



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

November 28, 2018, 1:00 p.m.

1. **Call to Order** – Committee Chair, Captain Scott Haas
2. **Approval of Agenda** – Haas
3. **Approval of Minutes of October 24, 2018 Meeting** – Haas
4. **Action Items**
 - A. Approval of INTD for Jesse Garza – Jill Rohret
 - B. Approval of BNSF Interoperability Plan – Marcus Bruning
 - C. Approval of Amendments to Anoka County's Participation Plan – Jake Thompson
 - D. Approval of Change to Metro Interoperability System – Tim Lee
 - E. Approval of Talkgroup Request from St. Paul Park Refinery Fire – Nate Timm
 - F. Discussion – 2019 Vendor Training – Rohret
 - G. Discussion – 2021-2025 Motorola SUA Contract – Thompson
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenbeck
 - B. System Managers/Metro Owners Group Update – Ron Jansen
 - C. SECB Committees
 - i. Steering – Rohret
 - ii. OTC – John Gundersen/Timm
 - iii. Interoperable Data Committee – Rod Olson/Jake Thompson
 - iv. IOC & Subcommittees – Thompson/Timm; Jansen; Timm/Dan Anderson
 - v. IPAWS – Haas
 - vi. Finance/Grants Workgroup – Rohret
7. **Other Business**
 - A. Introduction of new MESB Radio Services Coordinator – Rohret
8. **Adjourn**

Reminder: Next meeting scheduled for December 19, 2018

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
October 24, 2018**

Members Present:

Jeff Bjorklund, MAC
Jon Eckel, Chisago County
Scott Gerber, MN State Fire Chiefs-absent
John Gundersen, Hennepin County
Scott Haas, Scott County
Ron Jansen, Dakota County-absent
Chad LeVasseur, Metropolitan Council
Wendy Lynch, Metro Region EMS-absent

Mike Mihelich, Ramsey County
Rod Olson, City of Minneapolis
Bob Shogren, Isanti County
Chuck Steier, Univ. of Minnesota-absent
Jake Thompson, Anoka County
Nate Timm, Washington County-absent
Tim Walsh, Carver County

Guests Present:

Clay Stenbeck, Metro Mobility; Frank Jarman, Motorola Solutions; Marcus Bruning, ECN; Jill Rohret, MESB; and Martha Ziese, MESB.

1. Call to Order:

Scott Haas called the meeting to order at 1:03 p.m.

2. Approval of Agenda:

Haas noted that there were two amendments to the agenda; item I – a MESB representative to the Public Safety Conference Planning Workgroup, and item J – introduction of the new metro Regional Interoperability Coordinator, Marcus Bruning.

M/S/C – Jon Eckel moved to amend the agenda. Chad LeVasseur seconded. Motion carried.

3. Approval of Minutes:

John Gundersen noted that on page 3, it should read that “there could be issues in the future with more encryption utilization on the ARMER system.”

Chad LeVasseur stated that on page 4, though he said statewide permissions, he intended to say “wide area access.”

M/S/C – Jeff Bjorklund moved to approve minutes from September 26, 2018, as amended. John Gundersen seconded. Motion carried.

4A. Approval of INCM for Gordon Hanson:

Jill Rohret said Gordon Hanson is applying for COMU position recognition as an Incident Communications Manager (INCM). Hanson is a volunteer with Maple Grove Emergency Management. He meets all the requirements except for the requirement of a public safety background with three years’ experience in dispatch operations or approved Radio Operator (RADO) designation plus one year in dispatch operations. She noted that the Statewide Interoperability Coordinator, Jim Stromberg defines that requirement as being a paid, full-time emergency dispatcher. Rohret noted that if the Radio TOC approves the designation, it would still need approval at the SECB.

Haas said that the INCM position is really a communications center manager responsibility. In the scenario when a tactical emergency command center is set up, it would mean supervising RADOs under the COML.

John Gundersen asked if Hanson had AuxComm [Amateur Emergency Communications Specialist (AECS)] designation. AECS designation may be a better one for Mr. Hanson.

Rohret responded that Mr. Hanson has taken the AuxComm course and meets the AECS designation requirements. She had discussed this option with him; he wanted to proceed with his INCM designation request.

M – Jon Eckel moved to deny Gordon Hanson’s INCM designation request and suggest he apply for AECS designation. No second received.

Rod Olson asked if he had received agency sign-off.

Rohret replied that a Deputy Chief from Maple Grove Fire signed off on the certification and he does have a signed task book from an event in the northeast region.

Eckel explained the reasoning behind his motion to deny the designation. The position of a Communications Manager is a completely different position than dispatch or a HAM radio operator.

Haas agreed that overseeing and managing people in a deployment situation requires a different skill set than being a dispatcher or radio operator. It is the Radio TOC’s responsibility to determine if the requirements have been met and/or if there a reason to make an exception.

Marcus Bruning said that COMLs would expect an INCM to have communications center experience. He thinks the Radio TOC is on the right track.

M/S/C – Jon Eckel moved to deny Gordon Hanson’s request for INCM designation and suggest he apply for AECS designation. Jeff Bjorklund seconded. Motion carried.

Rohret said Maple Grove may utilize this person for its events, but the regional and state recognition requirements were not met.

4B. Approval of Amendments to Metro Standard 3.14.0 – ME TACs:

Rohret said only one change is proposed for this standard. On top page 4, the sentence stating “The usage of ME TAC 1-10 will be reserved for public safety use only” should be removed.

M/S/C – Jeff Bjorklund moved to approve the amendments to Metro Standard 3.14.0 – ME TACs. John Gundersen seconded. Motion carried.

4C. Approval of Carver County Request for Requested Site Access:

Peter Sauter said Carver County requests a change to the talkgroup site access permission for its fire dispatching main to be allowed on the Hennepin West subsystem for its 800 MHz paging. Hennepin County has agreed to the request. He noted there is a gap in coverage in northeastern Chanhassen around Lotus Lake and also spots on Highway 7; these areas are better served by Hennepin West. The request will go to the OTC.

Rohret said MnDOT replied that per the standard, requests are presented to the OTC for approval. The OTC has only approved these requests for paging access via a created paging talkgroup; they have not approved these requests using main talkgroups. She noted that while Hennepin County concurred with the request, it is likely that the OTC will send this back to the Radio TOC.

Gundersen said that even though there is quite a bit of traffic on Hennepin West, the request was approved. Hennepin County continues to look for ways to relieve some of the congestion on the site.

Olson asked why the main talkgroup was used rather than not coming up with paging talkgroup. Will the County's approach change in the future?

Sauter replied that on 10% of pagers in Carver County are 800 MHz pagers at this time, as they are transitioning to these pagers. If they do it via a paging talkgroup, they will have to split how it is done with VHF pagers. The County may change how they page in the future as more departments transition to 800 MHz pagers.

M/S/C – John Gundersen moved to approve Carver County's request for requested site access. Rod Olson seconded. Motion carried.

4D. Approval of 2019 Regional Funding Priorities:

Rohret said that each region must establish annual regional funding priorities in order to receive grant funds. In the past, suggestions have been vendor-provided training through Motorola or Genesis, unlicensed portable microwave dish, and the Public Safety Communications Conference. She noted that equipment purchases require a 50% match.

Haas asked Rohret to determine if Dakota County had purchased a portable microwave dish.

Rohret said the funding priorities need to be determined at this meeting so they can be approved at the November MESB meeting.

Olson suggested CRTF training be included, along with the vendor training and conference attendance assistance.

Eckel asked if any upgrades to portable towers were needed.

Rohret said she did not think there were any necessary at this time. She noted that the projects need to be in priority order. She suggested: vendor training, assistance to attend the state public safety communications conference, and CRTF training.

Haas suggested a fourth priority could be deployable equipment for use by the CRTF.

Eckel suggested the priorities be: (1) vendor training; (2) public safety conference assistance; (3) CRTF training; and (4) deployable equipment.

M/S/C – Rod Olson moved to approve the 2019 regional funding priorities. Mike Mihelich seconded. Motion carried.

4E. RApproval of Metro Transit Request for Talkgroup IDs:

LeVasseur said he was asked at the September Radio TOC meeting to bring back more information on Metro Transit talkgroup usage. He provided a chart of police talkgroup usage by site. The most use was on City Center, and minimal on all other sites. He said that Metro Transit was requesting two more talkgroups to segregate out rail traffic. The talkgroups are PD North and PD South. PD North talkgroup would access City Center, Anoka, and Hennepin East and Hennepin West. PD South would access City Center, Hennepin West, Norwood and Hennepin East. There is no plan to limit the access for East and West police mains. The radios are programmed to prefer City Center.

Gundersen clarified North would be Hennepin East. All radios are to be on City Center unless they cannot get that signal.

Haas asked about the priority levels for the talkgroups.

LeVasseur answered that they were all set at priority level 5.

Haas said that mains can be priority level 5, but the others should be set at level 7.

LeVasseur said he'd change all talkgroups except PD East, PD West, and PD Data to priority level 7.

Haas said this request needs to be better described before it goes to the OTC. Because it is unknown how far down the southwest line will go, he requested that PD South not be able to access Norwood. It can be changed later if the line is expanded.

M/S/C – Jeff Bjorklund moved to approve Metro Transit's talkgroups request as follows: creation of priority level 7 talkgroups of PD North (accessing City Center, Hennepin East, Hennepin West, and Anoka) and PD South (accessing City Center, Hennepin East, and Hennepin West); changing PD C-C and PD Tac 1 to priority level 7; and keeping PD East, PD West, and PD Data as priority level 5. Rod Olson seconded. Motion carried.

4F. Election of 2019 Radio TOC Chair and Vice Chair:

Rohret called for any nominations for the 2019 Radio TOC Chair.

Gundersen nominated Scott Haas for 2018 Radio TOC Chair.

M/S/C – Jon Eckel moved to close nominations and cast a unanimous ballot for Scott Haas as 2019 Radio TOC Chair. John Gundersen seconded. Motion carried.

Rohret called for nominations for 2019 Radio TOC Vice Chair.

Olson nominated Ron Jansen for 2019 Radio TOC Vice Chair.

M/S/C – Jon Eckel moved to close nominations and cast a unanimous ballot for Ron Jansen as 2019 Radio TOC Vice Chair. John Gundersen seconded. Motion carried.

4G. Appointment of MESB Representative to SECB STR Subcommittee:

Rohret said no motion was made at the September Radio TOC meeting to appoint someone as the representative to the SECB STR Subcommittee. Several names were suggested, but it is not clear who the chosen representative is.

M/S/C – John Gundersen to nominate Ron Jansen as the primary representative and Butch Gillum as the alternate. Rod Olson seconded. Motion carried.

4H. Follow-up: Discussion of State Standard 5.1.0 – Media

Haas said that the instruction from TOC members last month was for Haas to send a letter to the OTC indicating the Radio TOC wishes to maintain State Standard 5.1.0 – Media Access. This letter has not been sent but will be sent very soon.

4I. Appointment of MESB Representative to the Public Safety Communications Conference Planning Workgroup:

Rohret said ECN has requested regional appointments to the Public Safety Communications Conference Planning Workgroup, which will meet November 2018-April 2019. Rohret said that Denise McMullan, Dispatch Supervisor for Ramsey County, is interested in being that representative.

M/S/C – John Gundersen moved to appoint Denise McMullan as the metro representative to the Public Safety Communications Conference Planning Workgroup. Jon Eckel seconded. Motion carried.

4J. Introduction of Marcus Bruning:

Marcus Bruning introduced himself as the ECN's Regional Interoperability Coordinator for the metro, northeast and northwest regions.

5. Move, Additions & Changes to the System:

Olson said Minneapolis' conversion to IP simulcast is complete.

6. Committee Reports:

A. Metro Mobility System Usage Update

Clay Stenbeck said that a proposal was received from Trapeze. He said he hoped usage will come down in the next month, as they removed a radio from the Anoka area that was pulling traffic.

B. System Managers Group/Metro Owners Group Update

No meeting.

C. Reports from SECB Committees

i. Steering Committee: Rohret said the Steering Committee discussed changes to statute and SECB bylaws.

ii. OTC: No meeting.

iii. Interoperable Data Committee: Olson said it was a short meeting and only FirstNet was discussed.

iv. Interoperability Committee: No meeting.

v. IPAWS: No meeting.

vi. Finance Committee/Grants Workgroup: No meeting.

7. Other Business:

Rohret stated that ECN is changing the format of state standards to comply with ADA accessibility requirements. The MESB will need to do so as well. The SECB is also going to change how standards are numbered. Rohret has been told there is not an expectation that regions follow suit. Rohret also noted that she included the 2019 Radio TOC meeting dates in the packet.

8. Adjournment:

M/S/C – Jeff Bjorklund moved to adjourn. Rod Olson seconded. Motion carried.

Meeting adjourned at 2:13 p.m.

Requirements Summary for COMU Applications

November 28, 2018 Radio TOC

COML Renewals - 1 point required in 2018[illegible]

COMT Renewals - 1 point required in 2018

[illegible]**INTD Approval**[illegible]

AECS Approval

[illegible]

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)

Garza, Jesse

NMN

Certifying
Agency

Scott County 911

County

Scott

ECB/ESB
Region

metro

Agency Address

301 fuller street South

24/7

Telephone

452-445-1411

Business

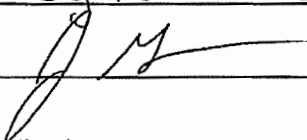
Telephone

452-594-1057

Email Address

Jgarza@co.scott.mn.us

Signature



Date

11-11-18

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

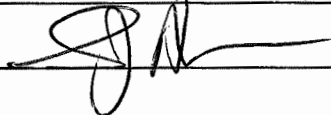
Scott Haas

Captain

Agency

SCOTT COUNTY

Signature



Date

11/14/18

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



Homeland Security

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

Task Book Assigned To:

Trainee's Name: Jesse Garza
Trainee's Email Address: Jesse.Garza04@gmail.com
Home Agency: Minneapolis Emergency Communications / Scott County
Home Agency Phone Number: 612-348-2345

Task Book Initiated By:

Official's Name: Sara Boucher-Jackson
Agency Official's Title: all Training; QA Specialist / COML/INTD
Agency: MECC
Agency Phone Number: 612-673-5912
Agency Address: 350 S. 5TH ST Rm B911
MPLS MN 55415
Date Initiated: 9/1/2018

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 1.0
October
2015

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.

Competency: INTD Preparedness

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure readiness prior to assignment.			
1. Assemble and maintain an INTD response kit prior to receiving an assignment, including critical operating supplies and equipment needed to support the INTD job assignment over multiple operational periods (up to 72 hours). The following items are suggested as a partial listing of items needed: <ul style="list-style-type: none"> • Communications equipment <ul style="list-style-type: none"> ○ Portable radio ○ Cellphone ○ Batteries/chargers • First aid kit • Personal safety gear • ICS Forms cache • Office Supplies (e.g. clipboard, tape, paper, pencil, etc.) • Multi-purpose tool/Flashlight • Clock/Watch with countdown timer function • Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.) • Computer/Printer/Thumb drive • INTD PTB 	O	192 SBJ	9/1/2018
2. Obtain and assemble supplies and materials for a personal sustenance kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal kit: <ul style="list-style-type: none"> • Multiple changes of clothing (as appropriate for anticipated weather conditions) • Personal identification/credentials • Toiletries • Medicines (prescription and over-the-counter) • Cash and credit cards • Alarm clock • Food/Water 	O	192 SBJ	9/1/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

Code: O = Can be completed in any situation (Drill, 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

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	#2 SBT	9/1/2018
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	#2 SBT	9/1/2018
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 SBT	9/1/2018
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	SBT #2	9/1/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued).			
12. Provide effective communications support during routine or non-emergency situations: <ul style="list-style-type: none"> • Dispatch incident personnel based upon needs of the incident and at the direction of incident management • Monitor and prioritize traffic simultaneously over all networks: <ul style="list-style-type: none"> ○ Repeated voice Nets ○ Simplex voice Nets ○ Data networks • Receive/relay/log information/ messages/ instructions to and from incident personnel <ul style="list-style-type: none"> ○ Supply orders (e.g., Operations, Logistics, etc.) ○ Message traffic routing ○ Weather reports ○ Resource status changes ○ Loss of communication assets ○ Safety updates ○ Situation reports • Conduct radio checks at specified intervals for personnel safety and accountability • Acknowledge all requests received in person or via phone, radio, and data networks. 	I	SBT #2	9/11/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct tactical dispatch operations.			
14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> • Radio equipment • Data equipment • Telephone equipment • Video equipment • Ancillary equipment 	I	#2 SBJ	9/1/2018
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	#1/2 SBJ	9/1/2018
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> • Locate key incident venues, personnel, and deployed resources. • Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations. • Demonstrate the triangulation process on a map to identify the nearest quarter section at the intersect point and the correct Section, Township, and Range in each case. 	I	#2 SBJ	9/1/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct Tactical Dispatch Operations. (continued)			
20. Maintain and organize ICC documentation: <ul style="list-style-type: none"> • Radio logs • Activity logs • Telephone logs • Status Cards • Equipment check-in/check-out information • Lost/Damaged equipment documentation • Software Applications <ul style="list-style-type: none"> ○ WebCAD ○ WebEOC® ○ Google Earth® ○ Email, etc 	I	#2 SBJ	9/11/2018
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	#1 & 2 SBJ	9/11/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

Code: O = Can be completed in any situation (Drill, 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	#2 SBS	9/11/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

All-Hazards INCIDENT TACTICAL DISPATCHER

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

RECORD OF EVALUATION

Jesse Garza

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: Sara Boucher-Jackson	Evaluator's Title: COML	Evaluator's Agency: MECC	
Evaluator's agency address: 350 S. 5th St MPLS MN 55415				
Evaluator's e-mail: sara.boucher-jackson@minneapolismn.gov				
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
Super Bowl LII Interoperable Communications Exercise Federal OEC	Table Top Exercise	6	9/26/17 0830-1400	4
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input checked="" type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: 9/1/2018 Evaluator's initials: SBJ</p> <p>Evaluator's relevant agency certification or rating: COML</p>				

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

Final Evaluator's Verification

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that Jesse Garza has performed as a trainee and should therefore be considered for certification in this position.

Final Evaluators Signature Sara Boucher-Jackson Date 9/1/2018

Printed Name Sara Boucher-Jackson Agency MECC

Highest NIMS Qualification COML

Phone Number 612-998-1219 email address Sara.boucher-jackson@minneapolismn.gov

Compiled training information:

Number and Type of Resources: 100 +
Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: 2/4/2018 0630-1030
Enter the inclusive dated during which the trainee was evaluated.


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

Date: 9/1/2018
List the date the record is being completed.

Evaluator's initials: SB
Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualification Record.

To be attached to completed INTD Task Book

Attachment D

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN SUPER BOWL LII				INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
				NFL Super Bowl LII 2018		1/7/2018 22:00		2/4/2018 - 2/5/2018 00:00 - 00:00	
Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 3	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command
2	Operations	LTAC 2	Law	ARMER 800 MHz		ARMER 800 MHz		D	Command Post to Command Post US Bank Stadium Interior
3	Operations	LTAC 3	Law	ARMER 800 MHz		ARMER 800 MHz		D	US Bank Stadium Exterior & Exterior Perimeter
4	Tactical	H-METSRT	Law	ARMER 800 MHz		ARMER 800 MHz		D	SWAT Stadium Interior
5	Tactical	MP- ECCOM	Law	ARMER 800 MHz		ARMER 800 MHz		D	SWAT Mobile Beats & Stadium Exterior
6	Tactical	LTAC6E	Law	ARMER 800 MHz		ARMER 800 MHz		D	Hazard Investigation Team (HIT)
7	Expansion	LTAC5E	Law	ARMER 800 MHz		ARMER 800 MHz		D	All SWAT
8	Operations	HC EVT TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Hennepin EMS Operations
9	Operations	UHF MED 8	EMS	UHF		UHF		D	Internal Hennepin EMS USBank Stadium UHF
10	Expansion	HCTAC 4	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Cross-patched with MPFD 8 for inter-operability
11	Expansion	MPFD 8	Fire	ARMER 800 MHz		ARMER 800 MHz		D	Cross-patched with HC TAC 4 for inter-operability
12	Expansion	STAC 8	Fire/EMS	ARMER 800 MHz		ARMER 800 MHz		D	Fire/EMS Mutual Aid
14	Support	612-673-6063	Communications	Landline					Event COML Stationed at the MACC
15									
FOUO									
SPECIAL INSTRUCTIONS									
				INCIDENT/EVENT LOCATION US Bank Stadium 401 Chicago Ave Minneapolis, MN 55415					

COML: Leticia Cardenas
COML: Daniel Klawitter
EMAIL & PHONE: SEE 205a
COML Coordinator (COMC): Sara Boucher-Jackson

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 ICS 205A COMMUNICATIONS LIST SUPER BOWL LII

Group Name		Operational Period	
US Bank Stadium		Super Bowl Sunday 2/4-2/5/2017 00:00 to 00:00	
Basic Local Communications Information:			
Incident Assigned Position	Name	Method(s) of Contact phone, pager, cell, email, etc.	
Command	NFL Control NFL Security	612-299-6619 landline	
Hennepin EMS Command	Chief Wendy Lynch	612-369-8123 cell	
		Wendy.Lynch@hcmcd.org	
		612-873-3839 office	
EMS Support	Deputy Chief Rogers	612-363-4697 cell	
Hennepin EMS SB LII Game Day	Deputy Chief Jordan Wardell	612-499-6513 (Cell)	
		Jordan.Wardell@Hcmcd.org	
		612-873-6142 (Office)	
EMS Support	Deputy Chief Mike LeVake	612-978-1333 (Cell)	
		Michael.LeVake@hcmcd.org	
EMS Support	Deputy Chief Sloan III	612-499-5550 cell	
		charles.sloan@hcmcd.org	
Communications	Stadium Operations Center - MECC Dispatcher	612-777-8937 landline	
Communications	Stadium Operations Center - HEMS Dispatcher	612-777-8939	
COML	Leticia Cardenas	612-388-9534 cell	
		leticia.cardenas@minneapolismn.gov	
EMS COML	Daniel Klawitter	612-760-1706 cell	
		Daniel.Klawitter@hcmcd.org	
		612-873-7522 (Office)	
COML/COMC	Sara Boucher-Jackson	612-998-1219 cell	
		sara.boucher-jackson@minneapolismn.gov	
Prepared by: Sara Boucher-Jackson		Position/Title: COMC	
ICS 205 A Page 2 of 2		Date/Time: 1/30/2018	

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

JESSE GARZA

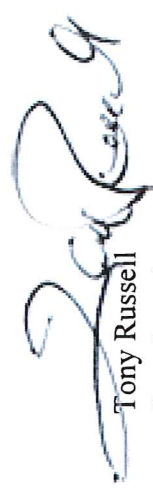
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

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

Issued this 20th Day of November, 2015



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JESSE GARZA

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 6th Day of November, 2018



0.3 IACET CEU

Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

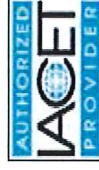
This Certificate of Achievement is to acknowledge that

JESSE GARZA

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 20th Day of November, 2015



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

Issued this 20th Day of November, 2015



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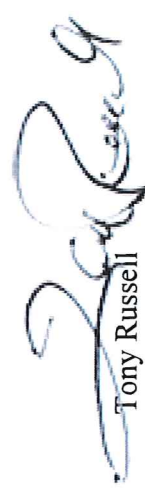
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b
National Response Framework, An Introduction

Issued this 4th Day of September, 2017



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Jesse Garza

Completed the All-Hazards Incident Tactical Dispatcher (INTD)
Course during 11-14 September 2017 at the
St. Louis County Sheriff's Office Emergency Operations Center
in Duluth, Minnesota.



A handwritten signature in black ink, appearing to read "Ronald T. Hewitt".

Ronald T. Hewitt
Director,

Office of Emergency Communications
National Protection and Programs Directorate
U.S. Department of Homeland Security



Kerri Gortmaker, Senior Special Agent
BNSF Railway Police
801 Main Ave | Fargo, ND
701.280.7260 | Office
kerri.gortmaker@bnsf.com | Email

November 7, 2018

Scott Haas
Metro Radio TOC

Subject: Interoperability Participation Plan

Dear Chair Haas,

The BNSF Railway Police Department is currently operating on the Minnesota Allied Radio Matrix for Emergency Response (ARMER) system as a Metro Region interoperability user under an agreement with Anoka County. Because we have personnel operating throughout the state, our department is respectfully requesting authorization to expand their current ARMER system interoperability capabilities to include the regions in greater Minnesota. Prior to seeking approval from the Statewide Emergency Communications Board (SECB) Operations and Technical Committee (OTC), we are seeking the Metro Region's support and endorsement of the interoperability plan proposal. This will not affect the agreement and arrangement with Anoka county, merely expand the coordination of ARMER interoperability statewide. The Plan allows BNSF Police to develop and maintain current relationships for system administration.

The BNSF Railway Police Department protects and monitors 1,701 miles of track lines in the state of Minnesota and responds to approximately 1200 calls for service each year. Our Special Agents interact with local public safety agencies on incidents, community partnerships, community events, training events, and criminal investigations. We work to ensure a safe environment for BNSF Railway employees and the communities we serve.

BNSF Railway Police Department Special Agents in the state of Minnesota conduct law enforcement functions under authority from the U.S. Secretary of Transportation Chapter 281, Subsection 28101 (49USC28101), which grants us authority to carry an officer's police commission from one state into another for specific, clearly defined rail-protection purposes.

In order to complete our mission within Minnesota, we work closely in conjunction with city, county, and state law enforcement agencies in the course of investigations, emergency response, and enforcement activities. These activities require us to have the ability to quickly and compatibly communicate with law enforcement and other emergency response units. Above all, as railroad police officers most often work as single person units, mainly itinerant through the state; we feel the most vital need is the increase to officer safety while operating in the field. Our desire in seeking to join Minnesota Agencies on the ARMER system is for these interoperability purposes only, as our day-to-day operational communications are conducted on BNSF specific systems.

The proposed ARMER Interoperability Participation Plan is an attachment to this letter. All BNSF Railway Police Department users will utilize Minnesota SECB approved equipment and will undertake required training as required prior to any use of ARMER resources. I am available to answer any questions and to work as a point of contact for the BNSF Railway Police Department. We appreciate your time and look forward to working with you throughout this process.

Sincerely,

Kerri Gortmaker

INTEROPERABILITY PARTICIPATION PLAN: **BNSF RAILWAY POLICE DEPARTMENT**

Section 1A: Agency ARMER Infrastructure Elements

- None

Section 1B: Agency ARMER Subscriber Equipment

- Motorola Portable Radios

Quantity	Equipment	Area of Operation
12	Motorola Apex Radios	Statewide
This equipment will be maintained in accordance with Statewide Emergency Communications Board (SECB) Standard 3.33.1 and with a fleetmap consistent with that standard.		

Section 2: Other Equipment

- None

Section 3: Radio User ID Requested

- The BNSF Railway Police Department respectfully requests the following quantity of radio user IDs:

Purpose	Current Number	Estimated Three Year Growth
Law Enforcement Interoperability	12	20

Section 4: Additions to the ARMER Interoperability Infrastructure

- None

Section 5: Interoperability Talkgroups

- The BNSF Railway Police Department propose the following ARMER talkgroup resources to achieve radio interoperability with Federal, State, and local partners in the performance of public safety activities:

Law	MN	Metro	NW	NE
MSP CALL	MSP CALL	MSPCALL	NW CALL	NE CALL
LTAC1	STAC1	METAC1	NW2	NE2
LTAC2	STAC2	METAC2	NW3	NE3
LTAC3	STAC3	METAC3	NW4	NE4

Law	MN	Metro	NW	NE
LTAC4	STAC4	METAC4	NW5	NE5
	STAC5	METAC5	NW6	NE6
	STAC6	METAC6	NW7	NE7
	STAC7	METAC7	NW8	NE8
	STAC8	METAC8	NW9	NE9
	STAC9		NW10	NE10
	STAC10		NW11	NE11
	STAC11		NW12	NE12
	STAC12			

CM	SW	SC	SE	8C
CM CALL	SW CALL	SC CALL	SE CALL	8CALL90
CM2	SW2	SC2	SE2	8TAC91
CM3	SW3	SC3	SE3	8TAC92
CM4	SW4	SC4	SE4	8TAC93
CM5	SW5	SC5	SE5	8TAC94
CM6	SW6	SC6	SE6	8CALL90D
CM7	SW7	SC7	SE7	8TAC91D
CM8	SW8	SC8	SE8	8TAC92D
CM9	SW9	SC9	SE9	8TAC93D
CM10	SW10	SC10	SE10	8TAC94D
CM11	SW11	SC11	SE11	SOA1
CM12	SW12	SC12	SE12	SOA2
				SOA3
				SOA4

- Additional Talkgroup authorizations may be sought and obtained through controlling authorities such as individual counties and entities authorized to grant these permissions. All additional authorizations will be obtained per applicable SECB Standards.

Section 6: BNSF Railway Police Department Specific Talkgroups

- None - Day-to-day operational communications will be conducted on BNSF Railway systems.

Section 7: Training

- BNSF Railway Police Department personnel will not be allowed to use ARMER subscriber equipment programmed with ARMER resources until such time as they have been provided appropriate training as required by applicable SECB Standards.

Section 8: Designated Local Administrator

- BNSF will contract with SECB approved System Administrators (e.g. Brian Zastoupil, NW Region and Jake Thompson, Metro Region).
- The following person is designated as the agency administrative contact for any issues related to operation, deployment, and maintenance of the resources described herein:

Kerri Gortmaker, Senior Special Agent
BNSF Railway Police Department
701-280-7260 (Office)
701-630-4324 (Cell)
kerri.gortmaker@bnsf.com

(Agency Contact Signature)

(Date)



Participation Plan Amendment

Anoka County is formally requesting approval of an amendment to its participation plan for the of one new MCC7500 console. Currently Anoka County operates 11 dispatch positions. We will be increasing our console count to 12 MCC7500 consoles plus one patch console. There will not be any changes to CCGWs or logging with this addition. Anoka County has enough IDs to accommodate this addition.

Respectfully,

Jake Thompson

**Minnesota Department of Transportation****Memo****Office of Statewide Radio Communications**

1500 W County Road B2
Roseville, MN 55113

Office Tel:(651) 234-7963

Fax:(651) 234-7960

November 19, 2018

To: Scott Haas, Chair
Technical and Operations Committee
Metro Emergency Services Board

From: Tim Lee, P.E.
Asst. Director, Office of Statewide Radio Communications

Subject: Regional/Washington King Stack site move to Houlton, WI

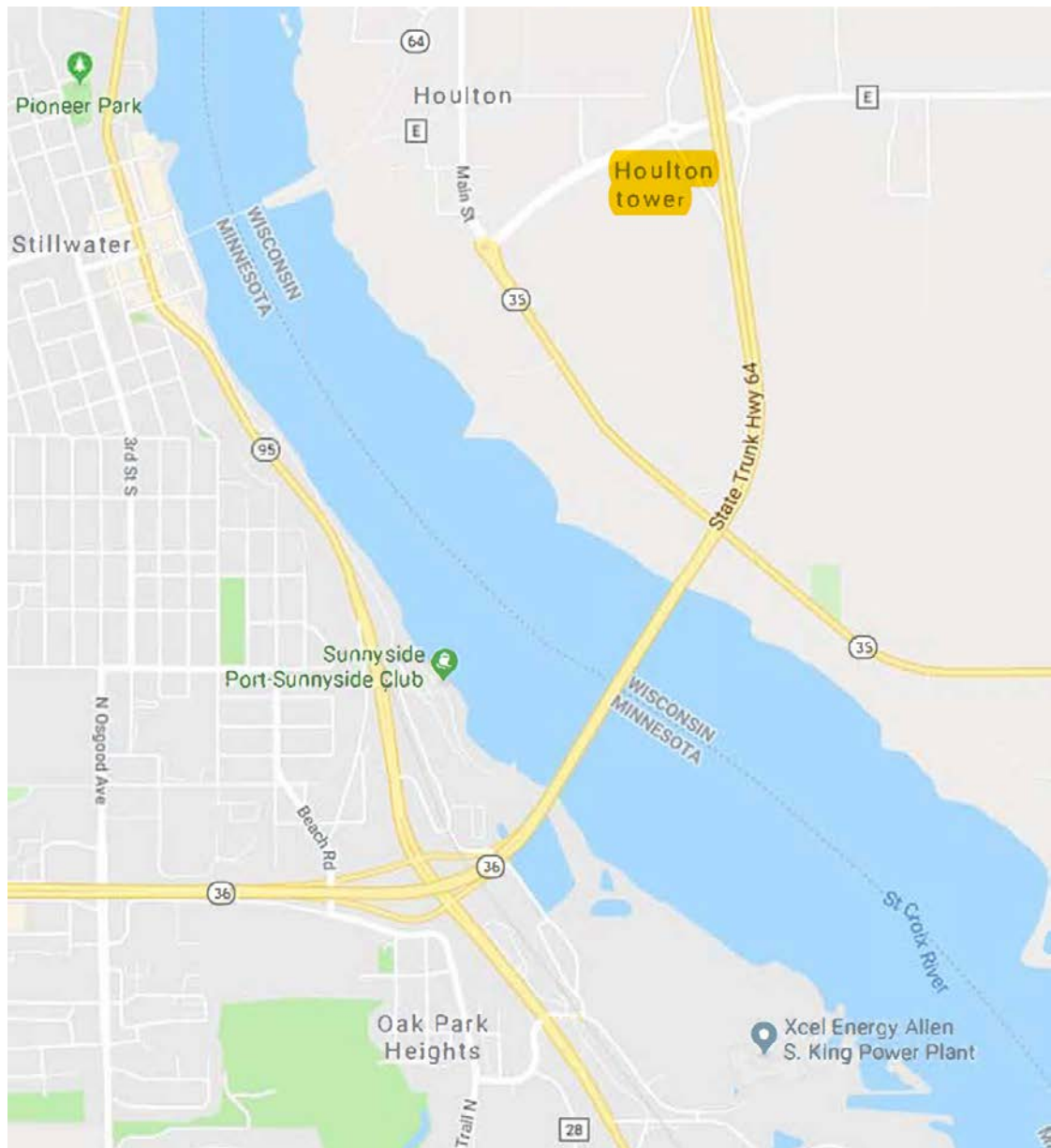
MnDOT and Washington County are working on plans to move from the King Stack to a tower in Houlton, WI, see below for approximate location on new site. This move is expected to be complete before June of 2019 which coincides with the expiration of the Regional lease at King Stack.

With this move the 800 MHz equipment, Microwave equipment and DC power system will move to the Houlton site.

The Houlton site will not accommodate the VHF interop equipment that is currently located at King Stack. The VHF interop channels currently at King Stack are: VAW31, VFIRE23, VCALL10, VMED28.

The plan is to transfer the VLAW31 base to Washington County and this base will be relocated under the Washington County lease to the 600 foot level. This station will be relicensed to contain multiple VHF interop channels and tied to a CCGW connected back to the ARMER network through Washington County microwave.

One of the other stations, VMED28 will be relocated to the MnDOT tower in Oakdale. Another option possible is to keep VMED28 at King Stack and relocate it to the 600 foot level. This option would require that a lease be identified to accommodate the VMED28 station and an agency is found to take the responsibility for ongoing maintenance of the VMED28 station.





Office of the Sheriff

Commitment to Excellence



Dan Starry
Sheriff

Brian R. Mueller
Chief Deputy

November 19, 2018

Chair Scott Haas
Technical and Operations Committee
Metro Emergency Service Board

Chair Haas,

St. Paul Park Refinery fire department is an interoperable user of the ARMER system under the Washington County subscriber agreement. The refinery's fire department is a private organization but is recognized by the State of Minnesota. The department is entirely comprised of refinery employees.

The refinery currently has a mixed radio fleet. Six XTS2500 radios are managed by Washington County. The remaining radios are managed by Dakota County under the Wakota CAER organization (a nonprofit organization comprised of industry that supports public safety in emergencies or environmental incidents). Washington County and Dakota County have partnered to insure this mixed fleet has the same codeplug for staff efficiency.

As indicated in the attached letter from Refinery Fire Chief Saito, the refinery is interested in having their own operational talkgroup. The refinery runs day to day operations on a private Mototrbo network. This network will remain the primary talkpath for operations within the refinery, except those that expand and require a public safety response. Those events would be assigned to an interoperable talkgroup as is the case today.

The proposed Refinery Fire talkgroup would be used for incidents where staff leaves the refinery (and their radio system's footprint) to support public safety or environmental authorities. The talkgroup would be used for staff and equipment coordination; event related radio traffic would remain on the assigned interoperable talkgroup.

The refinery CAER radios may transfer management from Dakota to Washington County if this change is approved (pending coordination with involved entities).

I have no loading concerns as the anticipated traffic would be low volume. I propose the talkgroup be created at priority level 9 and assigned to the Washington plus border site access profile.

I am not aware of any other private fire departments that have an internal talkgroup, although the CAER radios do have an assigned talkgroup for that organization.

Chief Saito does not wish to use the CAER talkgroup for refinery coordination in order to avoid potential conflicts; both his fire staff and that organization could be deployed to the same event.

This matter will be taken to the OTC if approved by the MESB.

Respectfully Submitted,

Nate Timm
Radio System Manager
Washington County Sheriff's Office



St Paul Park Refinery Fire Department

301 St Paul Park Rd. St Paul Park, MN 55071 p. (651) 458-2648

To: Washington County – Nate Timm

From: Tristan Saito – Fire Chief

CC: Tristan Saito – Fire Chief, Gary Kaufman – Deputy Chief

Mr. Timm,

With respect to the Washington County Communications Subscriber Agreement, the St Paul Park Refinery Fire Department would like the county to consider providing the Refinery Fire Department with a county radio channel. We feel that as a registered fire department with the State and the increased involvement the refinery has outside of the facility, having its own channel will benefit not only the county, but many other counties in response efforts and drastically improve communications during mutual aid events.

The refinery has responded to many incidents outside of the facility gates and communication has always been an issue. We regularly train with the 800MHz radios and are working to upgrade our cache over the next several months. We're working with several cities and multiple counties at establishing mutual aid agreements that will benefit everyone and feel that providing a SPPR FD Ops channel will greatly improve our communications with other mutual aid partners.

Thank you for your consideration.

Cordially,

Tristan Saito

Fire Chief – SPPR FD



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:
Agenda Item:
Presenter:

November 28, 2018
4F. 2019 Vendor Training
Rohret

RECOMMENDATION

MESB staff recommend the Radio TOC determine which class or classes it would like the MESB to hold in 2019.

BACKGROUND

The Metropolitan Emergency Services Board typically uses grant funds to pay for technical vendor training for the region. Generally, the classes have been Motorola training courses, though it is possible other vendor courses could be held, such as Genesis training.

ISSUES & CONCERNS

See attached pages from the 2019 Motorola Training Catalog for possible Motorola courses. The full catalog will be displayed at the meeting.

FINANCIAL IMPACT

The number of classes possible is subject to the availability of grant funds and class costs.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

ASTRO® 25 IV&D SYSTEM COURSES

ASTRO® 25 IV&D SYSTEM OVERVIEW (AST1038)	27
ASTRO® 25 IV&D WITH M CORE WORKSHOP (ACS717103)	27
ASTRO® 25 IV&D CONVENTIONAL K CORE WITH CONFIGURATION MANAGER (ACS717410)	27
ASTRO® 25 IV&D RADIO SYSTEM ADMINISTRATOR WORKSHOP (ACS717102)	28
ASTRO® 25 SYSTEMS FLEETMAPPING (RDS1017)	28
ASTRO® 25 SECURITY PATCH MANAGEMENT (AST2001)	28
ASTRO® 25 RADIO AUTHENTICATION (AST2038)	29
ASTRO® 25 INFORMATION ASSURANCE WORKSHOP (ACS716600)	29
ASTRO® 25 IV&D SECURE COMMUNICATIONS WORKSHOP (ACS717207)	29
ASTRO® 25 IV&D IP BASED DIGITAL SIMULCAST WORKSHOP (ACS717217)	30
ASTRO® 25 IV&D GTR 8000 REPEATER SITE WORKSHOP (ACS717208)	30
ASTRO® 25 IV&D CONVENTIONAL RF SITE WORKSHOP (ACS717440)	30
ASTRO® 25 DOMAIN CONTROLLER ADMINISTRATION (AST2015)	31
INTELLIGENT MIDDLEWARE 5.2 OPERATION AND ADMINISTRATION (RDS2025)	31
ASTRO® 25 ISSI 8000 / CSSI 8000 FEATURE OVERVIEW (AST2005)	31
ASTRO® 25 IV&D DYNAMIC SYSTEM RESILIENCE (ACS715023)	32
ASTRO® 25 IV&D INTERFACING SMARTZONE 3600 SYSTEMS (ACS713360)	32
ASTRO® 25 IV&D ENHANCED TELEPHONE INTERCONNECT (ACS715480)	32
SYSTEM OVERVIEW FOR ASTRO® 25 IV&D INFORMATION ASSURANCE (ACS713211)	33



CONSOLE COURSES

ASTRO® 25 IV&D SYSTEM OVERVIEW (AST1038)	36
ASTRO® 25 IV&D DOMAIN CONTROLLER ADMINISTRATION (AST2015)	36
MCC 7000 SERIES DISPATCH CONSOLES WORKSHOP (CON012)	36
ASTRO® 25 NICE LOGGER INTEGRATION (AST1002)	37
MCD 5000 TECHNICAL WORKSHOP (RDS1022)	37

MCC 7000 SERIES DISPATCH CONSOLES WORKSHOP (CON012) FOCUSES ON THE CONSOLES APPLICATION IN AN M- OR L-CORE SYSTEM.



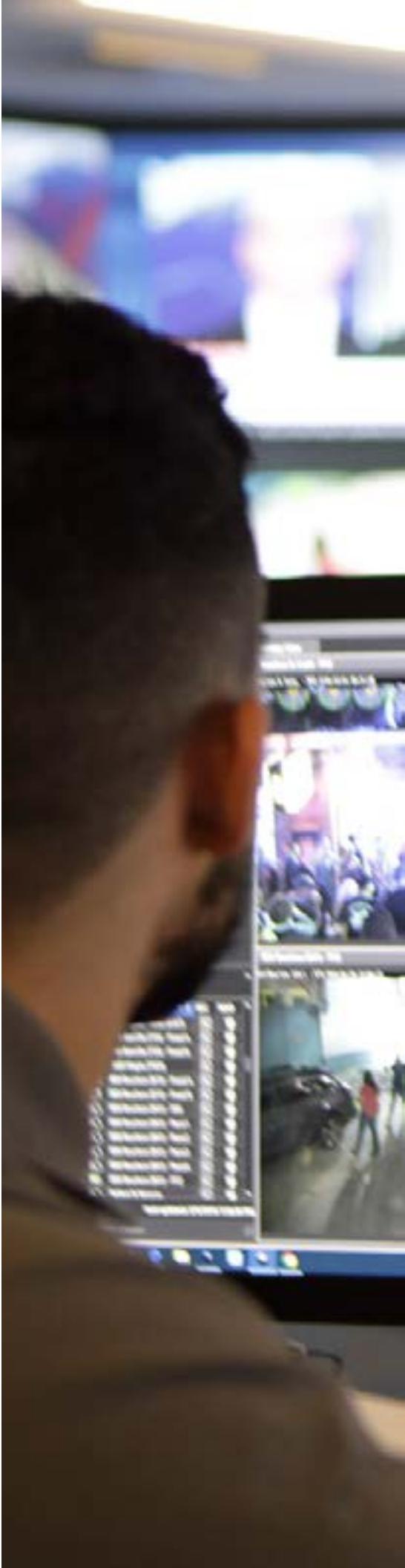
SUBSCRIBER COURSES

APX™ CPS PROGRAMMING AND TEMPLATE BUILDING (APX7001V)	39
APX™ TECHNICAL SUBSCRIBER ACADEMY (APX010)	39
APX™ RADIO MANAGEMENT WORKSHOP (RDS2017)	39
MOTOTRBO™ SUBSCRIBER AND REPEATER TECHNICAL SERVICE ACADEMY (TBO300)	40



SOFTWARE & APPLICATIONS

WAVE™ CERTIFIED INTEGRATION ENGINEER (AST3001)	50
WAVE™ ASTRO® 25 INTEGRATION WORKSHOP (AST2039)	50
INTELLIGENT MIDDLEWARE 5.2 OPERATION AND ADMINISTRATION (RDS2025)	50





METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:
Agenda Item:
Presenter:

November 28, 2018
4G. SUAll Discussion
Thompson

RECOMMENDATION

MESB staff recommend the Radio TOC discuss Motorola's five-year SUAll proposal and recommend a regional stance to the MESB.

BACKGROUND

In 2003, MnDOT and the original ARMER participants began discussions of annual service agreements with Motorola. The original agreement was a Software Maintenance Agreement (SMA), which provided a dedicated Motorola technician, network monitoring, and software-only for upgrades. Because this agreement only covered software for upgrades, system owners had to come up with significant amounts of money to cover equipment and labor for all upgrades. Often, those additional costs were unbudgeted expenses. The ARMER system continued to operate with an SMA in place, though some components, such as network monitoring, were removed, through 2012.

In late 2012, Motorola proposed changing the state's service contract to a System Upgrade Agreement II (SUAll), which included all standard upgrade costs (software, labor, regular hardware replacement) for an upgrade every two years. The proposal was for 2013 – 2015 and allowed system owners to have and budget for a more predictable cost for maintenance. Please refer to the attached letter the MESB sent to then Statewide Radio Board on the issue in October 2012. It should be noted that the SUAll did not include major equipment changes, such as consoles and base radio equipment; system owners would still have to plan to fund those changes.

In 2015, Motorola proposed a new five-year service agreement for 2016-2020, at the SUAll+ level. The "plus" included coverage for major system changes; in this case, the base radio stations were included in the contract cost. Again, the advantage to doing so was that it allowed for easier budgeting of these major expenses. Additionally, due to the volume of equipment which would be purchased, Motorola also gave a discount on the equipment purchases. System owners and the Statewide Emergency Communications Board (SECB) agreed to this agreement, knowing that it would be unlikely for a renewal of the agreement at the SUAll+ level after 2020.

ISSUES & CONCERNS

Motorola has provided a proposal for the SUAll level agreement for 2021-2025 at a total cost of \$33 million, or \$6.6 million per year. The SECB Operations and Technical Committee supports

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date:
Agenda Item:
Presenter:

November 28, 2018
4G. SUAll Discussion
Thompson

keeping the system current and maintaining the service agreement as long as funding is available.

ECN is concerned that it will not have enough funds to cover the state share in its budget. The bonds for the radio system will be paid by June 2021, which will then require a reduction in the 9-1-1 fee per statute.

FINANCIAL IMPACT

An estimated allocation of each agencies' costs will be displayed during the meeting.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

MONTHLY UPDATE



DIRECT FROM DANA



It is with tremendous pride and pleasure that I announce the appointment of Dan Craigie as Emergency Communication Networks' (ECN) first Deputy Director. Dan's first experience with mission-critical communications came while managing communications for submarines operating in the Mediterranean theater during Operation Iraqi Freedom. His background, combined with a Master's Degree in Public Affairs, will serve him well in this new role. Dan has been with ECN for two years, extremely knowledgeable, and has demonstrated himself as an effective leader, communicator, and mentor to our team. He has been successfully leading and advancing the 9-1-1 program since January 2018.

On October 26, all ECN staff participated in an emergency telework exercise to test our ability to communicate and carry out ECN's mission with co-workers, supervisors, customers, and stakeholders during a business emergency. The exercise kicked off before 6:00A.M. with a group text message to staff identifying a simulated structure fire had occurred in our office complex which prevented ECN from reporting to work. All exercise participants were provided with a situation manual (SITMAN) which was created with the help of our Department of Public Safety (DPS) Business Continuity Coordinator. The SITMAN contained a list of daily activities we were required to remotely engage in to ensure we were able to adequately perform them. Staff was asked to list deficiencies, technology issues, and identify missing or insufficient information and resources.

ECN staff held an after action report meeting on November 1 to identify gaps. A corrective action plan is underway to address those challenges and shortfalls. ECN staff identified this to be a valuable training exercise and had positive comments to share regarding the importance of having a continuity of operations plan (COOP). Now that Cathy Anderson has some fresh first-hand experience with COOP exercises, she is more eager than ever to support our Minnesota public safety answering points (PSAPs) as they finalize and/or test theirs! Please don't hesitate to reach out to her for guidance!

On October 24, Mille Lacs County PSAP had a nice success story with Text-to-9-1-1. At 1744 hours they received a text from a group of four hearing impaired individuals who were stranded in their pontoon boat after the motor failed, on Lower Spunk Lake in Stearns County. The Mille Lacs County dispatcher gathered all of the pertinent information and had help enroute to the group just five minutes after receiving the first text message! Thanks to coordinated efforts by public safety agencies, the DNR towed the pontoon to shore and all four passengers (including a cancer patient) were safely rescued. This is one of many success stories that have been shared in the 11 months since we deployed Text-to-9-1-1. It helps us realize the importance of this second option for reaching 9-1-1 in an emergency.

November 2018

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NG9-1-1 NEWS

August 1 Service Disruption

ECN continues to work with CenturyLink and West on remediation efforts from the August 1 service disruption. An action plan was shared by CenturyLink that outlines specific tasks and improvements that will be implemented over the next few months to ensure an event like this doesn't happen again.

Some highlights:

- CenturyLink and West are working on ways to streamline and expedite the dissemination of service disruption information.
- CenturyLink is working on system changes that will continue to improve the interval for initial PSAP notification. That actionable information will be included in notifications when system impairments occur.
- The CenturyLink probe alarming threshold has been adjusted to ensure CenturyLink has greater visibility into conditions that indicate a significant 9-1-1 issue may be occurring.

GIS

[Norm Anderson](#) (651-201-2483 or 651-201-7559) is the GIS Project Manager for ECN and MnGeo.

[Akiko Nakamura](#) (651-201-7558) from our office is also working on the project, so please feel free to reach out to either one of them with questions related to the GIS project.

The address validation phase has now passed and several counties are deficient in providing the required data. While this project is more of a marathon than a sprint, it's still important we stay on task as much as possible. Please engage your PSAP and GIS managers to ensure they are submitting the required data on time. You can find status maps for every county on ECN's website under "911 Program" and "GIS Information" along with the most recent version of the GIS newsletter. The successful completion of this first phase (data collection and remediation) is critical for Next Generation 9-1-1

(NG9-1-1) implementation. ECN will be making this a priority through 2018 and into 2019 as no other project or initiative is as important as a solid statewide GIS dataset for 9-1-1.

Text-to-9-1-1

21 PSAPs are now live with Text-to-9-1-1 services with Dakota County being the most recent PSAP to turn up. In November, we will be implementing Eden Prairie and McLeod County. Every region in the State of Minnesota has a plan in place for PSAPs who are not able to implement Text-to-9-1-1 services this year. Some regions will be charging a small fee for these services while some will continue to do it at no charge for another year. Over the summer, the state averaged about 450 texts per month, but that number dropped to 355 in September. So far, only Viper and Vesta PSAPs have been implemented, but we will add the first Solacom PSAP in Crow Wing County in December. Public outreach for Text-to-9-1-1 continues with presentations that events for the deaf and hard of hearing community.

COOP Plans

If your COOP has not yet been completed and/or sent in, an email request for a formal extension is required. COOPs and extension requests can go to [Cathy Anderson](#) (651-201-7548) at ECN.

To date, of the 102 PSAPs:

- 76 COOPs were submitted
- 24 extensions were requested
- Two no responses were received.

We are trying to make contact with those PSAPs who have not yet responded, in addition to reaching out to those who have requested extensions, to get an idea of when we may expect their plan. One PSAP has updated their COOP several times and another said they have already exercised theirs! This is exciting news, because updating and exercising COOP plans will benefit your personnel by familiarizing them with their specific roles, which will lessen confusion and enable them to react in a confident and calm manner should you need to evacuate your PSAP. Eighteen COOP reviews have

been completed (in no particular order), but all will be done eventually. If you have questions about crafting or updating your COOP, contact [Cathy Anderson](#) (651-201-7548) at ECN.

Firewall/Cybersecurity Project

Progress continues with the implementation phase. The Minneapolis-St. Paul International Airport PSAP has had two attempts at “go-live” dates, but have not been successful due to various network issues. Mandated network maintenance moratoriums and the holidays have forced us to pivot, to Carver County as the first PSAP to go live with the firewall. This work is tentatively planned for mid-November. We will provide an update in our next newsletter.

ARMER

ARMER Lifecycle Sustainment

The State of Minnesota is currently in a five-year System Upgrade Agreement (SUA) contract with Motorola for software and maintenance. This contract runs through 2021 and will bring ARMER from version 7.15 to 7.19. Motorola has presented a new five-year contract to move beyond 7.19 that appears out of our financial reach and lacking the detail necessary to justify the cost. Under the guidance of the Steering and Finance Committees, ECN and MnDOT continue to push Motorola for additional details. Motorola has committed to meeting with ECN, MnDOT, and other ARMER subsystem owners provide more clarity. ECN will coordinate these meeting as schedules of the Motorola presenters become known.

Federal & Non-9-1-1 Response Entity Participation

The Steering Committee is studying Federal and Non-9-1-1 Response Entities Use of ARMER. The Steering Committee directed ECN to ask DPS legal counsel for an opinion about whether 9-1-1 funds could legally be used to support communications for federal entities. The commissioner asked ECN to

study federal and non-9-1-1 response entity use of statewide and large radio systems in other states, if they charge a fee, and if the other systems rely on 9-1-1 funds. ECN has presented its report to the DPS commissioner and legal counsel and anxiously awaits their guidance.

ECN HSIN

Interest in ECN’s Homeland Security Information Network (HSIN) site continues to grow, as does its content. The ECN HSIN site is a secure repository for public safety communications documents and data that should be accessible to Minnesota’s public safety communications community. HSIN also allows ECN to clean up its public facing website so that the high-level, general information is easy to find and the highly technical and confusing documents are elsewhere. Contact [Jim Stromberg](#) (651-201-7557) at ECN for site access and more information.

SECB Standards

Minnesota’s public safety communications is deeply rooted in ARMER land mobile radio and that is clearly evidenced by our ARMER standards. Over time we have adopted interoperability, governance, finance, and most recently, 9-1-1 standards, but our migration from ARMER standards to SECB standards has been incomplete. ECN is leading a year-long initiative to update standard numbering and the look and layout of the standards. The numbering system that ECN proposes will differentiate standards with prefixes specific to the purpose such as “911” for 9-1-1, “GOV” for governance, and “IOP” for interoperability. The numbering will be simplified by numbering each standard in chronological order; as an example, ECN proposes that future IPAWS standards will be numbered IPAWS-1, IPAWS-2, etc. On a final note, as we update standards we will bring them into compliance with rules regarding online accessibility.

Standards Update

No standards were completed last month due to the cancellation of the Operations and Technical Committee meeting.

Moving forward, the SECB standards format will change to comply with federal accessibility laws. This new format was introduced at the October 22 regional leadership meeting in St. Cloud and also during the October 29 standards workgroup call. While the SECB logo will be on each standard, the format will be greatly simplified by including only text and removing tables (pertinent maps will still be part of the standard). Content will not change, but there will be three topics instead of six: Purpose, Statement of Standard, and Authority. A Document History section that will be included at the end. It will show when the standard was SECB approved, as well as what updates were made.

Additionally, there is a new numbering format that will easily identify what category a standard belongs to. Here are the prefixes that have been set for the categories numbering:

<u>Section</u>	<u>Category</u>	<u>Prefix</u>
1	Governance	GOV
2	9-1-1	911
3	GIS	GIS
4	ARMER	LMR
5	Broadband	WBB
6	IPAWS	IPW
7	Interoperability	IOP
8	Finance	FIN
	Compliance/Conflict	
9	Res	CCR
10	Miscellaneous	MIS

Standards will be numbered based on when they were originally created – i.e., the oldest ARMER-related standard will be LMR-1, the next oldest will be LMR-2 and so forth. Categorization of the standards is still in progress but should be completed soon. If you have questions about the new format/numbering (or if you would like to join

the standards workgroup conference call on Mondays from 9:30-11:00A.M.), contact [Cathy Anderson](#) (651-201-7548) at ECN.

ARMER Participation Maps

Did you know that ARMER participation maps are available on the [ECN ARMER Current Status](#) webpage? Four different maps give you a visual representation of ARMER participation by participant type and by fire, emergency medical services, and law enforcement disciplines.

Operations and Technical Committee

Did not meet in October.

Interoperability

Interoperability Committee

The Interoperability meets during odd-numbered months so it had October off.

Strategic Technology Reserve Committee

The STR Subcommittee cancelled its October meeting because the Chair position is vacant and the Vice Chair was not available. Many thanks to Troy Tretter who lead the STR Subcommittee until he recently moved on to the private sector and a new career. The subcommittee is scheduled to meet again in December.

Communications Unit Subcommittee

The COMU Subcommittee met in October and made its way through a very full agenda. Minor updates were made to the COMU Standard Operating Guidelines. The subcommittee discussed levels of authority for signing Position Task Books. The subcommittee recognized Minnesota's first six Auxiliary Emergency Communication Specialists (AECS) and its first Incident Tactical Dispatcher (INTD)! Seven Communications Unit Leaders (COML) and two Communications Unit Technicians (COMT) were also renewed.

Regional Leadership Meeting

Formal and informal leadership from Minnesota's seven Emergency Communications and Services Board regions gathered in St. Cloud on October 22 for the quarterly regional leadership meeting. In addition to the usual roundtable updates, attendees discussed about updates to SECB standards, learned the results of the SAFECOM nationwide survey, and brainstormed ways to make next year's Public Safety Communications Conference better than ever.

Conference

Minnesota's 10th Annual Public Safety Communications Conference will be held April 29-May 1, 2019. How many of you can say that you have been to all ten conferences? Each ESB/ECB region has been asked to provide one representative to sit on the planning team. Plans are moving fast behind the scenes. Planning team engagement will begin in November.

Wireless Broadband - FirstNet

The Interoperable Data Committee met in person on October 15. Since there was not a quorum the vote to approve September's meeting notes will need to be conducted again. The November meeting is slated for November 20 at 10A.M. via conference call.

Following the meeting, Rob Dew from the Office of Emergency Communications, Department of Homeland Security distributed power point slides and additional explanation on wireless broadband technology. That presentation will be included in the IDC meeting packet for the November. The Northeast region has made an official request to receive this information.

Later in the day the FirstNet Authority began a table top exercise on applications with the FirstNet Authority and how the I-35W bridge collapse would play out in today's communication ecosystem. The FirstNet Authority has requested that we participate

in a survey concerning the exercise. The survey can be completed [at this link](#). These questions will be listed in the November meeting packet as well. ECN has asked the FirstNet Authority to come back to Minnesota to continue the discussion.

Upcoming Events:

- [Government IT Symposium St. Paul](#):, December 4-5 in St. Paul
- [Annual Association of Minnesota Counties Conference](#):, December 3-4 at the DoubleTree by Hilton in Bloomington
- [39th Annual Arrowhead EMS Conference and Expo](#):, January 23-27, 2019 in Duluth at DECC
- Minnesota Public Safety Communications Conference:, April 28-May 1, 2019 at the River Center in St. Cloud

Strategic Plan Initiatives for Wireless Broadband

We are planning for another tribal newsletter to introduce the new tribal liaison Nigel Perrote, and the Regional Coordinators for the state, Northern and Metro Regions, Marcus Bruning, and Southern and Central regions, Steve Tait. A biography on ECN Director Dana Wahlberg will also be included. If you have additional topics of value to tribes, contact [Melinda Miller](#) (651-201-7554).

DPS is encouraging public safety to reach out about success stories related to wireless broadband and FirstNet. It has been over a year since Minnesota opted into the federal plan for FirstNet. ECN also wants to encourage agencies across the state to register for the HSIN community "Minnesota ECN" to see what others are doing in the state as it relates to our programs. ECN is looking for agencies to share contacts, and their status of wireless broadband. Specifics are appreciated, such as: what carriers you are using and how many devices. There is room to include information about the top two carriers for your agency.

ECN and the IDC is evaluating applications to encourage application interoperability across borders (mutual aid). There has been discussion about needing a statewide situational awareness tool, but IDC will be evaluating a collaboration tool. This tool would allow for text, video and picture sharing across the state and individual jurisdictions. It is also recommended that the app be available on both Apple and Android operating systems and vetted through the FirstNet App Store. The app should also be available for use on Verizon and network devices.

ECN has completed a technical assistance drive testing evaluation in Mille Lacs County. The results are available to Minnesota public safety members. The presentation from OEC and additional technical information is available through the IDC meetings.

The Bureau of Criminal Apprehension is encouraging the use of the myBCA website, rather than using a mobile application at this time.

Melinda Miller, the Wireless Broadband Program Manager, participates in the following federal program initiatives:

- Biweekly meetings with the FirstNet Authority and FirstNet
- Quarterly SLIGP2.0 meetings with NTIA
- Region 5 FirstNet Meetings
- Western States bi-weekly meetings
- Requested meetings from Verizon and other mobile carriers
- The NPSTC Broadband Emerging Technologies work group

IPAWS

Testing

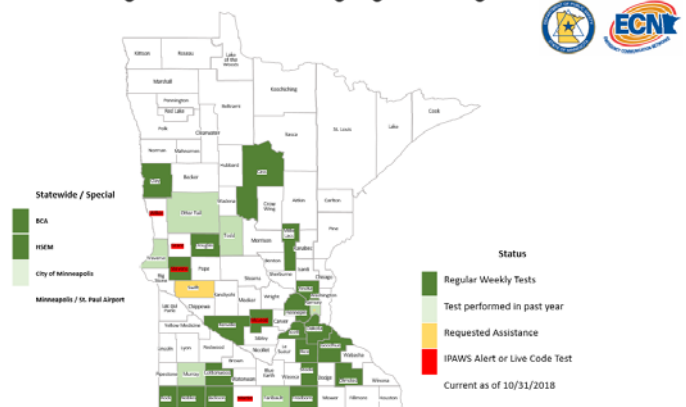
Congratulations to the following counties for testing their IPAWS capability this last month and starting regular testing programs:

- Cass
- Clay (RRRDC)

- Faribault
- Murray
- Otter Tail
- Ramsey
- Todd
- Traverse

In Minnesota **72** Jurisdictions are IPAWS capable, **25** of are now on their way to consistent testing. This is important as it keeps the alerting authority in proficient in using their software, builds confidence that they are able to put out an alert if and when the need arises, and ensures protection of the public they serve.

Local Alerting Authorities Performing Regular Testing with IPAWS



Training

Six Public Alerting Authority Best Practice Workshops were held in October with 99 attending in the following counties/cities:

- City of Minneapolis
- Beltrami County
- Stearns County
- Lyon County
- Stevens County
- Clay County

Information Workshops for our Private Partners

Ten EAS Participant Workshops, with five completed so far (for Broadcasters, cable and Telco) are being held throughout the state, with a two hour session covering:

- IPAWS 101: What's my stations role in EAS with the addition of IPAWS?

- The State of Minnesota EAS plan
- EAS Equipment Programming
- Town hall session on EAS concerns

The remaining cities are:

- Northwest – Detroit Lakes
- Central – St. Cloud
- South Central – Mankato
- Southeast – Rochester
- Metro (West) – Medina

Grants

SECB Grant

Funds have been applied for and allocated to the regions for GIS work, ARMER equipment, and training and exercises. More regions have signed their contracts which means their grants have been awarded. The terms of the grant runs from July 1, 2018 to December 31, 2019.

SHSP Grant

There was leftover money available which the regions applied for and had re-allocated. Grant amendments were performed and most regions have executed them. These grants are scheduled to end December 1, 2018 (except for central region who will be extending it to December). If regions need extra time, they are allowed to extend their contract into December.

NG9-1-1 Grant

We are still waiting on the allocation amounts to the states. Once we have this information, we will know how much Minnesota is eligible to apply for. Nancy Pollack with MCP and I are working on a grant narrative so we will be ready when the figures come out. Once the allocations are made public we will have 60 days to submit the full application. Our narrative and budget are almost complete. We will be using grant funding on GIS work as the main project and shared CPE systems as a supplemental item.

AHA/CPR Legislation Status

Telephone-CPR (T-CPR) Legislation Initiative

In early October, ECN staff met with the Minnesota American Heart Association (AHA) government relations director, to share information and to communicate our engagement expectations in this initiative going forward. She was very receptive of our suggestion to observe a couple of different PSAPs, each of which manages medical calls differently. She has already completed a sit-along at the Washington County PSAP and has plans to visit a smaller PSAP in the near future. She is eager to experience, first-hand, how our PSAPs operate and to note similarities and differences in how they conduct business.

ECN is committed to stay engaged with this initiative as the 2019 legislative session convenes. AHA has already provided an initial language draft to a diverse group of stakeholders and ECN has provided our first round of feedback. Once the language is in a vetted draft version, we will share that with the NG9-1-1 Committee for review and comment.

KSTP TV in the metro ran a nice success story on a recent CPR save in West St. Paul. A male went into cardiac arrest and the 9-1-1 dispatcher assisted his near-full-term pregnant wife in performing CPR which resulted in saving his life. The story segued into a follow up report noting that not all MN PSAPs perform CPR today and that AHA intends to bring a bill to the legislature in 2019. Kudo's to the 9-1-1 call taker who was successful in assisting this soon-to-be mom with performing life-saving CPR.