



## **METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA**

May 25, 2022, 1:00 p.m.

This meeting will be conducted online ONLY. The link to join online is <https://metropolitanemergencyservicesboard.my.webex.com/metropolitanemergencyservicesboard.my/j.php?MTID=mefef68a48dc8a27bd6909bf9524718df>. To join via phone, please call 408-418-9388 and use access code 2552 903 9239. If you are prompted for a password, please use Radio (72346 on a keypad).

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of March 23, 2022 Meeting** – Thompson
4. **Action Items**
  - A. COMU Recognitions/Renewals – Tracey Fredrick
    - i. Ash Perron INTD Recognition
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
  - A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenbeck
  - B. System Managers Group Update – Ron Jansen
  - C. MnDOT ARMER System Update – John Anderson/Tim Lee/Dave Klema
  - D. SECB Committees
    - i. Steering – Jill Rohret/Fredrick
    - ii. LMR – Nate Timm
    - iii. WBBA – Rod Olson/Thompson
    - iv. IOC & Workgroups
      - a. IOC – Thompson/Timm
      - b. STR Workgroup – Nick Schatz
      - c. COMU Workgroup – Timm/Dan Anderson
    - v. IPAWS – Scott Haas
    - vi. Finance/Grants Workgroup – Fredrick
7. **Other Business**
  - A. METAC Permission update – Fredrick
  - B. Discussion/Feedback on ARMER Statewide Interoperability Encryption Goals – Open Discussion
  - C. Discussion/Feedback on Statewide Change Management – Open Discussion
8. **Adjourn**

*Reminder: Next meeting scheduled for June 22, 2022*

# **Metropolitan Emergency Services Board**

## **Radio Technical Operations Committee**

**March 23, 2022  
Draft Meeting Minutes**

### **Member present:**

Derek Baas, Sherburne County  
Jeff Bjorklund, MAC Airport  
Susan Bowler, Carver County  
Cory DeMuth, Anoka County  
Scott Gerber, MN State Fire Chiefs  
Ron Jansen, Dakota County  
Chad LeVasseur, Metro Transit  
Rod Olson, Minneapolis

Dan Palmer, Ramsey County  
Nick Schatz, Scott County  
Bob Shogren, Isanti County  
Chuck Steier, U of M  
Jake Thompson, Chisago County  
Nate Timm, Washington County  
Victoria Vadnais, Metro EMS

**Guests:** John Anderson, *MnDOT*; Sara Boucher-Jackson, *MAC Airport*; Ryan DeYoung, *MAC Airport*; Scott Haas, *Scott County*; Andrew LaVenture, *Edina Fire*; Patrick Maynard, *Eden Prairie Fire*; Mike Parker, *Hennepin County*; Tom Simota, *MN National Guard*; Val Sprynczynatyk, *Anoka County*; Michael Sullivan, *Ramsey County*

**MESB Staff:** Tracey Fredrick, Jill Rohret, Martha Ziese

### **1. Call to Order**

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

### **2. Approval of Agenda**

*Motion (Bjorklund/Jansen) to approve the March 23, 2022 agenda.*

### **3. Approval of February Minutes**

Nick Schatz said under the SMG report, Ron Jansen was referencing an estimate of \$4,500.00 per radio would fund 5,555 radios, not \$55,000.00.

*Motion (Schatz/Olson) to approve the February 23, 2022 amended minutes. Motion passed.*

### **Approval of Agenda/Minutes**

<b>Name</b>	<b>Entity</b>	<b>Yes</b>	<b>No</b>
Baas	Sherburne	X	
Bjorklund	Airport	X	
Bowler	Carver	X	
Gerber	Fire Chiefs	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Olson	Minneapolis	X	
Palmer	Ramsey	X	
Schatz	Scott	X	
Shogren	Isanti	X	
Sprynczynatyk	Anoka	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	EMS	X	

**Total Votes**

Yes 15 No 0 Pass

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### **4. Action Items**

#### **A. Edina Waiver for LMR-53**

Andrew LaVenture said the proposal states that the City of Edina is looking to utilize up to six permanent Push-to-Talk over cellular connections between Edina owned talkgroups and LTE devices by way of donor and gateway radios. This will be in compliance with the LMR-53 requirements. The city of Edina departments may choose PTT applications that meet their operational requirements so long as they integrate with JPS Interoperability Solutions gateway devices.

Jake Thompson said Isanti County recently had the same request approved. There will be a Chisago County request coming in the future.

*Motion (Vadnais/DeMuth) to approve the Edina Waiver for LMR-53. Motion passed.*

#### **B. Standard 3.30.0 METCOM Revisions**

Tracey Fredrick said METCOM requests were discussed at the January Radio TOC. At that time, it was not clear in the standard who could request this access and who could get access. The Standards workgroup reviewed Standard 3.30.0 and clarified some of the language. Most of that language is from dispatch centers to PSAPs and clarified how and when the talkgroup can be used and who can request access.

Ron Jansen asked if the current waivers are still being enforced.

Fredrick said yes, and has not received any communication to revoke any waivers.

*Motion (Jansen/Vadnais) to approve Standard 3.30.0 METCOM revisions. Motion passed.*

#### **C. New Representative for SECB LMR Committee STR Workgroup**

Fredrick said Curt Meyer was the primary Radio TOC Representative to the STR Workgroup and the alternate to the LMR Committee. Meyer retired the end of last month. Nick Schatz has expressed an interest in becoming the primary STR Workgroup Representative and the alternate to the LMR Committee. Before leaving Meyer said that Mike Parker would volunteer to be the alternate to the STR Workgroup.

*Motion (Jansen/DeMuth) to appoint Nick Schatz as the new primary representative to the STR Workgroup and the alternate representative to the LMR Committee, and Mike Parker as the alternate to the STR Workgroup. Motion passed.*

#### **Roll call for Action items 4A, 4B, 4C**

<b>Name</b>	<b>Entity</b>	<b>Yes</b>	<b>No</b>
Baas	Sherburne	X	
Bjorklund	Airport	X	
Bowler	Carver	X	
DeMuth	Anoka	X	
Gerber	Fire Chiefs	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Olson	Minneapolis	X	
Palmer	Ramsey	X	
Schatz	Scott	X	
Shogren	Isanti	X	
Steier	U of M	X	
Thompson	Chisago	X	

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Timm	Washington	X	
Vadnais	EMS	X	

Total Votes

Yes 15 No 0 Pass

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

John Anderson said Motorola has finished installing the SRX router pair in all of the MSOs. Motorola is going to upgrade the hosting software package the week of April 11<sup>th</sup>. The impact would be on the controller's switch.

Jansen said that as he went through Dakota County's consoles looking for AES, there were some that did not have AES in them. These could have been due to advanced replacement, but as entities are checking for encryption, just make sure to check all devices.

Nate Timm said the St. Paul Park site was put on a temporary tower last week, due to repainting. There was some diminished capacity but no dramatic degradation. It should be wrapped up by late summer.

### **6. Committee Reports**

#### **A. Metro Mobility System Usage Update**

Chad LeVasseur said numbers remain same/low.

#### **B. System Owners Group Update – No Meeting**

#### **C. MnDOT ARMER System Update**

Anderson said the switches ordered for the ethernet back haul may be delayed until mid-October. The installations will start in the northern regions and work down to the metro.

Anderson is also in touch with LOGIS to see what entities are dependent on the LOGIS ATIA feed. If it is found no one is reliant on that feed, they will probably remove the connections for that.

Anderson confirmed to Jansen that Anderson, Tim Lee, Dave Pagel and Guy Chambers will be involved in the encryption summit.

#### **D. SECB Committees**

##### **i. Steering**

Rohret said the committee met on March 9. Discussions included state-wide and regional governance language in MN Statute 403 and filling vacancies on the Steering Committee. There were committee reports on progress on SCIP goals, an ECN update, NG9-1-1/GIS workgroup update and some open reports and discussions.

##### **ii. LMR – no meeting**

##### **iii. WBBA**

Rod Olson said at the WBBA in March there were reminders for the Minnesota Public Safety Communications Conference in April and the Encryption Summit on May 4 and 5. There were SCIP discussions about working on communication to Incident Response groups and information for the updated MNFOG. There was an Operation Safety Net discussion on how cellular and radio were used and how to order broadband coverage and get that information out to communications response groups. There are still WBBA vacancies that need to be filled.

Olson said there was discussion about what would be presented at the Breezy Point conference. There will be an overview of FirstNet with some demos and buildout and future

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build outs. There was a vendor session from Verizon.

### **iv. IOC & Workgroups**

#### **a. IOC**

Jake Thompson said the Interoperability Committee met on March 15. Discussed were the Breezy Point Communications Conference, COMT awards and COML renewals, SCIP goals, committee vacancies, OSN After-Action report, MNFOG survey revision, COMU workgroup updates, strategic technology reserve workgroup reports, EMS and hospital workgroup report.

Jansen said the MNFOG survey was very different from what was actually sent out. The survey was actually regarding a cache equipment that looks like it will be included in the MNFOG. It did not appear to have any information on frequencies.

#### **b. COMU Workgroup – no meeting**

### **C. STR Workgroup – no meeting**

Nick Schatz said he and Mike Parker from Hennepin County did visit the STR trailer this month. There will need to be an alternative solution for the batteries which failed at the last preventative maintenance test.

Jansen asked if a portable generator had been discussed at STR meeting. Schatz said not specifically, but this would be desired, as batteries tend to fail often.

Jansen asked if the trailer location has been discussed, now that two of the main people involved are no longer on the committee. Fredrick said this topic is on the schedule for discussion at the next CRTF workgroup meeting. Scott Gerber said he thought Eden Prairie could assist with the trailer storage.

Mike Parker said that Hennepin County does have keys to access where the STR trailer is stored currently.

### **v. IPAWS**

Scott Haas said at last month's meeting the revisions to MNFOG were discussed and the communications conference presentation for different uses for IPAWS was finalized.

### **vi. Finance/Grants Workgroup**

Fredrick said both groups met in March. Discussed at the March 10<sup>th</sup> Finance Committee were the Backer bill which addresses surplus money for encrypted radios across the state, SCIP goals and a draft of a letter to the Minnesota Indian Affairs Council regarding vacancies on committees.

Fredrick said the Grants Workgroup met on March 2<sup>nd</sup>. Discussions included proposals from the Southwest region on how to get some governance money. This is a continuing discussion.

Fredrick said also discussed was the closing out of the NG9-1-1 grants money, which included both GIS and CPE. The SECB grant has been signed so money can now be spent.

## **7. Other Business**

### **A. METAC Permission update**

Fredrick said there have been no new requests.

### **B. METCOM Discussion – no items**

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This will be removed from next month's agenda.

Jeff Bjorklund said Ryan DeYoung will replace him as primary Radio TOC member.

**8. Adjournment @1:44 PM**



# Homeland Security

## All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

### Position Task Book

#### Task Book Assigned To:

Trainee's Name: Ash Perron  
Trainee's Email Address: ASH.PERRON@CO.RAMSEY.MN.US  
Home Agency: RAMSEY COUNTY EMERGENCY COMMS  
Home Agency Phone Number: 651 266 7700

#### Task Book Initiated By:

Official's Name: Robert Adney  
Agency Official's Title: COMC  
Agency: Ramsey County ECC  
Agency Phone Number: 651-266-7707  
Agency Address: 388 13th ST  
ST PAUL MN 55101  
Date Initiated: 12.13.21

*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 Ash Perron  
has performed as a trainee and should therefore be considered for recognition in this  
position.

Final Evaluator's Signature [Signature] Date 12.13.21  
Printed Name Robert Adney  
Title Training Coordinator - Com L  
Agency Ramsey Co Emergency Communications Center  
Phone Number 651-266-7767 Email Robert.adney@Co.Ramsey.mn.us

## AGENCY CERTIFICATION

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

Certifying Official's Signature [Signature] Date 5-17-22  
Printed Name Robert Adney  
Title COML  
Agency RAMSEY COUNTY ECC  
Phone Number 651-246-1101 Email Robert.Adney@Co.Ramsey.mn.us



## NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions<sup>1</sup> 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:<sup>2</sup>
  - 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

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

<sup>2</sup> 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
<b>Behavior: Ensure readiness prior to assignment</b>			
<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"> <li>• Communications equipment <ul style="list-style-type: none"> <li>○ Portable radio</li> <li>○ Cellphone</li> <li>○ Batteries/chargers</li> </ul> </li> <li>• First aid kit</li> <li>• Personal safety gear</li> <li>• ICS Forms cache</li> <li>• Office Supplies (e.g. clipboard, tape, paper, pencil, etc.)</li> <li>• Multi-purpose tool/Flashlight</li> <li>• Clock/Watch with countdown timer function</li> <li>• Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.)</li> <li>• Computer/Printer/Thumb drive</li> </ul>	O	#1 <i>AP</i>	5-16-22
<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"> <li>• Multiple changes of clothing (as appropriate for anticipated weather conditions)</li> <li>• Personal identification/credentials</li> <li>• Toiletries</li> <li>• Medicines (prescription and over-the-counter)</li> <li>• Cash and credit cards</li> <li>• Alarm clock</li> <li>• Food/Water</li> </ul>	O	#1 <i>AP</i>	5-16-22

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))

**Competency: INTD Mobilization**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Obtain complete information for response</b>			
3. Obtain complete information for assignment and initiate documentation: <ul style="list-style-type: none"> <li>• Incident name</li> <li>• Incident/Mission/Tracking/Order #</li> <li>• Calling channel/phone number</li> <li>• Reporting time/Check-in location</li> <li>• Transportation arrangements/travel routing instructions</li> <li>• Contact procedures during travel</li> <li>• Specific equipment/supplies needed</li> </ul>	I	I #1 NA	12-13-21
<b>Behavior: Ensure check-in is recorded and accountability is activated</b>			
4. Arrive at incident and check in: <ul style="list-style-type: none"> <li>• Arrive properly equipped at assigned location within acceptable time limits</li> <li>• Follow established policies and procedures for checking in, and provide the needed information and documentation:               <ul style="list-style-type: none"> <li>○ Incident/Mission/Tracking/Order #</li> <li>○ Unit Leader's name</li> <li>○ Incident assignment, etc.</li> <li>○ Identification/credentials</li> </ul> </li> </ul>	I	#1 NA	12-13-21

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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"> <li>• Situation Summary</li> <li>• Safety Briefing</li> <li>• Current and Planned Goal/Objectives</li> <li>• Current and Planned Actions, Strategies and Tactics</li> <li>• Current Organization (ICS 207 – Incident Organization Chart)</li> <li>• Current/Planned communications plan               <ul style="list-style-type: none"> <li>○ Communications Nets, e.g., Command, Tactical, Logistics, etc.</li> <li>○ Map Sketch of communication system</li> </ul> </li> <li>• Current/Planned Resource Summary</li> </ul>	I I	#1 RPA	12-13-21

**Competency: Incident Tactical Dispatch Operations**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Support establishment of Incident Communications Center (ICC)</b>			
6. Assist INCM/supervisor with setup of the ICC if needed/as assigned: <ul style="list-style-type: none"> <li>• Facility/vehicle in which to situate the ICC</li> <li>• Appropriate location of ICC</li> <li>• ICC equipment activation and testing               <ul style="list-style-type: none"> <li>○ Radio</li> <li>○ Data</li> <li>○ Telephone</li> <li>○ Video</li> <li>○ Ancillary equipment</li> </ul> </li> <li>• ICC documentation organization</li> <li>• Notification of ICC activation</li> </ul>	I I	#1 RPA	12-13-21
7. Evaluate needs and request additional resources to support ICC operations: <ul style="list-style-type: none"> <li>• Develop or initiate an inventory control system for INTD supplies and equipment</li> <li>• Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor</li> <li>• Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items</li> </ul>	I I	#1 RPA	12-13-21

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8. Assist in maintaining Security of the ICC <ul style="list-style-type: none"> <li>Keep ICC entry/access points secured/locked in accordance with established policies</li> <li>Notify INCM/supervisor of any security concerns</li> </ul>	I I	#1 RPA	12-13-21
9. Demonstrate safety awareness: <ul style="list-style-type: none"> <li>Location of First Aid kit supplies and equipment</li> <li>ICS 206 – Medical Plan</li> <li>Potential safety issues or hazards</li> </ul>	I I	#1 RPA	12-13-21

**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Establish effective relationships</b>			
10. Conduct self in a professional manner: <ul style="list-style-type: none"> <li>Be respectful and courteous</li> <li>Respect public and private property</li> <li>Establish and maintain positive interpersonal and interagency working relationships</li> <li>Encourage and promote team environment</li> <li>Follow established procedures to report and document any inappropriate personnel actions</li> <li>Report any situations of concern to INCM/supervisor</li> </ul>	O O	#1 RPA	12-13-21

**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"> <li>Speak clearly and use concise language</li> <li>Speak at a pace sufficient for recipients to copy information when applicable</li> <li>Maintain appropriate level of radio discipline when operating on assigned nets</li> <li>Use proper microphone/headset techniques</li> <li>Record information in an easily understood manner</li> </ul>	I I	#1 RPA	12-13-21
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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)</b>			
12. Provide effective communications support during routine or non-emergency situations: <ul style="list-style-type: none"> <li>• Dispatch incident personnel based upon needs of the incident and at the direction of incident management</li> <li>• Monitor and prioritize traffic simultaneously over all networks:               <ul style="list-style-type: none"> <li>○ Repeated voice Nets</li> <li>○ Simplex voice Nets</li> <li>○ Data networks</li> </ul> </li> <li>• Receive/relay/log information/ messages/ instructions to and from incident personnel               <ul style="list-style-type: none"> <li>○ Supply orders (e.g., Operations, Logistics, etc.)</li> <li>○ Message traffic routing</li> <li>○ Weather reports</li> <li>○ Resource status changes</li> <li>○ Loss of communication assets</li> <li>○ Safety updates</li> <li>○ Situation reports</li> </ul> </li> <li>• Conduct radio checks at specified intervals for personnel safety and accountability</li> <li>• Acknowledge all requests received in person or via phone, radio, and data networks</li> </ul>	I I	#1 KAF	12-13-21

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)</b>			
13. Provide effective communications support during emergency situations: <ul style="list-style-type: none"> <li>• Recognize and react decisively to urgent situations if encountered:</li> <li>• Request assistance from other ICC personnel if needed</li> <li>• Restrict or move unrelated radio traffic</li> <li>• Use appropriate notification procedures for emergency situations               <ul style="list-style-type: none"> <li>○ Requests for emergency/urgent assistance or additional resources/support</li> <li>○ Activations of radio emergency call buttons</li> <li>○ Medical transport/ Medevac request</li> <li>○ Aircraft emergency</li> <li>○ Evacuation</li> <li>○ Search and Rescue</li> <li>○ Serious injury/Fatality</li> </ul> </li> <li>• Notify INCM/supervisor of emergency situations</li> </ul>	I I	#1 RPA	12.13.21

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct tactical dispatch operations</b>			
14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> <li>• Radio equipment</li> <li>• Data equipment</li> <li>• Telephone equipment</li> <li>• Video equipment</li> <li>• Ancillary equipment</li> </ul>	I I	#1 ROA	12-13-21
15. Demonstrate familiarity with other ICC functions/capabilities: <ul style="list-style-type: none"> <li>• Radio systems (e.g. Simplex, Conventional, Trunked, Digital &amp; Analog modes)</li> <li>• Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.)</li> <li>• Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National)</li> <li>• Audio Gateways</li> </ul>	I I	#1 ROA	12-13-21
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> <li>• Locate key incident venues, personnel, and deployed resource</li> <li>• Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations</li> </ul>	I I	#1 ROA	12-13-21

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct Incident Tactical Dispatch Operations (continued)</b>			
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"> <li>• GPS technology</li> <li>• AVL technology</li> <li>• Maps</li> <li>• Status boards</li> <li>• Personal Accountability Report (PAR)</li> <li>• Personal Alert Safety System Device Activation (PASS)</li> </ul>	I I	#1 ROA	12.13.21
18. Demonstrate compliance with applicable communication policies and procedures: <ul style="list-style-type: none"> <li>• Memoranda of Understanding (MOUs)</li> <li>• Tactical Interoperable Communications Plan (TICP)</li> <li>• Tactical Interoperable Communications Field Operations Guide (TIC-FOG)</li> <li>• Mobile Communications Unit Standard Operating Procedures (SOPs)</li> <li>• Tactical Dispatch SOPs</li> <li>• Jurisdictional requirements</li> <li>• Equipment accountability procedures</li> </ul>	I I	#1 ROA	12.13.21
19. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> <li>• Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.)</li> </ul>	I I	#1 ROA	12.13.21

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct Tactical Dispatch Operations (continued)</b>			
20. Maintain and organize ICC documentation: <ul style="list-style-type: none"> <li>• Radio logs</li> <li>• Activity logs</li> <li>• Telephone logs</li> <li>• Status Cards</li> <li>• Equipment check-in/check-out information</li> <li>• Lost/Damaged equipment documentation</li> <li>• Software Applications               <ul style="list-style-type: none"> <li>○ WebCAD</li> <li>○ WebEOC®</li> <li>○ Google Earth®</li> <li>○ Email, etc.</li> </ul> </li> </ul>	I I	#1 LPA	12-13-21
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: <ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Emergency Medical Services</li> <li>• Fire</li> <li>• Law Enforcement</li> <li>• Forestry</li> </ul>	I I	#1 LPA	12-13-21

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Comply with NIMS and ICS concepts and principles</b>			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: <ul style="list-style-type: none"> <li>• COMU structure, roles and responsibilities of each COMU position</li> <li>• Plain language/common terminology</li> <li>• ICS terminology               <ul style="list-style-type: none"> <li>○ Unit identification</li> <li>○ Position titles</li> <li>○ Resource naming</li> </ul> </li> <li>• Incident Organizational Structure</li> <li>• Functions of Incident Management Teams</li> <li>• ICS map symbols, designators, and mnemonics</li> </ul>	I I	#1 KPA	12.13.21
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"> <li>• ICS 205 – Incident Radio Communications Plan</li> <li>• ICS 205A – Communications List</li> <li>• ICS 210 – Resource Status Change</li> <li>• ICS 213 – General Message</li> <li>• ICS 213 – RR Resource Request Message</li> <li>• ICS 214 – Activity Log</li> <li>• ICS 219-7- Equipment Resource Status (T-) Card</li> </ul>	I I	#1 KPA	12.13.21
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: <ul style="list-style-type: none"> <li>• ICS 201 – Incident Briefing</li> <li>• ICS 203 – Organization Assignment List</li> <li>• ICS 204 – Assignment List</li> <li>• ICS 206 – Medical Plan</li> <li>• ICS 207 – Incident Organization Chart</li> <li>• ICS 208 – Safety Message/Plan</li> <li>• ICS 209 – Incident Status Summary</li> <li>• ICS 211 – Incident Check-in List</li> <li>• ICS 221 – Demobilization Check-Out</li> <li>• ICS 225 – Incident Personnel Performance Rating</li> </ul>	I I	#1 KPA	12.13.21

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Comply with NIMS and ICS concepts and principles (continued)</b>			
24a. Demonstrate ability to correctly interpret the following forms: <ul style="list-style-type: none"><li>Form 217A – Communications Resource Availability Worksheet</li><li>Form 309 – Communication Log</li></ul>	I I	#1 KOA	12.13.21

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**Competency: INTD Demobilization**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity</b>			
25. Coordinate an efficient transfer of position duties: <ul style="list-style-type: none"> <li>• Document and coordinate demobilization actions</li> <li>• Brief relief personnel</li> <li>• Coordinate with incident/planned event personnel as necessary</li> </ul>	I I	#1 KOA	12.13.21

<b>Behavior: Complete demobilization procedures and restore response-readiness</b>			
26. Demobilize from assignment: <ul style="list-style-type: none"> <li>• Check in equipment and submit required documentation</li> <li>• Address safety and notification considerations for return to home agency</li> </ul>	I I	#1 KOA	12.13.21
27. Complete Demobilization Documentation <ul style="list-style-type: none"> <li>• If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate</li> <li>• Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor</li> <li>• Provide input for After-Action Report (AAR)</li> <li>• Submit final documentation to INCM/supervisor</li> </ul>	I I	#1 KOA	12.13.21
28. Prepare for next operational period/incident <ul style="list-style-type: none"> <li>• Inventory and restock ICC supplies</li> <li>• Inventory and restock INTD response kit and personal sustainment kit</li> <li>• Attend applicable post-incident debriefings               <ul style="list-style-type: none"> <li>○ Hotwash</li> <li>○ Post-Incident/Event After Action Debriefings</li> <li>○ Critical Incident Stress Management/Debriefing (CISM/CISD)</li> </ul> </li> </ul>	I	#1 KOA	12.13.21

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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

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: <i>Robert Adney</i>	Evaluator's Title: <i>Training Coordinator</i>	Evaluator's Agency: <i>Ramsey Co</i>	
Evaluator's agency address: <i>robert.adney@co.ramsey.mn.us</i>				
Evaluator's e-mail: <i>388 13th St E, St. Paul, MN, 55101</i>				
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
<i>Floyd Civil Unrest 5-27-20 5-29-20 St. Paul, MN</i>	<i>riot</i>	<i>100+ Police patrol, SWAT, Bomb, Fire, EMS, National Guard</i>	<i>5-27-21 - 5-29-21</i>	<i>Type 1</i>
<p>The tasks initialed &amp; 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"/> <i>RA</i> 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 &amp; knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: <i>Ashe is a phenomenal dispatcher &amp; beyond qualified for this position</i></p> <p>Date: <i>12-13-21</i> Evaluator's initials: <i>RA</i></p> <p>Evaluator's relevant agency certification or rating: <i>Com-L</i></p>				

**Metro Mobility Usage**  
**(Hours:Mins:Secs)**  
**2022**

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall
January	53:36:06	27:47:09	28:13:09	9:57:03	35:21:22		17:49:33	172:44:22
February	57:03:36	30:50:28	24:58:48	10:50:12	41:05:35		13:14:11	178:02:50
March	51:26:59	28:23:43	24:35:46	9:22:37	35:08:05		14:54:53	163:52:03
April	56:28:46	30:31:56	30:20:01	10:08:22	42:08:20		13:00:58	182:38:23
May								
June								
July								
August								
September								
October								
November								
December								

Difference  
since Jan.

12      656:57:50   385:58:45   298:06:15   222:53:22   265:34:15   0:26:46   152:56:51   1982:54:04

<b>Target</b>	150:00:00	75:00:00	75:00:00	75:00:00	75:00:00	0:00:00	75:00:00	525:00:00
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