



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

January 22, 2020, 1:00 p.m.

1. **Call to Order** – Committee Chair, Bob Shogren
2. **Approval of Agenda** – Shogren
3. **Approval of Minutes of November 20, 2019 Meeting** – Shogren
4. **Action Items**
 - A. COMU Position Approvals – Tracey Fredrick
 1. Don Smiley INCM Approval
 2. Kristyn Warnke INTD Approval
 3. Clay Bartholow AECS Approval
 4. Nancie Pass COML Renewal
 5. Peter Sauter COML Renewal
 6. Daniel Klawitter COML Renewal
 7. Rod Olson COML Renewal
 8. Robert Beem COML Renewal
 9. Rod Olson COMT Renewal
 10. Michael Ostlund COMT Renewal
 - B. Rice/Steele PSAP Approval for METCOM – Jill Bondhus
 - C. M Health Fairview Variance for METCOM – Tom Twait/Eli Charif
 - D. USPIS ARMER Interoperability Plan – Marcus Bruning
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 – Jill Rohret/Fredrick
 - ii. LMR (OTC) – Nate Timm/Mike Mihelich
 - iii. WBBA (IDC) – Rod Olson/Jake Thompson
 - iv. IOC & Workgroups – Thompson/Timm; Jansen/Mark VandenBerghe (STR); Timm/Dan Anderson (COMU)
 - v. IPAWS – Scott Haas
 - vi. Finance/Grants Workgroup – Rohret/Fredrick
7. **Other Business**
8. **Adjourn**

Reminder: Next meeting scheduled for February 26, 2020

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
November 20, 2019**

Members Present:

Derek Baas, Sherburne County
Jeff Bjorklund, Metro Airports
Scott Haas, Scott County
Ron Jansen, Dakota County
Chad LeVasseur, Metropolitan Transit
Rod Olson, City of Minneapolis

Mike Mihelich, Ramsey County
Peter Sauter, Carver County
Jake Thompson, Anoka County
Nate Timm, Washington County-**by phone**
Victoria Vadnais, Metro Region EMS

Guests Present:

Tony Martin, Hennepin County; Chris Meyer, Motorola; Clay Stenbeck, Metro Mobility; Tracey Fredrick, Jill Rohret, MESB

1. Call to Order:

Scott Haas called the meeting to order at 1:00 p.m.

2. Approval of Agenda

M/S/C – Jeff Bjorklund moved to approve the agenda for November 20, 2019, Ron Jansen seconded. Motion carried.

3. Approval of Minutes

M/S/C – Ron Jansen moved to approve minutes from October 23, 2019. Bjorklund seconded. Motion carried.

4. A. Action Items

A. Interoperability/Encryption issue between PSAPs

Tracey Fredrick said there is an issue with the City of Minneapolis communicating with St. Louis Park since St. Louis Park switched to encryption. Fredrick asked members to have a discussion on notification for those changes and making sure interoperability standards are kept up in the metro.

Jansen said on behalf of Curt Meyer, that Hennepin County and St. Louis Park had reached out to everyone that had written permissions prior to the encryption. St. Louis Park and Minneapolis did not have a written permission on file. It was noted and recorded, and they did work together.

Rod Olson said he suggested going forward that system administrators be contacted rather than going through dispatch.

Nate Timm said if this is to be looked at as a region; years ago when Southeast region did that years ago they had the region use the encryption key, but if the radios aren't capable of that then it wouldn't really matter.

Tony Martin said encryption discussions had been going on since 2012. Hennepin County decided in 2015 to go encrypted. Over those four years of discussions it was implied to many that there was notification. The statewide patching issue also impacted Hennepin, so then every radio was re-programmed earlier this year.

Jansen asked if all were going back to previous understanding where everyone had everyone else's mains or focus on regional or state talk groups.

Scott Haas said it is easy to be distracted by interoperability. Interoperability means there is a communications plan in place, not necessarily that everyone gets everyone else's channels. Scott County will be encrypting 2021. Scott County went before the LMR Committee over a year ago. We requested additional talk group IDs so we could create duplicate talk groups for encryption and were approved. The concern would be that with sharing a key, who is maintaining control and who is using private vendors for programming. If the media was given a radio the radio could be re-programmed.

Jill Rohret said when the time comes it would be a good idea to send neighboring system administrators a reminder three or four months prior.

Martin said only a few media outlets expressed interest. Concern over giving out encryption keys and who would potentially get access that may not be desired. Data requests would be needed for information that isn't automatically considered public.

Haas said that they have met with the local newspaper; explaining what they were doing. They seem to be pleased to know that fire will not be encrypted. The early communication does seem to relieve a lot of the stress that goes on when they find LE is encrypted.

Peter Sauter said in the last thirty days it was decided Carver County will be going encrypted in 2021.

Jansen said encryption is on Dakota County's agenda for next month.

Haas said now that mobile apps are showing up on a regular basis it has become an issue.

Timm said that he had heard that there was an issue that Hennepin County EMS and some Hennepin County providers losing intelligence with the main conversations pertaining to their response. Will that encryption be shared with those agencies if they have capable radios?

Martin said those are concerns. The Hennepin County Users Advisory Board has this on their agenda for December 4th. You may not know who has your mains. Do we need that operability? Do we need to push a bit more on the dispatchers?

Haas said North EMS was the first to go in the area.

Rod Olson said St. Louis Park transitioned over a couple of weeks and during that time there was either an encrypted radio, and the officers could not talk to each other. Minneapolis is not going encrypted. 600 portable radios were just ordered. Olson said he would be on a transition work group if one was formed to come up with a best practices document.

Jansen said Dakota County mains are supposed to be dispatched unit to unit dispatch.

Haas said if this document could be distributed to MOG, not state-wide, outlining timelines to bring back to this Radio TOC for approval then there would be some kind of standardized recommendations.

Mihelich said this brings on further concerns of sharing on consoles that don't have encryption.

5. Moves, Additions & Changes to the System – None

6. Committee Reports

A. Metro Mobility System Usage Update

Chad LeVasseur said the entire transit team Twin Cities garage equipped with microphones and training was done last week. The rest of the garages should expect their microphones this month. The entire system should be operational by end of December.

SMG/MOG – will be meeting on November 27

Steering – No meeting

LMR – No meeting

WBBA – No meeting

IOC – No meeting

IPAWS – No meeting

Finance – No meeting

Grants Workgroup

Fredrick said the Grants workgroup has continues to meet to discuss the 3 9-1-1 grants. Monday the SECB grant will be discussed.

Jansen asked if there would be any money for a lunch for a tech training with a volunteer instructor. Rohret said no because the grant was structured as a regional funding priority with vendor provided training.

7. Other Business

A. Resolutions to Serve on Radio TOC

Fredrick reminded members that a new resolution will need to be provided the first of the year if there is a change in membership, primary or alternate.

B. December Radio TOC meeting

Fredrick said at this time it is not needed. If a meeting was called it would be held a week earlier on December 18.

M/S/C - Motion made by Jansen to remove the December 2019 meeting from the calendar. Thompson seconded.

Meeting adjourned at 1:34 P.M.

Requirements Summary for COMU Applications

January 22, 2020 Radio TOC

[illegible]

INTD Approval	
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[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)

Smiley, Donald, Pearce

Certifying

Agency

Ramsey County Emergency Communications

County

Ramsey

ECB/ESB

Region

Metro

Agency Address

388 13 St E St Paul Mn 55101

24/7

Telephone

651-767-0640

Business

Telephone

651-266-7716

Email Address

Don.Smiley@Co.Ramsey-mn.us

Signature

Date

12/18/19

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

Noncie Pass Director

Agency

Ramsey County Emergency Communications

Signature

Date

12/18/19

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 COMMUNICATIONS CENTER MANAGER (INCM)

Position Task Book

Task Book Assigned To:

Trainee's Name: Don Smiley
Trainee's Email Address: don.smiley@co-ramsey.mn.us
Home Agency: Ramsey County Emergency Communications
Home Agency Phone Number: 651-266-7716

Task Book Initiated By:

Official's Name: Nancy Pass
Agency Official's Title: Deputy Director
Agency: Ramsey County Emergency Communications Center
Agency Phone Number: 651-266-7732
Agency Address: 388 13 St
St Paul Mn 55101
Date Initiated: _____

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

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF INCIDENT COMMUNICATIONS CENTER MANAGER

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluator's Signature Nancie Pass Date 12/17/19
Printed Name Nancie Pass
Title Deputy Director
Agency Ramsey Co. Emergency Communications
Phone Number 651-266-7732 Email nancie_pass@Co. Ramsey - Mn. US

AGENCY CERTIFICATION

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

Certifying Official's Signature Nancie Pass Date 12/17/19
Printed Name Nancie Pass
Title Deputy Director
Agency Ramsey Co. Emergency Communications
Phone Number 651-266-7732 Email Nancie_Pass@Co. Ramsey - Mn. US

NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions 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:¹
 - 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 home agency, jurisdiction, region, or state in accordance with applicable SOPs for recognition of Communications Unit (COMU) positions.

2. The Evaluator is responsible for:

¹ ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

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

Competency: INCM Preparedness

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure readiness prior to assignment			
1. Obtain and assemble information and materials for an INCM response kit prior to receiving an assignment, including critical items needed for the assignment over multiple operational periods. The following items are suggested as basic information and materials needed for an INCM response kit: <ul style="list-style-type: none"> • ICS Forms • Office Supplies (e.g. clipboard, tape, paper, pencil, etc.) • First Aid Kit/Safety Gear • Multi-purpose tool/Flashlight • Clock/Watch/Cellphone & charger • Portable radio • Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.) • Voice recording device 	O	#1 NP	10/13/19
2. Obtain and assemble information and materials for a personal kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal response kit: <ul style="list-style-type: none"> • Change of clothing (as appropriate for anticipated weather conditions) • Toiletries • Medicine • Money (Cash/Plastic) • Alarm clock • Food/Water 	O	#1 NP	10/13/19

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: INCM Mobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Obtain complete information for response			
3. Obtain complete information for assignment and initiate documentation (ICS 214 – Activity Log): <ul style="list-style-type: none"> Incident name Incident number Calling channel/phone number Reporting time/Check-in location Transportation arrangements/travel routes Contact procedures during travel (telephone/radio) Specific equipment/supplies needed 	I	#1 NP	10/13/19
4. Gather information to assess the type of assignment: <ul style="list-style-type: none"> Incident, planned event, exercise, etc. Size and complexity Initial and requested resources Duration 	I	#1 NP	10/13/19
Behavior: Ensure check-in is recorded and accountability is activated			
5. Arrive and check in: <ul style="list-style-type: none"> Arrive properly equipped at assigned location within acceptable time limits Check in to the Incident, and have the information needed to check in <ul style="list-style-type: none"> Incident # Leader's name Incident assignment, etc. 	I	#1 NP	10/13/19

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Competency: INCM Mobilization (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather and apply situational information relevant to the assignment and order any additional resources			
6. Obtain initial briefing from the Communications Unit Leader or immediate supervisor (Use an ICS 201 – Incident Briefing to gather information): <ul style="list-style-type: none"> • <i>Situation Summary</i> • <i>Safety Briefing</i> • <i>Current and Planned Goal/Objectives</i> • <i>Current and Planned Actions, Strategies and Tactics</i> • <i>Current Organization (ICS 207 – Incident Organization Chart)</i> • <i>Current and Planned communications plan</i> <ul style="list-style-type: none"> ○ <i>Communications Nets, e.g., Command, Tactical, Logistics, etc.</i> ○ <i>Map Sketch of communication system</i> • <i>Current and Planned Resource Summary</i> 	I	#1 NP	10/13/19
7. Evaluate needs and order supplies, equipment and personnel to keep the ICC operating <ul style="list-style-type: none"> • <i>Order supplies, equipment, and personnel using procedures established by your supervisor.</i> • <i>Maintain resource quantities at a level to prevent shortage of any basic needed items</i> • <i>Coordinate with the participating agencies for any or additional communication resources that may be needed.</i> • <i>Assess current communications equipment needs such as power sources for extended operations</i> 	I	#1 NP	10/13/19

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Competency: Communications Unit INCM Operations

Task	Code	Evaluator # and Initials	Date
Behavior: Initiate/Assume Incident Communications Center Management Activities			
<p>8. Establish an Incident Communications Center (ICC):</p> <ul style="list-style-type: none"> Identify/determine the most appropriate available facility/vehicle to serve as an ICC to support needs of the incident/planned event Establish location of ICC <ul style="list-style-type: none"> Safe/secure area near the ICP, but away from public access, heavy traffic, noise, sources of interference, etc. Verify ICC location with the COML or Facilities Unit Leader (FACL) Verify Estimated Time of Arrival (ETA) of ICC personnel and establish assignments based on incident requirements and personnel qualifications Set schedules around operational requirements Identify potential communications equipment limitations (e.g., telephone lines, remotes or power need) Set up filing system for ICC documentation 	I	#1 NP	10/13/19
<p>9. Conduct self in a professional manner:</p> <ul style="list-style-type: none"> Be respectful and courteous Respect public and private property Establish and maintain positive interpersonal and interagency working relationships. Provide reasonable accommodations for personal welfare issues (e.g. special medical needs, etc.) Develop and maintain team environment Provide counseling and discipline as needed Follow established procedures to correct or resolve and report any inappropriate actions Report any situations of concern to your supervisor 	O	#1 NP	10/13/19

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Competency: Communications Unit INCM Operations

Task	Code	Evaluator # and Initials	Date
Behavior: Initiate/Assume Incident Communications Center Management Activities (continued)			
10. Brief ICC personnel as appropriate (e.g. RADOs, Runners, Technical Specialists, etc.) <ul style="list-style-type: none"> • Convey goal and objectives of the ICC • Provide current information using an ICS 201 – Incident Briefing <ul style="list-style-type: none"> ○ ICC operations, etc. ○ ICS 205 – Incident Radio Communications Plan ○ Map Sketch ○ Incident/Planned Event organization ○ Resources • Brief ICC timeframes and schedules • Brief work assignments • Brief Medical Plan • Direct ICC personnel to log information into their ICS 214 – Activity Log 	I	#1 NVP	10/13/19
11. Establish and maintain safety awareness: <ul style="list-style-type: none"> • Identify location of First Aid kit and equipment • Report, document and ensure treatment is provided for all injuries • Identify and mitigate potential hazards and risks • Ensure adequate rest, hydration, and nutrition is provided to all ICC personnel • Ensure proper safety equipment is used 	I	#1 NVP	10/13/19
12. 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 COML/supervisor of any security concerns 	I	#1 NVP	10/13/19
13. Identify and request vendor services to meet ICC operational needs (e.g., telephone, SATCOM, microwave, etc.), coordination of COML/supervisor, <ul style="list-style-type: none"> • Coordinate approval of vendor service requests through the chain of command • Coordinate locations for equipment to be installed (e.g., COW, satellite telephones, telephone lines, etc.) 	I	#1 NVP	10/13/19

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Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Initiate/Assume Incident Communications Center Management Activities (continued)			
14. Coordinate with COML/supervisor to support implementation of data systems to meet ICC operational needs: <ul style="list-style-type: none"> • Data Terminals • CAD • Video/Surveillance • LAN/Hotspot • GIS/Mapping • IP transport systems • Emergency management software applications 	I	#1 NP	10/13/15
15. Coordinate with COML/supervisor to support implementation of voice systems to meet ICC operational needs: <ul style="list-style-type: none"> • Gateways • Radio programming (as necessary and authorized) • Cache radio issue/return • Mobile Relays (repeaters) 	I	#1 NP	10/17/15

Behavior: Comply with NIMS/ICS concepts and principles			
16. Use NIMS/ICS COMU conventions: <ul style="list-style-type: none"> • Plain language/common terminology • ICS terminology <ul style="list-style-type: none"> ○ Unit identification ○ Position titles ○ Resource naming • ICS map symbols, designators, and mnemonics 	I	#1 NP	10/17/15

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

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Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS/ICS concepts and principles (continued)			
17. Obtain, and correctly fill out the NIC-approved ICS forms needed to perform INCM functions within the ICC. <ul style="list-style-type: none"> • ICS 205 – Incident Radio Communications Plan • ICS 205A – Communications List • ICS 211 – Incident Check-in List • ICS 213 – General Message • ICS 213RR – Resource Request Message • ICS 214 – Activity Log • ICS 219-7- Equipment Resource Status Card (T-Card) 	I	H/ NP	10/13/19
18. Demonstrate knowledge of the following NIC-approved ICS forms: <ul style="list-style-type: none"> • ICS 201 – Incident Briefing • ICS 203 – Organization Assignment List • ICS 204 – Assignment List • ICS 206 – Medical Plan • ICS 207 – Incident Organization Chart • ICS 208 – Safety Message/Plan • ICS 209 – Incident Status Summary • ICS 210 – Resource Status Change 	I	H/ NP	10/13/19
18a. Demonstrate knowledge of the following forms: <ul style="list-style-type: none"> • Form 217A – Communications Resource Availability Worksheet • Form 309 – Communications Log 	I	H/ NP	10/13/19

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Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient			
19. Communicate information effectively to incident personnel: <ul style="list-style-type: none"> • <i>Speak clearly and use concise language</i> • <i>Type/write information in a manner which is clear and easily understood by others</i> • <i>Acknowledge requests and provide feedback/information (e.g. Internet, CAD, RMS, GIS, etc.)</i> • <i>Obtain and relay emergent information to incident personnel</i> <ul style="list-style-type: none"> ○ <i>Weather reports</i> ○ <i>Status changes</i> ○ <i>Loss of communication assets</i> ○ <i>Safety updates</i> ○ <i>Situation reports, etc.</i> 	I	10/1 NP	10/13/19
20. Supervise appropriate use of communication protocol when responding to routine requests: <ul style="list-style-type: none"> • <i>Routine/non-emergency radio traffic to and from incident/event personnel on assigned radio channels/talkgroups</i> • <i>Status, location, accountability information for incident/event personnel</i> • <i>Supply orders (e.g., Operations, Logistics, etc.)</i> • <i>Phone calls</i> 	I		

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

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Competency: Communications Unit INCM 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)			
21. Supervise appropriate use of ICC communication protocol when responding to emergency situations: <ul style="list-style-type: none"> • Ensure notification procedure for emergency situations <ul style="list-style-type: none"> ○ Medical transport/ Medevac request ○ Aircraft emergency ○ Evacuation ○ Search and Rescue ○ Serious injury/fatality • Requests for emergency/urgent assistance or additional resources/support • Monitor radio channels for communication saturation • Restrict or move unrelated radio traffic during emergency situations • Document of all important information in the designated format (e.g. ICS Forms, Radio Log, CAD, etc.) 	I	#1 NP	10/13/19

Behavior: Manage ICC Operations

22. Manage ICC personnel. <ul style="list-style-type: none"> • Keep subordinates informed and updated • Maintain ICC timeframes and schedules • Adjust and monitor ongoing work assignments • Review and approve time • Provide basic training as needed on ICC equipment 	I	#1 NP	10/13/19
23. Ensure ICC compliance with communication policies and procedures: <ul style="list-style-type: none"> • Regulations (e.g. FCC, NTIA, etc.) • ICC resource accountability procedures • Hazardous material disposal/recycling • Agreements (e.g. EMAC, State/local Mutual Aid, etc.) 	I	#1 NP	10/13/19

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

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Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Manage ICC Operations (continued)			
24. Supervise proper use of ICC equipment: <ul style="list-style-type: none"> • Radio systems & equipment • Data systems & equipment • Telephone systems & equipment • Video systems & equipment • Ancillary systems & equipment 	I	#1 NP	11/13/19
25. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> • Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.) using an ICS 214 – Activity Log and any other information sources for reference 	I	#1 NP	10/13/19
26. Supervise proper organization and filing of ICC documentation: <ul style="list-style-type: none"> • Radio logs • Activity logs • Telephone logs • Equipment check-in/check-out information • Inventory • Lost/Damaged equipment 	I	#1 NP	10/13/19

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: INCM Demobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Transfer INCM position duties, ensuring continuity of authority and knowledge, while taking into account increasing or decreasing incident complexity			
27. Identify excess ICC resources for release <ul style="list-style-type: none"> • Provide supervisor with list of excess personnel, equipment and facilities <ul style="list-style-type: none"> ○ Time and date of excess ○ Identify resources as to type, qualifications, quantity, and location 	I	H/ NP	10/13/19
28. Coordinate a safe and efficient transfer of position duties when demobilizing: <ul style="list-style-type: none"> • Coordinate demobilization actions with supervisor • Prepare to brief relief personnel • Coordinate with incident/planned event personnel as necessary • Coordinate final documentation with supervisor 	I	H/ NP	10/13/19

Behavior: Complete demobilization procedures and restore response-readiness			
29. Demobilize from assignment: <ul style="list-style-type: none"> • Obtain demobilization instructions from supervisor • Check in equipment • Implement safe return policies for demobilizing ICC personnel • Brief relief personnel 	I	H/ NP	10/13/19
30. Complete and submit demobilization documentation <ul style="list-style-type: none"> • Obtain ICS 225 – Incident Personnel Performance Rating from supervisor • Obtain acknowledgement documentation for completed PTB tasks • Complete ICS 225 – Incident Personnel Performance Rating on subordinates • Submit final documentation to Supervisor 	I	H/ NP	10/17/19

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: INCM Demobilization (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Complete demobilization procedures and restore response-readiness (continued)			
31. Prepare for next operational period/incident <ul style="list-style-type: none">• Inventory and restock ICC supplies• Obtain and submit documentation for any lost or damaged ICC equipment• Inventory and restock INCM response and personal sustainment kits• Attend applicable post-assignment debriefings:<ul style="list-style-type: none">○ Hotwash○ Critical Incident Stress Management/Debriefing (CISM/CISD)	I	HL NP	10/17/19

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 COMMUNICATIONS CENTER MANAGER

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

Date: List the date the record is being completed.

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

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

RECORD OF EVALUATION

Donald Smiley

INCM

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: Nancie Pass	Evaluator's Title: Deputy Director Ramsey County	Evaluator's Agency:	
Evaluator's agency address: 388 13 St St Paul Mn 55101				
Evaluator's e-mail: Nancie.Pass@Co.Ramsey.mn.us				
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
RCCEC Backup Center Arden Hills	Full Scale Exercise	2 Supervisors 5 fire dispatchers 4 law dispatchers 8 telecommunicators	4 hours	3
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: 12/17/19 Evaluator's initials: NP</p> <p>Evaluator's relevant agency certification or rating: COML</p>				

RECORD OF EVALUATION

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #2	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

RECORD OF EVALUATION

TRAINEE NAME
TRAINEE POSITION

Evaluation Record #3	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

RECORD OF EVALUATION

TRAINEE NAME

TRAINEE POSITION

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

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

DONALD P SMILEY JR

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 3rd Day of January, 2013



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that


DONALD P SMILEY JR.

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 11th Day of October, 2017




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

DONALD P. SMILEY

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

IS-00200

**ICS for Single Resources and
Initial Action Incidents**

Issued this 27th Day of October, 2006

0.3 CEU


Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

FEMA Form 10-31, October 05

Center for Domestic Preparedness



FEMA

This is to certify that

Donald P. Smiley

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


Emergency Management Institute's ICS-300
Intermediate ICS for Expanding Incidents

(18 Contact Hours)

Issued this 14th day of October, 2010


Kurtis Bramer

Trainer


Dr. Christopher T. Jones,
Superintendent
Center for Domestic Preparedness



Minnesota Department of Public Safety
Division of
Homeland Security and Emergency Management

Certificate of Training

Presented to

Donald Smiley Jr

This certificate acknowledges and affirms a dedication to homeland security and emergency management through professional development and satisfactory completion of the following course:

ICS400 Advanced Incident Command System
New Brighton, MN - 16.00 hrs
7/14/2009 - 7/15/2009

CDP Instructors
Instructor

Kris A. Eide

Kris A. Eide, Director



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

DONALD P. SMILEY

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

IS-700

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

Issued this 30th Day of March, 2005

0.3 CEU

Stephen G. Sharro
Director, Training Division

All available courses can be found on the Independent Study website at <http://training.fema.gov/EMIWeb/IS/>.

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

DONALD P. SMILEY

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

IS-800

National Response Plan (NRP), an Introduction

Issued this 03rd Day of May, 2005

0.3 CEU

Stephen G. Sharro
Stephen G. Sharro
Director, Training Division

DETACH THIS STUB

TERT

Telecommunicator Emergency Response Taskforce



National Joint TERT Initiative



CERTIFICATE OF ACHIEVEMENT

MN-TERT

This is to certify that

Don Smiley

Has successfully completed

**Team Leader Training for the
Telecommunicator Emergency Response
Taskforce Team**

Natalie Duran
Natalie Duran
Date December 4, 2010





This certificate recognizes that

Don Smiley

Completed the 3-Day NIMS Certified All-Hazards Type III COML Course

June 22-24, 2010

A handwritten signature in black ink, appearing to read "Chris Essid", is positioned above the official title.

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

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Don Smiley

Completed the Incident Communications Center Manager (INCM)
Course during 5 - 7 December 2017 at the
Emergency Operations Training Facility
in Minneapolis, Minnesota



Ronald T. Hewitt

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

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)

Warnke, Kristyn Marie Louise

Certifying

Agency

Minneapolis Emergency Communications Center

County

Hennepin

ECB/ESB

Region

Agency Address

350 S. 5th St B911 mpls, MN 55415

24/7

Telephone

(612) 348-2345

Business

Telephone

Email Address

Kristyn.Warnke@minneapolis.mn.gov

Signature

Kristyn Warnke

Date

8 Jan 2020

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: Sara Boucher-Jackson, Training & Quality Assurance Manager

Agency: MECC

Signature: Sara Boucher-Jackson

Date: 1/8/2020

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

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSTION OF INTD (All Hazards)

Agency Certification

I certify that Kristyn Warnke has met all requirements for qualifications in this position and that such qualification has been issued.

Certifying Official's Signature Janelle Harris Date 2/15/2019

Printed Name Janelle Harris Agency MECC

Title 911 Operations Manager Phone Number 612-673-5935

Pre-Qualifications for INTD Training are but not limited to:

- A public safety communications background with exposure to field operations; this experience should be validated by the authority who supervised the student.
- Fundamental public safety communications technology, supervisory, and personnel management skills. These must be validated by the authority who supervised the student and include, but are not limited to:
 - Knowledge of local communications systems
 - Frequencies and spectrum
 - Technologies
 - Knowledge of local topography
 - Knowledge of system site locations
 - Knowledge of local, regional, and state communications plans
 - Knowledge of local and regional Tactical Interoperable Communications Plans, if available
 - Knowledge of local, regional and national communications and resource contacts
- Completion of the following training courses:
 - IS-700, IS-800b, ICS-100, ICS-200, and ICS-300, ICS-144

TO BE ATTACHED TO COMPLETED INTD (ALL HAZARDS) TASK BOOK

This form must be filled out by evaluators, when sign offs are done for INTD Task book

Evaluation # 14 (write over)	Name of Evaluator: Sara Boucher-Jackson	Title: All Training: Quality Assurance Specialist, COML	Agency: MECC
Evaluator's Address 350 S. 5th St. Rm B911 MPLS, MN 55415			
Name & Location of Incident - Agency and Area Super Bowl LII Minneapolis, MN	Kind of Incident Planned large-scale sporting event	Number and Type of Communication Resources 100+	Duration of Incident 11/26 - 12/4/2018
			Management Level or Complexity Level 1
Name of Trainee <u>Kristyn Warnke</u> 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. The individual has successfully performed all tasks for the position and should be considered for certification. The individual was not able to complete certain tasks (comments below) or additional guidance is required. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. 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. Recommendations: <u>I recommend Kristyn be certified as an INTD</u> Date: <u>2/15/2019</u> Evaluator's Initials: <u>SB</u> Evaluator's relevant agency certification rating: <u>COML</u>			

Attachment A

KW

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

Final Evaluator's Signature Sara Boucher-Jackson Date 2/15/2019

Printed Name Sara Boucher-Jackson Agency MECC

Highest NIMS Qualification LOML

Phone Number 612-673-5912 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: 1/26/2018 - 2/14/2018

Enter the inclusive dated during which the trainee was evaluated.

Management Level or Fire Complexity Level: A

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

Date: 2/15/2019

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



Homeland Security

All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

Position Task Book

Task Book Assigned To:

Trainee's Name: Kristyn Warnke
Trainee's Email Address: Kristyn.Warnke@minneapolismn.gov
Home Agency: Minneapolis Emergency Communications
Home Agency Phone Number: 612-348-7240

Task Book Initiated By:

Official's Name: Sara Boucher-Jackson
Agency Official's Title: 911 Training: Quality Assurance
Agency: MECC
Agency Phone Number: 612-673-5902
Agency Address: 350 S. 5th St Room B911
MPLS, MN 55415
Date Initiated: 2/15/2019

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

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

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluator's Signature Sara Boucher-Jackson Date 2/15/2019

Printed Name Sara Boucher-Jackson

Title 911 Training; Quality Assurance Specialist / COML

Agency MECC

Phone Number 612-673-5912 Email Sara.boucher-jackson@minneapolismn.gov

AGENCY CERTIFICATION

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

Certifying Official's Signature Janelle Harris Date 2/15/2019

Printed Name Janelle Harris

Title 911 Operations Manager

Agency MECC

Phone Number 612-673-5935 Email janelle.harris@minneapolismn.gov

NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

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

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

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

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

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

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

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

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

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

2. The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated, or higher ICS position (e.g. IC, COML, INTD, etc.).
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing an Evaluation Record found at the end of each PTB.

3. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

4. The **Agency Head** or designee is responsible for:

- Selecting trainees based on the needs of their organization or area Incident Management Teams.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.
- Initiating the PTB to document task performance.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
- Providing trainees the opportunity to attend the applicable training course(s).

Competency: INTD Preparedness

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure readiness prior to assignment			
<p>1. Assemble and maintain an INTD response kit prior to receiving an assignment, including critical operating supplies and equipment needed to support the INTD job assignment over multiple operational periods (up to 72 hours). The following items are suggested as a partial listing of items needed:</p> <ul style="list-style-type: none"> • <i>Communications equipment</i> <ul style="list-style-type: none"> ○ <i>Portable radio</i> ○ <i>Cellphone</i> ○ <i>Batteries/chargers</i> • <i>First aid kit</i> • <i>Personal safety gear</i> • <i>ICS Forms cache</i> • <i>Office Supplies (e.g. clipboard, tape, paper, pencil, etc.)</i> • <i>Multi-purpose tool/Flashlight</i> • <i>Clock/Watch with countdown timer function</i> • <i>Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.)</i> • <i>Computer/Printer/Thumb drive</i> 	○	#1 SB	2/15/2019
<p>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:</p> <ul style="list-style-type: none"> • <i>Multiple changes of clothing (as appropriate for anticipated weather conditions)</i> • <i>Personal identification/credentials</i> • <i>Toiletries</i> • <i>Medicines (prescription and over-the-counter)</i> • <i>Cash and credit cards</i> • <i>Alarm clock</i> • <i>Food/Water</i> 	○	#1 SB	2/15/2019

Competency: INTD Mobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Obtain complete information for response			
3. Obtain complete information for assignment and initiate documentation: <ul style="list-style-type: none"> Incident name Incident/Mission/Tracking/Order # Calling channel/phone number Reporting time/Check-in location Transportation arrangements/travel routing instructions Contact procedures during travel Specific equipment/supplies needed 	I	#1 SB	1/23/18

Behavior: Ensure check-in is recorded and accountability is activated			
4. Arrive at incident and check in: <ul style="list-style-type: none"> Arrive properly equipped at assigned location within acceptable time limits Follow established policies and procedures for checking in, and provide the needed information and documentation: <ul style="list-style-type: none"> Incident/Mission/Tracking/Order # Unit Leader's name Incident assignment, etc. Identification/credentials 	I	#1 SB	1/26/18

Behavior: Gather and apply situational information relevant to the assignment			
5. Document initial briefing from Incident Communications Center Manager (INCM) /incident supervisor: <ul style="list-style-type: none"> Situation Summary Safety Briefing Current and Planned Goal/Objectives Current and Planned Actions, Strategies and Tactics Current Organization (ICS 207 – Incident Organization Chart) Current/Planned communications plan <ul style="list-style-type: none"> Communications Nets, e.g., Command, Tactical, Logistics, etc. Map Sketch of communication system Current/Planned Resource Summary 	I	#1 SB	1/14/18

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	#1 SB	1/23/18
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	#1 SB	1/26/18
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	#1 SB	2/4/18
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	#1 SB	1/26/18

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Establish effective relationships			
10. Conduct self in a professional manner: <ul style="list-style-type: none"> • Be respectful and courteous • Respect public and private property • Establish and maintain positive interpersonal and interagency working relationships • Encourage and promote team environment • Follow established procedures to report and document any inappropriate personnel actions • Report any situations of concern to INCM/supervisor 	O	#1 SB	1/26/18

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient			
11. Communicate information effectively to incident personnel: <ul style="list-style-type: none"> • Speak clearly and use concise language • Speak at a pace sufficient for recipients to copy information when applicable • Maintain appropriate level of radio discipline when operating on assigned nets • Use proper microphone/headset techniques • Record information in an easily understood manner 	I	#1 SB	1/26/18

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	#1 CB	1/26/18

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)			
13. Provide effective communications support during emergency situations: <ul style="list-style-type: none">• Recognize and react decisively to urgent situations if encountered:• Request assistance from other ICC personnel if needed• Restrict or move unrelated radio traffic• Use appropriate notification procedures for emergency situations<ul style="list-style-type: none">○ Requests for emergency/urgent assistance or additional resources/support○ Activations of radio emergency call buttons○ Medical transport/ Medevac request○ Aircraft emergency○ Evacuation○ Search and Rescue○ Serious injury/Fatality• Notify INCM/supervisor of emergency situations	I	#1 SB	2/4/18

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	#1 SB	1/26/18
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 SB	2/4/18
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> • Locate key incident venues, personnel, and deployed resource • Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations 	I	#1 SB	1/26/18

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct Incident Tactical Dispatch Operations (continued)			
17. Use specialized resources/technology to track the location of incident personnel where immediate, continuous, and accurate awareness of incident personnel is critical. Specific resources or technologies could include: <ul style="list-style-type: none"> • GPS technology • AVL technology • Maps • Status boards • Personal Accountability Report (PAR) • Personal Alert Safety System Device Activation (PASS) 	I	#1 SB	1/26/18
18. Demonstrate compliance with applicable communication policies and procedures: <ul style="list-style-type: none"> • <i>Memoranda of Understanding (MOUs)</i> • <i>Tactical Interoperable Communications Plan (TICP)</i> • <i>Tactical Interoperable Communications Field Operations Guide (TIC-FOG)</i> • <i>Mobile Communications Unit Standard Operating Procedures (SOPs)</i> • <i>Tactical Dispatch SOPs</i> • <i>Jurisdictional requirements</i> • <i>Equipment accountability procedures</i> 	I	#1 SB	2/4/18
19. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> • <i>Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.)</i> 	I	#1 SB	1/26/18

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	#1 SB	1/24/18 2/4/18
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 SB	1/26/18

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS and ICS concepts and principles			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: <ul style="list-style-type: none"> • COMU structure, roles and responsibilities of each COMU position • Plain language/common terminology • ICS terminology <ul style="list-style-type: none"> ○ Unit identification ○ Position titles ○ Resource naming • Incident Organizational Structure • Functions of Incident Management Teams • ICS map symbols, designators, and mnemonics 	I	#1 SB	2/4/18
23. Obtain, and correctly fill out the NIC approved ICS forms needed to perform INTD functions within the ICC: <ul style="list-style-type: none"> • ICS 205 – Incident Radio Communications Plan • ICS 205A – Communications List • ICS 210 – Resource Status Change • ICS 213 – General Message • ICS 213 – RR Resource Request Message • ICS 214 – Activity Log • ICS 219-7- Equipment Resource Status (T-) Card 	I	#1 SB	126- 2/4/18
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: <ul style="list-style-type: none"> • ICS 201 – Incident Briefing • ICS 203 – Organization Assignment List • ICS 204 – Assignment List • ICS 206 – Medical Plan • ICS 207 – Incident Organization Chart • ICS 208 – Safety Message/Plan • ICS 209 – Incident Status Summary • ICS 211 – Incident Check-in List • ICS 221 – Demobilization Check-Out • ICS 225 – Incident Personnel Performance Rating 	I	#1 SB	126- 2/4/18

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	#1 SB	1/26 2/4/18

Competency: INTD Demobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity			
25. Coordinate an efficient transfer of position duties: <ul style="list-style-type: none"> • Document and coordinate demobilization actions • Brief relief personnel • Coordinate with incident/planned event personnel as necessary 	I	#1 CB	12/6/18
Behavior: Complete demobilization procedures and restore response-readiness			
26. Demobilize from assignment: <ul style="list-style-type: none"> • Check in equipment and submit required documentation • Address safety and notification considerations for return to home agency 	I	#1 CB	2/4/19
27. Complete Demobilization Documentation <ul style="list-style-type: none"> • If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate • Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor • Provide input for After-Action Report (AAR) • Submit final documentation to INCM/supervisor 	I	#1 CB	2/4/19
28. Prepare for next operational period/incident <ul style="list-style-type: none"> • Inventory and restock ICC supplies • Inventory and restock INTD response kit and personal sustainment kit • Attend applicable post-incident debriefings <ul style="list-style-type: none"> ○ Hotwash ○ Post-Incident/Event After Action Debriefings ○ Critical Incident Stress Management/Debriefing (CISM/CISD) 	I	#1 CB	2/4/19

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.

KW

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

Date: List the date the record is being completed.

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

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

RECORD OF EVALUATION

Kristyn WarnkeINTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: <u>Sara Boucher-Jackson</u>	Evaluator's Title: <u>COML</u>	Evaluator's Agency: <u>MECC</u>
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Evaluator's agency address: 350 S. 5th ST Rm B11 MPLS MN 55415Evaluator'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
<u>NFL Super Bowl LII Minneapolis, MN</u>	<u>NFL Sporting Event</u>	<u>100 +</u>	<u>1/26 to 2/4/2018</u>	<u>Type 1</u>

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:

- ☒ The individual has successfully performed all tasks for the position and should be considered for certification.
- ☐ The individual was not able to complete certain tasks (comments below) or additional guidance is required.
- ☐ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
- ☐ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Comments: Kristyn is helpful and willing to take on additional tasks to support the COML

Date: 2/15/2019 Evaluator's initials: SB

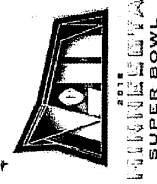
Evaluator's relevant agency certification or rating: COML

RECORD OF EVALUATION

TRAINEE NAME
TRAINEE POSITION

Evaluation Record #2	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN SUPER BOWL LII				INCIDENT/EVENT NAME NFL Super Bowl LII 2018		DATE/TIME PREPARED 1/7/2018 22:00		OPERATIONAL PERIOD DATE/TIME 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 HCTAC 4 for inter-operability
12	Expansion	STAC 8	Fire/EMS	ARMER 800 MHz		ARMER 800 MHz		D	Fire/EMS Mutual Aid
14	Support		Communications	Landline					Event COML Stationed at the MACC
15									
FOUO									
SPECIAL INSTRUCTIONS									
COML: Leticia Cardenas COML: Daniel Klawitter EMAIL & PHONE: SEE 205a COML Coordinator (COMC): Sara Boucher-Jackson				INCIDENT/EVENT LOCATION US Bank Stadium 401 Chicago Ave Minneapolis, MN 55415					



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 Police	landline
IC	Cmdr. Scott Gerlicher 901	scott.gerlicher@minneapolisismn.gov
Command	Lt. Gross 902	
Interior Command	Cmdr. Moore Viking1	gerald.moore@minneapolisismn.gov
Exterior Command	Cmdr. Adams DS1	charlie.adams@minneapolisismn.gov
Exterior Perimeter Command	Lt. House 1301	christopher.house@minneapolisismn.gov
Command	NFL Control Fire	
Minneapolis Fire Command	Deputy Chief Raymond Cruz 10-8	Raymond.Cruz@Minneapolisismn.gov
Minneapolis Fire Command	Chief John Fruetel 10-1	
Minneapolis Fire Command JOC	BC Van Vickie	
Minneapolis Fire Command JOC	DC Rucker	
Minneapolis Fire Command SOC	BC Baynard	
Minneapolis Fire Command	10-2 Assistant Chief Chuck Brynteson	
Minneapolis Fire Command	10-3 Assistant Chief Bryan Tyner	
Prepared by: Sara Boucher-Jackson		Position/Title: COMC
ICS 205 A Page 1 of 2		Date/Time: 2/01/2018

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	[REDACTED]	
		[REDACTED]	
		[REDACTED]	
Hennepin EMS Command	Chief Wendy Lynch	[REDACTED]	
		Wendy.Lynch@hcmcd.org	
		612-873-3839 office	
EMS Support	Deputy Chief Rogers	[REDACTED]	
		[REDACTED]	
		[REDACTED]	
Hennepin EMS SB LII Game Day	Deputy Chief Jordan Wardell	[REDACTED]	
		Jordan.Wardell@Hcmcd.org	
		612-873-6142 (Office)	
EMS Support	Deputy Chief Mike LeVake	[REDACTED]	
		Michael.LeVake@hcmcd.org	
		[REDACTED]	
EMS Support	Deputy Chief Sloan III	[REDACTED]	
		charles.sloan@hcmcd.org	
		[REDACTED]	
Communications	Stadium Operations Center - MECC Dispatcher	[REDACTED]	
		[REDACTED]	
		[REDACTED]	
Communications	Stadium Operations Center - HEMS Dispatcher	[REDACTED]	
		[REDACTED]	
		[REDACTED]	
COML	Leticia Cardenas	[REDACTED]	
		leticia.cardenas@minneapolismn.gov	
		[REDACTED]	
EMS COML	Daniel Klawitter	[REDACTED]	
		Daniel.Klawitter@hcmcd.org	
		612-873-7522 (Office)	
COML/COMC	Sara Boucher-Jackson	[REDACTED]	
		sara.boucher-jackson@minneapolismn.gov	
		[REDACTED]	
Prepared by: Sara Boucher-Jackson		Position/Title: COMC	
ICS 205 A Page 2 of 2		Date/Time: 1/30/2018	

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KRISTYN WARNEKE

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 28th Day of September, 2017



0.3 IACET CEU

Michael J. Sharon

Deputy Superintendent

Emergency Management Institute

Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KRISTYN WARNKE

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 30th Day of September, 2017

Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

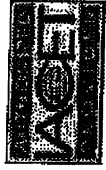
KRISTYN WARNEKE

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 6th Day of October, 2017



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KRISTYN WARNKE

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 11th Day of October, 2017



Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KRISTYN WARNKE

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

IS-00144

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

Issued this 7th Day of October, 2017



Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Krissy Warnke

Completed the All-Hazards Incident Tactical Dispatcher (INTD)

Course during 31 October – 3 November 2017 at the

Office of Emergency Management in Fridley, Minnesota



Ronald T. Hewitt

Ronald T. Hewitt
Director,

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

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)

Bartholow, Clayton Eugene

Certifying

Agency

Hennepin County Emergency Management

County

Hennepin

ECB/ESB

Region

Metro

Agency Address

1600 Prairie Drive, Medina, MN 5540

24/7

Telephone

(612) 384-0659

Business

Telephone

(763) 537-7904

Email Address

w.zer.led@gmail.com

Signature

Clayton Eugene Bartholow

Date

12-19-2019

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

Don Anderson - Senior Coordinator - Public Warning & Communications

Agency

Hennepin County Emergency Management

Signature

Don Anderson

Date

7/25/2018

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



All-Hazards Auxiliary Emergency Communications Specialist (AECS)

Position Task Book

Task Book Assigned To:

Trainee's Name: Clayton E. Bartholow

Trainee's Email Address: wøled@arrl.net

Home Agency: Hennepin County Emergency Management

Home Agency Phone Number: (612) 596-0250

Task Book Initiated By:

Official's Name: Daniel Anderson

Agency Official's Title: Senior Coordinator-Public Warning and Communications

Agency: Hennepin County Emergency Management

Agency Phone Number: (612) 596-0253

Agency Address: 1600 Prairie Drive, Medina, MN 55340

Date Initiated: 7/24/2018

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
July 2018

Clayton E. Bartholow
CEBVERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF RADIO OPERATOR

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluator's Signature: 

Date

7/24/18Printed Name Daniel AndersonTitle Senior Coordinator-Public Warning and CommunicationsAgency Hennepin County Emergency ManagementPhone Number (612) 596-0253 Email dan.anderson@hennepin.us

AGENCY CERTIFICATION

Per ARMER Standard 3.48.0: Communications Unit (COMU), completion of "Minnesota Communications Unit Standard Operating Guidelines Forms" is required and must be submitted with this Position Task Book in order to become Minnesota-recognized for this COMU position.

More information can be found at the Minnesota Division of Emergency Communication Network website at: <https://dps.mn.gov/divisions/ecn/>.

NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions 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:¹Awareness of fundamental auxiliary communications technology
- ☐ Awareness of the ICS Communications Unit function
- ☐ Completion of IS-100.b, IS-200.b, IS-700.a, and IS-800.b and a DHS-recognized AUXCOMM course
- ☐ FCC Amateur Radio License
- ☐ 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 home agency, jurisdiction, region, or state in accordance with applicable SOPs for recognition of Communications Unit (COMU) positions.

2. The Evaluator is responsible for:

- ☐ Being qualified and proficient in the position being evaluated, or higher ICS position (e.g. IC, COML, IDT, etc.).
- ☐ Meeting with the trainee and determining past experience, current qualifications,

and desired objectives/goals.

- ☐ Reviewing tasks with the trainee.
- ☐ Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- ☐ Identifying tasks to be performed during the evaluation period.
- ☐ Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record. Not all bullet points need to be achieved for the task to be completed. It will be a judgement call by the Evaluator whether the trainee has achieved the spirit of the task.
- ☐ Completing an Evaluation Record found at the end of each PTB.

3. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

4. The **Agency Head** or designee is responsible for:

- ☐ Selecting trainees based on the needs of their organization or area Incident Management Teams.
- ☐ Providing opportunities for evaluation and/or making the trainee available for evaluation.
- ☐ Initiating the PTB to document task performance.
- ☐ Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- ☐ Tracking progress of the trainee.
- ☐ Identifying incident evaluation opportunities.
- ☐ Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- ☐ Documenting the assignment.
- ☐ Conducting progress reviews.
- ☐ Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
- ☐ Providing trainees the opportunity to attend the applicable training course(s).

Competency 1: General

Task	Code	Evaluator # and Initials	Date
1. Obtain and assemble information and materials for an AECS response kit prior to receiving an assignment, including critical items needed for the assignment over multiple operational periods. The following items are suggested as basic information and materials needed for a AECS response kit: <ul style="list-style-type: none">• ICS Forms• Office Supplies (e.g. clipboard, tape, paper, pencil, etc.)• First Aid Kit/Safety Gear• Multi-purpose tool/Flashlight• Clock/Watch/Cellphone & charger• Portable radio• Reference Documents (NIFOG, MNFOG, AUXFOG, Minnesota Section ARES Simplex Frequency Pool)	O	#1 DDA	2/4/18

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 2: Mobilization

Task	Code	Evaluator # and Initials	Date
2. Obtain briefing from Communications Unit Leader (COML) or immediate supervisor and gain information on the following: <ul style="list-style-type: none">• Incident name• Incident order/request number• Calling Channel/phone number• Reporting time/location• Transportation arrangements/travel routes• Contact procedures during travel (telephone/radio)	I	#1 DDA	2/4/18
3. Arrive at assignment location and check in: <ul style="list-style-type: none">• Arrive properly equipped at assigned location within acceptable time limits• Check in to the Incident with all required information<ul style="list-style-type: none">• Order request #• Leader's name• Incident assignment, etc.	I	#1 DDA	2/4/18

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 3: Incident Activities

Task	Code	Evaluator # and Initials	Date
4. Obtain initial briefing from COML or immediate supervisor (Use an ICS 201 – Incident Briefing to gather information): <ul style="list-style-type: none">• <i>Current resource commitments and expectations</i>• <i>Current situation</i>• <i>Expected duration of assignment</i>• <i>Operating procedures and policies (SOPs, etc.)</i>• <i>Task assignments</i>• <i>Work Schedule</i>• <i>Work Space</i>	I	#1 DDD	2/4/18
5. Initiate and maintain ICS Form 214 Activity Log, which may include <ul style="list-style-type: none">• <i>Equipment locations</i>• <i>Medical evacuations</i>• <i>Personnel changes</i>• <i>Meetings attended/briefings</i>• <i>Personnel issues</i>	I	#1 DDD	2/4/18
6. Install AUXCOMM equipment per discussion with the COML <ul style="list-style-type: none">• <i>Use appropriate/approved AUXCOMM equipment</i>• <i>Install/test all components of AUXCOMM equipment to ensure systems are operational</i>	I	#1 DDD	2/4/18

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))

Task	Code	Evaluator # and Initials	Date
7. Assist in distribution of AUXCOMM equipment: <ul style="list-style-type: none"> Identify kinds and numbers of AUXCOMM equipment to be distributed to specific units according to the communications plan Maintain AUXCOMM equipment inventory to provide accountability Provide basic training as needed on equipment being fielded 	I	#1 DDA	2/4/18
8. Establish Auxiliary Communications area(s) of operation: <ul style="list-style-type: none"> Coordinate location with COML Locate away from radio frequency and electronic interference Keep away from generators (ensure noise exhaust is not in close proximity to the operations area) Obtain necessary supplies to function properly 	I	#1 DDA	2/4/18
9. Demonstrate safety awareness: <ul style="list-style-type: none"> Identify location of First Aid kit and equipment Report, treat and document all injuries Identify and report potential risks 	I	#1 DDA	2/4/18
10. Perform duties with the AUXCOMM area(s) of operation: <ul style="list-style-type: none"> Direct AUXCOMM radio/telephone traffic to proper destinations Document AUXCOMM radio/telephone traffic activities on appropriate ICS forms Follow established routing procedures for AUXCOMM messages Identify AUXCOMM system problems, both technical and operational, and determining appropriate solutions Set up a filing system for AUXCOMM documentation 	I	#1 DDA	2/4/18

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))

Task	Code	Evaluator # and Initials	Date
11. Use NIMS and ICS conventions: <ul style="list-style-type: none"> • Plain language • ICS terminology <ul style="list-style-type: none"> ○ Unit identification ○ Position titles ○ Resource naming • COMU organization chart 	I	H / DD	2/4/18
12. Coordinating resources: <ul style="list-style-type: none"> • Notify COML of personnel/equipment excess and deficiencies • Identify AUXCOMM resources as to capabilities, quantity, and location 	I	H / DD	2/4/18
13. Demonstrate ability to correctly interpret the following NIC approved ICS forms: <ul style="list-style-type: none"> • ICS 201 – Incident Briefing • ICS 205 – Incident Radio Communications Plan • ICS 205A – Communications List • Form 309 – Communications Log 	I	H / DD	2/4/18

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))

Task	Code	Evaluator # and Initials	Date
14. Initiate and maintain accurate records of all AUXCOMM equipment: <ul style="list-style-type: none"> • Document geographic locations of AUXCOMM equipment and transfer of information to local maps (latitude/longitude, USNG) • Initiate and maintaining an accountability system for issuing AUXCOMM handheld and mobile radio resources • Keep records of AUXCOMM resources to ensure return to proper location 	I	#1 JAA	2/4/18
15. Demonstrate familiarity with basic AUXCOMM functions/capabilities: <ul style="list-style-type: none"> • Radio systems (e.g. Simplex, Conventional, Trunked) • Radio Nets (e.g. Tactical, Command, Logistics Nets, etc.) • Interoperability channels (e.g. local, regional, State, National) • Radio programming/cloning • Amateur HF • Amateur Digital Modes (DMR, D-Star) • Amateur Data (Winlink, fdigi) • GMRS • Citizens Band • Satellite Voice and Data • National Public Safety Broadband Network 	I	#1 JAA	2/4/18

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))

Task	Code	Evaluator # and Initials	Date
16. Perform operational tests of AUXCOMM systems throughout the duration of the incident: <ul style="list-style-type: none"> • Act decisively to minimize interruptions in system operations • Identify and taking necessary actions to accomplish minor field repairs • Plan for battery replacement 	I	H1 DDB	2/4/18
17. Interact and coordinate with appropriate AUXCOMM operational personnel: <ul style="list-style-type: none"> • <i>Coordinate with COML regarding system coverage and needs</i> • <i>Know what other AUXCOMM resources may be coming to the incident</i> • <i>Participate in briefings and other planning meetings</i> 	I	H1 DDB	2/4/18

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 4: Demobilization

Task	Code	Evaluator # and Initials	Date
18. Demobilize and check out: <ul style="list-style-type: none">• Receive demobilization instructions by the COML• Briefing AUXCOMM subordinate staff on demobilization procedures and responsibilities• Complete required ICS form(s) and turning them in to the appropriate person• Document lost/damaged equipment on agency/organization specific (form(s)• Ensure that incident and agency/organization demobilization procedures are followed• Submit all required information to the COML	I	#1 PDS	2/4/18

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-Hazard Auxiliary Emergency Communications Specialist

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

Date: List the date the record is being completed.

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

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

RECORD OF EVALUATION

Clayton E. Bartholow

AECs

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: Dan Anderson	Evaluator's Title: COML	Evaluator's Agency: Hennepin County Emergency Management	
Evaluator's agency address: 1600 Prairie Drive, Medina, MN				
Evaluator's e-mail: dan.anderson@hennepin.us				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise,	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Super Bowl LII, Hennepin County Emergency Operations Center, 1600 Prairie Drive, Medina, MN	Planned Event	T3 MN	1/26/2018-2/4/2018	Type III
<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><u>X</u> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: <u>7/24/18</u> Evaluator's initials: <u>ADA</u></p> <p>Evaluator's relevant agency certification or rating: <u>Type III COML</u></p>				

RECORD OF EVALUATION

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #2	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise,	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

RECORD OF EVALUATION

TRAINEE NAME		TRAINEE POSITION		
Evaluation Record #3	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise,	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

RECORD OF EVALUATION

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

RECORD OF EVALUATION

TRAINEE NAME

TRAINEE POSITION

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

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

CLAYTON E BARTHOLOW

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

IS-00100.c

Introduction to Incident Command System, ICS-100

Issued this 19th Day of August, 2018



0.2 IACET CEU



Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

CLAYTON E BARTHOLOW

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 26th Day of May, 2016



0.3 IACET CEU

Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

CLAYTON E BARTHOLOW

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

IS-00700.b

An Introduction to the National Incident Management Sys

Issued this 20th Day of August, 2018



Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

CLAYTON E BARTHOLOW

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

IS-00800.c

National Response Framework, An Introduction

Issued this 29th Day of September, 2018



Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

AUXILIARY COMMUNICATIONS COURSE

Clay Bartholow

Completed the Office of Emergency Communications Auxiliary
Communications Course during 8-9 October, 2016 at
Hennepin County Public Works in Medina, Minnesota



Ronald T. Hewitt

Ronald T. Hewitt
Director,

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

Call Sign / Number	Grant Date	Expiration Date	File Number	Print Date	Effective Date
WOLED	04-13-2010	05-23-2020	0004206298	04-13-2010	04-13-2010

Operator Privileges
Amateur Extra

Station Privileges
PRIMARY

BARTHOLOW, CLAYTON E
[REDACTED]

AMATEUR RADIO LICENSE

FCC Registration Number (FRN): 0002382786

FCC 660 - May 2007

THIS LICENSE IS NOT TRANSFERABLE
Special Conditions / Endorsements:
NONE

Clayton E Bartholow
(Licensee's Signature)

FEDERAL COMMUNICATIONS COMMISSION



COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position:

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Pass, Nancie

Certifying
Agency

Ramsey County ECC

County

Ramsey

ECB/ESB
Region

Metro

Agency Address

388 13th St. E.

24/7

Telephone

651-266-7703

Business

Telephone

651-266-7732

Email Address

Nancie.Pass@co.Ramsey.mn.us

Signature

Nancie Pass

Date

11/25/19

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

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

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

Name & Title

Don Smiley Supervisor COML

Agency

Ramsey County ECC

Signature

Don Smiley

Date

11/25/19

Regional Recognition

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

Name & Title

Region

Signature

Date

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

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

SWIC

Signature

Date

COMU Experience Record

Name
(Last, First Middle) Pass, Nancie

Agency Ramsey County ECC

ECB/ESB
Region Metro

Position:

☒ COML
☐ INTD

☐ COMT
☐ RADO

☐ INCM
☐ AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	9/7/19	See attached 205
1	9/7/19	See attached 205
1	6/2/19	See attached 205 Overall Controller as Deputy Director
3	4/3/19	Coop Tabletop exercise - evac of PSAP PSAP Supervisors, tech, + mgt (Ramsey Co. ECC)
3	10/10/19 + 10/13/19	Coop Full Scale exercise - Back-up PSAP RCECC, RCEM, St Paul EM, .. - See exercise overview
1	4/29-5/1/19	MN Public Safety Communications Conference
1	9/16-18/19	Amem Annual Conference

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

Signature Nancie Pass

Date: 11/25/2019



Incident Communications Plan

Incident Communications Plan				INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
				Saint Paul Events		9/5/2019 1057 hours		Saturday September 7 0600-2400	
Line	Function (NET) (COMMAND, TACTICAL SUPPORT, A/B)	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 W)	Remarks
1	Tactical/Command	SPOPS2	Law	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	15-24 Little Mekong
2	Tactical/Command	SPOPS3	Law	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	06-15 Classic Bike Tour/17-23 Allianz Field
3	Tactical/Command	SPOPS4	Law	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	06-15 Classic Bike Tour/17-23 Allianz Field
4	Tactical/Command	RPOOL4	FIRE/EMS	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	08-18 Flugtag Land Ops
5	Tactical/Command	RPOOL6	Law	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	19-24 CHS Field
6	Tactical/Command	RPOOL7	Law	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	12-24 7th St Street Party
7	Tactical/Command	RPOOL8	Law	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	13-16 U of St. Thomas
8	Tactical/Command	RPOOL9	Law	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	17-24 Excel (Interior)
9	Tactical/Command	RPOOL10	Law	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	17-24 Excel (Exterior)
10	Tactical/Command	METAC6	Law	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	06-24 St. Paul Intercontinental
11	Tactical/Command	METAC7	Law	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	08-18 Flugtag Land Ops
12	Tactical/Command	METAC8	Law	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	08-18 Flugtag River Ops
13	Support	SPPKOP	Parks & Rec	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	08-18 Flugtag Support
14	Support	SP-EOC	Other	Armer 800 Mhz	N/A	Armer 800 Mhz	N/A	D	08-18 Flugtag EOC Support
15									
SPECIAL INSTRUCTIONS									
SPOPS1 intentionally left available/RPOOL 1-3 and 5 intentionally left available									
COML: Nancie Pass AGENCY: Ramsey County Emergency Communications PHONE: 651-266-7732 EMAIL: nancie.pass@co.ramsey.mn.us				INCIDENT/EVENT LOCATION					
				Various Locations in St. Paul					

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



Incident Communications Plan

INCIDENT/EVENT NAME				DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME			
Red Bull Flugtag event				Thursday August 15 0900		Saturday September 7 0800-1800			
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 W)	Remarks
1	Tactical/Command	METAC7	LAW	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Land operations
2	Tactical/Command	METAC8	LAW/FIRE/EMS	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	River operations
3	Tactical/Command	RPOOL 4	FIRE/EMS	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Land operations
4									
5									
6									
7									
8									
9									
10									
11									SPPD,SPFD,RCSO
12	SPPD Command Post								MN DNR, COAST GUARD
13									
14									
15									
SPECIAL INSTRUCTIONS									
2 Dispatchers will be in the ECC at consoles 17 and 18. Direct phone number for the dedicated dispatchers 651-266-7728. Field units need to be clear if they are calling dispatch or if they want someone in the command post.									
COM1: Nancie Pass				INCIDENT/EVENT LOCATION					
AGENCY: Ramsey County Emergency Communications				Mississippi River near Harriet Island					
PHONE: 651-266-7732									
EMAIL: nancie.pass@co.ramsey.mn.us									

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. (MESSB Version 1.0, 11/2015)

Incident Communications Plan		INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME			
		Grand Old Days Events		Monday April 15, 2019 10:22		Sunday June 2, 2019 0830-2030			
Line	Function (NET) <small>(COMMAND TACTICAL SUPPORT/LAW)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Tactical	SPOPS3	Law	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Detail/Command
2	Tactical	SPOPS4	Law	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	traffic and reserves
3									
4									
5									
6									
7									
8									
9									
10									
11									
12	Law Main Dispatch	SPPD 1	LAW	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	
13									
14									
15									
SPECIAL INSTRUCTIONS									
There will be a dedicated dispatcher on SPOPS 3 from 0830-2030. Dispatcher will be at console 15.									
COM1: Nancie Pass AGENCY: Ramsey County Emergency Communications PHONE: 651-266-7732 651-266-7703 EMAIL: nancie.pass@co.ramsey.mn.us				INCIDENT/EVENT LOCATION Grand Avenue					

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)

EXERCISE OVERVIEW


Exercise Name	ECC Evacuation Exercise(s)
Exercise Dates	October 10 th and October 13 th
Scope	This exercise is a Full-Scale planned for the evening of October 10 th and morning of October 13 th at the ECC and the backup ECC. Exercise play is limited to taking administrative calls on October 10 th and 911 calls on October 13 th .
Mission Area(s)	Response
Core Capabilities	Operational Communications
Objectives	Prepare and train staff on evacuation procedures Test conditional routing to Dakota County and transfer admin lines to back-up center Test readiness of back-up center Test ECC COOP Plan
Threat or Hazard	Technological
Scenario	The ECC is operating on the back up generator. The ECC supervisor is informed by property management that the generator is failing, and repairs are not available until the next day. Thus, the ECC staff needs to evacuate to the backup site in Arden Hills.
Sponsor	Ramsey County Emergency Management and Homeland Security. UASI grant will be utilized
Participating Organizations	Ramsey County ECC, Ramsey County Emergency Management and Homeland Security, St. Paul Emergency Management, St. Paul Regional Water Services, State Patrol, State Capital Complex Emergency Management
Point of Contact	Laura Espy, Emergency Communications Manager, Ramsey County Emergency Communications Center 651-266-7720, laura.espy@co.ramsey.mn.us

Conference Schedule

Sunday, September 15, 2019

9:00 a.m. to 11:30 p.m.	AMEM Board Meeting	Governors
11:30 p.m. to 6:30 p.m.	Conference Registration	Lobby
12:00 p.m.	Pre-Conference Golf Tournament & Golf Awards	Whitebirch Links
1:00 p.m. to 5:00 p.m.	HSEM Course: It is more than active shooter response.	Pelican
	Preparedness and partnerships: How emergency managers can effectively engage schools.	
1:00 p.m. to 5:00 p.m.	HSEM Certification Course: PDS-0230/0235 Principles of Emergency Management and Emergency Planning	Heartland III-IV
1:00 p.m. to 5:00 p.m.	AMEM Tabletop Exercise - Walking Dead: Steps Towards an Effective Mass Casualty Response	Lakeside A-B
5:00 p.m. to 6:00 p.m.	Audit Committee Meeting	Governors
6:00 p.m. to 7:00 p.m.	Dinner	Dockside
7:00 p.m. to 8:00 p.m.	New Attendee Welcome	Lakeside A-B
8:30 p.m. to 11:00 p.m.	Bonfire (also Monday and Tuesday night)	Breezy Beach

Monday, September 16, 2019

6:30 a.m. to 8:30 a.m.	Breakfast	Marina II
7:30 a.m. to 4:30 p.m.	Registration	Lobby
8:30 a.m. to 8:45 a.m.	Opening Ceremonies	Whitebirch
8:45 a.m. to 9:45 a.m.	 General Session Still Standing. Still Smiling -John Kriesel	Whitebirch
9:45 a.m. to 10:00 a.m.	Break	Minnesota
10:00 a.m. to 10:45 a.m.	Special Remarks	Whitebirch
	John Harrington, Commissioner - DPS Update	
	Joseph Kelly, HSEM Director - HSEM Update	
10:45 a.m. to 12:00 p.m.	AMEM Annual Meeting, Elections, AMEM Awards	Whitebirch
12:00 p.m. to 1:00 p.m.	Lunch & Vendor Show	Minnesota
1:00 p.m. to 2:15 p.m.	Breakout Sessions	
	1. Disaster Financial Preparedness: How could this change recovery?	Heartland 1-2
	2. Public Safety Communications in Minnesota: An Overview for Emergency Managers (ECN)	Lakeside A
	3. Development/Lesson Learned for UAS/Drone Teams	Lakeside B
	4. Tools for Your Shelter Managers Toolbox (Part 1 of 2)	Pelican
	5. National Flood Insurance Program 101	Heartland 3-4
	6. Working Effectively with the Minnesota Legislature	Governors
	7. Building Public Outreach and Engaged Communities	Whitebirch
2:15 p.m. to 3:00 p.m.	Afternoon Break and Exhibitor Show	Minnesota
3:00 p.m. to 4:15 p.m.	Breakout Sessions	
	1. Disaster Financial Preparedness: How could this change recovery?	Heartland 1-2
	2. Public Safety Communications in Minnesota: An Overview for Emergency Managers (ECN)	Lakeside A
	3. Development/Lesson Learned for UAS/Drone Teams	Lakeside B
	4. Putting Your Shelter Plan into Action (Part 2 of 2)	Pelican
	5. National Flood Insurance Program 101	Heartland 3-4
	6. Working Effectively with the Minnesota Legislature	Governors
	7. Building Public Outreach and Engaged Communities	Whitebirch
4:30 p.m. to 6:00 p.m.	AMEM Presidents Director's Forum (All Emergency Managers Welcome)	Whitebirch
6:00 p.m. to 7:00 p.m.	Dinner	Minnesota
7:00 p.m. to 9:00 p.m.	AMEM Bingo Night	Lakeside A-B

Tuesday, September 17, 2019

6:30 a.m. to 8:30 a.m.	Breakfast	Marina II
6:30 a.m. to 8:30 a.m.	Fun Run/Walk	Outside Lobby
8:30 a.m. to 10:00 a.m.	General Session: Next Generation Emergency Management	Whitebirch
10:00 a.m. to 10:30 a.m.	Morning Break and Exhibitor Show	Minnesota
10:30 a.m. to 12:00 a.m.	General Session: Imagination, Partnership and Resilience: A Disaster Survivor's Recommendations for Emergency Managers	Whitebirch
12:00 p.m. to 1:00 p.m.	Lunch & Vendor Show	Minnesota
12:00 p.m. to 1:00 p.m.	Minnesota Tribal Communities Forum Lunch (Tribes Only)	Heartland I
1:00 p.m. to 2:15 p.m.	Breakout Sessions	
	1. The RED Button: Why and When to Plan and Prepare.	Lakeside A
	2. National Guard Support to Local Authorities During Emergencies	Pelican
	3. We're in This Together: Coalition Response to a Long-Term Care Facility Evacuation	Heartland 3-4
	4. Blue sky? Red Sky? Green Sky? Weather Support for the Emergency Manager, no matter what.	Whitebirch
	5. How'd They Do That? Effective Messaging by Emergency Managers	Lakeside B
	6. Minnesota Aviation Rescue Teams – Understanding Aviation Team Capabilities and how to access their services	Governors
	7. MNCAER Coordinated Response Exercise (CoRE) Presentations and HSEEP Exercises in Minnesota	Heartland 2
2:15 p.m. to 3:00 p.m.	Afternoon Break and Exhibitor Show	Minnesota
3:00 p.m. to 4:30 p.m.	AMEM Regional Meetings	
	Region 1	Heartland I
	Region 2	Heartland II
	Region 3	Pontoon or Heartland III
	Region 4	Heartland IV
	Region 5	Governors
	Region 6	Pelican
5:30 p.m. to 6:00 p.m.	Social Hour	Whitebirch
6:00 p.m. to 8:30 p.m.	Networking Dinner and Entertainment (No Dress Code)	Whitebirch
8:30 p.m. to 11:00 p.m.	Bonfire	Breezy Beach

Wednesday, September 18, 2019

6:30 a.m. to 9:00 a.m.	Breakfast	Marina II
9:00 a.m. to 10:30 a.m.	General Session: Managing the Spin- Creating Readiness for High Stress Events	Whitebirch
10:30 a.m. to 11:00 a.m.	Closing Remarks: Past President and Newly Elected President	Whitebirch
11:00 a.m.	Conference closes. Please travel safely home!	
12:00 a.m. to 1:00 p.m.	AMEM Conference Hotwash (Board Members)	Water's Edge



PRECONFERENCE – SUNDAY, APRIL 28, 2019

Time	Room #1	Room #2	Off Site
Morning	Trainer Refresher Workshop 9:30 a.m. to 4:30 p.m. <i>Tom Justin (On Target Training and Consulting) and Dave Theis (Motorola Solutions, Inc.)</i>	Recognizing Cumulative Stress Warning Signs for First Responders 8:30 a.m. to 5:00 p.m. <i>Elizabeth Willman, MS</i>	MCC7500 Console Elite Admin 10:00 a.m. to 3:00 p.m. <i>Steve Olson</i> <i>(On Target Training and Consulting)</i>
Afternoon			



















CONFERENCE – MONDAY, APRIL 29, 2019

Time	Activity
7:00 AM	Registration
8:00 AM	Breakfast
8:45 AM	Welcome – Recognition of the 10 th Anniversary Flag Ceremony & Pledge of Allegiance ✱ Opening Remarks
9:30 AM	✱ Vendor and Networking Time
10:30 AM	✱ Peer Awards and Statewide Emergency Communication Network Overview
12:00 – 1:20 PM	✱ Lunch and Regional Updates

MONDAY, APRIL 29, 2019















Time							
A 1:30 – 2:30 PM	A1 ECN and SECB 101 Bob Hawkins, Micah Myers, Jill Rohret, Dan Craigie, Jim Stromberg, Marcus Brunning	A2 IPAWS SOP, Template Development and Testing John Dooley	A3 RF Site Radio Analyzer Discussion Mike Burton, Brandon Larson, Nathan Timm, Dave Thomson	A4 Next Generation First Responder Jim Jarvis	A5 PSAP Media Training Dana Wahlberg, Amber Schindeldecker	A6 Real Life, Day-to-Day Interoperability Challenges Angie Wicks, Mary Borst, Jill Bondhus, Keith Ruffing	A7 Vendor Session (Oracle and Talari Networks) Failsafe SD-WANS for E911 Call Centers Andy Gottlieb
Activity							
2:30 – 3:00 PM	Vendor and Networking Time						
Time							
B 3:00 – 4:00 PM	B1 Strategies for Engaging Elected and Senior Officials ECN Staff and Regional Leadership Representatives	B2 SECB Standards Review Cathy Anderson, Linda Muchow	B3 Encryption Best Practices Nathan Timm, Scott Haas	B4 Wireless Location Standards Dustin Leslie, Brandon Abley	B5 IPAWS for ICS & First Responders John Dooley	B6 NPSBN Wireless Broadband Program Update Melinda Miller, Dave Deal	B7 Vendor Session (Solacom Technologies) Cybersecurity 101: What Every PSAP Needs to Know Bill Wiswell
C 4:10 – 5:10 PM	C1 Strategic Plan Implementation at Regional and Local Level ECN Staff and Regional Leadership Representatives	C2 GIS Project Status and Future Norm Anderson	C3 MTUG Meeting Jake Thompson, Reid Arnold, Jason Wehrich	C4 Statewide CAD-to-CAD Interoperability Project Steve Tait, Julie Heimkes, Judy Diehl, Ron Chase	C5 Including Interoperable Communications in All Exercises Jennifer Lindberg, Brad Winger	C6 IPAWS Committee Meeting Trevor Hamdorf	C7 Vendor Session (Intrepid Networks) Response Glenn Bramam

TUESDAY, APRIL 30, 2019

Activity	
Registration and Breakfast	
7:00 – 8:00 AM	
8:00 – 8:10 AM	<div>✖</div> ECN Remarks
8:15 – 9:20 AM	<div>✖</div> Practical Leadership from the Battlefield Keynote Speaker: Andy Stumpf
9:25 – 10:10 AM	Vendor and Networking Time
Time	Activity
	<div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div>D1</div><div>ARMER Radio Encryption Chris Meier, Dave Horn</div><div>D2</div><div>Overcoming Location Challenges with Multiline Telephone Systems (MLTS) Dan Craigie</div><div>D3</div><div>IV&D Study Results Micah Myers, Brandon Larson</div><div>D4</div><div>Evaluating Cell Service Melinda Miller</div><div>D5</div><div>Neighboring State Interoperability Jim Stromberg, Chris Maiers, Josh Ripp, Craig Marek</div><div>D6</div><div>ASL/Deaf & Hard of Hearing Awareness Sara Kreiling, Dustin Leslie</div><div>D7</div><div>Vendor Session (RapidDeploy) CAD-to-CAD Interoperability and Shared CAD Systems Brooks Shannon</div></div></div>
10:15 – 11:15 AM	
Time	Activity
11:30 AM	Lunch and Entertainment: ComedySportz
Time	Activity
	<div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div>E1</div><div>Roundtable Examples of Strong Partnerships Regional Interoperability Coordinators and Regional Leaders</div><div>E2</div><div>WBB Standards – What Is Needed with FirstNet? Tim Pierce, Lesia Dickson</div><div>E3</div><div>800 Paging: What Works; What Are the Challenges? Steven Olson, Tom Semmelroth, Chad Steffen, Nathan Timm, Brian Zastoupil</div><div>E4</div><div>Essential Project Management Skills for PSAP Personnel Tom Klaban</div><div>E5</div><div>Exercising PSAP COOPs Erin Tufte, Judy Diehl, Jill Bondhus, Jason Karlgaard, Tom Egan, Rick Fiedler, Greg Hauser, Chad Emery</div><div>E6</div><div>IPAWS 2019: What is New Today? Brian Toolan, Brian Choyka</div><div>E7</div><div>Vendor Session (Aviat Networks) Network Migration to IP and Effective Ways to Deploy Higher Capacities Said Jilani, David Pike</div></div></div></div>
1:30 – 2:30 PM	

Time								
2:40 – 3:40 PM F	F1 The State of Public Safety Communications in Minnesota: Where Did We Come From and Where Are We at Now? Steve Tait, Al Fierstad, Tim Peterson, David Pike	F2 Leveraging Grants Dustin Leslie, Marcus Bruning, Judy Indrelie, Micah Myers, Tracey Fredrick	F3 Radio Programming Updates (Double Session) Brandon Larson, Nate Timm	F4 Navigating the FirstNet Evaluation and Implementation Process Melinda Miller	F5 GIS Training: How to Read Map Data Norman Anderson	F6 BCA Usage Case Study Gary Kalstabakken, Jeff Schwiesow	F7 Vendor Session (Venture Technologies, Inc.) Cyber Security – Protecting the Next Gen PSAP Bill Hail	
								
	G1 Shared Services Governance: Pros, Cons, Lessons Learned ECN Staff and Regional Leadership Representatives	G2 Evaluating Communications Unit (COMU) Resources & Developing a Plan for Their Use Steve Tait, Dan Anderson, Dave Pike, Keith Ruffing, Dean Wrobbel	G3 Radio Programming Updates (Double Session) Brandon Larson, Nate Timm	G4 PSAP of the Future, Roundtable Discussion ECN Staff	G5 School Safety Efforts, Pilot Results John Brosowsky, John Bryant	G6 IPAWS SOP, Template Development and Testing John Dooley	G7 Vendor Session (RapidSOS) Thousands of PSAPs are Receiving Lifesaving Device Location and Data from Smartphones; Is Yours? Keith Viveiros	
3:50 – 4:50 PM G								

WEDNESDAY, MAY 1, 2019

Time	Activity
7:00 – 8:00 AM	Registration and Breakfast
Time	Case Studies              
8:00 – 9:30 AM	H1: CASE STUDY: Merrimack Valley Residential Gas Explosions Meissa Nazzaro, Richard Fiske
9:45 – 11:15 AM	I1: CASE STUDY: Hurricane Florence, North Carolina Greg Hauser
11:15 – 11:20 AM	Thanks from the ECN Team
11:20 – 11:45 AM	Informal conversation, gift bag distribution, and thank you from the Conference Planning Team Turn in name tag holders and conference evaluations
Time	Post-Conference Session
1:00 – 3:00 PM	Application and Standards Workgroup Kickoff Wireless Broadband and Applications Committee

COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position:

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

SALTER, PETER

Certifying

Agency

CARVER COUNTY SHERIFF

County

CARVER

ECB/ESB
Region

METRO

Agency Address

606 4TH ST E

CHASKA, MN 55318

24/7

Telephone

952-361-1031

Business

Telephone

952-361-1125

Email Address

PSALTER@CO.CARVER.MN.US

Signature

Peter Salter

Date

12-5-19

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

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

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

Name & Title

Sean Bauls Communication Services Manager

Agency

Carver County Sheriff's Office

Signature

Sean Bauls

Date

12/5/19

Regional Recognition

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

Name & Title

Region

Signature

Date

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

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

SWIC

Signature

Date

COMU Experience Record

Name
(Last, First Middle) SALTER, PETER

Agency CARVER COUNTY SHERIFF

ECB/ESB
Region METRO

Position:
☒ COML
☐ INTD

☐ COMT
☐ RADO

☐ INCM
☐ AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	9-20-17	ICS 205 SEARCH & RESCUE EXERCISE
1	12-21-17	ICS 205 FIREFIGHTER VOLUME FEDERAL
1	4-9-18	ICS 205 MOCK CRASH EXERCISE
1	3-3-18	ICS 205 MOCK CRASH EXERCISE
1	6-10-19	ICS 205 WOMEN'S PGA CHAMPIONSHIP

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

Signature

P. Salter

Date:

12-5-19

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN				INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
				Search & Rescue Exercise		9/20/17 1300		9/23/17 0700-1800	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AMB)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, or M)</small>	Remarks
1	COMMAND	ME-TAC6	Unified Command	ARMER				D	Incident Command
2	TACTICAL	ME-TAC7	Operations	ARMER				D	Search teams
3	TACTICAL	ME-TAC8	Operations	ARMER				D	Search teams
4									
5	SUPPORT	Carver County Sheriff's Dispatch							
6	SUPPORT	Henepin County Sheriff's Dispatch							
7	SUPPORT	Ridgeview Ambulance Dispatch							
8									
9									
10									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COM1: Peter Sauter									
AGENCY: Carver County Sheriff's Office				INCIDENT/EVENT LOCATION					
PHONE: 952-361-1125				Carver Park - Victoria, Minnesota					
EMAIL: psauter@co.carver.mn.us									

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Mayer FD Captain Jeff Vollmer Funeral		12-21-17 0830		12/23/17 0800-1300		
Line	Function (NET) <small>(COMMAND, ACTUAL, SUPPORT, AID)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, P, M)</small>	Remarks
1	COMMAND	S-TAC12	STAGING	ARMER				D	Equip/personnel staging
2	COMMAND	S-TAC11	COMMAND	ARMER				D	Event command
3	SUPPORT	██████████	DISPATCH					D	Carver County Sheriff Dispatch
4									
5									
6									
7									
8									
9									
10									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COM1: Peter Sauter									
AGENCY: Carver County Sheriff's Office					INCIDENT/EVENT LOCATION				
PHONE: 952-361-1125					Mayer Lutheran High School - 305 5th St NE, Mayer, MN				
EMAIL: psauter@co.carver.mn.us									

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Watertown Mock Crash		Monday, April 09, 2018		4/27/18 0800-1000		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AND)</small>	Talkgroup/Channel/Phone	Assignment <small>(TEAM, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, P, M)</small>	Remarks
1	COMMAND	CVCWIDE-1	Operations	ARMER				D	Scene operations
2	TACTICAL	CVCWIDE-2	Administration	ARMER				D	Operation admin
3	TACTICAL	S-TAC12	Air Ambulance	ARMER				D	Helicopter landing coordination
4									
5	SUPPORT	Carver County Sheriff's Dispatch							
6	SUPPORT	Life Link III Dispatch							
7	SUPPORT	Ridgeview Ambulance Dispatch							
8									
9									
10									
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12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COM1: Peter Sauter									
AGENCY: Carver County Sheriff's Office									
PHONE: 952-361-1125									
EMAIL: psauter@co.carver.mn.us									
INCIDENT/EVENT LOCATION									
Watertown-Mayer Middle School / 1001 Highway 25 NW / Watertown, MN 55388									

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Holy Family Mock Crash		March 3, 2018 1530		4/19/18 0800-1000		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, INFO)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, etc)</small>	Remarks
1	COMMAND	CVCWIDE-1	Operations	ARMER				D	Scene operations
2	TACTICAL	CVCWIDE-2	Administration	ARMER				D	Operation admin
3	TACTICAL	S-TAC12	Air Ambulance	ARMER				D	Life Link landing coordination
4									
5	SUPPORT	Carver County Sheriff's Dispatch							
6	SUPPORT	Lifeline III Dispatch							
7	SUPPORT	Ridgeview Ambulance Dispatch							
8									
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14									
15									
SPECIAL INSTRUCTIONS									
COM1: Peter Sauter AGENCY: Carver County Sheriff's Office PHONE: 952-361-1125 EMAIL: psauter@co.carver.mn.us			INCIDENT/EVENT LOCATION Holy Family Catholic High School / 8101 Kochia Ln / Victoria, MN 55386						

**MINNESOTA METRO REGION ICS205
INCIDENT, EVENT OR EXERCISE
COMMUNICATIONS PLAN**

INCIDENT/EVENT NAME
KPMG Women's PGA Championship

DATE/TIME PREPARED
June 10th, 2019 0630

OPERATIONAL PERIOD DATE/TIME
June 18, 2019 - June 23, 2019, 0530-2000

Line	Function (NEF) <small>(COMMAND, TACTICAL, SUPPORT, AM)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, M)</small>	Remarks
1	COMMAND	ME TAC8	UNIFIED COMMAND	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	On site law, fire & EMS command/dispatch
2	TACTICAL	ME-TAC9	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Law enforcement coordination
3	TACTICAL	ME-TAC10	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Fire/EMS response
4	TACTICAL	CV-FG5	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Fire/EMS response
5	TACTICAL	CV-FG6	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Fire/EMS response
6	TACTICAL	S-TAC11	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Traffic & security coordination
7	TACTICAL	S-TAC12	INTEROP	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Federal/state agency interop
8	SUPPORT	CV-CPD1	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Chaska PD Logistics
9	SUPPORT	CV-CPD2	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Chaska PD Logistics
10	SUPPORT	CV-CHAFD	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Chaska FD Logistics
11	COMMAND		LAW	N/A	N/A	N/A	N/A	N/A	Hazeltine Police Command
12	SUPPORT		LAW	N/A	N/A	N/A	N/A	N/A	Chaska PD Chief Scott Knight
13	SUPPORT		LAW	N/A	N/A	N/A	N/A	N/A	Chaska PD Deputy Chief Ben Anderson
14	SUPPORT		FIRE/EMS	N/A	N/A	N/A	N/A	N/A	Chaska Fire Department
15	SUPPORT		DISPATCH	N/A	N/A	N/A	N/A	N/A	Hazeltine Dispatch Command
16	SUPPORT		DISPATCH	N/A	N/A	N/A	N/A	N/A	Carver County Sheriff's Dispatch
17	SUPPORT		DISPATCH	N/A	N/A	N/A	N/A	N/A	State Patrol Dispatch
18	SUPPORT		DISPATCH	N/A	N/A	N/A	N/A	N/A	Ridgeview Ambulance Dispatch

SPECIAL INSTRUCTIONS

COM1: Peter Sauter

AGENCY: Carver County Sheriff's Office

PHONE: 952-361-1125 / 952-457-7307

EMAIL: psauter@co.carver.mn.us

INCIDENT/EVENT LOCATION

Hazeltine National Golf Club / 1900 Hazeltine Blvd, Chaska MN

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

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)

Klawitter, Daniel Bruce

Certifying

Agency

Hennepin EMS

County

Hennepin

ECB/ESB

Region

Agency Address

701 Park Ave S, Minneapolis, MN 55415

24/7

Telephone

612-347-2141

Business

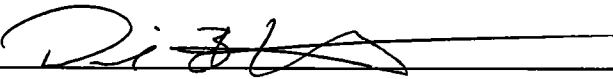
Telephone

612-873-7522

Email Address

Daniel.Klawitter@hennepin.org

Signature



Date

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.

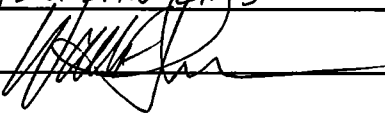
Name & Title

WADE F. JOHNSON - DEPUTY CHIEF OF COMMUNICATIONS

Agency

Hennepin EMS

Signature



Date 12-18-2019

Regional Recognition

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

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

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

SWIC

Signature

Date

COMU Experience Record

Name
(Last, First Middle)

Klawitter, Daniel Bruce

Agency

Hennepin EMS

ECB/ESB
Region

Metro

Position:

☒ COML
☐ INTD

☐ COMT
☐ RADO

☐ INCM
☐ AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	education course June 19-20, 2018	Critical Decision Making for Complex Coordinated Table Top Exercise. Metro LE, Fire, EMS Command Staff. St. Paul, MN Worked on CCA within The NIMS/ICS. Focus on ↳ (Certificate Attached)
3	comu related presentation February 21, 2019	EMS Update Presentation - Examining all sides of the Radio. Communicate Educational Conference. Spoke on Communication needs/resources Minneapolis, MN in the metro. Crossed disciplines (LE, Fire, EMS) Speaker
3	comu related presentation 11/17/17, 12/21/17, 1/26/18 5/17/18, 5/24/18, 8/24/18	New Media Communication Presentation - Interoperability & additional means of communication. This is a 4 hr presentation to all New HEMS medics. Go over ARMR Basics, Interoperability, Fleetmaps, resources avail, & Incident Command.
3	education course September 26, 2017	SB52 Communications/Interoperability Table Top Worked through potential issues w/ Interoperability & SB52. Arden Hills Various LE, Fire, EMS, IT, leaders attended
✓	11/11/18, 1/22/18, 2/20/18, 4/7/19 4/7/19, 4/11/19; 4/11/19	7-ICS 205's Most Related to SB52. I served as the Fire/EMS Rep. on The Communications Work Group. Also 205's from Final Four
Ventile		

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

Signature

Date:

1/2/20

LOUISIANA STATE UNIVERSITY | NATIONAL CENTER FOR BIOMEDICAL RESEARCH AND TRAINING | ACADEMY OF COUNTER-TERRORIST EDUCATION

LSU | NCBRT



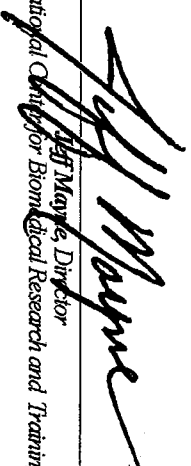
Certificate of Training

Awarded to

Daniel Klawitter

*in recognition for successful completion of the
National Center for Biomedical Research and Training
Academy of Counter-Terrorist Education course*

**Critical Decision Making for Complex Coordinated Attacks
Performance Level**



Jeff Mayne, Director
National Center for Biomedical Research and Training

LSU | NCBRT preparing you today
for tomorrow's threats


Issued on: June 20, 2018
Contact Hours: 16.00

Emergency Medical Services

EMS Update Conference February 21, 2019

Time	Topic	Speaker
0730 - 0800	Registration	
0800 - 0805	Opening Remarks	Ross Chavez
0805 - 0840	Supporting Survivors	Rev David Hottinger
0840 - 0920	A Different Perspective: Opioids	Nathan Koranda
0920 - 0935	Next Step Introduction	Farji Shaheer & Larry Burness
0935 - 0950	Break	
0950 - 1030	COPE and Mental Health Emergencies	Amanda Retzinger & Pam Cole
1030 - 1110	EMS Triage	John Hick, MD
1110 - 1150	Rapid Review of Remarkable Research	Nick Simpson, MD
1150 - 1240	Lunch	
1240 - 1320	Prioritizing Sleep, Fighting Fatigue	Paul Nystrom, MD
1320 - 1400	Hypothermia	Gregg Jones, MD
1400 - 1440	Examining All Sides of the Radio	Dan Klawitter & Greg Wocken
1440 - 1455	Break	
1455 - 1535	Near Misses	Brian Edwards
1535 - 1615	Highway Incident Safety	John McClellan
1615 - 1630	Closing Remarks	Ross Chavez




MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN SUPER BOWL LII				INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
				EMS / Fire / Medical Section		1/11/2018 11:25		1/26 - 2/5/2018	
Line	Function (NET) (COMM/MAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / MAC	TX Freq (N or W)	TX Tone / MAC	Mode (A, D or M)	Remarks
1	Command	STAC 3	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Command Post to Command Post
2	Tactical	EMS COORD	EMS	ARMER 800 MHz		ARMER 800 MHz		D	External EMS-MNAST(MN Ambulance Strike Team)
3	Tactical	HC DWTN TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Daily Operations
4	Tactical	HC BUS	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Daily Business Operations
5	Tactical	HC CHIEF	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Command Staff
6	Tactical	STAC 10	EMS	ARMER 800 MHz		ARMER 800 MHz		D	External Metro EMS Operations/Mutual Aid
7	Tactical	STAC 11	EMS	ARMER 800 MHz		ARMER 800 MHz		D	External Outstate EMS Agencies Operations/Mutual Aid
8	Tactical	SW-FG 7	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	External - EFPD/Hennepin EMS Operations - Eden Prairie Winter Park
9	Tactical	HC TAC 2	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Exterior - Hennepin EMS Operations - U of M Gibson-Nagurski
10	Tactical	HC TAC 3	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Exterior - Super Bowl Experience-Interior - Super Bowl Experience
11	Tactical	UHF	EMS						
12	Tactical	FSOA1	Fire / EMS	853.975	293	853.975		A	Interior - Super Bowl Experience - Scene of Action - MFD/Hennepin EMS
13	Tactical	STAC 8 (FTAC 4)	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	External Public Safety - Fire/EMS Operations Super Bowl Live
14	Tactical	HC TAC 4	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Exterior - Super Bowl Live - Hennepin EMS
15	Tactical	MPFD 8	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	Exterior - Super Bowl Live - MFD/Hennepin EMS
16	Tactical	MPFD 6	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	Exterior - Super Bowl Experience - MFD/Hennepin EMS
17	Support	WMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	West MRCC-Metro EMS Patient Transport
18	Support	SMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Statewide MRCC-Outstate EMS Transport
19	Support		Communications	Landline		Landline			Event COML Stationed at the MACC
SPECIAL INSTRUCTIONS									
FOUO ***External EMS Metro Agencies - Allina, Edina, Hennepin, North, Ridgelyview, Saint Paul Fire. **External EMS Out State Agencies. * MNAST(Minnesota Ambulance Strike Team). Hennepin EMS will have face to face communications with University of Minnesota Police on site.									
 <p>COML: Daniel Klawitter PHONE: 612-873-7522 office EMAIL: Daniel.Klawitter@hcnmed.org COML Coordinator (COMC): Sara Boucher-Jackson</p>					<p>INCIDENT/EVENT LOCATION</p> <p>Master EMS / Fire / Medical Communication Plan for Super Bowl LII Hennepin County, MN</p>				
<p>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. (MSES Version 1.0, 11/2015)</p>									

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN SUPER BOWL LII			INCIDENT/EVENT NAME Super Bowl Live		DATE/TIME PREPARED 1/22/2018 10:00		OPERATIONAL PERIOD DATE/TIME 1/26 - 2/4/2018		
Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / MAC	TX Freq (N or W)	TX Tone / MAC	Mode (A, D or M)	Remarks
1	Command	STAC 3	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command
2	Operations	LTAC 4	Law	ARMER 800 MHz		ARMER 800 MHz		D	Command Post to Command Post MPD, FBI, HCSO, MTCPD, National Guard Traffic Control Agents to MN-NG for traffic control MPD: A14
3	Operations	HC-Common	Law	ARMER 800 MHz		ARMER 800 MHz		D	SWAT - HCSO
4	Tactical	H-METSRT	Law	ARMER 800 MHz		ARMER 800 MHz		D	SWAT / QRF / SRT response Civil Disturbance Group / Mobile Field Force response
8	Tactical	LTAC5E (LETAC 1)	Law	ARMER 800 MHz		ARMER 800 MHz		D	
9	Tactical	METAC 5 (ATAC 1)	Law	ARMER 800 MHz		ARMER 800 MHz		D	
10	Tactical	LTAC6E (LETAC 2)	Law	ARMER 800 MHz		ARMER 800 MHz		D	Hazard Investigation Team (HIT) Field Intelligence Teams
11	Operations	LTAC7E	Law	ARMER 800 MHz		ARMER 800 MHz		D	
12	Operations	METAC 4 (PTAC 4)	Law	ARMER 800 MHz		ARMER 800 MHz		D	Counterfeit Merchandise Teams (CMT) Crew 52 UHF Radios
13	Tactical	UHF	EMS	ARMER 800 MHz		ARMER 800 MHz		D	
14	Tactical	HC-TAC3	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Hennepin EMS Operations
15	Tactical	MPFD 6	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	Super Bowl Live
16	Expansion	STAC 8	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	Minneapolis Fire & Hennepin EMS Mutual Aid Super Bowl Live
17	Support	Radiolink	Security						Downtown Improvement District C1 MPD Portables MP-11 HCSO Portables
18	Support	METAC 12E	Communications	ARMER 800 MHz		ARMER 800 MHz		D	Dispatch / Command Post hailing / talk-around
19	Support		Communications	Landline					Event COML Stationed at the MACC
SPECIAL INSTRUCTIONS									
FOUO									
COML: Jennifer Getselhart COML: Daniel Klawitter PHONE & EMAIL: see 205a			COML Coordinator (COMC): Sara Boucher-Jackson			INCIDENT/EVENT LOCATION Nicollet Mall / 6 St S-12 St S Minneapolis, MN 55402			


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. (MCSB Version 1.0, 11/2015)

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME Minneapolis Polar Plunge		DATE/TIME PREPARED 2/20/2018		OPERATIONAL PERIOD DATE/TIME 3/2/18 0800 - 3/3/18 1800		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AAR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAAC	TX Freq (N or W)	TX Tone/NAAC	Mode <small>(A, D, or W)</small>	Remarks
1	Command	[REDACTED]	Sgt Doll						Incident Command
2	Operations	METAC4 PTAC 4 METAC5 ATAC 1	LAW	ARMER 800 MHZ		ARMER 800 MHZ		D	MPD, MSP, MTC, HCSO Water Patrol, Reserves, Hennepin EMS
3	Operations		LAW	ARMER 800 MHZ		ARMER 800 MHZ		D	MPD, Plymouth PD, Transit PD, Reserves
4	Support	[REDACTED]	Communications						MECC Supervisor
5	Tactical	HC TAC 4	EMS	ARMER 800 MHZ		ARMER 800 MHZ		D	Hennepin EMS Operations
6	Support	WMRCC 2	EMS	ARMER 800 MHZ		ARMER 800 MHZ		D	WMRCC - Patient Transport
7	Support	[REDACTED]	EMS	Landline					Hennepin EMS Communication Center
8	Support		EMS	Cell					Hennepin EMS Deputy Chief
9									
10									
11									
12									
SPECIAL INSTRUCTIONS									
METAC4 reserved for ground/water operations, METAC5 reserved for transportation/shuttle operations									
COML: Kristyn Warnke (INTD) approved by Sara Boucher-Jackson (COML) AGENCY: Minneapolis Emergency Communications Center PHONE: 612-227-5234 cell EMAIL: kristyn.warnke@minneapolismn.gov			INCIDENT/EVENT LOCATION						
COML: Daniel Klawitter AGENCY: Hennepin EMS PHONE: 612-760-1706 cell EMAIL: daniel.klawitter@hcned.org			Lake Calhoun - Thomas Beach 3700 Thomas Av S Minneapolis						

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 1.0, 1/12/2015)

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Fan Fair Dribble Event				4/7/2019 1200 - 1600		
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 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command
2	Tactical	HC TAC 3	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Command Post to Command Post
3	Support	WMRCC 2	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Hennepin EMS Operations
4	Support		Communications	Landline					Event COML Stationed at the MACC
5									
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SPECIAL INSTRUCTIONS									
FOUO									
			COML: Daniel Klawitter PHONE: 612-760-1706 EMAIL: daniel.klawitter@hcned.org			INCIDENT/EVENT LOCATION Minneapolis Convention Center 1301 2 Av S Minneapolis, MN 55403			

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

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Fan Fair Basketball Game				4/7/2019 0900 - 1630		
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 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Tactical	HC TAC 3	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Hennepin EMS Operations
3	Support	WMRCC 2	EMS	ARMER 800 MHz		ARMER 800 MHz		D	West MRCC
4	Support		Communications	Landline					Event COML Stationed at the MACC
5									
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SPECIAL INSTRUCTIONS									
FOUO									
			COML: Daniel Klawitter PHONE: 612-760-1706 EMAIL: daniel.klawitter@hmed.org			INCIDENT/EVENT LOCATION: Minneapolis Convention Center 1301 2 Av S Minneapolis, MN 55403			

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. (NRESB Version 1.0, 11/2015)

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019			INCIDENT/EVENT NAME EMS & Fire Fan Fest, US Bank Operations, Tip Off Tailgate		DATE/TIME PREPARED 4/1/2019 10:00	OPERATIONAL PERIOD DATE/TIME 4/3/2019-4/9/2019			
Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / MAC	TX Freq (N or W)	TX Tone / MAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Tactical	HC DWNT TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Daily Operations
3	Tactical	HC BUS TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Daily Business Operations
4	Tactical	HC CHIEF TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Command Staff
5	Tactical	EMS COORD	EMS	ARMER 800 MHz		ARMER 800 MHz		D	External EMS-MINAST (MN Ambulance Strike Team)
6	Tactical	HC TAC 3	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Hennepin EMS Convention Center Operations for Fan Fest Events 4/7/2019
7	Operations	MPFD 6	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	Tip Off Tailgate HEMS Dispatcher @ MCC command post
8	Operations	HC EVT TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS US Bank Stadium
9	Operations	UHF MED 8	EMS	UHF		UHF		D	Internal Hennepin EMS USBank Stadium UHF
10	Support	WMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	WEST MRCC-METRO EMS TRANSPORT
11	Support	SMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	OUTSTATE MRCC-OUTSTATE EMS TRANSPORT
12	Support		EMS	Landline					HENNEPIN EMS DISPATCH
13	Support		EMS	Cellular					HENNEPIN EMS DUTY CHIEF
14	Support		Communications	Landline					MECC Event INTD stationed at the MACC
15	Support		Communications	Landline					HEMS at Convention Center Command Post
SPECIAL INSTRUCTIONS									
FOUO HEMS/MFD not on site at the Convention Center, will respond as requested.									
COM1: Daniel Klawitter PHONE: 612-760-1706 EMAIL: daniel.klawitter@hcmcd.org			INCIDENT/EVENT LOCATION Minneapolis Convention Center 1301 2 Av S & Nicollet Mall/6 St S-12 St S US Bank Stadium 401 Chicago Av Minneapolis, MN						



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. (NCSB Version 1.0, 11/2015)

**MINNESOTA METRO REGION ICS205
EVENT COMMUNICATIONS PLAN
FINAL FOUR 2019**

**INCIDENT/EVENT NAME
EMS & Fire
Fan Fest, US Bank Operations,
Tip Off Tailgate**

**DATE/TIME PREPARED
4/1/2019 10:00**

**OPERATIONAL PERIOD DATE/TIME
4/3/2019-4/9/2019**

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / MAC	TX Freq (N or W)	TX Tone / MAC	Mode (A, D or M)	Remarks
1	Command	STAC 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	[REDACTED]	EMS Command	Cellular					HEMS Mike LeVake
3	Tactical	HC DWNT TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Daily Operations
4	Tactical	HC BUS TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Daily Business Operations
5	Tactical	HC CHIEF TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Command Staff
6	Tactical	EMS COORD	EMS	ARMER 800 MHz		ARMER 800 MHz		D	External EMS-MINAST (MN Ambulance Strike Team)
7	Tactical	HC TAC 3	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Hennepin EMS Convention Center Operations for Fan Fest Events 4/7/2019 Tip Off Tailgate
8	Operations	MPD 6	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	HEMS Dispatcher @ MCC command post
9	Operations	HC EVT TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS US Bank Stadium
10	Operations	UHF MED 8	EMS	UHF		UHF		D	Internal Hennepin EMS USBank Stadium UHF
11	Support	WMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	WEST MRCC-METRO EMS TRANSPORT
12	Support	SMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	OUTSTATE MRCC-OUTSTATE EMS TRANSPORT
13	Support		EMS	Landline					HENNEPIN EMS DISPATCH
14	Support		EMS	Cellular					HENNEPIN EMS DUTY CHIEF
15	Support		Communications	Landline					MECC Event INTD stationed at the MACC
16	Support		Communications	Landline					HEMS at Convention Center Command Post

SPECIAL INSTRUCTIONS

FOUO HEMS/MFD not on site at the Convention Center, will respond as requested.



COM1: Daniel Klawitter
PHONE: 612-760-1706
EMAIL: daniel.klawitter@hcned.org

INCIDENT/EVENT LOCATION

Minneapolis Convention Center 1301 2 Av S & Nicollet Mall/6 St S-12 St S
US Bank Stadium 401 Chicago Av
Minneapolis, MN

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. (NRESB Version 1.0, 11/2015)

COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position:

☐ COML

☒ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle) Olson, Rodney Allen

Certifying
Agency

City of Minneapolis, MN

Property Services, Radio Electronics Shop

County Hennepin; multiple

ECB/ESB
Region

Metro

Agency Address

661 5th Ave North, Minneapolis, MN 55405

24/7

Telephone

612-209-3313

Business

Telephone

612-673-5672

Email Address

rodney.olson@minneapolis.mn.gov

Signature

Rodney A. Olson

Date 01-09-2020

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

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

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

Name & Title

Lynn Anderson, Interim Director

Agency

Property Services, City of Mpls

Signature

Lynn M. Anderson

Date 1-13-2020

Regional Recognition

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

Name & Title

Region

Signature

Date

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

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

SWIC

Signature

Date

COMU Experience Record

Name
(Last, First Middle) Olson, Rodney Allen

Agency City of Minneapolis

ECB/ESB
Region Metro

Position:
☐ COML
☐ INTD

☒ COMT
☐ RADO

☐ INCM
☐ AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	01-29-2018 to 02-06-2018	Super Bowl 52 COML group work. Coordination of radio talk group use. Sharing of encryption, FBI, Homeland Security, MN State Patrol, St. Paul, Eden Prairie, St. Cloud, etc. -
3	01-29-2018 to 02-06-2018	Super Bowl 52. Set up and demobilized communications equipment at ASOC, MACC, Convention Center, US BANK STADIUM, EOTF, NCU.
1	12-27-2018	Quarterly CRTF training, at Hennepin County Sheriff Office
3	04-01-2019 to 04-09-2019	Final Four events, Setup and demobilized communications equipment at MACC, Convention Center, Dunwoody, EOTF, US Bank Stadium. Worked with carrier to solve console connection problems in stadium for Monday's game and future events.
1	02-26-2019	Quarterly CRTF training, at MESB.
1	05-28-2019	Quarterly CRTF training, at MESB.
1	06-28-2019	PGA Golf Tournament, Anoka County. Made profile for remote consoles and programmed mcc-7100 units. Instructed Anoka dispatch staff on Set-up/take down and use of console units.
3	09-12-2019	CRTF equipment show, Anoka County Fairgrounds. Gave a presentation and Q/A on mcc-7100 remote consoles.
1	11-21-2019	Quarterly CRTF training, at MESB.

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

Signature

Rodney A. Olson

Date: 01/13/2020

COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position:

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Olson, Rodney Allen

Certifying Agency

City of Minneapolis, MN. Property Services, Radio Electronics Shop

County

Hennepin; multiple

ECB/ESB

Region

Metro

Agency Address

661 5th Ave, North, Minneapolis MN 55405

24/7

Telephone

612-209-3313

Business

Telephone

612-673-5672

Email Address

rodney.olson@minneapolis.mn.gov

Signature

Rodney A. Olson

Date 01-09-2020

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

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

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

Name & Title

Interim Director, Lynn Anderson

Agency

Property Services, City of Mpls.

Signature

Lynn M. Anderson

Date 1-13-2020

Regional Recognition

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

Name & Title

Region

Signature

Date

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

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

SWIC

Signature

Date

COMU Experience Record

Name
(Last, First Middle) Olson, Rodney Allen

Agency City of Minneapolis

ECB/ESB
Region Metro

Position:

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
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3	01-29-2018 to 02-06-2018	Super Bowl 52. Set up and demobilized communications equipment at ASOC, MACC, Convention Center, US BANK STADIUM, EOTF, NCU.
1	12-27-2018	Quarterly CRTF training, at Hennepin County Sheriff Office
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3	09-12-2019	CRTF equipment show, Anoka County Fairgrounds. Gave a presentation and Q/A on mcc-7100 remote consoles.
1	11-21-2019	Quarterly CRTF training, at MESB.

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

Signature

Rodney A. Olson

Date: 01-13-2020



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
WWW.MN-MESB.ORG

January 13, 2020

To: Metro Radio TOC; SECB COMU Workgroup; SECB Interoperability Committee

To all concerned,


I am certifying that Rod Olson attended the Metro Communications Response Task Force (CRTF) outdoor equipment show, held at the Anoka County Fairgrounds on September 12, 2019 from 10:00 am to 2:00 pm. We did not use a sign-in sheet that day.

Mr. Olson also did a presentation on the MCC7100 Consoles, which should qualify as points towards giving a presentation for his COMU renewal.


If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,


Tracey J. Fredrick
Radio Services Coordinator
Metropolitan Emergency Services Board

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019			INCIDENT/EVENT NAME Downtown Operations		DATE/TIME PREPARED 4/1/2019 10:00		OPERATIONAL PERIOD DATE/TIME 4/3/2019-4/9/2019		
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 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	612-396-6849	Downtown Operations Command	Cellular					MPD Lt. B Peterson
3	Operations	MPPD 3	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty
4	Operations	METAC 8	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Premise Details, Team Hotels
5	Operations	LTAC 4	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Patched with MPPD 3 for Interoperability
6	Operations	HC-Common	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Tip Off Tailgate
7	Operations	METAC-2 (PTAC-2)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Final Four Fan Fest A14 MPD Portables
8	Operations	METAC-3 (PTAC-3)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Interior US Bank Operations C11 on MPD Portables
9	Support	MPPD 10	Communications	ARMER 800 MHz		ARMER 800 MHz		D	Perimeter US Bank Operations C12 on MPD Portables
10	Support	MPLS 911	All ARMER users	ARMER 800 MHz		ARMER 800 MHz		D	PSAP/INTD CP talk around
11	Support	612-396-6849	Communications	Landline					Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
12	Support	612-396-6849	Communications	Landline					MPPD 3 Dispatcher Stationed at MECC
13									Event INTD Stationed at the MACC
14									
SPECIAL INSTRUCTIONS									
FOUO METAC-2 will announce as P-TAC 2 on MPD Portable Radios, METAC-3 will announce as P-TAC 3 on MPD Portables. Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel.									
 COM1: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolismn.gov				INCIDENT/EVENT LOCATION					
				Downtown Minneapolis Minneapolis, MN 55415					


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

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019			INCIDENT/EVENT NAME Special Weapons and Tactics (SWAT), Hazard Intervention Teams (HIT), Civil Disturbance Group (CDG)		DATE/TIME PREPARED 4/1/2019 10:00		OPERATIONAL PERIOD DATE/TIME 4/3/2019-4/9/2019 starting at 07:00 on 4/3/2019		
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 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command	940-910-0000	SWAT Command	Cellular					MPD Sgt. K. Angerhofer
3	Command	940-910-0000	HIT Command	Cellular					MPD Sgt. T. Subject
4	Command	940-910-0000	CDG Command	Cellular					MPD Sgt. M. Severance
5	Tactical	LTAC 5E (LE TAC 1)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	SWAT Encrypted Talkgroup All Venues
6	Tactical	LTAC 6E (LE TAC 2)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	HIT Encrypted Talkgroup All Venues
7	Tactical	ME TAC 5 (ATAC 1)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	CDG A12 on MPD Portables
8	Operations	MPPD 3	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty Premise Details, Team Hotels
9	Operations	METAC 8	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Patched with MPPD 3 for interoperability
10	Operations	LTAC 4	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Tip Off Tailgate
11	Operations	HC-Common	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Final Four Fan Fest A14 MPD Portables
12	Operations	METAC-2 (PTAC-2)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Interior US Bank Operations C11 on MPD Portables
13	Operations	METAC-3 (PTAC-3)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Perimeter US Bank Operations C12 on MPD Portables
14	Support	MPPD 10	Communications	ARMER 800 MHz		ARMER 800 MHz		D	PSAP/INTD CP talk around
15	Support	MPLS 911	All ARMER users	ARMER 800 MHz		ARMER 800 MHz		D	Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
16	Support	940-910-0000	Communications	Landline					Event INTD Stationed at the MACC
SPECIAL INSTRUCTIONS FOUO MPD Portables will voice announce using old naming standard as indicated in parenthesis e.g. (ATAC 1). Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel.									
 COML: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolismn.gov				INCIDENT/EVENT LOCATION All Venues Minneapolis, MN 55415					


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

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019			INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME				
			Stadium Operations	4/1/2019 10:00	4/4/2019-4/6/2019 4/8/2019 14:00-00:00				
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 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command
2	Command	612-396-6849	Stadium Interior Command	Cellular					Command Post to Command Post
3	Command	612-396-6849	Stadium Perimeter Command	Cellular					Interior: MPD Cmdr C. Adams
4	Operations	METAC-2 (PTAC-2)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Perimeter: MPD Sgt. Hagel
5	Operations	METAC-3 (PTAC-3)	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Interior Operations C11 on MPD Portables
6	Operations	MPPD 3	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Perimeter Operations C12 on MPD Portables
7	Operations	METAC 8	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty Premise Details, Team Hotels
8	Operations	HC EVT TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Patched with MPPD 3 for Interoperability
9	Operations	UHF MED 8	EMS	UHF		UHF		D	Internal Hennepin EMS US Bank Stadium
10	Support	MPPD 10	Communications	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS USBank Stadium UHF
11	Support	MPLS 911	All ARMER users	ARMER 800 MHz		ARMER 800 MHz		D	PSAP/INTD CP talk around
12	Support	612-396-6849	Communications	Landline					Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
13	Support	612-396-6849	Communications	Landline					Event INTD Stationed at the SOC
14									Event INTD Stationed at the MACC
SPECIAL INSTRUCTIONS									
FOUO METAC-2 will announce as P-TAC 2 on MPD Portable Radios, METAC-3 will announce as P-TAC 3 on MPD Portables. Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel.									
 COML: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolismn.gov				INCIDENT/EVENT LOCATION US Bank Stadium 401 Chicago Av Minneapolis, MN 55415					

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

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Final Four Fan Fest		4/1/2019 10:00		4/3/2019 06:00-4/9/2019 17:00		
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 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Command		Fan Fest Command	Cellular					
3	Operations	HC-Common	Law	ARMER 800 MHz		ARMER 800 MHz		D	MPD Lt. B.Sand Final Four Fan Fest A14 MPD Portables
4	Operations	LTAC 4	Law	ARMER 800 MHz		ARMER 800 MHz		D	Tip Off Tailgate C5 MPD Portables
5	Operations	MPPD 3	Law	ARMER 800 MHz		ARMER 800 MHz		D	Minneapolis Pct 1 Main, Final Four Beat Zones, Minneapolis Off Duty Premise Details, Team Hotels
6	Operations	METAC 8	Law	ARMER 800 MHz		ARMER 800 MHz		D	Patched with MPPD 3 for Interoperability
7	Support	MPPD 10	Communications	ARMER 800 MHz		ARMER 800 MHz		D	PSAP/INTD CP talk around
8	Support	MPLS 911	All ARMER users	ARMER 800 MHz		ARMER 800 MHz		D	Hailing channel to Mpls 911 Dispatch A16 in MPD Portables
9	Support		Communications	Landline					Event INTD Stationed at the Convention Center
10	Support		Communications	Landline					Event INTD Stationed at the MACC
11									
12									
SPECIAL INSTRUCTIONS									
FOUO. Internal team hotel communications will be conducted on the individual hotel's private channel. Radios provided to officers by hotel. HEMS/MFD not on site will respond as requested.									
 COML: Jenn Geiselhart PHONE: 612-396-6849 (cell) EMAIL: jennifer.geiselhart@minneapolismn.gov				INCIDENT/EVENT LOCATION Minneapolis Convention Center 1301 2 Av S Minneapolis, MN 55403					

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

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN FINAL FOUR 2019			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			EMS & Fire Fan Fest, US Bank Operations, Tip Off Tailgate		4/1/2019 10:00		4/3/2019-4/9/2019		
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 4	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Command Post to Command Post
2	Tactical	HC DWNT TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Daily Operations
3	Tactical	HC BUS TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Daily Business Operations
4	Tactical	HC CHIEF TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS Command Staff
5	Tactical	EMS COORD	EMS	ARMER 800 MHz		ARMER 800 MHz		D	External EMS-MNAST (MN Ambulance Strike Team)
6	Tactical	HC TAC 3	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Hennepin EMS Convention Center Operations for Fan Fest Events 4/7/2019
7	Operations	MPFD 6	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	Tip Off Tailgate
8	Operations	HC EVT TG	EMS	ARMER 800 MHz		ARMER 800 MHz		D	HEMS Dispatcher @ MCC command post
9	Operations	UHF MED 8	EMS	UHF		UHF		D	Internal Hennepin EMS US Bank Stadium
10	Support	WMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Internal Hennepin EMS USBank Stadium UHF
11	Support	SMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	WEST MRCC-METRO EMS TRANSPORT
12	Support	XXXXXXXXXX	EMS	Landline					OUTSTATE MRCC-OUTSTATE EMS TRANSPORT
13	Support	XXXXXXXXXX	EMS	Cellular					HENNEPIN EMS DISPATCH
14	Support	XXXXXXXXXX	Communications	Landline					HENNEPIN EMS DUTY CHIEF
15	Support	XXXXXXXXXX	Communications	Landline					MECC Event INTD stationed at the MACC HEMS at Convention Center Command Post
SPECIAL INSTRUCTIONS									
FOUO HEMS/MFD not on site at the Convention Center, will respond as requested.									
 COM1: Daniel Klawitter PHONE: 612-760-1706 EMAIL: daniel.klawitter@hcmcd.org			INCIDENT/EVENT LOCATION						
			Minneapolis Convention Center 1301 2 Av S & Nicollet Mall/6 St S-12 St S US Bank Stadium 401 Chicago Av Minneapolis, MN						

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

**MINNESOTA METRO REGION ICS205
INCIDENT, EVENT OR EXERCISE
COMMUNICATIONS PLAN**

INCIDENT/EVENT NAME
PGA Golf Tournament

DATE/TIME PREPARED
06/25/2019 1045

OPERATIONAL PERIOD DATE/TIME
07/01/2019 - 07/08/2019

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ARM)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/MAC	TX Freq (N or W)	TX Tone/MAC	Mode <small>(A, D, W)</small>	Remarks
1	Command Net	STAC12	Command	ARMER		ARMER		D	
2	Event LAW Dispatch	AN TG 5	LAW	ARMER		ARMER		D	Communicate with Dispatch
3	Event Fire Dispatch	D F TAC	Fire	ARMER		ARMER		D	
4	Event Roving Security	ME-TAC3	LAW	ARMER		ARMER		D	
5	Event Inner Perimeter	ME-TAC5	LAW	ARMER		ARMER		D	
6	Event Gate Security	STAC10	LAW	ARMER		ARMER		D	Needed STAC due to inability to use Repeater on Portable Tower
7	Event Law Traffic	County Common	LAW	ARMER		ARMER		D	
8	MPLS Bomb	LTAC5E	LAW	ARMER		ARMER		D	
9	Allina	AL-TAC 8	EMS	ARMER		ARMER		D	
10	PGA	AN SP EVENT 2							Patch to PGA Radio Channel
11	Busses	AN SP EVENT 3							Assigned Cache TG for Bus Supv
12	Postal								
13	Anoka Co Emer Mgmt	AN EM Ops	Emergency Management	ARMER		ARMER		D	Cache Radio to Command Net
14	Police Explorer	STAC9	LAW	ARMER		ARMER		D	Needed STAC due to inability to use Repeater on Portable Tower
15	Allina Dispatch Cell	691-530-0112							
16	Anoka Dispatch	763-412-1023							
17	Anoka Radio Service	763-412-1023							

SPECIAL INSTRUCTIONS

COML: Jake Thompson | Vikki Vadnais
AGENCY: Anoka County | Allina
PHONE: 763-486-3279

EMAIL: Jake.Thompson@co.anoka.mn.us

INCIDENT/EVENT LOCATION

City of Blaine Minnesota

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)

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)

BEEM, ROBERT, MERLE

Certifying

Agency

HENNEPIN COUNTY SHERIFFS OFFICE

County

HENNEPIN

ECB/ESB

Region

Agency Address

1245 SHENANDOAH LANE

24/7

Telephone

612-596-1957

Business

Telephone

612-348-4573

Email Address

ROBERT.BEEM@HENNEPIN.US

Signature



Date

1/14/2020

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

Curtis J. Meyer - Radio Systems Manager

Agency

Hennepin County Sheriff's Office

Signature



Date

01/14/2020

Regional Recognition

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

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

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

SWIC

Signature

Date

COMU Experience Record

Name (Last, First Middle) BEER, ROBERT, MARLE

Agency HENNEPIN COUNTY SHERIFFS ECB/ESB Region

Position:

☒ COML ☐ COMT ☐ INCM
☐ INTD ☐ RADO ☐ AECS

OFFICE

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	2/26/2019	QUARTERLY CRTF TRAINING MESB ST. PAUL.
1	5/28/2019	" " " " "
1	9/12/2019	" " " " ANOKA CO. FAIRGLENES
1	11/19/2019	" " " " ST. PAUL.
1	11/06/2018	ICS 205 FOR JUDGES CONFERENCE

I certify that I participated in the above activities.

Signature

Date:

METROPOLITAN EMERGENCY SERVICES BOARD

COMMUNICATIONS RESPONSE TASK FORCE

Winter Quarterly Training
Tuesday, February 26, 2019
10:00 a.m. - 12:00 p.m.

ATTENDANCE

Name

Agency/Organization

Mark Vandennestadt

Allina EMS

Dan Klewitzer

HEMS

MADE JOHNSON

HEMS

CHARL STEFFEN

TRWPD

Mark Vandenberg

Eden Prairie Fire

ROBERT BAEW

HCSO

BRAD WINGER

HSEM

Travis Belisk

MSP Airport

Ky Wagner

MSP Airport

Ron Janson

Dakota County

Don Smiley

Ramsey Co

NATE TUNN

Washington Co

Red OLSON

City of Minneapolis

DAN MOTLEY

ALLINA

www.mn-mesb.org

MESB Board Room

ROBERT Balem	HCSO
SCOTT HUPPERT	HENNING EMs
NATE Trum	Washington Co. SO
Sara Bingham Jackson	MECC
Don Anderson	HCEM
BRAD WINGER	H/SEM
Alissa Baker	Scott Co. Dispatch
Steve Crostier	HCMC
Andrew Lavente	Edina
Rod Olson	Minneapolis
Daniel Klawitter	HCMC/HEMS
Don Anderson	Dakota County
Jason Thayer	Anoka Co.
Erin Neagher	Dodge Co.
Charles Starn	Henn Co.

-check email



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
WWW.MN-MESB.ORG

January 14, 2020

To: Metro Radio TOC; SECB COMU Workgroup; SECB Interoperability Committee

To all concerned,

I am certifying that Bob Beem attended the Metro Communications Response Task Force (CRTF) outdoor equipment show, held at the Anoka County Fairgrounds on September 12, 2019 from 10:00 am to 2:00 pm. We did not use a sign-in sheet that day.

Mr. Beem also brought, set up, and demoed the Hennepin County trailer as part of the equipment show, which should qualify as points towards a task force presentation.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Tracey J. Fredrick
Radio Services Coordinator
Metropolitan Emergency Services Board

METROPOLITAN EMERGENCY SERVICES BOARD

PHONE: (651) 643-8395; FAX: (651) 603-0101

www.mn-mesb.org

COMMUNICATIONS RESPONSE TASKFORCE

Fall 2019 Quarterly Training
November 19, 2019 (day course)

MESB Board Room
2099 University Ave W, St Paul, MN

ATTENDANCE

Name

Organization

Bob Beem

HCSO

Anthony Stark

SWH

DAN MOTLEY

ALLINA

Victoria Vadnais

ALLina Health EMS

Andrew LaVenture

Edina

Don Smiley

Ramsey CO

Tom Simola

MINN WG

Jake Prager

Allina EMS

Denise McMullan

RCECC

RON JANSSEN

DAKOTA COUNTY

Don Klemmer

HENNES

Scott Haggert

HENNEPIN EMS

Tyler Lukes

Hennepin EMS

Curt Mraz

HCSO

Mark Vanderlyle

Eden Prairie

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN				INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
				MIN Judicial Branch Annual Conference of Judges		11/06/2018 1130 hours		12/04/2018 0500 - 12/07/2018 1400	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or W)</small>	Remarks
1	Command	612-850-1883	Deputy Dave Schultz	Incident Commander					
2	LE	HTAC8E	Tactical Security	ARMER 800 MHz				D	Internal HC Court Security HCSO ZONE E 6
3	LE	HTAC6	Tactical Response with Bloomington PD	ARMER 800 MHz				D	Interop between HCSO & Bloomington PD HCSO Zone E 9
4	LE	METAC8	Tactical Response as needed with Metro Agencies	ARMER 800 MHz				D	If larger response needed HCSO Zone W 9
6	LE Support		HCSO ECF Duty Sergeant						
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COM1: Bob Beem Greg Nelson				INCIDENT/EVENT LOCATION					
AGENCY: HCSO HCSO				Radisson Blu Mall of America 2100 Killebrew Drive, Bloomington Mn					
PHONE: CELL: 612-919-0550 612-267-9328									
Robert.beem@hennepin.us/gregers.nelson2@hennpin.us									

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

COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position:

☐ COML

☒ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle) Ostlund, Michael John

Certifying

Agency Hennepin County Emergency Management

County

Hennepin County

ECB/ESB

Region

Metro

Agency Address 1600 Prairie Drive - Medina, MN 55340

24/7

Telephone

Business

Telephone

612.596.0253

Email Address

michael.ostlund@hennepin.us

Signature

Date 06 DEC 2019

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

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

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

Name & Title

Eric Waage - Director

Agency

Hennepin County Emergency Management

Signature

Date 09 DEC 2019

Regional Recognition

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

Name & Title

Region

Signature

Date

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

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

SWIC

Signature

Date

COMU Experience Record

Name

(Last, First Middle) Ostlund, Michael John

Agency

Hennepin County Emergency Management

ECB/ESB

Region

Metro

Position:

☐ COML

☒ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
		See attached documentation

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

Signature



Date: 12.09.19 -

The following is a summary of work performed by Michael J. Ostlund in support of my COMT (Communications Technician) work. It should be noted, while the bulk of my work was at the request of, and on behalf of Hennepin County Emergency Management, my experience over the past three plus years also includes work at the request of and on behalf of Eagles Nest Fire Department in Eagles Nest Township, MN, where I serve as an Emergency Medical Responder and Fire Fighter. I am also the Department Communications Officer. I am also a part-time ARMER Instructor for Preferred Response, LLC.

POINTS	DATE(S)	SUMMARY OF WORK
1	August 2017	Created an ICS-205 as part of the Eagles Nest Committee for Emergency Response (ENCEP) for their Emergency Preparedness Exercise. I also served as the Deputy IC (Incident Commander) during the exercise.
3	August 2017	Developed the overall exercise for Eagles Nest Township Evacuation Exercise, which included utilizing outside communications resources. The exercise tested the communications links to multiple volunteers as well as ENFD staff.
3	February 2018	Served as COMT as well as INCM for the HCEM Response to the NFL Super Bowl. Served as the COMT for HCEM and provided technical expertise for both Amateur and non-Amateur radio systems over numerous Operational Periods.
3	October 2018	ARMER – Provided ARMER Overview Training to the Bloomington AUXCOM Team on behalf of HCEM
1	December 2018	ARMER Train-the-Trainer – Morris, MN. 16 Hour classroom course in teaching ARMER. The training was provided by OnTarget Training.
1	June 2019	Practical Command and Communications Course – Rochester, MN. This was a 16 hour classroom course that reviewed ICS structure as well as Communications resource management. The training was provided by OnTarget Training.
3	October 2019	ARMER – Provided ARMER Overview Training to the Bloomington/Richfield CERT Team as well as a number of Richfield PD Reserve Officers on behalf of HCEM
3	November 2019	ARMER – Provided Train-the-Trainer instruction as part of my work with Preferred Response, LLC. This work also included development of curriculum for the Train-the-Trainer course.
3	October 2018 October 2109	Served as COMT as well as INCM for HCEM SET (Simulated Emergency Tests). This included coordination of the HCEM Radio Room and coordinating with outside agencies on testing of communications links and radios.
1	October 2019	FEMA HSEEP (Homeland Security Exercise and Evaluation Program). This was a 16 hour online course. My primary reason for taking the course was to assist me in planning COMMEX (Communications Exercises) for HCEM.
	October 2019	Completed design and construction of the HCEM DCT – Disaster Communications Trailer. Designed and built multiple communications platforms that could be utilized in a disaster or for a pre-planned event, such as ‘Rockin’ Rogers Days” in Rogers, MN in a portable trailer.

	November 2019	Served as the Lead Exercise Designer and Test Controller for an "ARMER Aviation Patch Test." This was a test conducted by HCEM and the Minnesota Department of Public Safety Emergency Communications Networks to test the capability of patching a simplex radio resource into the ARMER system. Both the plan and the AAR Analysis is available upon request. This test was requested by SWIC Jim Stromberg.
	November 2019	Designed and built a VHF Radio system for Eagles Nest Township. This was built in response to the issues that were discovered during our Evacuation Exercise in August of 2018. This included design of a repeater system, working with a vendor on acquisition of the FCC License as well as working with vendors on equipment, programming of radios and installation of multiple antennas to support multiple modes of communications within the Eagles Nest FD Firehall.



ARMER TALKGROUP AUTHORIZATION REQUEST

Requesting Entity Information	
Entity: Rice & Steele 911 Center	Date: 12/27/2019
Requestor: Jill Bondhus	
Address: 204 Pearl St E	
Telephone: 507-363-6464	
Email: jbondhus@rsc-psap.org	
Requestor Signature: <i>Jill Bondhus</i>	

Talkgroup Requests			
Talkgroup	Radio Types	Radio Quantities	Hex ID <small>(provided by Authorizing Agency)</small>
Example: CM-CALL - CM-TAC12	Portables Mobiles Consoles	16 portables and 12 mobiles	
METCOM	CONSOLES	6	

Reason for the Request
<p>Example: Add regional talkgroups to fire department portable and mobile radios for interoperability with other neighboring departments.</p> <p>Add bordering radio region PSAP call/hailing channels for interoperability with other neighboring departments.</p>

Authorizing Entity Information			
Approval:	YES	NO	YES w/CONDITIONS (see below)
Approved By:			
Approver's Entity:			
Approver's Telephone:			
Approver's Email:			
Approver's Signature:			Date:

Conditions
<p>Example: Request authorization must be reviewed and renewed every two years from approver's signature date.</p>

Talkgroup Authorization Requests are considered by the talkgroup's owner (city, county, or region) and should be submitted to that entity. Record of the authorization should be maintained by the authorizing entity and, if applicable, the entity's sponsoring agency.



A collaboration among the University of Minnesota,
University of Minnesota Physicians and Fairview Health Services

January 3, 2020

Metropolitan Emergency Services Board
2099 University Ave
St. Paul, MN 55104

To whom it may concern,

HealthEast Medical Transportation (M Health Fairview EMS), is requesting a variance for utilizing the METCOM talkgroup.

Under section 3.30.0 Interoperability, METCOM is to be utilized by dispatch centers with the understanding that these dispatch centers are directly connected to the ARMER system with consoles. M Health Fairview EMS dispatch center does not currently, nor in the past, utilize consoles. We currently utilize RF to communicate with all agencies and units with our Zetron dispatch software.

Please let me know if you would need any additional information to approve this request.

Sincerely,

A handwritten signature in black ink, appearing to be 'TA Edminson', followed by a large, horizontal oval flourish.

Thomas A. Edminson
Chief of EMS
M Health Fairview EMS
taedminson@healtheast.org
651-232-1704





UNITED STATES POSTAL INSPECTION SERVICE

DENVER DIVISION

January 13, 2020

Metropolitan Emergency Services Board
Attn: Bob Shogren, Radio TOC Chair
301 S Fuller St
Shakopee, MN 55379

Subject: ARMER System Interoperability Participation Plan Request

Dear Mr. Shogren,

The United States Postal Inspection Service (USPIS) is the federal law enforcement agency responsible for investigating crimes related to the U.S. Postal Service or committed using the U.S. Mail. Postal Inspectors are federal law enforcement officers under the statutory authority granted in Title 18, United States Code, Section 3061.

As members of the Minnesota Financial Crimes Task Force and the broader law enforcement community, we are seeking to establish an interoperable communications agreement with our Minnesota public safety partners who use the Allied Radio Matrix for Emergency Response (ARMER) radio system. Becoming an ARMER interoperability participant will greatly enhance the ability of our personnel to communicate effectively across jurisdictional borders during investigative operations, emergencies, and disasters. Also, since Postal Inspectors often work individually throughout the state, access to this system will enhance our agents' officer safety while operating in the field.

Prior to pursuing approval from the Statewide Emergency Communications Board (SECB), I am seeking your region's endorsement of the proposed ARMER System Interoperability Participation Plan (see attachment). We are seeking to join the ARMER system for interoperability purposes only, as our day-to-day radio communications will continue to take place on our own network. All Postal Inspectors will utilize SECB-approved equipment and complete all required training prior to any use of ARMER resources.

I will serve as the USPIS's administrative point of contact for this request. Please contact me if you have any questions or concerns regarding our request. Thank you for your consideration of this matter, and I look forward to our collaboration.

Sincerely,

Matt Hoffman
U.S. Postal Inspector
612-884-7876 (desk)
mjhoffman@uspis.gov

7360 BUSH LAKE ROAD SUITE 100
MINNEAPOLIS MN 55439-5001
PHONE: 877-876-2455
FAX: 612-884-7913
[HTTPS://POSTALINSPECTORS.USPIS.GOV/](https://postalinspectors.uspis.gov/)



ARMER TALKGROUP AUTHORIZATION REQUEST

Requesting Entity Information	
Entity: United States Postal Inspection Service (USPIS)	Date: September --, 2019
Requestor: Matt Hoffman, Postal Inspector	
Address: 7360 Bush Lake Rd, Ste 100, Minneapolis, MN 55439	
Telephone: 612-884-7876	
Email: mjhoffman@uspis.gov	
Requestor Signature:	

Talkgroup Requests			
Talkgroup	Radio Types	Radio Quantities	Hex ID (provided by Authorizing Agency)
ME TAC1 through ME TAC10	Portable Radios	24 portables	

Reason for the Request
<p>The USPIS is seeking to become an ARMER Interoperability end user. We work closely with local, state, and other federal law enforcement agencies in the course of investigative operations, emergency response, and disaster response and recovery. These activities require us to have the ability to quickly and seamlessly communicate with other law enforcement agencies and other emergency response units.</p> <p>The USPIS has a statewide ARMER Interoperability Plan with the SECB. Each of the seven SECB Regions is being requested to provide authorized access to ARMER Regional Talk Groups for interoperability purposes. This request is to obtain authorization for Metro Regional resources.</p>

Authorizing Entity Information	
Approval:	YES NO YES w/CONDITIONS (see below)
Approved By:	
Approver's Entity:	
Approver's Telephone:	
Approver's Email:	
Approver's Signature:	Date:

Conditions

Talkgroup Authorization Requests are considered by the talkgroup's owner (city, county, or region) and should be submitted to that entity. Record of the authorization should be maintained by the authorizing entity and, if applicable, the entity's sponsoring agency.

ARMER SYSTEM INTEROPERABILITY PARTICIPATION PLAN

United States Postal Inspection Service

January 13, 2020

Whereas, the United States Postal Inspection Service (USPIS) is in possession of equipment and resources capable of operating on the Minnesota Allied Radio Matrix for Emergency Responder (ARMER) public safety radio system, and

Whereas, the USPIS is prepared to enter into a subscriber agreement with the State of Minnesota, Department of Transportation permitting the operation of ARMER system radio equipment by public safety officials within the agency, and

Whereas, the addition of equipment, including subscriber equipment and other resources requires the allocation or commitment of ARMER system backbone resources, and this participation plan seeking allocation of those ARMER system backbone resources must be approved by the Statewide Emergency Communications Board before ARMER system radio equipment intended for use by public safety officials within the agency can be programmed and deployed.

Now therefore, the USPIS submits the following ARMER Interoperability Participation Plan, applicable to the possession and use of the following ARMER system regional equipment or resources.

Section 1: Definitions

Requesting Entity: As defined in SECB Standard 1.10.0 (Requesting Participation and Participation Plan Changes), “Requesting entity” means an entity that wishes to gain access to the ARMER system for voice communication purposes. Entities that are not eligible ARMER participants may not apply for access.

Interoperability Participant: As defined in SECB Standard 1.10.0 (Requesting Participation and Participation Plan Changes), “Interoperability participant” means an entity who desires access to the ARMER system, via subscriber equipment, for purposes of interoperability and not as the entity’s primary voice communication system. Interoperability participants may be authorized to maintain and operate subscriber equipment programmed to talkgroups, in accordance with State Standards adopted by the Statewide Emergency Communications Board (SECB).

Section 2: Summary

Requesting Entity: U.S. Postal Inspection Service (USPIS), Denver Division, Twin Cities Field Office

Participation Level: Interoperability

The USPIS is the federal law enforcement branch of the U.S. Postal Service, and is responsible for investigating criminal misuse of the U.S. Mail and crimes against the U.S. Postal Service and its employees. The Denver Division is one of 17 such USPIS field divisions across the United States. The Twin Cities Field Office, located at 7360 Bush Lake Road, Suite 100, Minneapolis, MN 55439, is the primary office covering an Area of Responsibility (AOR) which includes all of the States of Minnesota, North Dakota, South Dakota, and Iowa, in addition to western Wisconsin. Smaller offices within the AOR include:

- Minneapolis Domicile: 100 S. 1st Street, Room V212, Minneapolis, MN 55401
- Fargo Domicile: 657 2nd Avenue N., Room 260, Fargo, ND 58102
- Sioux Falls Domicile: 4801 N. 4th Avenue, Room 198, Sioux Falls, SD 57104
- Rapid City Domicile: 500 E. Blvd., RM. 106, Rapid City, SD 57701

The Twin Cities Field Office currently has a complement of 20 sworn federal law enforcement officers (Postal Inspectors), 16 of whom are stationed in Minnesota. Postal Inspectors from different offices within the AOR occasionally assist each other outside of their assigned territories.

The USPIS' major investigative responsibilities include mail theft (resulting in identity theft and bank fraud), mail fraud (white collar crimes), and narcotics trafficking. The USPIS is also a member of the Minnesota Financial Crimes Task Force and has a Memorandum of Understanding in place with the Department of Public Safety. USPIS investigations frequently involve multiple jurisdictions within the State of Minnesota and neighboring states, and require partnership with one or more local, state, and/or federal law enforcement agencies in those jurisdictions.

The purpose of this plan is to achieve interoperable radio communications between Postal Inspectors and public safety agencies across the State of Minnesota. The USPIS recently upgraded its radio equipment, and the new equipment will have the capability to operate on the ARMER system. Having interoperable radio communications will enable the USPIS to more effectively communicate with public safety agencies during joint investigations, emergencies, and disaster recovery efforts.

Section 3: Agency ARMER System Infrastructure Elements

As an interoperability plan participant, the USPIS will furnish the following infrastructure elements to support their access to the ARMER system:

- N/A

Section 4: Agency ARMER System Subscriber Equipment

As an interoperability plan participant, the USPIS will furnish the following subscriber equipment to support their access to the ARMER system:

Quantity	Equipment	Area of Operation
----------	-----------	-------------------

24	Motorola APX8000 handheld radios	States of MN, ND, and SD
This equipment will be maintained in accordance with applicable Statewide Emergency Communications Board (SECB) Standards and Equipment Specifications.		

Each Postal Inspector is assigned one Motorola APX8000 multi-band handheld radio. The radios provide for day-to-day operation on the USPIS' internal radio network, as well as access to numerous other non-encrypted interoperability radio channels. Radios facilitate communication between agents and with the USPIS National Law Enforcement Communication Center (NLECC).

Section 5: Other Equipment

As an interoperability plan participant, the USPIS will furnish the following other equipment to support their access to the ARMER system:

- N/A

Section 6: ARMER System Radio User ID Requested

As an interoperability plan participant, the USPIS respectfully request the following quantity of ARMER system radio user IDs accounting for a potential five-year growth and the addition of mobile radios:

Quantity	Usage	Entity
50	Interoperability during investigations, emergencies, and disasters	U.S. Postal Inspection Service

TOTAL ARMER System Radio User ID's Requested

Section 7: ARMER System Interoperability Talkgroups

As an interoperability plan participant, the USPIS will utilize the following ARMER system talkgroup resources to achieve interoperable communications with Minnesota public safety agencies operating statewide.

MN Public Safety Interop	MN LE Interop (LE Users Only)	NW MN Regional Interop	NE MN Regional Interop	CM Regional Interop
MSP CALL	LTAC1	NW CALL	NE CALL	CM CALL

MN Public Safety Interop	MN LE Interop (LE Users Only)	NW MN Regional Interop	NE MN Regional Interop	CM Regional Interop
STAC1	LTAC2	NW-2	NE2	CM-2
STAC2	LTAC3	NW-3	NE3	CM-3
STAC3	LTAC4	NW-4	NE4	CM-4
STAC4	LTAC5E	NW-5	NE5	CM-5
STAC5	LTAC6E	NW-6	NE6	CM-6
STAC6	LTAC7E	NW-7	NE7	CM-7
STAC7	LTAC8E	NW-8	NE8	CM-8
STAC8	LTAC9E	NW-9	NE9	CM-9
STAC9	LTAC10E	NW-10	NE10	CM-10
STAC10	LTAC11E	NW-11	NE11	CM-11
STAC11	LTAC12E	NW-12	NE12	CM-12
STAC12	---	---	NE EM TAC	
STAC13E	---	---	---	
STAC14E	---	---	---	
---	---	---	---	
---	---	---	---	
---	---	---	---	
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ME Regional Interop	SW Regional Interop	SR Regional Interop	SE Regional Interop
MSP CALL	SW CALL	SR CALL	SE CALL
ME TAC2	SW2	SR2	SE-2

ME Regional Interop	SW Regional Interop	SR Regional Interop	SE Regional Interop
ME TAC3	SW3	SR3	SE-3
ME TAC4	SW4	SR4	SE-4
ME TAC5	SW5	SR5	SE-5
ME TAC6	SW6	SR6	SE-6
ME TAC7	SW7	SR7	SE-7
ME TAC8	SW8	SR8	SE-8
ME TAC9	SW9	SR9	SE-9
ME TAC10	SW10	SR10	SE-10
-	SW11	SR11	SE-11
-	SW12	SR12	SE-12
---	SW13	---	-
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8C Interop	7C Interop
8CALL90	7SOA1
8TAC91	7SOA2
8TAC92	7SOA3
8TAC93	7SOA4
8TAC94	7SOA5
8CALL90D	7SOA6
8TAC91D	7SOA7
8TAC92D	7SOA8

ME Regional Interop	SW Regional Interop	SR Regional Interop	SE Regional Interop
	8TAC93D	7SOA9	
	8TAC94D	7SOA10	
	8SOA1	7SOA11	
	8SOA2	7SOA12	
	8SOA3	---	
	8SOA4	---	

NOTE: Usage of these talkgroups and channels (except LIST EXCEPTIONS) on the ARMER system will be limited to areas within the geographic boundaries of the State of Minnesota.

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 as prescribed by applicable SECB Standards.

Section 8: Participant Specific ARMER System Talkgroups

As an interoperability plan participant, the USPIS are requesting the following agency specific ARMER system talkgroups:

- N/A

Section 9: Governance

As an interoperability plan participant, public safety personnel from the USPIS will:

- Not utilize ARMER system equipment and resources until this plan has been approved by the Statewide Emergency Communications Board (SECB) and a fully executed agreement with the contracting entity has been completed.
- Engage in regular communication and interaction with the Minnesota Department of Public Safety, Division of Emergency Communications Networks regarding matters related to LMR interoperability.
- Participate in an annual review of this plan with Minnesota Department of Public Safety, Division of Emergency Communications Networks personnel.

Section 10: Standard Operating Procedures

As an interoperability plan participant, public safety personnel from the USPIS will:

- Not utilize ARMER system equipment and resources until such time as they have developed internal standard operating procedures governing the use of ARMER system resources in situations requiring interoperable communications with Minnesota public safety agencies operating within the Statewide Emergency Communications Board jurisdictional area.
- Ensure that internal standard operating procedures are consistent with established best practices governing the use of ARMER system resources by interoperability plan participants.

Section 11: Training

As an interoperability plan participant, public safety personnel from the USPIS will:

- Not utilize ARMER system equipment and resources until such time as they have been provided appropriate training as required by applicable SECB Standards. The training provided will be consistent with the provisions of SECB Standard 1.11.02 (Training Technical Staff), SECB Standard 1.11.03 (Training Radio Telecommunicators), SECB Standard 1.11.04 (Training ARMER End Users), and any applicable standards that may be enacted at a future date.
- Participate in regular training and exercise activities to ensure that they:
 - Understand the capabilities and limitations of the resources utilized to achieve LMR interoperability.
 - Remain proficient in the operation of the resources used to access the ARMER system.

Section 12: Usage

As an interoperability plan participant, public safety personnel from the USPIS will:

- Not utilize ARMER system equipment and resources for any purposes other than achieving interoperable communications with Minnesota public safety agencies operating within the Statewide Emergency Communications Board jurisdictional area.
- Encourage the utilization, as appropriate, of ARMER system resources to achieve LMR interoperability as part of day-to-day public safety operations.

Section 13: ARMER System Loading and Other Adverse Impacts

At this time, there are no known or anticipated system loading or other adverse impacts on ARMER system performance associated with the implementation of this plan.

Section 14: Change Management

The USPIS will seek the approval of the Statewide Emergency Communications Board (SECB) and/or the contracting entity prior to making any changes to the provisions of this plan.

Section 15: Point of Contact (Technical Services)

As an interoperability plan participant, the USPIS will designate an ARMER Level 3 System Administrator (as defined in SECB Standard 1.11.01) to address any issues related to the operation, deployment and maintenance of the ARMER system resources described herein. The designated ARMER Level 3 System Administrator is:

Jeff Thomas

Manager, Radio Communications Group

U.S. Postal Inspection Service

870 Mustang Drive, Grapevine, TX 76051-3904

817-359-2773

JThomas2@uspis.gov

Section 16: Point of Contact (Administrative)

As an interoperability plan participant, the USPIS will designate a local point of contact for the administration of this plan. The designated local administrative point of contact is:

Matt Hoffman

Postal Inspector

USPIS – Twin Cities Field Office

7360 Bush Lake Rd, Ste 100, Minneapolis, MN 55439

612-884-7876

MJHoffman@uspis.gov

Submitted by the USPIS on the _____ day of _____, 20____

(Designated Agency Administrator Signature)

**Metro Mobility Usage
(Hours:Mins:Secs)
2019**

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall	
January	343:33:37	208:53:30	74:10:28	71:45:16	150:07:30			848:30:21	*note missing data for Jan-Apr
February	382:09:11	250:50:04	74:30:44	87:10:01	79:07:58			873:47:58	Motorola reporting error, new
March	335:52:03	228:50:02	73:03:09	83:31:53	142:58:44			864:15:51	report not yet given
April	302:01:37	218:59:44	85:40:51	81:58:15	133:00:24			821:40:51	
May	325:54:30	224:33:16	79:45:30	77:22:19	135:51:09		143:22:04	986:48:48	
June	552:56:08	212:30:11	85:14:51	78:54:42	374:26:53		153:44:35	1457:47:20	
July		240:30:56	83:46:45	79:24:41			178:30:01	582:12:23	*note missing data
August	308:01:41	208:38:45	81:15:11	88:24:03	128:26:16		151:38:02	966:23:58	reasoning above
September	290:12:10	198:36:41	79:48:31	78:01:31	119:15:14		162:02:25	927:56:32	
October	299:17:52	204:59:50	81:30:16	78:54:06	123:14:53		165:32:04	953:29:01	
November	309:47:57	183:06:43	69:05:38	70:43:33	124:18:10		157:46:33	914:48:34	
December	323:41:02	199:40:46	68:25:22	72:14:11	135:22:16		156:20:02	955:43:39	

Difference
since Jan.

12 347:09:53 202:52:02 229:00:37 152:09:49 141:16:05 0:26:46 ##### 1068:05:30

Target	150:00:00	75:00:00	75:00:00	75:00:00	75:00:00	0:00:00	75:00:00	525:00:00
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