

METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE

TENTATIVE AGENDA

Board Room, Metro Counties Government Center

May 27, 2015

1:00 – 3:00 p.m.

MEMBERS:

Ulrie Seal, Chair
MN Fire Chiefs Association

Ron Jansen, Vice Chair
Dakota County

Jeff Bjorklund
Metropolitan Airports
Commission

Susan Bowler
Carver County

Chris Caulk
Isanti County

Jon Eckel
Chisago County

Cliff Giese
Metro Region EMS

John Gundersen
Hennepin County

Chad LeVasseur
Metropolitan Council

Rod Olson
City of Minneapolis

Chuck Steier
At-large member, U of M
Police

Jake Thompson
Anoka County

Dean Tilley
Washington County

Chris Weldon
Scott County

Scott Williams
Ramsey County

Open
MN Chiefs of Police
Association

1. Call to Order
2. Approval of April 22, 2015 Minutes
3. Agenda Items
 - a. COMT Certification for Bob Cooper, MSP Airport – Jill Rohret
 - b. Isanti County Console Upgrade to MCC 7500s – Chris Caulk
 - c. Discussion: Regional Standard for Roaming/Requested Sites for Metro? – Jon Eckel/John Gundersen
 - d. Discussion: Radio/IPAWS Regional Funding Priorities FY2016-2017
4. Moves, Additions & Changes to the System
 - a. Existing/Other Systems
 - b. Update on Removal of Voting from Interoperability System
5. Committee Reports
 - a. Metro Mobility System Usage Update—Chad LeVasseur/Dana Rude
 - b. SMG Update
 - c. Reports from SECB Committees—Jill Rohret
6. Other Business
 - a. Regional Talkgroup Permissions Update – None
7. Adjourn

Ulrie Seal, Chair

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
April 22, 2015**

Members Present: Ulie Seal, Chair; Jeff Bjorklund; Susan Bowler; Jon Eckel; Clif Giese; John Gundersen; Ron Jansen; Chad LeVasseur; Rod Olson; Dave Pikal; Chuck Steier; Jake Thompson; Dean Tilley; and Chris Weldon.

Guests Present: Jill Rohret, Metropolitan Emergency Services Board; Martin Moody, Metropolitan Emergency Services Board; Dana Rude, Metro Mobility; Rick Juth, Emergency Communication Networks; Rubin Walker, Emergency Communication Networks; Tim Boyer, Minnesota State Patrol; and Jeff Nelson, PSC Alliance.

Call to Order: Ulie Seal called the meeting to order at 1:04 p.m. Seal noted there was a change to the agenda, adding Minneapolis' console upgrade.

M/S/C – Ron Jansen moved to approve the revised agenda. Clif Giese seconded. The motion carried.

Minutes of the March 25, 2015 Meeting:

M/S/C – Jeff Bjorklund moved to approve the March 25, 2015 meeting minutes. Jake Thompson seconded. The motion carried.

St. Louis Park Console Upgrade to MCC 7500s: Jeff Nelson stated the City of St. Louis Park wished to upgrade its current three Gold Elite consoles to MCC 7500 consoles, plus a patching console, for a total of four consoles. They will reduce their IDs by 212 and log via local control stations. They will use two 4-port CCGWs and use all eight ports.

M/S/C – Ron Jansen moved to approve the St. Louis Park console upgrade. Giese seconded. The motion carried.

Regional Standard for Roaming/Requested Sites for Metro: Jill Rohret stated the amended version of the state standard was included in the meeting materials. The standard allows roaming without permissions and by more than main talkgroups. At the SECB meeting the Chair stated that they would assist the metro in enforcing a more stringent standard. She did send out the old metro version before it was deleted when the state version was originally enacted. She feels that additional data from subsystem owners is needed, such as what talkgroups are roaming onto your sites. She cautioned that enacting a more stringent metro standard will also apply to metro roaming onto Greater Minnesota sites as well as roaming in the region. She said that Greater Minnesota roaming onto metro sites is not restricted to the Norwood subsystem; it is also a problem on the North Branch subsystem.

Rubin Walker said ECN has been pulling reports on channel capacity, what talk groups are involved and whether or not they are the main ones. He estimates it will take 30-60 days to compile the data.

Jon Eckel noted that Pine County's roaming onto North Branch was not anticipated in Chisago and Isanti Counties' traffic projections. They are doing more than roaming, they are using requested sites.

Ron Jansen noted that Dakota County has a good relationship with all of its neighbors and he doesn't want to create more work for them to resolve one issue.

John Gundersen noted that a lot of roaming from Greater Minnesota occurs because they do not have enough coverage.

Rohret noted that some roaming is entirely legitimate and not all roaming is the same. She did not that sending an email requesting permission for more than main talkgroups to roam and/or to roam beyond the adjacent site is not a lot of extra work.

Seal said that either we need to enact a more stringent standard or put this behind us and move on. The SECB has historically been hesitant to get involved in regional issues, but they are willing to get involved in this. This is ultimately an infrastructure issue; the metro installed the infrastructure it needed while other areas did not.

Eckel said that a tighter policy for roaming onto and out of the metro should be crafted to address the problem. He offered to assist in drafting the policy. John Gundersen offered as well.

Rohret noted that Peter Sauter of Carver County called her this morning and offered his assistance as well. She asked that those counties that border other Minnesota counties report back what roaming they are seeing.

Minneapolis Console Upgrade to MCC 7500s: Rod Olson stated Minneapolis is going to move to the MCC 7500s. They have 16 Gold Elite Consoles and are moving to 17 7500 consoles; 16 positions plus a patching console. They will use 14 ports on two CCGWs. He would like to re-use the IDs which are being freed up by the new consoles to accommodate new subscriber units which are being purchased; it is possible that IDs will be returned in the future. They will free up one, possibly two T1s.

Rohret asked when the CEBs would be removed.

Olson said they will be removed right away.

M/S/C-Ron Jansen moved to approve the Minneapolis console upgrade. Jeff Bjorklund seconded. The motion carried.

Moves, Additions & Changes to the System: Dean Tilley said that as mentioned last month, the Woodbury water tower site will be down. The Hennepin County SATCOW will be set up May 5. Work will begin May 15. A T1 connection to the site is in the works. It will be down until the first of October.

Chris Weldon said that testing for new consoles started today.

Jansen said that the removal of voting for the interoperability system has been decided. It was discussed at a meeting with MnDOT on Monday and at SMG today. As migration to MCC 7500 consoles occurs, individual CCGWs can be hooked up to console. The voting will go away gradually at first. Existing RS sites will remain the same.

Rohret asked whether or not PSAPs will be notified ahead of time.

Jansen replied yes they will be. More information on this will follow.

Committee Reports: Dana Rude said that Metro Mobility's consoles are being installed and training begins next week. He said they are aware the usage has increased.

Rohret asked if the addition of consoles will improve things.

Rude said that is the hope. June is the target month to finish install.

Tilley noted that usage seems as high as it ever was.

Rude responded that it could be on some subsystems. He noted that Washington County used to have a provider that did not operate on the ARMER system; that is no longer the case. The increase in mobile units was supposed to have occurred after the console addition, but it got flip-flopped. He hopes the consoles will help control use. They are in discussions with Trapeze to revise the API to allow the CAD to function similarly to how Metro Transit's functions.

Clif Giese asked how many radios Metro Mobility had.

Rude responded that the total fleet is about 450, though 80-90 buses don't use the ARMER system. Metro Mobility does about 5,000-6,000 transports a day.

Jansen asked what the TOC's plan was. Should they wait and see or formulate an action plan?

Rohret noted that in the past the TOC implemented usage targets. Metro Mobility met their targets on all subsystems except Anoka County and operated that way for a few months. Since last fall usage has increased. There has never been any plan discussions until now.

Jake Thompson said that despite the recent usage increases, he is still happy with the decline of use on Anoka. He would get upset if he starts see 150+ hours again.

Eckel asked how growth is going to be dealt going forward. Will channels be added in the metro? Will significant users who don't own infrastructure be required to purchase channels?

Chad LeVasseur said that the Metropolitan Council may be willing to entertain that thought. Transit in general is growing dramatically. Transit Police will be the third largest police force in the state after next year.

Martin Moody suggested that may be a worthwhile agenda item for the TOC, so that an answer could be provided to the MESB in the event they ask. Some board members would be upset at the growing usage numbers. An overall plan would be nice.

Seal noted that this is a system growth issue that isn't entirely related to transit. The focus for so long has been to get the system built. The system in some places is now 10-15 years old and in some places two years old. A lot has changed in 15 years. There are limited resources; we could either add more or restrict access.

Rude said he would bring the concern back to the Metropolitan Council's Transportation Services staff. There is growth on a greater scale in the metro and they have been tracking and forecasting it.

Jansen advised that we work on the issue before it becomes a hot button issue.

Gundersen said that the state should be engaged to see if they have done any studies on growth in the metro area. This is not just a regional problem as it also affects the state. There has likely been an increase in growth/use by state agencies as well.

SMG Update: Jansen said that two representatives from Motorola were there. April 1, 2016 is the lock down date for the 7.15 upgrade. MnDOT gave a status update on the Gold Elites and the backup master site, ATIA parsing, Standard 1.11.1 was discussed. Interop meeting notes from yesterday were made available. A system owners group will meet in alternate months

SECB Committee Reports: Rohret said the following items are on the April SECB agenda: console upgrades for Regions Hospital, and Carver and Crow Wing Counties; approval of Two Harbor Towing participation plan sponsored by Lake County; and Standard 1.11.1 is on the agenda but will need to go to OTC- so it will probably be removed. The Steering Committee had a discussion on some bylaws changes dealing with the Legislative Committee and its membership. The Board will take action on a text to 911 resolution and vote on a resolution regarding language for fees collected from wireless public safety network.

Rohret noted that Regional Funding Priorities FY 2016-2017 will need to be discussed, probably on next month's agenda. The MESB needs to get better at fostering discussions between the 911 and Radio TOCs on this matter so that PSAP's interoperability needs are addressed as well as IPAWS. When the MESB applies for grants, a spending plan has been set. IPAWS and FirstNet might be on the horizon as well. She has heard from four agencies about spending the SHSP and the SECB grant funds. The deadline for notification is May 1.

Thompson talked about the draft MN comments to the FirstNet Second Notice from the Interoperable Data Committee perspective.

Rohret suggested members read at least the first four pages (summary and key points) of the state's response.

Walker noted that Second Notice comments are due by April 28.

Other Business: Rohret said there is no regional talkgroups permissions update. Nothing has been received from Sibley County.

Tilley stated he is retiring June 30. The County is hoping to hire his replacement before he leaves.

M/S/C – Ron Jansen moved to adjourn. Dean Tilley seconded. The motion carried.

The meeting adjourned at 2:40 p.m.

MESB

Robert Cooper

**Minnesota COMT Team
Metro Region Communications Unit Leader
Type III COMT CERTIFICATION CHECK OFF**

The following items checked are included in this packet

- ☒ All Prerequisite Training Completed
 - ☒ ICS 700 (Printout attached)
 - ☒ ICS 800 (Printout attached)
 - ☒ ICS 100 (a or b) (Printout attached)
 - ☒ ICS 200 (Printout attached)

If you are part of the Minnesota training Website, A print of the HSEM Certification Record Completed courses main page with the above courses listed will be sufficient.

- ☒ Copy of Certificate from COMT training
- ☒ Agency Certification (attached)
- ☒ Completed Task Book (with evaluator reviews)
- ☒ Copy of an Incident Action Plan, Incident Communications Plan, or After Action Plan (only one needed)
- ☒ Final Evaluator Certification (attached)
- ☒ Regional Radio Services Coordinator review


(Signature)

Jill Rohret

(Printed Name)

- ☐ Regional Radio Board – Technical Operations Committee Review

(Chair of Radio-TOC Signature)

Ulysses Seal

(Printed Name)

- ☐ Statewide Interoperability Program Manager Review

(Statewide Interoperability Program Manager Signature)

(Printed Name)

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBERT M COOPER

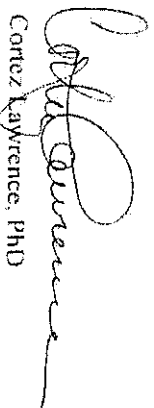
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.LEa

**Introduction to the Incident Command System,
ICS-100 for Law Enforcement**

Issued this 15th Day of September, 2010




Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBERT M COOPER

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

IS-00200.a

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

Issued this 15th Day of September, 2010



Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

BOB M COOPER

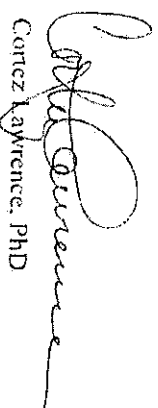
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

**National Incident Management System (NIMS)
An Introduction**

Issued this 14th Day of September, 2010




Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBERT M COOPER

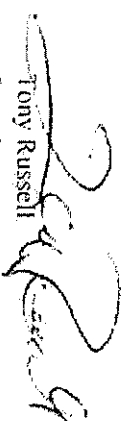
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b

National Response Framework, An Introduction

Issued this 8th Day of January, 2015




Tony Russell
Superintendent
Emergency Management Institute

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Robert Cooper

Completed the All-Hazards Communications Technician (COMT)
Course during 2-6 February, 2015 at the
Pike Lake EOC, Duluth, Minnesota



Ronald T. Hewitt

Ronald T. Hewitt
Director,
Office of Emergency Communications
National Protection and Programs Directorate
U.S. Department of Homeland Security



Homeland Security

Communications Technician All-Hazards (COMT)

Position Task Book

Task Book Assigned To:

Trainee's Name: BOB COOPER

Home Unit/Agency: MSP AIRPORT / MAC

Home Unit Phone Number: 612 - 726 - 5577

Task Book Initiated By:

Official's Name: CHRIS KUMMER

Home Unit Title: MANAGER, EMERGENCY Comms

Home Unit/Agency: METROPOLITAN AIRPORTS Comm

Home Unit Phone Number: 612 - 725 - 6146

Home Unit Address: 6920 34TH AV So MINNEAPOLIS MN 55450

Date Initiated: 5-7-2015

Version 2.0
June, 2012

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF ALL- HAZARDS COMUNICATIONS TECHNICIAN (COMT)

FINAL EVALUATOR'S VERIFICATION

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

I also verify that ROBERT COOPER

has performed as a trainee and should therefore be considered for certification in this position.

Final Evaluators Signature C. A. Baker Date 05-18-2018

Printed Name CRAIG A BAKER Agency MAR

Phone Number 612-726-5572 Email c.baker@msfmar.org

AGENCY CERTIFICATION

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

Certifying Official's Signature [Signature] Date 5-15-2018

Printed Name Craig A. Baker Agency MAR

Title MANAGER Phone Number 612-726-6146

Competency 1: General

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
<p>1. Obtain and assemble information and materials needed for a response kit prior to receiving an assignment, including critical items needed for the assignment and items needed for functioning during the first 48 hours. The following items are suggested as basic information and materials kept in a go bag:</p> <ul style="list-style-type: none"> • Appropriate ICS forms and logs • Working knowledge of local TICP • Tactical Interoperable Communications Plan (TICP), if available • Inventories or other lists of local and regional communications response equipment • Preplanned local system coverage maps • Pads of paper, pencils, pens, and tape • Food and beverage to be self-sustained for 48 hours or more • Portable radio(s) as appropriate for the region • Radio programming equipment (cloning cable or computer), adapters, and suitable tools. 	O	# 3	CPB 5/14/15
<p>2. Establish and maintain positive interpersonal and interagency working relationships.</p> <ul style="list-style-type: none"> • Conduct self in a professional manner • Respectful and courteous • Respectful of public and private property 	O	# 3	CPB 5/14/15
<p>3. Provide for the safety and welfare of assigned incident personnel during the entire period of supervision.</p> <ul style="list-style-type: none"> • Obtain the safety briefing • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Provide safety and identifying equipment, such as vests identifying the communications function, flashlights, and glow sticks. • Provide for security of information • Ensure that special precautions are taken when extraordinary hazards exist. 	I	#1	RAY 5/1/2015

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 2: Mobilization

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
4. Obtain complete information from the public safety communications center(s) serving the area and incident upon initial activation, including: <ul style="list-style-type: none"> • Incident name and, as appropriate, an order, request, or other unique number identifying the incident for tracking purposes • Reporting location • Reporting time • Transportation arrangements/travel routes • Contact procedures during travel (telephone/radio). 	I	#1	RAJ 5/7/2015
5. Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS Form 205). Examples of important information include: <ul style="list-style-type: none"> • Frequencies and/or talkgroups already assigned Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may create conflicts communications plans or tax resources. 	I	#1	RAJ 5/7/2015
6. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	#1	RAJ 5/7/2015
7. Obtain briefing from supervisor. Examples of briefing items are: <ul style="list-style-type: none"> • Work space • Work schedule • Policies and operating procedures • Current resource commitments and expectations • Current situation • Expected duration of assignment • Special needs. This list is not all inclusive; COMT is responsible for asking adequate questions.	I	#1	RAJ 5/7/2015
8. Determine requirements for communications as directed by the COML.	I	#1	RAJ 5/7/2015
9. Evaluate needs and order supplies, materials and personnel to keep/provide necessary communications, as required. <ul style="list-style-type: none"> • Recommend to COML materials and supplies required. • Monitor levels of supplies and materials at a level to prevent shortage of any basic needed items. Report shortages to the COML. 	I	#1	RAJ 5/7/2015

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<ul style="list-style-type: none"> Recommend adequate number of personnel to support the communications unit, technicians, technical specialists, etc. to the COML. Assess current tactical communications equipment needs such as power sources for extended operations, report findings to the COML. 			
<p>10. Working with the COML, perform as the technical expert for communications needs.</p> <ul style="list-style-type: none"> Determine the feasibility and required equipment/personnel to provide the required communications support. Provide operational and technical information on communications equipment available for the incident. Provide operational and technical information on communications equipment and systems capabilities and restrictions. 	I	#1	RAG 5/7/2005
<p>11. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs.</p> <ul style="list-style-type: none"> Through the COML, request any additional communications vendor services; e.g., telephone, SATCOM, microwave and help identify costs associated with equipment. Through the chain of command, document the locations for equipment to be installed; e.g., repeaters, satellite telephones, telephone lines, etc. Provide communications support for external and internal data operations. Create/update diagrams of current communication system(s). Assist the COML to determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs. 	I	#1	RAG 5/7/2005
<p>12. Install, or provide for the installation of, communications equipment.</p> <ul style="list-style-type: none"> Obtain equipment as needed. Install and test all components of the communications equipment to ensure the incident's systems are operational, for example: <ul style="list-style-type: none"> o Repeaters o Links (radio and wire-based) o Remotes o Gateways o Telephones o FAX o Data o Aircraft and other special needs In cooperation with the COML develop installation 	I	#2	5/6/15 RA

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<p>priorities, while adhering to safety standards regarding communications needs of tactical personnel; i.e., operations before logistics.</p> <ul style="list-style-type: none"> • Clone or program radios. 			
<p>13. Assign communications equipment.</p> <ul style="list-style-type: none"> • Provide resources and unit leaders with appropriate equipment based on the communications plan. • Provide basic training as needed on equipment being fielded. • Maintain equipment inventory to provide accountability. 	1	#1	RAJ 5/7/2015
<p>14. Assist the COML to initiate and maintain accurate records of all communications equipment.</p> <ul style="list-style-type: none"> • Maintain accountability system for issuing hand-held radio resources. • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, address, or access instructions). • Keep records for local and national resources to ensure return to proper locations. 	1	#1	RAJ 5/7/2015
<p>15. Monitor operational performance of communications systems throughout the duration of the incident.</p> <ul style="list-style-type: none"> • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment. • Monitor all gateways in use. • Plan for battery replacement. • Plan for generator refueling. • Act decisively to minimize interruptions in system operation. 	1	#1	RAJ 5/7/2015
<p>16. Maintain a 214 for the COMT when required. Unit Log will be kept current, legible, and will document all major activities, which may include:</p> <ul style="list-style-type: none"> • Equipment locations. • Personnel changes. 	1	#1	RAJ 5/7/2015

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

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

Competency 3: Demobilization

TASK	O or I	EVAL#	EVALUATOR Initial & date upon completion of task
17. Demobilization and check out. <ul style="list-style-type: none">• Submit all required information to the COML.• Receive demobilization instructions from the COML.• Brief subordinate staff on demobilization procedures and responsibilities.• Ensure that incident and agency demobilization procedures are followed.• Complete required ICS form(s) and turn in to the appropriate person.• Ensure that personnel in the unit are demobilized correctly.• Document lost equipment on agency specific forms.	I	#1	RAY 5/7/2015

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

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

All-Hazard Communication Unit Leader**INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD**

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents (may include preplanned events and full scale exercises), simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

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

Evaluator's home agency, address and phone: Self explanatory

#: The number in the upper left corner of the experience block 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.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

Duration: Enter inclusive dates during which the trainee was evaluated.

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: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant rating: List your certification relevant to the trainee position you supervised.

EVALUATION RECORD

#2	Evaluator's name: <u>Rick Juch</u>		
	Incident/office title & agency: <u>OPS/ECN</u>		
Evaluator's home unit address & phone:			
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Name & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
<u>CASHMEX</u> <u>MSP Airport</u>	<u>EXPLOSION</u>	<u>MANNING</u> <u>ARMED</u>	<u>5/6/15</u> To <u>5/6/15</u>
<p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee</p> <p>_____ 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><u>X</u> _____ 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>Recommendations: _____</p> <p>_____</p> <p>Date: <u>5/6/15</u> Evaluator's initials: <u>RJ</u></p> <p>Evaluator's relevant agency certification or rating: _____</p>			

EVALUATION RECORD

TRAINEE NAME

TRAINEE POSITION

#1	Evaluator's name: <u>RONALD A. JANSEN</u>		
	Incident/office title & agency: <u>Dakota County</u>		
Evaluator's home unit address & phone:			
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Name & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
<u>CRASH EX (CERT)</u>	<u>EXERCISE</u>	<u>5 Radio Res.</u>	<u>5/8/15 to 5/8/15</u>
<p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input checked="" type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Recommendations: _____</p>			
<p>Date: <u>5/8/2015</u> Evaluator's initials: <u>RAJ</u></p> <p>Evaluator's relevant agency certification or rating: <u>COMM</u></p>			

EVALUATION RECORD

#3	Evaluator's name: CRAIG BUECKE		
	Incident/office title & agency: MSP ECC		
Evaluator's home unit address & phone:			
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Name & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
ECC AZARON	Day To Day	Togus	To
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: 05/14/15 Evaluator's initials: CAB</p> <p>Evaluator's relevant agency certification or rating: _____</p>			

EVALUATION RECORD

#4	Evaluator's name: _____ Incident/office title & agency: _____		
Evaluator's home unit address & phone: _____			
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Name & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
			To
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>			

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSTION OF TYPE III COMT (All Hazards)

Final Evaluator's Verification

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

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

Final Evaluators Signature RS Seal Date 5-18-2015

Printed Name Ulysses Seal Agency Bloomington Fire Department / MN AHJMT

Highest NIMS Qualification Type 3 IC / NIMS ICS Trainer Type 4 JMTS

Phone Number 952-563-4801 email address useal@bloomingtonmn.gov

Compiled training information:

Number and Type of Resources: 4 ARMER, 1 National Guard, 3 Conventional

Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: 8 hours

Enter the inclusive dated during which the trainee was evaluated.

Management Level or Fire Complexity Level: Type 3

Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command.

Date: May 18, 2015

List the date the record is being completed.

Evaluator's initials: RS CK


Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualification Record.

To be attached to completed Type III COMT (All Hazards) Task Book

Attachment D

ICS205 INCIDENT/EVENT COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD		
			CRTF Spring 2015 Exercise (@Crashex 2015)		4/27/2015 1700		5/7/2015 0600-1600		
Line	Function	Talkgroup/Channel/Phone	Assignment	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode	Remarks
1	COMMAND NET	SCOML	SIMCELL	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	All Controllers & Locations
2	SUPPORT NET	(651) 268-9535	SIMCELL	N/A	N/A	N/A	N/A	N/A	SIMCELL Base (Dog Park)
3	SUPPORT NET	(651) 262-6849 (Cell)	SIMCELL Secondary	N/A	N/A	N/A	N/A	N/A	SIMCELL Backup
4	SUPPORT NET	(651) 249-9506 (Cell)	EXERCISE DIRECTOR	N/A	N/A	N/A	N/A	N/A	Lance Ross
5	TACTICAL NET	8TAC91	MINNG	851.5125	156.7CSQ	806.5125	156.7CSQ	A	Exercise Play
6	TACTICAL NET	8TAC94	MINNG	853.0125	156.7CSQ	808.0125	156.7CSQ	A	Exercise Play
7	TACTICAL NET	VTAC14R	STR	159.4725	156.7CSQ	154.6825	156.7CSQ	A	Exercise Play
8	TACTICAL NET	850A3	Initial Exercise Comms	853.9500	\$293	853.9500	\$293	A	Initial Exercise Play as Needed
9	SUPPORT NET	(612) 919-6471 (Cell)	Crashex Logistics Section	N/A	N/A	N/A	N/A	N/A	Craig Brekke, COML & Jon Stetler, Deputy COML assigned to the WAC EOC

SPECIAL INSTRUCTIONS
 1. The CRTF Spring 2015 Exercise is a full scale communications exercise done in conjunction with the Metropolitan Airports Commission Crashex 2015. Equipment at the site includes the Minnesota National Guard SATCOM and associated support vehicles, Metro Region STR Trailer, Minnesota State Patrol Mobile Communications Unit, Allina EMS Mobile Communications Unit and the Anoka County Emergency Management Logistics Unit.
 2. For logistics support during the exercise, contact the Deputy COML in the Logistics Section of the MAC EOC.

NSP AIRPORT  511 POLICE FIRE EMS EMERGENCY COMMUNICATIONS CONTACT: 612-363-5422, chris.kummer@mspmac.org Minneapolis-Saint Paul International Airport ECC - IDT 6920 34th Avenue South, Minneapolis, Minnesota 55450 612-726-5577	INCIDENT/EVENT LOCATION Adjacent 6040 28th Avenue South, Metropolitan Airports Commission (Dog Park Area), 44.8918° N, 93.2328° W, US National Grid: 15TVK877081
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The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) 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.

OPERATIONAL PERIOD DATE/TIME	LOCATION	ACTIVITY	STATUS

Line	Function	Talkgroup/Channel/Phone	Assignment <small>(Name, Frequency, Channel)</small>	RX Freq (N or W)	RX Tone/MAC	TX Freq (N or W)	TX Tone/MAC	Mode <small>(Voice)</small>	Remarks
1	SUPPORT NET	ME TAC 8	SIMCELL	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	All Controllers & Locations
2	SUPPORT NET	(651) 268-9534	SIMCELL	N/A	N/A	N/A	N/A	N/A	SIMCELL Base (Dog Park)
3	SUPPORT NET	(651) 262-6849 (Cell)	SIMCELL Secondary	N/A	N/A	N/A	N/A	N/A	SIMCELL Backup
4	SUPPORT NET	(952) 201-1445 (Cell)	EXERCISE DIRECTOR	N/A	N/A	N/A	N/A	N/A	Kristi Rohlfagen (Roaming)
5	SUPPORT NET	(952) 270-4609 (Cell)	EXERCISE COM1	N/A	N/A	N/A	N/A	N/A	Craig Brekke - MAC EOC
6	COMMAND NET	MACTAC 3	COMMAND	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Initial, Unified and Transferred
7	TACTICAL NET	MACFR2	FIRE OPS	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Initial tone on FR 1, Fire Auto-aid; Bloomington & Richfield fire (both use Patched for Law Mutual Aid; Bloomington, Richfield, HCSO and State Patrol
8	TACTICAL NET	MACPDSO/ME TAC 7	LAW OPS	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	
9	TACTICAL NET	ME TAC 6	EMS OPS	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Alina is EMS Command
10	TACTICAL NET	STAC 12	STAGING	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Mutual aid (not auto-aid) initial response & staging, all agencies/disciplines
11	TACTICAL NET	MACAF3	ESCORT	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Field Maintenance secure area escorts
12	TACTICAL NET	MACAF4	AIRSIDE OPS	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	MAC Airside Operations
13	TACTICAL NET	MACAF1	FM OPS	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	MAC Field Maintenance Operations
14	SUPPORT NET	MACTAC 2	EOC	N/A	N/A	N/A	N/A	D	EOC - Field
15	SUPPORT NET	(612) 794-4100	EOC	N/A	N/A	N/A	N/A	N/A	MAC EOC Coordinator
16	SUPPORT NET	GMRS-A/FRS, Channel 1	MAC ASSIST TEAM & A-CERT	462.5625 MHz	N/A	462.5625 MHz	N/A	A	FRRC/SC/RC, A-CERT
17	SUPPORT NET	(612) 713-8725	MAC Mobile Command Unit	N/A	N/A	N/A	N/A	N/A	Incident Dispatcher - Mobile Command
18	SUPPORT NET	(612) 726-5577	MAC 911/Public Safety Dispatch	N/A	N/A	N/A	N/A	N/A	MSP Airport ECC

SPECIAL INSTRUCTIONS

1. CRASHX 2013 is part of a series of full scale exercises conducted every three years at the MSP International Airport in compliance with federal regulation, Part 139, for the certification of airports. The exercise tests the response and recovery capabilities of the Metropolitan Airports Commission and affiliated entities in response to a catastrophic event.

2. IMPORTANT NOTICE-AGENCIES INVOLVED ARE AT VARIOUS STAGES OF RADIO RE-PROGRAMMING BE ADVISED: METAC6=ATAC2, METAC7=ATAC3, METAC8=ATAC4, STAC12=ETAC4



COMPL: Chris Kummer
CONTACT: 612-363-5422, chris.kummer@mspmac.org
Minneapolis-Saint Paul International Airport ECC - IDT
6920 34th Avenue South, Minneapolis, Minnesota 55450
612-726-5577

INCIDENT/EVENT LOCATION

Minneapolis-Saint Paul International Airport (Multiple Locations in both secure and non-secure areas), 44.8819° N, 93.2217° W, US National Grid, Incident Scene: 15TVK877082

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 (e.g. Project 25) 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.



ISANTI COUNTY **SHERIFF'S** OFFICE

May 7, 2015

Metro Emergency Services Board

Isanti County is requesting a resolution authorizing Isanti County to replace the existing Motorola Gold Elite with a four position Motorola MCC7500 console system. There will be three dispatch positions and a patch position. Eleven existing conventional resources will be connected to CCGW ports; the existing remote position at the Emergency Operations Center will not be replaced.

Isanti County will also acquire one MCC 7100 remote capable radio console configured in a laptop. This laptop will access the ARMER system through a proxy server that will be placed at the Isanti County dispatch site. Connection will be done using a VPN connection to the Isanti County firewall and then to the Motorola firewall to gain access to the Zone Controller.

The current Gold Elite Console IDs will of 144 will be replaced with 5 MCC7500 IDs. There are no additional talkgroups being requested so the existing number of authorized talkgroups will remain at 31.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Caulk", written over the "Respectfully Submitted," text.

Sheriff Christopher L. Caulk

Sheriff Chris Caulk • Chief Deputy Lisa Lovering
Isanti County Law Enforcement Center
509 - 18th Avenue SW • Cambridge, MN 55008-9386
(763) 689-2141 DL: (763) 691-2408 Fax: (763) 689-3691

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Equal Opportunity Employer

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METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	2—Configuration & Allocation	TOC Recommended
Sub-Section:	2.7	Date: January 19, 2001
Procedure Title:	Radio Site Access Permission SUBSYSTEM ROAMING	
Date Established:	1/19/01	MRB Approval - Signature:
Replaces Document Dated:	9/15/04	
Date Revised:	5/15/15	Date: 02/02/01

1. Purpose or Objective

The network infrastructure and subscriber units are configured to permit managed access to various “sites” throughout various parts of the system. This managed site access provides the ability for users to achieve wide area coverage where necessary for mission critical operations, enhanced in-building portable coverage and a degree of system level backup in the event of certain types of major network failures. ROAMING FOR NON-ESSENTIAL OPERATIONS IS SUBJECT TO BEING RESTRICTED IN ORDER TO MAINTAIN AN ACCEPTABLE GRADE OF SERVICE FOR MISSION CRITICAL OPERATIONS. Roaming from regions or systems outside of the Metro Region, into the Metro Region systems, other than regional or statewide talkgroups, must be approved by the Metropolitan Emergency Services Board (MESB) Radio Technical Operations Committee (TOC).

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2. Technical Background:

Infrastructure programming settings that control site access for talk/multigroups

There are settings in the system infrastructure to control the “*Site Access Denial Type*” parameter, which controls how site access is handled for the radio users of the system. Radio users & talkgroups have independent access lists programmed into the system infrastructure which enables the site access for each respectively, however how the access is permitted depends on the “Site Access Denial Type” settings:

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Deleted: TalkGroups

Individual Only: Indicates the radio is rejected if the individual radio user does not have access to the site.

TalkGroup Only: Indicates the radio is rejected if its current selected talkgroup does not have access to the site.

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Both: Indicates the radio is rejected if neither the talkgroup nor the radio has access to the site. "Logical OR"

Either: Indicates the radio is rejected if either the talkgroup or the radio does not have access to the site. "Logical AND"

Infrastructure programming settings that control site access for Interconnect/Private Call

The site access privileges for Private & Interconnect Calls are based on the site access settings for the "Radio User", they are not based on the system "Site Access Denial Type" settings, and are independent of talkgroup site access settings.

Radio programming settings that control site access

The subscribers' radios themselves contain "Site Preference" selections in the RSS programming.

Radios can be programmed with multiple unique personalities, which will allow unique Site Preference Selections for each talkgroup in the radio.

Least Preferred: The site will be avoided unless it is the only usable site for operation.

No Preference: The site is given no preference. If the site is not listed here, the radio automatically assigns it no preference.

*Preferred: The site will be used over all non-preferred sites with similar signal strength.

*Always Preferred: The site will be used over all non-preferred sites with similar signal strength even if the site loses communication with the Zone Controller & enters site trunking.

**Note* Always Preferred & Preferred are operationally identical, if the radio sites have communication with the system and are operating in wide area mode.*

■ Constraints

Using the "Both" site access denial setting to facilitate unique individual needs will allow those individuals full access to all of their talk groups at sites that they have "Radio User" permission for.

Using the "Either" site access denial setting to facilitate unique individual needs may block those individuals from site access, even in emergency conditions.

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3. Operational Context:

Normally, only those talk groups in Priority 3 (Mutual Aid) or above will be permitted access at ALL sites.

Talkgroups would generally be permitted access at all those sites necessary to support the “normal day to day” business operations of the users of that talkgroup.

If it is necessary that a talkgroup have redundancy protection in the event of a site failure, the attempt shall be made to use 1 adjacent or overlapping non-owned site for the talkgroups protection. Factors determining the best protection site include coverage of the site, or even function of the talkgroups per site.

Custom talkgroup site access configuration profiles can be created consistent with this standard.

Dispatchers would be able to use the Wide Area, “Roaming,” “Common” or “Pool” talk groups described in *Infrastructure Configuration* (below) for patching to their local area talk groups to facilitate temporary wide area access for emergent events.

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4. Recommended Protocol/ Standard:

Subscriber Unit Configuration:

In the Subscriber Radio RSS Programming, the radio would normally be enabled for all sites of the system, the operational site access would then be managed at the system level.

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While there may be some variation due to user operating profiles, the user’s home site will normally be selected as “ALWAYS PREFERRED”. The user’s secondary site(s) will normally be selected as “NO PREFERENCE” as shall be other sites owned by that user (i.e. regional edge sites for regional users, Hennepin West for Hennepin users, etc.) and the regional dominant site for non-regional users. All other sites will normally be selected as “LEAST PREFERRED” (i.e. local subsystem sites for regional users, regional edge sites for local users, etc.).

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Radios with no site preference tables, or with all sites set to the default “NO PREFERENCE” will not be allowed on the system because they will indiscriminately roam among all sites where the selected talk group is allowed. The MESB Radio TOC shall approve all roaming requests from any user or regions outside of the Metro Region and their site preference tables before their radios are allowed on any Metro Region area systems.

Infrastructure Configuration: Radio user profiles themselves would generally not have special site access permissions granted. Site access for wide area operations will primarily be managed at the talk group level. System Managers may accomplish this by designating

2.7 Site Access (Roaming) with JE JG JR changes tracked.docx

Section 2.7

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site access throughout the system to a limited number of special wide area talk groups. These special talk groups would not be main dispatch or tactical talk groups with high volumes of radio traffic, but may be special Wide Area, "Roaming," "Common" or "Pool" talk groups.

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The "Site Access Denial Type" for the system is set to "TALKGROUP," meaning that a radio will receive an out of range indicator on a selected talk group at a site if both the talkgroup and the radio user privileges are denied at the site. The use of "Critical User" and "Critical Site" in the system is generally discouraged and must be authorized by the MESB Radio TOC.

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5. Recommended Procedure:

The defined standard would be implemented & maintained by system administrators.

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6. Management

The MESB Radio TOC is responsible for oversight and ensuring that the standard is followed. (See *Section 1 – Management*.)

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