



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

February 26, 2020, 1:00 p.m.

1. **Call to Order** – Committee Vice-Chair, Ron Jansen
2. **Approval of Agenda** – Jansen
3. **Approval of Minutes of January 22, 2020 Meeting** – Jansen
4. **Action Items**
 - A. COMU Position Approvals – Tracey Fredrick
 1. Tanya Hull INTD Approval
 2. Rob Brimmer COML Renewal
 3. Charles Sloan COML Renewal
 - B. M Health Fairview Variance for METCOM – Tom Twait
 - C. CentraCare EMS Talkgroup Permission Approval – Gordy Vosberg/Dave Theis
 - D. LifeLinkiii request to Chisago County for Statewide TG Access – Jon Eckel
 - E. Standards Update – Fredrick
 1. 3.30.0 METCOM
 2. 3.32.2 STR Portable Tower
 3. 3.17.5-7 COMU Positions (discussion only)
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 – Jansen
 - C. MnDOT ARMER System Update – John Anderson/Tim Lee/Dave Klema
 - D. 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**
 - A. Tusa Consulting presentation
 - B. PSCC Outstanding Leadership Award nominees
8. **Adjourn**

Reminder: Next meeting scheduled for March 25, 2020

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
January 22, 2020**

Members:

| | |
|---|--|
| Anoka, Jake Thompson | Metro Region EMS, Victoria Vadnais |
| Carver, Susan Bowler- absent | Metro Transit, Chad LeVasseur |
| Chisago, Jon Eckel- absent | MN State Fire Chiefs, Mark Vandenberghe |
| City of Minneapolis, Rod Olson | Ramsey, Mike Mihelich |
| Dakota, Ron Jansen (Vice-Chair) | Scott, Nick Schatz |
| Hennepin, Curt Meyer | Sherburne, Kyle Breffle- absent |
| Isanti, Bob Shogren, (Chair)- absent | University of MN Police, Chuck Steier- absent |
| Metro Airports, Jeff Bjorklund | Washington, Nate Timm |

Alternates Present:

Derek Baas, Sherburne; Scott Haas, Scott; Peter Sauter, Carver

Guests Present:

John Anderson, MnDOT; Justin Austin, Rice/Steele County 911; Jill Bondhus, Rice/Steele County 911; Marcus Bruning, ECN; Tracey Fredrick, MESB; Frank Jarman, Motorola; Christine Kuennen, Metro Mobility; Steve Ouradnik, Mn DOC; Jill Rohret, MESB; Nick Thompson, Met Council; Martha Ziese, MESB

1. Call to Order

Ron Jansen (Vice-Chair) called the meeting to order at 1:00 p.m.

2. Approval of Agenda

Tracey Fredrick asked Item 4C. M Health Fairview Variance for METCOM be removed from agenda and an Item be added to the agenda under Other Business: Representation to the Interstate Interoperability Workgroup

M/S/C – Jeff Bjorklund moved to approve the amended agenda for January 22, 2020, Mark Vandenberghe seconded. Motion carried.

3. Approval of Minutes

M/S/C – Nick Schatz moved to approve minutes from November 20, 2019. Jake Thompson seconded. Motion carried.

4. Action Items

A. COMU Position Approvals

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

M/S/C Motion made by Curt Meyer to handle all request as one motion. Mike Mihelich seconded. Motion carried.

M/S/C Motion made by Victoria Vadnais to approve all positions as one. Mihelich seconded. Motion carried.

B. Rice/Steele PSAP Approval for METCOM

Jill Bondhus, Rice/Steele County 911 Center requested approval for access to METCOM talkgroup on their MCC7500 consoles to enable communication with the bordering counties of Dakota and Scott Counties.

Jansen said that Dakota does backup for Steele County and it would be a benefit to have that resource available and would support this addition.

Motion made by Nate Timm to approve Talkgroup request. Meyer seconded. Motion carried.

Jill Rohret said that a similar request was made and denied by Goodhue County in 2011. The Interoperability Committee denied the request because the idea was there is always going to be a border county. Good documentation should be made to ensure consistency on these types of requests.

Bondhus said there was an incident where they were trying to contact Scott County during a pursuit and were unable to via phone call.

Meyer said this should be a discussion for the 9-1-1 TOC before the request is approved. There have been discussions about the way State Patrol handles crashes using METCOM.

Vadnais asked if the traffic on the channel was already addressed in the METCOM standards. Meyer said yes and there are concerns they are not being followed. Vadnais asked if a waiver request would then be needed by bordering counties. Jansen commented that for agencies outside of the Metro, yes, a waiver would be required; if the entity is in the Metro, they would automatically be approved for METCOM use.

Timm said that the Goodhue request was different, specifically requesting for Miesville Fire Department. Miesville would use Dakota 911 page rather than METCOM, as Miesville is located within Dakota County.

Bondhus said there is a lot of mutual aid that occurs between Rice/Steele and Dakota, especially for Northfield.

Haas said the State Patrol Workgroup incident coordination discussions involving emergency use of METCOM show there is a backlog of crashes and State Patrol dispatch cannot handle the volume. The State Patrol Workgroup should be made aware of the standards. The group may use METAC for crashes. They need to better define emergencies for use of METCOM.

C. USPIS ARMER Interoperability Plan

Marcus Bruning said the United States Postal Inspection Service is seeking approval of a participation plan to join the ARMER system. The USPIS will only be using as an Interoperability partner, this will not be for normal operations. The other concern of a in-state system administrator is being looked at in the System Manager Group, but in the meantime, two other system administrators will be the USPIS' temporary admin.

Meyer asked who provides or ensures USPIS has done training. Bruning stated that USPIS will not use the system until they are trained, and training will be coordinated through ECN. Jansen asked a follow-up if the USPIS administrator had been trained through MnDOT yet. Bruning noted that the administrator is willing to do that, but it has not yet happened and are waiting for LMR approval.

Thompson requested that the administrator be made a Level 4 rather than a Level 3, since the person in Texas will not have access to a terminal.

M/S/C Motion by Timm to approve the USPIS ARMER Interoperability Plan. No second given. Motion failed.

Meyer and VandenBerghe asked what the justification for access would be. Bruning noted the inspectors are federally-licensed officers and are on task forces around the state.

Thompson stated that there continues to be uncertainty with not just the USPIS, but all Interoperability partners, that things are just approved. SMG needs to take the time to address these uncertainties. Bruning agreed, but also noted that SMG was understanding of these issues, but not willing to deny interoperability usage while they wait to address all of the issues.

Rod Olson stated that he would be more comfortable approving if there was an official, documented sponsor.

5. Moves, Additions & Changes to the System

Jansen stated that Dakota County is close to being complete with the microwave transition, and the Marie site is back up. Thanks to Nate and Washington County for allowing traffic onto the Newport site during their downtime.

Thompson stated that Anoka County has met with MnDOT and will be one of the first two sites to have IP simulcast.

Mihelich stated that the South Maplewood water tower taken down for conditioning and will be putting up an Aviat microwave.

Peter Sauter stated that the Chanhassen water tower maintenance has been completed.

Schatz stated that Scott County is still planning for a May 2021 move to encryption. Jansen said a work group in MOG for best practices for encryption. There may be a new standard written.

Timm said Washington County is planning to join the Central Region logger.

6. Committee Reports

A. Metro Mobility System Usage Update

Christine Kuennen last gave a presentation in August. The update today explained what steps Metro Mobility has been taking since March 2019 to lower the usage of Metro Mobility dispatch which is affecting the ARMER system. Metro Mobility switched from Trapeze solution to a private call system in August. Installation of handsets for this system was completed for the Minneapolis garage in October 2019. Handset installation for Maple Grove fleet was completed January 6, 2020.

Kuennen said that there is now a weekly review of airtime usage at Anoka County, and monthly system-wide usage review. A target date of February 2020 is set for the remainder of handset installation and training. Motorola will be programming East Dispatch the last week of January. Management will be engaged on the frontlines, with further training on enforcement of call usage.

Rohret said last year it was thought there would be resolution to the excessive usage problem by Metro Transit dispatch by December 2019. Rohret asked Kuennen what would be a realistic new date expectation for a resolution? Kuennen said realistically there will be two timelines one for the East fleet and one for the West fleet. Kuennen said Mid-February would be the system wide completion timeline.

Jansen said a work group should be formed. Jansen, Meyer, Schatz, Anderson, Timm, Thompson, and Levasseur volunteered.

Fredrick asked that she be notified by Metro Mobility if the mid-February deadline did not seem like it would be reached.

M/S/C Motion made by Thompson to designate March 2020 as the deadline for the excessive system usage by Metro Mobility resolution and to form a workgroup to make alternative plans if the March deadline is exceeded. Nate Timm seconded. Motion carried.

Jansen said Metro Transit is to present an update at the March Radio TOC.

B. System Managers/Metro Owners Group

Jansen stated that System Managers was canceled this month. Metro Owners will be held on February 19. John Anderson noted that said Pete Matthys has taken another position in Motorola. He will be replaced by Phil Bruha.

C. SECB Committees

Steering

Rohret said the Steering Committee met in December; January meeting was cancelled. The discussion on By-Laws continues.

LMR (OTC)

Timm said the January meeting was held at the new ECN office. A new BDA request will move forward from Cook County. Clay County had a participation plan amendment approved for a talkgroup and additional radio IDs. Hubbard County and Gold Cross had some amendment changes. Mayo Clinic amendment did include a 7500E for mobile operations.

WBBA

Olson said the WBBA met yesterday. The SLIGP 2.0 funding and broadband data needs were discussed. There is a workgroup meeting on January 23 to draft an RFP for a coverage tool. There was discussion on the survey sent out to 2,000 people on the use of broadband use. There will be three broadband user forums held at the beginning of February across the state.

IOC and Workgroups

Thompson said there were some COML recognitions. Conventional Interoperability Plan and Interstate Interoperability crosswalk recommendations and best practice guide were discussed. Timm said there was also a report from a City of St. Cloud employee who took the ITSL class. ITSL class is currently suspended to make curriculum changes. There was an 9-1-1 outage this past Sunday night in the SE region.

Jansen stated that the STR workgroup meeting was canceled.

Timm noted he was not able to attend the last COMU workgroup meeting.

IPAWS

Scott Haas the workgroup did not meet said the committee is working on the presentation for the Governor's conference in February, APCO/NENA conference in March, and the Public Safety Communications Conference in April/May.

Finance

Rohret said the Finance Committee met on January 14. The national 9-1-1 grant was discussed. This grant is to advance NG9-1-1 efforts. She elaborated briefly on the problems with those grants.

SECB will be meeting tomorrow and there will be a Steering Committee Chair change.

Grants Workgroup

Tracey continues to monitor the grant status. Rohret also noted that we do not yet have executed SECB or SHSP grants for this year, which usually covers the cost of attending the PSCC. Without those in place, we may not be able to cover attendance. Fredrick noted that there is a general portion of the SECB grant, in which each region is to receive \$25,000, and a competitive portion, in which each region can apply for an additional \$825,000 that is available; those applications are due April 1, 2020. It is unclear if the regions can use the \$25,000 allotment now, or if we need to wait for the competitive application.

7. Other Business

Fredrick said she received a message from Jim Stromberg asking for members interested in being on a workgroup to review two documents: Best Practices Guide for How to Achieve LMR interstate Operability, and a Technical proposal for a State System Interop without an ISSI. One technical and one dispatch personnel.

M/S/C Motion made by Vadnais to nominate Timm for workgroup. Mihelich seconded. Motion carried

Tracey will look to the 9-1-1 TOC to nominate a dispatch person for the workgroup.

Jansen said Tusa will make a presentation at the Radio TOC in February. Fredrick will be attending the Central Region Board meeting next week where Tusa will be presenting.

Meeting adjourned at 2:23 P.M.

Requirements Summary for COMU Applications

February 26, 2020 Radio TOC

| COML Renewals | | | | | | | | | | |
|---------------|-----------------------------|-----------------------------|----------------------------|---------------------------------|--------------------------------|----------------------------|---|--|--|--|
| Name | Complete an ICS 205 (1 pt.) | Attend cont. ed. course (1) | Give COMU presentation (3) | Assist with comms. exercise (3) | Serve as COML for an event (3) | Lead a comms. exercise (5) | Participate in other comms. activity (variable) | | | |
| Rob Brimmer | 3 | 4 | | | 9 | | | | | |
| Charles Sloan | 4 | 1 | | | | | | | | |

INTD 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)

Hull, Tanya

Certifying
Agency

Ramsey County Emergency Communications

County

Ramsey

ECB/ESB
Region

Metro

Agency Address

388 13 St E St. Paul 55101

24/7

Telephone

651-266-7703

Business

Telephone

651-266-7716

Email Address

tanya.hull @ Co. Ramsey - mn. US

Signature

Tanya Hull

Date

1/22/2020

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

Don Smiley COML

Agency

Ramsey County ECC

Signature

Don Smiley

Date

1/22/2020

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



Homeland Security

All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

Position Task Book

Task Book Assigned To:

Trainee's Name: Tanya Hull
Trainee's Email Address: tanya.hull@co.ramsey.mn.us
Home Agency: Ramsey County Emergency Communications
Home Agency Phone Number: 651-266-7703

Task Book Initiated By:

Official's Name: Dan Smiley
Agency Official's Title: Supervisor Com L
Agency: Ramsey County Emergency Communications
Agency Phone Number: 651-266-7716
Agency Address: 388 13 St E
St Paul Mn 55101
Date Initiated: 12/10/17

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

Final Evaluator's Signature Don Smiley Date 11/21/2020

Printed Name Don Smiley

Title Supervisor EOML

Agency Ramsey Co ECC

Phone Number 651-266-7716 Email don.smiley@co.ramsey.mn.us

AGENCY CERTIFICATION

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

Certifying Official's Signature Nancie Pass Date 11/22/2020

Printed Name Nancie Pass

Title Intention Director

Agency Ramsey Co. ECC

Phone Number 651 266 7732 Email Nancie.Pass@co.Ramsey.mn.us

Competency: INTD Preparedness

| Task | Code | Evaluator # and Initials | Date |
|---|------|--------------------------|----------------|
| Behavior: Ensure readiness prior to assignment. | | | |
| 1. Assemble and maintain an INTD response kit prior to receiving an assignment, including critical operating supplies and equipment needed to support the INTD job assignment over multiple operational periods (up to 72 hours). The following items are suggested as a partial listing of items needed: <ul style="list-style-type: none"> • Communications equipment <ul style="list-style-type: none"> ○ Portable radio ○ Cellphone ○ Batteries/chargers • First aid kit • Personal safety gear • ICS Forms cache • Office Supplies (e.g. clipboard, tape, paper, pencil, etc.) • Multi-purpose tool/Flashlight • Clock/Watch with countdown timer function • Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.) • Computer/Printer/Thumb drive • INTD PTB | O | <i>DS</i> | <i>1/28/18</i> |
| 2. Obtain and assemble supplies and materials for a personal sustenance kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal kit: <ul style="list-style-type: none"> • Multiple changes of clothing (as appropriate for anticipated weather conditions) • Personal identification/credentials • Toiletries • Medicines (prescription and over-the-counter) • Cash and credit cards • Alarm clock • Food/Water | O | <i>DS</i> | <i>1/28/18</i> |

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: 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 | DS | 1/28/18 |

| | | | |
|--|---|----|---------|
| 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 | DS | 1/28/18 |

| | | | |
|--|---|----|---------|
| 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 | DS | 1/28/18 |

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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 | DS | 1/29/18 |
| 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 | DS | 1/29/18 |
| 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 | DS | 1/29/18 |
| 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 | DS | 1/29/18 |

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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"> • <i>Be respectful and courteous</i> • <i>Respect public and private property</i> • <i>Establish and maintain positive interpersonal and interagency working relationships.</i> • <i>Encourage and promote team environment</i> • <i>Follow established procedures to report and document any inappropriate personnel actions</i> • <i>Report any situations of concern to INCM/supervisor</i> | O | <i>DS</i> | <i>4/29/18</i> |

| | | | |
|--|---|-----------|----------------|
| 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"> • <i>Speak clearly and use concise language</i> • <i>Speak at a pace sufficient for recipients to copy information when applicable</i> • <i>Maintain appropriate level of radio discipline when operating on assigned nets</i> • <i>Use proper microphone/headset techniques</i> • <i>Record information in an easily understood manner</i> | I | <i>DS</i> | <i>4/29/18</i> |

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Competency: Incident Tactical Dispatch Operations (continued)

| Task | Code | Evaluator # and Initials | Date |
|--|------|--------------------------|----------------|
| Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued). | | | |
| 12. Provide effective communications support during routine or non-emergency situations: <ul style="list-style-type: none"> • Dispatch incident personnel based upon needs of the incident and at the direction of incident management • Monitor and prioritize traffic simultaneously over all networks: <ul style="list-style-type: none"> ○ Repeated voice Nets ○ Simplex voice Nets ○ Data networks • Receive/relay/log information/ messages/ instructions to and from incident personnel <ul style="list-style-type: none"> ○ Supply orders (e.g., Operations, Logistics, etc.) ○ Message traffic routing ○ Weather reports ○ Resource status changes ○ Loss of communication assets ○ Safety updates ○ Situation reports • Conduct radio checks at specified intervals for personnel safety and accountability • Acknowledge all requests received in person or via phone, radio, and data networks. | I | <i>DS</i> | <i>4/29/18</i> |

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Competency: Incident Tactical Dispatch Operations (continued)

| Task | Code | Evaluator # and Initials | Date |
|---|------|--------------------------|---------|
| Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued). | | | |
| 13. Provide effective communications support during emergency situations: <ul style="list-style-type: none"> • 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 | DS | 1/22/18 |

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Competency: Incident Tactical Dispatch Operations (continued)

| Task | Code | Evaluator # and Initials | Date |
|---|------|--------------------------|---------|
| Behavior: Conduct tactical dispatch operations. | | | |
| 14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> • Radio equipment • Data equipment • Telephone equipment • Video equipment • Ancillary equipment | I | DS | 4/29/18 |
| 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 | DS | 4/29/18 |
| 16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> • Locate key incident venues, personnel, and deployed resources. • Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations. • Demonstrate the triangulation process on a map to identify the nearest quarter section at the intersect point and the correct Section, Township, and Range in each case. | I | DS | 4/29/18 |

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Competency: Incident Tactical Dispatch Operations (continued)

| Task | Code | Evaluator # and Initials | Date |
|--|------|--------------------------|---------|
| Behavior: Conduct Incident Tactical Dispatch Operations. (continued) | | | |
| 17. Use specialized resources/technology to track the location of incident personnel where immediate, continuous, and accurate awareness of incident personnel is critical. Specific resources or technologies could include: <ul style="list-style-type: none"> • GPS technology • AVL technology • Maps • Status boards • Personal Accountability Report (PAR) • Personal Alert Safety System Device Activation (PASS) | I | DS | 1/20/18 |
| 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 | DS | 1/29/18 |
| 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 | DS | 1/29/18 |

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: 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 | I DS | 1/29/18 |
| 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 | I DS | 1/29/18 |

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))

JA

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 | DS | 4/29/18 |
| 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 | DS | 4/29/18 |
| 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 | DS | 4/29/18 |

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: 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 | DS | 1/29/18 |

| | | | |
|--|---|----|---------|
| 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 | DS | 1/29/18 |
| 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 | DS | 1/29/18 |
| 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 sustenance 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 | DS | 1/29/18 |

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: 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 DS | 6/4/17 |

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))

RECORD OF EVALUATION

Tanya Hull

TRAINEE NAME

TRAINEE POSITION

| Evaluation Record #3 | Evaluator's name: <u>Don Smiley</u> | Evaluator's Title: <u>COML</u> | Evaluator's Agency: <u>RCECC</u> | |
|---|--|---|--|--------------------------------------|
| Evaluator's agency address: <u>388 13 St E St Paul</u> | | | | |
| Evaluator's e-mail: <u>don.smiley@co Ramsey mn.us</u> | | | | |
| Name and Location of Incident or Situation (agency & area) | Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.) | Number & Kind of Resources Pertinent to Trainee's Position | Duration (inclusive dates in trainee status) | Management Level or Complexity Level |
| <u>Superbowl 52 MPD + FBI MPLS</u> | <u>Superbowl</u> | <u>HISM (federal) used to create calls for service document + dispatch several agencies</u> | <u>Jan 28, 18 - Feb 4, 18</u> | <u>2</u> |
| <p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: <u>1/21/20</u> Evaluator's initials: <u>DS</u></p> <p>Evaluator's relevant agency certification or rating: <u>COML</u></p> | | | | |

RECORD OF EVALUATION

Tanya Hull

TRAINEE NAME

TRAINEE POSITION

| Evaluation Record #4 | Evaluator's name: <i>Don Smiley</i> | Evaluator's Title: <i>COML</i> | Evaluator's Agency: <i>RCTECC</i> | |
|---|--|---|--|--------------------------------------|
| 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 |
| <i>Castillo Protests I-94 SPPD + Several other agencies statewide</i> | <i>Large Scale Protest</i> | <i>Mobile Field Force Multi-agency, IC, EOC, State Patrol, Statewide assistance from multiple jurisdictions</i> | <i>over 2 operational periods</i> | <i>2-3</i> |
| <p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> | | | | |
| <p>Date: <i>4/21/70</i> Evaluator's initials: <i>DS</i></p> <p>Evaluator's relevant agency certification or rating: <i>COML</i></p> | | | | |

RECORD OF EVALUATION

Tanya Hull

TRAINEE NAME

TRAINEE POSITION

| Evaluation Record #2 | Evaluator's name: <i>Don Smiley</i> | Evaluator's Title: <i>COMC</i> | Evaluator's Agency: <i>RLBCC</i> | |
|---|--|--|---|--------------------------------------|
| 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 |
| <i>TZO DUI + Pedestrian Details - Ramsey County</i> | <i>County-wide Detail Multiple agencies Traffic related</i> | <i>varies per incident</i> | <i>10/14/17 NB 11/11/17 WBL 2/17/18 RV 3/10/18 SP 3/17/18 SP 4/16/18 SA</i> | <i>5</i> |
| <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: <i>1/21/20</i> Evaluator's initials: <i>DS</i></p> <p>Evaluator's relevant agency certification or rating: <i>COMC</i></p> | | | | |

RECORD OF EVALUATION

Tanya Hull

TRAINEE NAME

TRAINEE POSITION

| Evaluation Record #1 | Evaluator's name: <i>Don Smiley</i> | Evaluator's Title: <i>COMC</i> | 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 |
| <i>Grand Ol' Days St Paul</i> | <i>Festival - large scale, Traffic and Pedestrian Detail</i> | <i>200+ resources</i> | <i>June 4, 2017 2 operational periods</i> | <i>3</i> |
| <p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: <i>4/21/20</i> Evaluator's initials: <i>DS</i></p> <p>Evaluator's relevant agency certification or rating: <i>COMC</i></p> | | | | |

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

| | | | |
|--|---|--|-----------------------------|
| Evaluation # 1 - ?? (write over) | Name of Evaluator: <u>Don Smiley</u> | Title: <u>COMC</u> | Agency: <u>Ramey Co.</u> |
| Evaluator's Address <u>388 13 St Paul mn 55101</u> | | | |
| Name & Location of Incident - Agency and Area <u>See Page 2 (Superbowl)</u> | Kind of Incident | Number and Type of Communication Resources | Duration of Incident |
| | | | |
| <p>Name of Trainee <u>Tanya Hull</u></p> <p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee.</p> <p>The individual has successfully performed all tasks for the position and should be considered for certification. 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.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: <u>DS</u></p> <p>Evaluator's relevant agency certification rating: <u>COMC</u></p> | | | |

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSTION 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 Tanya Hull has performed as a trainee and should therefore be considered for certification in this position.

Final Evaluators Signature [Signature] Date 1/21/20

Printed Name Don Smiley Agency Ramsey CC

Highest NIMS Qualification 300, 400

Phone Number 661-266-7766 email address DonSmiley@Co.Ramsey, m.u.s

Compiled training information:

Number and Type of Resources: 20 Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: 4 days Enter the inclusive dates during which the trainee was evaluated.

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

Date: 1/21/20 List the date the record is being completed.

Evaluator's initials: DS 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

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

TANYA P HULL

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 11th Day of October, 2017



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

TANYA P HULL

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 4th Day of October, 2017



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

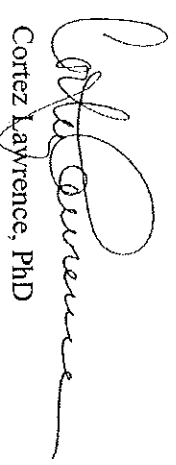
TANYA P THELL

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

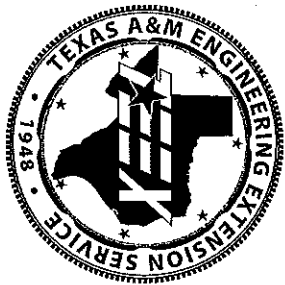
IS-00200

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

Issued this 11th Day of December, 2006



Cortez Lawrence, PhD
Superintendent
Emergency Management Institute



FEMA

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

in cooperation with the

Department of Homeland Security

Federal Emergency Management Agency

Tanya P. Hull

has successfully completed

Intermediate ICS-300 for Expanding Incidents

Medina, Minnesota, United States

20 Hours

December 4 - 6, 2018

[Signature]

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

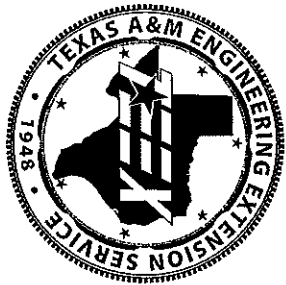
FP MGT904 456

TEEX ID 1719686

[Signature]

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

State Board for Educator Certification #500132



FEMA

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

in cooperation with the

Department of Homeland Security

Federal Emergency Management Agency

Tanya P. Hull

has successfully completed

Incident Command System (ICS) Forms Review

Medina, Minnesota, United States

4 Hours

December 4, 2018

Continuing Education Units Earned .40

[Signature]
Gary F. Seta, Director
Texas A&M Engineering Extension Service

[Signature]
H. Dawson, Jr., Director
National Emergency Response and Recovery Training Center
Texas A&M Engineering Extension Service

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

TANYA P HULL

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 11th Day of October, 2017



A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

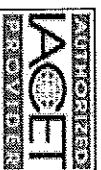
TANYA P HULL

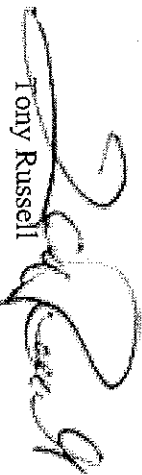
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b

National Response Framework, An Introduction

Issued this 5th Day of October, 2017




Tony Russell
Superintendent
Emergency Management Institute

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Tanya Hull

Completed the All-Hazards Incident Tactical Dispatcher (INTD)
Course during 24-27 October 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

Minnesota COML Team Metro Region Incident Tactical Dispatcher (INTD) CERTIFICATION CHECK OFF

The following items checked are included in this packet

- ☐ All Prerequisite Training Completed
- ☒ ICS 100 (Printout attached)
- ☒ ICS 200 (Printout attached)
- ☒ ICS 300 (Printout attached)
- ☒ ICS 700 (Printout attached)
- ☒ ICS 800 (Printout attached)
- ☒ ICS 144 (Printout attached)

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

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

(Signature)

Troy Tretter
(Printed Name)

- ☐ Regional Radio Board – Technical Operations Committee Review

(Chair of Radio-TOC Signature)

Scott Haas
(Printed Name)

- ☐ Statewide Interoperability Program Manager Review

(Statewide Interoperability Program Manager Signature)

Jim Stromberg
(Printed Name)

COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position:

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Brimmer, Robin Ward

Certifying

Agency

Hennepin County Sheriff's 911 Division

County

Hennepin

ECB/ESB

Region

Metro

Agency Address

1245 Shenandoah Ln. N, Plymouth, MN 55447

24/7

Telephone

612-244-7146

Business

Telephone

952-258-5323

Email Address

robin.brimmer@hennepin.us

Signature

Robin Ward Brimmer

Date JAN. 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 providing the Agency Certification.

Name & Title

Jacob Cooper - 911 MANAGER

Agency

Hennepin County Sheriff's 911 Division

Signature

Jacob Cooper

Date JAN. 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

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) Brimmer, Robin Ward

Agency Hennepin County Sheriff's 911 Division

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 | April 29, 2019 May 1, 2019 | 2019 Minnesota Public Safety Communications Conference St. Cloud Rivers Edge Convention Center, St. Cloud, MN |
| 1 | June 2, 2019 | IS-00247, A FEMA ON Line IPAWS Training |
| 1 | June 2, 2019 | IS-00248 FEMA ON Line IPAWS Training |
| 1 | June 3, 2019 | IS-00251 FEMA ON Line IPAWS Training |
| 1 | August 20, 2019 | Minnesota Department of Public Safety Alexandria Technical and Community College ON Line IPAWS Training |
| 1 | July 2019 | Regional Response to Mass Casualty / Active Threat Training Eden Prairie Police Department Post Course Number # 2726-0056 |
| 3 | January 24, 2018 February 5, 2018 | Super Bowl LII Minneapolis, MN COML - 911 Supervisor ICS 205 A |
| 2 | Same Dates | Super Bowl LII Minneapolis, MN COML - ICS 205's Intelligence + Investigations / Logistics |
| 1 | January 31, 2018 February 4, 2018 | Super Bowl LII Minneapolis, MN COML - ICS 205 Planning Section / Dignitary NFL Events |
| 1 | June 21, 2019 June 22, 2019 | Robbinsdale Pride Fest + Parade Robbinsdale, MN COML - ICS 205 |

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

Signature

Robin Ward Brimmer

Date:

January 14, 2020

Robin W Brimmer

From: Brenton Rice, Event Planner <brenton@togevents.com>
Sent: Monday, April 22, 2019 2:05 PM
To: Robin W Brimmer
Subject: [External] 2019 Minnesota Public Safety Communications Conference

We look forward to greeting you at the **2019 Minnesota Public Safety Communications Conference**. The conference will be held on **Monday, April 29 – Wednesday, May 1, 2019** at the St. Cloud River's Edge Convention Center and Kelly Inn (10 South Fourth Avenue, St. Cloud, MN 56301.).

CHECK IN, AGENDA, AND CONFERENCE INFORMATION

Registration check-in starts at 7:00 a.m. on Monday, April 29 and will take place in the lobby of the Convention Center. You will receive a conference program along with other informational materials when you check in onsite. To view the agenda, session descriptions, presenter bios, and other information online, visit <http://www.togpartners.com/ps/>.

PARKING AND DIRECTIONS

Parking is available in the St. Cloud Civic Center parking ramp. The cost is \$5 per day. You may also park in the Radisson parking ramp or the ING parking ramp. Directions are available on the conference website at <http://www.togpartners.com/ps/facility.aspx>.

NETWORK AREA OPEN

An area of the Convention Center with Wi-Fi available will be designated as a Networking area for the duration of the conference. It will be equipped with appropriate seating to encourage group networking, sharing and discussion.

WIRELESS INTERNET

Wireless internet will be available at the St. Cloud River's Edge Convention Center during the conference. Wifi access information will be included in your packet when you check in onsite.

CONFERENCE SCHEDULE

Day 1 (Monday, April 29, 2019)

7:00 a.m. Registration
8:00 – 8:45 a.m. Breakfast Buffet
8:45 a.m. Welcome - Recognition of the 10th Anniversary
9:30 – 10:30 a.m. Vendor and Networking Time
10:30 a.m. – 12:00 p.m. SECB Meeting OR ECN Updates
12:00 – 1:20 p.m. Lunch and Regional Updates
1:30 – 2:30 p.m. Breakout Sessions A
2:30 – 3:00 p.m. Vendor and Networking Time
3:00 – 4:00 p.m. Breakout Sessions B
4:10 – 5:10 p.m. Breakout Sessions C
5:10 p.m. Day 1 Ends

Day 2 (Tuesday, April 30, 2019)

7:00 – 8:00 a.m. Registration and Breakfast Buffet

8:00 – 8:10 a.m. ECN Remarks
8:15 – 9:20 a.m. Keynote Speaker
9:25 – 10:10 a.m. Vendor and Networking Time
10:15 – 11:15 a.m. Breakout Sessions D
11:30 a.m. Lunch and Entertainment: ComedySportz
1:30 – 2:30 p.m. Breakout Sessions E
2:40 – 3:40 p.m. Breakout Sessions F
3:50 – 4:50 p.m. Breakout Sessions G
4:50 p.m. Day 2 Ends

Day 3 (Wednesday, May 1, 2019)

7:00 – 8:00 a.m. Registration and Breakfast Buffet
8:00 – 9:30 a.m. CASE STUDY #1
9:45 – 11:15 a.m. CASE STUDY #2
11:15 – 11:45 a.m. Wrap Up
11:45 a.m. Conference Ends

FOR FURTHER INFORMATION

Visit the conference website at <http://www.togpartners.com/ps/> for updated conference information.

For questions or concerns, please contact me.

We look forward to greeting you at the conference.

Brenton Rice, Event Planner
The Odyssey Group
56 33rd Avenue South, #283
St. Cloud, MN 56301
Phone: 651.242.6589
brenton@togevents.com
Conference Website: <http://www.togpartners.com/ps/>

CAUTION: This email was sent from outside of Hennepin County. Unless you recognize the sender and know the content, do not click links or open attachments.

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBIN W BRIMMER

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

IS-00247.a

**Integrated Public Alert and Warning System
(IPAWS)**

Issued this 2nd Day of June, 2019

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



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBIN W BRIMMER

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

IS-00248

**Integrated Public Alert and Warning System (IPAWS)
for the American Public**

Issued this 2nd Day of June, 2019

Michael J. Sharon

Deputy Superintendent

Emergency Management Institute

Federal Emergency Management Agency



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBIN W BRIMMER

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

IS-00251

**Integrated Public Alert and Warning System (IPAWS)
for Alerting Authorities**

Issued this 3rd Day of June, 2019

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



Certificate of Completion

*Presented by the Minnesota Department of Public Safety in partnership with Alexandria
Technical and Community College*

This certifies:

Robin Ward Brimmer

has completed the course:

IPAWS - Best Practices

August 30, 2019 3:27 am

Certificate of Completion

*Presented by the Minnesota Department of Public Safety in partnership with Alexandria
Technical and Community College*

This certifies:

Robin Ward Brimmer

has completed the course:

IPAWS - Alert Codes

August 30, 2019 3:52 am

Certificate of Completion

*Presented by the Minnesota Department of Public Safety in partnership with Alexandria
Technical and Community College*

This certifies:

Robin Ward Brimmer

has completed the course:

IPAWS - Criteria for Issuing Warnings

August 30, 2019 4:02 am

Certificate of Completion

*Presented by the Minnesota Department of Public Safety in partnership with Alexandria
Technical and Community College*

This certifies:

Robin Ward Brimmer

has completed the course:

IPAWS - Characteristics of Effective Alert Messages

August 30, 2019 4:08 am

Certificate of Completion

*Presented by the Minnesota Department of Public Safety in partnership with Alexandria
Technical and Community College*

This certifies:

Robin Ward Brimmer

has completed the course:

IPAWS - Wireless Emergency Alert Templates

August 30, 2019 4:13 am

Certificate of Completion

*Presented by the Minnesota Department of Public Safety in partnership with Alexandria
Technical and Community College*

This certifies:

Robin Ward Brimmer

has completed the course:

IPAWS - Emergency Alert System Message Templates

August 30, 2019 4:32 am

Certificate of Completion

*Presented by the Minnesota Department of Public Safety in partnership with Alexandria
Technical and Community College*

This certifies:

Robin Ward Brimmer

has completed the course:

IPAWS - Testing

August 30, 2019 4:43 am

Eden Prairie Police Department



The Eden Prairie Police Department presents this certificate to:

Rob Brimmer

In recognition of successfully completing:

Regional Response to Mass Casualty/Active Threat Training

July 2019

Matt Sackett

Matt Sackett


Post Course Number #: 2726-0056

Amount of Credits Approved: 8


MINNESOTA METRO REGION ICS 205A

COMMUNICATIONS LIST SUPER BOWL LII

| Group Name | | Operational Period |
|--|--|--|
| Intel & Investigations | | 1/24 - 2/5/2018 |
| Basic Local Communications Information: | | |
| Incident Assigned Position | Name | Method(s) of Contact phone, pager, cell, email, etc. |
| COML/COMC | Sara Boucher-Jackson | |
| | | sara.boucher-jackson@minneapolismn.gov |
| | | 612-673-5912 desk |
| IOC Command | Lt. Rugel (MPD) | |
| | | |
| | | |
| IOC Command | Joe Weir (FBI) | |
| | | |
| | | |
| | FBI Operations Center | |
| | | |
| | | |
| Human Trafficking Command | Sgt. Snyder | |
| | | |
| | | |
| Command Post | Public Service Center HDOC 250 S 4th St Room 414 Minneapolis, MN 55415 | |
| | | |
| | | |
| HDOC | 1/24 -2/5/2018 0730-2330 On Call Person 2330-0730 | |
| | | |
| | | |
| HDOC Senior Health Inspector | Bob Becker | |
| | | |
| | | |
| COML | Rob Brimmer | |
| | | robin.brimmer@minneapolismn.gov |
| | | 612-348-7240 - 911 Supervisor Duty Line |
| MACC Command / Environmental Health Director | Dan Huff | |
| | | |
| | | |
| HDOC Supervisor | Ryan Krick | |
| | | |
| | | |

| MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN SUPER BOWL LII | | | INCIDENT/EVENT NAME | | DATE/TIME PREPARED | | OPERATIONAL PERIOD DATE/TIME | | |
|---|--|-------------------------|--|------------------|---------------------|---|------------------------------|------------------------|---|
| | | | Intelligence & Investigations Section | | 12/19/2017 12:10 | | 1/24 - 2/5/2018 | | |
| 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 Command Post to Command Post |
| 2 | Operations | LTAC7E | Law | ARMER 800 MHz | | ARMER 800 MHz | | D | Field Intelligence Teams (FIT) |
| 3 | Operations | METAC 4 PTAC 4 | Law | ARMER 800 MHz | | ARMER 800 MHz | | D | Counterfeit Merchandise Teams (CMT) |
| 4 | Operations | METAC 8 ATAC 4 | Law | ARMER 800 MHz | | ARMER 800 MHz | | D | Human Trafficking MPD B4 on Portables |
| 5 | Operations | SIU1E | Law | ARMER 800 MHz | | ARMER 800 MHz | | D | Human Trafficking |
| 6 | Operations | SIU2E | Law | ARMER 800 MHz | | ARMER 800 MHz | | D | Human Trafficking |
| 7 | Support | MPLS 911 | Communications | ARMER 800 MHz | | ARMER 800 MHz | | D | A16 in MPD Portables MECC hailing channel |
| 8 | Support | | Communications | Landline | | | | | Event COML Stationed at the MACC |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| SPECIAL INSTRUCTIONS | | | | | | | | | |
| FOUO | | | | | | | | | |
|  | | | COML: Deanna Olson COML: Rob Brimmer COML: Sara Boucher-Jackson PHONE: see 205a EMAIL: see 205a COML Coordinator (COMC): Sara Boucher-Jackson | | | INCIDENT/EVENT LOCATION Roving Metro Teams in and around all NFL Venues St. Paul, MN Minneapolis, MN Eden Prairie, MN Bloomington, 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. (MESS Version 1.0, 11/2015)

| MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN SUPER BOWL LII | | | INCIDENT/ EVENT NAME | | DATE/TIME PREPARED | | OPERATIONAL PERIOD DATE/TIME | | |
|---|--|-------------------------|--|------------------|---------------------|---|------------------------------|------------------------|---|
| | | | Logistics Branch | | 12/19/2017 18:15 | | 1/24 - 2/5/2018 | | |
| 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 Command Post to Command Post |
| 2 | Operations | NATTAC 2 | Law VPSO | 168.5875 | 169 | 168.5875 | 169 | M | Visiting Public Safety Officials (VPSO) |
| 3 | Operations | MPPD 11 | Law / Logistics | ARMER 800 MHz | | ARMER 800 MHz | | D | Logistics talk-around |
| 4 | Command | | Law / VPSO | Cell Phone | | | | | MPD SGT. Dave Garman |
| 5 | Command | | Law / VPSO | Cell Phone | | | | | MPD LT. Amelia Huffman |
| 6 | Command | | Law/Logistics | Cell Phone | | | | | MPD Cmdr. Chiodo |
| 7 | Support | S COM1 | Communications | ARMER 800 MHz | | ARMER 800 MHz | | D | COM1 talk-around |
| 8 | Support | MPLS 911 | Communications | ARMER 800 MHz | | ARMER 800 MHz | | D | A16 MPD Portables MECC hailing channel |
| 9 | Support | | Communications | Landline | | | | | Event COM1 Stationed at the MACC |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| SPECIAL INSTRUCTIONS | | | | | | | | | |
| FOUO | | | | | | | | | |
|  | | | COM1: Rob Brimmer PHONE: 612-296-4740 - cell EMAIL: robin.brimmer@minneapolismn.gov COM1 Coordinator (COM1): Sara Boucher-Jackson | | | VPSO CP Traffic Engineering Bldg, 300 Border Av, Minneapolis MN 55405 Staging North Central University | | | |

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. (MESA Version 1.0, 11/2015)

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN SUPER BOWL LI

INCIDENT/EVENT NAME
Planning Section
Digitary &
Off-Duty NFL Events

DATE/TIME PREPARED

OPERATIONAL PERIOD DATE/TIME

1/31 - 2/4/2018
10:00 - 20:00

| 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 Command Post to Command Post |
| 2 | Command | | Law / Operations | Cell Phone | | | | | Shannon Johnson, Director MPD |
| 3 | Command / Base | | Law / Operations | Landline | | | | | MPLS City Hall Rm # 316 Minneapolis Deputy Chief Glampe Off Duty Employment Coordinator |
| 4 | Command | | Law | Cell Phone | | | | | A16 MPD Portables MECC hailing channel Event COML Stationed at the MACC |
| 5 | Support | MPLS 911 | Communications | ARMER 800 MHz Landline | | ARMER 800 MHz | | D | |
| 6 | Support | | Communications | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
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SPECIAL INSTRUCTIONS

FOUO



COML: Rob Brimmer
PHONE: 612-296-4740
EMAIL: robin.brimmer@minneapolismn.gov
COML Coordinator (COMC): Sara Boucher-Jackson

INCIDENT/EVENT LOCATION

Minneapolis City Hall, 350 S. 5th Street, Rm # 316, 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. (MCSB Version 1.0, 1/1/2015)

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

INCIDENT/EVENT NAME

Robbinsdale Pride Fest & Parade

DATE/TIME PREPARED

Tuesday, June 14, 2019, 0900

OPERATIONAL PERIOD DATE/TIME

June 21, 2019, 0700-2100 and June 22, 2019, 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 W)</small> | Remarks |
|------|--|-------------------------|--|------------------|-------------|------------------|-------------|-------------------------------------|---|
| 1 | Command | | LAW | | | | | | Capt. Seibert Incident Command |
| 2 | LE Operations | HPOOL 1 | LAW | AMER 800 MHz | | AMER 800 MHz | | D | Pride Fest & Parade |
| 3 | LE Tactical | ME TAC 5 | LAW | AMER 800 MHz | | AMER 800 MHz | | D | To be X-Patched with HPOOL 1 |
| 4 | Support | | (OTHER) | | | | | | When Required Hennepin County Dispatch Sergeant |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
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| 14 | | | | | | | | | |
| 15 | | | | | | | | | |

SPECIAL INSTRUCTIONS

June 21, June 22, 2019 - Monitored if requested. ME TAC 5 to be X-Patched if mutual aid needed.

COM1: Sergeant Rob Brimmer

AGENCY: Hennepin County Sheriff's Communications

PHONE: 763-249-0883 M: 612-244-7146

robin.brimmer@hennepin.us

INCIDENT/EVENT LOCATION

Robbinsdale, 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 "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. (MIESB 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)

Sloan III, Charles

Certifying

Agency

Hennepin EMS

County

Hennepin

ECB/ESB

Region

Metro

Agency Address

701 Park Ave, MPLS, MN 55415

24/7

Telephone

612-347-2140

Business

Telephone

612-873-2468

Email Address

Charles.Sloan@Hcmed.org

Signature

CS III

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

MARTIN SCHEELER EMS Chief

Agency

HENNEPIN EMS

Signature

Martin Sc

Date

1/14/2020

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

| MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN | | | INCIDENT/EVENT NAME Twin Cities Marathon | | DATE/TIME PREPARED September 24, 2016 / 21:00 | | OPERATIONAL PERIOD DATE/TIME October 9th, 2016 / 04:30-15:00 | | |
|---|--|-------------------------|--|------------------|---|------------------|---|---------------------------------|---|
| Line | Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AUX)</small> | Talkgroup/Channel/Phone | Assignment <small>(NAME, PHONE, TALK GROUP)</small> | RX Freq (N or W) | RX Tone/NAC | TX Freq (N or W) | TX Tone/NAC | Mode <small>(A or W)</small> | Remarks |
| 1 | Command | ME TAC 8-A4 | Unified Command | ARMER-800 MHz | | ARMER-800 MHz | | D | Unified Command |
| 2 | Tactical | MPPD 11 | LE | ARMER-800 MHz | | ARMER-800 MHz | | D | MPD Support |
| 3 | Tactical | SPOPS 3 | LE | ARMER-800 MHz | | ARMER-800 MHz | | D | SPPD Reserves |
| 4 | Tactical | METAC 4-P4 | LE | ARMER-800 MHz | | ARMER-800 MHz | | D | SPPD et al |
| 5 | Tactical | STAC 8 - FTAC 4 | FIRE | ARMER-800 MHz | | ARMER-800 MHz | | D | FIRE OPS |
| 6 | Tactical | ME TAC 6 -A2 | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | HENNEPIN EMS/SPFD INTEROP |
| 7 | Tactical | RPOOL4 | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | SPFD EMS OPS |
| 8 | Tactical | METAC 7-A3 | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | MEDICAL NET (RCECC) |
| 9 | Tactical | HC TAC 3 | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | HENNEPIN EMS INTERNAL |
| 10 | Logistics | WMRCC | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | TRANSPORT LOGISTICS |
| 11 | Logistics | EMRCC | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | TRANSPORT LOGISTICS |
| 12 | Support | | MPD IC SUPPORT | | | CELL | | | MPD IC - Lt. Kevin Stoll |
| 13 | Support | | Hennepin EMS Support | | | CELL | | | Hennepin EMS Deputy Chief - Mike Rogers |
| 16 | Support | | MPLS 9-1-1 | | | MPLS 9-1-1 ECC | | | MPLS LE/FIRE DISPATCH |
| 16 | Support | | RC 9-1-1 | | | RC 9-1-1 ECC | | | ST PAUL LE/FIRE/EMS DISPATCH |
| SPECIAL INSTRUCTIONS | | | | | | | | | |
| COML Scott Huppert & COML(t) Charles Sloan III | | | | | INCIDENT/EVENT LOCATION | | | | |
| AGENCY: Hennepin EMS | | | | | Cities: Minneapolis & St. Paul, Counties: Hennepin & Ramsey | | | | |
| PHONE: Huppert cell (651-755-4597) Sloan III (612-499-5550) | | | | | | | | | |
| EMAIL: Scott.Huppert@hcmcd.org or Charles.Sloan@hcmcd.org | | | | | | | | | |

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. (MIESB Version 1.0, 11/2015)

| MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN | | | | INCIDENT/EVENT NAME | | DATE/TIME PREPARED | | OPERATIONAL PERIOD DATE/TIME | |
|--|--|-------------------------|--|---|-------------|--------------------|-------------|------------------------------------|------------------------------|
| | | | | X-Games | | 5-17-2017 / 0315 | | Sunday 7-16-17 / 0900-2000 | |
| Line | Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AID)</small> | Talkgroup/Channel/Phone | Assignment <small>(LAW, FIRE, EMS, OTHER)</small> | RX Freq (N or W) | RX Tone/NAC | TX Freq (N or W) | TX Tone/NAC | Mode <small>(A, D or M)</small> | Remarks |
| 1 | Command NET | METAC-5 | Law, Fire, EMS | ARMER 800MHz | | ARMER 800MHz | | D | Unified Command |
| 2 | Tactical NET | MPPD-8 | Law | ARMER 800MHz | | ARMER 800MHz | | D | Interior Police OPS |
| 3 | Tactical NET | MPPD-9 | Law | ARMER 800MHz | | ARMER 800MHz | | D | Exterior Police OPS |
| 4 | Tactical NET | West Main | Law | ARMER 800MHz | | ARMER 800MHz | | D | Transit Police OPS |
| 5 | Tactical NET | H-BLM-SE1 | Law | ARMER 800MHz | | ARMER 800MHz | | D | Bloomington Police OPS |
| 6 | Tactical NET | MPPD-9 | Fire | ARMER 800MHz | | ARMER 800MHz | | D | MFD Fire OPS |
| 7 | Tactical NET | METAC-8 | EMS | ARMER 800MHz | | ARMER 800MHz | | D | HCMC/Allina Interop |
| 8 | Tactical NET | HCEVT | EMS | ARMER 800MHz | | ARMER 800MHz | | D | HCMC Internal TG |
| 9 | Logistics NET | WMRCC | EMS | ARMER 800MHz | | ARMER 800MHz | | D | WMRCC Transport Logs. |
| 10 | Tactical NET | ALTAC-4 | EMS | ARMER 800MHz | | ARMER 800MHz | | D | Allina Internal TG |
| 11 | Support NET | | EMS | Landline | | Landline | | | WMRCC Transport Logs. |
| 12 | Support NET | | Law/Fire | Landline | | Landline | | | MECC/MPD/MFD |
| 13 | Support NET | | Law | Landline | | Landline | | | Metro Transit PD |
| 14 | Support NET | | EMS | Cellular | | Cellular | | | HCMC Duty Chief |
| 15 | Support NET | | EMS | Cellular | | Cellular | | | Allina Duty Supervisor |
| 16 | Support NET | | Law | Landline | | Landline | | | Bloomington Police Comm. Ctr |
| 17 | Support NET | | EMS | Landline | | Landline | | | HEMS Comm. Center |
| SPECIAL INSTRUCTIONS | | | | | | | | | |
| COM1: Charles Sloan III AGENCY: Hennepin EMS PHONE: 612-499-5550 EMAIL: Charles.Sloan@HCMED.org | | | | INCIDENT/EVENT LOCATION | | | | | |
| | | | | X-Games / US Bank Stadium / Minneapolis, MN & Mall of America / Bloomington, 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 Eagles/Jimmy Buffet Concert | | DATE/TIME PREPARED 6/30/2018 - 1320 | | OPERATIONAL PERIOD DATE/TIME 6/30/2018 - 1600-0000 | | |
|--|--|--------------------------|---|------------------|--|------------------|---|-------------------------------------|----------------------------|
| Line | Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ARI)</small> | Talkgroup/Channel/Phone | Assignment <small>(LAW, EMB, EMS, OTHER)</small> | RX Freq (N or W) | RX Tone/NAC | TX Freq (N or W) | TX Tone/NAC | Mode <small>(A, D, W, M)</small> | Remarks |
| 1 | Incident Command | | IC | NA | NA | NA | NA | D | Charles Sloan III - IC |
| 2 | Tactical NET | HC-EVT | EMS | ARMER 800MHz | NA | ARMER 800MHz | NA | D | HEMS Paramedics |
| 3 | Tactical NET | Internal Med Channel/UHF | EMS | NA | NA | NA | NA | D | Target Field EMS/EMT's |
| 4 | Tactical NET | MPD-3 | LAW | ARMER 800MHz | NA | ARMER 800MHz | NA | D | Minneapolis PD |
| 5 | Support NET | MIETAC-6 | INTEROP | ARMER 800MHz | NA | ARMER 800MHz | NA | D | Interop TG (If Needed) |
| 6 | Support NET | WMRCC 1 | EMS | ARMER 800MHz | NA | ARMER 800MHz | NA | D | Patient Tracking Logistics |
| 7 | Support NET | | LAW | NA | NA | NA | NA | D | MECC Supervisor |
| 8 | Support NET | | EMS | NA | NA | NA | NA | D | HEMS Duty Chief |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
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| SPECIAL INSTRUCTIONS | | | | | | | | | |
| COML: Charles Sloan III AGENCY: Hennepin EMS PHONE: 612-499-5550 EMAIL: Charles.Sloan@HCMED.org | | | INCIDENT/EVENT LOCATION Eagles/Jimmy Buffet Concert - Target Field - 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 | | DATE/TIME PREPARED | | OPERATIONAL PERIOD DATE/TIME | | |
|---|--|-------------------------|--|------------------|--------------------|------------------|------------------------------|------------------------------------|------------------------------|
| | | | Twin Cities Marathon | | 09/26/2018 - 1600 | | October 7th / 0600-1300 | | |
| Line | Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AID)</small> | Talkgroup/Channel/Phone | Assignment <small>(LAW, FIRE, EMS, OTHER)</small> | RX Freq (N or W) | RX Tone/NAC | TX Freq (N or W) | TX Tone/NAC | Mode <small>(A, D or M)</small> | Remarks |
| 1 | Command | ME TAC 8 | Unified Command | ARMER-800 MHz | | ARMER-800 MHz | | D | Unified Command |
| 2 | Tactical | METAC 7 | LE | ARMER-800 MHz | | ARMER-800 MHz | | D | LE OPS |
| 3 | Tactical | MPPD 8 | LE | ARMER-800 MHz | | ARMER-800 MHz | | D | MPD Support |
| 4 | Tactical | SPOPS 3 | LE | ARMER-800 MHz | | ARMER-800 MHz | | D | SPPD Reserves |
| 5 | Tactical | SPOPS 4 | LE | ARMER-800 MHz | | ARMER-800 MHz | | D | SPPD |
| 6 | Tactical | STAC 8 | FIRE | ARMER-800 MHz | | ARMER-800 MHz | | D | MPLUS FIRE OPS |
| 7 | Tactical | ME TAC 5 | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | SPPD/RCSO Mobile Field Force |
| 8 | Tactical | RPOOL4 | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | SPPD EMS OPS |
| 9 | Tactical | RPOOL5 | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | MEDICAL NET (RCECC) |
| 10 | Tactical | METAC 9 | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | HENNEPIN EMS INTEROP |
| 11 | Tactical | HC TAC 3 | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | HENNEPIN EMS INTERNAL |
| 12 | Logistics | WMRCC | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | TRANSPORT LOGISTICS |
| 13 | Logistics | EMRCC | EMS | ARMER-800 MHz | | ARMER-800 MHz | | D | TRANSPORT LOGISTICS |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |

SPECIAL INSTRUCTIONS

Please utilize WMRCC or EMRCC for patient tracking, obtain Bib number, and enter into System Notification on MNTrac

| | |
|--|-------------------------|
| COML Charles Sloan III AGENCY: Hennepin EMS PHONE: Sloan III (612-499-5550) EMAIL: Charles.Sloan@hcnmed.org | INCIDENT/EVENT LOCATION |
| Cities: Minneapolis & St. Paul, Counties: Hennepin & Ramsey | |

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. (MIESB Version 1.0, 11/2015)

| | | | | | |
|---|--|----------------|--|----------|--|
| MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN | | ALARC ICE DIVE | | 1/1/2019 | |
|---|--|----------------|--|----------|--|

| 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/NAC | TX Freq (N or W) | TX Tone/NAC | Mode <small>(A, D, W)</small> | Remarks |
|------|--|-------------------------|--|------------------|-------------|------------------|-------------|----------------------------------|---------------------|
| 1 | COMMAND NET | | MINNESOTA METRO REGION ICS205 | 151.500 MHz | | 151.500 MHz | | | EXERCISE - SL |
| 2 | TACTICAL NET | EXCER 2 | | | | ARMER 800 MHz | | | EXERCISE - TACTICAL |
| 3 | TACTICAL NET | HC-PAC 4 | EN | | | | | | PINIS CREW - PAC |
| 4 | TACTICAL NET | | | | | | | | LEADS/AL - |
| 5 | SUPPORT NET | | EMS DUTY CHIEF | | | | | | EMS - STAFF |
| 6 | SUPPORT NET | | LEADS | | | DISPATCH | | | LEADS - STAFF |
| 7 | SUPPORT NET | | EMS DISPATCH | | | | | | EMS - DISPATCH |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |

SPECIAL INSTRUCTIONS

| | |
|--|-------------------------------------|
| COM1: CHARLES SLOAN III AGENCY: HENNEPIN EMS PHONE: 612-499-5550 EMAIL: CHARLES.SLOAN@HCMED.ORG | EXCER 2 - EXCER 2 - EXCER 2 - 55331 |
|--|-------------------------------------|

METROPOLITAN EMERGENCY SERVICES BOARD

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

www.mn-mesb.org

COMMUNICATIONS RESPONSE TASK FORCE TRAINING

Tuesday, May 28, 2019

1000-1200

MESB Board Room

ATTENDANCE

Name

Organization

| | |
|----------------------|--------------------|
| ROBERT BEEBE | HCSO |
| SCOTT HUPPERT | HENNEPIN EMS |
| NATE TRIMM | WASHINGTON CO. SO |
| SARA BINGHAM JACKSON | MECC |
| DAN ANDERSON | HCEM |
| BRAD WINGER | HSEM |
| ALISSA BAKER | Scott Co. Dispatch |
| Steve Crostler | HCMC |
| Andray LaVente | Edina |
| ROD OLSON | Minneapolis |
| Daniel Klamette | HCMC/HEMS |
| Don Anderson | Dakota County |
| Brad Thayer | Anoka Co. |
| Erin Wegner | Dodge Co. |
| Charles Sloan | Henn Co. |

-check
email



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



APPENDIX C – TALK GROUP PERMISSION LETTER TEMPLATE

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

| | | |
|--------------------------|--|---------------------------------|
| Document Section: | Appendices | Radio TOC Approval – Signature: |
| Sub-Section: | METRO Appendix C | |
| Procedure Title: | TALK GROUP PERMISSION LETTER TEMPLATE | |
| Date Established: | 5/12/01 | |
| Replaces Document Dated: | 5/21/01 | MESB Approval - Signature: |
| Date Revised: | 2/25/09 | |

1. Purpose or Objective

The purpose of this template is to provide a guide for requesting the use of another owner's talkgroup resources. Note that this is a two-sided, one sheet document. Procedure for use of this letter is found in ARMER Standard 2.7.0—*Use of Shared Talk Groups*.

(See next page)

FINAL

FINAL

Metropolitan Emergency Services Board - ARMER System
AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Date: 2/11/2020

Requesting Agency: CentraCare Emergency Medical Services

Authorizing Agency: Metro-Region Radio TOC / Board

Reason for Request X Add Talk Group(s) to Radios
 Scan Talk Group(s)
 Other _____

I. Request permission to ADD the following talk groups

| Talk Group | To Be Installed in: (i.e., Portable, Mobile, Command Post) | For the following Work Units: |
|------------|--|---|
| ME-TAC 1 | Portable and Mobile Radios | CentraCare Ambulances and Operations Vehicles |
| ME-TAC 2 | Portable and Mobile Radios | CentraCare Ambulances and Operations Vehicles |
| ME-TAC 3 | Portable and Mobile Radios | CentraCare Ambulances and Operations Vehicles |
| ME-TAC 4 | Portable and Mobile Radios | CentraCare Ambulances and Operations Vehicles |
| ME-TAC 5 | Portable and Mobile Radios | CentraCare Ambulances and Operations Vehicles |
| ME-TAC 6 | Portable and Mobile Radios | CentraCare Ambulances and Operations Vehicles |
| ME-TAC 7 | Portable and Mobile Radios | CentraCare Ambulances and Operations Vehicles |
| ME-TAC 8 | Portable and Mobile Radios | CentraCare Ambulances and Operations Vehicles |
| ME-TAC 9 | Portable and Mobile Radios | CentraCare Ambulances and Operations Vehicles |
| ME-TAC 10 | Portable and Mobile Radios | CentraCare Ambulances and Operations Vehicles |

II. Request permission to SCAN/ MONITOR the following talk groups

| Talk Group | To Be Installed in: (i.e., Portable, Mobile, Command Post) | To be monitored by the following positions: | Request for Receive Only |
|------------|--|--|--------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

III. Other Request/ Requirements (Explain)

IVI. Reason for Request

(Attach supporting documentation)

Name of individual completing application: Gordon Vosberg Sr. Director of EMS

Address 1406 6th Ave N, St Cloud, MN 56303

METRO Metro Appendix C - TG Permission Letter T2template.docx

Metro Appendix C

Letter Template

FINAL

FINAL

Phone 320-251-2700, ext. 24922

E-mail address: vosbergg@centracare.com

This Side for Authorizing Agency use Only

Metropolitan Emergency Services Board - ARMER System
AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Request Approved X Approved with Conditions _____ Denied _____

Conditions:

Authorized Signature: _____

Name of Authorizing Individual: Victoria Vadnais

Address 167 Grand Ave, St. Paul, MN 55102

Phone 651-241-4405

E-mail address: Victoria.Vadnais@allina.com

From: Alicia R. Stovern [Alicia.Stovern@chisagocounty.us]
Sent: Monday, January 27, 2020 1:37 PM
To: Jon M. Eckel
Subject: FW: Common Radio Channel

Are you aware of this? I am guessing that we wouldn't necessarily fall under the 'umbrella' with the other agencies?

From: Paul J. Eaton <pjeaton@lifelinkiii.com>
Sent: Monday, January 27, 2020 1:36 PM
To: Alicia R. Stovern <Alicia.Stovern@chisagocounty.us>
Subject: RE: Common Radio Channel

This is an external email message!

This message originated from outside the Chisago County email system. Use caution when clicking hyperlinks, downloading pictures or opening attachments.

Sounds good, I already have a talkgroup set up and approved by the TOC and appropriate people. Currently EMRCC and WMRCC have this to contact us.

Paul Eaton – CFC, CTO, CCS
Communication Center Lead
Dispatch: 800-328-1377
Fax: 612-638-4970
Mobile: 763-498-4892
3010 Broadway St NE
Minneapolis, MN 55413
pjeaton@lifelinkiii.com



From: Alicia R. Stovern [<mailto:Alicia.Stovern@chisagocounty.us>]
Sent: Monday, January 27, 2020 1:34 PM
To: Paul J. Eaton <pjeaton@lifelinkiii.com>
Subject: RE: Common Radio Channel

This message was sent securely using Zix®

CAUTION: This email originated from outside of Lifelink III. **DO NOT CLICK** links or open attachments unless you recognize the sender and know the content is safe.

Hi Paul,

We would be receptive to this as a hailing channel only (not monitored by the ECC staff), but it must first be presented to the TOC committee for approval as a plan change first.

Thanks

Alicia Stovern

Director Alicia Stovern
Chisago County Sheriffs Office
Emergency Communications Division
15140 Per Rd
Center City, MN 55012
(651)213-6481 Direct Dial
(651)257-4100 Communications Center
(651)262-8500 Mobile

"I think a hero is an ordinary individual who finds strength to persevere and endure in spite of overwhelming obstacles."

- Christopher Reeve, American actor (1952-2004)

From: Paul J. Eaton <pjeaton@lifelinkiii.com>
Sent: Monday, January 27, 2020 12:19 PM
To: Alicia R. Stovern <Alicia.Stovern@chisagocounty.us>
Subject: Common Radio Channel

This is an external email message!

This message originated from outside the Chisago County email system. Use caution when clicking hyperlinks, downloading pictures or opening attachments.

Hi Alicia,

I am not sure if you're the person to contact in regards to this, I am wondering if you would be interested in adding a channel we have created to your radios at Dispatch to be able to have your dispatchers contact us directly if you need a helicopter in your county. Let me know if this is something you would like.

Thanks

Paul Eaton – CFC, CTO, CCS
Communication Center Lead

Dispatch: 800-328-1377
Fax: 612-638-4970
Mobile: 763-498-4892
3010 Broadway St NE
Minneapolis, MN 55413
pjeaton@lifelinkiii.com



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~~FINAL~~

~~FINAL~~

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

| | | |
|--------------------------|--|----------------------------|
| Document Section: | 3 - Interoperability Guidelines | Radio TOC Recommendation |
| Sub-Section: | METRO 3.30.0 | Date: 05/23/07 |
| Procedure Title: | 800 MHz METCOM Talkgroup | MESB Approval - Signature: |
| Date Established: | 5/2/07 | Date: 06/13/07 |
| Replaces Document Dated: | | |
| Date Revised: | <u>2/14/20</u> | |

1. Purpose or Objective

To establish guidelines and procedures for the use of the 800 MHz **METCOM** talkgroup.

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2. Technical Background:

▪ **Capabilities**

The **METCOM** talkgroup is a metro region-wide talkgroup intended to facilitate communications between dispatch centers.

▪ **Constraints**

This Standard strives for consistency among all metro region agency dispatch centers and also serves to minimize usage conflicts when multiple incidents may be occurring simultaneously within the metro region area.

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3. Operational Context:

The **METCOM** talkgroup is to be used for day-to-day interagency urgent or emergency mutual aid situations. It is also a means for hailing another dispatch center, to re-direct non-emergency communications to an alternative talkgroup of their choice.

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4. Recommended Protocol/ Standard:

Emergency Communications shall be defined, for these purposes, as those communications necessary to reduce the time factor when intervening in a life-threatening situation, or a large-scale property damage situation.

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Emergency communications shall have priority over all other types of communications. Those emergency communications shall include, but not necessarily be limited to:

- Any situation where human life may be in danger of great bodily harm or death.
- Situations where property damage occurs, or very possibly could occur, on a large scale and immediate action is necessary to restore order or prevent further damage or harm.
- Any emergent situation when a dispatcher must provide essential information to multiple agencies at once.

~~FINAL~~

~~FINAL~~

Non-emergency communications shall be defined as any communications where the probability of a life-threatening or large-scale property damage situation does not exist but no other reasonable means of communication between users is available.

Non-emergency communications include, but are not limited to:

- Loss of telephone systems and the need to relay call information on a temporary basis.
- A need to direct short announcements to more than one agency to expedite essential communications.
- Use during emergent need only; no daily monitoring on subscriber radios.

| <u>TG Requirements</u> | <u>For Whom?</u> |
|------------------------|---|
| Mandatory | All Region Dispatch Centers |
| Highly Recommended | EOCs, Incident Command Centers |
| Optional | None |
| Not Allowed | Mobile and Portable Radios <u>(waiver only)</u> |

| <u>Cross Patch Standard</u> | <u>YES / NO</u> | <u>To Talkgroup(s)</u> |
|-----------------------------|-----------------|------------------------|
| Soft Patch | No | NA |
| Hard Patch | No | NA |

No personnel in any dispatch center shall soft patch the 800 MHz METCOM talkgroup to an 800 MHz trunked talkgroup, RF control station or conventional resource (See Metro Standard 3.24.0). PSAPs with a waiver must not use for daily monitoring on subscriber radios.

5. Recommended Procedure:

Any user transmitting information to another shall:

- Identify by department name and department(s) being called.
- Identify talk group being used "METCOM".
- Identify the type of incident or emergency,
- Example: "Minneapolis to Golden Valley and State Patrol on METCOM, pursuit".

6. Management

The dispatch center managers for agencies on the regional 800 MHz radio system shall ~~insure~~ ensure that there is a procedure for use of the METCOM talkgroup in the dispatch center for which they are responsible.

Dispatch center operators shall receive initial and continuing training on the use of this procedure.

The system managers and administrators will be responsible to see that this policy is implemented as defined in the system standards manual. Identified issues and concerns will be brought to the monthly ~~Interoperability Subcommittee~~ Radio TOC meetings for resolution.

METRO REGION

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

| | | |
|--------------------------|---|---------------------------|
| Document Section: | 3 – Interoperability Standards | Radio TOC Recommendation: |
| Sub-Section: | METRO 3.33.2 | Date : 2/29/12 |
| Procedure Title: | STR – Transportable Tower/Repeater | |
| Date Established: | 2/6/12 | MESB Approval – Signature |
| Replaces Document Dated: | 2/6/12 | |
| Date Revised: | 2/29/12 4/11/19 2/14/20 | Date : 3/14/2012 |

1. Purpose or Objective

To establish policies and procedures for the deployment and use of the Metro Region Strategic Technology Reserve (STR) component:

Transportable Tower and Repeaters

2. Technical Background

▪ Capabilities

As part of the Public Safety Interoperable Communication grant program, a transportable tower and repeater system ~~has been~~will be established in Metro Region. The transportable tower and repeater system basic capabilities are described as follows:

| Resource | Description |
|---------------------|---|
| Transportable Tower | Trailer based, 50' crank up aluminum tower, assembled with 800 MHz, VHF and amateur radio antennas and transmission cables. |
| Repeaters | Repeater-Transportable 800 MHz and VHF repeater capable of cross-band operation in analog and digital P25 modes. The repeater is equipped to support at least two <u>2</u> -800 MHz frequency pairs and at least one of two VHF frequency pairs for repeater operation. The repeater is enclosed in a case that can be transported in the back of an SUV, weighs approximately 70 lbs. The repeater is battery operated and can be connected to a 12 volt vehicle battery or 120 VAC power source. |

Frequencies identified for use in the transportable repeater are specified in Appendix A ~~of this standard.~~

STR transportable repeater frequencies will be identified in the state of Minnesota Interoperability Frequency Plan and should be available in public safety mobile and portable radios throughout the state of Minnesota. They may also be programmed into public safety mobile and portable radios for neighboring state agencies operating along the Minnesota border.

Through the allocation of this STR resource the Metro Region should have the ability to respond to any catastrophic loss of the existing public safety communication resources, to provide additional communication resources under certain circumstances and to provide local responders with a transportable communication resource should they respond to a major event or natural disaster in another state.

▪ Constraints

The Interoperability Frequency Plan and the National Interoperable Frequency Operational Guide (NIFOG) provide a comprehensive list of all available interoperability frequencies. In the VHF spectrum, most interoperability frequencies are specifically simplex and not paired for repeater use. There are very few permanent repeaters in place on interoperability frequencies outside the Minneapolis/St. Paul metropolitan area. Based upon the limited nature of this resource, care must be exercised in the overall coordination of communications, the deployment of equipment to achieve the maximum effectiveness and in defining expectations.

3. Operational Context

The Metro Region STR transportable tower and repeater system will be housed at the City of Bloomington, 9920 Logan Ave South. The primary contact for emergent deployment of the equipment will be directed ~~through the Minnesota State Duty Officer to Butch Gillum, secondary contact Chief Ulie Seal,~~ followed by the Metropolitan Emergency Services Board's (MESB) Regional Radio Services Coordinator and/or Metro Region COML's ~~or through the Minnesota State Duty Officer.~~ For planned events and exercises, the primary contact will be the MESB's Regional Radio Services Coordinator. The maintenance and support of the Metro Region STR transportable tower and repeater system will be conducted by Metro Region COML and COMT personnel.

Commented [TF1]: Names could be outdated soon

The Metro Region STR transportable tower and repeater system may be deployed individually or used in conjunction with other STR resources. The Metro Region STR transportable tower and repeater system has been designed to provide a limited resource (capacity and coverage) that can be implemented very quickly to address public safety communication needs over a very limited geographic region (3-7 mile radius). Actual area coverage may vary depending upon tower placement which should be at the highest point overlooking the area of operations. Where additional communication paths are needed, consideration should be given to requesting the STR Satellite enabled ARMER base radio site.

4. Standardized Policy

Any of the ~~ten nine~~ counties in the Metro Region can request the use of the Metro Region STR transportable tower and repeater system. The primary use will be to respond to any loss of basic public safety communications. This standard defines the steps necessary to make sure the Metro Region STR transportable tower and repeater system is available for deployment by addressing the requirements to maintain, operate and deploy the STR transportable tower and repeater system.

~~FINAL~~

~~FINAL~~

To the greatest extent possible, the Metro Region STR transportable tower and repeater system should be available to support operations in other regions of the state and to provide communication resources for public safety personnel responding to an event or disaster in another state.

5. Standardized Procedure

Maintenance and Storage

The Metro Region STR transportable tower and repeater system will be housed at the City of Bloomington, 9920 Logan Ave South.

The Metro Region STR transportable tower and repeater system will be fully exercised ~~once annually~~ ~~every six months~~ in a structured exercise to assure all equipment and features are in good working order. This testing will be conducted by the Metro Region Communications Response Taskforce (CRTF). In addition to the ~~semi~~-annual exercise of the equipment, the repeater battery should be maintained with a “maintenance charge” and tested under load at least once annually.

Commented [TF2]: Question to group – does this happen? Do we need to change standard language?

The Metro Region STR transportable tower and repeater system will be tested by a qualified technician at least once every year, and after each deployment. The tests will include, frequency error, power output and controller tests to insure the equipment is kept ready for deployment.

Resource Activation

Any time the Metro Region transportable tower and repeater system is deployed, at least one person involved in the deployment **must** have participated in deployment familiarization training within the last year. It may be possible for a qualified person to conduct deployment familiarization training immediately before deployment, ~~but~~ such training must be documented.

A pre-deployment check list must be maintained with the equipment that includes a thorough list of the equipment, verification of deployment familiarization training, and verification of set up procedure. This check list must be followed and must remain with the equipment.

Written step-by-step set up procedures, including safety notices, should be reviewed ~~periodically~~ and must be maintained with the equipment at all times. These procedures must be followed ~~and~~ a copy must remain with the equipment.

Commented [TF3]: Do we want better definition of how many times this should be reviewed?

Deployment of the Metro Region STR transportable tower and repeater system within the region may be for any purpose authorized by the MESB or its Radio Technical Operations Committee (Radio TOC).

Deployment outside the region to support public safety response to an event or natural disaster must be coordinated through the Minnesota State Duty Officer.

The requesting agency shall be responsible for the transporting of Metro Region STR transportable tower and repeater system to and from the incident scene.

~~FINAL~~

~~FINAL~~

The agency requesting the Metro Region STR transportable tower and repeater system assumes full risk of loss for any equipment loaned to it which are lost, stolen, damaged, consumed, and inoperable or destroyed until the equipment is returned to the Metro Region ~~primary contact~~.

Commented [TF4]: Who is this? Radio Services Coordinator?

The requesting agency shall reimburse the MESB for the repair or replacement cost of any equipment which are lost, stolen, damaged, consumed, and inoperable or destroyed.

Operational Training

Deployment familiarization training will be conducted twice per ~~year~~.

Commented [TF5]: Note that this is only done once per year now. Checking with Butch to see if it truly is exercised 2x.

All Metro Region ~~trained~~ Communication Leaders and Communications Technicians should participate in deployment familiarization training for the equipment at least once per year.

The Metro Region STR transportable tower and repeater system will be available for local disaster exercises, local events (fairs or celebrations) or other activities where operational personnel will become familiar with the deployment procedures and operational characteristics of the equipment.

6. Management

The MESB will maintain responsibility for assuring compliance with this standard. The Metro Region Radio TOC or a subcommittee thereof shall review this standard and make adjustments as necessary. In that process, the subcommittee shall seek comment and suggestion from the STR transportable tower and repeater system points of contact and may inspect equipment to determine needs.

**ARMER Public Safety Communications System
Standards, Protocols, Procedures**

| | | |
|--------------------------|---|-------------------|
| Document Section: | 3-Interoperability Standards | Appendix A |
| Sub-Section: | State 3.33.2 | |
| Procedure Title: | STR-Transportable Tower/Repeater | |
| Date Established: | 10/01/2010 | |
| Replaces Document Dated: | | |
| Date Revised: | | |

The following frequencies identified for use in the Transportable Tower/Repeater shall be maintained in all repeaters maintained as part of Minnesota's Strategic Technology Reserve:

VHF

| Name | Transmit | Receiver | CTCSS/NAC |
|-----------------------------|-----------------|-----------------|------------------|
| F1-VTAC14/VTAC14R | 159.4725 MHz | 154.6875 MHz | 156.7 Hz E/D |
| F2-LE2 Federal LE Interop * | 167.2500 Mhz | 162.2625 MHz | 167.9 Hz E/D |
| F3-IR2 Medical Evac Control | 170.4125 MHz | 165.9625 MHz | \$68F |

* Subject to coordination with federal LE partners

800 MHz

| Name | Transmit | Receiver | CTCSS/NAC |
|-------------|-----------------|-----------------|------------------|
| F1-8CALL90 | 851.01250 MHz | 806.01250 MHz | 156.7 Hz |
| F2-8TAC91 | 851.51250 MHz | 806.51250 MHz | 156.7 Hz |
| F3-8TAC92 | 852.01250 MHz | 807.01250 MHz | 156.7 Hz |
| F4-8TAC93 | 852.51250 MHz | 807.51250 MHz | 156.7 Hz |
| F5-*TAC94 | 853.01250 MHz | 808.01250 MHz | 156.7 Hz |

METRO REGION

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

| | | |
|--------------------------|---|----------------------------|
| Document Section: | 3. Interoperability Guidelines | Radio TOC Recommendation |
| Sub-Section: | METRO 3.17.5 | Date: 03/22/17 |
| Procedure Title: | Criteria for Certification as an Incident Tactical Dispatcher (INTD) | |
| Date Established: | 05/10/2017 | MESB Approval - Signature: |
| Replaces Document Dated: | | 05/10/2017 |
| Date Revised: | | |

1. Purpose or Objective

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The intent of this standard is to establish protocols and procedures to be used for recognition certification and renewal re-certification of Incident Tactical Dispatcher (INTD) in Minnesota.

2. Background:

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During all-hazards emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To close this capability gap, the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC) Cybersecurity and Infrastructure Security Agency (CISA) Emergency Communications Division (ECD), in partnership with the Office for Interoperability and Compatibility (OIC), the Federal Emergency Management Agency (FEMA), National Integration Center (NIC), and practitioners from across the country developed performance and training standards for the All-Hazards Incident Dispatcher as well as formulated a curriculum and comprehensive All-Hazards TRG-IDT course.

An INTD is a specially trained individual qualified to operate away from the dispatch center in a command post, EOC, base camp, incident scene or as mutual aid to another dispatch center. INTD's leverage the multi-tasking, communication, accountability and documentation skills of successful telecommunicators to provide public safety communications expertise and support at planned events, exercises and extended incidents. INTD's may support the communication unit as a single resource or as part of an incident dispatch team or full COMU.

As representatives of the Minnesota public safety community complete INTD, the federal government has left it up to each state as to determine how the INTD will be recognizedcertified. This standard will lay out the recognitioncertification process for Minnesota. An INTD will by default meet all criteria to be considered a RADO for the purpose of the Communications Unit (COMU). No further training will be required. However, to receive certification, the INTD must complete the RADO task book and follow State Standard 3.17.6 to be certified.

Commented [TF1]: Checked with Jim and Cathy – there is no longer a state standard for these.

3. Recommended Procedure:

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The following procedure shall be followed in order to be initially ~~recognized-certified~~ as an Incident Tactical Dispatcher and in order to be ~~renewed-recertified~~:

Prerequisite Experience/Training:

- A public safety background with three years of experience in dispatch operations, or ICTAP RADO training and 1 year experience in dispatch operations.
- Completion of the ICTAP Communications Unit Awareness web-based course.
- Completion of IS-100.b, IS-144, IS-200.b, IS-700.a, and IS-800.b.
- ICS-300, Intermediate Incident Command System (ICS) for Expanding Incidents, is recommended.

~~Certification Recognition~~ Process:

1. Attend and successfully complete a three-day DHS-OEC all-hazards INTD (TRG-IDT) training session taught by a DHS-OEC certified IDT instructor. Experienced Incident Dispatchers that can demonstrate successful completion of incident dispatcher (IDT) training from outside sources, shall be recognized and considered as having fulfilled this ~~requirement~~.
2. Complete the INTD Task Book by demonstrating satisfactory performance of each of the tasks as witnessed by qualified evaluator(s) within three years of INTD training. It is acceptable to use an incident that occurred up to three years prior to the INTD training. (See attachment "A" Evaluation Form). Experienced Incident Dispatchers, previously trained before the formal DHS-OEC TRG-IDT was available can use tasks completed since recognized IDT training was ~~completed~~.
3. Participate as an Incident Tactical Dispatcher in at least one NIMS Type III training drill, functional exercise, full scale exercise, incident or preplanned event. Provide a copy of one of the following: (1) Incident Action Plan; (2) Incident Communications Plan; or (3) After Action Report.
4. Obtain the "Final Evaluator's Verification" from one of the following: (1) A NIMS trained COML ~~or INTD~~; (2) A Designated Agency Head; or (3) An Incident Commander. (See attachment "D" Verification / Certification of completed task book Form)
5. Obtain "Agency Certification" from the Designated Agency Head employing the candidate indicating that the candidate has met all qualifications for ~~INTD IDT recognition certification~~. (See attachment "C" Agency Certification Form)
6. Submit the signed-off Task Book, NIMS course certificates (a printout from the Homeland Security Emergency Management (HSEM) training repository will suffice) and copies of relevant IAPs, ICPs, and AARs to your Regional Interoperability Coordinator (RIC). For the Metropolitan Emergency Services Board (MESB) Region, the documents will be submitted to the Regional Radio Services Coordinator and be brought before the MESB Radio Technical Operations Committee (RTOC) for approval.
7. The RIC or the Regional Radio Services Coordinator will review the qualification documents to make sure they meet the requirements set forth in this ~~recognition~~

Commented [TF2]: SWIC was unsure about this when we tried to get someone grandfathered in this way. Find out if this is still the case.

Commented [TF3]: Same comment from #1

Commented [TF4]: Check to make sure that changed in state SOG

~~certification~~ process. They will then go before the Regional Advisory Committee (RAC), Regional Radio Board (RRB), Emergency Services Board (ESB) or the MESB RTOC, presenting the INTD candidate's credentials to request a resolution that the ~~INTDCOMT~~ candidate be recommended to the Statewide Interoperability ~~Coordinator~~ (SWIC) Program Manager for final review and ~~certification~~ recognition. (See attachment "B," check-off template.)

8. The ~~SWIC~~ Statewide Interoperability Program Manager will review the qualification documents, copy the Task Book and relevant documents for filing and sign off on the original Task Book and return it to the INTD. This will serve as State ~~Certification~~ Recognition of the INTD and will be good for three years. (Submitting these documents by mail is acceptable. If the documents are lost, a copy will be deemed the original and marked as such).

~~RENEWAL~~ RECERTIFICATION

Submission of Attachment E, along with a dated ICS 205 or AAR will ~~renew~~ recertify the participant for three years from their previous ~~certification~~ recognition or renewal date. If these items are not available, Attachment E, along with a letter signed by an active incident COML or the event or exercise planner indicating the candidate acted in the role of a INTD during an event will be sufficient for ~~recertification~~ renewal.

Once the candidate has participated in an acceptable function and submits the necessary paperwork for ~~recertification~~ renewal, their renewal month and date remains the same as their original ~~recognition~~ certification date unless other arrangements have been made.

It is the candidate's responsibility to provide the appropriate paperwork to the Emergency Communication Networks' (ECN) Standards & Training Coordinator for ~~recertification~~ renewal prior to their certification expiration date.

ECN's Standards & Training Coordinator may send out a reminder at least six months in advance notifying each candidate that they are coming up for ~~recertification~~ renewal if no paperwork has been submitted for renewal within that three-year period.

4. Management

The Statewide Interoperability Program Manager will manage the INTD ~~certification~~ recognition and ~~renewal~~ recertification process in Minnesota.

1. All ~~recognition~~ certifications will be recorded and kept on file by the Emergency Communication Networks' (ECN) Standards & Training Coordinator. A list of ~~recognized~~ certified INTDs with their ~~certification~~ recognition expiration date is available from the SWIC ~~will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER tab.~~

Commented [TF5]: Checked to see if this list is actually maintained on the SECB/ECN sites, and was told no. Only available on the HSIN site, which requires a log in.

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

| | | |
|--------------------------|--|----------------------------|
| Document Section: | 3. Interoperability Guidelines | Radio TOC Recommendation |
| Sub-Section: | METRO 3.17.6 | Date: 03/22/17 |
| Procedure Title: | Criteria for Certification as a Radio Operator (RADO) | |
| Date Established: | 05/10/2017 | MESB Approval - Signature: |
| Replaces Document Dated: | | 05/10/2017 |
| Date Revised: | | |

1. Purpose or Objective

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The intent of this standard is to establish protocols and procedures to be used for ~~recognition certification~~ and ~~renewal re-certification~~ of the Radio Operator (RADO) in the Metro Region of Minnesota.

2. Background

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During all-hazards emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To close this capability gap, the Department of Homeland Security's (DHS) ~~Office of Emergency Communications (OEC)~~ Cybersecurity and Infrastructure Security Agency (CISA) Emergency Communications Division (ECD), in partnership with the Office for Interoperability and Compatibility (OIC), the Federal Emergency Management Agency (FEMA), National Integration Center (NIC), and practitioners from across the country developed performance and training standards for the ~~All-Hazards~~ Radio Operator (RADO) as well as formulated a curriculum and comprehensive All-Hazards TRG-RADO course.

The responsibilities of an All-Hazards RADO includes support staffing for the Incident Communications Center, monitoring radio traffic and base station operations for emergency operations centers, hospitals, dispatch centers and non-governmental organizations supporting civil emergency response at the state, local or regional level. The RADO position, in contrast to the Incident Tactical Dispatcher, is designed for emergency response professionals and support personnel in all disciplines who have a basic understanding of the ~~a~~ All-Hazards ICS communications unit. Experienced dispatch personnel should consider the more comprehensive RADO position.

As representatives of the Minnesota public safety community complete RADO, the federal government has left it up to each state as to determine how the RADO will be ~~recognized~~ certified. This standard will lay out the ~~recognition certification~~ process for Minnesota.

3. Recommended Procedure

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METRO 3.17.6 – Radio Operator (RADO) Certification

The following procedure shall be followed in order to be initially ~~recognized~~ certified as a RADO, and in order to be ~~renewed~~ recertified:

Prerequisite Experience/Training:

- Awareness of fundamental public safety communications technology
- Completion of the OEC Communications Unit Awareness web-based course
- Completion of IS-100.b, IS-200.b, IS-700.a, and IS-800.b

Certification Process:

1. Attend and successfully complete a two-day DHS-OEC ~~All-Hazards~~ RADO (TRG-RADO) training session taught by a DHS-OEC certified RADO instructor. Personnel that can demonstrate successful completion of the DHS-OEC TRG-AUXCOMM course shall be considered as having fulfilled this requirement.
2. Complete the RADO Task Book by demonstrating satisfactory performance of each of the tasks as witnessed by qualified evaluator(s) within three years of RADO training. It is acceptable to use an incident that occurred up to three years prior to the RADO training. (See attachment "A" Evaluation Form).
3. Participate as a RADO in at least one NIMS Type III training drill, functional exercise, full scale exercise, incident or preplanned event. Provide a copy of one of the following: (1) Incident Action Plan; (2) Incident Communications Plan; or (3) After Action Report.
4. Obtain the "Final Evaluator's Verification" from one of the following: (1) A NIMS trained COML or RADO; (2) A Designated Agency Head; or (3) An Incident Commander. (See attachment "D" Verification / Certification of completed task book Form)
5. Obtain "Agency Certification" from the Designated Agency Head employing the candidate indicating that the candidate has met all qualifications for RADO ~~recognition~~ certification. (See attachment "C" Agency Certification Form)
6. Submit the signed-off Task Book, NIMS course certificates (a printout from the Homeland Security Emergency Management (HSEM) training repository will suffice) and copies of relevant IAPs, ICPs, and AARs to your Regional Interoperability Coordinator (RIC). For the Metropolitan Emergency Services Board (MESB) Region, the documents will be submitted to the Regional Radio Services Coordinator and be brought before the MESB Radio Technical Operations Committee (RTOC) for approval.
7. The RIC or the Regional Radio Services Coordinator will review the qualification documents to make sure they meet the requirements set forth in this ~~recognition~~ certification process. They will then go before the Regional Advisory Committee (RAC), Regional Radio Board (RRB), Emergency Services Board (ESB) or the MESB RTOC, presenting the RADO candidate's credentials to request a resolution that the ~~RADO COMT~~ candidate be recommended to the Statewide Interoperability Program Manager for final review and ~~recognition~~ certification. (See attachment "B," check-off template.)
8. The Statewide Interoperability Program Manager will review the qualification documents, copy the Task Book and relevant documents for filing and sign off on the original Task Book and return it to the RADO. This will serve as State ~~Recognition~~ Certification of the RADO and will be good for three years. (Submitting these documents by mail is acceptable. If the documents are lost, a copy will be deemed the original and marked as such).

Commented [TF1]: Check with Jim if this is correct.

Commented [TF2]: Check the state SOG

RENEWAL/RECERTIFICATION

Submission of Attachment E, along with a dated ICS 205 or AAR will ~~renew~~~~recertify~~ the participant for three years from their previous ~~recognition or renewal~~~~certification~~ date. If these items are not available, Attachment E, along with a letter signed by an active incident COML or the event or exercise planner indicating the candidate acted in the role of a RADO during an event will be sufficient for ~~recertification~~~~renewal~~.

Once the candidate has participated in an acceptable function and submits the necessary paperwork for ~~renewal~~~~recertification~~, their renewal month and date remains the same as their original ~~certification~~ ~~recognition~~ date unless other arrangements have been made.

It is the candidate's responsibility to provide the appropriate paperwork to the Emergency Communication Networks' (ECN) Standards & Training Coordinator for ~~renewal~~~~recertification~~ prior to their ~~certification~~ ~~recognition~~ expiration date.

ECN's Standards & Training Coordinator may send out a reminder at least six months in advance notifying each candidate that they are coming up for ~~renewal~~~~recertification~~ if no paperwork has been submitted for renewal within that three-year period.

4. Management

The Statewide Interoperability Program Manager will manage the RADO ~~recognition~~~~certification~~ and ~~renewal~~~~recertification~~ process in Minnesota.

1. All ~~recognition~~~~certifications~~ will be recorded and kept on file by the Emergency Communication Networks' (ECN) Standards & Training Coordinator. A list of ~~recognized~~~~certified~~ RADO's with their ~~certification~~ ~~recognition~~ expiration date ~~is available from the SWIC. will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER tab.~~

Commented [TF3]: Checked to see if this is actually maintained on the SECB/ECN sites, and was told no. Only available on the HSIN site, which requires a log in.

Metro Region ARMER Standards

Section 3 – Metro 3.17.7 Criteria for ~~Certification~~ Recognition as an INCM

Date Established

5-10-17

Date Revised/Reviewed

6-10-

19xxxxxx

1. Purpose or Objective

The intent of this standard is to establish protocols and procedures to be used for ~~certification~~ initial recognition and ~~re-certification~~ renewal of the Incident Communication Center Manager (INCM) in Minnesota.

2. Background

During ~~All-H~~ hazards emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To close this capability gap, the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC) in partnership with the Office for Interoperability and Compatibility (OIC), the Federal Emergency Management Agency (FEMA), the National Integration Center (NIC), and practitioners from across the country developed performance and training standards for the all-hazards Incident Dispatcher as well as formulated a curriculum and comprehensive All-Hazards TRG-INCM course.

For some incidents, the COML establishes an Incident Communications Center staffed with Incident Tactical Dispatchers and/or Radio Operators to provide communications support for operations. However, as the incident expands, it may become important for an Incident Communications Center Manager (INCM) to be assigned for coordination purposes and to avoid span-of-control issues. The All-Hazard Incident Communications Center Manager is then responsible for managing all functions in the Incident Communications Center, reporting to the COML.

As representatives of the Minnesota public safety community complete INCM, the federal government has left it up to each state as to determine how the INCM will be ~~certified~~ recognized. This standard will lay out the ~~certification~~ recognition process for Minnesota.

3. Recommended Procedure

The following procedure shall be followed in order to be initially ~~certified~~ recognized as an Incident Communications Center Manager and in order to be recertified:

Prerequisite Experience/Training:

- State of Minnesota INCM Certification.
- ICS-300, Intermediate Incident Command System (ICS) for Expanding Incidents, is recommended.

Commented [TF1]: Different criteria when being renewed?

Commented [TF2]: This is not a full list of the required training for the state.

Certification Process:

- Attend and successfully complete a three-day DHS-OEC ~~All-Hazards~~ INCM (TRG-INCM) training session taught by a DHS-OEC ~~certified~~ recognized INCM instructor.
- Complete the INCM Task Book by demonstrating satisfactory performance of each of the tasks as witnessed by a qualified evaluator(s) within three years of INCM training. It is acceptable to use an incident that occurred up to within three years of INCM training. (See attachment "A" Evaluation Form). Experienced Incident Dispatchers, previously trained before the formal DHS-OEC TRG-INCM was available can use tasks completed since recognized IDT training was completed.
- Participate as an INCM in at least one NIMS Type III training drill, functional exercise, full scale exercise, incident or preplanned event. Provide a copy of one of the following: (1) Incident Action Plan; (2) Incident Communications Plan; or (3) After Action Report.
- Obtain the "Final Evaluator's Verification" from one of the following: (1) A NIMS trained COML; (2) A Designated Agency Head; or (3) An Incident Commander. (See attachment "D" Verification/Certification of completed task book form).
- Obtain "Agency Certification" from the Designated Agency Head employing the candidate indicating that the candidate has met all qualifications for IDT certification. (See attachment "C" Agency Certification Form).
- Submit the signed-off Task Book, NIMS course certificates (a printout from the Homeland Security Emergency Management (HSEM) training repository will suffice) and copies of relevant IAPs, ICPs, and AARs to your Regional Interoperability Coordinator (RIC). For the Metropolitan Emergency Services board (MESB) Region, the documents will be submitted to the MESB's Regional Radio Services Coordinator and be brought before the MESB Radio Technical Operations Committee (RTOC) for approval.
- The RIC or the Regional Radio Services Coordinator will review the qualification documents to make sure they meet the requirements set forth in this ~~certification~~ recognition process. They will then go before the Regional Advisory Committee (RAC), Regional Radio Board (RRB), ~~E~~mergency Services Board (ESB) or the MESB RTOC, presenting the INCM candidate's credentials to request a resolution that the ~~COMT INCM~~ candidate be recommended to the Statewide Interoperability Coordinator Program Manager (SWIC) for final review and ~~certification~~ recognition. (See attachment "B", check-off template).
- The ~~SWIC Statewide Interoperability Program Manager~~ will review the qualification documents, copy the Task Book and relevant documents for filing and sign off on the original Task Book and return it to the INCM. This will serve as State Certification of the INCM and will be good for three years. (Submitting these documents by mail is acceptable. If the documents are lost, a copy will be deemed the original and marked as such).

RECERTIFICATION RENEWAL

Submission of Attachment E, along with a dated ICS 205 or AAR will ~~recertify~~ renew the participant for three years from their previous ~~certification~~ recognition or renewal date. If these items are not available, Attachment E, along with a letter signed by an active incident COML or

Commented [TF3]: Where is this attachment?

Commented [TF4R3]: In the other standards for COMU positions, Attachment A is an evaluator form.

Commented [TF5R3]: Comment from Rod – does IDT training even happen anymore? Is it all INCM?

Commented [TF6]: INCM?

Commented [TF7]: Is this correct now, to align with the state standard?

Commented [TF8]: Where?

Commented [TF9R8]: Final evaluators verification

Commented [TF10]: Should this say INCM certification?

Commented [TF11]: Agency cert

Commented [TF12]: Where?

Commented [TF13]: This attachment is out of date. Should remove?

Commented [TF14]: Do we need any comments about review by the COMU workgroup or Interoperability Committee at the state level?

Commented [TF15]: Where?

the event or exercise planner indicating the candidate acted in the role of an INCM during an event will be sufficient for ~~recertification~~ renewal.

Once the candidate has participated in an acceptable function and submits the necessary paperwork for ~~recertification~~ renewal, their renewal month and date remain the same as their original ~~certification-recognition~~ expiration date unless other arrangements have been made.

It is the candidate's responsibility to provide the appropriate paperwork to the Emergency Communication Networks' (ECN)'s Standards & Training Coordinator for renewal prior to their recognition expiration date.

ECN's Standards & Training Coordinator may send out a reminder at least six months in advance notifying each candidate that they ~~are coming up- due~~ for ~~recertification- renewal~~ if no paperwork has been submitted for renewal within that three-year period.

4. Management

The ~~SWIC Statewide Interoperability Program Manager~~ will manage the INCM ~~certification recognition~~ and ~~recertification-renewal~~ process in Minnesota.

- All ~~certifications-recognitions~~ will be recorded and kept on file by ~~the Emergency Communication Network's (ECN's)~~ Standards & Training Coordinator. A list of ~~certified-recognized~~ INCMs with their ~~certification~~ expiration date will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER ~~tab~~.

Commented [TF16]: If this exists, I could not find it in the listed spot.

Commented [TF17R16]: Check with Cathy Anderson

Metro Mobility Usage
(Hours:Mins:Secs)
2020

| Month | City Center | Anoka (Lino Lakes) | Dakota | Norwood | Hastings | North Branch | Hennepin West | Overall |
|-----------|-------------|--------------------------|----------|----------|-----------|-----------------|------------------|-----------|
| January | 264:04:13 | 164:51:33 | 65:13:05 | 60:46:17 | 114:00:44 | | 124:17:17 | 793:13:09 |
| February | | | | | | | | |
| March | | | | | | | | |
| April | | | | | | | | |
| May | | | | | | | | |
| June | | | | | | | | |
| July | | | | | | | | |
| August | | | | | | | | |
| September | | | | | | | | |
| October | | | | | | | | |
| November | | | | | | | | |
| December | | | | | | | | |

Difference
since Jan.

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

| | | | | | | | | |
|---------------|-----------|----------|----------|----------|----------|---------|----------|-----------|
| 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 |
|---------------|-----------|----------|----------|----------|----------|---------|----------|-----------|



Alcohol &
Gambling
Enforcement

Bureau of Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire Marshal

Emergency Communication Networks

445 Minnesota Street • Suite 137 • Saint Paul, Minnesota 55101-5137

Phone: 651.201.7547 • FAX: 651.296.2665 • TTY: 651.282.6555

www.ecn.state.mn.us

November 13, 2019

Minnesota Emergency Communications/Services Board Chairpersons:

Minnesota's land mobile radio system, known as ARMER (Allied Radio Matrix for Emergency Response), is a Motorola system. It has been in service and in a constant state of growth and improvement since 2002. Minnesota is presently engaged in a five-year "System Upgrade Agreement" (SUA) with Motorola. Our contract will expire at the end of 2020 and we are in the planning stages for a subsequent system upgrade/maintenance agreement. The firm Tusa Consulting is engaged to assist us with the process.

While the Minnesota Department of Transportation (MnDOT) owns the ARMER "backbone" and the majority of the infrastructure, many other entities own subsystems and components. As a shared system, ARMER relies on all infrastructure owners to upgrade their equipment in concert. This requires that all parties be in agreement and have funding secured before MnDOT can enter into another system upgrade/maintenance agreement on behalf of all ARMER system owners. The Minnesota Department of Public Safety division of Emergency Communication Networks (DPS-ECN) secures the majority of the funding to pay for the state's ARMER operating costs.

During their first two months, Tusa Consulting has been focused on gathering information from DPS-ECN, MnDOT, and subsystem owners. This has primarily been from those on ARMER's frontlines: DPS-ECN, MnDOT, and ARMER system administrators. DPS-ECN recognizes that more stakeholders must be engaged in this process. We encourage all elected officials, city and county administrators, finance officers, and public safety executives to participate.


DPS-ECN and Tusa Consulting welcome that input. We invite all Emergency Communications/Services Boards (ECB/ESB) to gather appropriate people to have an in-depth conversation with us about:

- Tasks Tusa has been contracted to perform, their process, their timeline, and the deliverables.
- Tusa's analysis of the current service and upgrade agreements.
- Tusa's analysis of subsystem owner service and upgrade agreements.
- Exploration of cost containment strategies.
- Exploration of cost benefit analysis.

Beginning January 2020, Tusa Consulting and DPS-ECN representatives will be available to visit the seven Emergency Communications/Services Board (ECB/ESB) regions to meet with local stakeholders and decision makers. These presentations may be at regularly scheduled ECB/ESB meetings or part of a larger, annual regional planning meeting. The Tusa presentation would be approximately one hour. In the event of an annual planning meeting, State Emergency Communication Board (SECB) grant funds are available.

If your ECB/ESB region is interested in such a meeting, please contact me (james.stromberg@state.mn.us/651-201-7557) by December 16.

Yours truly,

A handwritten signature in blue ink, appearing to read "James Stromberg". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

James Stromberg
ARMER Program Manager
Statewide Interoperability Coordinator

2020 Public Safety Communication Conference Outstanding Leadership Nomination Form

At the 2020 Public Safety Communication Conference, hosted by the Minnesota Department of Public Safety, Division of Emergency Communications Networks, there will be a presentation of Outstanding Leadership awards. Each administrative region is encouraged to identify one elected official and one non-elected individual to each receive this award.

The Metropolitan Emergency Services Board is seeking nominations for both an elected official and non-elected individual to receive these awards for the Metro Region. The awards are expected to be presented on the first day of the conference, Wednesday, April 15, 2020.

MESB nominations can be from the public safety communications disciplines and the elected officials responsible for the agencies utilizing public safety communications. Metro region criteria for the awards are as follows:

- To recognize an individual who has made a substantial commitment to public safety communications in the ten-county metropolitan area (elected, non-elected, or both).
- To recognize an individual who has made a significant impact or outstanding contribution to public safety communications networks or operations.
- To recognize an individual's exemplary service which supports the MESB Mission and Values to provide reliable, resilient public safety communications systems for the timely and efficient coordination of emergency services throughout the 10-county metro area. (<http://www.mn-mesb.org/about-us/>)

To nominate an individual for this award, please provide the individual's name and agency, and a brief description of the work he or she has done demonstrating exemplary service and leadership in public safety communications. (Examples may include, but are not limited to: other awards or commendations received, being a pioneer of public safety communications work, show of support to the public safety communications discipline, etc.)

Nominations are due no later than **FRIDAY, MARCH 6, 2020**. Please send nominations to:

9-1-1 Program

Pete Eggimann – 9-1-1 Coordinator

peggimann@mn-mesb.org

Radio Program

Tracey Fredrick – Radio Services Coordinator

tfredrick@mn-mesb.org