



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

June 24, 2026, 1:00 p.m.

This meeting will be conducted in-person at the **MESB Board Room, 2099 University Ave W, St. Paul** and online at [WebEx Link](#). If prompted, please use meeting number 2552 525 4238 and password Radio. To call in by phone, dial 408.418.9388.

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Roll Call/Attendance**
3. **Approval of Agenda** – Thompson
4. **Approval of Minutes of May 27, 2026 Meeting (page 2)** – Thompson
5. **Action Items**
 - A. COMU Recognitions/Renewals – Tracey Fredrick
 - i. John Polz COML Recognition (page 8)
 - ii. James Mitchell INTD Recognition (page 32)
 - B. Anoka County Participation Plan Amendment (page 65) – Chris Spetcher
 - C. MN-TF1 NM Client Addition (page 67) – Andrew LaVenture
6. **Moves, Additions, & Changes to the System**
7. **Committee Reports**
 - A. System Managers Group/Metro Administrators – Ron Jansen
 - B. MnDOT ARMER System Update – Nick Schatz/Dave Klema
 - C. SECB Committees
 - i. Steering – Fredrick/Jill Rohret
 - ii. LMR – Mike Mihelich/Nate Timm
 - iii. WBBA – Rod Olson/Ryan Emberland
 - iv. IOC/ICT Workgroup – Timm/Jansen/Dan Anderson
 - v. IPAWS – Scott Haas
 - vi. Finance/Grants Workgroup – Fredrick/Rohret
8. **Other Business**
 - A. ME TAC Permissions Update – Fredrick
 - B. Stier Bill/Legislative Task Force Update – Open Discussion
 - C. Change Management Items (page 69) – Open Discussion
 - D. Use of Training Dollars – Fredrick
9. **Adjourn**

Reminder: Next meeting scheduled for July 22, 2026.

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Radio Technical Operations Committee May 27, 2026 Draft Meeting Minutes

Members

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

Metro Transit – Chad LeVasseur
Minneapolis – Rod Olson
Minnesota Fire Chiefs – Jon Rasch
Ramsey County – Mike Mihelich
Scott County – Scott Haas
Sherburne County – Derek Baas
Washington County – Nate Timm
U of M – Jeff Lessard (remote)

Reason(s) for Remote Attendance: Conflicting meeting times.

Guests: Kristen Aronen, *Hennepin County*; Josh Ewing, *Action Radio*; Dalton Gruber, *Bloomington*; Merlin Koskela, *Hennepin County (remote)*; Andrew Laventure, *Edina Fire (remote)*; Kris Massie, *Hennepin County (remote)*; Scott McLean, *Scott County*; Marty O'Malley, *Motorola (remote)*; Julian Ross, *Action Radio*; and Nick Schatz, *MnDOT*.

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

1. Call to Order

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

2. Roll Call

Roll call was performed.

3. Approval of Agenda

Motion made by Ron Jansen, seconded by Jeff Bjorklund to approve the May 27, 2026, Radio TOC meeting agenda. Motion carried.

Roll Call for Agenda

Name	City/County	Yes	No
Jeff Bjorklund	Metro Airports	X	
Chris Spetcher	Anoka County	X	
Peter Sauter	Carver County	X	
Mike Parker	Chisago County	X	
Ron Jansen	Dakota County	X	
Jake Thompson	Hennepin County	X	
Clinton Maxson	Isanti County	X	
Victoria Vadnais	Metro Region EMS	X	
Chad LeVasseur	Metro Transit	X	
Rod Olson	City of Minneapolis	X	
Jon Rasch	Minnesota Fire Chiefs	X	
Mike Mihelich	Ramsey County	X	
Scott Haas	Scott County	X	

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Derek Baas	Sherburne County	X	
Nate Timm	Washington County	X	
Jeff Lessard	University of Minnesota Police	X	

Yes: 16 No: 0 Motion carried.

4. Approval of Minutes of March 25, 2026 Meeting

Motion made by Victoria Vadnais, seconded by Scott Haas to approve the March 25, 2026, Radio TOC meeting minutes. Motion carried.

Roll Call for Approval of Minutes

<u>Name</u>	<u>City/County</u>	<u>Yes</u>	<u>No</u>
Jeff Bjorklund	Metro Airports	X	
Chris Spetcher	Anoka County	X	
Peter Sauter	Carver County	X	
Mike Parker	Chisago County	X	
Ron Jansen	Dakota County	X	
Jake Thompson	Hennepin County	X	
Clinton Maxson	Isanti County	X	
Victoria Vadnais	Metro Region EMS	X	
Chad LeVasseur	Metro Transit	X	
Rod Olson	City of Minneapolis	X	
Jon Rasch	Minnesota Fire Chiefs	X	
Mike Mihelich	Ramsey County	X	
Scott Haas	Scott County	X	
Derek Baas	Sherburne County	X	
Nate Timm	Washington County	X	
Jeff Lessard	University of Minnesota Police	X	

Yes: 16 No: 0 Motion carried.

5. Action Items

A. Scott County Participation Plan Amendment

Scott McLean said Scott County requests an amendment to its ARMER participation plan to account for agency growth. Scott County currently has 132 Talkgroups. To facilitate encryption key rolls, it is required to create new Talkgroup IDs and assign new encryption keys to the new Talkgroups. Scott County requests approval for 25 new Talkgroup IDs for a total of 157 Talkgroups. Scott County also requests an increase of 250 subscriber IDs for a total of 1785 approved subscriber IDs.

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

Roll Call for Agenda Item 5A

<u>Name</u>	<u>City/County</u>	<u>Yes</u>	<u>No</u>
Jeff Bjorklund	Metro Airports	X	
Chris Spetcher	Anoka County	X	
Peter Sauter	Carver County	X	
Mike Parker	Chisago County	X	
Ron Jansen	Dakota County	X	
Jake Thompson	Hennepin County	X	
Clinton Maxson	Isanti County	X	
Victoria Vadnais	Metro Region EMS	X	
Chad LeVasseur	Metro Transit	X	
Rod Olson	City of Minneapolis	X	

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Jon Rasch	Minnesota Fire Chiefs	X	
Mike Mihelich	Ramsey County	X	
Scott Haas	Scott County	X	
Derek Baas	Sherburne County	X	
Nate Timm	Washington County	X	
Jeff Lessard	University of Minnesota Police	X	

Yes: 16 No: 0 Motion carried.

B. Anoka County Participation Plan Amendment

Chris Spetcher said Anoka County seeks an amendment to its ARMER Participation Plan. The amendment seeks to include a PREPARED 911 ETAP 3105 device to transcribe radio traffic. The device will be placed downstream from the AIS and split the radio traffic audio sending one line to the Logger and the other into PREPARED's Audio Collector. The Audio Collector will send audio to PREPARED's Cloud and a VOCODER. The Audio Collector, the ETAP 3105, and the VOCODER are at the Andover ECC location and in a secured enclosure within the Data room.

Jansen asked if the solution was CJIS compliant. He also asked if anyone could request encrypted audio paths and who has access to the data.

Spetcher said it was CJIS compliant but would need to do further research about the ownership and access of the recorded data.

Haas asked which talkgroups were fed to the device or if they were restricted to Anoka County-owned resources only

Spetcher said he would follow-up with the information requested.

Motion made by Jansen, seconded by Ron Olson to table the Anoka County Participation Plan Amendment and re-open discussions at a future Radio TOC meeting. Motion carried.

Roll Call for Agenda Item 5B

Name	City/County	Yes	No
Jeff Bjorklund	Metro Airports	X	
Chris Spetcher	Anoka County	X	
Peter Sauter	Carver County	X	
Mike Parker	Chisago County	X	
Ron Jansen	Dakota County	X	
Jake Thompson	Hennepin County	X	
Clinton Maxson	Isanti County	X	
Victoria Vadnais	Metro Region EMS	X	
Chad LeVasseur	Metro Transit	X	
Rod Olson	City of Minneapolis	X	
Jon Rasch	Minnesota Fire Chiefs	X	
Mike Mihelich	Ramsey County	X	
Scott Haas	Scott County	X	
Derek Baas	Sherburne County	X	
Nate Timm	Washington County	X	
Jeff Lessard	University of Minnesota Police	X	

Yes: 16 No: 0 Motion carried.

C. Carver County Talkgroup Permission Request

Peter Sauter said Carver County is seeking permission for Requested Site talkgroup access on Hennepin West for a new dedicated fire paging talkgroup, CV-FPAGE. Carver County

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previously obtained Requested Site permission on Hennepin West for their Fire Main, and CV-FIRE will cover the Northeast part of Carver County. Carver County's intention is to remove Request Site access from CV-FIRE when they make the operational change to the Paging Talkgroup later this year. The change will lower the amount of airtime used by Carver County on Hennepin West.

Motion made by Nate Timm, seconded by Mike Mihelich to approve the Carver County Talkgroup Permission Request. Motion carried.

Roll Call for Agenda Item 5C

<u>Name</u>	<u>City/County</u>	<u>Yes</u>	<u>No</u>
Jeff Bjorklund	Metro Airports	X	
Chris Spetcher	Anoka County	X	
Peter Sauter	Carver County	X	
Mike Parker	Chisago County	X	
Ron Jansen	Dakota County	X	
Jake Thompson	Hennepin County	X	
Clinton Maxson	Isanti County	X	
Victoria Vadnais	Metro Region EMS	X	
Chad LeVasseur	Metro Transit	X	
Rod Olson	City of Minneapolis	X	
Jon Rasch	Minnesota Fire Chiefs	X	
Mike Mihelich	Ramsey County	X	
Scott Haas	Scott County	X	
Derek Baas	Sherburne County	X	
Nate Timm	Washington County	X	
Jeff Lessard	University of Minnesota Police	X	

Yes: 16 No: 0 Motion carried.

D. Metro ARMER Standard 3.17.4 Update

Tracey Fredrick said Metro ARMER Standard 3.17.4 has gone through minor changes to clean up language errors and to better establish the procedure for the dissemination of information. The changes to the Standard are in the meeting packet.

Motion made by Jansen, seconded by Victoria Vadnais to approve the Metro ARMER Standard 3.17.4 Updates. Motion carried.

Roll Call for Agenda Item 5D

<u>Name</u>	<u>City/County</u>	<u>Yes</u>	<u>No</u>
Jeff Bjorklund	Metro Airports	X	
Chris Spetcher	Anoka County	X	
Peter Sauter	Carver County	X	
Mike Parker	Chisago County	X	
Ron Jansen	Dakota County	X	
Jake Thompson	Hennepin County	X	
Clinton Maxson	Isanti County	X	
Victoria Vadnais	Metro Region EMS	X	
Chad LeVasseur	Metro Transit	X	
Rod Olson	City of Minneapolis	X	
Jon Rasch	Minnesota Fire Chiefs	X	
Mike Mihelich	Ramsey County	X	
Scott Haas	Scott County	X	
Derek Baas	Sherburne County	X	

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Nate Timm	Washington County	X	
Jeff Lessard	University of Minnesota Police	X	

Yes: 16 No: 0 Motion carried.

E. 2027 Meeting Dates

Fredrick said she has been asked to confirm the Radio TOC 2027 meeting dates earlier than usual. The 2027 Radio TOC meeting dates follow the same 4th Wednesday of the Month at 1 p.m. cadence that has been used in the past. The November meeting will move to the 3rd Wednesday at 1 p.m. The December meeting is up for discussion with the 3rd Wednesday (15th) or 4th Wednesday (22nd) as possible meeting dates. Fredrick is asking for feedback, specifically on the December meeting, but for any other conflicts that are known at this time.

The Radio TOC members agreed on December 15 as the chosen meeting date.

Motion made by Chad LeVasseur, seconded by Bjorklund to approve the 2027 meeting dates. Motion carried.

Roll Call for Agenda Item 5E

<u>Name</u>	<u>City/County</u>	<u>Yes</u>	<u>No</u>
Jeff Bjorklund	Metro Airports	X	
Chris Spetcher	Anoka County	X	
Peter Sauter	Carver County	X	
Mike Parker	Chisago County	X	
Ron Jansen	Dakota County	X	
Jake Thompson	Hennepin County	X	
Clinton Maxson	Isanti County	X	
Victoria Vadnais	Metro Region EMS	X	
Chad LeVasseur	Metro Transit	X	
Rod Olson	City of Minneapolis	X	
Jon Rasch	Minnesota Fire Chiefs	X	
Mike Mihelich	Ramsey County	X	
Scott Haas	Scott County	X	
Derek Baas	Sherburne County	X	
Nate Timm	Washington County	X	
Jeff Lessard	University of Minnesota Police	X	

Yes: 16 No: 0 Motion carried.

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

7. Committee Reports

A. Metro Mobility Usage Update

LeVasseur commented that the numbers for the month of March appeared to be on the lower side, but everything else is operating normally.

B. System Managers Group/Metro Administrators

There are no new updates.

C. MnDOT ARMER System Update

Nick Schatz said that there are some changes being made at the U of M Bioscience building; the feed line will be relocated during this time and there will also be a replacement of the rooftop on the ramp. There will also be an MCC refresh from Motorola and new release software in July.

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D. SECB Committees

i. Steering

Fredrick said the committee met in May. The committee continued discussion on topics for the Policy and Procedure Manual and SCIP.

ii. LMR

Mihelich said the committee met in May and discussed the Minnesota MTUG Chapter meeting and various Participation Plan Amendments. Prior to the June LMR meeting, there will be a Motorola Business Relationship Manager meeting.

iii. WBBA

Olson said the committee met in May and discussed the new SWIC and SCIP. There was also an AT&T status report presented.

iv. IOC/ICT Workgroup

Jansen said that IOC met in May, Lifelink iii participation plan was approved, discussed filling vacancies, and SCIP plan. Timm said ICT has not met since last meeting.

v. IPAWS

Haas said the committee met and discussed SCIP, standards which are in progress but not yet approved, and use codes. There were no action items on the meeting agenda.

vi. Finance/Grants Workgroup

Fredrick said both groups met in May. The SECB grant RFP revised criteria was discussed and is expected to be released for application in June. The group took action to release money from the special revenue account to help cover costs for the ARMER Legislative Task Force. The SECB budget, SCIP, and NG911 PSAP Cost Study were also reviewed.

8. Other Business

A. ME TAC Permissions Update

Fredrick said the BCA requested access for ME TAC 13E and 14E and will be getting them the necessary keys if they have not already been received.

B. Stier Bill/Legislative Task Force Update

Rohret gave a brief update on the Stier bill and Legislative Task Force.

C. Change Management Items

Fredrick said no items have been brought forward to review.

D. AI Use Policy/Standard/Best Practices

Fredrick said the MESB is considering a policy, standard, or best practice on how AI is used for emergency communications. While this mainly affects PSAP operations, it is worthwhile to have a discussion to find out if there are any radio-related operations that are affected by AI use. Please reach out to Fredrick with ideas, opinions, or comments.

9. Adjourn

The meeting was adjourned at 1:35 p.m.

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Polz, John Ray

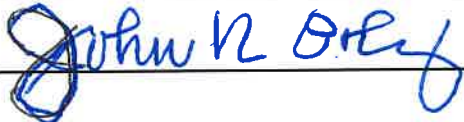
Certifying Agency Department of Public Safety - State Patrol

County Ramsey ECB/ESB Region Metro

Agency Address 1500 County Rd B-2 West, Roseville, MN. 55113

24/7 Telephone 651-582-1500 Business Telephone 651-582-1500

Email Address john.polz@state.mn.us


Signature  Date 05-12-2026

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

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

Name & Title Timothy G. Boyer, Statewide Director Of Communications - State Patrol

Agency MN Department of Public Safety - State Patrol

Signature  Date 05-12-2026

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

Name & Title _____ Region _____

Signature _____ Date _____

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

SWIC Signature _____ Date _____

COMU Experience Record

Name Polz, John R
(Last, First Middle)

Agency Mn Dept of Public Safety - State Patrol ECB/ESB Metro
Region

Position:
 COML COMT INCM
 INTD RADO AECS

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

POINTS	DATE(S)	SUMMARY <small>(location, activity, participants, who can verify, general summary)</small>
	Aug 18-20, 2025	Camp Ripley - Communications Excercise, County Agencies, State Agencies, MN National Guard, Dan Anderson (Hennepin Copunty Emergency Management). I worked as a COML(T) at Camp Ripley for the Communications Excercise.
	Aug 19-21, 2024	Camp Ripley - Communications Excercise, County Agencies, State Agencies, MN National Guard, Dan Anderson (Hennepin County Emergency Management). I worked as a COML(T) for the Communications Excercise.

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

Signature _____ Date: 05-12-2026



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

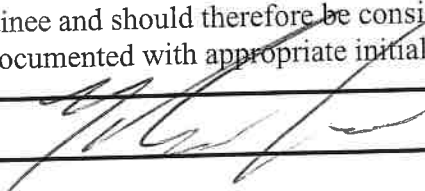
Type 2

Type 3

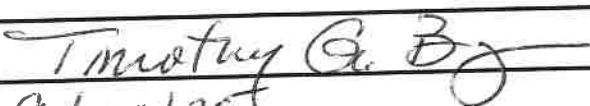
POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	John R Polz
DUTY STATION:	
PHONE NUMBER:	612-599-1933
E-MAIL:	john.polz@state.mn.us
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Elias Charif
TITLE:	COML
DUTY STATION:	Evaluator
PHONE NUMBER:	248-756-4959
E-MAIL:	elias.charif@fairview.org
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Camp Ripley / Northstar III
DATE:	8/29/25

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that	<u>Elias Charif</u>
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>9/20/25</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>ELIAS CHARIF</u>
TITLE:	<u>COML</u>
DUTY STATION:	<u>Act Chief of EMS</u>
PHONE NUMBER:	<u>248-756-4959</u>
E-MAIL:	<u>Elias.Charif@fairview.org</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	<u>John R Polz</u>
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	<u>9/10/25</u>
OFFICIAL'S NAME:	<u>Timothy Boyer</u>
TITLE:	<u>Director</u>
DUTY STATION:	<u>RTMC</u>
PHONE NUMBER:	<u>651-757-1980</u>
E-MAIL:	<u>timothy.boyer@state.mn.us</u>

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:	John R Pelz
TRAINEE POSITION:	COML
Evaluation Record Number:	1
Evaluator's name:	Keith Pattison
Incident/office title and agency:	CentralCare EMS
Evaluator's home unit address and phone:	301 Becker Ave SW Willmar MN 56201 320 295-6972
Name and location of incident or simulation/exercise:	NorthStar II Camp Ripley
Incident kind:	Com Training
Number and kind of resources:	10
Evaluation period:	8/19 - 8/21
Position type:	COML
Recommendation:	<p>The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input checked="" type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
Additional recommendations/comments:	
Date:	8/21
Evaluator's initials:	KP
Evaluator's relevant qualification:	COML, COMT-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
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures 	<p>C, D, F, I, J, T</p>	<p>1</p>	<p>S/ra/25</p>

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: <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans 	E, F, I	1 2	KP 8/19 JC 8/20/25

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	1 2	KP 8/19 JC 8/20/25

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	1	KP 8/20 3L 8/20/25
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	KP 8/20 3L 8/20/25
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F, I, J	1	KP 8/20 3L 8/20/25

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> • 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 2	KP 8/20 3L 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident:</p> <ul style="list-style-type: none"> • 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	<p style="text-align: center;">1 2</p>	<p style="text-align: center;">KP gc 8/20/25</p>
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.</p>	E, F, I	<p style="text-align: center;">1 2</p>	<p style="text-align: center;">KP gc 8/20/25</p>

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
<p>10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> • 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 2	KP 8/20 JC 8/20/25
<p>11. Initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • 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 2	KP 8/20 JC 8/20/25

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>12. Design communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> • 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	1	JC 8/20/25

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 2	KP 8/21 JC 8/20/25
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 2	KP 8/21 JC 8/20/25
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 2	KP 8/21 JC 8/20/25
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 2	KP 8/21 JC 8/20/25
17. Provide basic training as needed for equipment being deployed	E, F, I	1	JC 8/20/25

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 2	KP 8/21 YC 8/20/25
19. Install communications equipment: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Command repeater ○ Logistics repeater ○ Links (radio and wire-based) ○ Remotes ○ Gateways ○ 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 2	KP 8/21 YC 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>20. Assign communications equipment:</p> <ul style="list-style-type: none"> 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 2	8/21 8/20/25
<p>21. Establish Incident Communications Center (ICC):</p> <ul style="list-style-type: none"> 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 2	8/21 8/20/25
<p>22. Manage operations of the ICC:</p> <ul style="list-style-type: none"> 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 2	8/21 8/20/25
<p>23. Perform operational tests of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment Monitor all gateways in use Plan for battery replacement Act decisively to minimize interruptions in system operation 	E, F, I	1 2	8/21 8/20/25

Emergency Management Institute



FEMIA

This Certificate of Achievement is to acknowledge that

JOHN R POLZ

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

IS-00100.b
Introduction to Incident Command System
ICS-100

Issued this 10th Day of September, 2016



Steven P. Heidecker
Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



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professional development and completion of the independent study course:

IS-00144
Telecommunicators Emergency Response Taskforce
(TERT) Basic Course

Issued this 7th Day of September, 2016



Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



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

Issued this 10th Day of September, 2016



0.3 IACET CEU

A handwritten signature in black ink that reads "Steven P. Heidecker".

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute



FEMA

National Fire Academy

John Ray Polz

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of the NFA State/Local Partner-Sponsored Training

**ICS 300, Intermediate ICS for Expanding
Incidents for Operational First Responders
St Paul, Minnesota**

March 1 - 3, 2017

A handwritten signature in black ink, appearing to read "John Ray Polz".

Superintendent
National Fire Academy

This course meets the NIMS requirements for ICS-300.



FEMA

National Fire Academy

John Ray Polz

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

St Paul, Minnesota

August 2 - 3, 2017

Superintendent
National Fire Academy

This course meets the NIMS requirements for ICS-400.

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This Certificate of Achievement is to acknowledge that
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IS-00700.a
National Incident Management System (NIMS)
An Introduction

Issued this 10th Day of September, 2016



Steven P. Heidecker
Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

JOHN R POLZ

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 8th Day of September, 2016



A handwritten signature in black ink that reads "Steven P. Heidecker".

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This is to certify that

John Polz

successfully completed

**NIMS ICS All-Hazards Communications Unit Leader
Minneapolis, Minnesota**

2.5 IACET CEU

January 13 - 16, 2025

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



COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) MITCHELL, JAMES GENE

Certifying Agency DAKOTA 911

County DAKOTA ECB/ESB Region METRO

Agency Address 2860 160TH ST W ROSEMONT, MN

24/7 Telephone 7158084148 Business Telephone _____

Email Address jmitchell@dakota911mn.gov

Signature  Date 5/27/2026

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

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

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

Name & Title Brent Anderson, Operations Director

Agency Dakota 911

Signature  Date 5/27/2026

Regional Recognition

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

Name & Title _____ Region _____

Signature _____ Date _____

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

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

SWIC Signature _____ Date _____



Homeland Security

All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

Position Task Book

Task Book Assigned To:

Trainee's Name: JAMES G. MITCHELL

Trainee's Email Address: jmittchell@dakota911mn.gov

Home Agency: DAKOTA 911

Home Agency Phone Number 651-322-2323

Task Book Initiated By:

Official's Name: ANDY SCHOO

Agency Official's Title: DISPATCH SUPERVISOR, COML

Agency: DAKOTA 911

Agency Phone Number: 651-322-8646

Agency Address: 2860 160TH ST W

ROSEMOUNT, MN 55024

Date Initiated: 04/29/2024

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

Version 1.1
June, 2017

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

FINAL EVALUATOR'S VERIFICATION

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

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

Printed Name Elias Charif

Title Communications Manager

Agency M Health Fairview EMS

Phone Number 248-756-4959 Email elias.charif@fairview.org

AGENCY CERTIFICATION

I certify that JAMES GENE MITCHELL has met all requirements for qualification in this position and that such qualification has been issued.

Certifying Official's Signature [Signature] Date 5/27/2026

Printed Name BRENT ANDERSON

Title OPERATIONS DIRECTOR

Agency DAKOTA 911

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

NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

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

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

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

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

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

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

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

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

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

2. The **Evaluator** is responsible for:
 - Being qualified and proficient in the position being evaluated, or higher ICS position (e.g. IC, COML, INTD, etc.).
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing an Evaluation Record found at the end of each PTB.
3. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
4. The **Agency Head** or designee is responsible for:
 - Selecting trainees based on the needs of their organization or area Incident Management Teams.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
 - Initiating the PTB to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
 - Tracking progress of the trainee.
 - Identifying incident evaluation opportunities.
 - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
 - Providing trainees the opportunity to attend the applicable training course(s).

Competency: INTD Preparedness

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure readiness prior to assignment			
1. Assemble and maintain an INTD response kit prior to receiving an assignment, including critical operating supplies and equipment needed to support the INTD job assignment over multiple operational periods (up to 72 hours). The following items are suggested as a partial listing of items needed: <ul style="list-style-type: none"> • Communications equipment <ul style="list-style-type: none"> ○ Portable radio ○ Cellphone ○ Batteries/chargers • First aid kit • Personal safety gear • ICS Forms cache • Office Supplies (e.g. clipboard, tape, paper, pencil, etc.) • Multi-purpose tool/Flashlight • Clock/Watch with countdown timer function • Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.) • Computer/Printer/Thumb drive 	○	JGM	8/19/24
2. Obtain and assemble supplies and materials for a personal sustainment kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal kit: <ul style="list-style-type: none"> • Multiple changes of clothing (as appropriate for anticipated weather conditions) • Personal identification/credentials • Toiletries • Medicines (prescription and over-the-counter) • Cash and credit cards • Alarm clock • Food/Water 	○	JGM	8/19/24

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

Competency: INTD Mobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Obtain complete information for response			
3. Obtain complete information for assignment and initiate documentation: <ul style="list-style-type: none"> • Incident name • Incident/Mission/Tracking/Order # • Calling channel/phone number • Reporting time/Check-in location • Transportation arrangements/travel routing instructions • Contact procedures during travel • Specific equipment/supplies needed 	①	JC	8/19/24

Behavior: Ensure check-in is recorded and accountability is activated			
4. Arrive at incident and check in: <ul style="list-style-type: none"> • Arrive properly equipped at assigned location within acceptable time limits • Follow established policies and procedures for checking in, and provide the needed information and documentation: <ul style="list-style-type: none"> ○ Incident/Mission/Tracking/Order # ○ Unit Leader's name ○ Incident assignment, etc. ○ Identification/credentials 	①	JC	8/19/24

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

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

Behavior: Gather and apply situational information relevant to the assignment			
5. Document initial briefing from Incident Communications Center Manager (INCM) /incident supervisor: <ul style="list-style-type: none"> • <i>Situation Summary</i> • <i>Safety Briefing</i> • <i>Current and Planned Goal/Objectives</i> • <i>Current and Planned Actions, Strategies and Tactics</i> • <i>Current Organization (ICS 207 – Incident Organization Chart)</i> • <i>Current/Planned communications plan</i> <ul style="list-style-type: none"> ○ <i>Communications Nets, e.g., Command, Tactical, Logistics, etc.</i> ○ <i>Map Sketch of communication system</i> • <i>Current/Planned Resource Summary</i> 	①	JL	8/19/24

Competency: Incident Tactical Dispatch Operations

Task	Code	Evaluator # and Initials	Date
Behavior: Support establishment of Incident Communications Center (ICC)			
6. Assist INCM/supervisor with setup of the ICC if needed/as assigned: <ul style="list-style-type: none"> • <i>Facility/vehicle in which to situate the ICC</i> • <i>Appropriate location of ICC</i> • <i>ICC equipment activation and testing</i> <ul style="list-style-type: none"> ○ <i>Radio</i> ○ <i>Data</i> ○ <i>Telephone</i> ○ <i>Video</i> ○ <i>Ancillary equipment</i> • <i>ICC documentation organization</i> • <i>Notification of ICC activation</i> 	①	JL	8/19/24
7. Evaluate needs and request additional resources to support ICC operations: <ul style="list-style-type: none"> • <i>Develop or initiate an inventory control system for INTD supplies and equipment</i> • <i>Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor</i> • <i>Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items</i> 	①	JL	8/20/24

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

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

<p>8. Assist in maintaining Security of the ICC</p> <ul style="list-style-type: none"> • Keep ICC entry/access points secured/locked in accordance with established policies • Notify INCM/supervisor of any security concerns 	<p>ⓐ</p>	<p>3C</p>	<p>8/19/24</p>
<p>9. Demonstrate safety awareness:</p> <ul style="list-style-type: none"> • Location of First Aid kit supplies and equipment • ICS 206 – Medical Plan • Potential safety issues or hazards 	<p>ⓐ</p>	<p>3C</p>	<p>8/19/24</p>

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Establish effective relationships			
<p>10. Conduct self in a professional manner:</p> <ul style="list-style-type: none"> • Be respectful and courteous • Respect public and private property • Establish and maintain positive interpersonal and interagency working relationships • Encourage and promote team environment • Follow established procedures to report and document any inappropriate personnel actions • Report any situations of concern to INCM/supervisor 	<p>ⓐ</p>	<p>3C</p>	<p>8/19/24</p>

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient			
<p>11. Communicate information effectively to incident personnel:</p> <ul style="list-style-type: none"> • Speak clearly and use concise language • Speak at a pace sufficient for recipients to copy information when applicable • Maintain appropriate level of radio discipline when operating on assigned nets • Use proper microphone/headset techniques • Record information in an easily understood manner 	<p>ⓐ</p>	<p>3C</p>	<p>8/20/24</p>

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: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)			
12. Provide effective communications support during routine or non-emergency situations: <ul style="list-style-type: none"> / • Dispatch incident personnel based upon needs of the incident and at the direction of incident management / • Monitor and prioritize traffic simultaneously over all networks: <ul style="list-style-type: none"> ○ Repeated voice Nets ○ Simplex voice Nets ○ Data networks • Receive/relay/log information/ messages/ instructions to and from incident personnel <ul style="list-style-type: none"> / ○ Supply orders (e.g., Operations, Logistics, etc.) / ○ Message traffic routing ○ Weather reports ○ Resource status changes ○ Loss of communication assets / ○ Safety updates ○ Situation reports • Conduct radio checks at specified intervals for personnel safety and accountability / • Acknowledge all requests received in person or via phone, radio, and data networks 	①	JC JC	8/20/24 8/21/24

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)			
13. Provide effective communications support during emergency situations: <ul style="list-style-type: none"> • Recognize and react decisively to urgent situations if encountered: ✓ Request assistance from other ICC personnel if needed • Restrict or move unrelated radio traffic • Use appropriate notification procedures for emergency situations <ul style="list-style-type: none"> ✓ ○ Requests for emergency/urgent assistance or additional resources/support ○ Activations of radio emergency call buttons ✓ ○ Medical transport/ Medevac request ○ Aircraft emergency ○ Evacuation ○ Search and Rescue ○ Serious injury/Fatality • Notify INCM/supervisor of emergency situations 	ⓐ	JC	8/20/24

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct tactical dispatch operations			
14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> • Radio equipment • Data equipment • Telephone equipment • Video equipment • Ancillary equipment 	①	JC JL	8/20/24 8/21/24
15. Demonstrate familiarity with other ICC functions/capabilities: <ul style="list-style-type: none"> • Radio systems (e.g. Simplex, Conventional, Trunked, Digital & Analog modes) • Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.) • Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National) • Audio Gateways 	①	JC JL	8/20/24 8/21/24
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> • Locate key incident venues, personnel, and deployed resource • Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations 	①	JC JL	8/20/24 8/21/24

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct Incident Tactical Dispatch Operations (continued)			
17. Use specialized resources/technology to track the location of incident personnel where immediate, continuous, and accurate awareness of incident personnel is critical. Specific resources or technologies could include: <ul style="list-style-type: none"> • GPS technology • AVL technology ✓ Maps ✓ Status boards • Personal Accountability Report (PAR) • Personal Alert Safety System Device Activation (PASS) 	①	JG	8/21/24
18. Demonstrate compliance with applicable communication policies and procedures: <ul style="list-style-type: none"> • Memoranda of Understanding (MOUs) • Tactical Interoperable Communications Plan (TICP) ✓ Tactical Interoperable Communications Field Operations Guide (TIC-FOG) ✓ Mobile Communications Unit Standard Operating Procedures (SOPs) • Tactical Dispatch SOPs • Jurisdictional requirements • Equipment accountability procedures 	①	JG	8/21/24
19. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> • Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.) 	①	JG JG	8/20/24 8/21/24

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct Tactical Dispatch Operations (continued)			
20. Maintain and organize ICC documentation: <ul style="list-style-type: none"> • Radio logs • Activity logs • Telephone logs • Status Cards • Equipment check-in/check-out information • Lost/Damaged equipment documentation • Software Applications <ul style="list-style-type: none"> ○ WebCAD ○ WebEOC® ○ Google Earth® ○ Email, etc. 	O	JGM	8/20/24
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: <ul style="list-style-type: none"> ✓ • Emergency Management ✓ • Emergency Medical Services • Fire • Law Enforcement • Forestry 	O	JGM	8/20/24

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS and ICS concepts and principles			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: <ul style="list-style-type: none"> • COMU structure, roles and responsibilities of each COMU position • Plain language/common terminology • ICS terminology <ul style="list-style-type: none"> ○ Unit identification ○ Position titles ○ Resource naming • Incident Organizational Structure • Functions of Incident Management Teams • ICS map symbols, designators, and mnemonics 	0	JC	8/20/24
23. Obtain, and correctly fill out the NIC approved ICS forms needed to perform INTD functions within the ICC: <ul style="list-style-type: none"> ✓ ICS 205 – Incident Radio Communications Plan ✓ ICS 205A – Communications List ✓ ICS 210 – Resource Status Change ✓ ICS 213 – General Message ✓ ICS 213 – RR Resource Request Message ✓ ICS 214 – Activity Log ✓ ICS 219-7- Equipment Resource Status (T-) Card 	1	JC 1	8/20/24
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: <ul style="list-style-type: none"> ✓ ICS 201 – Incident Briefing ✓ ICS 203 – Organization Assignment List ✓ ICS 204 – Assignment List ✓ ICS 206 – Medical Plan ✓ ICS 207 – Incident Organization Chart ✓ ICS 208 – Safety Message/Plan ✓ ICS 209 – Incident Status Summary ✓ ICS 211 – Incident Check-in List ✓ ICS 221 – Demobilization Check-Out ✓ ICS 225 – Incident Personnel Performance Rating 	1 1	JL JC	8/20/24 8/21/24

Code: 0 = Can be completed in any situation (Simulation, Classroom, Daily Job)

Code: 1 = Must be performed on an Incident, Planned Event*, or an FE/FSE* (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS and ICS concepts and principles (continued)			
24a. Demonstrate ability to correctly interpret the following forms: <ul style="list-style-type: none"> • <i>Form 217A – Communications Resource Availability Worksheet</i> • <i>Form 309 – Communication Log</i> 	①	<i>JGM</i>	8/20/24

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

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

Competency: INTD Demobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity			
25. Coordinate an efficient transfer of position duties: <ul style="list-style-type: none"> • Document and coordinate demobilization actions • Brief relief personnel • Coordinate with incident/planned event personnel as necessary 	①	JC	8/20/24

Behavior: Complete demobilization procedures and restore response-readiness			
26. Demobilize from assignment: <ul style="list-style-type: none"> • Check in equipment and submit required documentation • Address safety and notification considerations for return to home agency 	①	JC	8/21/24
27. Complete Demobilization Documentation <ul style="list-style-type: none"> • If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate • Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor • Provide input for After-Action Report (AAR) • Submit final documentation to INCM/supervisor 	I	JC	8/21/24
28. Prepare for next operational period/incident <ul style="list-style-type: none"> • Inventory and restock ICC supplies • Inventory and restock INTD response kit and personal sustainment kit • Attend applicable post-incident debriefings <ul style="list-style-type: none"> ○ Hotwash ○ Post-Incident/Event After Action Debriefings ○ Critical Incident Stress Management/ Debriefing (CISM/CISD) 	①	JC	8/21/24

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

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

All-Hazards INCIDENT TACTICAL DISPATCHER

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

Date: List the date the record is being completed.

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

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

RECORD OF EVALUATION

James Mitchell

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: Elias Charif	Evaluator's Title: COML	Evaluator's Agency: MHealth EMS	
Evaluator's agency address: 799 Reany Ave Saint Paul				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
NorthStar II At: Camp Ripley	Commex	Military Public Safety HAM Radio Cell Support	Aug 19/24 to Aug 22/24	INTD
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:				
<input type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.				
<input checked="" type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.				
<input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.				
<input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.				
Comments: Well done Though outside the box. James worked well with other members of the team.				
Date: 8/21/2024 Evaluator's initials: JC				
Evaluator's relevant agency certification or rating: COML / INTD				

* All tasks completed. Still needs formal course.

RECORD OF EVALUATION

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #2	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>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:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ 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.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

RECORD OF EVALUATION

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #3	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>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:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ 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.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

RECORD OF EVALUATION

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #4	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>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:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ 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.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

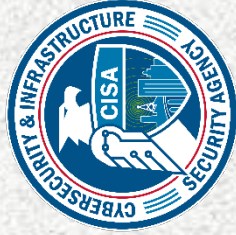
James Mitchell

Successfully completed the All-Hazards

Incident Tactical Dispatcher (INTD) Course

January 26-29, 2026

at the St. Joseph, Minnesota Police Department



Billy Bob Brown, Jr.

Executive Assistant Director for Emergency Communications
Cybersecurity and Infrastructure Security Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JAMES G. MITCHELL

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

IS-100.C:

INTRODUCTION TO INCIDENT COMMAND SYSTEM, ICS-100

A handwritten signature in black ink, appearing to read "J. Stern".

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

Issued this 07th Day of September, 2020



0.20 IACET CEU

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JAMES G. MITCHELL

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**

A handwritten signature in black ink, appearing to read "Jeffrey D. Stern".

Issued this 30th Day of July, 2016

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



0.30 IACET CEU

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JAMES G. MITCHELL

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

**IS-144:
TELECOMMUNICATORS EMERGENCY RESPONSE TASKFORCE
(TERT) BASIC COURSE**

A handwritten signature in black ink, appearing to read "J. Stern", written over a horizontal line.

Issued this 07th Day of September, 2020

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



0.30 IACET CEU

Emergency Management Institute



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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

A handwritten signature in black ink, appearing to read "J. Stern".

Issued this 07th Day of September, 2020

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



0.40 IACET CEU

Emergency Management Institute



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JAMES G. MITCHELL

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

IS-247.B:

**INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS) FOR
ALERT ORIGINATORS**

A handwritten signature in black ink, appearing to read "Jeffrey D. Stern".

Issued this 27th Day of October, 2020

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



0.20 IACET CEU



This Certificate of Achievement is to acknowledge that

James Mitchell

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

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

Greg Hayes
Certified HSEM Instructor



This Certificate of Achievement is to acknowledge that

James Mitchell

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

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

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



Greg Hayes
Certified HSEM Instructor

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JAMES G. MITCHELL

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

IS-700.B:

AN INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM

Issued this 07th Day of September, 2020

A handwritten signature in black ink, appearing to read 'Jeffrey D. Stern'.

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



0.40 IACET CEU

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JAMES G. MITCHELL

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

**IS-800.D:
NATIONAL RESPONSE FRAMEWORK, AN INTRODUCTION**

A handwritten signature in black ink, appearing to read "Jeffrey D. Stern".

Issued this 07th Day of September, 2020

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



0.30 IACET CEU



Emergency Dispatching for Sheriff, Police and Fire Departments in Anoka County

Mr. Chair,

Anoka County Radio Systems is seeking an amendment to our participation plan to include a PRPARED 911 ETAP 3105 device to transcribe radio traffic. The device will be placed downstream from our AIS and split our radio traffic audio sending one line to the Logger and the other into PREPARED's Audio Collector. The Audio Collector will send audio to PREPARED's Cloud and a VOCODER. The Audio collector, the ETAP 3105, and the Vocoder are on prem at our Andover ECC mounted in a secured enclosure within our Data Room.

Transcribed radio traffic will be a valuable tool for telecommunicators to quickly decipher live radio traffic and reference missed traffic without taking up additional air time to request repeated traffic or clarification. Telecommunicator Supervisors will also be able to monitor the transcription to monitor all active police and fire calls. Key words can be highlighted for easy visual identification such as "gun", "fighting", or "victim" to better allow telecommunicators to recognize priority traffic.

Update:

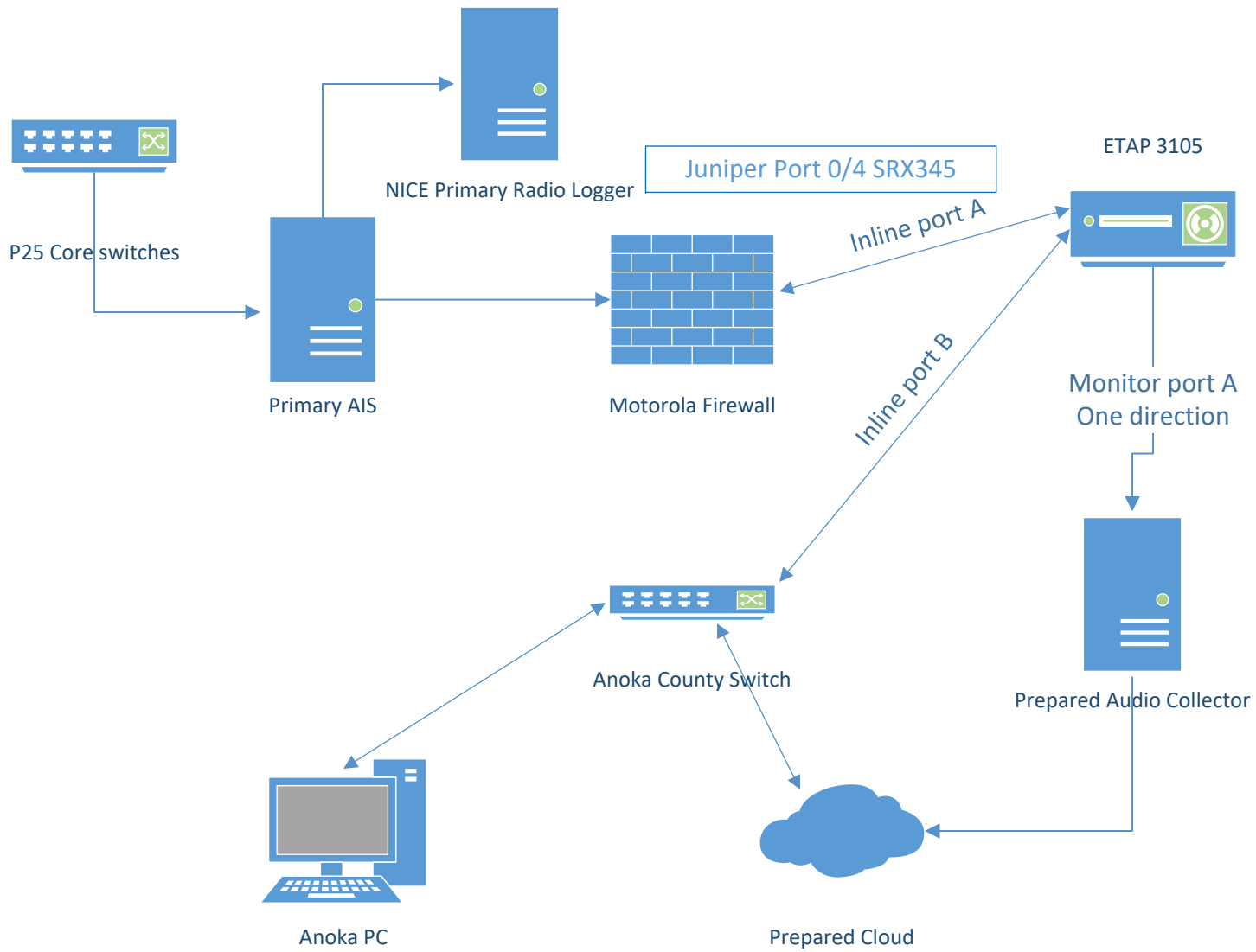
After discussing with my leadership I have verified that only Anoka County Local Talkgroups will be transcribed. These would include our Fire Main and Tacticals channels as well as our Law Mains and Tactical channels. Anoka County ECC will own all the data and normal procedures will take place for data requests. A new updated drawing is attached that matches our system exactly. Note that the RNI, including the AIS and the logger are behind the firewall. A network line leaves the Juniper SRX 345 and currently lands on a county network switch to access the loggers remotely. This network line will be connected to the ETAP 3105 utilizing the INLINE port which will pass the networking line to the county switch while simultaneously mirroring the data and sending it to Prepared's Audio collector on a non-aggregated port sending traffic in only one direction. This will help ensure network security against the Prepared Cloud side.

Thank you,
Chris Spetcher

Anoka County Emergency Communications ▲ Respectful, Innovative, Fiscally Responsible.

Anoka County Emergency Communications Center ▲ 13535 Hanson Blvd NW ▲ Andover, MN 55304
Office: 763-324-5800 ▲ Fax: 763-324-5810 ▲ www.anokacountymn.gov

Affirmative Action / Equal Opportunity Employer





6/03/2026

Metropolitan Emergency Services Board
Radio Technical Operations Committee
2099 University Ave W
St Paul, MN 55104

Chair Thompson:

Minnesota Task Force 1 (MN-TF1) is seeking approval to add a Network Management (NM) client with a KVM at the Edina PSAP in accordance with standard LMR-34 (Remote Computer Access to the ARMER Network) and as described in the MN-TF1 & TF2 participation plan.

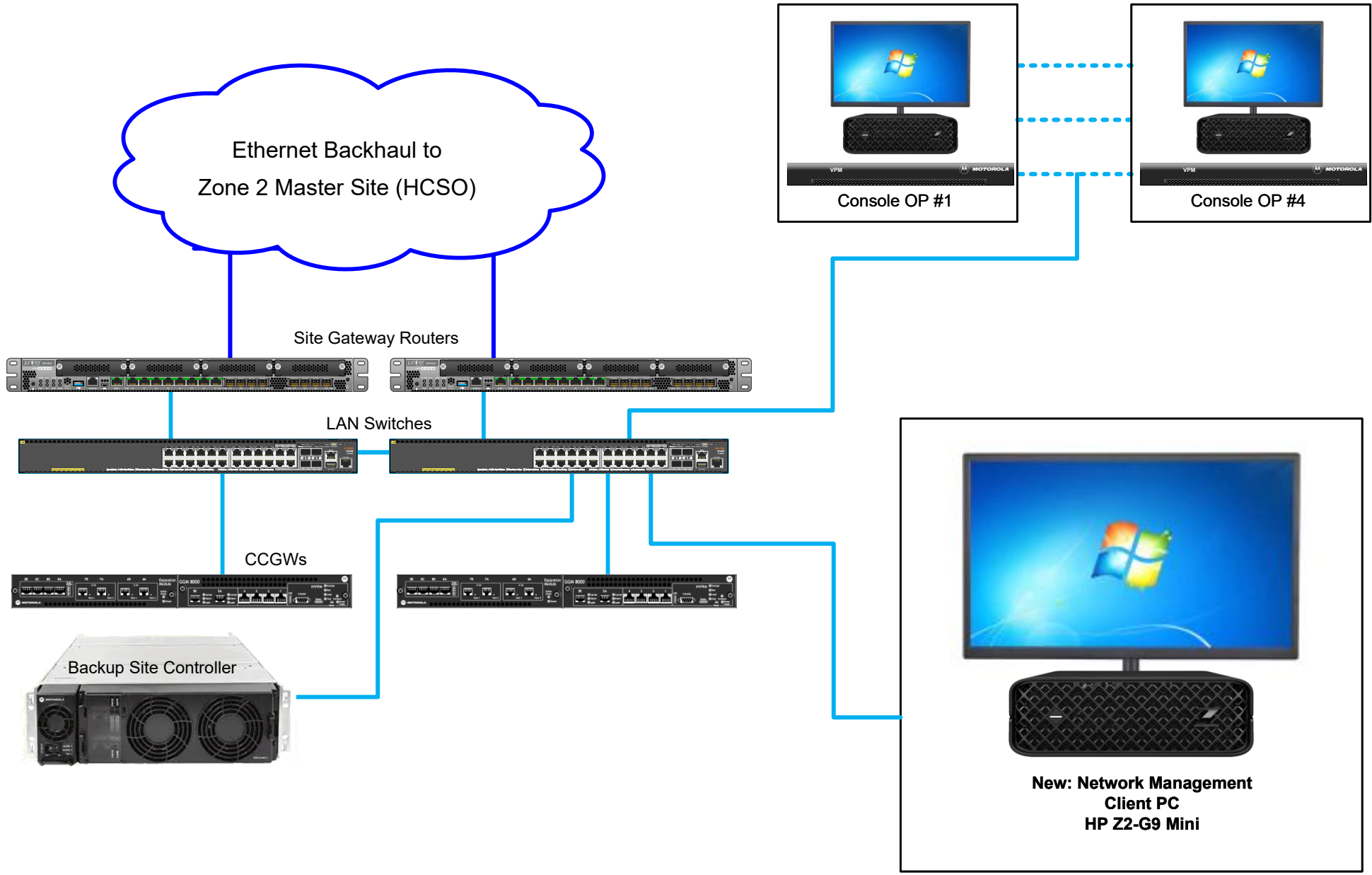
On 4/14/2026 the Land Mobile Radio (LMR) Committee approved the MN-TF1 & 2 participation plan with the condition that approval for the NM Client (section 11) also be sought from HCSO (Network) and Metro Radio TOC (Governance).


Installation and initial configuration are to be completed by On Target Training & Consulting (OTTC). A network diagram is attached to this request.

All initial install costs (parts, labor, licensing, etc.) as well as all ongoing costs (maintenance, SUA, upgrades, etc.) for the Network Management client will be paid by Minnesota Task Force 1 (MN-TF1). Upon approval from the Metro Radio TOC, MN-TF1 will enter into an agreement with MN-DOT for billing.

Respectfully,

Andrew LaVenture
Communications Specialist
alaventure@edinamn.gov



 On Target Training & Consulting				
PROJECT:		Nm Client Addition		
TITLE:		City of Edina Zone-2 NM Site-5		
DATE	ENGINEER			SIZE
5-22-2026	Dave Theis			8.5x11



To: MESB TOC, Jake Thompson Chair

CC: Tracey Fredrick

Subject: Change Management - 2026

Good Morning,

I believe with the length of time it appears will be needed for a complete transition to AES encryption we should create the following additions to our Metro talkgroup line up. Knowing full well these would not be operational until 2028, I believe we need to plan for future capacity needs.

1. Create ME TAC 11 -15 in clear mode.
2. Create ME LSEC 10E – 15E strapped to DES Encryption (possibly a new key) Law Enforcement Only.
3. Create ME LSEC 02E – 09E strapped to AES Encryption. Propose a name change to ME L AES. E -15E for these talkgroups. (Or Other naming) Law Enforcement Only.

This will result in three complete Metro interoperability zones.

I would suggest we grandfather in an agency that has already received a waiver / permission for the Law Enforcement talkgroups.

Further discussions will be needed on this request for optional proposals to determine Home Zone mapping, and the potential naming.

Respectfully,
Ron

Dakota County Radio Services

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