METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA
June 25, 2025, 1:00 p.m.

This meeting will be conducted in-person at the **MESB Board Room, 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 May 28, 2025 Meeting** – Thompson

4. **Action Items**
    A. USCBP Participation Plan Request – Jim Voce
    B. Saint Croix County, WI LSEC Permission Request – Nate Timm
    C. ATF Talkgroup Permission Request – Jonathan Blass
    D. Metro Mobility Radio ID Request – Chad LeVasseur
    E. Metro Transit SWLRT Talkgroup Request – LeVasseur

5. **Discussion Items**
    A. Follow-up Discussion: West MRCC Talkgroup Encryption – Tracey Fredrick

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

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

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

9. **Adjourn**

Reminder: Next meeting scheduled for July 23, 2025.

Metropolitan Emergency Services Board

**Radio Technical Operations
Committee
May 28, 2025
Draft Meeting Minutes**

Members

Airport – Sara Boucher-Jackson

Anoka County – Cory DeMuth

Carver County – Peter Sauter

Chisago County – Mike Parker

Dakota County – Ron Jansen

Hennepin County – Jake Thompson

Isanti County – **absent**

Metro Region EMS – Victoria Vadnais

Metro Transit – Chad LeVasseur

Minneapolis – Rod Olson

Minnesota Fire Chiefs – Patrick Maynard

Ramsey County – Mike Mihelich

Scott County – Scott Haas

Sherburne County – Derek Baas

Washington County – Nate Timm

U of M – **absent**

Guests: Kristen Aronen, *Hennepin County;* Leticia Cardenas, *City of Minneapolis;* Frank Jarman, *Motorola;* and Andrew LaVenture, *Edina.*

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

1. Call to Order

The meeting was called to order at 1:00 p.m.

2. Approval of Agenda

Motion made by Cory DeMuth, seconded by Peter Sauter to approve the May 2025 Radio TOC meeting agenda. Motion carried.

3. Approval of April 2025 Meeting Minutes

Motion made by DeMuth, seconded by Sauter to approve the April 2025 Radio TOC meeting minutes. Motion carried.

4. Action Items
A. COMU Recognitions/Renewals
i. Mark Erickson COML Initial Recognition

Tracey Fredrick said that Mark Erickson is seeking initial recognition for COML. Erickson works for South Metro Fire and has agency support to be recognized. He has completed the task book and turned in all required documents and certificates.

Motion made by Sauter, seconded by DeMuth to approve the initial COML recognition of Mark Erickson. Motion carried.

ii. Jake Thompson COML/COMT Renewal

Fredrick said that Jake Thompson is seeking a COML and COMT renewal. Thompson currently works for Hennepin County and has agency support to continue serving as a COML and COMT. He is earning points for serving as a COML and COMT for events and authoring ICS 205s.

Motion made by Nate Timm, seconded by Ron Jansen to approve the COML and COMT renewal of Jake Thompson. Motion carried.

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B. Scott County Participation Plan Amendment
Scott Haas said Scott County is asking for approval of an amendment to its ARMER participation plan. The City of Shakopee has seen considerable commercial and industrial development in the area surrounding Canterbury Park and Valley Fair. A coverage evaluation identified this area as having numerous issues. A new ARMER enhancement site was approved for 801 Canterbury Road, Shakopee, Minnesota. The County has contracted with Motorola Solutions to provide a 16-channel simulcast RF subsite using "D" series base radio equipment. The new subsite will be connected to the Norwood/Young America prime site (zone 1, site 4) via redundant fiber optic connections. The same ARMER RF channel set already deployed in the NYA subnet will be deployed at the proposed new Canterbury tank site. Scott County will apply for FCC licensing for the subsite addition following MESB and Statewide Radio Board review. Pending appropriate approvals and FCC licensing, the Canterbury site is expected to be operational sometime in the 4th quarter of 2025. Scott County is responsible for funding the project.

Timm asked if Scott County would be using state funding to finance the project.

Haas said that the county will be using ARPA grant money.

Motion made by Jansen, seconded by DeMuth to approve the Scott County Participation Plan Amendment. Motion carried.

C. Discussion: West MRCC Talkgroup Encryption
Fredrick said that HEMS would like to encrypt the West MRCC talkgroup 2. Currently, they would like to add an additional channel to use for approximately one year, until Burnsville and Edina FDs are transitioned to encryption. At that time, the clear WMRCC2 would sunset. West MRCC1 would not be impacted.

Thompson said making a decision as a region would be most beneficial. He asked if EMS agencies would be impacted by the encryption upgrades.

Victoria Vadnais said that this should not impact EMS agencies assuming they keep one talkgroup channel without encryption open and available.

Haas said that the standard will need to be updated and approved at a future Radio TOC meeting.

Motion made by Timm, seconded by Jansen to approve the West MRCC talkgroup encryption with the guidance of updating the standard at the following June 2025 Radio TOC meeting. Motion carried.

5. Moves, Additions, and Changes to the System
Mike Parker said Chisago County is working on AES encryption capability upgrades for fall of 2025.

6. Committee Reports
A. System Managers Group/Metro Administrators
Jansen said the group met on May 28. Motorola needs the spare lists by June 16. Discussion on the upcoming upgrade and timing with Phase 1 running 9-29 through 10-10-25, Phase 2 running 10-21 through 10-31-25. MnDOT gave an update on the Juniper upgrades.

B. MnDOT ARMER System Update
There is no new update.

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C. SECB Committees
i. Steering
Fredrick said the committee met in May and continued to review needs and documents for the SECB Policy and Procedure Manual and SCIP planning. The June meeting for this committee has been cancelled.

ii. LMR
Timm said they met on May 13 and discussed numerous participation plan amendments, SUA planning and StatusBoard and BDA/DAS Best Practices workgroups continue to meet.

iii. WBBA
Rod Olson said they met on May 20 and discussed the scheduling of Verizon and T-Mobile coverage presentations. SCIP plan updates were also discussed.

iv. IOC/COMU-STR Workgroup
Jansen said the workgroup met and discussed their new vendor for SCIP goals. The group also discussed VHF radios.

v. IPAWS
Haas said they met on May 15. They originally met quorum but due to tornado warnings numerous members had to leave. The group is working on training standards and a minimum alert criteria standard.

vi. Finance/Grants Workgroup
Fredrick said they met earlier in May. A SECB budget planning meeting was held after the regular meeting to address funding recommendations for the 2026-2027 biennium, upcoming SCIP planning meetings, and how the SECB will be structured in the future. Staff planning needs were also discussed. The School Mapping grant application closed on May 16 and is expected to be awarded in June. The SECB biennial grant closes on June 30; at this time, it is undetermined how the next biennial grant will be categorized.

7. Other Business
A. ME TAC Permissions Update
Fredrick said there are no new permissions requested.

8. Adjourn
The meeting was adjourned at 1:33 p.m.

ARMER SYSTEM PARTICIPATION REQUEST

Date: 5/28/2025

Requesting Entity: US Customs and Border Protection

Entity Type: Law Enforcement

Participation Level: Interoperability

Area of Operation: Metropolitan Emergency Services Board (MESB) Region

Section 1: Overview

US Customs and Border Protection (USCBP) operates throughout the State of Minnesota. Concentrated primarily in the Twin Cities, and the Minneapolis-Saint Paul International Airport, USCBP's mission is to protect and secure the nation's borders.

USCBP is seeking ARMER system access to achieve interoperable Land Mobile Radio (LMR) communications with Minnesota public safety agencies that operate within the Metropolitan Emergency Services Board (MESB) region.

As an ARMER system interoperability plan participant, USCBP will not utilize ARMER system equipment and resources for any purposes other than achieving interoperable LMR communications with Minnesota public safety agencies involved in emergency and disaster response operations.

As an ARMER system interoperability plan participant, USCBP will not be authorized to utilize ARMER system for internal day-to-day, administrative and non-emergency communications purposes, except where otherwise approved by the Statewide Emergency Communications Board (SECB).

Section 2: ARMER System Participation Eligibility

As a public safety service provider, USCBP is eligible to utilize the ARMER system for interoperable LMR communication purposes under SECB Standard LMR-41 (Requesting Participation and Participation Plan Changes).

Section 3: Governance

As an ARMER system interoperability plan participant, USCBP will:

- Not utilize ARMER system equipment and resources until this plan has been approved by the SECB and a fully executed agreement with the contracting entity (Minnesota Department of Transportation) has been completed.
- Engage in regular communication and interaction with representatives from the SECB, the Metro ECB, the Minnesota Department of Public Safety, division of Emergency

Communication Networks (MN DPS-ECN), and the contracting entity regarding matters related to ARMER system interoperability and their participation status.

Seek the approval of the SECB, the Metro ECB, MN DPS-ECN, and/or the contracting entity prior to making any changes to the provisions of this plan.

Section 4: Technology – ARMER System Equipment

As an ARMER system user, USCBP will furnish the following equipment to support their access to the ARMER system:

- N/A

USCBP will be responsible for all initial and ongoing costs associated with the purchase, Configuration, security, and maintenance of equipment necessary to operate on the ARMER system. This equipment will be maintained in accordance with applicable SECB Standards and Equipment Specifications.

Section 5: Technology – ARMER System Infrastructure

As an ARMER system user, USCBP will furnish the following infrastructure necessary to support their access to the ARMER system:

- N/A

USCBP will be responsible for all initial and ongoing costs associated with the purchase, configuration, security, and maintenance of infrastructure necessary to operate on the ARMER system. This infrastructure will be maintained in accordance with applicable SECB Standards and Equipment Specifications.

Section 6: Technology – Armer System Radio User IDs

As an ARMER system user, USCBP is requesting the following quantity of ARMER system radio user IDs to support their access to the ARMER system:

Quantity	Assignment
92	Current Needs
38	Future Needs

TOTAL ARMER System Radio User ID's Requested = 130

Notes:

- Permissions to utilize the statewide and regional ARMER system talkgroup/channel resources noted in 'Attachment A' will be obtained as prescribed by applicable SECB and regional ECB/ESB standards.

- Additional ARMER system talkgroup/channel authorizations may be sought and obtained through controlling authorities such as individual cities, counties, and other entities authorized to grant these permissions.
- As an ARMER system interoperability plan participant, USCBP is not authorized to create and/or utilize any ARMER system talkgroups/channels that are specific to their organization/entity.
- USCBP is requesting access to a number of statewide and regional encrypted ARMER system interoperability talkgroups.

Section 8: Technology - ARMER System Loading and Other Adverse Impacts

At this time, there are no known or anticipated system loading or other adverse impacts on ARMER system performance associated with United Community Action Partnership's usage of the system.

Representatives from USCBP will collaborate with the SECB, the contracting entity, and any other affected party to address any system loading and/or other adverse impacts on ARMER system performance that may arise from their usage of the system.

Section 9: Standard Operating Procedures

As an ARMER system user, USCBP will develop and maintain internal standard operating procedures (SOPs) governing their use of ARMER system equipment and resources. These SOPs will be consistent with established best practices and applicable SECB standards related to the use of ARMER system equipment and resources.

Section 10: ARMER System Training

As an ARMER system user, USCBP will ensure that its users comply with all applicable SECB Standards related to training.

Section 11: Point of Contact (Technical Services)

As an ARMER system user, USCBP has designated the following individual(s)/entity(s) to serve as the technical services point of contact for matters related to this participation request. This individual/entity meets the requirements of SECB Standard LMR-28 (System Administrators Definition and Minimum Training Requirements) and will be responsible for addressing any technical issues related to the configuration, deployment, and maintenance of the ARMER system equipment and resources described herein.

Mark Gumto
Supervisor/ Local ARMER System Administrator
US Customs and Border Protection
2320 S Washington St
Grand Forks ND 58201
Telephone: 701-775-6259 x400
E-Mail: mark.gumto@cbp.dhs.gov

Section 12: Point of Contact (Administrative)

As an ARMER system user, USCBP has designated the following individual(s) to serve as their administrative point of contact for matters related to their usage of ARMER system equipment and resources:

Jason W Schmelz
Area Port Director
Area Port of Minneapolis, MN
5600 W American Blvd
Bloomington MN 55437
Telephone: +18439068689
E-Mail: jason.w.schmelz@cbp.dhs.gov

Section 13: Point of Contact (Minnesota Sponsor)

As a law enforcement agency, CBP is not required to have a sponsor for ARMER participation.

Section 14: Plan Submittal

Submitted by **Area Port Director Jason Schmelz** on the May 28, 2025.

(Designated Agency Administrator Signature)

Attachment A: Requested ARMER System Interoperability Talkgroups/Channels							
MN Statewide Public Safety Interop	MN Statewide LE INTEROP	Metro Regional Interop	National 800 MHz Interop	700 MHz ARMER Conventional Interop	800 MHz ARMER Conventional Interop	800 MHz ARMER Fire Scene of Action	Metro Emergency Law Enforcement (Encrypted)
STAC-1	LTAC-1	ME CALL	8CALL90	7SOA-1	8SOA-1	FSOA-1	MELEC-E
STAC-2	LTAC-2	ME-2	8TAC91	7SOA-2	8SOA-2	FSOA-2	
STAC-3	LTAC-3	ME-3	8TAC92	7SOA-3	8SOA-3		
STAC-4	LTAC-4	ME-4	8TAC93	7SOA-4	8SOA-4		
STAC-5	LTAC-5E	ME-5	8TAC94	7SOA-5	FSOA-1		
STAC-6	LTAC-6E	ME-6	8CALL90D	7SOA-6	FSOA-2		
STAC-7	LTAC-7E	ME-7	8TAC91D	7SOA-7			
STAC-8	LTAC-8E	ME-8	8TAC92D	7SOA-8			
STAC-9	LTAC-9E	ME-9	8TAC93D	7SOA-9			
STAC-10	LTAC-10E	ME-10	8TAC94D	7SOA-10			
STAC-11	LTAC-11E	ME-11		7SOA-11			
STAC-12	LTAC-12E	ME-12		7SOA-12			
STAC 13E		ME 13					
STAC 14E		ME 14E					
		ME-15E					

AUTHORIZATION TO USE TALKGROUPS
NOT OWNED BY THE REQUESTING AGENCY

Date: 6/10/2025 _____

Requesting Agency: St. Croix County Wisconsin - Sheriff's Office and cities within _____

Authorizing Agency: MESB _____

Reason for Request   ✓ Add Talkgroup(s) to Radios
                     ___ Add Talkgroup(s) to Dispatch Console
                     ___ Scan/Monitor Talkgroup(s)
                     ___ Other _____

I. Request permission to ADD the following clear talkgroup(s)

Talkgroup	Installation: Console, Portable, Mobile, Command Post	# of Work Units
ME TAC 1-10	All public safety capable radios	All approved radios

II. Request permission to SCAN/MONITOR the following clear talkgroup(s)

Talkgroup	Installation: Console, Portable, Mobile, Command Post	# of Work Units

III. Encrypted Talkgroup Requests
A. If you are given permission for a talkgroup that is encrypted, neither the talk group nor the encryption key will be shared without written permission from the grantor entity.
B. The encrypted talkgroup will be granted and programmed via:
   ___ **In-person encryption key transfer**
   ✓ **Keyloader to Keyloader transfer**
   ___ **Loaded by granting agency Keyloader only**
   ___ **Other: please specify**

C. Request permission to ADD the following encrypted talkgroup(s)

Talkgroup	Talkgroup Hex ID	CKR #	Patching Capability (Gateway, Dispatch, LTE)
ME TAC 11E-14E	Private.	Private.	Mobile command truck is
ME LSEC 2E-15E	Private.	Private	capable of gateway patches
			but this would be abnormal -
			patches usually done by
			Washington Co PSAP

D. Request permission to SCAN/MONITOR the following encrypted talkgroup(s)

Talkgroup	Talkgroup Hex ID	CKR #	Special Notes

IV. Other Request/Requirements (Explain)

LSEC talkgroups will only be programmed in law radios.

V. Reason for Request
Note: If given permission for talkgroups on a temporary or event basis, the permission will be rescinded on dd/mm/yyyy.

Interoperability for public safety users - metro border county

(Attach supporting documentation)

Name of individual completing application Ty Newton - SCC/ECS Systems Tech

Address 1101 Carmichael Road, Hudson WI 54016

Phone 715-381-4389   **Email** Ty.Newton@sccwi.gov

AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Request Approved _____　　　**Approved with Conditions _____**　　　**Denied ____**

Conditions:

_____

Authorized Signature _____

Name of Authorizing Individual _____

Address _____

Phone _____　　　**Email** _____

Metro Region ARMER Standards

Section Appendices – Appendix C Talkgroup Permission Letter Template

Date Established	**5-12-01**
Date Revised/Reviewed	**1-27-21**

1. Purpose or Objective

The purpose of this template is to provide a guide for requesting the use of another owner's talkgroup resources. Procedure for use of this letter is found in SECB Standard LMR-13 *Use of Shared Talk Groups*. (See next page)

AUTHORIZATION TO USE TALKGROUPS
NOT OWNED BY THE REQUESTING AGENCY

Date: _____4/24/2025_____

Requesting Agency: _____ATF_____

Authorizing Agency: _____MESB_____

Reason for Request
_X_ Add Talkgroup(s) to Radios
___ Add Talkgroup(s) to Dispatch Console
___ Scan/Monitor Talkgroup(s)
___ Other _____

I. Request permission to ADD the following clear talkgroup(s)

Talkgroup	Installation: Console, Portable, Mobile, Command Post	# of Work Units
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Request permission to SCAN/MONITOR the following clear talkgroup(s)

Talkgroup	Installation: Console, Portable, Mobile, Command Post	# of Work Units
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. Encrypted Talkgroup Requests
A. If you are given permission for a talkgroup that is encrypted, neither the talk group nor the encryption key will be shared without written permission from the grantor entity.
B. The encrypted talkgroup will be granted and programmed via:
___ In-person encryption key transfer
_X_ Keyloader to Keyloader transfer
___ Loaded by granting agency Keyloader only
___ Other: please specify

Metro Appendix C – TG Permission Letter Template

C. Request permission to ADD the following encrypted talkgroup(s)

Talkgroup	Talkgroup Hex ID	CKR #	Patching Capability (Gateway, Dispatch, LTE)
LSEC 2-15			

D. Request permission to SCAN/MONITOR the following encrypted talkgroup(s)

Talkgroup	Talkgroup Hex ID	CKR #	Special Notes

IV. Other Request/Requirements (Explain)

_____

V. Reason for Request
Note: If given permission for talkgroups on a temporary or event basis, the permission will be rescinded on dd/mm/yyyy.

For Encrypted regional Interoperability with Law Enforcement Agencies
_____
(Attach supporting documentation)

Name of individual completing application _Jonathan Blass_____

Address _3250 Lacey Rd. Suite 400 Downers Grove, IL 60515_____

Phone _312-802-8763_____ **Email** _jonathan.blass@atf.gov_____

This Page for Authorizing Agency Only

AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Request Approved _____　　　**Approved with Conditions _____**　　**Denied ____**

Conditions:

_____

Authorized Signature _____

Name of Authorizing Individual _____

Address _____

Phone _____　　**Email _____**

June 17, 2025

Metropolitan Emergency Services Board

Radio Technical Operations Committee

Dear Radio TOC Chair,

Metro Mobility is requesting an additional 150 Radio Id's for current and future expansion. The radios will be programmed utilizing the same profile, preferring City Center.

The impact on the call time is expected to be minimal and remain under the current requested numbers. Included are two charts showing the Metro Mobility usage and Private call usage.

Respectfully,

Chad LeVasseur

Metropolitan Council Radio System Administrator

talkgroup_	Z1S1 CITY	Z1S2 LINO	Z1S3 DAKC	Z1S4 NOR\	Z1S5 WASH	Z2S2 HENN CNTY WEST	HH:MM:SS
MetCounci	18:05:02	12:05:35	5:02:41	5:29:20	5:00:18	11:42:06	

ZONE_ID	SITE_ID	SITE_ALIAS	RF_CHANN	MONTH	grp_calls	grp_call_d	busy_grp_
1	1	CITY CENTER	24	2025-05	1065333	11155424	31
1	2	LINO LAKES	15	2025-05	562804	5227579	0
1	3	DAKOTA	16	2025-05	510067	5183177	0
1	4	NORWOOD	16	2025-05	482717	4582954	0
1	5	WASHINGTON	16	2025-05	435926	4454505	0
1	6	NORTH BRANCH	11	2025-05	287568	2737442	0
1	9	MPLS #MP#	20	2025-05	481866	4502315	0
1	85	OSRC TEST WE	2	2025-05	70	561	1
1	92	DOC RUSH CITY	4	2025-05	26611	185473	0
1	96	DOC LINO LAKES	4	2025-05	20296	151657	0
1	97	DOC OAK PARK HTS	4	2025-05	10872	86711	0
1	98	DOC SHAKOPEE	4	2025-05	16361	134091	0
1	99	DOC STILLWATER	4	2025-05	25798	208063	0
2	1	HENN CNTY EAST #HC#	24	2025-05	1286896	12133802	0
2	2	HENN CNTY WEST	18	2025-05	693458	6291703	0

busy_grp_	private_calls	private_call_dur
36	18683	808749
0	230	8542
0	114	4806
0	159	6839
0	237	8300
0	0	0
0	27	576
12	1	23
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	16	63
0	243	9554

REQUEST FOR SPECIAL
WIDE AREA SITE ACCESS
FOR AN ARMER TALKGROUP

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

If Announcement Group List all Contained Talkgroups:

Sites Requested:

☐ Statewide (Requires Statewide Radio Board Approval)

X Other (Specify Sites or Regions): Metro RG

Talkgroup Owner Agency (Include Point of Contact Information):

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

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

☐ Shared

☐ Private

☐ Special Roaming Only Talkgroup – Occasional Use.

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

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

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

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

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

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

6-17-25
_____
Talkgroup Owner Agency Authorized Official – Signature & Date

Chad LeVasseur – Manager of Communications
_____
Printed Name and Title