



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

March 26, 2025, 1:00 p.m.

This meeting will be conducted in-person at the **Dakota County Highway Building, 2800 160th St W, Rosemount ONLY**

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of February 26, 2025 Meeting** – Thompson
4. **Action Items**
 - A. COMU Recognitions/Renewals – Tracey Fredrick
 - i. Leticia Cardenas INTD Initial Recognition
 - ii. Leticia Cardenas COML Renewal
5. **Other Business**
 - A. Working Session for Regional Needs Document Update
6. **Adjourn**

Reminder: Next meeting scheduled for April 23, 2025.

Metropolitan Emergency Services Board

Radio Technical Operations Committee

**February 26, 2025
Draft Meeting Minutes**

Members

Airport – Jeff Bjorklund
Anoka County – Cory DeMuth
Carver County – Peter Sauter
Chisago County – Mike Parker
Dakota County – Ron Jansen
Hennepin County – Jake Thompson
Isanti County – Bob Shogren
Metro Region EMS – Victoria Vadnais

Metro Transit – Chad LeVasseur
Minneapolis – Rod Olson
Minnesota Fire Chiefs – Patrick Maynard
Ramsey County – Mike Mihelich
Scott County – **absent**
Sherburne County – Derek Baas
Washington County – Nate Timm
U of M – **absent**

Guests: Paul Botnen, *CentraCare*; Sara Boucher-Jackson, *Airport*; Dalton Gruber, *Bloomington PD*; Frank Jarman, *Motorola*; and Dave Theis (Online), *University of Minnesota*.

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

1. Call to Order

The meeting was called to order at 1:00 p.m. by the 2025 Radio TOC Chair Jake Thompson.

2. Approval of Agenda

Tracey Fredrick said two agenda items needed to be added: 4C. U.S. Marshal Services LSEC Talkgroup Request and 7C. Legislative One Pagers.

Motion made by Jeff Bjorklund, seconded by Cory DeMuth to approve the February 2025 Radio TOC meeting agenda with the mentioned additions. Motion carried.

3. Approval of Minutes of January 22, 2025 Meeting

Motion made by Chad LeVasseur, seconded by Ron Jansen to approve the January 2025 Radio TOC meeting minutes. Motion carried.

4. Actions Items

A. University of Minnesota ARMER Plan Amendment

Dave Theis said the University of Minnesota requests approval of amendments to its ARMER participation plan to add a local enhancement site to its Minneapolis campus. This new site will help provide improved in-building coverage within the University. The site will include a Motorola ASTRO site repeater with a 10-channel capacity. MnDOT has reviewed the plan and approves.

Nate Timm asked if the new site is using phase one or two trunking.

Theis responded by stating it is stage one.

Motion made by Timm, seconded by DeMuth to approve the University of Minnesota ARMER Plan Amendment. Motion carried.

B. Metro ARMER Standard 3.14.0 Update

Fredrick said she is looking for approval to the updates made for Metro ARMER standard

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3.14.0. The TOC discussed in previous months to add two additional encrypted resources, ME TACs 13E and 14E. The standard updates include language change to update the availability of the new resources and implement techniques to request waivers/variances for capacity and programming issues.

Timm asked if this standard would immediately take effect after its passing at the February 2025 Radio TOC meeting.

Fredrick responded by stating the standard still needs to be approved by the full board of the MESB at the March 2025 meeting. If approved at that meeting, it would then go into effect.

Motion made by Jansen, seconded by Mike Mihelich to approve the Metro ARMER Standard 3.14.0 update. Motion carried.

C. U.S. Marshal LSEC Talkgroup Request

Jansen said that the U.S. Marshals have requested access to the LSEC talkgroups. This is similar to LSEC talkgroup requests in the past.

Motion made by Timm, seconded by DeMuth to approve the U.S. Marshal LSEC Talkgroup request. Motion carried.

5. Moves, Additions, & Changes to the System

A. Carver County

Carver County Law Enforcement will be moving to encryption on March 31, 2025. The County will use a private key.

City of St. Paul is working on moving to encrypted mains by October 1, 2025.

Sherburne County is now fully encrypted and all in use.

City of Minneapolis is fully ready to move to encrypted mains but a date has not been set yet.

6. Committee Reports

A. System Managers Group/Metro Administrators

The group met on February 26, 2025. They discussed console, firewalls, and the shared update list for spares to Motorola. There was an update on Juniper which are to be completed by the end of June 2025.

B. MnDOT ARMER System Update

There was no update given.

C. SECB Committees

i. Steering

The committee met in February. They continue to review the SECB Policy and Procedure Manual documents and are planning for the 2026-2028 SCIP.

ii. LMR

The committee met on February 11, 2025. The group discussed items that had already been approved and passed within the Radio TOC. There were numerous outstate county plan changes that were approved. IOP-34 standard was reviewed for SWAT participants to be included.

iii. WBBA

No meeting held in February.

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iv. IOC/COMU-STR Workgroup

The COMU workgroup met on February 18, 2025. They heard numerous renewals and recognitions and discussed the COMU conference and NQS Standards.

v. IPAWS

They met and discussed coding for event types within the IPAWS system. The committee will ask the Chair to reconsider the addition of numerous event types that will benefit PSAPs who are asking for the additional codes.

vi. Finance/Grants Workgroup

Both the Finance Committee and the Grants Workgroup met in February 2025. The committee reviewed language for two financial standards and are considering what to include in the upcoming SCIP discussions. Discussion on the upcoming school mapping grants, received update SECB grant spending, and the renewal of the MOU between the SECB and DPS Fiscal and Administration Services were also discussed. The Grants Workgroup continues to review progress on the ARMER Equipment Grant and will have work to do on the upcoming School Mapping Grant.

7. Other Business

A. METAC Permission Update

Fredrick stated that there was one request that was granted for all ME talkgroups. This request was from the U.S. Marshals.

B. School Mapping Information

Rohret said that the SECB Finance Committee has discussed whether one region should apply and manage the contract of the upcoming school mapping grant. ECN would approve so long as the region applying has executed agreements with the other counties at the time of application. The regions are moving towards this grant application route.

Rohret asked if there is a place to put in school mapping where ARMER coverage exists vs. where it is weak.

Jansen responded by saying it is a great idea, but the coverage can often vary by just a few feet so it may be a difficult task.

Rod Olson said that schools often vary based on how far they are from the substation. Schools are known for having difficulties with ARMER coverage due to how they are built.

Rohret asked for the members of the Radio TOC to collect data on the schools within their county and the lack of ARMER coverage that exists within them. This data could help ask for ARMER amplifiers within the school.

C. Legislative Update

Rohret said that the SECB and Finance committees are working on a strategic legislative plan. As the Regional Needs Document is approaching its approval date, they would like to see individual projects and needs from the counties as well. These individual county needs and data presented in a brief one-page document can be provided to the counties dedicated elected legislative representatives.

Washington County has already provided a one-page document on their individual needs. Timm will forward the document as an example.

8. Adjournment

The meeting was adjourned at 1:48 p.m.

COMU Position Recognition Application

Application Type:

☒ Initial Application

☐ Renewal

☐ Change of Status

Position (check only one unless changing status):

☐ COML

☐ COMT

☐ INCM

☒ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Cardenas, Leticia Ann

Certifying

Agency

Minneapolis Emergency Communications Center

County

Hennepin

ECB/ESB

Region

Metro

Agency Address

350 S. 5th St, Minneapolis, MN 55415

24/7

Telephone

612-348-2345

Business

Telephone

612-673-5910

Email Address

leticia.Cardenas@minneapolismn.gov

Signature

Date

2/19/25

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

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

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

Name & Title

Joni Hodne - Director

Agency

MECC

Signature

Joni K Hodne

Date

2/24/2025

Regional Recognition

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

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

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

SWIC

Signature

Date

COMU Experience Record

Name Cardenas, Leticia Ann
(Last, First Middle)

Agency MECC/Mpls Emergency Comm. Center ECB/ESB Region Metro

Position:

☐ COML

☐ COMT

☐ INCM

☒ INTD

☐ RADO

☐ AECS

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

POINTS	DATE(S)	SUMMARY
		(location, activity, participants, who can verify, general summary)
	9/21/2022 thru 9/23/2022	Online INTD Course. Instructor was John Johnson, jjohnson@lafayettegroup.com. Ryan Weeks also attended from Minneapolis Emergency Communications Center.
	4/8/2023	Planned concert, Red Hot Chili Peppers at US Bank Stadium/401 Chicago Ave, Minneapolis. COML Deanna Douglas can verify.
	8/10/2024	Planned NFL game, Vikings vs Raiders at US Bank Stadium/401 Chicago Ave, Minneapolis. COML Deanna Douglas can verify.
	12/8/2024	Planned NFL game, Vikings vs Falcons at US Bank Stadium/401 Chicago Ave, Minneapolis. COML Deanna Douglas can verify.

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

Signature

Date: 2/19/2025



Homeland Security

All-Hazards INCIDENT TACTICAL DISPATCHER (INTD) Position Task Book

Task Book Assigned To:

Trainee's Name: Leticia Ann Cardenas
Trainee's Email Address: leticia.Cardenas@minneapolismn.gov
Home Agency: Minneapolis Emergency Communications Center
Home Agency Phone Number: 612-348-2345

Task Book Initiated By:

Official's Name: Joni Hodne
Agency Official's Title: Director
Agency: Minneapolis Emergency Communications Center
Agency Phone Number: 612-348-2345
Agency Address: 350 S. 5th St, Minneapolis, MN
55415
Date Initiated: 2/19/2025

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 Leticia Cardenas
has performed as a trainee and should therefore be considered for recognition in this
position.

Final Evaluator's Signature Joni K Hodne Date 2/24/2025

Printed Name Joni K. Hodne

Title DIRECTOR

Agency MINNEAPOLIS EMERGENCY COMMUNICATIONS CENTER (MECC)

Phone Number 612-759-9144 Email JONI.HODNE@MINNEAPOLISMN.GOV

AGENCY CERTIFICATION

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

Certifying Official's Signature Joni K Hodne Date 2/24/2025

Printed Name Joni K. Hodne

Title DIRECTOR

Agency MECC

Phone Number 612-759-9144 Email JONI.HODNE@MINNEAPOLISMN.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			
<p>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:</p> <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 	O	#1	9/19/22- 9/23/22
<p>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:</p> <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 	O	#1	9/19/22- 9/23/22

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))

J C

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 	I	# 2 DD	4/8/23

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 	I	# 2 DD	4/8/23

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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"> • Situation Summary • Safety Briefing • Current and Planned Goal/Objectives • Current and Planned Actions, Strategies and Tactics • Current Organization (ICS 207 – Incident Organization Chart) • Current/Planned communications plan <ul style="list-style-type: none"> ○ Communications Nets, e.g., Command, Tactical, Logistics, etc. ○ Map Sketch of communication system • Current/Planned Resource Summary 	I	#2 DD	4/8/23

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"> • Facility/vehicle in which to situate the ICC • Appropriate location of ICC • ICC equipment activation and testing <ul style="list-style-type: none"> ○ Radio ○ Data ○ Telephone ○ Video ○ Ancillary equipment • ICC documentation organization • Notification of ICC activation 	I	#3 DD	4/8/23
7. Evaluate needs and request additional resources to support ICC operations: <ul style="list-style-type: none"> • Develop or initiate an inventory control system for INTD supplies and equipment • Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor • Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items 	I	#3 DD	4/8/23

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8. Assist in maintaining Security of the ICC <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 	I	#2 DD	4/18/23
9. Demonstrate safety awareness: <ul style="list-style-type: none"> Location of First Aid kit supplies and equipment ICS 206 – Medical Plan Potential safety issues or hazards 	I	#2 DD	4/18/23

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Establish effective relationships			
10. Conduct self in a professional manner: <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 	O	#2 DD	4/18/23

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient

11. Communicate information effectively to incident personnel: <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 	I	#2 DD	4/18/23
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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 	I	#2 DD	4/8/23

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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"> • <i>Recognize and react decisively to urgent situations if encountered:</i> • <i>Request assistance from other ICC personnel if needed</i> • <i>Restrict or move unrelated radio traffic</i> • <i>Use appropriate notification procedures for emergency situations</i> <ul style="list-style-type: none"> ○ <i>Requests for emergency/urgent assistance or additional resources/support</i> ○ <i>Activations of radio emergency call buttons</i> ○ <i>Medical transport/ Medevac request</i> ○ <i>Aircraft emergency</i> ○ <i>Evacuation</i> ○ <i>Search and Rescue</i> ○ <i>Serious injury/Fatality</i> • <i>Notify INCM/supervisor of emergency situations</i> 	I	#2 DS	4/8/23

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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 	I	#3 DD	8/10/24
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 	I	#3 DD	8/10/24
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 	I	#3 DD	8/10/24

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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) 	I	#3 DD	8/11/24
18. Demonstrate compliance with applicable communication policies and procedures: <ul style="list-style-type: none"> • <i>Memoranda of Understanding (MOUs)</i> • <i>Tactical Interoperable Communications Plan (TICP)</i> • <i>Tactical Interoperable Communications Field Operations Guide (TIC-FOG)</i> • <i>Mobile Communications Unit Standard Operating Procedures (SOPs)</i> • <i>Tactical Dispatch SOPs</i> • <i>Jurisdictional requirements</i> • <i>Equipment accountability procedures</i> 	I	#3 DD	8/11/24
19. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> • <i>Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.)</i> 	I	#1	9/19/22- 9/23/22

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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. 	I	#3 JD	8/10/24
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 	I	#3 OD	8/10/24

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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 	I	#3 JD	8/10/24
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 	I	#3 JD	8/10/24
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 	I	#3 JD	8/10/24

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 (continued)			
24a. Demonstrate ability to correctly interpret the following forms: <ul style="list-style-type: none">• Form 217A – Communications Resource Availability Worksheet• Form 309 – Communication Log	I	#3 JD	8/10/24

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 	I	#4 DD	12/8/24

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 	I	#4 DD	12/8/24
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	#4 DD	12/8/24
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) 	I	#4 DD	12/8/24

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))

RECORD OF EVALUATION

Leticia CardenasINTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: <u>Joni Hodne</u>	Evaluator's Title: <u>911 Director</u>	Evaluator's Agency: <u>MECC</u>	
Evaluator's agency address: <u>350 S. 5th St, Minneapolis, MN</u>				
Evaluator's e-mail: <u>Joni.Hodne@minneapolis.mn.gov</u>				
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
<u>Online/Virtual</u>	<u>Exercise</u>	<u>Oversight & Dispatcher for training exercise of County Fair PD/PO/EMS</u>	<u>9/19/22-9/23/22</u>	<u>Type 2</u>
<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><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><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.</p> <p>Comments: <u>LETICIA IS OUR TOP PLANNER FOR THESE EVENTS AND IS VERY QUALIFIED FOR THIS CERTIFICATION</u></p> <p>Date: <u>2/24/2025</u> Evaluator's initials: <u>JRH</u></p> <p>Evaluator's relevant agency certification or rating: <u>COML</u></p>				

RECORD OF EVALUATION

Leticia CardenasINTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #2	Evaluator's name: <u>Deanna Douglas</u>	Evaluator's Title: <u>Operations Manager</u>	Evaluator's Agency: <u>MECC</u>	
Evaluator's agency address: <u>350 4 St. S Mpls MN</u>				
Evaluator's e-mail: <u>deanna.douglas@minneapolismn.gov</u>				
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
<u>Red Hot Chili Peppers Concert</u> <u>US Bank Stadium</u> <u>Minneapolis, MN</u>	<u>Planned Concert</u>	<u>40 Officers</u> <u>2-7100 laptops</u> <u>2- Portable Radios</u> <u>ICS</u> <u>1- EAP / 205</u>	<u>4/8/23</u> <u>1630 -</u> <u>2330</u>	<u>Type</u> <u>3</u>
<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><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><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.</p> <p>Comments: _____</p> <p>Date: <u>2/19/25</u> Evaluator's initials: <u>DD</u></p> <p>Evaluator's relevant agency certification or rating: <u>COML</u></p>				

RECORD OF EVALUATION

Leticia CardenasINTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #3	Evaluator's name: <u>Deanna Douglas</u>	Evaluator's Title: <u>Ops Manager</u>	Evaluator's Agency: <u>MECC</u>	
Evaluator's agency address: <u>350 4 St S Mpls MN</u>				
Evaluator's e-mail: <u>deanna.douglas@minneapolis.mn.gov</u>				
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
<u>MN Vikings vs Raiders NFL Game US Bank Stadium Minneapolis, MN</u>	<u>Planned NFL Game</u>	<u>60-Officers 1-7100 Radio Laptop 1-Portable Radio 1-Set ICS/EAP Docs</u>	<u>8/10/24 1100-2000</u>	<u>Type 4</u>
<p>The tasks initiated & 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><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><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.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: <u>2/18/25</u> Evaluator's initials: <u>DD</u></p> <p>Evaluator's relevant agency certification or rating: <u>COML</u></p>				

RECORD OF EVALUATION

Leticia CardenasINTO

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #4	Evaluator's name: <u>Deanna Douglas</u>	Evaluator's Title: <u>Ops Manager</u>	Evaluator's Agency: <u>MECC</u>	
Evaluator's agency address: <u>350 4th S Mpls MN</u>				
Evaluator's e-mail: <u>deanna.douglas@minneapolismn.gov</u>				
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
<u>MN Vikings vs ATL Falcons NFL Game</u> <u>US Bank Stadium Minneapolis, MN</u>	<u>Planned NFL Game</u>	<u>122 Officers</u> <u>2-7100 Radio laptop</u> <u>2- Portable Radios</u> <u>1- Set of ICS & EAP</u>	<u>12/8/24</u> <u>0800-1630</u>	<u>Type 4</u>
<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><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><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.</p> <p>Comments: _____</p> <p>Date: <u>2/18/25</u> Evaluator's initials: <u>DD</u></p> <p>Evaluator's relevant agency certification or rating: <u>COM L</u></p>				

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.

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LETICIA A CARDENAS

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 29th Day of November, 2010



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LETICIA A CARDENAS

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

IS-00144

**Telecommunicators Emergency Response Taskforce
(TERT) Basic Course**

Issued this 7th Day of October, 2017



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LETICIA A CARDENAS

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

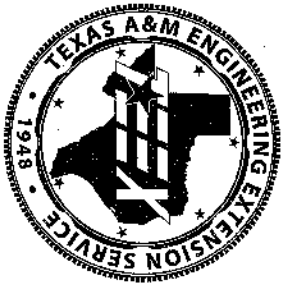
IS-00200.b

**ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 29th Day of November, 2010



Tony Russell
Superintendent
Emergency Management Institute



HEMIA

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Rescue Training Center

in cooperation with the

Department of Homeland Security

Federal Emergency Management Agency

Leticia Cardenas

has successfully completed

Intermediate ICS-300 for Expanding Incidents

Minneapolis, Minnesota, United States

20 Hours

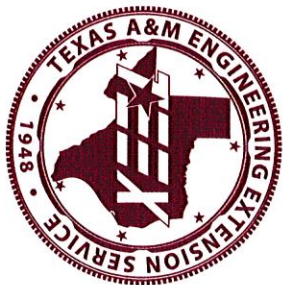
September 21 - 23, 2015

1771

Gary F. Sera, Director
Texas A&M Engineering Extension Service

H. Dawson, Jr.

H. Dawson, Jr., Director
National Emergency Response and Rescue Training Center
Texas A&M Engineering Extension Service



FEMA

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Rescue Training Center

in cooperation with the

Department of Homeland Security

Federal Emergency Management Agency

Leticia Cardenas

has successfully completed

Advanced ICS-400 Command and General Staff-Complex Incidents

Minneapolis, Minnesota, United States

14 Hours

February 23 - 24, 2016

Gary F. Sera, Director

Texas A&M Engineering Extension Service

H. Lawson, Jr., Director

National Emergency Response and Rescue Training Center

Texas A&M Engineering Extension Service

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LETICIA A CARDENAS

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

IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 18th Day of November, 2010



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LETICIA CARDENAS

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 20th Day of September, 2015



Tony Russell
Superintendent
Emergency Management Institute

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Leticia Cardenas

Successfully completed the All-Hazards
Virtual Incident Tactical Dispatcher (INTD) Course
during 19-23 September 2022



A handwritten signature in blue ink, which appears to read "BBB-J", is positioned above the printed name of the official.

Billy Bob Brown, Jr.

Executive Assistant Director for Emergency Communications
Cybersecurity and Infrastructure Security Agency

COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position (check only one unless changing status):

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Cardenas, Leticia Ann

Certifying

Agency

Minneapolis Emergency Communications Center

County

Hennepin

ECB/ESB

Region

Metro

Agency Address

350 S. 5th St, Minneapolis, MN 55415

24/7

Telephone

612-348-2345

Business

Telephone

612-673-5910

Email Address

leticia.Cardenas@minneapolismn.gov

Signature

Date

2/19/25

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

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

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

Name & Title

Joni K. Hodne - DIRECTOR

Agency

MECC

Signature

Date

2/24/2025

Regional Recognition

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

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

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

SWIC

Signature

Date

COMU Experience Record

Name Cardenas, Leticia Ann
(Last, First Middle)

Agency MECC/Mpls Emergency Comm Center ECB/ESB Region Metro

Position:

☒ COML
☐ INTD

☐ COMT
☐ RADO

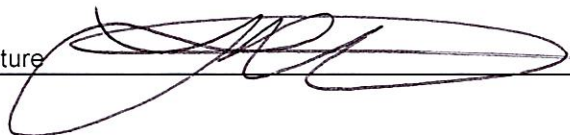
☐ INCM
☐ AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	2/18/2022	Co-wrote the ICS205 for Twin Cities Trial-Potter Sentencing. Agencies: Minneapolis Police, Hennepin Co. Sheriffs, and State Patrol. Verification, Joni Hodne.
1	2/23/2022 & 2/24/2022	Co-wrote the ICS205 for Taylor Swift Concerts at US Bank Stadium-401 Chicago Ave, Minneapolis. Agencies: Minneapolis Police, Hennepin Co. Sheriff, Wright Co. Sheriff, and Hennepin EMS. Verification, Joni Hodne.
1	8/12/23	Wrote the ICS 205 for Ed Sheeran Concert at US Bank Stadium-401 Chicago Ave, Minneapolis. Agencies: Minneapolis Police, Hennepin Co. Sheriff and Wright Co. Sheriff. Verification, Joni Hodne.
1	11/9/2023	Wrote the ICS 205 for Billy Joel & Stevie Nicks Concert at US Bank Stadium-401 Chicago Ave, Minneapolis. Agencies: Minneapolis Police, Hennepin Co. Sheriff and Wright Co. Sheriff. Verification, Joni Hodne.
1	6/10/2024 through 6/11/2024	Wrote the ICS205 for Minneapolis City Police coverage for Officer Jamal Mitchell Funeral. Citywide Coverage. Agencies: Minneapolis PD, Minneapolis Park PD, Ramsey Co. Sheriff, St. Paul PD, Rogers PD, Plymouth PD, Airport PD, Bloomington PD, St. Anthony Village PD, Metro Transit PD, Hennepin EMS, Brooklyn Center PD, Brooklyn Park PD, Crystal PD, Robbinsdale PD, Osseo PD, New Hope PD, Eden Prairie PD, Edina PD, Hopkins PD, Minnetonka PD, St. Louis Park PD, and Richfield PD. Verification, Joni Hodne
4	6/11/2024	Wrote the ICS205 & served as the COML for the entire planning period & operations period for Officer Jamal Mitchell's Funeral at Maple Grove High School-9800 Fernbrook Ln N, Maple Grove. Planning period was 6/4/24-6/10/24. Agencies: Minneapolis PD, Minnetonka PD, Maple Grove PD, Hopkins PD, State Patrol, Bloomington PD, Minneapolis PD, Minneapolis Public Works & Traffic Control, North Memorial & Hennepin EMS, Honor Guard, and LEMA. Verification, Joni Hodne.
3	7/4/2024 through 7/5/2024	Wrote the ICS205 & served as the COML for Red, White and Boom Fireworks Detail. Minneapolis Citywide. Agencies: Minneapolis Police, Minneapolis Park Police, and Minneapolis Traffic Control. Verification, Joni Hodne
1	10/6/2024	Co-wrote the ICS205 for Medtronic Twin Cities Marathon from the City of Minneapolis to the City of St. Paul. Agencies: Minneapolis Police, Ramsey Co. Sheriff, St. Paul Police, Hennepin EMS, St. Paul Fire Department, and Ramsey Co. Amateur Radio Group. Verification, Joni Hodne.
1	10/20/2024	Wrote the ICS 205 for Vikings vs. Lions NFL Game at US Bank Stadium-401 Chicago Ave, Minneapolis. Agencies: Minneapolis Police, Hennepin Co. Sheriff, Anoka Co. Sheriff and Wright Co. Sheriff. Verification, Joni Hodne.
3	12/9/24, 12/10/24, & 12/11/24	Wrote the ICS205 and served as the daily COML for Violent Crime Reduction Summit Detail at Hyatt Regency Hotel, 1300 Nicollet Mall, Minneapolis. Agencies: Minneapolis Police, Hennepin Co. Sheriff, State Patrol, Metro Transit Police and Minneapolis Traffic Control. Verification, Joni Hodne.

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

Signature



Date: 2/19/2025

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN SECURITY DATA - L.E. SENSITIVE		INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
		Twin Cities Trial - Potter Sentencing	2/17/2022 20:45	2/18/2022 0800-0000

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (Job title, position)	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode (A or D)	Remarks
1	TACTICAL	LTAC 9E	LAW	ARMER		(Encrypted Talkgroup)		D	Primary West Metro MFF
2	TACTICAL	LTAC 10E	LAW	ARMER		(Encrypted Talkgroup)		D	Secondary West Metro MFF
3	TACTICAL	HCSO-3E	LAW	ARMER		(Encrypted Talkgroup)		D	Hennepin Co. Court/Campus
4	TACTICAL	MPPD-3	LAW	ARMER		(Clear Talkgroup)		D	MPPD Precinct 1/Downtown Main
5	SUPPORT	ME TAC 9	LAW	ARMER		(Clear Talkgroup)		D	State Patrol talkaround
6	SUPPORT	763-249-0883	LE/FIRE/EMS						Hennepin Dispatch
7	SUPPORT	612-348-7240	LE/FIRE/EMS						Minneapolis Dispatch Supervisor
8									
9									
10									
11									
12									
13									
14									
15									

SPECIAL INSTRUCTIONS

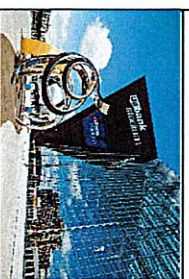
At this time there is no designated dispatcher for LTAC9E or LTAC10E. If one is needed, contact Minneapolis Dispatch or Hennepin Co. Dispatch depending on where the incident is occurring to request a dedicated dispatcher.

COM1: Leticia Cardenas / Curt Meyer
 AGENCY: Minneapolis 911 / Hennepin County Sheriff
 PHONE: 612-388-9534 / 612-596-1922
 EMAIL: leticia.cardenas@minneapolismn.gov / curtis.meyer@hennepin.us

INCIDENT/EVENT LOCATION
 Minneapolis Hennepin County Courthouse

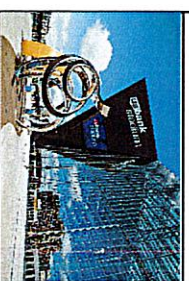
The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			US Bank Stadium Event: Taylor Swift Concert		6/21/2023 19:00:00 PM		6/23/2023 1345-0000		
Line	Function (NET) <small>(ECONOMY, PRACTICE, SUPPORT, AND</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, POLICE, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, or M)</small>	Remarks
1	Command	612-919-4926	LAW	Cellular	N/A	N/A	N/A	N/A	HCSO Capt. Mike Jerde
2	Command	612-434-0697	EMS	Cellular	N/A	N/A	N/A	N/A	Deputy Chief Andy Jakacki MetroReg-METAC 8 on MPD Q-Emerg Mngmnt-METAC 8 on HCSO Metro-METAC 8 on WCSO
3	Tactical	METAC 8	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Stadium EMS Operations
4	Tactical	HCEMS-EVT	EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Field To Hospital EMS Reports
5	Support	WEST MRCC2	EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Hennepin EMS Dispatch
6	Support	HC-DTWN	EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Hennepin EMS Dispatch
7	Support	612-777-8937	LAW	Landline	N/A	N/A	N/A	N/A	SOC Law Dispatcher @ US Bank Stadium
8	Support	612-348-7240	LAW	Landline	N/A	N/A	N/A	N/A	MECC Duty Supervisor
9	Support	612-347-2141	EMS	Landline	N/A	N/A	N/A	N/A	Hennepin EMS Dispatch
10									
11									

		COML: Leticia Cardenas (Law) / Scott Huppert (EMS) PHONE: 612-388-9534 / 651-755-4597 AGENCIES: Minneapolis Emergency Communications / Hennepin EMS EMAILS: leticia.cardenas@minneapolismn.gov / Scott.Huppert@HCMED.ORG	INCIDENT/EVENT LOCATION US Bank Stadium Event: Taylor Swift Concert 401 Chicago Ave, Minneapolis
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The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 1.0, 1/12/015)

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			US Bank Stadium Event: Taylor Swift Concert		6/21/2023 19:30:00 PM		6/24/2023 1430-0015		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ADR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, or M)</small>	Remarks
1	Command	612-919-4926	LAW	Cellular	N/A	N/A	N/A	N/A	HCSO Capt. Mike Jerde
2	Command	612-434-0697	EMS	Cellular	N/A	N/A	N/A	N/A	Deputy Chief Andy Jakacki MetroReg-METAC 8 on MPD
3	Tactical	METAC 8	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Q-Emerg Mngmnt-METAC 8 on HCSO Metro-METAC 8 on WCSO
4	Tactical	HCEMS-EVT	EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Stadium EMS Operations
5	Support	WEST MRCC2	EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Field To Hospital EMS Reports
6	Support	HC-DTWN	EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Hennepin EMS Dispatch
7	Support	612-777-8937	LAW	Landline	N/A	N/A	N/A	N/A	SOC Law Dispatcher @ US Bank Stadium
8	Support	612-348-7240	LAW	Landline	N/A	N/A	N/A	N/A	MECC Duty Supervisor
9	Support	612-347-2141	EMS	Landline	N/A	N/A	N/A	N/A	Hennepin EMS Dispatch
10									
11									



COML: Leticia Cardenas (Law) / Scott Huppert (EMS)
PHONE: 612-388-9534 / 651-755-4597
AGENCIES: Minneapolis Emergency Communications / Hennepin EMS
EMAILS: leticia.cardenas@minneapolismn.gov / Scott.Huppert@HCMED.ORG

INCIDENT/EVENT LOCATION
 US Bank Stadium Event:
 Taylor Swift Concert
 401 Chicago Ave, Minneapolis

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

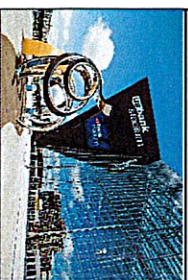
MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			US Bank Stadium Event: Ed Sheeran Concert		8/10/2023 12:30		8/12/2023 1400-0000		
Line	Function (NET) <small>(COMMAND, INCIDENT, SUPPORT, AID)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FBI, AHS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(Analog)</small>	Remarks
1	Command	612-328-5869	Incident Command	Cellular					HCSO Capt. Matt Steffens
2	Operations	METAC 8	Law	ARMER 800 MHz		ARMER 800 MHz		D	MetroReg-METAC 8 on MPD Q-Emerg Mngmnt-METAC 8 on HCSO Metro-METAC 8 on WCSO
3	Support	612-777-8937	Communications	Landline					SOC LE Dispatcher @ US Bank Stadium
4									
5									
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9									
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11									




COM1: Leticia Cardenas PHONE: 612-388-9534 AGENCY: Minneapolis Emergency Communications EMAIL: leticia.cardenas@minneapolismn.gov	INCIDENT/EVENT LOCATION US Bank Stadium Event: Ed Sheeran Concert 401 Chicago Ave, Minneapolis
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The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "W" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESA Version 1.0, 11/2015)

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			US Bank Stadium Event: Billy Joel & Stevie Nicks Concert		11/9/23 1030		11/10/23 1500-0015		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, BORG)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, A&S, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, F, M)</small>	Remarks
1	Incident Command	612-919-4926	Law	Cellular	N/A	N/A	N/A	N/A	HCSO Capt. Mike Jerde
2	Tactical	ME TAC 8	Law	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Zone MetroReg = ME TAC 8 on MPD Zone Q-Emerg Mngmnt = ME TAC 8 on HCSO Zone Metro = ME TAC 8 on WCSO
3	Support	612-777-8937	Communications	Landline	N/A	N/A	N/A	N/A	SOC LE Dispatcher @ US Bank Stadium
4									
5									
6									
7									
8									
9									
10									
11									

			INCIDENT/EVENT LOCATION		
COM1: Leticia Cardenas PHONE: 612-388-9534 AGENCY: Minneapolis Emergency Communications EMAIL: leticia.cardenas@minneapolismn.gov			US Bank Stadium Event: Billy Joel & Stevie Nicks Concert 401 Chicago Ave, Minneapolis		

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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN		INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
		 Minneapolis Citywide Response	6/8/2024 @ 1400	Monday, 6/10/2024 2000 thru Tuesday, 6/11/24 2100

Line	Function (NET) <small>FUNCTION: TACTICAL, SUPPORT, AID</small>	Talkgroup/Channel/Phone	Assignment <small>HOW: LAW, PSAP, CHIEF</small>	RX Freq (N or W)	RX Tone/NA	TX Freq (N or W)	TX Tone/NA	Mode <small>(A, D, F, M)</small>	Remarks
1	TACTICAL	LTAC 3	LAW	ARMER 800mhz	N/A	ARMER 800mhz	N/A	D	Minneapolis Channel 1 LTAC 3 patched to MPPD 1 if needed
2	TACTICAL	MP PD 1	LAW	ARMER 800mhz	N/A	ARMER 800mhz	N/A	D	
3	TACTICAL	LTAC 4	LAW	ARMER 800mhz	N/A	ARMER 800mhz	N/A	D	Minneapolis Channel 2 LTAC 4 patched to MPPD 2 if needed
4	TACTICAL	MP PD 2	LAW	ARMER 800mhz	N/A	ARMER 800mhz	N/A	D	
5	TACTICAL	ME TAC3	LAW	ARMER 800mhz	N/A	ARMER 800mhz	N/A	D	Minneapolis Channel 3 ME TAC4 patched to MPPD 3 if needed **will only open if needed**
6	TACTICAL	MP PD 3	LAW	ARMER 800mhz	N/A	ARMER 800mhz	N/A	D	
7	TACTICAL	METAC4	EMS	ARMER 800mhz	N/A	ARMER 800mhz	N/A	D	EMS mutual aide for Hennepin EMS
8	SUPPORT	ME TAC9	LAW	ARMER 800mhz	N/A	ARMER 800mhz	N/A	D	MPD and Multi-Agency Talkaround METAC9 patched to MPPD 5
9	SUPPORT	MP PD5	LAW	ARMER 800mhz	N/A	ARMER 800mhz	N/A	D	
10	SUPPORT	LTAC1E	LAW	ARMER 800mhz	N/A	ARMER 800mhz	N/A	D	Ramsey Co/SPPD RECC Talk-around
11	SUPPORT	LTAC12E	LAW	ARMER 800mhz	N/A	ARMER 800mhz	N/A	D	Ramsey Co/SPPD RECC Data Channel
12	SUPPORT	METAC12E	PSAP to PSAP	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	N/A	PSAP to PSAP communication Minneapolis / Assisting Agencies & TOC INTD
13	SUPPORT	612-348-7241	Minneapolis Ch. 1 Dispatcher	Landline	N/A	N/A	N/A	N/A	Minneapolis 911/ECC Channel 1 Dispatcher
14	SUPPORT	612-348-7242	Minneapolis Ch. 2 Dispatcher	Landline	N/A	N/A	N/A	N/A	Minneapolis 911/ECC Channel 2 Dispatcher
15	SUPPORT	612-348-7247	Minneapolis Data Channel	Landline	N/A	N/A	N/A	N/A	Minneapolis 911/ECC Data Channel MPPD Channel 7
16	SUPPORT	612-348-7240	Minneapolis On-Duty Supervisor	Landline	N/A	N/A	N/A	N/A	Minneapolis 911/ECC On-Duty Supervisor




SPECIAL INSTRUCTIONS

COML: Leticia Cardenas AGENCY: Minneapolis Emergency Communications PHONE: 612-388-9534 EMAIL: leticia.Cardenas@minneapolismn.gov				INCIDENT/EVENT LOCATION Minneapolis Citywide Response	
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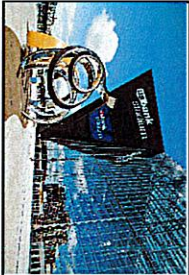
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MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN				INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
				 Funeral for Officer Jamal Mitchell		6/8/2024 @ 1200		6/11/2024 0600-0000	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, PARAM, OTHER)</small>	RX Freq (N or W)	RX Tone/NA	TX Freq (N or W)	TX Tone/NA	Mode <small>(SQUAD)</small>	Remarks
1	COMMAND	STAC9	COMMAND	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	IC-MPD DC Kingsbury 612-919-8815
2	INFORMATION	STAC10	STATEWIDE INFO	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	Incoming Announcements Statewide Interop
3	TACTICAL	STAC11	STAGING	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	Exterior Including Parking/Exit Staging Command Staff Talk Around Minnetonka, Maple Grove, Hopkins (Hennepin Zone in Portables)
4	TACTICAL	HTAC8E	STAGING CS	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	Procession/Escort to and from State Patrol, Mpls Public Works(C Bank), Mpls Traffic Control(C Bank)
5	TACTICAL	STAC4	PROCESSION	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	Interior Service Coordiantion
6	TACTICAL	STAC12	SERVICE	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	Interior / Exterior Tactical Security
7	TACTICAL	METAC5	TACTICAL SECURITY	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	Formation / Movement (Bloomington PD, zone ME)
8	TACTICAL	ME TAC6	FORMATION	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	EMS Rehab Interop
9	TACTICAL	ME TAC7	EMS REHAB INTEROP	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	FLIGHT/FLY OVER
10	TACTICAL	ME TAC8	EMS INTEROP	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	PSAP to PSAP communication Minneapolis Patrol Dispatch & Funeral of Officer Mitchell
11	AIR	STAC7	FLIGHT/AIR	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	Tactical Operations Center Dispatcher
12	SUPPORT	METAC12E	PSAP to PSAP	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	Minneapolis 911/MECC
13	SUPPORT	612-388-9534	TOC DISPATCH	Cell	N/A	N/A	N/A	N/A	
14	SUPPORT	612-348-2345	Minneapolis 911/MECC	Landline	N/A	N/A	N/A	N/A	
SPECIAL INSTRUCTIONS									
INTD will be on STAC9 and STAC10. Statewide Broadcasts will occur on STAC10.									
COM1: Leticia Cardenas				INCIDENT/EVENT LOCATION					
AGENCY: Minneapolis Emergency Communications				Funeral for Officer Jamal Mitchell					
PHONE: 612-388-9534				Maple Grove High School					
EMAIL: leticia.Cardenas@minneapolismn.gov				9800 Fernbrook Ln N					
				Maple Grove MN, 55369					



MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME  2024 Red, White and Boom Fireworks		DATE/TIME PREPARED 6/25/2024 @ 1830	OPERATIONAL PERIOD DATE/TIME 7/4/2024 1400 to 7/5/24 0400	
Line	Function (NET) <small>(COMMAND, INTEROP, SUPPORT, AND)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, MECC, INTD, OTHER)</small>	RX Freq (N or W) Tone/NA	TX Freq (N or W) Tone/NA	Mode <small>(S, D, or M)</small>	Remarks
	COMMAND	612-919-8815	COMMAND	ARMER 800 MHz N/A	ARMER 800 MHz N/A	D	IC-MPD DC Kingsbury Traffic Posts
2	TACTICAL	MPPD8	LAW	ARMER 800 MHz N/A	ARMER 800 MHz N/A	D	Mpls Park PD, MPD, Mpls Traffic Control <small>(Spec Events on portables)</small>
3	TACTICAL	LTAC6E	LAW	ARMER 800 MHz N/A	ARMER 800 MHz N/A	D	Encrypted for Command and Response Groups <small>(Enc Int on portables)</small>
4	TACTICAL	METAC5	LAW	ARMER 800 MHz N/A	ARMER 800 MHz N/A	D	Reserved for Interop Expansion
5	TACTICAL	METAC8	LAW	ARMER 800 MHz N/A	ARMER 800 MHz N/A	D	Reserved for Interop Expansion
6	SUPPORT	612-388-9534	COML/INTD MECC	Cell N/A	Cell N/A	N/A	INTD/COML at EOC
7	SUPPORT	612-348-7240	SUPERVISOR MECC NON-EMERGENCY	Landline N/A	Landline N/A	N/A	MECC On-Duty Supervisor
8	SUPPORT	612-348-2345	MECC NON-EMERGENCY	Landline N/A	Landline N/A	N/A	MECC Non-Emergency
9							
10							
11							
12							
13							
14							
SPECIAL INSTRUCTIONS							
Dispatcher will be on LTAC 6E.							
COML: Leticia Cardenas AGENCY: Minneapolis Emergency Communications PHONE: 612-388-9534 EMAIL: Leticia.Cardenas@minneapolismn.gov				 <div>  <div> 2024 Red, White and Boom Fireworks Activities on East and West Side of River </div>  </div>			



MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Medtronic Twin Cities Marathon		9/18/24 1400		Sunday, 10/6/2024 0400-1500		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AID)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, V, P, M)</small>	Remarks
1	Command	952-913-6146	East EMS Branch	Cell Phone					SPFD Asst. Chief Sampson
2	Command	612-271-6462	West EMS Branch	Cell Phone					HEMS Batt. Chief Lupkes
3	Command	612-219-2807	East Incident Command	Cell Phone					SPPD IC CMDR. Murphy
4	Command	612-990-6846	West Incident Command	Cell Phone					MPD IC Lt. Kukow
5	Command	HCTAC-8	EMS	ARMER 800 MHz		ARMER 800 MHz		D	West EMS Command
6	Tactical	METAC-7	EMS	ARMER 800 MHz		ARMER 800 MHz		D	West EMS Operations
7	Tactical	METAC-8	EMS	ARMER 800 MHz		ARMER 800 MHz		D	East EMS Operations
8	Tactical	WMRCC/EMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Patient Information Relays / Transport Information
9	Tactical	METAC-5	Law	ARMER 800 MHz		ARMER 800 MHz		D	Expansion Channel for Potential Protests in St. Paul
10	Tactical	METAC-6	Law	ARMER 800 MHz		ARMER 800 MHz		D	SPPD and Finish Line/Capitol Complex Operations
11	Tactical	MPPD 10	Law	ARMER 800 MHz		ARMER 800 MHz		D	MPD Operations
12	Support	612-501-9914	EMS EOC	Cell Phone					SPC Events (Special Events) 10
13	Support	651-266-7703	Communications	Landline					EMS Coord. Greg Hayes
14	Support	612-348-7240	Communications	Landline					RECC Duty Supervisor
15	Support	612-475-6479	MACC	Cell Phone					MPD Sgt. Thorsten @ MACC Veterans Service Building 20 W 12th St. St. Paul
16	Support	RPOOL10	Other	ARMER 800 MHz		ARMER 800 MHz		D	Ramsey Amateur Radio Group
SPECIAL INSTRUCTIONS									
METAC-5 will only be used if protests occur in St. Paul.									
Minneapolis 			PREPARED BY COM1s: Leticia Cardenas, Tyler Lupkes, Don Smiley			INCIDENT/EVENT LOCATION Medtronic Twin Cities Marathon Minneapolis and St. Paul, Minn			
AGENCY: MECC, HEMS, RECC PHONE: 612-388-9534 EMAIL: leticia.cardenas@minneapolismn.gov									



MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			US Bank Stadium Event: Vikings vs Lions		10/20/2024 1:50		10/20/2024 0600-2000		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AID)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, AID, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, M)</small>	Remarks
1	Incident Command	612-290-5212	Law	Cellular	N/A	N/A	N/A	N/A	MPD Insp. Adams 1601
	Incident Command	612-246-2476	Law	Cellular	N/A	N/A	N/A	N/A	HCSO Capt. Gottwaldt 1602
2	Tactical	ME TAC 8	Law	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Zone MetroReg = ME TAC 8 on MPD Zone Q-Emerg Mngmnt = ME TAC 8 on HCSO Zone Metro = ME TAC 8 on WCSO Zone C or ME = ME TAC 8 on ACSO
3	Support	612-777-8937	Communications	Landline	N/A	N/A	N/A	N/A	SOC LE Dispatcher @ US Bank Stadium
4									
5									
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8									
9									
10									
11									
SOC LE Dispatcher start time is 0800									
COM1: Leticia Cardenas PHONE: 612-388-9534 AGENCY: Minneapolis Emergency Communications EMAIL: Leticia.Cardenas@minneapolismn.gov				US Bank Stadium Event: Vikings vs Lions 401 Chicago Ave, Minneapolis					



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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Violent Crime Reduction Summit		11/12/2024 @ 1900		12/9/2024 0600-1830		
Line	Function (NET) <small>(COMM, INT, TACT, Support, Asst)</small>	Talkgroup/Channel/Phone	Assignment <small>(COMM, INT, TACT, Other)</small>	RX Freq (N or W)	RX Tone/NA C	TX Freq (N or W)	TX Tone/NA C	Mode <small>(A, D, S, M)</small>	Remarks
	COMMAND	612-247-2789	COMMAND	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	IC-MPD Cmdr. Campbell Traffic Posts
2	TACTICAL	MPPD8	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	MPD, Mpls Traffic Control (Spec Events on MPD portables)
3	TACTICAL	LTAC12E	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Encrypted for Command and Response Groups Enc Int=MPD portables E-Detail or X-STWD LAW=HCSO Portables STATE INTEROP=MSP portables Encrypted Zone H=MTD portables
4	SUPPORT	612-388-9534	COML/INTD	Cell	N/A	Cell	N/A	N/A	INTD/COML at Command Post
5	SUPPORT	612-348-7240	MECC SUPERVISOR	Landline	N/A	Landline	N/A	N/A	MECC On-Duty Supervisor
6									
7									
8									
SPECIAL INSTRUCTIONS									
Dispatcher will be on LTAC12E 0730-1830									
COML: Leticia Cardenas AGENCY: Minneapolis Emergency Communications PHONE: 612-388-9534 EMAIL: Leticia.Cardenas@minneapolismn.gov					<div>  INCIDENT/EVENT LOCATION Violent Crime Reduction Summit Hyatt Regency Hotel 1300 Nicollet Mall, Minneapolis </div> <div>  </div>				

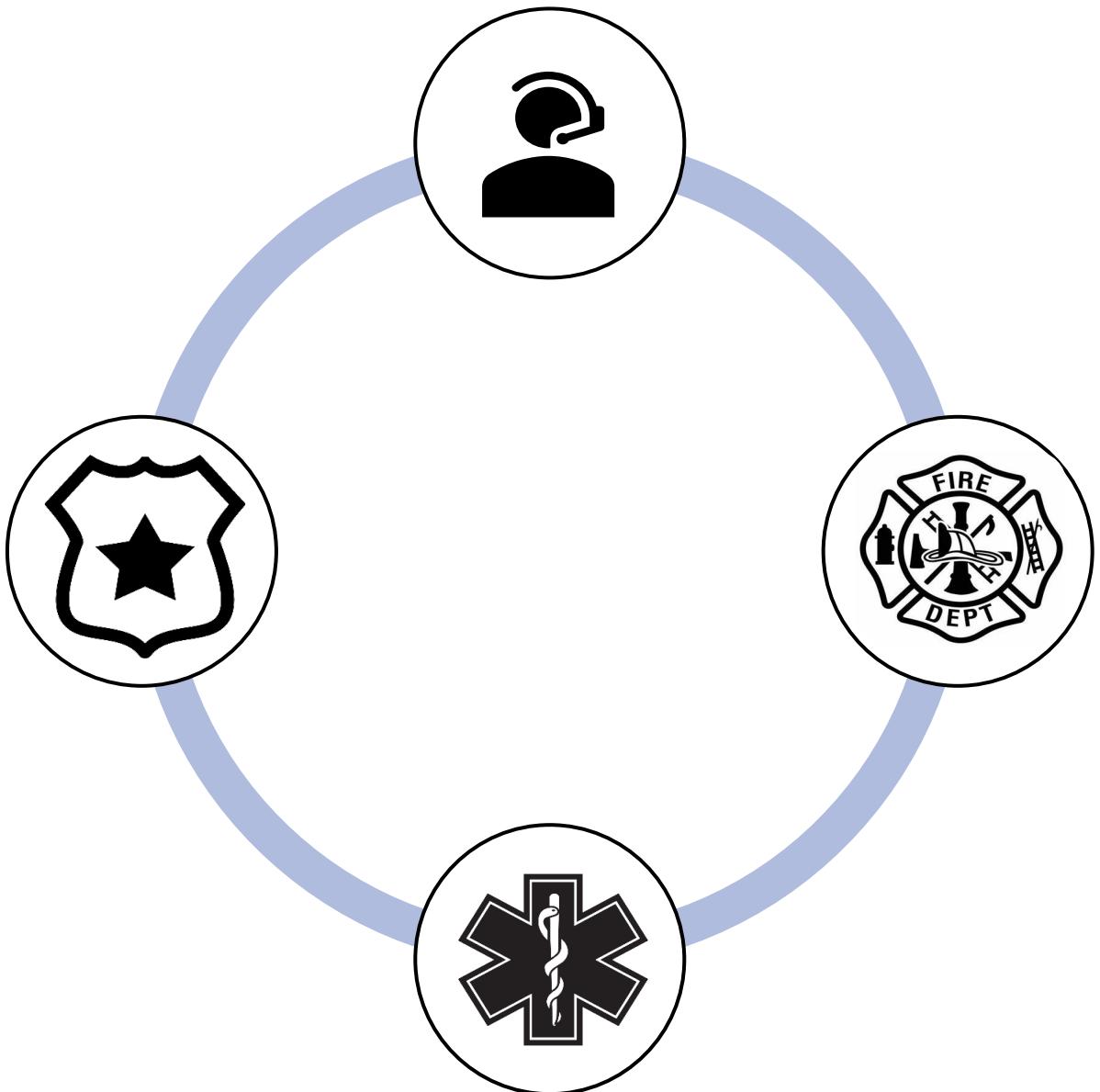
MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Violent Crime Reduction Summit		11/12/2024 @ 1900		12/10/2024 0600-1830		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, INTD)</small>	Talkgroup/Channel/Phone	Assignment <small>(COML, INTD, LAW, MECC)</small>	RX Freq (N or W)	RX Tone/NA C	TX Freq (N or W)	TX Tone/NA C	Mode <small>(A, D, M, S)</small>	Remarks
	COMMAND	612-247-2789	COMMAND	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	IC -MPD Cmdr. Campbell Traffic Posts
2	TACTICAL	MPPD8	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	MPD, Mpls Traffic Control (Spec Events on MPD portables)
3									Encrypted for Command and Response Groups Enc Int=MPD portables E-Detail or X-STWD LAW=HCSO Portables STATE INTEROP=MSP portables Encrypted Zone H=MTPD portables
4	TACTICAL	LTAC12E	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	
5	SUPPORT	612-388-9534	COML/INTD	Cell	N/A	Cell	N/A	N/A	INTD/COML at Command Post
6	SUPPORT	612-348-7240	MECC SUPERVISOR	Landline	N/A	Landline	N/A	N/A	MECC On-Duty Supervisor
7									
8									
SPECIAL INSTRUCTIONS									
Dispatcher will be on LTAC12E 0730-1830									
COML: Leticia Cardenas AGENCY: Minneapolis Emergency Communications PHONE: 612-388-9534 EMAIL: Leticia.Cardenas@minneapolismn.gov					INCIDENT/EVENT LOCATION				
					<div><div>National Public Safety PARTNERSHIP</div><div>Violent Crime Reduction Summit Hyatt Regency Hotel 1300 Nicollet Mall, Minneapolis</div><div>National Public Safety PARTNERSHIP</div></div>				

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Violent Crime Reduction Summit		11/12/2024 @ 1900		12/11/2024 0600-1830		
Line	Function (NET) <small>(ICOMMAND, INTACTAC, SUPPTACT, ARB)</small>	Talkgroup/Channel/Phone	Assignment <small>(COML, INT, LAW, OTHER)</small>	RX Freq (N or W)	RX Tone/NA C	TX Freq (N or W)	TX Tone/NA C	Mode <small>(A, P, M)</small>	Remarks
	COMMAND	612-247-2789	COMMAND	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	IC -MPD Cmdr. Campbell Traffic Posts MPD, Mpls Traffic Control (Spec Events on MPD portables)
2	TACTICAL	MPPD8	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Encrypted for Command and Response Groups Enc Int=MPD portables E-Detail or X-STWD LAW=HCSO Portables STATE INTEROP=MSP portables Encrypted Zone H=MTPD portables
3	TACTICAL	LTAC12E	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	
4	SUPPORT	612-388-9534	COML/INTD	Cell	N/A	Cell	N/A	N/A	INTD/COML at Command Post
5	SUPPORT	612-348-7240	MECC SUPERVISOR	Landline	N/A	Landline	N/A	N/A	MECC On-Duty Supervisor
6									
7									
8									
SPECIAL INSTRUCTIONS									
Dispatcher will be on LTAC12E 0730-1830									
COML: Leticia Cardenas AGENCY: Minneapolis Emergency Communications PHONE: 612-388-9534 EMAIL: Leticia.Cardenas@minneapolismn.gov					<div>  National Public Safety PARTNERSHIP </div> <div> INCIDENT/EVENT LOCATION Violent Crime Reduction Summit Hyatt Regency Hotel 1300 Nicollet Mall, Minneapolis </div> <div>  National Public Safety PARTNERSHIP </div>				



Metropolitan Emergency Services Board

2024 Regional Needs: The Public Safety Emergency Communications Ecosystem



The Metropolitan Emergency Services Board

The Metropolitan Emergency Services Board (MESB) is one of seven regional Emergency Communications Boards (ECBs) and Emergency Services Boards (ESBs) in the state of Minnesota. The MESB was established under MSS 471.59, MSS 403.39 and MSS 403.392 to provide local governance on matters related to emergency communications (9-1-1 and ARMER), as well serving as the regional EMS system for the metro region. The MESB is a joint powers board composed of the following entities: Anoka County; Carver County; Chisago County; Dakota County; Hennepin County; Isanti County; Ramsey County; Scott County; Sherburne County; Washington County; and the City of Minneapolis.

The Public Safety Emergency Communications Ecosystem

With approximately 94,000 active radios (MnDOT, October 2022), the statewide Allied Radio Matrix for Emergency Response (ARMER) system, built by Motorola Solutions and owned and operated by the Minnesota Department of Transportation (MnDOT), provides interoperable Land Mobile Radio (LMR) communication capabilities to 9-1-1 emergency communication centers (ECCs) (also known as Public Safety Answering Points or PSAPs), law enforcement, fire, Emergency Medical Services (EMS), emergency management, public works, and other public safety users across Minnesota.



Construction of the ARMER system in the Twin Cities metropolitan region began in the late 1990s and expanded to include greater Minnesota in the mid-2000s. In late 2020, the MnDOT completed its backbone of the ARMER system buildout. There are now 335 state-maintained and 100 locally maintained ARMER tower sites on-the-air across Minnesota that provide ARMER system radio coverage (mobile only) to 95% of the state's geographic area. Of the 100 locally maintained ARMER tower sites, 54 are in the metro region.

As the ARMER system matures, there is a need to maintain and replace or upgrade aging infrastructure, equipment, and technology. The Statewide Emergency Communication Board (SECB) and state agencies are currently working to develop a capital improvement plan to address this need.

In 1979, the Metropolitan 9-1-1 Telephone Board was formed as a joint powers board of the seven metropolitan counties to plan, design, and implement the first multi-jurisdictional enhanced 9-1-1 (E9-1-1) system in the United States. This system went live at midnight, December 1, 1982, and provided the basis for the statewide buildout of E9-1-1. Today, all 108 PSAPs in the state are part of the statewide 9-1-1 network. Of the 108 PSAPs, 24 are located in the metro region. The 9-1-1 network is in process of transitioning from E9-1-1 to Next Generation 9-1-1, which will provide PSAPs additional abilities to answer texts, receive photos and videos, provide improved 9-1-1 caller location, and provide pre-determined rules for routing of 9-1-1 calls.

Today, the Department of Public Safety contracts and pays for the statewide 9-1-1 system. Local governments pay for costs associated with receiving 9-1-1 calls and dispatching public safety responders. Local government costs include maintaining the physical PSAP; salaries/benefits for PSAP employees, including public safety telecommunicators (PSTs), administration staff, technical staff, and in some cases, dedicated GIS staff; purchase and maintenance of call handling equipment (CHE) used to answer 9-1-1 calls; purchase and maintenance of communications/radio equipment used to dispatch response to 9-1-1 calls; software or subscription services to maintain the PSAP's 9-1-1 data and services, including GIS data; and software or subscription services to provide Integrated Public Alert and Warning Systems (IPAWS) alerts to the public. Much like the ARMER system, as the 9-1-1 network and 9-1-1 systems continue to evolve, there is a need to maintain, upgrade, or replace aging equipment to allow for new technology to meet the expectations of the public, which would like to communicate with 9-1-1 in the way the public communicates with one another.

Much like hardships of recruitment and retention of staff across public safety disciplines, PSAPs today face difficulty in maintaining a full-complement of PSTs which are needed to answer a PSAP's specific volume of 9-1-1 and administrative calls. PSAPs also face difficulty in recruiting new people to serve as PSTs, as many people do not wish to work in a high-stress environment or work nights, weekends, and/or holidays, which is required in a public safety field.

Funding Considerations



The State of Minnesota's portion of the costs associated with operating the ARMER system is funded through a combination of trunk highway funds, 9-1-1 special revenue funds, and radio tower lease receipts.

Except for PSAP equipment and a limited portion of local infrastructure expenses which can be funded via the 9-1-1 special revenue fund, local costs (including tower site leases, utilities, and system and equipment maintenance) associated with the ARMER system are typically funded via local property tax revenues or per radio charges to ARMER system users in a county. Due to these constraints, public safety agencies

across Minnesota face significant funding challenges related to the escalating costs of maintenance of ARMER system infrastructure, equipment, and technology. Without access to stable, adequate supplemental funding sources, it will be increasingly difficult for local entities to support their ongoing ARMER system maintenance and sustainment needs.

Regional Priorities

Though this document covers region-wide needs only, and does not include individual needs of counties, that is not to say that these regional priorities will not benefit each of the ten metro counties individually. What follows are priorities that metro region agencies agree are a priority.

Computer-Aided Dispatch (CAD)-to-CAD Interoperability Solution

The 24 primary and secondary PSAPs in the metro region remain eager to obtain a CAD-to-CAD integration solution designed to connect disparate CAD systems for the purpose of expediting emergency response which may cross jurisdictional and PSAP boundaries.

The solution provides improved situational awareness for metro region PSAPs. Such a solution was found to be a need in the Metropolitan Emergency Services Board's May/June 2020 Civil Unrest After-Action Report/Improvement Plan. The solution allows other PSAPs to answer 9-1-1 calls intended for a PSAP which has been inundated with 9-1-1 calls; this will provide 9-1-1 callers with better service in extraordinary situations/events.

In 2023, the MESB initiated a Request for Proposal (RFP) for CAD Interoperability, seeking vendor proposals. However, the pricing provided by vendors exceeded the available regional funding at that time.

Estimated Metro Region cost: ~\$800,000 per year, plus one-time implementation costs of approximately \$500,000*

*This item is included in HF 2431/SF 2454

BDA Requests

Several buildings in the region have been identified as having radio coverage gaps and would benefit from having bi-directional amplifiers (BDA) installed, allowing first responders with ARMER radios to communicate via the ARMER system no matter where in a building the responder is located.

Estimated Metro Region cost: ~\$3 million* in capital costs.

*This item included in HF 2431/SF 2454

GIS Software Services – School Mapping

With the frequency of mass shootings/armed assailant incidents increasing nationwide, and in reviewing the response to recent school shootings, the metro region seeks to implement digital school mapping, whereby maps of schools would be available in each PSAP, which could facilitate the location of 9-1-1 callers within the building. Additionally, having these resources available could provide first responders with information that could affect emergency responses such as locations of chemistry labs, etc. which could alter responders' plans.

Estimated Metro Region cost:

One-time costs: \$3,762,109

Ongoing cost to keep data up to date: \$1,530,350

*This item included in HF 2431/SF 2454 and HF 3805/SF 3900

AES Encryption

The Statewide Emergency Communication Board (SECB) recommends a transition to a higher level of encryption (AES or Advanced Encryption Standard) for sensitive radio transmissions on the ARMER system. To achieve this capability, supplemental funding is necessary to replace and/or upgrade existing ARMER system equipment.

Estimated Metro Region cost: ~\$9 million

Vendor-provided Radio Technical Training

According to SECB standard, system administrators must go through training at least once every two years. To keep current with evolving technology, administrators request to attend training provided by a contracted technical vendor to fulfill this need.

Estimated Metro Region cost: ~\$40,000 per year

CRTF Training and Exercising

The Metro Communications Response Task Force (CRTF) holds quarterly training/exercises for deployable personnel to remain current on local, state, and national standards. These deployable personnel typically are assigned to assist in the field, the command post, EOCs, and PSAPs during planned and emergent events.

Estimated Metro Region cost: ~\$10,000 per year

Back-Up PSAP Equipment Cache

Metro PSAPs seek 20 laptop consoles for back-up use around the metro area. This will be available to any partner in the MESB JPA.

An equipment cache for 9-1-1 operations will be available to all MESB JPA partners in the event their centers are not functional. For many years, the thought process was to have a physical space available for any partner needing to abandon its PSAP. This approach focuses on having equipment available and the partner can utilize any space deemed available for operations. Meant only for emergency operations, when a center has been shut down or needs to be moved. This will allow for operations to continue for any center that may be destroyed, inaccessible, etc.

Estimated Metro Region cost: ~\$200,000

Ongoing Maintenance for Existing ARMER Infrastructure

Every five years, the State of Minnesota (specifically MnDOT) executes a service contract with Motorola for maintenance and upgrades to the ARMER system. A combination of 9-1-1 fees, state funds, and federal trunk highway funds are used to fund maintenance of state-owned radio infrastructure. Counties and the City of Minneapolis own “local enhancements” which are additional tower sites or channels interconnected with the state-owned sites to provide adequate coverage for local users. These local enhancements are shared with general users of the ARMER system. Local enhancements and backhaul to the regional network are funded by the owning agencies. Since the state-owned and local enhancements form the completed radio network, a funding source to assist in the maintenance of the local enhancement sites is needed.

Estimated Metro Region cost: ~\$500,000

Subscriber Equipment Replacement

The subscriber radios (mobiles and portables) used to communicate on the ARMER statewide system have a finite lifespan. These radios reach end-of-life when firmware, batteries, or replacement parts become unavailable. Continuing to use outdated subscriber equipment results in distorted or incomplete communications. Equipment replacement is typically funded locally with no state or federal dollars associated; having shared funding for these shared resources would be ideal to ensure the quality and consistency of emergency communications.

Estimated Metro Region cost: ~\$11 million

Additional Local Enhancement for Capacity/Coverage Needs

As the population in the region continues to increase and new buildings are constructed, local subsystem owners need to add additional ARMER tower site to increase coverage and capacity to meet higher density population centers.

Estimated Metro Region cost: ~\$50 million

Strategic Coverage Enhancement Equipment

Throughout the Metro region a significant number of existing buildings lack adequate in-building ARMER coverage. Many new structures being constructed have not considered the need for public safety communications in an emergency. The region would like to create a set of transportable equipment to enhance coverage in these types of structures on a rapid deployment basis. This equipment cache would consist of two mobile radio transceivers installed into a portable rack configuration with a JPS module connecting the two units.

Estimated Metro Region cost: ~\$21,000 per unit