specifically for home zone mapping and who can access the new talkgroups.

Scott Haas asked if the designation with the space between ME and LSEC (reading ME LSEC) and if that is the intent for programming. Ron Jansen said that is the intent. Haas said there are a few different variations, so we need to be consistent in how this is done. Jansen said the space between is how they are supposed to be named, but acknowledged that he has seen a few different variations as well.

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Jake Thompson said there was a typo at the bottom of page 2, where there was a "B" added into the name of the talkgroup. Fredrick said that will be removed.

Motion by Nate Timm, seconded by Cory DeMuth to approve the new ME LSEC Talkgroup Standard.

Further discussion ensued. Jansen said that the talkgroups which are AES will revert to DES-OFB if patched to a DES-OFB talkgroup. Rod Olson also added that it is unknown what happens with two home zone mapped talkgroups, so more testing should be done. Thompson clarified that programmers need to know that if the two are patched together, that talkgroup will be live, on-the-air, rather than encrypted, and not to put patch keys in non-AES radios. Olson further stated that there may be issues with hearing any radio traffic on these talkgroups if they are patched; additional testing should be completed and the standard may need to be written to advise against a cross-patch.

Haas asked if this should be written into the standard if it is going to be posing a potential problem or if there would be a different guide to how these should be used. Jansen said there has been some informal testing done, but nothing to put in a guide at this time.

Marcus Bruning noted that the state Change Management workgroup is working on a testing roadmap.

Jill Rohret asked if there was already a best practice guide for encryption and if this is something that should be added to it. Fredrick said there is another item on the agenda for an Encryption Best Practices Tech Guide in which this should be able to be addressed.

Haas asked if the intent was to make the new talkgroups live after the standard was approved. Jansen said that these talkgroups have already been created in the system and are live, however, have not been widely advertised until the standard is published. Haas followed-up with a question about the intent of having these talkgroups fully available and will this cause issues where some agencies have them programmed while others do not and if this will sync up with the overall change management cycle. Jansen stated the talkgroups are ready for use whenever an agency has AES radios ready. Haas stated concern about interoperability in dispatch that if there is a mismatch of what agencies have the talkgroups, this could cause issues during events. There will need to be training around the use of these. Jansen said the goal was to have these completely live on or around January 1, 2025 and agencies could add them in as it does programming and/or gets new radios.

Rohret said that information about the timeline and expectations could be put in the initial standard and then dates or supplemental information can be removed after that date passes. This way there is some awareness that not everyone as it and COMLs can use that in event planning. Haas also suggested having a start of operational use date added into the language.

Rod Olson said these would be best used for events, especially during the transition time. It is just another resource that is available for those circumstances, but knowing not everyone can use. It would not need to be put in consoles.

Jeff Lessard said that most agencies do not transition from configuration to configuration during an event. If there is a planned event, the dispatch center would have to know that there is a different configuration in the background to activate if asked. If there is not room in the consoles, then the different configurations would have to be brought up. This could cause confusion if every agency doesn't do it the same way.
Thompson said that it might need to be noticed when agencies move and, for a period until all

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agencies move, there will be different configurations. Jansen said that it would likely be a good idea to include language about the changes and transition plan with a date and warning.

Vikki Vadnais asked if there would be a possibility to have an alert in StatusBoard for those reserving these know that not all agencies have access to the new talkgroups.

Lessard said that if the agencies do not have the talkgroups and that is not found until after, then the talkgroups will have a three- or four-way patch and will use more resources.

Motion and second recalled. Motion to table approving the new ME LSEC talkgroups until additional testing and language is added by Nate Timm. Second by Cory DeMuth. Motion carried.

B. Changes to Standard 6.3.0

Tracey Fredrick said there was new language added for any changes at leased sites which could affect the lease terms occur, that those changes are documented and made known to the MESB. There was a recent issue with a site that became known and affected the terms of the lease. Jill Rohret added that the thought would be to alert MESB prior to any changes being made at these sites so staff can review the lease and get any changes made prior to equipment being changed.

Rod Olson asked if one-for-one changes are still fine or if those would need to be approved. Rohret said that if the location of the antenna is changing, then those should come to the group.

Scott Gerber asked if this change in standard language means there would be some consequence for those that do not follow the standard. Rohret said that yes, and there is requirement for documentation, then these are easier to track.

Nate Timm asked if this is for just the state sites which MESB holds the leases or if this is for all sites. Rohret said that it would be shared sites as well; any sites which MESB holds the lease, MESB needs to be made aware of changes. Timm asked if there could be a list sent out of the shared sites. Fredrick also noted that if there are questions for any of the sites, the group can always ask her for clarification.

Ron Jansen said that he has been doing some work over time at these sites, but they have all been one-to-one changes and wondered if those needed to be put through to MESB. Rohret said as long as the information is documented, even if it doesn't change the terms of the lease, that is helpful, and can be provided to Ms. Fredrick.

Olson asked if an email addressing the changes would be sufficient or if it would need TOC approval. Rohret said that send an email, MESB staff would talk it over with the site owner to see if additional approvals would be necessary. Many of these changes are plan amendments, but won't change the design, but it would be better to send the email and then the discussion and documentation can happen.

Motion made by Ron Jansen, seconded by Cory DeMuth to approve the changes to Metro Standard 6.3.0. Motion carried.

C. Feedback/Approval of SECB Standard GOV-4

Tracey Fredrick said that this is a new standard being presented by the SECB Steering Committee. This is a new standard for how to maintain standards and request changes as needed. The Steering Committee is seeking feedback, if there is any.

Fredrick has heard about concerns for having stronger Standards Workgroup membership, as,

in the past, standards have just been discussed by whomever happens to show up to the meeting that day, not necessarily by a subject matter expert or writing expert.

Jake Thompson said that the suggestion would be having a more formal group to review standards and have a better way to disseminate new information when standards have been changed or some type of alert. Would like to have a more consistent workgroup.

Ron Jansen said he would like the workgroup to consist of system administrators, as this group will be the ones held responsible for the standards and could be responsible for the dissemination among counties. Also commented that if there is a specific standard, then bring in SMEs for that standard, but keep the same workgroup.

Ron Olson said he would like to see this be sent through the System Managers Group for review and dissemination. Fredrick asked if this intent would be for only LMR standards or for any standard. Olson said for all standards, this would be preferred.

Jon Eckel said that it would be best to send all standards to everyone; they can decide where specifically they need to go.

Jill Rohret said during a previous Steering Committee meeting, it was discussed that every standard should go back to regional committees and boards for approval. This would add a lot of additional time to get standards approved, as not every board meets monthly. There are also representatives from each region on each committee of the SECB, and this is why each region appoints representatives to the committees; these representatives should be able to voice what the region needs. If it is a larger change that is system impacting, that would be the time to seek all regional approval.

Jansen said it might be good to have a hierarchy of what really should go to the regions and what seems more mundane.

Motion by Scott Haas, seconded by Vikki Vadnais to provide the given feedback on GOV-4 standard. Motion carried.

D. Additions to Regional Needs Document
Tracey Fredrick said that she had been alerted that there might be some desired additions to this document before the Board approves it, although the TOC approved last month.

Nate Timm said in reviewing other regional plans, each county had its own needs listed as well. Washington County is considering a new tower site, which could be added to the document, but if others do not have needs like this to add, then it could be left off the metro region document.

Scott Haas said that Scott County has a similar project going on for growth of communities in the area. It might be worthwhile to update the document for additional local enhancements. Jill Rohret asked what dollar amount would be appropriate to include for this item. Haas said Scott County alone would need $1.8 million.

Jill Rohret said that if the region is asked to produce a document, it will have a regional perspective. This group was asked for input and little to none was given. If these items now need to be added, it will be an additional ~$4 Million and this would only be for two additional counties needs. Late input makes the overall document change significantly.

Rod Olson said items not included in the SUA would be needed for all participants. New comparators will need to be purchased, the ethernet backhaul project has to be funded, and these should be considered for inclusion in the document. Rohret said that there is an item in

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the document already for "Infrastructure Not Covered by the SUA2+ Contract", so does that need to be changed. Olson suggested further discussion to add a better estimate at this time. Rohret also clarified the purpose of this document was to be able to give to legislators for them to be able to see the needs that are out there for Public Safety Communications.

Ron Jansen raised concern that if there is funding that becomes available, based on these needs documents, would that become a supplanting situation if agencies have already budgeted for these same items. Jake Thompson also raised concern that since this document was already approved and pre-submitted prior to full Board approval and the estimates come back much higher, the standing of the regional document may be poorer. Timm said it should be reasonable for others to consider Metro's needs having a higher price tag, as more than half of the state's population is in this region. Haas said to keep projects general enough in the document to not address one specific issue.

Rohret said that this document is really to demonstrate specific needs. The SECB and regions have gone to the legislature before stating there are needs, but could not be specific. These documents submitted by the regions assist with that; keep this in mind for this document and what is being considered to be added.

Scott Gerber said to make it a general guidance document and to put an aggregate dollar amount estimate in as an average for the agencies which are represented by the region, suggesting each agency average $3 Million, round up to $50 Million total and put that in the document.

Olson asked what the timeline for this document will be; if it is considered a snapshot of current and can be modified in the future, or if it is a one-and-done. Rohret said nothing will be presented on this during the current legislative session, which ends in May, but can be used to have discussions for future legislative sessions. If there can be discussions over the fall time period, this document will be helpful in those discussions. Rohret said this specific document needs to be finalized to submit, however, this could be a living document that gets approved annually, like the regional funding priorities.

Haas said to make the following changes to the format: rename section for ARMER Infrastructure to Ongoing Maintenance for Existing Infrastructure, adding a section titled Local Enhancements where the $50 Million suggestion would be included, and adding another section titled Subscriber Equipment, which will be the radio count multiplied by a set fee per radio.

Motion made by Nate Timm, seconded by Scott Haas to approve the amended Regional Needs document. Motion carried.

E. Approval of Representatives to SECB Committees/Workgroups

Tracey Fredrick said with changes in staffing, there have been some gaps left for metro representation to the Land Mobile Radio (LMR) and Wireless Broadband (WBBA) Committees and the Strategic Technology Reserve (STR) workgroup. LMR and WBBA Committees will need new alternate members and the STR workgroup will need a new primary member.

Mike Mihelich said he would step up for the LMR alternate member.

Chad LeVasseur said he would step up for the WBBA alternate member. Tracey Fredrick asked if he already represented Metro Council for this committee, which would make him ineligible. LeVasseur said he is only on the SECB Board.

Ron Jansen said he would step up for STR, but still feels someone from Hennepin County should be involved, since there are frequent questions from the state about its SATCOW. Jake Thompson said he could step into the primary role for STR. Jansen said he would step into the

alternate member role for STR.

Motion made by Scott Haas, seconded by Victoria Vadnais to approve the new memberships. Motion carried.

5. Moves, Additions & Changes to the System
Dakota County is preparing for the Ethernet conversion which will occur at the end of May 2023. Washington County is on a similar timeline.

6. Committee Reports
A. System Owners Group Update – did not meet

B. MnDOT ARMER System Update
John Anderson introduced new metro radio engineer, Nick Schatz.

Nick Schatz said the ethernet backhaul project is underway, the majority of the initial work has been done at the metro sites. John Anderson is auditing that work starting next week. Carver County cutover is scheduled for the week of June 30. MnDOT will be reaching out soon after to schedule other sites.

Schatz also provided a Motorola upgrade update. Schatz said that the upgrade is about a year out. The first upgrade will be June 17, 2024; the second will be July 8, 2024. Anderson said that Motorola has provided configurations for Washington and Dakota Counties. All Metro switches are in. Status and orders are currently being checked.

Jake Thompson said it may be complicated to have two releases so close together. Nate Timm asked why not just go to the second release and skip the first. Schatz said that there is some work that has to be done in the first one so that the second one can happen. Ron Jansen said it is also concerning that if there is any troubleshooting after the first upgrade that needs to be done, there will not be sufficient time to complete.

Rod Olson asked if there was any hardware that would need to be upgraded prior to the software upgrade. Anderson said that the ethernet backhaul must be completed before the upgrade; Motorola will then replace all of the routers, about 1700 in total statewide.

Scott Haas asked what the future will look like, given ethernet backhaul, with non-ARMER hardware that is connected to the network and security. Anderson said MnDOT is looking at paging and other public safety-related uses to be put on VLANs. It will require a deeper dive to see what else is on the network; priority is given to ARMER traffic. Jon Eckel said with IP traffic, the security risk increases.

Thompson asked for clarification from previous months' discussion on the firewall and if that would be state funded. Schatz said there has been no update on that, but he will seek clarification and report at the next meeting.

C. SECB Committees
i. Steering
Tracey Fredrick said the Steering Committee met earlier in the month and discussed the cancellation of the symposium/conference that was to occur in early May. The Committee reviewed the GOV-4 standard and made request to move through the regions for feedback. The Steering Committee Fact Sheet was approved; this will also be a template for all SECB committees and there were updates for the Education and Outreach Workgroup, 403 Governance Language Workgroup, and the SECB Budget Planning. The Committee will meet next on May 10.

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ii. LMR
Nate Timm said the LMR Committee met April 11. Action items included a talkgroup and radio ID request for Roseau County, an MCC7500e addition for Kittson County, new infrastructure for Mayo Clinic. There were also discussions about the standard for Iowa Cross-Border interoperability, grant funded training, and MnDOT signal boosters. Some of the other regional needs documents were also presented.

iii. WBBA – did not have a quorum

iv. IOC & Workgroups
a. IOC – did not meet

b. STR Workgroup
Mike Parker said the workgroup met on April 4. The group is working on a presentation to the regions to replace the batteries for the STR. Metro region will not have to worry about this, since the metro's tower now has a generator. There is also a draft version of the tower manual being reviewed.

c. COMU workgroup
Nate Timm said the workgroup met on April 18. The draft of the MNFOG is out, looking for comments until May 31. Some edits have been suggested for the MN COMU SOG. Discussions on regional exercises; Central region is having an exercise on June 2 and there will be the large event at Camp Ripley in August. South Central region is also planning an exercise, but dates have not yet been announced.

v. IPAWS – did not meet
Scott Haas said that although the Committee has not met, there is an Alerting Authority meeting on May 1.

vi. Finance/Grants Workgroup
Tracey Fredrick said both groups met earlier this month. Both groups received a general update on the progress of the MOU between ECN and the Board, had an update on Standard FIN-2 for Grant Reallocations, and were presented the Southwest, Northeast, and Central Regional Needs Documents. The group also discussed planning meetings for the SECB, which was what the symposium in May was to be. Those will be invite-only meetings held once per month in May, June, and July. The Grants Workgroup and Finance Committee are both scheduled to meet again in May.

vii. State Encryption and Change Management Workgroups
Nate Timm said there has been a technical review and the official presentation will be going out soon. Changes include two new zones for law only and that OTAR will be considered during the next change management cycle.

Marcus Bruning said that the presentation documents will be previewed at the LMR committee meeting and sent for regions to review.

Tracey Fredrick asked if the process is going to be for the LMR to send it out, regions approve or give feedback, and then send back to LMR for final approval. Bruning said the workgroup will present to LMR what it has discovered and then LMR will ask regions to review.

7. Other Business
A. METAC Permission update
Tracey Fredrick said one new request was approved for ME TAC 9-10 and 11E and 12E for the Minneapolis branch of the FBI. It previously only had ME TAC 1-8 and will need to get the encryption keys.

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B. Metro Change Management METCOM Item
Tracey Fredrick said that there were some concerns brought forward from the 911 TOC after the presentation of the Metro Change Management items; specifically, around the need to encrypt METCOM, since it is a hailing channel that should not have information broadcast. Secondary PSAPs may also be greatly affected by this change, as many are not purchasing encryption soon or at all and they are not regular attendees to the Radio TOC meetings, so making sure information is shared to those groups. There is also concern that it would be preferred to have everyone in the Metro region make the changes to the talkgroups all at once on a given date, rather than piece by piece of whomever has the capacity at the time.

Jill Rohret said that continuity of operations was also brought up as a concern during that 911 TOC meeting. If a PSAP had to be abandoned, the subscriber units would have to have the necessary talkgroups enabled and what is the cost of that. The current standard for change management states there needs to be a financial discovery and cost-benefit analysis for how any proposed changes will affect costs to PSAPs and asked if that has been completed for these proposed items.

Jake Thompson said he had brought up METCOM encryption to the 911 TOC approximately one year ago after it was a hot topic during civil unrest. If the talkgroup is used properly, there is not a need to encrypt it. At the time, the membership of the 911 TOC seemed agreeable to use the talkgroup as outlined in standard and not move forward with encryption. The request to encrypt METCOM is understood, but the region should be using the talkgroup as outlined in standard. If there is an issue during emergent events, METCOM can still be used to state the group using a different talkgroup or can make a phone call to say the PSAP will hail you on an encrypted talkgroup. Victoria Vadnais said this still puts the secondary PSAPs that do not have encryption in the same position of not being able to talk on the encrypted channels.

Jeff Lessard asked what traffic on METCOM would need to be encrypted. This channel is typically used to let others know of specific events and to move to an encrypted talkgroup if that is needed. It seems as though more information is being shared on METCOM than should be; it should remain as a hailing channel with simple communication. Mike Mihelich said that the specific use case for the ask for METCOM encryption was civil unrest. Many PSAPs were overwhelmed with calls, so the only way to communicate to other PSAPs was to use METCOM and, unfortunately, some sensitive information was being shared during this time. Lessard said he understood the conflict during emergent events, but METCOM is not supposed to be in portables, according to standard; it is only supposed to be in consoles and console-to-console traffic cannot be scanned.

Rohret said if regional CAD-to-CAD were to be implemented, would this issue resolve itself and where should the funding be put. It seems as though CAD-to-CAD would be the most viable solution for all.

Ron Jansen said that approving METCOM encryption was already voted on, so if any changes are made, that would require a new action item. Fredrick said yes, depending on if the desire is to not move forward with METCOM encryption, this group would need to review and make a new recommendation.

Nate Timm said the last time this was brought up during the trials, there was a survey done on affiliation display and found all of the radios which had METCOM affiliated and those were addressed if the agency did not have the permissions and that seemed effective. An encrypted talkgroup was set up for this purpose and radios were delivered to those agencies that did not have encryption-capable radios or were given temporary permissions to the encrypted talkgroups.

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C. Encryption Technical Guide Workgroup

Tracey Fredrick said that during one of the workgroup meetings, it was mentioned that an encryption technical guide might be helpful for the region. Currently, there is a very limited best practices guide that was developed, but could use more substance on the technical side, rather than just the operational items. She would be looking for volunteers from the TOC to assist with writing that guide.

Ron Jansen said he would chair that group if that was needed. Fredrick said she would send out an email to members of the TOC seeking volunteers.

D. Possible BDA Legislation/Action

Tracey Fredrick said that this item was brought forward to the Executive Committee earlier in the month and there was a suggestion that the Land Mobile Radio Committee and possibly the Legislative Committee have discussion on this, since it is a statewide issue that may require some legislation. The workgroup will likely need to meet again once some of the state committees give input.

Nate Timm asked what the next step would be for this item. Fredrick said she has been asked to bring this item to LMR to be addressed for the state, so it will be dependent on what action that group chooses to take. Jill Rohret said that the Executive Committee did understand the concern, but also feels like any action will be dependent on where the potential rule may live (fire code, state statute, etc.). Timm said the metro workgroup had met and thought a best practice guide was being developed to send to vendors. Ron Jansen said that was on hold until input could be given from the state committees.

E. Vendor Technical Training Course

Tracey Fredrick said the current year budget has $30,000 to spend on a radio vendor technical training course since grant funding can no longer be used for this purpose. She sent a message for what the group would be interested in and getting something scheduled sooner than later would be good, since half the year is nearly over and this needs to be spent in 2023.

F. STAC E Key Sharing

Rod Olson said that there is a request from the LMRC to allow STAC E CKR to be used in any local talkgroup, such as mains or shareable resources. The permissions would lie at the talkgroup level, so if a permission was granted for the talkgroup, that would also give permission for the CKR and any discipline could use. At this time, the committee is seeking feedback.

Jake Thompson said this would be agency choice as far as sharing goes. Olson said that these talkgroups are already in all ARMER radios, so what would be the reasoning behind not using. Thompson said vendors and radio shops have put in talkgroups with keys and drag traffic. Not allowing will keep this to a minimum and keep things secure. If a problem happens and a key is compromised, then it would be on the state to fix that problem; not sure if regions should be putting that work on the state if supporting this idea. Jon Eckel said if it is held locally, it is under that agencies' security. Thompson said it seems unfair to make the whole state to have to change keys because one agency has been compromised.

8. Adjournment
The meeting was adjourned at 3:15 PM.

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)	Ostlund, Michael John		
Certifying Agency	Hennepin County Emergency Management		
County	Hennepin,	ECB/ESB Region	Metro
Agency Address	1600 Prairie Drive - Medina, MN 55340		
24/7 Telephone	612.596.0250	Business Telephone	612.459.6703
Email Address	michael.ostlund@hennepin.us		
Signature	_(signature)_	Date	19 MAY 2023
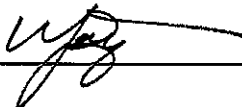
Agency Certification (this section must be completed even if PTB Agency Certification form was completed)
The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid 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	Eric Waage, Director
Agency	Hennepin County Emergency Management
Signature	_(signature)_ Date 22 May 2023

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

FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

☐ Single Type   ☐ Type 1   ☐ Type 2   ☐ Type 3
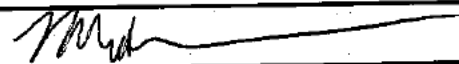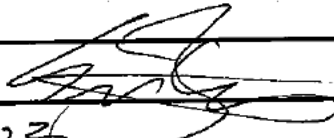
POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	*Ostlund, Michael*
DUTY STATION:	*Hennepin County Emergency Mgt.*
PHONE NUMBER:	▮▮▮▮▮▮▮▮
E-MAIL:	*Michael.Ostlund @ Hennepin.us*
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	*Nate Timm*
TITLE:	*Radio System Manager*
DUTY STATION:	*Washington County Sheriffs Office*
PHONE NUMBER:	▮▮▮▮▮▮▮▮
E-MAIL:	*Nate.Timm @ co.washington.mn.us*
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	*SMCon 2023 - Eau Claire WI*
DATE:	*5/4/23*

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION

I verify that _____ MICHAEL OSTLUND _____

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: 5/4/23

FINAL EVALUATOR'S PRINTED NAME: Norman Timm

TITLE: RADIO SYSTEM MANAGER, COMC/COMT

DUTY STATION: WASHINGTON COUNTY SHERIFFS OFFICE

PHONE NUMBER: ██████████

E-MAIL: NATS.TIMM@CO.WASHINGTON.MN.US

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION

I certify that _____ Michael Ostlund _____

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: *[signature]*

DATE: 15 MAY 2022

OFFICIAL'S NAME: Eric Waage

TITLE: Director

DUTY STATION: Hennepin County Emergency Management

PHONE NUMBER: (███) ███████

E-MAIL: eric.Waage@hennepin.us

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

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 by documenting the trainee's performance.

- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that 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 a leader 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 Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.

- 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 reevaluated in the specific position and issued a new PTB.

- 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.**

The PTB covers all type levels for a given position, but a trainee may check only one "Type" box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

> **Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.**

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs 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.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.

- 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 of the listed circumstances.

Code C: Task performed in 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.

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of COML 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

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:
• Reference materials:
  o In electronic, digital, or hard-copy format
  o Functional guidelines relative to incident type (agency guidance or other functional guidelines)
  o Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ✓
  o Position manuals ✓
  o Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available
  o Inventories or other lists of local and regional communications response equipment
  o Preplanned local system coverage maps
  o Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists
• National Interoperability Field Operations Guide (NIFOG) forms:
  o Agency-specific forms appropriate to the function ✓
  o Incident Radio Communications Plan (blank or pre-filled) ✓
• Supplies:
  o Office supplies appropriate to the function ✓
  o AHJ identification badge and qualification card ✓
  o Radio programming equipment (cloning cable or computer), adapters, and suitable tools ✓
  o GPS
  o First aid kit ✓
• Personal Protective Equipment (PPE) and security measures
	C, E, F, I, J, T	1	∧⊤ 5/4/23

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include: • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans	E, F, I	l	*NT 5/4/23*

1c. *Behavior:* Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.	E, F, I	l	*NT 5/4/23*

SIMULATED COML BOARD SIMCOM
MN - STATUS BOARD ✓

2. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities. *Rood in custuass*	E, F, I, J	)	*NT 5/4/23*
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	E, F, I, J	)	*NT 5/4/23*
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F, I, J	)	*NT 5/4/23*

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: • Receive and transmit current and accurate information✓ • Communicate changes to the Incident Action Plan (IAP) or relevant plans *web if the + email* • Inform appropriate team members of significant changes in operations✓ • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current ✓ • Provide supervisor with operational status for incident status summary and situation reports ✓ • Coordinate with operations regarding system coverage and needs ✓ • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations,✓ Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs	E, F, I	\	*NT ⌀⌀ 5/4/23*

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident: • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate(sᴛᴀᴛᴜs ᴮᴏᴀᴿᴅ) • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate • Identify resources by type/qualifications, quantity, and location • Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts✓	E, F, I	1	ᴹᵀ 5/14/23
9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.✓	E, F, I	1	ᴹᵀ 5/4/23

FED SIMPLEX✓

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: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period	E, F, I	}	NT 5/14/23
11. Initiate and maintain accurate records of all communications equipment: • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) • Keep records for local and national resources to ensure return to proper locations	E, F, I	/	NT 5/14/23

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Design communications systems to meet incident operational needs: • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations • Order frequencies following the proper procedures • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs	E, F, I	/	NT 5/14/23

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: • Determine locations for telephone/data networks to be installed ✓ _SeT vP 14P@ EXP-s wTR_	E, F, I	I	NT 5/4/23
14. Request additional telephone communications services: • Identify cost and options associated with equipment/services ✓ • Determine whether service can be provided in a timely manner ✓ _VZW_	E, F, I	I	NT 5/4/23
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): • Identify options associated with equipment/services • Determine whether services can be provided in a timely manner ✓ _VZW, PYRITMET_	E, F, I	I	NT 5/4/23
16. Request additional data/internet communications services: • Identify options associated with equipment/services • Determine whether services can be provided in a timely manner	E, F, I	I	NT 5/4/23
17. Provide basic training as needed for equipment being deployed _CACHS RADUS_	E, F, I	I	NT 5/4/23

4. *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.

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	E, F, I	/	*N1* *5/4/23*
19. Install communications equipment: • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: o Command repeater ✓ o Logistics repeater o Links (radio and wire-based) ✓ o Remotes ✓ / o Gateways ✓ o Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel ✓ • Clone or program radios, as necessary and authorized	E, F, I	I	*N1* *5/4/23*

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Assign communications equipment: • Identify kind and number of communications equipment to be distributed to specific units according to the communications plan • 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, I	/	N7 5/4/23
21. Establish Incident Communications Center (ICC): • Coordinate location of ICC with Facilities Unit Leader ✓ • Locate ICC close to the Incident Command Post and away from high-traffic areas and noise ✓ • Locate ICC away from radio frequency and electronic noise ✓ • Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements ✓ • Obtain necessary supplies for ICC to function properly ✓	E, F, I, R	\	N7 5/4/23
22. Manage operations of the ICC: • Document radio/telephone activities on appropriate forms ✓ • Set up filing system for ICC documentation ✓ • Direct radio/telephone traffic to proper destinations ✓ • Establish notification procedures for emergency messages • Identify system problems, both technical and operational, and determine appropriate solutions • Follow established routing procedures for messages	E, F, I, R	\	N7 5/4/23
23. Perform operational tests of communications systems throughout the duration of the incident: • 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 • Act decisively to minimize interruptions in system operation	E, F, I	\	N7 5/4/23

EXP
ICC

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 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 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.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

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 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

TRAINEE NAME: MICHAEL OSTRUM

TRAINEE POSITION: COML

Evaluation Record Number: 1

Evaluator's name: NATE TIMM

Incident/office title and agency: SMCOM 2023/WASHINGTON CO S/O, Radio System Manager

Evaluator's home unit address and phone: 15015 62nd ST N, STILLWATER MN 55082

Name and location of incident or simulation/exercise: SMCOM 2023-EAU CLAIRE WI

Incident kind: Communications Exercise (STATEWIDE)

Number and kind of resources: Comm Platforms, MILITARY, HAM, EM

Evaluation period: 5/4/23 - 5/5/23

Position type: ☒ COML

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:

Date: 5/4/23

Evaluator's initials: NT

Evaluator's relevant qualification: COML, COMT, AUXC INSTRUCTOR - COML, AUX C

INCIDENT RADIO COMMUNICAITONS PLAN (ICS 205)

| 1. Incident Name: _Sin Con 2023_ | 2. Date/Time Prepared:
Date: _04 May 2023_
Time: _0900_ | | 3. Operational Period:
Date From: _04 MAY_ Date To: _04 MAY_
Time From: _0600_ Time To: _1500_ | |

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
	1	Tactical	UTAC 12	Division C	154.4525	156.7	154.4525	156.7	A	Garbah Taction
	2	Patch	UTAC 13	STAC 8	158.7375	156.7	158.4525	156.7	A	Patch -
	3	Command	8TAC91D	CoML	851.5125	156.7	851.5125	156.7 w	A	Comms (Fall Along)
	4	Tactical	VHF-CAR	Task Force 1	156.000	136.5	156.000	136.5	A	Task Force 1 -
	5	Tactical	UTAC 14	Link to GB	159.4725	156.7	159.4725	156.7	A	Green Bay Link
	6	Tactical	8TAC 92	MN TF.1	892.0125	156.7	807.0125	156.7 w	LA	
	7	Tactical	Federal CE 6	FEDS	167.250	$68+	167.250	$68+	A	Federal Enforce

5. Special Instructions:

Co-Author: Tristen Mortl

6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____

| ICS 205 | IAP Page ____ | Date/Time: _04 May 2023_ |

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Simcom 2023	2. Date/Time Prepared: Date: May 4 2023 Time: 0930		3. Operational Period: Date From: May 4 2023 Date To: May 4 2023 Time From: 0800 Time To: 1600					

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
		Tactical	Command Amateur Use		146.550	NAC	Simplex	NA	A	Amateur Local
			WeComm		145.250	110.9	144.650	110.9	A	State wide Link
			80m		3.985	LSB	Simplex		A	Badger Net - NVS
			80m		3.967	LSB	Simplex		A	ARES/RACES PRimARY
			40m		7.250	LSB	Simplex		A	80 m Alternate
		Tactical	60 m ch5		5403.5	USB	5403.5	USB	A	Amateur / military Voice

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name: R. Nikolai   KA9TYA   Signature: _____

ICS 205	IAP Page ____	Date/Time: May 4 2023 0930

ACTIVITY LOG (ICS 214)

1. Incident Name: _Salem 2023_	2. Operational Period: Date From: _04 May_ Date To: ___ Time From: _0600_ Time To: ___	
3. Name: _Ostrund, Michael_	**4. ICS Position:** _COMT (T)_	**5. Home Agency (and Unit):** _HCEM_

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)
Tristan Morter	_COMT_	_Washington County_

7. Activity Log:

Date/Time	Notable Activities
04 May - 0545	ARRIVED AT E.C. EXPO CENTER
0645	Short intro briefing
0700	DCT Set up - worked on setting up DCT Assembled & configured
0800	Como Briefing) Attendance
0805	Safety Briefing
0820	Incident Briefing -
0830	Assigned Tasks to Comu/COMT
0840	Worked on DCT Installation
0900	Comu Briefing - Radio Comm Assignment
0900	Met w/ COMT - Developed ICS-205
0930	Worked on Patch Issues - Configured/Reconfigured Help w/ VTAC 36 Repeater -
0945	Worked on Patch Issue
1030	Met Visitors to DCT
10 41	Patch Between STAC 8 & VTAC 13 Online
1100	Updated ICS - 214 -
1000	Sent 213 to Arx Comm Asking for 60M Connection to G.P
1105	Met w/ Arx com
1135	Working Lunch -
1150	Worked on INCM Plan -

Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 1 | Date/Time: _____

ACTIVITY LOG (ICS 214)

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

7. Activity Log (continuation):

Date/Time	Notable Activities
04 May 1155	Met w/ Aircom Leads - discussed plan for Aircom
1200	Worked on Configured ICC - Liased w/ getty phones & radios set in ckls Con
1230	Conducted PAR check of Vehicles At E.C. Site
1300	Received updated tasks &
1315	Worked w/ RADO on ICC
1320	Conferred w/ CoMT on How to conduct video Conference
1335	Worked on getting FG Slack on ground - Several Volunteers
1430	Set up CE 6 for federal Branches

8. Prepared by: Name: _____	Position/Title: _____	Signature: _____
ICS 214, Page 2	Date/Time: _____	

COMMUNICATIONS LIST (ICS 205A)

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

3. Basic Local Communications Information:

Incident Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)
ComC	Eklund, Michael	███████ , ██ ,
ComT	Moatz, Justen	██ , ██ , ██
KD9GLY	Shelly - Aux	██ , ██ , ██
KA9TYA	Ben Aux	████ ██
	Margaret - W1TEI	
W9BbF	Michael	███████████

4. Prepared by: Name: _____ Position/Title: _____ ███████

| ICS 205A | IAP Page _____ | Date/Time: _____ |

Briefing —

Brian Cochrane — WI-ENWA — PSC — (Complete Crisis)

Nate Fimm —

  - Vetigan

Ben   - AUXC -

    - AUXC

    - National Guard

Tyler

TMCCUMBE
@ CO. Washburn, WI. U

New Establish Voice + Data

ICC
RADO
AUXCO

0800 — Briefing —

0805 — Briefing — Positive Cor Attendance
     — NWS Cost Briefing —

May 3 — Tornado —
     - 0900 -   3 Gross   55 injured —
          75 transition need Shelter ⇒
     = Find Resources — if Need —
     = Comm Plan —   ⇒ (VTAC 12 Primary Comd —
                    ⇒

0900 — Briefing —
Able Valley — Division C —

⇒ STA08 - Patch TO VHF Simplex —
     VTAC 36 Repeater Setup ⇒) Washburn County
          — Patch to
Comm Group — VTAC

TRISTAN MONTEZ   —   �â– ▢â– â–

- really bastard
  VEHICLES ⇒
- AUXCOM   SAFETY OFFICER
  GEN NT   FIRE CKT —
                      CO_2 M

VTAC 12 —
Auscon STAGS band —
W/COM STAC 8 — Patch   VTAC 14 —
* COML TALK 4100 — VTAC 13
VTAC 36 Repeater — Patch to VTAC (A-1?)

PEALGOD → COML FORMEX
            6B — ACU
213   Going to Repeater,
To   VTAC 36
6B CONT   STAC 8 - COMMAND O —
                         SAFTY NET
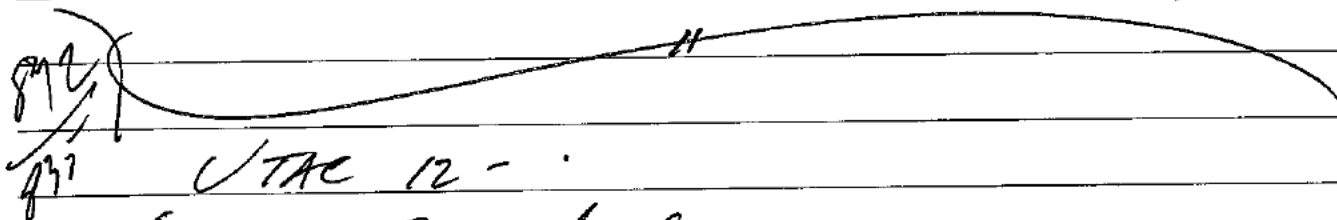
AUXCOM

VTAC 14
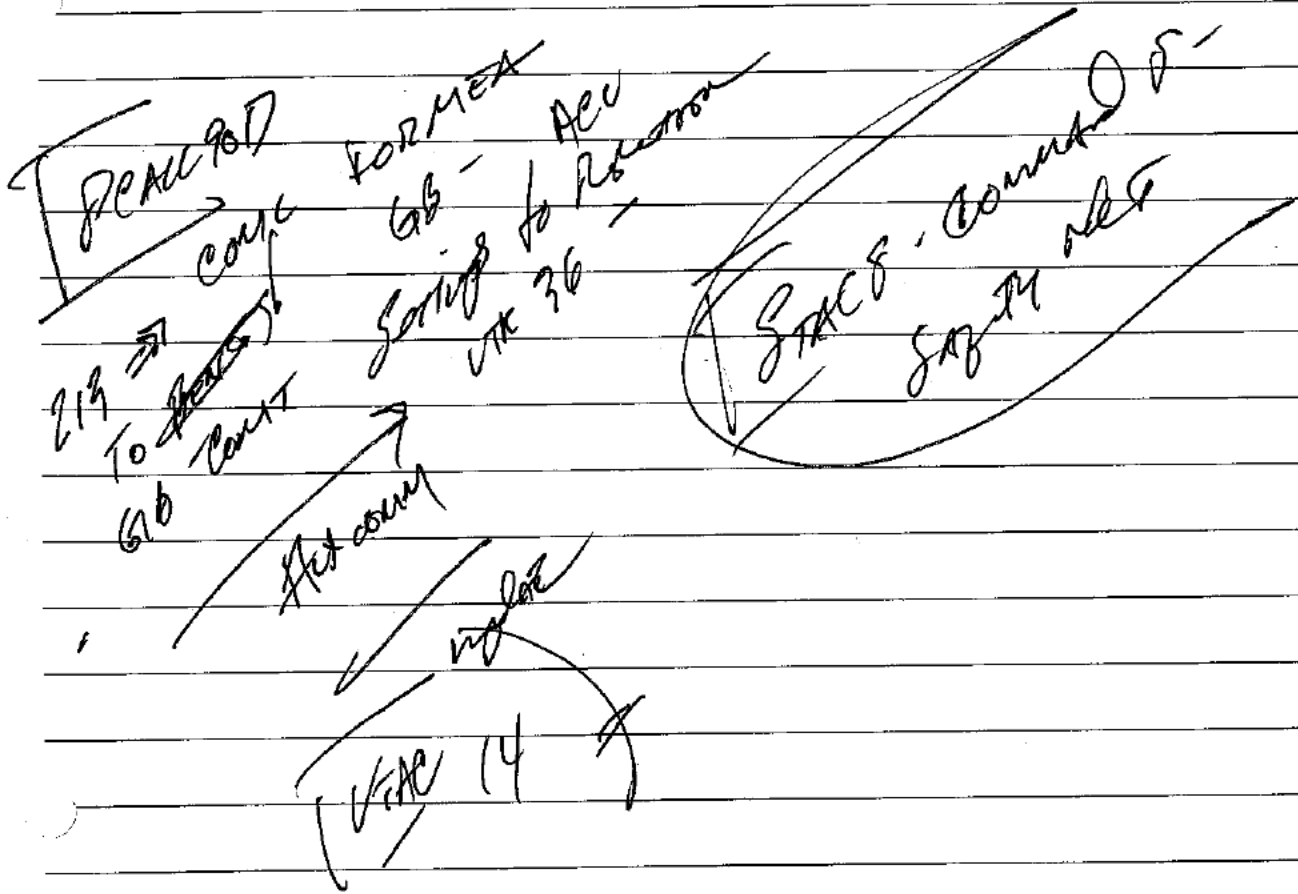
ESTABLISH INCIDENT COMMUNICATION CENTER —
= RADIO
= AUXCOMM
= VOICE = DATA

floor 1300 —

12 —
13

- REQUEST RESOURCES —

835 => Phones —
=> Cell = Verizon

} 15 —

FED -> VA CWB
FED -> Internet

Area not freq. NEU? =>

- CST =
- WB TF - ✓ ?
- UMM TF -
= AUXCOMM - ✓
- He ✓
- Safety ✓

Radical Groups   Water ⇒
   - Climate ⇒

Electric outage - Sabotage -
⇒
Aircomm ⇒   Exercise Comm -

Ice ⇒

1396
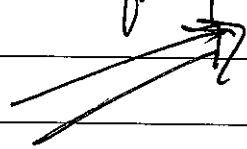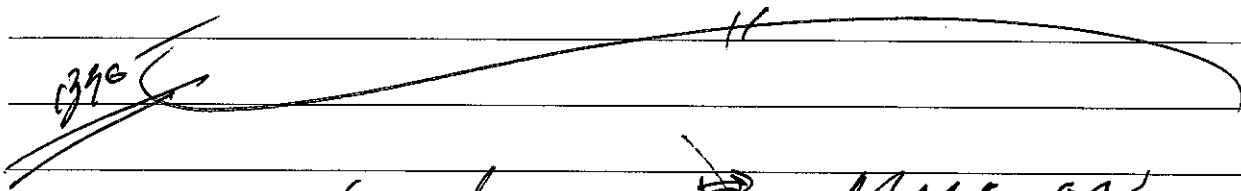
1. Non Permanent ⇒ Mark on
   = FG Space - 10' x 20' ⇒

2. Wifi Network @ Ice ⇒   Down 107.73
   Speed test ⇒   up 143.93

3. Video teleconference -
   to Sim Cell -
      How to Access problem
  Ice ⇒

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):

2. To (Name and Position): Aux C

3. From (Name and Position): Comc Ground

4. Subject: HF Comms

5. Date: 04 May

6. Time 1054

7. Message:

Establish comms w/ G.b - on 60M channel 5
If NOT 60M capable - Please Alternate HF
frequency -

8. Approved by: Name: Comcaff   Signature: _____   Position/Title: Comc

9. Reply:

10. Replied by: Name: _____   Position/Title: _____   Signature: _____

ICS 213   Date/Time: _____

	INCIDENT RADIO COMMUNICATIONS PLAN	Incident Name SIMCOM2023 -FINAL	Date/Time Prepared 2023 APR 12 1600	Operational Period Date/Time 2023 MAY 04-05 0600-1500

#	Function	Channel Name/Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D or M	Remarks
1	COMMAND	STAC8	ExCon/Safety	WISCOM				D	UWGB & Eau ClaireCO
2	COMMAND	Cell Phone	ExCon/Safety	(608) 286-0230 SIMCELL					UWGB & Eau ClaireCO
3	TACTICAL	FG-BLUE	Staging	154.2950 N	85.4	154.2950 N	85.4	A	UWGB & Eau ClaireCO
4									
5	TACTICAL	VTAC36	Area Net	151.1375 N	156.7	159.4725 N	136.5	A	Link between UWGB & ECCO
6	A-TACTICAL	MARC3	Division A	154.0100 N	71.9	154.0100 N	71.9	A	UWGB -Central City
7	B-TACTICAL	VTAC13	Division B	158.7375 N	156.7	158.7375 N	156.7	A	UWGB -Bayport
8	C-TACTICAL	VTAC12	Division C	154.4525 N	156.7	154.4525 N	156.7	A	ECCO -Apple Valley
9									
10									
11	COMMS NET	COML/88	COMMS	WISCOM				D	Lead COMLs
12	SPARE	UTAC41	COMMS	453.4625 N	156.7	458.4625 N	156.7	A	Comm Backup
13									
14									
15									
16									
17									
18	AVOID	VCALL10		155.7525 N	156.7	155.7525 N	156.7	A	AVOID
19	AVOID	MARC2		151.2800 N	136.5	151.2800 N	136.5	A	AVOID
20	AVOID	VMED28/EMS B		155.3400 N		155.3400 N		A	AVOID

SPECIAL INSTRUCTIONS

Contact COML for additional frequencies

Air Boss located on Area Net (VTAC36) also by phone at 608-740-0050 (Chris Trossen)

** Start/End with: "THIS IS AN EXERCISE" ** Identify by Department and Branch

Prepared By (Communications Unit)	Incident Location UW-Green Bay
Todd Lindert, COML/COMT 920-210-0000 RADIO: 4848	County Brown State WI Latitude 44.53508 Longitude -87.92569

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 (e.g. Project 25) 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.

ICS 205 Excel

09/2019

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

| THIS RATING IS TO BE USED **ONLY** FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT |

1. Name: *Tristin Nortel*	2. Incident Name: *Sancon 2023*	3. Incident Number:
4. Home Unit Name and Address: *HEER*		5. Incident Agency and Address: *ICDO Transic Druk - Natural*
6. Position Held on Incident: *COMT*	7. Date(s) of Assignment; From: *04/LA* To: *04/LA*	8. Incident Complexity Level: ☐1 ☐2 ☐3 ☐4 ☐5	9. Incident Definition:

10. Evaluation

Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	☐	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs. ☐	☐	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs. ☐	☐	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work. ☑
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	☐	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve. ☐	☐	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness. ☐	☐	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement. ☑
13. Planning/ Preparedness: ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	☐	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information. ☐	☐	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed. ☐	☐	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact. ☑
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	☐	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods. ☐	☐	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste. ☐	☐	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency. ☑
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	☐	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations. ☐	☐	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities. ☐	☐	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change. ☑
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	☐	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread. ☐	☐	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously. ☐	☐	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives. ☑

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name: *Ronal /Vara*	2. Incident Name: *Smoky 2023*			3. Incident Number:

10. Evaluation

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

24. Remarks: *Did An Excellent Job*

25. Rated Individual (This rating has been discussed with me):
Signature: *Ronald Nott*   Date/Time: 5-5-2023

26. Rated by: Name: *Brull, Michael*   Signature:
Home Unit: *HCon*   Position Held on This Incident: *CdUL*

ICS 225	Date/Time:

ACTIVITY LOG (ICS 214)

| 1. Incident Name: ImCom 2023 | 2. Operational Period: Date From: 05 May Date To: 05 May |
| | Time From: 0730 Time To: 1500 |

| 3. Name: Osborne, M. | 4. ICS Position: COMT | 5. Home Agency (and Unit): HEMI |

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities
0715	Arrived at HEMI Trailer
0720	Raised Tower - Configured HEMI DCT
0745	COML/COMT Briefing -
0805	Briefing -
0830	COML requested patch
0840	COML requested 2 radios - UTAC 12-14
0845	Delivered 8 radios to COML - IC
0855	Got CACE radio for Evacuator following -
0925	Setup UHF Go Kit in IC
1000	Talked to teams about low power issues f/ COML LP - Reported to COML @ 1015
1015	Roll call - UTAC 14
1021	Roll call complete -
1045	Assigned tasks - LTE -
1100	Completed tasks

| Prepared by: Name: _____ | Position/Title: _____ | Signature: _____ |
| ICS 214, Page 1 | Date/Time: _____ |

Emergency Management Institute

FEMA

This is to certify that

Michael J Ostlund

successfully completed

NIMS ICS All-Hazards Communications Unit Leader
Newton, Kansas

2.5 IACET CEU

November 1 - 4, 2022

Superintendent
Emergency Management Institute

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

MICHAEL J OSTLUND

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

IS-00100
Introduction to the Incident Command System,
ICS-100

Issued this 1st Day of March, 2008

Tony Russell
Superintendent
Emergency Management Institute

AUTHORIZED IACET PROVIDER

0.3 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

MICHAEL J OSTLUND

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

IS-00200
ICS for Single Resources and
Initial Action Incidents, ICS-200

Issued this 3rd Day of March, 2008

0.3 IACET CEU

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

MICHAEL J OSTLUND

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

IS-00700
National Incident Management System
(NIMS), An Introduction

Issued this 5th Day of March, 2008

Tony Russell
Superintendent
Emergency Management Institute

0.3 IACET CEU

AUTHORIZED
IACET
PROVIDER

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

MICHAEL J OSTLUND

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

IS-00800.b
National Response Framework, An Introduction

Issued this 26th Day of March, 2008

Tony Russell
Superintendent
Emergency Management Institute

AUTHORIZED
IACET
PROVIDER

0.3 IACET CEU

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) Schoo, Andrew Charles

Certifying Agency Dakota 911

County Dakota   **ECB/ESB Region** Metro

Agency Address 2860 140th St W, Rosemount, MN 55068

24/7 Telephone 651-322-2323   **Business Telephone** 651-322-8644

Email Address aschoo@dakota911mn.gov

Signature _[signature]_   **Date** 6/9/2023

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 BRENT ANDERSON OPERATIONS DIRECTOR

Agency DAKOTA 911

Signature _[signature]_   **Date** 6/12/2023

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**

FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

☐ Single Type   ☐ Type 1   ☐ Type 2   ☒ Type 3

POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME: Andy Schoo
DUTY STATION: Dakota 911
PHONE NUMBER: 651-485-0535
E-MAIL: aschoo@dakota911mn.gov
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME: Keith Pattison
TITLE: COML COMT
DUTY STATION: Centra Care EMS
PHONE NUMBER: 320-295-6772
E-MAIL: Keith.Pattison@Centracare.com
POSITION TASK BOOK WAS INITIATED:
LOCATION: Morris MN
DATE: 6/2/23

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION

I verify that ~~Keith Pattison~~ Andy Schoo
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: _____

DATE: 6/2/23

FINAL EVALUATOR'S PRINTED NAME: Keith Pattison

TITLE: COML COMT

DUTY STATION: Centracare EMS

PHONE NUMBER: 320-295-6972

E-MAIL: Keith.Pattison@Centracare.com

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION

I certify that Andy Schoo
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: _____

DATE: 6/8/2023

OFFICIAL'S NAME: BRENT ANDERSON

TITLE: OPERATIONS DIRECTOR

DUTY STATION: DAKOTA 911

PHONE NUMBER: 651-322-1902

E-MAIL: banderson@Dakota911mn.GOV

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

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 by documenting the trainee's performance.

- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that 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 a leader 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 Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.

- 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 reevaluated in the specific position and issued a new PTB.

- 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.

The PTB covers all type levels for a given position, but a trainee may check only one "Type" box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs 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.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.

- 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 of the listed circumstances.

Code C: Task performed in 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.

Version: September 2017

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 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 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.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

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 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

TRAINEE NAME:	Andy Schro
TRAINEE POSITION:	COM-L
Evaluation Record Number:	1
Evaluator's name:	Keith Pattison
Incident/office title and agency:	
Evaluator's home unit address and phone:	Kandiyohi County 320-295-6922
Name and location of incident or simulation/exercise:	Elivater go Boom, Mercie MN Exercise
Incident kind:	COM-X
Number and kind of resources:	
Evaluation period:	9-1600 6/2/23
Position type:	COM-L

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:

Date:	
Evaluator's initials:	
Evaluator's relevant qualification:	

Communications Unit Leader (COML)

1. *Competency:* Assume position responsibilities

Description: Successfully assume the role of COML 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
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: • Reference materials: 　o In electronic, digital, or hard-copy format 　o Functional guidelines relative to incident type (agency guidance or other functional guidelines) 　o Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides 　o Position manuals 　o Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available 　o Inventories or other lists of local and regional communications response equipment 　o Preplanned local system coverage maps 　o Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: 　o Agency-specific forms appropriate to the function 　o Incident Radio Communications Plan (blank or pre-filled) • Supplies: 　o Office supplies appropriate to the function 　o AHJ identification badge and qualification card 　o Radio programming equipment (cloning cable or computer), adapters, and suitable tools 　o GPS 　o First aid kit • Personal Protective Equipment (PPE) and security measures	C, E, F, I, J, T E	1	KP

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include: • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans	E, F, I	E ~~KP~~ R	KP 6/2/23

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.	E, F, I	E R	KP 6/2/23

2. *Competency:* Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities.	(E) F, I, J		KP 6/2/23
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	(E) F, I, J		KP 6/2/23
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	(E) F, I, J		KP 6/2/23

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: • Receive and transmit current and accurate information • Communicate changes to the Incident Action Plan (IAP) or relevant plans • Inform appropriate team members of significant changes in operations • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports • Coordinate with operations regarding system coverage and needs • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs	(E) F, I (O)		KP 6/2/23

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident: • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate • Identify resources by type/qualifications, quantity, and location • Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts	E, F, I	1	KP 6/2/23
9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.	E, F, I	1	KP 6/2/23

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:* Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period	E, F, I	1	KP 6/2/23
11. Initiate and maintain accurate records of all communications equipment: • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) • Keep records for local and national resources to ensure return to proper locations	E, F, I	1	KP 6/2/23

3b. *Behavior:* Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Design communications systems to meet incident operational needs: • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations • Order frequencies following the proper procedures • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs	E, F, I	2	KP 6/2/23

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: • Determine locations for telephone/data networks to be installed	E, F, I	1	KP 6/2/23
14. Request additional telephone communications services: • Identify cost and options associated with equipment/services • Determine whether service can be provided in a timely manner	E, F, I	1	KP 6/2/23
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): • Identify options associated with equipment/services • Determine whether services can be provided in a timely manner	E, F, I	1	KP 6/2/23
16. Request additional data/internet communications services: • Identify options associated with equipment/services • Determine whether services can be provided in a timely manner	E, F, I	1	KP 6/2/23
17. Provide basic training as needed for equipment being deployed	E, F, I	1	KP 6/2/23

4. *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.

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	(E) F, I	1	KP 6/2/23
19. Install communications equipment: • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: o Command repeater o Logistics repeater o Links (radio and wire-based) o Remotes o Gateways o Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel • Clone or program radios, as necessary and authorized	(E) F, I	1	KP 6/2/23

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

20. Assign communications equipment:
  • Identify kind and number of communications equipment to be distributed to specific units according to the communications plan
  • 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, I	1	KP 6/2/23

21. Establish Incident Communications Center (ICC):
  • Coordinate location of ICC with Facilities Unit Leader
  • Locate ICC close to the Incident Command Post and away from high-traffic areas and noise
  • Locate ICC away from radio frequency and electronic noise
  • Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements
  • Obtain necessary supplies for ICC to function properly
	(E) F, I, R	1	KP 6/2/23

22. Manage operations of the ICC:
  • Document radio/telephone activities on appropriate forms
  • Set up filing system for ICC documentation
  • Direct radio/telephone traffic to proper destinations
  • Establish notification procedures for emergency messages
  • Identify system problems, both technical and operational, and determine appropriate solutions
  • Follow established routing procedures for messages
	(E) F, I, R	1	KP 6/2/23

23. Perform operational tests of communications systems throughout the duration of the incident:
  • 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
  • Act decisively to minimize interruptions in system operation
	(E) F, I	1	KP 6/2/23

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name: Elevator Go Boom	2. Date/Time: 6/2/23 1230	3. Resource Request Number: 1

4. Order (Use additional forms when requesting different resource sources of supply.):

				Arrival Date and Time		Cost	
Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Requested		Estimated	
3			ARMER Portable Radios with 8 SoAZ included	6/2/23 1230			

Requestor

5. Requested Delivery/Reporting Location: ICC

6. Suitable Substitutes and/or Suggested Sources:

7. Requested by Name/Position: Andy Schoo ComL   8. Priority: ☒ Urgent ☐ Routine ☐ Low   9. Section Chief Approval:

Logistics

10. Logistics Order Number: 11. Supplier Phone/Fax/Email:

12. Name of Supplier/POC:

13. Notes:

14. Approval Signature of Auth Logistics Rep: 15. Date/Time:

16. Order placed by (check box): ☐ SPUL ☐ PROC

Finance

17. Reply/Comments from Finance:

18. Finance Section Signature: 19. Date/Time:

ICS 213 RR, Page 1

Resource Request Message

ICS-213 RR

Purpose: The ICS-213 RR is used by all incident personnel to request tactical and non-tactical resources.

1. Incident Name: Elevator Gas Boom	2. Date/Time: 6/2/23 1120	3. Resource Request Number:

4. ORDER — Note: Use additional forms when requesting different resource sources of supply.

a. Qty	b. Kind	c. Type	d. Priority U or R	e. Detailed item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.	f. Requested Reporting Location:	Date/Time:	Est. Duration:	g. Order # (LSC)	h. ETA (LSC)	i. Cost
2	AS		U	Portable Radios XS	ICC	6/2 1117				
4	AS		U	Motorola APX 7500 Elite AS	ICC	6/2 1117				
1			U	Large White Board with Markers	ICC	6/2 1117				
1			R	Replacement COML						
1			U	Motorola MCC 7500 Elite Console						

5. Suggested source(s) of supply - POC phone number if known and suitable substitutes:
Motorola MCC 7500 Elite Console from Goodhue County

6. Requestor Position and Signature: Andy Schug COML	Date/Time: 6/2 1120
7. Section Chief/Command Staff Approval:	Date/Time:

8. RESL - check box (a) if request is for tactical or personnel resources. Then note availability in box 8.b or 8.c.

- a. ☐
- b. ☐ Resources available as noted in block 12
- c. ☐ Resources not available

9. RESL Review/Signature:	Date/Time:

11. Supplier Name/Phone/Fax/Email:
10. Requisition/Purchase Order #:
12. Notes:

13. Logistics Section Signature:	Data/Time:

14. Order placed by (check box): ☐ SPUL ☐ PROC ☐ OTHER _____

15. Reply/Comments from Finance:

16. Finance Section Signature:	Date/Time:

Requestor fills in blocks 1-5, except # 3 & # 4.g-i (shaded area), signs block 6 (do not forget position), gets appropriate Section Chief or Command Staff approval in block 7, and keeps yellow copy (bottom). If applicable, RESL reviews if resource available, signs block 9 and keeps blue copy. Logistics fills in block 4.g and h, and blocks 10-13, and keeps orange copy. Orderer (LSC or FSC) fills in block 4.i. Finance fills in blocks 15 - 16 and keeps green copy. Pink copy is returned to RESL for tactical/personnel or requestor for non-tactical. White copy goes to DOCL.

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ICS Form 205 Incident Radio Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN	Incident Name Disaster Go Boom		Date/Time Prepared 4/2/23	1054	Date/Time Prepared	

Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	N or W	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode	Remarks
1	Command	CM2 10 Stac	Command	ARMER						D	Command
2	Tactical	CM 3	Law	ARMER						D	Law Security
3	Tactical	CM 4	Fire	ARMOR						D	Fire Rescue
4	Tactical	Stac 12	Air	ARMER						D	Air Support
5	Tactical	8 SOA2	Security	853.9250			N			D	Nig Security
6	Tactical										
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

5. Prepared by (Communications Unit) _Emily Schos_ (ComL (T))

Incident Location _Stevens County Fairgrounds_
County/State _Stevens Co. MN_   Lat/Long

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 (Project 25)

ACTIVITY LOG (ICS 214)

1. Incident Name: Elevator Go Boom	2. Operational Period: Date From: 06/2/23 Date To: 06/3/23 Time From: 0700 Time To: 0700	
3. Name: Andy Schoo	4. ICS Position: CoML (T)	5. Home Agency (and Unit): Dakota 911

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)
Rachel Dahl	INDT	Goodhue County 50

7. Activity Log:

Date/Time	Notable Activities
0900	Briefing
0935	Received Assignment : Team 1 COM-L
0937	End Briefing
0945	Position Task Book Reviewed to Go Kit
1133	Food Arrived / Break
1220	Break Complete : Continue Sim
1249	Move to Comm Truck
	Morris Chalf 1 On Scene

8. Prepared by: Name: Andy Schoo	Position/Title: CoML (T)	Signature:
ICS 214, Page 1	Date/Time: 6/2/2023	

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT

1. Name: Andy Schoo	2. Incident Name: Elevator Go Boom	3. Incident Number:

4. Home Unit Name and Address: Dakota 911 2860 160th St W, Rosemount, MN 55068	5. Incident Agency and Address: Dakota 911 2860 160th St W, Rosemount, MN 55068

6. Position Held on Incident: COML	7. Date(s) of Assignment: From: 6/2/2023 To: 6/2/2023	8. Incident Complexity Level: [ ]1 [ ]2 [X]3 [ ]4 [ ]5	9. Incident Definition: COMMEX

10. Evaluation

Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	[ ]	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs. [ ]	[ ]	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs. [X]	[ ]	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work. [ ]
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	[ ]	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve. [ ]	[ ]	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness. [X]	[ ]	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement. [ ]
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	[ ]	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information. [ ]	[ ]	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed. [X]	[ ]	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact. [ ]
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	[ ]	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods. [ ]	[ ]	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste. [X]	[ ]	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency. [ ]
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	[ ]	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations. [ ]	[ ]	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities. [ ]	[X]	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change. [ ]
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	[ ]	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread. [ ]	[ ]	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously. [ ]	[X]	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives. [ ]

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name: Ke. Andy Schoo	2. Incident Name: EGB	3. Incident Number:

10. Evaluation

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

24. Remarks: Good Job

25. Rated Individual (This rating has been discussed with me):
Signature: _(signed)_   Date/Time: 6/2/23 1430

26. Rated by: Name: Keith Pattison   Signature: _(signed)_
Home Unit: Contracosa EMS   Position Held on This Incident: Evaluator

ICS 225   Date/Time: 6/2/23 1430

FEMA

U.S. DEPARTMENT OF HOMELAND SECURITY

National Fire Academy

is awarded this certificate in recognition of completion
of the NFA State/Local Partner-Sponsored Training

Andrew Charles Schoo

**ICS 300, Intermediate ICS for Expanding
Incidents for Operational First Responders**

St Paul, Minnesota

January 27 - 29, 2020

This course meets the NIMS requirements for ICS-300.

Superintendent
National Fire Academy

Emergency Management Institute

FEMA

This is to certify that

Andrew Charles Schoo

successfully completed

NIMS ICS All-Hazards Communications Unit Leader
Newton, Kansas

2.5 IACET CEU

November 1 - 4, 2022

Superintendent
Emergency Management Institute

ACCREDITED
IACET
PROVIDER

Emergency Management Institute

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Issued this 01st Day of January, 2020

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Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute

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IS-700.B:
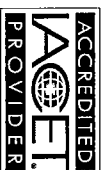### AN INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM

Issued this 12th Day of December, 2019

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

0.40 IACET CEU

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This Certificate of Achievement is to acknowledge that

ANDREW SCHOO

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:
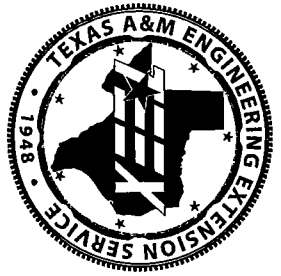
IS-200.C:
BASIC INCIDENT COMMAND SYSTEM FOR INITIAL RESPONSE ICS-
200

Issued this 02nd Day of August, 2019

0.40 IACET CEU

ACCREDITED
IACET
PROVIDER

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

in cooperation with the

Department of Homeland Security

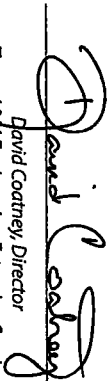Federal Emergency Management Agency

Andrew Schoo

has successfully completed

Advanced ICS-400 Command and General Staff-Complex Incidents

Inver Grove Heights, Minnesota, United States

15 Hours

December 6 - 7, 2022

FEMA

David Coatney, Director
Texas A&M Engineering Extension Service

FP MGT905 511   TEEX ID 2055309

Jesse Watkins, Interim Director
National Emergency Response and Recovery Training Center
Texas A&M Engineering Extension Service

State Board for Educator Certification #500132

Emergency Management Institute

This Certificate of Achievement is to acknowledge that

FEMA

ANDREW SCHOO

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

IS-100.LEB:

INTRODUCTION TO THE INCIDENT COMMAND SYSTEM (ICS 100)

FOR LAW ENFORCEMENT

Issued this 08th Day of May, 2015

ACCREDITED
IACET
PROVIDER

0.30 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

COMU Position Recognition Application

Application Type:
■ Initial Application ☐ Renewal ☐ Change of Status

Position:
■ COML ■ COMT ☐ INCM
☐ INTD ☐ RADO ☐ AECS

Name (Last, First Middle)	Mortel, Tristen A		
Certifying Agency	Washington County Sheriff's Office		
County	Washington	ECB/ESB Region	Metro
Agency Address	15015 62nd St N		
24/7 Telephone	715-641-2236	Business Telephone	651-430-7863
Email Address	tristen.mortel@co.washington.mn.us		
Signature	*Tristen Mortel*	Date	5/25/2023

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	Nate Timm, Radio System Manager	
Agency	Washington County Sheriff's Office	
Signature	*signature*	Date	5/25/2023

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	

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

☑ Single Type   ☐ Type 1   ☐ Type 2   ☐ Type 3

POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME: Tristen Mortel
DUTY STATION: WASHINGTON COUNTY SHERIFF
PHONE NUMBER: 715-641-2236
E-MAIL:
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME: NATE TIMM
TITLE: RADIO SYSTEM MANAGER
DUTY STATION: WASHINGTON COUNTY SHERIFF'S OFFICE
PHONE NUMBER: 651 430-7863
E-MAIL: NATE-TIMM @ CO. WASHINGTON-MN. US
POSITION TASK BOOK WAS INITIATED:
LOCATION: SM COM 2023 - EAU CLAIRE WI
DATE: 5/4/23

Evaluator Verification

(Do __not__ complete this form unless you are recommending the trainee for all-hazards certification.)

FINAL EVALUATOR VERIFICATION
I verify that ___TRISTAN MORTEL___ 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: 5/5/23
FINAL EVALUATOR'S PRINTED NAME: NATHAN TIMM
TITLE: RADIO SYSTEM MANAGER
DUTY STATION: 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 certify that ___TRISTAN MORTEL___ 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: *(signature)*
DATE: 5/24/23
OFFICIAL'S NAME: ANDY ELLICKSON
TITLE: COMMANDER
DUTY STATION: WASHINGTON CO SO
PHONE NUMBER: 651-430-7814
E-MAIL: ANDREW.ELLICKSON@CO.WASHINGTON.MN.US

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

> **A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.**

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 by documenting the trainee's performance.

- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that 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 a leader 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 Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.

- 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 reevaluated in the specific position and issued a new PTB.

- 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.**

The PTB covers all type levels for a given position, but a trainee may check only one "Type" box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

> **Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.**

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs 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.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.

- 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 of the listed circumstances.

Code C: Task performed in 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.

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 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 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.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

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 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

TRAINEE NAME: TRISTEN MORTER

TRAINEE POSITION: CoML

Evaluation Record Number: 1

Evaluator's name: NATE TIMM

Incident/office title and agency: SIMCOM 2023 / WASHINGTON CO S/O, PROW SYS MGR

Evaluator's home unit address and phone: 15015 62nd ST N STILLWATER MN 55082

Name and location of incident or simulation/exercise: SIMCOM 2023 -EAU CLAIRE WI

Incident kind: COMMUNICATIONS EXERCISE (STATEWIDE)

Number and kind of resources: COMM PLATFORMS, MILITARY, HAM, EM

Evaluation period: 5/3/23 - 5/5/23

Position type: III CoML

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:

Date: 5/5/23

Evaluator's initials: NT

Evaluator's relevant qualification: CoML, CoMT, AUXCOM; INSTRUCTOR-CoM, AUXC

Communications Unit Leader (COML)

1. *Competency:* Assume position responsibilities

Description: Successfully assume the role of COML 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

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:
• Reference materials:
  ○ 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 Communications Technicians (COMT) and Communications Specialists
• National Interoperability Field Operations Guide (NIFOG) forms:
  ○ Agency-specific forms appropriate to the function
  ○ Incident Radio Communications Plan (blank or pre-filled)
• Supplies:
  ○ Office supplies appropriate to the function
  ○ AHJ identification badge and qualification card
  ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools
  ○ GPS
  ○ First aid kit
• Personal Protective Equipment (PPE) and security measures
	C, E, F, I, J, T	1 — *PBP*	NT 5/4/23

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include: • Frequencies and talk groups already assigned ✔ • Other mutual aid channels or equipment already in use ✔ • Gateway or other interoperability devices already in use ACU 1000 ✔ • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans	E, F, I	❘	N⁊ 5/5/23

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.	E, F, I	❘	N⁊ 5/5/23

COML @ COMMAND ✔
MW- STATS BOARD ✔

2. *Competency:* Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities.	E, F, I, J	6 1	N7 5/5/23
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	E, F, I, J	1	N7 5/5/23
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F, I, J	1	N7 5/5/23

Radu on Chrtuis Scenario

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: • Receive and transmit current and accurate information✓ • Communicate changes to the Incident Action Plan (IAP) or relevant plans • Inform appropriate team members of significant changes in operations✓ • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current ✓ • Provide supervisor with operational status for incident status summary and situation reports • Coordinate with operations regarding system coverage and needs✓ • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs✓	E, F, I	1	N7 5/5/23

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident: • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate *(status Board) pm* • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate • Identify resources by type/qualifications, quantity, and location • Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts	E, F, I	·|	*NJ* *5/5/23*
9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system ‹ design and frequency allocations.	E, F, I	|	*NJ 5/5/23*

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: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period	E, F, I	l	NT 5/5/23
11. Initiate and maintain accurate records of all communications equipment: • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) • Keep records for local and national resources to ensure return to proper locations	E, F, I	l	NT 5/5/23

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Design communications systems to meet incident operational needs: • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations • Order frequencies following the proper procedures • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs	E, F, I	l	NT 5/5/23

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: • Determine locations for telephone/data networks to be installed	E, F, I	1	MT 5/5/23
14. Request additional telephone communications services: • Identify cost and options associated with equipment/services • Determine whether service can be provided in a timely manner	E, F, I	1	MT 5/5/23
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): • Identify options associated with equipment/services • Determine whether services can be provided in a timely manner	E, F, I	1	MT 5/5/23
16. Request additional data/internet communications services: • Identify options associated with equipment/services • Determine whether services can be provided in a timely manner	E, F, I	1	MT 5/5/23
17. Provide basic training as needed for equipment being deployed	E, F, I	1	MT 5/5/23

4. *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.

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size. ✓	E, F, I	l	*MT 5/5/23*

19. Install communications equipment:
• Obtain equipment from Supply Unit, if one exists, or from authorized sources ✓
• Arrange the installation of communications equipment and test all components to ensure systems are operational. For example:
  o Command repeater ✓
  o Logistics repeater ✓
  o Links (radio and wire-based) ✓
  o Remotes
  o Gateways ✓
  o Aircraft and other special needs
• Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel
• Clone or program radios, as necessary and authorized
	E, F, I	l	*MT 5/5/23*

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Assign communications equipment: • Identify kind and number of communications equipment to be distributed to specific units according to the communications plan ✓ • 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, I	I	*NT* 5/4/23
21. Establish Incident Communications Center (ICC): • Coordinate location of ICC with Facilities Unit Leader ✓ • Locate ICC close to the Incident Command Post and away from high-traffic areas and noise • Locate ICC away from radio frequency and electronic noise ✓ • Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements • Obtain necessary supplies for ICC to function properly	E, F, I, R	I	*NT* 5/5/23
22. Manage operations of the ICC: • Document radio/telephone activities on appropriate forms ✓ • Set up filing system for ICC documentation ✓ • Direct radio/telephone traffic to proper destinations ✓ • Establish notification procedures for emergency messages ✓ *Des Stur Most* • Identify system problems, both technical and operational, and determine appropriate solutions ✓ • Follow established routing procedures for messages ✓	E, F, I, R	I	*NT* 5/5/23
23. Perform operational tests of communications systems throughout the duration of the incident: • 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 • Act decisively to minimize interruptions in system operation	E, F, I	I	*NT* 5/5/23

Emergency Management Institute

FEMA

This is to certify that

Tristen Allen Mortel

successfully completed

NIMS ICS All-Hazards Communications Unit Leader
Fitchburg, Wisconsin

2.5 IACET CEU

January 18 - 21, 2022

Superintendent
Emergency Management Institute

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

TRISTEN A MORTEL

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 9th Day of March, 2019

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

0.2 IACET CEU

AUTHORIZED
IACET
PROVIDER

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

TRISTEN A MORTEL

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 27th Day of April, 2019

0.4 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

FEMA

U.S. DEPARTMENT OF HOMELAND SECURITY

National Fire Academy

Tristen Allen Mortel

is awarded this certificate in recognition of completion
of the NFA State/Local Partner-Sponsored Training

ICS 300, Intermediate ICS for Expanding

Incidents for Operational First Responders

Hugo, Minnesota

December 22, 2021

Superintendent
National Fire Academy

This course meets the NIMS requirements for ICS-300.

FEMA

U.S. DEPARTMENT OF HOMELAND SECURITY

National Fire Academy

Tristen Allen Mortel

is awarded this certificate in recognition of completion
of the NFA State/Local Partner-Sponsored Training

**ICS 400, Advanced ICS for Command and General Staff Complex
Incidents and MACS for Operational First Responders**

Hugo, Minnesota

January 29 - 30, 2022

Superintendent
National Fire Academy

This course meets the NIMS requirements for ICS-400.

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

TRISTEN A MORTEL

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 System

Issued this 3rd Day of February, 2020

0.4 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

TRISTEN A MORTEL

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 30th Day of November, 2021

0.3 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

ALL-HAZARDS COMMUNICATIONS TECHNICIAN (COMT)

Position Task Book

Task Book Assigned To:

Trainee's Name: Tristen Mortel

Home Unit/Agency: WASHINGTON COUNTY SHERIFF'S OFFICE

Home Unit Phone Number: 715-641-2236

Task Book Initiated By:

Official's Name: NATE TIMM

Home Unit Title: RADIO SYSTEM MANAGER

Home Unit/Agency: WASHINGTON COUNTY SHERIFF'S OFFICE

Home Unit Phone Number: 651-430-7863

Home Unit Address: 15015 62nd ST N, STILLWATER MN

Date Initiated: 5/4/23

Version 2.3
February 2017

VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF ALL- HAZARDS COMMUNICATIONS TECHNICIAN (COMT)

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials. I also verify that ___TRISTEN MORTEL___ has performed as a trainee and should therefore be considered for certification in this position.

Final Evaluator's Signature _____ Date __5/24/23__

Printed Name __NATE TOM__ Agency __WASHINGTON CO S/O__

Phone Number __651-430-7863__ Email __NATE.TOM@CO.WASHINGTON.MN.US__

AGENCY CERTIFICATION

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

Certifying Official's Signature _____ Date __5/24/23__

Printed Name __ANDY ELICKSON__ Agency __WASHINGTON CO S/O__

Title __COMMANDER__ Phone Number __651-430-7814__

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

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

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

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:
   - Selecting trainees based on the needs of their organization or area Incident Management Teams.
   - Providing opportunities for evaluation and/or making the trainee available for evaluation.

2. The **Individual** is responsible for:
   - Reviewing and understanding instructions in the PTB.
   - Identifying desired objectives/goals.
   - Providing background information to an evaluator.
   - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
   - Assuring the evaluation record is complete.
   - Notifying the local agency head when the PTB is completed, and obtaining their signature recommending certification.
   - Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:
   - Being qualified and proficient in the position being evaluated.
   - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
   - Reviewing tasks with the trainee.
   - Explaining to the trainee the evaluation procedures that will be utilized and which

objectives may be attained.

- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Record of Evaluation.
- Completing the Record of Evaluation found at the end of each PTB.

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

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

- Issuing the PTB to document task performance.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

Competency 1: General

Task	Code	Evaluator # and Initials	Date
1. Obtain and assemble information and materials needed for a response kit prior to receiving an assignment, including critical items needed for the assignment and items needed for functioning during the first 48 hours. The following items are suggested as basic information and materials kept in a go bag: • Appropriate ICS forms and logs • Working knowledge of local TICP • Tactical Interoperable Communications Plan (TICP), if available • Inventories or other lists of local and regional communications response equipment • Preplanned local system coverage maps • Pads of paper, pencils, pens, and tape • Food and beverage to be self-sustained for 48 hours or more • Portable radio(s) as appropriate for the region • Radio programming equipment (cloning cable or computer), adapters, and suitable tools.	O	NT-1	5/4/23
2. Establish and maintain positive interpersonal and interagency working relationships. • Conduct self in a professional manner ✓ • Respectful and courteous ✓ • Respectful of public and private property ✓	O	NT-1	5/4/23
3. Provide for the safety and welfare of assigned incident personnel during the entire period of supervision. • Obtain the safety briefing ✓ • Recognize potentially hazardous situations. ✓ • Inform subordinates of hazards. • Provide safety and identifying equipment, such as vests identifying the communications function, flashlights, and glow sticks. ✓ • Provide for security of information ✓ • Ensure that special precautions are taken when extraordinary hazards exist.	I	NT-1	5/4/23

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Competency 2: Mobilization

Task	Code	Evaluator # and Initials	Date
4. Obtain complete information from the public safety communications center(s) serving the area and incident upon initial activation, including: • Incident name and, as appropriate, an order, request, or other unique number identifying the incident for tracking purposes ✓ • Reporting location ✓ • Reporting time ✓ • Transportation arrangements/travel routes ✓ • Contact procedures during travel (telephone/radio) ✓	I	N1-1	5/4/23
5. 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 Form 205). Examples of important information include: • Frequencies and/or talkgroups already assigned ✓ • Other mutual aid channels or equipment already in use ✓ • Gateway or other interoperability devices already in use ✓ • Other current incidents or events that may create conflicts with communications plans or tax resources. ✓	I	N1-1	5/4/23
6. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	N1-1	5/4/23
7. Obtain briefing from supervisor. Examples of briefing items are: • Work space ✓ • Work schedule ✓ • Policies and operating procedures ✓ • Current resource commitments and expectations ✓ • Current situation ✓ • Expected duration of assignment • Special needs. **This list is not all inclusive; COMT is responsible for asking adequate questions.**	I	N1-1	5/4/23
8. Determine requirements for communications as directed by the COML.	I	N1-1	5/4/23

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
9. Evaluate needs and order supplies, materials and personnel to keep/provide necessary communications, as required. • Recommend to COML materials and supplies required. • Monitor levels of supplies and materials at a level to prevent shortage of any basic needed items. Report shortages to the COML. • Recommend adequate number of personnel to support the communications unit, technicians, technical specialists, etc. to the COML. • Assess current tactical communications equipment needs such as power sources for extended operations, report findings to the COML.	I	NT-1	5/4/23
10. Working with the COML, perform as the technical expert for communications needs. • Determine the feasibility and required equipment/personnel to provide the required communications support. √ • 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. √	I	NT-1	5/4/23
11. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs. • Through the COML, request any additional communications vendor services; e.g., telephone, SATCOM, microwave and help identify costs associated with equipment. √ • Through the chain of command, document the locations for equipment to be installed; e.g., repeaters, satellite telephones, telephone lines, etc. √ √ • Provide communications support for external and internal data operations. √ • Create/update diagrams of current communications system(s). √ AC36 RPTR√ • Assist the COML to determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs.	I	NT-1	5/4/23

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
12. Install, or provide for the installation of, communications equipment. • Obtain equipment as needed. ✓ • Install and test all components of the communications equipment to ensure the incident's systems are operational, for example: o Repeaters ✓ o Links (radio and wire-based) ✓ o Remotes o Gateways ✓ o Telephones ✓ o FAX ✓ o Data ✓ o Aircraft and other special needs DRONES ✓ • In cooperation with the COML, develop installation priorities while adhering to safety standards regarding communications needs of tactical personnel; i.e., operations before logistics. • Clone or program radios.	I	NT-1	5/4/23
13. Assign communications equipment. • 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. ✓	I	NT-1	5/4/23
14. Assist the COML to initiate and maintain accurate records of all communications equipment. • Maintain accountability system for issuing hand-held 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.	I	NT-1	5/4/23

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Task	Code	Evaluator # and Initials	Date
15. Monitor operational performance of communications systems throughout the duration of the incident. • 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.	I	NT-1	5/4/23
16. Maintain a 214 for the COMT when required. Unit Log will be kept current, legible, and will document all major activities, which may include: • Equipment locations. • Personnel changes.	I	NT-1	5/4/23

Competency 3: Demobilization

Task	Code	Evaluator # and Initials	Date
17. Demobilization and check out. • Submit all required information to the COML. • Receive demobilization instructions from the COML. • 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 in the unit are demobilized correctly. • Document lost equipment on agency specific forms.	I	NT-1	5/4/23

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
Code: I = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

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All-Hazards Communications Technician

INSTRUCTIONS FOR COMPLETING THE RECORD OF EVALUATION

There are four separate pages allowing evaluations to be made. These evaluations may be made on incidents, planned events, Full Scale Exercises (FSE), Functional Exercises (FE), simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional evaluation opportunities are needed, a page can be copied from a blank task book and attached. (Remember to change the Evaluation Record # to the next sequential number.)

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

Date: List the date the record is being completed.

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

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

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RECORD OF EVALUATION

TRAINEE NAME	TRAINEE POSITION

Evaluation Record #1	Evaluator's Name: NATE TIMM	Evaluator's Title: RADIO SYSTEM MNGR	Evaluator's Agency: WASHINGTON CO S/O

Evaluator's agency address: 15015 62nd ST N, STILLWATER

Evaluator's e-mail: NATE.TIMM @ Co.WASHINGTON.MN.US	Phone: 651-430-7863

Name and Location of Incident or Situation (agency & area)	Incident Kind (Hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
SIMCOM 2023 GREEN BAY + EAU CLAIRE WI	COMMUNICATIONS EXERCISE - SIMULATED STORM AND TORNADO	COMMUNICATIONS PLATFORMS, MILITARY, HAM RADIO, EM	5/3/23 To 5/5/23	III

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:

__✓___ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed in order to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Comments: _____

_____

_____

_____

Date: _5/5/23_____ Evaluator's initials: ___NT_____

Evaluator's relevant agency certification or rating: COML, COMT, AUXCOMM, INSTRUCTOR-COM, AUXC

RECORD OF EVALUATION

	TRAINEE NAME		TRAINEE POSITION

Evaluation Record #2	Evaluator's Name:	Evaluator's Title:	Evaluator's Agency:

Evaluator's agency address:		

Evaluator's e-mail:		Phone:

Name and Location of Incident or Situation (agency & area)	Incident Kind (Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:

_____ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed in order to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Comments: _____

_____

_____

_____

_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant agency certification or rating: _____

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: SimComm 2023	2. Date/Time Prepared: Date: Date Time: HHMM	3. Operational Period: Date From: Date Date To: Date Time From: HHMM Time To: HHMM

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
		Tactical	~~VTAC~~ VTAC14 Now	Div C	159.4725 N	156.7 PL	159.4725 N	156.7 PL	A	
		Patch	VTAC13	Patch	158.7375 N	156.7PL	158.7775 N	156.7PL	A	Patched to WISCOM STAC 8 for Safety NET
		Command	8TAC94D	COML	851.5125 W	156.7 PL	851.5125 W	156.7 PL	A	
		Tactical	Wemcar	WITF1	156.000 N	136.5PL	156.000 N	136.5PL	A	
		Command	~~VTAC14~~ VTAC10D	Link to GB	453.4625 N	156.7 PL	453.4625 N	156.7PL	A	
		Tactical	8TAC92	MNTF1	852.0125 W	156.7PL	807.012 W	156.7PL	A	
		~~Tactical~~	~~EDG~~	~~FLD~~	~~462.250~~ N	~~$66F~~	~~462.250~~ N	~~$66F~~	~~D~~	
		Safety	STAC 8	Safety	TRS	TRS	TRS	TRS	D	Patched to VTAC 13

5. Special Instructions:

Tactical.

6. Prepared by (Communications Unit Leader): Name:	Signature: _____

ICS 205	IAP Page	Date/Time: Date

INCIDENT RADIO COMMUNICAITONS PLAN (ICS 205)

1. Incident Name: SimCom 2023	2. Date/Time Prepared: Date: 04 May 2023 Time: 0900	3. Operational Period: Date From: 04 May Date To: 06 May Time From: 0600 Time To: 1500

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
	1	TACTICAL	VTAC 12	DIVISION C	154.4525	156.7	154.4525	156.7	A	General Talk Around
	2	PATCH	VTAC 13	STAC 8	158.7375	156.7	158.4525	156.7	A	Patch - Safety Net
	3	COMMAND	8TAC91 D	COML	851.5125	156.7	851.5125	156.7 w	A	Comms Talk Around
	4	TACTICAL	VCALL-CALL	TASK FORCE 1	156.000	136.5	156.000	136.5	A	Task Force 1 -
Q8	5	TACTICAL	VTAC 14	LINK TO GB	159.4725	156.7	159.4725	156.7	A	Green Bay Link
	6	TACTICAL	8TAC 92	MN TF.1	892.0125	156.7	807.0125	156.7 w	A	
	7	TACTICAL	FEDERAL CE 6	FED	167.250	$68+	167.250	$68+	A	Federal Interops

5. Special Instructions:

Co-Author: Tristen Mortol

6. Prepared by (Communications Unit Leader): Name: Gorsline, Michael	Signature:
ICS 205	IAP Page _____	Date/Time: 04 May 2023

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET (FORM 217A)

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET FORM 217A		Frequency Band								Description	

Channel Configuration	Channel Name / Trunked Radio System Talk Group	Eligible Users	Mobile RX Freq	N/W	RX Tone / NAC	Mobile TX Freq	N/W	TX Tone / NAC	Mode A, D, or M	Notes
VTAC36/06										~~EST~~ WITF1
8TAC91-94										↓
ACU1000										WI NG CST 920-253-3073 civilian & military comms
										military Niprd Sipr internet Mast, HF, UHF, VHF, 7-800
Cradle points sat trailer, wifi, Mifi's, lava phones										Verizon
High gain antennas, generator, Drone										MNTF1
~~8~~TAC92, Starlink, Firsnet Mcsago,										
Verizon Hotspots, 2 800' control stations w ROIP, VoIP phones, 2 Radio gateways possible cell o patch with RoIp										

A=Analog, D=Digital, M=Mixed Mode; N=Narrowband, W=Wideband

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 (e.g. Project 25). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the RX and TX reversed.

ACTIVITY LOG (ICS 214)

1. Incident Name: SimCom 2023	2. Operational Period: Date From: 5-4-23 Date To: 5-4-23 Time From: 08:00 Time To:	

3. Name: Tristen Mortel	4. ICS Position: COML/COMT Trainee	5. Home Agency (and Unit): Washington County MN 166

6. Resources Assigned:

Name	ICS Position cell	Home Agency (and Unit)
Mike Ostulond	COML/612-454-6703	Hennepin County
Margeret Ziche	INCM/608-384-5003	WI-TF1 SAR
Shelly Dorshorst	AUXComm/Cell: 715-421-6696	ARES-RACES

7. Activity Log:

Date/Time	Notable Activities
5-4 08:06	Briefing Started
08:08	Safety Brief Started
08:17	Safety Brief end and back to incident brief
08:21	Brief end, advised to be on VTAC 12 and to check in
08:28	Checked in
08:46	Asked by COML to go and recognize equipment available
09:04	meeting with Tucker, event IC
09:23	Equip Request from WI TF 1 for three VTAC36 Repeater
09:43	205 Draft complete
09:45	Approved 205
09:48	VTAC 36 Repeater Online by WI TF1
09:56	VTAC36 Patch to IP to green bay
10:10	issues with ping ponsing on ACU because of hangtime
10:30	decision was made to scrap VTAC36 Utilizing VTAC14 for patch to GB
10:35	VTAC 36 RPTR shutdown
10:41	Patch between STAC 8 and VTAC13 online
11:54	Requested equip from verizon - 2+3 phones, cradlepoint, antenna
12:44	Wifi and Voice from verizon established
13:14	RADO Established ICP Established
13:20	Roll Call started
14:24	Live meeting established
14:36	Feds coming patching VHF LE6 patched to VTAC12

11:47 Lunch working (left margin)

Prepared by: Name: _____	Position/Title: _____	Signature: _____

ICS 214, Page 1	Date/Time: _____

ACTIVITY LOG (ICS 214)

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

7. Activity Log (continuation):

Date/Time	Notable Activities
15:00	Excercise end for day Partial demob, patches dropped
15:31	Debrief start
15:45	End Brief head ed Home

8. Prepared by: Name: Tristen Marld Position/Title: COM T Tralher Signature: _____

| ICS 214, Page 2 | Date/Time: May 4-2023 |

ACTIVITY LOG (ICS 214)

1. Incident Name: SimComm 2023	2. Operational Period: Date From: May 5th Date To: May 5th Time From: 08:00 Time To:	
3. Name: Tristen Mortel	**4. ICS Position:** COML/Trainer	**5. Home Agency** (and Unit): Washington County S.O. MN466

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)
Mike Ostuland/612-459-6703	COMT	Hennepin County EM.
Margaret Zielke/608-381-5003		WI-TF1
Shelly Dorshorst/715-421-6496	Aux Comm	ARES-RACES
Ben	AuxComm	ARES-Races

(left margin, rotated:) 08:11 ✓ Day Briefend
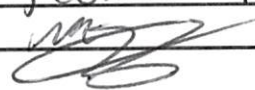
7. Activity Log:

Date/Time	Notable Activities
5-5 08:04	Brief START
08:06	Safety Brief
08:08	COML Brief - COML setup in Expo Building
08:18	Internet established @ ICC
08:38	Patch between VTAC13 & STAC8 WISCOM up and running
08:56	Shelly designated as AuxComm @ ICC
09:15	determined encryption capabilities, grabbed gatorade
09:23	Illegal radio transmitting
10:03	Foxhunt Start
10:45	Pic of FG Black sent to CC COML
10:58	205 sent to Auxcomm to send to Green Bay, advised of lightning
11:10	Lightning precautions advised by command
11:23	GB lost power, percmeter needed in EC from LE.
11:34	Command is going to call Chanhassen Wx
11:37	Hail core died down, heavy rain and lightning, excercise on pause
11:50	lunch
12:30	Debrief start
13:06	Debrief end

Prepared by: Name: Tristen Mortel Position/Title: COML Signature: *(signature)*	
ICS 214, Page 1	Date/Time: 5-5-2023

ACTIVITY LOG (ICS 214)

| 1. Incident Name: | 2. Operational Period: Date From: | Date To: |
| | Time From: | Time To: |

7. Activity Log (continuation):

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name: SIMCOM 2023	2. Date/Time 5-4-23 09:09	3. Resource Request Number: 001

4. Order (Use additional forms when requesting different resource sources of supply.):

	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
					Requested	Estimated	
Requestor	1	VHF	Repeater	1 VTAC 36 Repeater with coax, antenna, and tripod	5-4-23 09:10		
	1	Generator		1 generator, with extension cord, and gas	5-4-23 09:50		
	2	Cones		2 cones	5-4-23 09:50		

5. Requested Delivery/Reporting Location:
Hennepin County EM Trailer at the Eau Claire County Expo. Center

6. Suitable Substitutes and/or Suggested Sources:
None

7. Requested by Name/Position: Tristen Mortel COMT/Trainee	8. Priority: ☒ Urgent ☐ Routine ☐ Low	9. Section Chief Approval:

	10. Logistics Order Number:	11. Supplier Phone/Fax/Email: 608-509-5374
Logistics	12. Name of Supplier/POC: WI Task Force 1 COMU	
	13. Notes:	
	14. Approval Signature of Auth Logistics Rep: Margaret Zieke, COML	15. Date/Time: 5/35/23
	16. Order placed by (check box): ☐ SPUL ☐ PROC	
Finance	17. Reply/Comments from Finance:	
	18. Finance Section Signature:	19. Date/Time:

ICS 213 RR, Page 1

Tristen.Martel@co.washington.mn.US

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): Sim Com 2023

2. To (Name and Position): Verizon

3. From (Name and Position): Comm Ostlund

4. Subject: Resources

5. Date: 4 May

6. Time: 1240

7. Message:

REQUEST: 1 CRADLEPOINT ROUTER - WIFI CAPABLE WITH EXTERNAL ANTENNA & CONNECTORS + Tripod for antenna

REQUEST: 3 PHONES CAPABLE OF VOICE & DATA —
— INCLUDE CHARGERS — FOR PHONES

DELIVER TO EAU CLAIRE EXPO CENTER —
— ATTN: TRISTEN MORTEL

8. Approved by: Name: Ostlund   Signature: _____   Position/Title: Comm

9. Reply:

10. Replied by: Name: _____   Position/Title: _____   Signature: _____

ICS 213   Date/Time: _____

Green Bay To
En Clairs Repeater
Block Diagram

Green Bay
ACU
Gateway

Equalaire
ACU Internet
Gateway

Radio

Radio

(((·)))

((·))

(((·)))

Repeater
Channel
VTAC36

Repeater
Channel VTAC36

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT

.. Name: Mike Ostuland	2. Incident Name: SimComm 2023	3. Incident Number: 001

4. Home Unit Name and Address: Hennepin Co. EM	5. Incident Agency and Address:

6. Position Held on Incident: COML & COMT	7. Date(s) of Assignment: From: 5-4 To: 5-5	8. Incident Complexity Level: ☐1 ☐2 ☒3 ☐4 ☐5	9. Incident Definition:

10. Evaluation

Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	☐	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs. ☐	☐	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs. ☐	☐	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work. ☒
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	☐	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve. ☐	☐	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness. ☐	☐	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement. ☒
13. Planning/ Preparedness: bility to anticipate, determine oals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	☐	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information. ☐	☐	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed. ☐	☐	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact. ☒
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	☐	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods. ☐	☐	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste. ☐	☐	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency. ☒
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	☐	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations. ☐	☐	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities. ☐	☐	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change. ☒
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	☐	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread. ☐	☐	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously. ☐	☐	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives. ☒

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name:	2. Incident Name:	3. Incident Number:

10. Evaluation

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

24. Remarks:

25. Rated Individual (This rating has been discussed with me):
Signature: _[signature]_   Date/Time: 07 MAY 2023

26. Rated by: Name: Trisden Mortel   Signature: _[signature]_
Home Unit: Washington County SO MN   Position Held on This Incident: COML and COMT

ICS 225   Date/Time: _____

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Tristen Mortel

Successfully completed the

All-Hazards Communications Technician (COMT) Course

during 24-28 October, 2022 at the

Crow Wing County Sheriff's Office

in Brainerd, Minnesota

Billy Bob Brown, Jr.

Assistant Director for Emergency Communications

Cybersecurity and Infrastructure Security Agency

COMU Position Recognition Application

Application Type:
☐ Initial Application   ☒ Renewal   ☐ Change of Status

Position:
☒ COML   ☐ COMT   ☐ INCM
☐ INTD   ☐ RADO   ☐ AECS

Name (Last, First Middle)	Adney, Robert Duane
Certifying Agency	Ramsey County ECC
County	Ramsey	**ECB/ESB Region** Metro
Agency Address	388 13th St
24/7 Telephone	6512911111	**Business Telephone** same
Email Address	robert.adney@co.ramsey.mn.us

Signature _K[signature]_   **Date** 6/11/23

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 Jeff Mikulak, Ramsey County Emergency Communications Manager

Agency Ramsey County ECC

Signature _[signature]_   **Date** 6/12/23

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

Name & Title _____   **Region** _____

Signature _____   **Date** _____

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition
The SECB Interoperability Committee and the SWIC have reviewed and approved this request for state recognition.

SWIC Signature _____   **Date** _____

COMU Experience Record

Name
(Last, First Middle)   Adney, Robert Duane

Agency   Ramsey County ECC   ECB/ESB Region   Metro

Position:
☒ COML   ☐ COMT   ☐ INCM
☐ INTD   ☐ RADO   ☐ AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	1/27/23	205 - Hockey Day MN
1	1/28/23	205 - Hockey Day MN
1	2/21/23	205 - SPPD Gun Violence Detail
1	7/21 - 23/23	205 - MN State Fair PD - Street Machine Summer Nationals
1	12/13 - 14/23	205 - SPPD Gun Violence Detail

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

Signature _____   Date: 6-13-23

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN	INCIDENT/EVENT NAME	DATE/TIME PREPARED
	2023 Hockey Day Minnesota	Wednesday Dec 28 12:30

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC
1	Tactical	RPOOL 9	Law				
3	Tactical	RPOOL 10	Law				
4	Tactical	METAC8	Law				
5							
6							
7							
8							
9							
10							
11	Support	Ramsey County ECC Supervisor	(651) 266-7703				
12	Support	Commander Yochim	(651) 266-7310				
13							
14							
15							

SPECIAL INSTRUCTIONS

COML: Robert Adney
AGENCY: Ramsey County Emergency Communications
PHONE: (651) 266-7703
EMAIL: robert.adney@co.ramsey.mn.us

RAMSEY COUNTY
Emergency Communications Hockey Day Minnesota

OPERATIONAL PERIOD DATE/TIME	
Thursday Jan 26, 2023 Noon - 2200	

Mode (A, D or M)	Remarks
	Operations
	Operations
	For expanding events
	RCECC
	RCSO

INCIDENT/EVENT LOCATION

Polar Lakes Park 1280 Hammond Rd White Bear Township

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN

INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
Gun Violence Arrest Detail	Monday, February 6, 2023	2/21/22 10:00 to 20:00

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode (A, D or M)	Remarks
1	Tactical	LTAC7E	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Intel group
2	Tactical	LTAC8E	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Intel group
3	Support	LTAC4	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Arrest group
4									
5									
6									
7									
8									
9									
10									
11	Support	Ramsey County ECC Supervisor	(651) 266-7703						RCECC
12	Support	Commander Linssen	(651) 508-0877						RCECC
13									
14									
15									

SPECIAL INSTRUCTIONS

There will be a dedicated LAW dispatcher 10:00 to 20:00

INCIDENT/EVENT LOCATION
February 2023 Gun Violence Arrest Detail

COML: Robert Adney
AGENCY: Ramsey County Emergency Communications
PHONE: (651) 266-7703
EMAIL: robert.adney@co.ramsey.mn.us

RAMSEY COUNTY
Emergency Communications

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
Street Machine Summer Nationals	05/21/2023 1600 hours	7/21/23 1000 - 7/23/23 1530

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode (A, D or M)	Remarks
1	Command	STAC 11	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	
2									
3	Support	STAC 12	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	
4									Car to Car
5									
6									
7									
8									
9									
10									
11	Support	Ramsey County ECC Supervisor	(651) 266-7703						RCECC
12									
13									
14									
15									

SPECIAL INSTRUCTIONS

There will be a dedicated law dispatcher monitoring STAC 11 during this event.

INCIDENT/EVENT LOCATION
2023 Street Machine Summer Nationals Minnesota State Fair Grounds.

COML: Robert Adney
AGENCY: Ramsey County Emergency Communications
PHONE: (651) 266-7703
EMAIL: robert.adney@co.ramsey.mn.us

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205 - 7-21 - 23-23 - Street Machine Summer Nationals

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN

INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
2023 Hockey Day Minnesota	Wednesday Dec 28 12:30	Friday Jan 27, 2023 Noon - 22:00

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode (A, D or M)	Remarks
1	Tactical	RPOOL 9	Law						Operations
3	Tactical	RPOOL 10	Law						Operations
4	Tactical	METAC8	Law						Operations
5									For expanding events
6									
7									
8									
9									
10									
11	Support	Ramsey County ECC Supervisor	(651) 266-7703						RCECC
12	Support	Commander Yochim	(651) 266-7310						RCSO
13									
14									
15									

SPECIAL INSTRUCTIONS

INCIDENT/EVENT LOCATION
2023 Hockey Day Minnesota Polar Lakes Park 1280 Hammond Rd White Bear Township

COML: Robert Adney

AGENCY: Ramsey County Emergency Communications

PHONE: (651) 266-7703

EMAIL: robert.adney@co.ramsey.mn.us

RAMSEY COUNTY
Emergency Communications

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MINNESOTA METRO REGION ICS205
INCIDENT, EVENT OR EXERCISE
COMMUNICATIONS PLAN

INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
Gun Violence Arrest Detail	11/16/2022 1100 Hours	12/13/2022 1000-2000 hours

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode (A, D or M)	Remarks
1	Tactical	LTAC7E	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Intel group
2	Tactical	LTAC8E	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Intel group
3	Support	LTAC4	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Arrest group
4									
5									
6									
7									
8									
9									
10									
11	Support	Ramsey County ECC Supervisor (651) 266-7703							
12	Support	Commander Linssen (651) 508-0877							RCECC
13									
14									
15									

There will be a dedicated LAW dispatcher 10:00 to 20:00

SPECIAL INSTRUCTIONS

INCIDENT/EVENT LOCATION
2022 Gun Violence Arrest Detail

COML: Robert Adney
AGENCY: Ramsey County Emergency Communications
PHONE: (651) 266-7707
EMAIL: robert.adney@co.ramsey.mn.us

RAMSEY COUNTY
Emergency Communications

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 "W" 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
Gun Violence Arrest Detail	11/16/2022 1130 Hours	12/14/2022 0900-1700 hours

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode (A, D or M)	Remarks
1	Tactical	LTAC7E	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Intel group
2	Tactical	LTAC8E	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Intel group
3	Support	LTAC4	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Arrest group
4									
5									
6									
7									
8									
9									
10									
11	Support	Ramsey County ECC Supervisor	(651) 266-7703						
12	Support	Commander Linssen	(651) 508-0877						RCECC
13									
14									
15									

There will be a dedicated LAW dispatcher 0900-1700

SPECIAL INSTRUCTIONS	INCIDENT/EVENT LOCATION
	2022 Gun Violence Arrest Detail

COML: Robert Adney
AGENCY: Ramsey County Emergency Communications
PHONE: (651) 266-7707
EMAIL: robert.adney@co.ramsey.mn.us

RAMSEY COUNTY
Emergency Communications

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	
			Back to the 50's		**Sunday, May 21, 2023**		**6/23/22 0630 - 6/25/22 1530**	

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode (A, D or M)	Remarks
1	**Command**	STAC 10	**Law**	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Law/Fire/EMS
3	**Support**	STAC 11	**Law**	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Car to Car
4	**Support**	STAC 12	**Law**	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Patched to Data North
5									
6									
7									
8									
9									
10	**Support**	RPOOL10	**Law**	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	RCSO registration in Shoreview
11	**Support**	Ramsey County ECC Supervisor	**(651) 266-7703**						RCECC
12									
13									
14									
15									

SPECIAL INSTRUCTIONS
There will be a dedicated LAW dispatcher Friday 10:30-22:30, Saturday 06:30-22:30, Sunday 10:30-16:00. Outside those hours any law unit wanting to contact dispatch will need to switch to R-CENT

COML: Robert Adney	INCIDENT/EVENT LOCATION
AGENCY: Ramsey County Emergency Communications	
PHONE: (651) 266-7703	2023 Back to the 50's Minnesota State Fair Grounds.
EMAIL: robert.adney@co.ramsey.mn.us	

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)

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **June 28, 2023**
Agenda Item: **4B. METCOM Encryption**
Presenter: **Fredrick/Jansen**

RECOMMENDATION

The Change Management workgroup of the Radio TOC has reviewed items that were approved for the Metro Region for the current change management cycle. One item, METCOM Encryption, has several concerns.

BACKGROUND

In January 2023 the Radio TOC voted on three regional change management items: opening ME TAC 11E and 12E to all disciplines, creating new Law Enforcement only encrypted channels, and METCOM encryption.

ISSUES & CONCERNS

Concern hsas been raised about the need to encrypt METCOM as a hailing channel with no sensitive information being shared on it, according to standard. Encryption of this channel may financially burden PSAPs, especially secondary PSAPs, which do not have encryption capable devices purchased.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Twin Cities Campus   ***Department of Public Safety***   *University Office Plaza – Suite 123*
                                        Emergency Communications   *2221 University Avenue S.E.*
                                                                                            Minneapolis, MN 55414
                                                                                            Office: (612)624-7828

June 5, 2023

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

ARMER Participation Plan Amendment

Dear Tracey,

The University of Minnesota Department of Public Safety is requesting approval for the following modification to our ARMER participation plan:

1. Freeborn County will be adding two MCC7500E laptop consoles to the ARMER network. The County desires to make connection to ARMER by way of the University of Minnesota's approved ARMER firewall and Proxy Server. The VPN connection for this console will be through the University of Minnesota's Twin Cities Police Dispatch site located in zone 1 (dispatch site #29). Remote access connectivity will be from either local Wi-Fi, cellular broadband, or FirstNet. The method of connecting to the University of Minnesota's VPN will not matter as all connections will be routed to the University's VPN server.

2. The University has planned for this addition and will reconfigure the system accordingly. Freeborn County will be allocated two of the 20 available Proxy Server licenses previously approved by the Committee.

3. The Unit IDs assigned to the console will be in the ID range allocated to Freeborn County.

4. Security Group structure in Provisioning Manager will be University of Minnesota, "USER-UM".

5. Technical support for the console will be through a combination of On Target Training and Consulting and The University of Minnesota PSECC.

6. Local System responsibility for the console will remain under the supervision of

   Rich Hall
   Emergency Manager, Freeborn County
   Freeborn County Government Center
   411 Broadway Ave S
   Albert Lea, MN 56007
   Office (507) 320-0146

UM PD MCC7500E
Console
(Inside RNI)
Op#10

UM PD MCC7500
Consoles (existing)
Op #s 1-6

Proxy Server #1

Proxy Server #2

Zone 1 Site 29 LAN HP Switch Subnet: 10.1.29.0/24

GGM8000 Site Router

To Zone 1 Core

T1#1

T1#2

Aggregate BW: 3.08 MBps

ZDS (Zone Database Server)

Motorola Juniper SRX345 Firewall

U of M
Fortinet VPN
Gateway

U of M Campus
VPN Network

U of M
Firewall

WiFi
Or
Broadband

Freeborn
MCC7500E OP2

Freeborn
MCC7500E OP1

VPN via
FortiClient

When connected to a VPN, all communications from
the MCC7100 Console to the RNI occur via a secure
encrypted IPIP tunnel to prevent eavesdropping or
sniffing of radio traffic. Split-tunneling WILL NOT be
allowed.

University of Minnesota

Sincerely,

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

UNIVERSITY OF MINNESOTA

Twin Cities Campus   *Department of Public Safety*   *University Office Plaza – Suite 123*
                                  Emergency Communications   *2221 University Avenue S.E.*
                                                                             Minneapolis, MN 55414
                                                                             Office: (612)624-7828

June 6, 2023

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

ARMER Participation Plan Amendment

Dear Tracey,

The University of Minnesota Public Safety Department is requesting approval for the following modifications to our ARMER participation plan:

1. The Northeast Region currently has an MCC7500E laptop console configured to work through St. Louis County's ARMER approved firewall and Proxy Server. The Region desires to abandon this connection and instead requests approval to change its connection to ARMER by way of the University's ARMER firewall. The VPN connection for this console will be through the University of Minnesota's Twin Cities Police Dispatch site located in zone 1 (dispatch site #29). Remote access connectivity will be from either local Wi-Fi, cellular broadband, or FirstNet. The method of connecting to the University of Minnesota's VPN will not matter as all connections will be routed to the University's VPN server.

2. The purpose of moving their MCC7500E console is due to the need to plan for an event that may take down the Pike Lake Dispatch site and render their ARMER firewall useless e.g. major power failure, storms, bomb threats, etc.

3. The University has planned for this move and will reconfigure the system accordingly. The Northeast Region will be allocated one of the 20 available Proxy Server licenses previously approved by the Committee.

4. The Unit ID assigned to the console will be in the ID range allocated to St. Louis County.

5. Security Group structure in Provisioning Manager will change from St. Louis Co to Univ of MN.

6. Location usage will not change from the Region's current plan.

7. Technical support for the console will not change.

8.   Local System responsibility for the console will remain under the supervision of

    Dewey Johnson
    St. Louis County Emergency Manager
    Proctor, MN
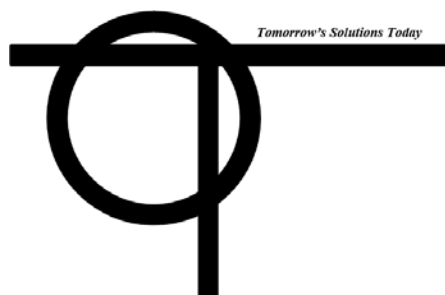   Office (218) 3435760

Sincerely,

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

ARMER Participation Plan

Version 3.0

June 5, 2023

Prepared by:

Dave Theis
On Target Training and Consulting

13517 Larkin Drive
Minnetonka, MN 55305
(320) 293-9011

Tomorrow's Solutions Today

SECTION 1. INTRODUCTION

Life Link III is a nonprofit EMS company comprised of the following member-owners: Allina Health, CentraCare Health, Children's Minnesota, Essentia Health, Fairview Health Services, Regions Hospital/HealthPartners®, Hennepin Healthcare, Marshfield Clinic Health System, St. Luke's, and HSHS Sacred Heart Hospital/St. Joseph's.

Life Link III provides primary air medical transport services through all of Minnesota, eastern North Dakota, eastern South Dakota, Northern Iowa, and nearly all of Wisconsin. Life Link III is currently an ARMER radio system user operating under various full participants plans. Dispatch operations occur via the 24x7 Life Link III Communication Center & Operations Control Center located in Bloomington, MN. Radio management for Life Link III is currently provided by various radio system administrators throughout the State. Life Link III maintains 11 bases of operation; 8 based in Minnesota, 3 in Wisconsin.

The Life Link III Communications Center is located at 8009 34th Ave S, Suite 1300, Bloomington, MN. The Operations Control Center (OCC) works side-by-side with the Communication Center and crews to ensure safety for flights. When a flight request comes into the Communication Center, an OCC specialist checks the weather for the proposed flight plan submitted by the pilot-in-command. The pilot and OCC Specialist ensure route accuracy and safety of the flight. The team is able to communicate with the pilot during the flight, track the aircraft, provide enroute weather briefings, and ensure each flight has the proper weight and balance with the crew and patient on board. The OCC also inspects flight documentation to ensure the aircraft is airworthy and in line with regulations set forth by the Part 135 Certificate.

The Life Link III EMS service area encompasses all or part of five states in the upper Midwest. A map of the service area is provided in Section 4C of this plan.

Operations have grown over the past several years to include expanded services in conjunction with the potential for Life Link III to establish their own dispatch site at a future date (adding connected dispatch consoles is not part of this plan amendment). It has become appropriate for Life Link III to develop a full ARMER Plan to encompass all operations to better increase efficiency, security, safety, and operations.

Additionally, Life Link III will plan to add one or more connected consoles to the ARMER network for the purpose of simultaneously monitoring and coordinating operations throughout the state. These consoles will most likely be MCC7500E remotely connected by way of a donor Proxy server rather

than standing up our own dispatch site. For the purpose of this plan submittal, these consoles will be requested later via an amendment to the full plan.

The web site link to Life Link III is as follows:

https://www.lifelinkiii.com/

SECTION 2. ARMER APPLICATION

Life Link III requests that this application and plan be reviewed and approved by the following agencies and committees:

- ❖ Metro Technical Operations Committee (TOC)
- ❖ ARMER Land Mobile Radio (LMR) Committee
- ❖ State of Minnesota Emergency Communications Board (SECB)

This ARMER Participation Plan for Life Link III has been developed based on the requirements for participation in and use of the ARMER radio system. Life Link III desires to contract as required with the Metro ESB and Minnesota Department of Transportation (MnDOT) for use of the ARMER system once all approvals have been obtained.

Life Link III is requesting approval as a **full ARMER participant** for the service entities included in this ARMER Participation Plan per LMR Standard LMR-41.

A list of the Life Link III facilities included in this plan is provided in tables 2A and 2B of this document.

Table 2A. Life Link III Operations Bases

1	Detroit Lakes, MN 1817 U.S. Hwy 10 W Detroit Lakes, MN 56501
2	Alexandria, MN 2610 Aga Drive Alexandria, MN 56308
3	Willmar, MN 6600 Hwy 40 W Willmar, MN 56201
4	Brainerd, MN 16229 Bonanza Lane Brainerd, MN 56401
5	Anoka, MN 9833 North Airport Rd, Ste 105 Anoka, MN 55449
6	Hibbing, MN 11038 Hwy 37, Ste 11 Hibbing, MN 55745
7	Duluth, MN Essential Health-St Mary's Medical Center Duluth, MN 55805
8	Rush City, MN 51765 Forest Blvd, Hanger 1P Rush City, MN 55069
9	Rice Lake, WI 1872 14 1/2 Ave Cameron, WI 54822
10	Marshfield, WI Marshfield Med Center, Hanger 611 Marshfield, WI 54449
11	Rhinelander, WI 3375 Airport Rd, #10 Rhinelander, WI 54501

Table 2B. Life Link III Headquarters

1	Communications, Operations Center 8009 34th Ave S, Ste 1300 Bloomington, MN 54440

SECTION 3. PRIMARY CONTACTS

The primary points of contact for this project and plan are:

Matt Smiles
Director, Technology Services
Life Link III
8009 34th Ave S
Bloomington, MN 55425
Email: msmiles@lifelinkiii.com

Melissa Wenzel   **Dave Theis**
Director, Comm Center, OCC   On Target Training and Consulting
Life Link III   25775 Hazelnut Trail
8009 34th Ave S   Nevis, MN 56467
Bloomington, MN 55425   Phone: 320.423.8728
Phone: 651.357.1377   Email: dave.theis@ontargettc.com
Email: mawenzel@lifelinkiii.com

Life Link III will be managing the assigned ARMER radio and talkgroup IDs for all operations and bases through this new plan request.

SECTION 4. AGENCY SUMMARY AND JURISDICTIONAL COVERAGE

Life Link III entities to be included in this ARMER Participation Plan are listed in Table 2A. As previously noted, all are existing ARMER system users through the existing various host ARMER agencies' participation plans. Life Link III wishes to consolidate all management or ARMER resources under this single full participation plan application.

4C. Map of Life Link III Air Ambulance Service Area
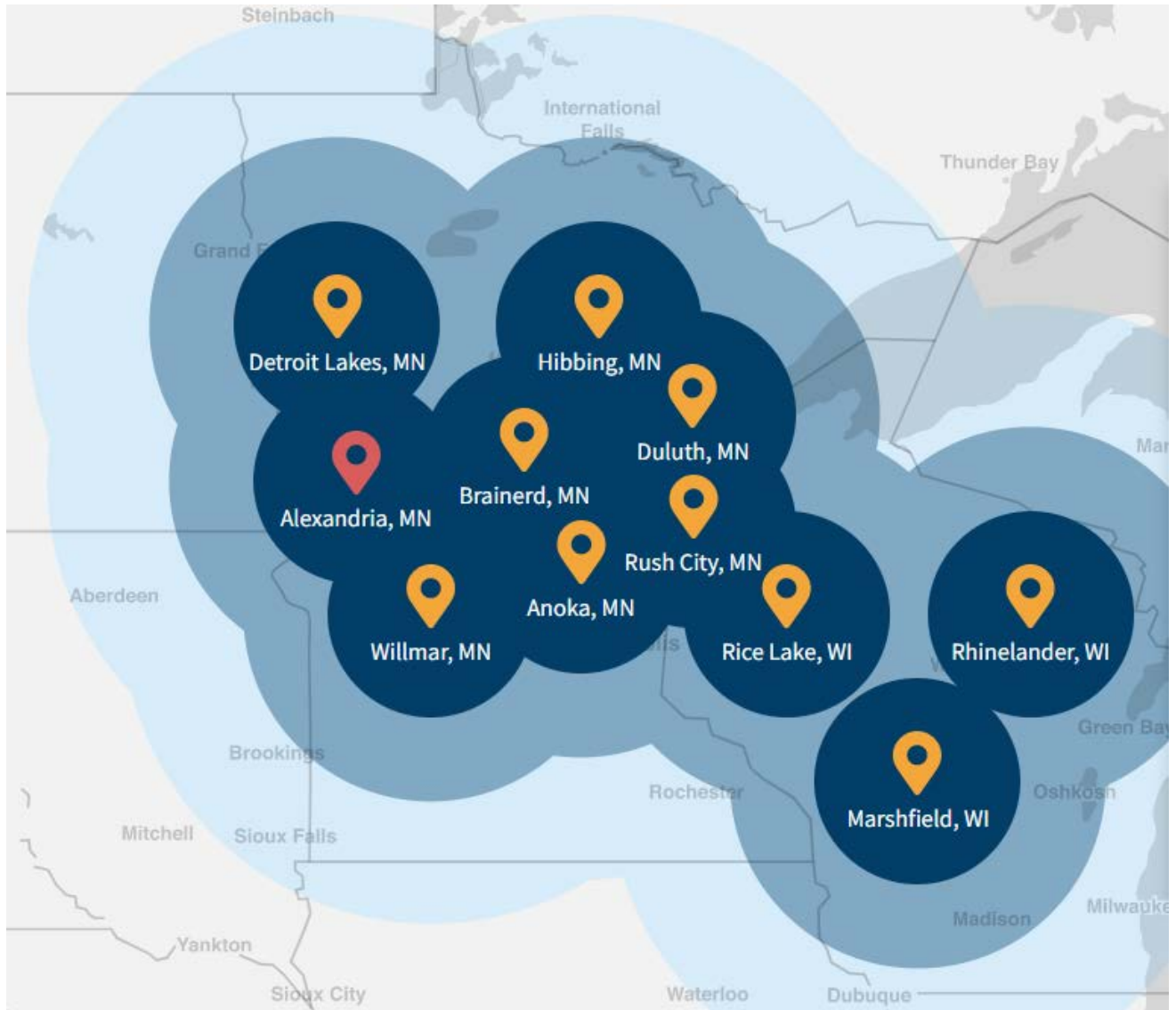
SECTION 5. EXISTING AGENCY JUSTIFICATION FOR ARMER USAGE

As noted in Section 1, Life Link III is an existing ARMER radio system user and any changes will be incorporated into this plan.

The use of the ARMER 800 MHz Trunked Radio System has been shown to provide the best technology solution to meet the operational radio needs of public safety agencies and EMS services throughout Minnesota. The key performance benefits provided by the ARMER system include:

❖ <u>Radio Coverage</u> (mobile and portable communications)
❖ <u>System Capacity</u> (Talkgroups through Trunking technology)
❖ <u>Interoperability</u> (a shared statewide radio network platform)
❖ <u>Reliability</u> (multiple tower sites, overlapping coverage, redundant site links)

SECTION 6. LIFE LINK III AIR AMBULANCE OPERATIONS

6A: Life Link III Air Ambulance <u>Current</u> Radio Operations Management:

Life Link III trunked unit ID and talkgroup ID assets are currently managed by the various system administrators and Service Providers in Minnesota depending on the assigned physical location of the radio. Radio and talkgroup IDs currently in use are assigned from the Life Link III pools when it began ARMER operations on April 12, 2012. Radio programming as of this plan amendment date is provided by ANCOM Communications and On Target Training and Consulting for ground based LMR radios. Dallas Avionics is responsible for installation and programming of the Technisonic aircraft radios that operate on the ARMER system.

6B. Life Link III EMS Ambulance <u>Future</u> Radio Operations and Management:

Assuming the plan request passes all required regional and state Emergency Communications Boards, Life Link III will begin management of all radios and talkgroups from their assigned pools. The range of IDs in these pools are assigned by John Anderson, ARMER Statewide Radio System Administrator. Radio unit ID management will be managed by the Life Link III Communications Manager, and radio programming will remain the same as detailed in section 6A.

6C. Current dispatch operations are as follows:

Life Link III air ambulances are currently dispatched by the Life Link III Communications Center located in Bloomington, MN. There are no plans to change this policy. Regarding radio tower site traffic, this plan amendment ***will not*** change talkgroup loading for any tower that is currently allowed usage by Life Link III talkgroups.

SECTION 7. HOSPITAL OPERATIONS

Does not apply.

SECTION 8. ARMER RADIO USERS

The 800 MHz ARMER Trunked Radio System has been shown to be the best technology solution to meet the operational needs of the agencies included in this plan.

The ability of Life Link III to work seamlessly with local public safety agencies daily and having a common radio system in place for all agencies is key to successful operations.

A review of the planned ARMER system use and/or changes to ARMER use for each group of Life Link III operations is provided in the following sections. Refer to Table 8A for quantities of existing ARMER radios and proposed additions of radios. Life Link III has a mixture of Motorola APX and XTS portable and mobile radios, as well as Technisonic TDFM-9100 radios in aircraft.

Table 8A. Life Link III ARMER Radio Inventories

	Entity/Agency	Existing Mobiles	Existing Portables	Existing Aircraft Radios	Future Mobiles	Future Portables	Future Aircraft Radios
1	Life Link III LMR Radios	17	65	- - - - -	5	5	- - - - -
2	Life Link III Aircraft Radios	- - - - -	- - - - -	11	- - - - -	- - - - -	3
	Totals	**17**	**65**	**11**			

Currently, Life Link III is assigned to the ARMER System Security Group of "USER-EMS-LL".

The existing range of radio unit IDs assigned to Life Link III is 106900 through 107499. Of these original 599 IDs, only 90 IDs were approved for live use. Currently, the radio inventory has 93 IDs assigned, putting Life Link over their approved amount by 3.

Because Life Link III anticipates moderate growth in ambulance and EMS services, more radios will eventually be needed. **Life Link III requests an additional quantity of 3 to cover the existing overage plus an additional 22 new radio unit IDs be added to their plan. This will bring the total number of approved IDs to 115; 93 existing and active IDs plus 22 new IDs for future deployment.**

Addendum A provides additional details of radios currently deployed.

SECTION 9. ARMER TALKGROUPS

Where applicable and logical, Life Link III will continue to use the eleven talkgroups with IDs already assigned to them. There will be no changes to existing talkgroups. Table 9A provides details of existing active talkgroups.

Table 9A. Existing Talkgroup Names and Coverage Areas

	Talk Group Name	Talkgroup ID (Decimal)	Capabilities Profile	TGMG Service Area Profile	Use
1	EMSLL-ALEX	2119	7AS-XXXX	RGN-CM-ALL	Regional Operations
2	EMSLL-ANOKA	2121	7AS-XXXX	RGN-ME-ALL	Regional Operations
3	EMSLL-BRAINERD	2153	7AS-XXXX	EMSLL	Regional Operations
4	EMSLL-DULUTH	2117	7AS-XXXX	Existing: STATEWIDE-ALL New: RGN-NE-ALL	Regional Operations
5	EMSLL-FLT-A	2115	5AS-XXXX	STATEWIDE-ALL	Air Ambulance Primary Dispatch TG
6	EMSLL-FLT-B	2127	5AS-XXXX	STATEWIDE-ALL	Air Ambulance Secondary Dispatch talkgroup in the event multiple aircraft are deployed simultaneously
7	EMSLL-HIBB	2125	7AS-XXXX	EMSLL	Regional Operations
8	EMSLL-LIFELINK	2145	7AS-XXXX	RGN-ME-ALL	MRCC Coordination for air ambulances using MRCC talkgroups
9	EMSLL-MECMO	2147	7AS-XXXX	RGN-ME-ALL	Dispatch and coordination for U of M ECMO (Extracorporeal Membrane Oxygenation) teams
10	EMSLL-RUSH-CITY	2149	5AS-XXXX	RGN-ME-CH-BRDR	Regional Operations
11	EMSLL-WILLM	2123	7AS-XXXX	RGN-CM-ALL	Regional Operations

Life Link III, since it began using ARMER, has been granted permission to use a total of 12 Talkgroups. Life Link III is requesting an additional 3 talkgroups to bring the total to 15. We are seeking to add those talkgroups for operational differentiation of communications to support our operation as well as the operations we support such as the University of Minnesota's Mobile ECMO program.

Modifications to existing Talkgroups:

Talkgroup "EMSLL-DULUTH" will be changed to a site access profile to encompass just the Northeast Region of towers using profile "RGN-NE-ALL" as this talkgroup would never be used outside this region.

No talkgroups will be encrypted; all will be clear mode. However, in the future, Life Link III may request modifications to this participation plan to add encryption to some talkgroups.

Table 9B. Proposed NEW Talkgroup Names and Coverage Areas

	Talk Group Function	Proposed TG Alias	TG ID	TGMG Service Area Profile	Use
1	Interoperability and Training	EMSLL-TAC 1	TBD	Statewide-ALL	Training
2	Interoperability and Training	EMSLL-TAC 2	TBD	Statewide-ALL	Dispatch Overflow for interoperability of critical events
3	Interoperability and Training	EMSLL FLT -C	TBD	Statewide-ALL	Medical consultation for flight crews.

Life Link III is requesting these 3 additional talkgroups to support operational training for ground and air crews, additional capacity for critical events requiring multiple assets, and a dedicated talkgroup for medical consultation services between doctors and air crews.

SECTION 10. LOCAL TOWER ENHANCEMENTS

There are no tower site or 800 MHz RF channel expansion enhancements planned with this Life Link III participation plan request.

SECTION 11. ARMER RADIO TRAFFIC USAGE

An ARMER plan typically includes a review of the amount of traffic expected to be added to the radio system from the mobile and portable radios identified in the participation plan. In this plan for Life Link III, all radios previously identified are currently in use, and therefore present no additional traffic loading on the system. The small growth factor for additional radios will have virtually no impact on system loading.

SECTION 12. ARMER RADIO SYSTEM COVERAGE

Radio system range or coverage is considered the most critical function of any radio system, especially in public safety operations. While there are other important elements to a good system (equipment reliability, channel capacity), the ultimate factor by which a system's measure of success or failure is usually measured is how reliably it covers the intended service area. Life Link III reports very good ARMER system coverage throughout their service areas. No proposed site expansions are being considered.

SECTION 13. LEGACY VHF EQUIPMENT

N/A

SECTION 14. RADIO USER TRAINING

Implementation of a full participation plan will follow ARMER system requirements and associated operational standards requiring that all personnel who will be using the system receive proper training on the use, capabilities, and features of the system. Trunked radio systems, including the ARMER system, have operational requirements that differ from traditional conventional repeater systems, and it is necessary that users be trained on the capabilities and proper operation of the system.

Life Link III recognizes this need and will conduct in-house end-user training using certified trainers for all radio system users. Additional training is also planned through the services of independent contractors recognized by the state as proficient in the operation of the ARMER radio system.

The program will include training for the following workgroups and functions:
❖ Proper Radio Usage
❖ ARMER Standards
❖ Training Modules
  ▪ Radio 101
  ▪ Interoperability 101

SECTION 15. INTEROPERABILITY

The need for interoperability is an important factor in Life Link III's plan to merge all aspects of its operations onto the ARMER radio system. Radio interoperability will exist at multiple levels within public safety radio operations. However, having all entities using a common radio system platform is the preferred and easiest method to establish good interoperability.

Life Link III intends to utilize the following ARMER Regional and Statewide talkgroups to facilitate interoperable communications with public safety and Emergency Management agencies operating regionally and statewide. Life Link III intends to renew its talkgroup permission requests to all regions and agencies where they operate. Radios will need to be reprogrammed based on responses to the talkgroup permission requests.

MN	CM	SW	NW	SR	SE	NE	ME	8C	7C	EMS	DRO
STAC1	CM CALL	SW CALL	NW CALL	SR CALL	SE CALL	NE CALL	ME TAC 1	8CALL90	7SOA1	EMS-SMRCC	DRO1
STAC2	CM2	SW2	NW2	SR2	SE 2	NE 2	ME TAC 2	8TAC91	7SOA2	EMS-MRCXP1	DRO2
STAC3	CM3	SW3	NW3	SR3	SE 3	NE 3	ME TAC 3	8TAC92	7SOA3	EMS-MRCXP2	DRO3
STAC4	CM4	SW4	NW4	SR4	SE 4	NE 4	ME TAC 4	8TAC93	7SOA4	EMS-COORD	DRO4
STAC5	CM5	SW5	NW5	SR5	SE 5	NE 5	ME TAC 5	8TAC94	7SOA5	EMS-ETAC 1	
STAC6	CM6	SW6	NW6	SR6	SE 6	NE 6	ME TAC 6	8CALL90D	7SOA6	EMS-ETAC 2	
STAC7	CM7	SW7	NW7	SR7	SE 7	NE 7	ME TAC 7	8TAC91D	7SOA7	EMS-ETAC 3	
STAC8	CM8	SW8	NW8	SR8	SE 8	NE 8	ME TAC 8	8TAC92D	7SOA8	EMS-ETAC 4	
STAC9	CM9	SW9	NW9	SR9	SE 9	NE 9		8TAC93D	7SOA9	EMS-WMRCC	
STAC10	CM10	SW10	NW10	SR10	SE 10	NE 10		8TAC94D	7SOA10	EMS-EMRCC	
STAC11	CM11	SW11	NW11	SR11	SE 11	NE 11		8SOA1	7SOA11		
STAC12	CM12	SW12	NW12	SR12	SE 12	NE 12		8SOA2	7SOA12		
MSP CALL		SW13	NW EOC		SE 13	NE 13		8SOA3			
		SW HOSP	NW HOSP		SE EOC	SE EOC		8SOA4			
		SWR5EM	NW EMS		SE HOSP	SE HOSP		FSOA1			
								FSOA2			

Life Link III acknowledges that usage of these talkgroups and channels on the ARMER system are limited to the coverage boundaries of the ARMER system, their designed operational use, and when the need requires based on ICS principles and management.

Life Link III intends to use the ARMER 800 MHz radio system to achieve internal and external interoperable communications with responding agencies during a disaster or exercise. Talkgroup assignments will be issued by a Communications Unit Leader (COML) or PSAP (Public Service Answering Point) through a request by Incident Command based on ARMER and ICS standards. An ICS 205 (Incident Communications plan) will be filled out for each event and kept with all other incident documentation.

SECTION 16. STANDARDS

The primary technology standard applied to this plan is the Project 25 (P25) Standard. Specifically, the Phase 1 Frequency Division Multiple Access (FDMA) standard currently in use by the ARMER system. P25 is specifically designed for digital radios systems for public safety.

Life Link III will adopt and comply with the standards published by ARMER, the State Emergency Communications Board (MN SECB) and the various Minnesota Regional Advisory Committees. Use of these standards will ensure that users of the system will adopt the appropriate naming conventions, talk group usage, and other operational and technical standards that are in use throughout the ARMER system.

SECTION 17. RADIO MAINTENANCE AND SERVICE

Life Link III has established plans and procedures with its local service entities for service and maintenance of the radio equipment currently being used and proposed in this plan. Life Link III will continue to work with its local service shops for radio repair and tuning. The primary radio shop contracted for LMR repair and service is:

Ancom Communications
1800 Cliff Rd E # 17
Burnsville, MN 55337

The avionics shop that will repair, replace, and install Technisonic aircraft radios will be:

Dallas Avionics, Inc.
2525 Santa Anna Ave
Dallas, Texas 75228

SECTION 18. SYSTEM MAINTENANCE

Life Link III plans to manage all aspects of its radio and talkgroup management whereas today this is managed by various system administrators. This year (2023) Life Link III plans to reprogram its entire fleet of radios with changes that have been made over the past years. Additionally, all LMR radios will be tuned and verified that they meet manufacturer specifications. The inventory will be updated with pertinent details such as radio type, serial numbers, and to whom each radio is assigned.

Life Link III will designate an existing non-Life Link III radio system administrator that will manage radio programming and radio system-level maintenance. This administrator will comply with ARMER Standard LMR-07 (Agency Maintenance) and LMR-27 (System Maintenance-Programming and Qualifications) to protect the overall functionality and integrity of the system for all users.

On Target Training and Consulting MN will provide system-level service for all matters that involve radio fleet maintenance related to Provisioning Manager. Every On Target Training and Consulting employee has been trained and certified as Level 2 Radio System Administrator per ARMER standard LMR-28 (System Administrators Definition and Minimum Training Requirements).

SECTION 19. CHANGE MANAGEMENT

Life Link III will follow established procedures to seek approval of all relevant Committees and Boards prior to making any changes to the provisions outlined in this plan request.

ADDENDUM A. LIFE LINK III

Table 8A. Life Link III ARMER Detailed Radio Inventory

	Radio Type	Radio Model	Serial Number	ARMER Alias	ARMER ID	Asset Tag
1	Portable	APX 7000	655CHS0157	EMSLL-DULUTH-1a	106906	10077
2	Portable	APX 7000	665CHS0158	EMSLL-DULUTH-2a	106907	10081
3	Portable	APX 7000	655CHS0159	EMSLL-DULUTH-3a	106908	10073
4	Portable	APX 8000	579CWP1360	EMSLL-107000	107000	10283
5	Portable	APX 8000	579CWP1359	EMSLL-107001	107001	10282
6	Portable	APX 8000	579CWP1361	EMSLL-107002	107002	10284
7	Portable	APX		EMSLL-107003	107003	
8	Mobile	APX 8500	681CWR0268	EMSLL-107004	107004	
9	Portable	APX		EMSLL-107005	107005	
10	Portable	APX 8000	579CXD1187	EMSLL-107006	107006	10223
11	Portable	APX 8000	579CXD1188	EMSLL-107007	107007	10224
12	Portable	APX 8000	579CXD1189	EMSLL-107008	107008	10225
13	Aircraft	TDFM 9100	579CRS3112	EMSLL-H-N358-LLa	107029	
14	Portable	APX 7000	755CTD0020	EMSLL-BRD-1a	107030	10168
15	Portable	APX 7000	755CTD0021	EMSLL-BRD-2a	107031	10162
16	Portable	APX 7000	755CTD0022	EMSLL-BRD-3a	107032	10160
17	Portable	APX 6000	755CTD0023	EMSLL-ALEX-1a	107033	10054
18	Portable	APX 6000	755CTD0024	EMSLL-ALEX-2a	107034	10060
19	Portable	APX 6000	755CTD0025	EMSLL-ALEX-3a	107035	
20	Portable	APX 6000	755CTD0026	EMSLL-MGR-1a	107036	10044
21	Portable	APX 6000	755CTD0027	EMSLL-MGR-2a	107037	10046
22	Mobile	APX 8500	755CTD0028	EMSLL-OPS-1a	107038	
23	Aircraft	TDFM 9100	579CSV2630	EMSLL-H-N359LLa	107039	
24	Aircraft	TDFM 9100	755CTD-11	EMSLL-H-N360LLa	107040	
25	Portable	APX 8000	579CUF4219	EMSLL-Marsh-P1a	107041	
26	Portable	APX 8000	579CUF4220	EMSLL-Marsh-P2a	107042	
27	Portable	APX 8000	579CUF4221	EMSLL-Marsh-P3a	107043	
28	Portable	APX 8000	579CUF4222	EMSLL-Marsh-P4a	107044	
29	Portable	APX 6000	755CUP0058	EMSLL-WILLMAR-1a	107045	
30	Portable	APX 6000	755CUP0059	EMSLL-WILLMAR-2a	107046	
31	Portable	APX 6000	755CUP0060	EMSLL-WILLMAR-3a	107047	
32	Portable	APX 8000	579CUP0027	EMSLL-FW1a	107048	10008
33	Portable	APX 8000	579CUP0026	EMSLL-FW2a	107049	10006
34	Portable	APX 8000	579CUP0025	EMSLL-FW3a	107050	10005
35	Mobile	APX 8500	471CWZ4170	EMSLL107051	107051	
36	Portable		EMSLL-4	EMSLL-4	107052	

37	Portable	APX 8000	579CWK1856	EMSLL-107053	107053	10291
38	Portable	APX 8000	579CWK1857	EMSLL-107054	107054	10296
39	Portable	APX 8000	579CWK1854	EMSLL-107055	107055	10298
40	Portable	APX 8000	579CWK1855	EMSLL-107056	107056	10278
41	Portable	APX 8000	579CWK1858	EMSLL-107057	107057	10277
42	Portable	APX 8000	579CWK1859	EMSLL-107058	107058	10279
43	Portable	APX 6000	755CST1143	EMSLL-FW-PILOTa	107059	10109
44	Mobile	APX 8500	681CVT7188	EMSLL-107180	107180	
45	Mobile	APX 8500	681CVT7190	EMSLL-107181	107181	
46	Mobile	APX 8500	681CVT7189	EMSLL-107182	107182	
47	Portable	APX 8000	579CVTA303	EMSLL-107183	107183	
48	Portable	APX 8000	579CVTA305	EMSLL-107184	107184	
49	Portable	APX 8000	579CVTA302	EMSLL-107185	107185	
50	Portable	APX 8000	579CVTA304	EMSLL-107186	107186	
51	Portable	APX 8000	579CVTA300	EMSLL-107187	107187	
52	Portable	APX 8000	579CVTA301	EMSLL-107188	107188	
53	Portable			EMSLL-107189	107189	
54	Mobile	APX 8500	761CDW0112	EMSLL-107190	107190	
55	Portable			EMSLL-107191	107191	
56	Mobile	APX 8500	276CMZ0184	EMSLL-D-BACK	107380	
57	Mobile	APX 8500	276CMZ0178	EMSLL-D-ANOKA	107381	
58	Mobile	APX 8500	276CMZ0179	EMSLL-D-ALEX	107382	
59	Mobile	APX 8500	276CMZ0180	EMSLL-D-WILLM	107383	
60	Mobile	APX 8500	276CMZ0181	EMSLL-D-HIBB	107384	
61	Mobile	APX 8500	276CMZ0182	EMSLL-D-INTOP	107385	
62	Mobile	APX 8500	276CMZ0183	EMSLL-D-FLIGHT A	107386	
63	Portable	XTS 2500	205CMX0108	EMSLL-ANOKA-1	107387	
64	Portable	APX 8000	579CVP6075	EMSLL-ANOKA-2	107388	
65	Portable	APX 8000	579CVP6076	EMSLL-ANOKA-3	107389	
66	Portable	XTS 2500	205CMX0111	EMSLL-Spare-1	107390	
67	Portable	XTS 2500	205CMX0112	EMSLL-Spare-2	107391	
68	Portable	XTS 2500	205CMX0113	EMSLL-Spare-3	107392	10154
69	Portable	XTS 2500	205CMX0114	EMSLL-Spare-4	107393	
70	Mobile	APX 4500		EMSLL-LL2-Mgr	107394	
71	Mobile	APX 8500	761CST0343	EMSLL-D-Brainerd	107395	
72	Portable	XTS 2500	205CMX0117	EMSLL-WILLM-1	107396	
73	Portable	APX 8000	579CVP6077	EMSLL-WILLM-2	107397	
74	Portable	XTS 2500	205CMX0119	EMSLL-WILLM-3	107398	
75	Portable	XTS 2500	205CMX0120	EMSLL-HIBB-1	107399	
76	Portable	XTS 2500	205CMX0121	EMSLL-HIBB-2	107400	10061
77	Portable	XTS 2500	205CMX0122	EMSLL-HIBB-3	107401	10063

78	Aircraft	TDFM 9100	655CDS0979	EMSLL-H-N356LL	107402	
79	Portable	APX 8000	655CQM2085	EMSLL-RICE-1a	107403	10103
80	Portable	APX 8000	655CQM2086	EMSLL-RICE-2a	107404	10101
81	Portable	APX 8000	655CQM2087	EMSLL-RICE-3a	107405	
82	Portable	APX 8000	655CQM2088	EMSLL-RICE-4a	107406	10099
83	Mobile	APX 8500	761CQM0440	EMSLL-D-INTOPS-2	107407	
84	Aircraft	TDFM 9100	721 CPP 0042	EMSLL-TecSpare	107408	
85	Aircraft	TDFM 9100	655CSD0982	EMSLL-H-N355LL	107409	
86	Portable	XTS 2500	205CNM0436	EMSLL-Cloquet-2	107426	
87	Portable	XTS 2500	205CNM0435	EMSLL-Dispatch	107427	10157
88	Aircraft	TDFM 9100	655CSD0980	EMSLL-H-N351LL	107428	
89	Aircraft	TDFM 9100	655CSD0977	EMSLL-H-N352LL	107431	
90	Aircraft	TDFM 9100	655CSD0978	EMSLL-H-N353LL	107432	
91	Aircraft	TDFM 9100	655CSD0981	EMSLL-H-N354LL	107433	
92	Portable	XTS 2500	205CMX0116	EMSLL-Cloquet-1	107434	
93	Aircraft	TDFM 9100	655CQX1192	EMSLL-H-N357LL	107435	

To: MESB Radio TOC members, Jake Thompson Chair
CC: Tracey Fredrick
Subject: Minnesota Task Force 1 – LMR to LTE Connectivity

Greetings,

Minnesota Task Force 1 (MNTF 1) 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 with LMR-53 standard and follow the same configuration as approved for the City of Edina.

MNTF 1 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 MNTF 1 Users. This configuration would typically be used more on VHF frequency and 8TAC resources, however this request is being made as the option would be there to employ an ARMER talkgroup.

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 portable location included with MNTF 1 deployable equipment. Dakota County Radio Services staff also will have access to this equipment, if needed, 24/7/365.

MNTF 1 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 and Dakota County South Metro Fire.

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

Sincerely,
Ron Jansen
Dakota County Radio System Coordinator
P: (952) 891-7886
E: ron.jansen@co.dakota.mn.us

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

To: MESB Radio TOC members, Jake Thompson Chair
CC: Tracey Fredrick
Subject: Dakota County – LMR to LTE Connectivity

Greetings,

Dakota County 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 with LMR-53 standard and follow the same configuration as approved for the City of Edina.

Dakota County 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 DAKOTA COUNTY Users.

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 at the Dakota 911 PSAP location in a secured data room. Dakota County Radio Services staff will have access to this equipment, if needed, 24/7/365.

Dakota County and associated it's associated 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 and Dakota County South Metro Fire.

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

Sincerely,
Ron Jansen
Dakota County Radio System Coordinator
P: (952) 891-7886
E: ron.jansen@co.dakota.mn.us

Dakota County Radio Services

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A Dakota Communication Center • 2680 160th Street West • Rosemount • MN 55068

To: Metro TOC, Chair Jake Thompson
CC: Tracey Fredrick
From: Ron Jansen \ Dakota County
Date: 17 June 2023
RE: LTACE's Request for the Doctor Stevens (Burnsville Fire)

Dakota County is seeking a waiver to State Standard IOP-11 formally 3.19.0 "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups". The Burnsville Fire department was granted permission in early 2017 for three of its members and to the Fire Chief that are assigned to respond on the Burnsville SWAT team to access the encrypted talkgroups. These radios are assigned specifically to these four personnel only. Dakota County is seeking an additional permission to program these same talkgroups into the Doctor Stevens radio. This radio is owned by the Burnsville Fire Department and maintained by Dakota County. There is frequently a need for Doctor Stevens to be involved on site as well as in the incident command vehicle and unified command structure during active incidents. Allowing this waiver would significantly reduce the risk of the Doctor not being on the same resource and reduce a safety risk for lost or missed communications.

Thank you for your consideration on this item.

Sincerely,
Ron Jansen
Dakota County Radio System Coordinator
P: 651 322-8632
E: ron.jansen@co.dakota.mn.us

Dakota County Radio Services

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METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **June 28, 2023**
Agenda Item: **4H. Radio Vendor Technical Training Choice**
Presenter: **Fredrick**

RECOMMENDATION
The Radio TOC recommends choosing from one of the options below to use the Radio Vendor Technical Training budget item.

BACKGROUND
The 2023 MESB budget included a $30,000 line item for Radio Vendor Technical Training, as this training no longer receives grant funding, yet the need for this type of training remains at the top of the list for Metro Region system administrators and technicians.

ISSUES & CONCERNS
There was a list of desired courses generated during a previous Radio TOC meeting. Those courses are listed below. Quotes have not yet been received for all choices; most quotes are over $30,000.

Course list:
Aviat ProVision Installation, Configuration, Management (10 students)
Aviat Eclipse Installation, Operation, Maintenance (10 students)
Aviat Basic Networking, IP Routing, MPLS Overview (10 students)
Virtual Prime Site (no quote received at time of packet publication)
Cisco Catalyst Switches (no quote received at time of packet publication)

FINANCIAL IMPACT
The MESB will cover $30,000 which was included in the 2023 budget. If the course chosen is in excess of $30,000, the additional money will be split among the attendees.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 28, 2023
Agenda Item: 4J. Approval of 2023 Regional Funding Priorities
Presenter: Fredrick

RECOMMENDATION

Applications for the Statewide Emergency Communications Board (SECB) Grant will open during the month of July and are due by July 31, 2023. The Radio TOC must determine funding priorities to apply for this grant.

The Radio TOC recommended the following items as regional funding priorities for grants in 2023 (in priority order):

- Communications Response Task Force (CRTF) training/exercise
- Vendor-provided technical training
- Creation of an updated ARMER training video
- Purchase of laptop radio consoles to be used throughout the region
- Funding local Bi-directional amplifier (BDA) requests
- Additional MCC7500e laptops to join current consortium
- Upgrading MCC7500s
- AES Encryption
- T1 to ethernet backhaul infrastructure costs
- Assistance to attend the 2023 Public Safety Communications Conference

BACKGROUND

Emergency Communication Networks (ECN) Division and the Statewide Emergency Communications Board (SECB) require regions to annually approve regional funding priorities. These priorities are to include projects/items/concepts for which regions can apply for grant funds through the SECB process. In the past, grants were only open to radio projects.

ISSUES & CONCERNS

are structured so that both 9-1-1 and radio projects apply for the same grant funds and are included in the same competitive structure.

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

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: **June 28, 2023**
Agenda Item: **4J. Approval of 2023 Regional Funding Priorities**
Presenter: **Fredrick**

At this time, there are no open grant opportunities to apply for in 2023. Should any opportunities become available that are not for a specific purpose (ex – TCPR training), the region would like to have the list of needs available to make applications.

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

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

DRAFT Grant Request for Proposal:
State Fiscal Year (SFY) 2024-2025 SECB Governance Support Grant

<div align="right">

DRAFT - July 1, 2023

</div>

TO: Minnesota Regional Emergency Communication Boards, Regional Emergency Services Boards.

FROM: Statewide Emergency Communications Board in collaboration with State of Minnesota Department of Public Safety, division of Emergency Communication Networks

ACTION: Signed and submitted applications must be received by **5:00 PM CST, July 31, 2023.**

Introduction

The Statewide Emergency Communications Board (SECB), in partnership with the Minnesota Department of Public Safety - Emergency Communication Networks Division (ECN), provides grant funding to support activities related to the development of emergency communications capabilities within the state's seven Emergency Communications Board (ECB) or Emergency Services Board (ESB) regions. Funding for the SECB grant is derived from the 911 Special Revenue Account. MSS 403.113 defines the allowable uses of 911 Special Revenue Account funds. Project proposals submitted as part of the grant application must be in alignment with the allowable use of these funds.

Under Minnesota State Statute 403.36 (1g)(4), the SECB has been granted the authority to 'advise the commissioner of the Department of Public Safety on public safety communications interoperability and on the allocation and use of funds made available to Minnesota to support public safety communications interoperability'. Under this authority, the SECB Finance Committee, the SECB Grants Workgroup, and ECN have been tasked with identifying suitable grant-funded projects for SECB approval.

Authority for this grant program is provided to the SECB in the 2023 Minnesota session Laws, Chapter 52, S.F. No. 2909, Article 1, Sec. 3, Subd. 9. (d):

> *(d) Statewide Emergency Communications Board*
>
> *$1,000,000 each year is to the Statewide Emergency Communications Board. Funds may be used for operating costs, to provide competitive grants to local units of government to fund enhancements to a communication system, technology, or support activity that directly provides the ability to deliver the 911 call between the entry point to the 911 system and the first responder, and to further the strategic goals set forth by the SECB Statewide Communication Interoperability Plan.*

For State Fiscal Years (SFY) 2024-2025, the SECB has created two grant programs under this authority:

- SFY 2024-2025 SECB Governance Support Grant (**this grant**)
- SFY 2024-2025 SECB Grant

Materials and information about additional SECB grants are posted on the ECN website.

Eligible Applicants
The following ECB and ESB regions are eligible to make application under this grant:

- Northeast Minnesota Emergency Communications Board
- Metropolitan Emergency Services Board
- Southeast Minnesota Emergency Communications Board
- South Central Minnesota Emergency Communications Board
- Southwest Minnesota Emergency Communications Board

- Central Minnesota Emergency Services Board
- Northwest Minnesota Emergency Communications Board

These entities may NOT make sub-awards under this grant program. The applicants to this grant are intended to be the final recipient of grant funds.

Available Funding

For the state fiscal year (SFY) 2024-2025 (July 1, 2023 through June 30, 2025) grant period, the SECB estimates that **$90,000** is available to fund a maximum of seven awards to the seven ECB/ESB regions to support planning activities supporting SECB and regional governance.

The SECB reserves the right to offer grant amounts that differ from the applicant's request or the amount identified above.

Grant Period

The term of the grant period is anticipated to be from October 1, 2023 to June 30, 2025.

State's Right to Cancel

This grant opportunity does not obligate ECN or the SECB to award a grant. ECN and the SECB reserve the right to cancel the solicitation if it is considered to be in either entity's best interest due to lack of funding, agency priorities, or other considerations.

General Information

Grant Program Information and Background

Each biennium, $2,000,000 is appropriated to the SECB budget from the State of Minnesota 911 Special Revenue Account ($1,000,000 each fiscal year). A portion of the SECB budget funds the SECB grant program(s). Initiatives for SECB grant programs are determined by the grants work group, operating under the direction of the SECB Finance Committee. Decisions on the amount available, structure, allowable use, and overall outcomes for grant programs from this appropriation are made by the grants work group with assistance from DPS-ECN, reviewed and approved by the Finance Committee, and ultimately approved by the SECB.

In January 2023, the grants work group began planning for the SFY 2024-2025 SECB grant program. Several regions informed the work group that some ECB/ESB regions receiving current and previous year SECB grants depended on the grant program to fund the hiring of planning positions and/or contract for planning services in order to operate their regional governance and ensure participation. Regional representatives expressed that, in the past, these types of initiatives were put in direct competition with other regional needs such as training, exercise, and equipment projects. They expressed concern that reducing the priority level of planning initiatives would prevent some regions' governance from operating.

A formal letter of request was provided to the SECB Finance Chair from the Southwest Regional Advisory Committee and the Southwest Emergency Communications Board requesting that a separate, competitively-awarded grant program be initiated on a biennial basis that specifically funds only planning positions for governance support. This letter was supported by other regions ultimately passed through the grants workgroup and Finance Committee to the SECB. The SECB approved the creation of the SFY 2024-2025 SECB Governance Support Grant program in the April 27, 2023 meeting.

The purpose of the grant is to maintain effective regional governance by providing funding for positions that, as articulated by the Southwest Regional representatives, "prepare meeting materials, manage grants [once received], monitor regional projects, ensure that the region is properly represented at SECB meetings, disseminate information to the members of the region, provide subject matter expertise on emergency communication technology" and other duties that allow the region to maintain an effective governance structure.

This grant is not the only grant program for the SFY 2024-2025 SECB appropriation. Additional grant programs and their purpose, allowable use, application process and deadlines, and any other pertinent information is provided in a separate grant RFP.

Questions about this grant program or any other SECB or ECN grant programs may be directed to Rebeccah Roberts, Grants Coordinator: rebeccah.m.roberts@state.mn.us.

Allowable Expenses

The allowability of costs for funding incurred under this award shall be determined in accordance with:

- The grantee's approved budget.
- The 911 Special Revenue Account, as specified in MSS 403.11(1). As such, the funds allocated through this grant program must follow the allowable uses as determined by the Federal Communications Commission (FCC) and Chapter 403 of the Minnesota State Statutes.
- The ECN Grants Manual.

The purpose of the SFY 2024-2025 SECB Governance Support Grant is to support regional planning and participation, governance support, and carry out related activities that support interoperable communications across the state. Funds made available through the SFY 2024-2025 SECB Governance Support Grant Program may be used to:

- Reimburse staff hours that directly support the region's governance activities.
- Hire a planner or to contract for planning services for the purposes of supporting regional governance.

Activities must support the region's and state's priorities, as outlined in the region's most recent plan for interoperable emergency communications and the 2022-2024 Minnesota Statewide Communication Interoperability Plan (SCIP).

For all grant funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by ECN unless approved in writing by the SECB. Such approval shall be considered a modification of the award and recorded in the form of either an amendment or budget revision.

General Expectations of Grantees

All grantees are expected to comply with the following expectations in receipt of the award:

- Maintain a vendor number in the Minnesota Statewide Integrated Financial Tool System (SWIFT).
- Access grant documents and submit reports utilizing the DPS E-Grants System.
- Submit financial status reports (FSRs) and backup documentation on a quarterly basis at minimum and no more than monthly as directed in the ECN Grant Manual.
- Submit progress reports (PRs) on a quarterly basis, as directed in the ECN Grant Manual.
- Follow the processes and procedures of SECB Financial Standards (category FIN-X).
- Retain documentation to support the expenditures related to the grant initiative described. Reimbursement must be based on necessary and applicable expenditures related to the program.
- Maintain a ledger to track the grant budget expenditures and payment reimbursements plus documentation that supports budget line-item expenses.

Prior to issuing the grant award notice, ECN will:

- Complete a pre-award risk assessment.
- Review financial statements for applicants when a grant award is over $25,000 per Office of Grants Management 08-06: Policy on the Financial Review of Nongovernmental Organizations.

Application Components

An application consists of the following components:

- Application Form. The applicant must submit one completed Application Form, summarizing the applicant's authority to sign, contact information, identification numbers, overall budget and a summary of projects included in the grant application. The SFY 2024-2025 SECB Governance Support Grant Application Form is available on the ECN Website.
  - Applicant's name, point of contact, and contact information.
  - Applicant's authority to sign. If the authorized signatory is different from the point of contact, then their contact information must be provided.
  - Applicant's Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number. Information can be referenced on SWIFT.
  - Budget for expenditure of the grant.
  - Statement of need.
  - Description of how the project complies with the region's most recent plan for interoperable emergency communications and the 2022-2024 SCIP.
  - Applicant's capacity to receive and manage grant funds.
  - List of duties to be assigned/tasks to be completed using grant funds, including a description of how the costs will be allocated.
- Supporting documentation. Applicants are required to submit the following supporting documentation:
  - If hiring a new position or utilizing the time of an existing position:
    - Job description outlining the duties to be completed under this award.
    - Estimation of actual personnel costs to be paid for by the grantee, including salaries, wages, and benefits.
  - If contracting for services:
    - Scope of services that the contracted position will fill. This includes, at a minimum: tracking of activities, specific expectations or duties, and hours/days of service.
    - Beginning and ending date of the contract.
    - Terms of payment, including what the contractor will be paid for, how the contractor invoices, and what conditions must be met in order to receive payment. All contracts must provide for post-payment, i.e. payment after services are delivered, and must specify the maximum amount that can be collected via the contract.

Allocation

If the position or contractor supports tasks in addition to what is to be reimbursed with the grant, then the grantee must clearly delineate those tasks to be reimbursed by the grant and those which will be funded from other sources. The applicant must identify those other funding sources in their application and the approximate percentage of time that will be spent on grant-funded activities versus non-grant-funded activities.

If all of the staff member or contractor's time is dedicated to eligible work of this grant, a certification must be submitted with the grantee's first FSR in the a form of a letter that declares all activities performed by this individual or entity are funded by the grant. The certification must be prepared and signed by the employee/contractor or, for employees, their supervisor.

Assurances – Standard and Program-Specific

When the applicant signs the application, they certify that they have read and understood the application and that they will comply with the requirements of the approved application, the assurances contained within the application and attached to the grant contract, the terms and conditions of the grant contract, and all other applicable federal regulations, state statutes, and local policies.

Application Submission and Signature

Applications must be received by July 31, 2023, 5:00pm Central Time to receive consideration. Late applications will not be accepted.

Applicants will be responsible for submitting the completed application form to Rebeccah Roberts, ECN Grants Coordinator at Rebeccah.M.Roberts@state.mn.us by no later than the application deadline. Please include '*2024-2025 SECB Governance Support Grant Application*' in the subject line. Supporting documentation associated with the request should be included as separate attachments.

Costs of preparing this application must be borne by the applicant. The burden of proof of timely submission is also borne by the applicant.

Public Data

Per Minn. Stat. § 13.599

- Names and addresses of grant applicants will become public data once application materials are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in §13.37) will become public data after the evaluation process is completed. For the purposes of this grant application, this is defined as when all official grant award notices have been issued by the state agency to the grantees.
- All data created or maintained by ECN and/or the SECB as part of the evaluation process, except trade secret data as defined and classified in § 13.37, will become public data after the evaluation process is completed. For the purposes of this grant, this means when all official grant award notices have been issued by the state agency to the grantees.

Application Screening and Review Process

The SECB will establish a Grant Review Panel for the purpose of reviewing and scoring grant applications. All panel members must complete a Conflict of Interest Disclosure form as required by OGM Policy 08-01 to be approved for participation in the review process by ECN.

Phase 1: Screening

Applications that meet the following criteria will be collected by ECN and forwarded to the Grant Review Panel for scoring:

- Received by – not postmarked by – the due date and time: **July 31, 2023, 5:00pm Central Time**.
- The applicant meets the minimum eligibility of the grant, including allowable use of 911 Special Revenue Fund dollars.
- Application is complete and includes:
  - Signed Application Form.
  - Supporting documentation.

Phase 2: Application Components Scored

Each grant application will be reviewed and scored by the Grant Review Panel. Panel members will apply a score to each component listed below.

Maximum number of points for the application: [50 POINTS]

- Program Summary, Statement of Need, and Alignment with State/Regional Plans
  - Identifies need for the activities outlined in the application [10 POINTS]
  - Activities comply with regional/statewide plans [5 POINTS]
- Applicant has capacity and adequate review/reporting plans for managing the grant [5 POINTS]
- Duties to be Assigned and Allocation Plan
  - Tasks have been clearly identified and outlined [5 POINTS]
  - Tasks align with needs identified in the statement of needs [10 POINTS]
  - Allocation plan has been provided with sufficient detail to understand the applicant's intended use of resources [5 POINTS]
  - Overall budget is appropriate, based on the information provided in this section [5 POINTS]
- Supporting Documentation

- o Aligns with the tasks, needs, and budget identified in the application [5 POINTS]

ECN will consolidate the scores, screen applications, and provide review materials to the Grant Review Panel. In collaboration with ECN, the panel will finalize an SECB Grant Funding Proposal and provide it to the SECB Grants Workgroup for final review and approval through the SECB.

Phase 3: Review of Grant Application Scores and Approval of the Grant Funding Proposal

Members of the SECB Grants Work Group and of the SECB Finance Committee will collaborate to review the recommendations, scores, and outcomes from the grant reviewers. As a standard practice, those work plans with the largest average score will be offered grant awards. The SECB may offer grant award amounts that differ from the applicant's grant request or from the maximum grant amount. During this phase, ECN and/or the SECB may contact applicants to obtain clarification on one or more sections of the application. ECN may also contact reviewers to obtain clarification of their feedback.

Once complete, the funding packet will be approved by both the Finance Committee and the SECB. Such approval provides ECN the authority to complete risk assessment documentation and to begin processing grant agreements with the grant recipients. If an applicant's grant funding request is denied, an appeal may be made to the SECB. The SECB, in collaboration with ECN, is obligated to receive the appeal, provide a written reason upon request for rejecting or denying the grant to the grantee, and may uphold the denial or send the funding request back to the grant evaluation group for reassessment. All funding decisions made by the SECB at the completion of this process are final.

ECN anticipates the review process to be completed by August 31, 2023. An approved packet is anticipated to be reviewed by the SECB in their September 2023 meeting. If approved at this stage, applicants are expected to be notified of final award decisions by September 29, 2023.

Once SECB approval is complete, ECN will provide grant applicants with a notification on the status of their award and instructions for completing the application and pre-award risk assessment in E-Grants.

Phase 4: E-Grants Application and Pre-Award Risk Assessment

The grantee will be responsible for completing the application process in the E-Grants Online Grant Management System. Participation in E-Grants is required in order to prepare and execute a contract with the State of Minnesota in order to utilize grant funds. ECN will provide directions to the grantees to complete registration and application using E-Grants. Grantees will upload their application and set up their grant budget to fulfill the requirements of the grant contract. As a final step in this process, ECN will conduct a risk assessment of the grantee for financial capacity as well as in regard to prior performance. These procedures will determine risk and monitoring outcomes, which will be communicated by ECN to the SECB for monitoring throughout the grant's performance period.

Once these steps are complete, the contract will be made available for execution in E-Grants. Please note: **Applicants recommended for an award must wait until they receive the fully-executed grant contract before providing any services and before incurring expenditures.** Any expenses incurred prior to the full execution of the grant contract are not reimbursable and become the responsibility of the applicant/grantee.

Resources for Applicants

State of Minnesota General

Commissioner's Travel Reimbursement Plan: Travel cost maximums and requirements (including meals, mileage, lodging and other incidentals) for State of Minnesota reimbursement.

The Minnesota Office of Grant Management Policies: Policies created and maintained by the State of Minnesota Administration's Office of Grants Management which standardize, streamline, and improve state grant-making practices, as well as aim to increase public information about state grant opportunities.

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Minnesota Statewide Emergency Communications Board (SECB) Documents

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[Minnesota Statewide Communication Interoperability Plan (SCIP) 2022-2024](): Roadmap guiding the SECB's efforts toward achieving its mission of "enabling emergency responders and citizens to communicate easily and respond immediately in critical emergency situations by providing reliable and robust systems for interoperable communications across counties, state, federal and tribal regions."

Division of Emergency Communication Networks Documents and Contacts

Additional information regarding grant programs administered by ECN can be found on the [ECN Grants website](). Resources on the webpage relevant to this grant include:

- ECN Grant Manual
- DPS-ECN Grant Special Expense Pre-Approval Form

[E-Grants Grants Management System](): The grants management system for the Minnesota Department of Public Safety.

The following ECN staff are available to assist with questions or concerns related to the SFY 2024-2025 SECB Governance Support Grant program:

Rebeccah Roberts, Grants Coordinator
E-Mail: Rebeccah.m.roberts@state.mn.us
Cell: (612) 280-2456

Steven Tait, Regional Interoperability Coordinator, Central, Southwest, South Central, and Southeast Regions
E-Mail: steven.tait@state.mn.us
Cell: 612-221-6636

Marcus Bruning, Regional Interoperability Coordinator, Northwest, Northeast, and Metropolitan Regions
E-Mail: marcus.bruning@state.mn.us
Cell: 218-232-3762

Kent Wilkening, PSAP Support Coordinator, 911 Special Revenue Fund Allowable Use and Compliance
E-Mail: kent.wilkening@state.mn.us
Cell: 507-360-9161

DRAFT Grant Request for Proposal:
State Fiscal Year (SFY) 2024-2025 SECB Grant

<div align="right">

DRAFT - July 1, 2023

</div>

TO: Minnesota Regional Emergency Communication Boards, Regional Emergency Services Boards.

FROM: Statewide Emergency Communications Board in collaboration with State of Minnesota Department of Public Safety, division of Emergency Communication Networks

ACTION: Signed and submitted applications must be received by **5:00 PM CST, July 31, 2023.**

Introduction

The Statewide Emergency Communications Board (SECB), in partnership with the Minnesota Department of Public Safety - Emergency Communication Networks Division (ECN), provides grant funding to support activities related to the development of emergency communications capabilities within the state's seven Emergency Communications Board (ECB) or Emergency Services Board (ESB) regions. Funding for the SECB grant is derived from the 911 Special Revenue Account. MSS 403.113 defines the allowable uses of 911 Special Revenue Account funds. Project proposals submitted as part of the grant application must be in alignment with the allowable use of these funds.

Under Minnesota State Statute 403.36 (1g)(4), the SECB has been granted the authority to 'advise the commissioner of the Department of Public Safety on public safety communications interoperability and on the allocation and use of funds made available to Minnesota to support public safety communications interoperability'. Under this authority, the SECB Finance Committee, the SECB Grants Workgroup, and ECN have been tasked with identifying suitable grant-funded projects for SECB approval.

Authority for this grant program is provided to the SECB in the 2023 Minnesota session Laws, Chapter 52, S.F. No. 2909, Article 1, Sec. 3, Subd. 9. (d):

> *(d) Statewide Emergency Communications Board*
>
> *$1,000,000 each year is to the Statewide Emergency Communications Board. Funds may be used for operating costs, to provide competitive grants to local units of government to fund enhancements to a communication system, technology, or support activity that directly provides the ability to deliver the 911 call between the entry point to the 911 system and the first responder, and to further the strategic goals set forth by the SECB Statewide Communication Interoperability Plan.*

For State Fiscal Years (SFY) 2024-2025, the SECB has created two grant programs under this authority:

- SFY 2024-2025 SECB Governance Support Grant
- SFY 2024-2025 SECB Grant (**this grant**)

Materials and information about additional SECB grants are posted on the ECN website.

Eligible Applicants

The following ECB and ESB regions are eligible to make application under this grant:

- Northeast Minnesota Emergency Communications Board
- Metropolitan Emergency Services Board
- Southeast Minnesota Emergency Communications Board
- South Central Minnesota Emergency Communications Board
- Southwest Minnesota Emergency Communications Board

- Central Minnesota Emergency Services Board
- Northwest Minnesota Emergency Communications Board

These entities may elect to make sub-awards under this grant program. Applicants must clearly identify the project(s) in the application to be sub-awarded and the entities which are intended to be the final recipients of grant funds. Additional documentation is required for sub-awards, and is detailed in the following sections of the grant RFP.

Available Funding

For the state fiscal year (SFY) 2024-2025 (July 1, 2023 through June 30, 2025) grant period, the SECB estimates that **$1,000,000** is available to fund a maximum of seven awards to the seven ECB/ESB regions to support four categories of activities as identified by the SECB in their Investment Hierarchy for 2024-2025. The investment priorities and the approximate funding available under each category is as follows:

- Priority 1: Planning, **$30,000**
- Priority 2: New Equipment and Related Operational Costs, **$450,000**
- Priority 3: Training, **$200,000**
- Priority 4: Exercise, **$50,000**

Applicants may include projects from multiple categories in the grant application. The SECB reserves the right to offer grant amounts that differ from the applicant's request or the amount identified above.

Grant Period

The term of the grant period is anticipated to be from October 1, 2023 to June 30, 2025.

State's Right to Cancel

This grant opportunity does not obligate ECN or the SECB to award a grant. ECN and the SECB reserve the right to cancel the solicitation if it is considered to be in either entity's best interest due to lack of funding, agency priorities, or other considerations.

General Information

Grant Program Information and Background

Each biennium, $2,000,000 is appropriated to the SECB budget from the State of Minnesota 911 Special Revenue Account ($1,000,000 each fiscal year). A portion of the SECB budget funds the SECB grant program(s). Initiatives for SECB grant programs are determined by the grants work group, operating under the direction of the SECB Finance Committee. Decisions on the amount available, structure, allowable use, and overall outcomes for grant programs from this appropriation are made by the grants work group with assistance from DPS-ECN, reviewed and approved by the Finance Committee, and ultimately approved by the SECB.

In January 2023, the grants work group began planning for the SFY 2024-2025 SECB grant program. While a portion of the appropriation was set aside for the purpose of a governance support grant, a separate portion of the appropriation would be retained for the SECB's semi-yearly grant cycle. The grants work group assessed regional needs and priorities in order to produce an investment hierarchy that aligns with the goals of the SECB. The SECB Investment Hierarchy 2024-2025 was approved by the Grants Work Group and Finance Committee in April 2023, and approved by the SECB in May 2023.

Questions about this grant program or any other SECB or ECN grant programs may be directed to Rebeccah Roberts, Grants Coordinator: rebeccah.m.roberts@state.mn.us.

Allowable Expenses

The allowability of costs for funding incurred under this award shall be determined in accordance with:

- The grantee's approved budget.

- The 911 Special Revenue Account, as specified in MSS 403.11(1). As such, the funds allocated through this grant program must follow the allowable uses as determined by the Federal Communications Commission (FCC) and Chapter 403 of the Minnesota State Statutes.
- The ECN Grants Manual.
- The SECB Investment Hierarchy 2024-2025.

SECB Investment Hierarchy 2024-2025

The purpose of the SFY 2024-2025 SECB Grant is to support regional planning and participation in statewide emergency communications systems and to allow regions to carry out activities that support interoperable communications across the state. Allowable expenses for each priority and other requirements are outlined below.

- Priority 1: Planning
  - Projects that include costs related to planning and implementation that enhances first responder communication through collaboration within counties, regions and the state will be considered. Examples include, but are not limited to:
    - Feasibility studies
    - Regional shared services studies
    - Joint meetings
    - Statewide meetings
- Priority 2: New Equipment and Related Operational Costs (50% match)
  - Projects that include equipment that enhances regional communications through infrastructure within the Public Safety Answering Point (PSAP) and all other PSAP operational capabilities. Examples include, but are not limited to:
    - Consoles
    - CAD
    - 911 phone systems
    - Loggers
    - PSAP equipment costs
  - Operational costs as part of the project are allowed as a prorated cost occurring only within the timeline of the grant. Examples include:
    - Maintenance
    - Recurring hosting fee
    - Buying or using a service agreement to access software from a vendor
  - All equipment and related operational costs must include a 50% local match. Applicants much provide documentation of the match source and amount available in order to be considered.
- Priority 3: Training
  - Projects that include costs related to training to enhance usage of equipment, increasing knowledge of applications and overall education-focused criteria will be considered. Examples include, but are not limited to:
    - Training as it relates to PSAP technology or operations.
    - Telecommunicator training.
- Priority 4: Exercise
  - Projects that include costs related to exercises that enhance usage of equipment, increasing knowledge of applications, and enhance skills and knowledge in a supervised setting as it relates to PSAPs will be considered. Examples include, but are not limited to:
    - Dispatcher general exercises for demonstration of core competencies
    - Certification exercises

Activities must support the region's and state's priorities, as outlined in the region's most recent plan for interoperable emergency communications and the 2022-2024 Minnesota Statewide Communication Interoperability Plan (SCIP).

For all grant funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by ECN unless approved in writing by the SECB. Such approval shall be considered a modification of the award and recorded in the form of either an amendment or budget revision.

General Expectations of Grantees

All grantees are expected to comply with the following expectations in receipt of the award:

- Maintain a vendor number in the Minnesota Statewide Integrated Financial Tool System (SWIFT).
- Access grant documents and submit reports utilizing the DPS E-Grants System.
- Submit financial status reports (FSRs) and backup documentation on a quarterly basis at minimum and no more than monthly as directed in the ECN Grant Manual.
- Submit progress reports (PRs) on a quarterly basis, as directed in the ECN Grant Manual.
- Complete sub-award certification and risk-assessment procedures as required by DPS.
- Follow the processes and procedures of SECB Financial Standards (category FIN-X).
- Retain documentation to support the expenditures related to the grant initiative described. Reimbursement must be based on necessary and applicable expenditures related to the program.
- Maintain a ledger to track the grant budget expenditures and payment reimbursements plus documentation that supports budget line-item expenses.

Prior to issuing the grant award notice, ECN will:

- Complete a pre-award risk assessment.
- Review sub-award risk assessment documentation as prepared by the grantee, in the event sub-awards are made under this grant.
- Review financial statements for applicants when a grant award is over $25,000 per Office of Grants Management 08-06: Policy on the Financial Review of Nongovernmental Organizations.

Application Components

An application consists of the following components:

- Application Cover Page Form. The applicant must submit one completed Application Cover Page Form, summarizing the applicant's authority to sign, contact information, identification numbers, overall budget and a summary of projects included in the grant application. The SFY 2024-2025 SECB Grant Application Form is available on the ECN Website.
    - Applicant's name, point of contact, and contact information.
    - Applicant's authority to sign. If the authorized signatory is different from the point of contact, then their contact information must be provided.
    - Applicant's Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number. Information can be referenced on SWIFT.
    - Overall budget.
    - Narrative application summary.
    - Applicant's capacity to receive and manage grant funds.
    - List of projects included in the grant request, investment priority category, and individual project budget.
- Project Work Plan(s). The applicant must submit one completed project work plan for each project identified in their Application Cover Page Form. While the Application Cover Page Form summarizes the overall grant application, the Project Work Plan(s) provide specific information for each project to be completed by the

applicant and whether the project will be sub-awarded to another entity. Applications will not be considered complete without a Project Work Plan for each project identified.
- o Applicant name, project title, and project grant request.
- o Primary project contact person, address, and contact information
  - If the project is to be sub-awarded, then indication that the applicant is not the final recipient of grant funds and the entity/entities that will be receiving sub-awards.
- o Project narrative description, including the investment category, a summary of project goals and intended outcomes, a description of the needs to be met, and how the project aligns with regional and statewide interoperability plans.
- o Project budget breakdown, identifying estimated cost categories for the completion of the project.
- o Project timeline and key milestones.
- Supporting documentation. Applicants are required to submit the following supporting documentation:
  - o If the applicant is entering in to an agreement for the creation of any sub-awards under this grant program, then the Joint Powers Agreement (JPA), draft sub-grant agreement, Memorandum of Understanding (MOU), or other documentation of a fiscal relationship for the duration of the award between those entities must be provided.
  - o If applicant intends to contract for services or hire a vendor under any investment priority:
    - Scope of services that the contracted entity will fill. This includes, at a minimum: tracking of activities, specific expectations or duties, and hours/days of service.
      - Note that applicants **do not** need to submit a vendor quote in order to apply for this grant program. Applicants may receive and evaluate quotes following applicable procurement policy after the grant is awarded.
    - Beginning and ending date of the contract.
    - Terms of payment, including what the contractor will be paid for, how the contractor invoices, and what conditions must be met in order to receive payment. All contracts must provide for post-payment, i.e. payment after services are delivered, and must specify the maximum amount that can be collected via the contract.
  - o If the applicant intends to hire a new staff person or is utilizing the time of an existing staff person, time and effort of such will be reimbursed by the grant:
    - Job description outlining the duties to be completed under this award.
    - Estimation of actual personnel costs to be paid for by the grantee, including salaries, wages, and benefits.

Assurances – Standard and Program-Specific

When the applicant signs the application, they certify that they have read and understood the application and that they will comply with the requirements of the approved application, the assurances contained within the application and attached to the grant contract, the terms and conditions of the grant contract, and all other applicable federal regulations, state statutes, and local policies.

Application Submission and Signature

Applications must be received by July 31, 2023, 5:00pm Central Time to receive consideration. Late applications will not be accepted.

Applicants will be responsible for submitting the completed application form to Rebeccah Roberts, ECN Grants Coordinator at Rebeccah.M.Roberts@state.mn.us by no later than the application deadline. Please include '*2024-2025 SECB Grant Application*' in the subject line. Supporting documentation associated with the request should be included as separate attachments.

Costs of preparing this application must be borne by the applicant. The burden of proof of timely submission is also borne by the applicant.

Public Data

Per Minn. Stat. § 13.599

- Names and addresses of grant applicants will become public data once application materials are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in §13.37) will become public data after the evaluation process is completed. For the purposes of this grant application, this is defined as when all official grant award notices have been issued by the state agency to the grantees.
- All data created or maintained by ECN and/or the SECB as part of the evaluation process, except trade secret data as defined and classified in § 13.37, will become public data after the evaluation process is completed. For the purposes of this grant, this means when all official grant award notices have been issued by the state agency to the grantees.

Application Screening and Review Process

The SECB will establish a Grant Review Panel for the purpose of reviewing and scoring grant applications. All panel members must complete a Conflict of Interest Disclosure form as required by OGM Policy 08-01 to be approved for participation in the review process by ECN.

Phase 1: Screening

Applications that meet the following criteria will be collected by ECN and forwarded to the Grant Review Panel for scoring:

- Received by – not postmarked by – the due date and time: **July 31, 2023, 5:00pm Central Time**.
- The applicant meets the minimum eligibility of the grant, including allowable use of 911 Special Revenue Fund dollars.
- Application is complete and includes:
    o Signed Cover Page Application Form.
    o Project Work Plan(s) for each project identified in the Cover Page Application Form.
    o Supporting documentation, as applicable.

Phase 2: Application Components Scored

Each grant application will be reviewed and scored by the Grant Review Panel. Panel members will apply a score to each component listed below. One score will be provided for the grant cover page which will be added to the score for each work plan.

Maximum number of points for each cover page plus work plan: [60 POINTS]

Cover page score: [10 POINTS]

- Applicant has capacity and adequate review/reporting plans for managing the grant [5 POINTS]
- Applicant's overall application is complete and includes a work plan form for each project identified in the list of projects included in the grant request. Those projects are: [5 POINTS]

Work plan score: [50 POINTS]

- Program Summary, Statement of Need, and Alignment with State/Regional Plans
    o Identifies need for the activities outlined in the application [10 POINTS]
    o Activities comply with regional/statewide plans [10 POINTS]
- Project Budget Breakdown
    o Budget categories are properly identified and match the activities identified in the program summary [10 points]
    o Costs in each category are considered reasonable and appropriate for the types of expenditures and activities identified in the budget summary [10 points]
- Project Milestones
    o Project tasks and deliverables have been clearly identified and outlined [10 POINTS]

- o   Project timeline complies with the overall grant timeline [10 points]
- Supporting Documentation
  - o   Aligns with the tasks, needs, and budget identified in the application [10 POINTS]

ECN will consolidate the scores, screen applications, and provide review materials to the Grant Review Panel. In collaboration with ECN, the panel will finalize an SECB Grant Funding Proposal and provide it to the SECB Grants Workgroup for final review and approval through the SECB.

Phase 3: Review of Grant Application Scores and Approval of the Grant Funding Proposal

Members of the SECB Grants Work Group and of the SECB Finance Committee will collaborate to review the recommendations, scores, and outcomes from the grant reviewers. As a standard practice, those work plans with the largest average score will be offered grant awards. The SECB may offer grant award amounts that differ from the applicant's grant request or from the maximum grant amount. During this phase, ECN and/or the SECB may contact applicants to obtain clarification on one or more sections of the application. ECN may also contact reviewers to obtain clarification of their feedback.

Once complete, the funding packet will be approved by both the Finance Committee and the SECB. Such approval provides ECN the authority to complete risk assessment documentation and to begin processing grant agreements with the grant recipients. If an applicant's grant funding request is denied, an appeal may be made to the SECB. The SECB, in collaboration with ECN, is obligated to receive the appeal, provide a written reason upon request for rejecting or denying the grant to the grantee, and may uphold the denial or send the funding request back to the grant evaluation group for reassessment. All funding decisions made by the SECB at the completion of this process are final.

ECN anticipates the review process to be completed by August 31, 2023. An approved packet is anticipated to be reviewed by the SECB in their September 2023 meeting. If approved at this stage, applicants are expected to be notified of final award decisions by September 29, 2023.

Once SECB approval is complete, ECN will provide grant applicants with a notification on the status of their award and instructions for completing the application and pre-award risk assessment in E-Grants.

Phase 4: E-Grants Application and Pre-Award Risk Assessment

The grantee will be responsible for completing the application process in the E-Grants Online Grant Management System. Participation in E-Grants is required in order to prepare and execute a contract with the State of Minnesota in order to utilize grant funds. ECN will provide directions to the grantees to complete registration and application using E-Grants. Grantees will upload their application and set up their grant budget to fulfill the requirements of the grant contract. As a final step in this process, ECN will conduct a risk assessment of the grantee for financial capacity as well as in regard to prior performance. These procedures will determine risk and monitoring outcomes, which will be communicated by ECN to the SECB for monitoring throughout the grant's performance period.

Once these steps are complete, the contract will be made available for execution in E-Grants. Please note: **Applicants recommended for an award must wait until they receive the fully-executed grant contract before providing any services and before incurring expenditures.** Any expenses incurred prior to the full execution of the grant contract are not reimbursable and become the responsibility of the applicant/grantee.

Resources for Applicants

State of Minnesota General

Commissioner's Travel Reimbursement Plan: Travel cost maximums and requirements (including meals, mileage, lodging and other incidentals) for State of Minnesota reimbursement.

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Cell: 507-360-9161

2023 Change Management proposal

To continue the ARMER tradition of unparalleled interoperability, and to move forward with securing our sensitive information the Change Management workgroup submits the following to the regions' ECBs/ESB's.

We request that the regions review this entire proposal and comment back to the Land Mobile Radio Committee (LRMC) as soon as possible. We hope to begin the process of formal standards writing in July or August of 2023.

Our Encryption Education Workgroup earlier produced the following documents (currently at http://mnecb.org/494/Encryption or https://mnecb.org see "Standards" -> Resources ->Encryption):

- Brief Encryption History on ARMER Network.
- ARMER Encrypted Subscriber Buying Guide.
- Encryption Planning Guide – Things to Consider.
- OTAR (Over the air rekeying) Information Guide.

To begin the process of upgrading our secure communications to the recognized encryption standard of Advanced Encryption Standard (AES) we recommend the following statewide interoperable communications concepts be adopted:

- Create a group of 14 statewide capable AES encrypted talkgroups for All-Users.
- Create a group of 14 statewide capable AES encrypted talkgroups for Law Enforcement only.
- All User AES encrypted talkgroups and radio layout:
  - The "radio bank" name:
    - "M2-ATAC" for radios that can accommodate a long name.
    - "M2" for radios with display length limitations.
  - The talkgroups will be named "ATAC 2E" through "ATAC 15E".
  - They will be in positions 2 – 15 of the radio bank, allowing for local choice of positions 1 and 16.
  - These will be required in all ARMER radios that have AES encryption capabilities.
  - The timetable for mandatory adoption (of capable radios) will be determined by the change management workgroup, LRMC and SECB. The LMRC requests input from the regions on this timetable.
- Law Enforcement only AES encrypted talkgroups and radio layout:
  - The "radio bank" name:
    - "M3-LENC" for radios that can accommodate a long name.
    - "M3" for radios with display length limitations.
  - The talkgroups will be named "LENC 2E" through "LENC 15E".
  - They will be in positions 2 – 15 of the radio bank, allowing for local choice of positions 1 and 16.
  - These will be required in all Law Enforcement ARMER radios that have AES encryption capabilities.
  - The timetable for mandatory adoption (of capable radios) will be determined by the change management workgroup, LRMC and SECB. The LMRC requests input from the regions on this timetable.

- Consoles:
    - The All user AES stateside talkgroups (ATAC 2E – 15E) are allowed in all ARMER consoles.
    - The Law Enforcement only AES statewide talkgroups (LENC 2E – 15E) are allowed only in radio consoles of PSAPs that dispatch Law Enforcement.
    - Due to possible console resource limitations, ATAC 2E – 15E and LENC 2E – 15E are not required in any consoles at this time.
        - We expect in the future as statewide DES-OFB talkgroups are decommissioned through future Change Management cycles there will be room for statewide AES talkgroups in the consoles.
        - We recommend that these statewide AES talkgroups be required in consoles in a future change management cycle.
- Keys:
    - Talkgroups ATAC 2E – 15E will have a single AES encryption key.
    - Talkgroups LENC 2E – 15E will have a single AES encryption key different than the ATAC 2E – 15E key.
    - The ATAC AES key and the LENC AES key will be generated and secured by MnDOT at the Radio Operations Center (ROC). This will ensure that these keys may be placed into another vendor's key loading equipment should that be necessary.
    - The ATAC and LTAC keys will be distributed to ARMER System Administrators keyloader-to-keyloader only. This will help ensure:
        - Security of the keys. The keys will not be in a human readable format outside of the ROC.
        - Accuracy of the keys. AES keys are 256 bits (64 hex-characters) long. It would be easy to manually copy the keys incorrectly.
    - The details of transferring keys and logging requirements for key exchange should be discussed and set in standard.
- Over the Air Rekeying – OTAR
    - The Change Management Technical Workgroup discussed an OTAR transition and determined too many unknown technical, operational, and financial constraints exist to realistically include OTAR in this change management cycle.
    - The Workgroup recommends continuing to investigate this solution and reexamine OTAR during the next change management cycle.

Standards will need to be created for these talkgroups and the method of distributing keys.

The Change Management technical workgroup will meet and test patching between unencrypted, DES-OFB and AES along with other system variables (homezone vs non-homezone, regroupable vs non-regroupable, etc.)

The testing group will produce a document if any significant issues are encountered that will include mitigation and/or best practices.