



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

September 25, 2019, 1:00 p.m.

1. **Call to Order** – Committee Chair, Captain Scott Haas
2. **Approval of Agenda** – Haas
3. **Approval of Minutes of August 28, 2019 Meeting** – Haas
4. **Action Items**
 - A. COMU Position Approvals – Tracey Fredrick
 - i. Steve Ouradnik COML recognition
 - B. LifeLink Participation Plan Amendment – Paul Eaton
 - C. USPIS Interoperability Participation Plan Request – Marcus Bruning
 - D. Approval of Radio Grant Projects for 2020 Regional Funding Priorities - Fredrick
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenbeck
 - B. System Managers/Metro Owners Group Update – Ron Jansen
 - C. SECB Committees
 - i. Steering – Jill Rohret/Fredrick
 - ii. LMR (OTC) – Nate Timm/Mike Mihelich
 - iii. WBBA (IDC) – Rod Olson/Jake Thompson
 - iv. IOC & Workgroups – Thompson/Timm; Jansen; Timm/Dan Anderson
 - v. IPAWS – Haas
 - vi. Finance/Grants Workgroup – Rohret/Fredrick
7. **Other Business**
 - A. 2 ICTAP Courses
8. **Adjourn**

Reminder: Next meeting scheduled for October 23, 2019

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
August 28, 2019**

Members Present:

Derek Baas, Sherburne County
Jeff Bjorklund, Metro Airports
Jon Eckel, Chisago County
Scott Haas, Scott County
Chad LeVasseur, Metropolitan Transit
Mike Mihelich, Ramsey County

Rod Olson, City of Minneapolis
Shane Sheets, Carver County
Bob Shogren, Isanti County
Jake Thompson, Anoka County
Nate Timm, Washington County
Mark VandenBerghe, MN State Fire Chiefs

Guests Present:

Frank Jarman, Motorola; Tim Kleinpaste, Mobile Radio Engineering; Christine Kunnen, Metro Mobility; Nick Schatz, Scott County (alternate); Victoria Vadnais, Allina Health EMS; Jill Rohret, Tracey Fredrick, and Martha Ziese; MESB

1. Call to Order

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

2. Approval of Agenda

M/S/C – Jon Eckel moved to approve the agenda for August 28, 2019, Jeff Bjorklund seconded. Motion carried.

3. Approval of Minutes

M/S/C – Bob Shogren moved to approve minutes from July 24, 2019. Shane Sheets seconded. Motion carried.

4. Action Items

A. COMU Position Approval

i. Mark VandenBerghe COML Renewal Approval

Tracey Fredrick recommended COML renewal for VandenBerghe be approved by the Radio TOC and move on to the state for approval.

M/S/C – Motion by Shane Sheets to approve Mark VandenBerghe COML renewal. Eckel seconded. Motion carried.

5. Moves, Additions & Changes to the System Move, Additions & Changes to the System

Jake Thompson commented that the Anoka County microwave project is in the final approval stage. There has also been an osprey issue at the Lino Lakes site.

6. Committee Reports:

A. Metro Mobility System Usage Update

Chad LeVasseur said there was a decrease in minutes usage on MCME3 from June to July 2019 of about 120 minutes. Christine Kunnen said that there was a meaningful conversation with the management of their employment contractor. Kunnen said the programming is complete for the 238 Minneapolis vehicles that will be using Direct Connect. The locations of the consoles still need to be changed. Research is being done on new handsets.

Eckel asked when the new handsets will be purchased. Kunnen commented that the purchase has been approved, but not yet procured; they are working with Motorola to finish procurement.

Jake Thompson asked what the timeline was to have the programming operationally ready. Kunnen said they are testing and that should take about a week. LeVasseur said he is moving forward and programming their other vehicles. Thompson followed-up with asking why they are not yet implementing a known solution, and keep waiting for direct call. Kunnen and LeVasseur commented that they have been using private call and other used solutions have been impactful.

Haas commented that there have been some witnessed benefits to the solutions that have been implemented, but the frustration lies in the fact that many of their solutions do not end up working long-term.

Jake Thompson suggested that at the January 2020 TOC there be a review of Metro Mobility ARMER usage and that a decision will be made regarding Metro Mobility access at that time. Members agreed on this course of action.

B. System Managers/Metro Owners Group

Thompson said that the Motorola upgrade punch list has been completed at the last MOG meeting. There was a presentation on Viavi for analyzers.

Rod Olson said there was also a Motorola patching issue at the national MTUG meeting.

C. Reports from SECB Committees

Steering

Rohret said that there was and will be ongoing discussion on the bylaws and membership.

OTC(LMR)

Nate Timm said there was a request from Jim Stromberg for topics of discussion for the Public Safety Communications Conference and a request from Cass County, ND to update their participation plan.

WBBA – No Meeting

IOC - No Meeting

COMU workgroup

Timm said the COMU workgroup met August 20. They approved recognizing several COMU positions and discussed medium and long-range goals for the workgroup.

IPAWS – No Meeting

Finance Workgroup - No meeting

Grants Workgroup

Fredrick said there is a new grant for NG9-1-1 available. There is a CPE portion and a SIP portion. Haas said the Director of Emergency Management for Homeland Security said there will be likely fewer government grants in the future.

7. Other Business

A. Statewide Pursuit Standard 3.44.0

Fredrick said there was a call to discuss State Standard 3.44.0 on August 5. Many people from all regions attended, as the discussion was about how to deal with the patching issue in a real-world scenario. There will be another call on September 16, and will also be discussed at the September LMR meeting. If the group has any input, please send to Cathy Anderson.

Meeting adjourned at 1:48.

Requirements Summary for COMU Applications

September 25, 2019 Radio TOC

[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) Ouradnik, Steven Robert

Certifying
Agency MN Department of Corrections

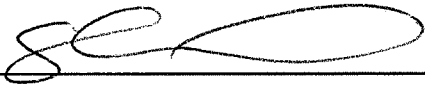
County Multiple ECB/ESB
Region State

Agency Address 1450 Energy Park Drive, Suite 200, St Paul MN 55108

24/7 651 775 8250 Business 651 361 7196
Telephone Telephone

Email Address steve.r.ouradnik@state.mn.us

Signature



Date

Aug 1 2019

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

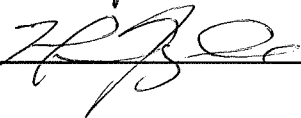
The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers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

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

Name & Title Mark Koderick Assistant Director - OSI

Agency Mn Department of Corrections

Signature



Date

8/1/19

Regional Recognition

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

Name & Title Region

Signature

Date

COMU Subcommittee & SWIC Recognition

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

SWIC

Signature

Date

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVE OURADNIK

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

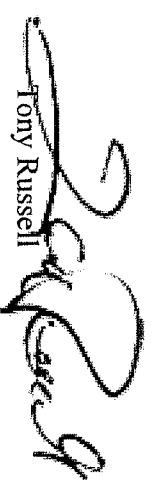
IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 26th Day of September, 2011




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVE OURADNIK


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 29th Day of February, 2016




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVE OURADNIK

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 26th Day of September, 2011




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVE OURADNIK

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

IS-00200.b

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

Issued this 26th Day of September, 2011



Tony Russell
Superintendent
Emergency Management Institute



FEMA

National Fire Academy

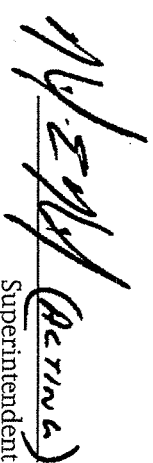
Steven Robert Ouradnik

is awarded this certificate in recognition of completion
of the NFA State/Local Partner-Sponsored Training

ICS 300, Intermediate ICS for Expanding
Incidents for Operational First Responders

St Paul, Minnesota

March 2 - 4, 2016


Superintendent

National Fire Academy

This course meets the NIMS requirements for ICS-300.

**On Target Training
& Consulting, LLC.**

TOMORROW'S SOLUTIONS TODAY

Certificate of Completion

is hereby granted to

Steven Ouradnik

All-Hazard Communication Unit Leader

Course – L-969

Granted: August 8-10, 2016

Steven C. Olson
Steven C. Olson
On Target Training
& Consulting, LLC



Homeland Security

ALL-HAZARD COMMUNICATIONS UNIT LEADER (COML)

Position Task Book

Task Book Assigned To:

Trainee's Name: Steve Ouradnik
Home Unit/Agency: MN Department of Corrections
Home Unit Phone Number: 651-361-7194

Task Book Initiated By:

Official's Name: BRAD WINGER
Home Unit Title: COMMUNICATIONS OFFICER
Home Unit/Agency: HSEM
Home Unit Phone Number: 651-797-8239
Home Unit Address: 445 MINNESOTA ST Suite 223
ST PAUL MN 55101
Date Initiated: _____

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF ALL- HAZARDS COMMUNICATIONS UNIT LEADER (COML)

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluators Signature [Signature] Date 08/01/19
Printed Name BRADY WINGER Agency HSEM
Phone Number 651-797-8239 Email BRAD.WINGER@STATE.MN.US

AGENCY CERTIFICATION

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

Certifying Official's Signature [Signature] Date 8/1/19
Printed Name MARK KODERICK Agency MN DOL
Title Assistant Director - OSI Phone Number 651-775-5334

HISTORICAL RECOGNITION

Historical recognition is a process that provides a means by which incident management personnel who have either:

- Documentation of previous ICS training, education, and experience in an ICS position(s); or
- Documentation of previous extensive on-the-job incident response experience, may receive credit for that previous experience, training, or qualification(s) and be considered as meeting the minimum requirements of this guide in the categories of:
 - Education;
 - Training; and
 - Experience,

for an ICS position(s) until they have successfully completed the actual minimum requirements for that position. Historical Recognition does not apply to the categories of Physical/Medical Fitness, Currency, or certification. The minimum requirements within those categories must be met regardless of any historical recognition process.

HISTORICAL RECOGNITION PROCESS

If an Authority Having Jurisdiction (AHJ) does not form a Qualifications Committee to assist with the management of the overall qualifications process, AHJ's should give strong consideration to at least forming a committee for the purposes of reviewing and processing applications for Historical Recognition. Because of the time commitment involved and the potential for perceptions of favoritism and unequal treatment during the process, other ICS qualifications processes currently used by Federal and State agencies that included a historical recognition provision used review committees to accomplish that process.

The AHJ should develop a process to provide for the following:

- Developing a method to provide for historical recognition when there is sufficient documentation available to substantiate the experience;
- Developing a standardized method for any individual to submit documentation of the experience and training for review by the AHJ or the appropriate review committee established by the AHJ;
- Developing a method to determine if the previous experience or training is appropriate for the position, keeping in mind the required criteria for the position and the competencies necessary for safe and successful performance;
- Providing for Historical Recognition only when the individual has most recently performed the position within the last five years;
- Requiring the individual meet all minimum requirements in this guide for a position if the individual seeks an ICS position other than the position they were historically recognized for;
- Encouraging all individuals who are historically recognized into a position to complete the minimum requirements for the positions within five years of being historically recognized.

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

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

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

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:

- Selecting trainees based on the needs of their organization or area Incident Management Teams.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.

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

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
- Assuring the evaluation record is complete.
- Notifying the local agency head when the PTB is completed, and obtaining their signature recommending certification.
- Keeping the original PTB in personal records.

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

- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which

- objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Record of Evaluation.
 - Completing the Record of Evaluation found at the end of each PTB.
4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
5. The **Agency Head** or designee is responsible for:
- Issuing the PTB to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
 - Tracking progress of the trainee.
 - Identifying incident evaluation opportunities.
 - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

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Competency 1: General

Task	Code	Evaluator # and Initials	Date
<p>1. Obtain and assemble information and materials needed for a response kit prior to receiving an assignment, including critical items needed for the assignment and items needed for functioning during the first 48 hours. The following items are suggested as basic information and materials kept in a go bag:</p> <p>Reference Materials</p> <ul style="list-style-type: none"> • Appropriate ICS forms and logs. • Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available. ✓ Inventories or other lists of local and regional communications response equipment. • Preplanned local system coverage maps. • Contact, capability, and availability information for local and regional Communications Technicians and Specialists. ✓ Field Operation Guide (NIFOG). • COML Mobilization Guide (specific to locality). <p>Supplies</p> <ul style="list-style-type: none"> • Pads of paper, pencils, pens, and tape. ✓ Portable radio(s) as appropriate for the region. • Personal items (including medicine and cash), food and beverage to be self-sustained for 48 hours or more. ✓ Radio programming equipment (cloning cable or computer), adapters, and suitable tools. ✓ GPS. <i>cell</i> ✓ First-aid kit. ✓ 24-hour clock. <i>cell</i> ✓ Multi-purpose knife. 	O	<i>BW</i>	<i>08/01/19</i>
		<i>BW</i>	<i>08/01/19</i>

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

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

Task	Code	Evaluator # and Initials	Date
2. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues, with assigned personnel. Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. Provide equal assignment opportunities based on individual skill level. Monitor and evaluate progress based on expected work standards. 	O	X BW	08/04/19
3. Provide for the safety and welfare of assigned personnel during the entire period of supervision. <ul style="list-style-type: none"> Recognize potentially hazardous situations. Inform subordinates of hazards. Provide safety and identifying equipment, such as vests identifying the communication's function, flashlights, and glow sticks. Ensure that special precautions are taken when extraordinary hazards exist. Ensure adequate rest, hydration, and nutrition is provided to all unit personnel. Recognize any special medical needs of all unit personnel. 	I	X BW	08/04/19

Competency 2: Mobilization

Task	Code	Evaluator # and Initials	Date
4. Obtain complete information from the public safety communications center(s) serving the area and incident upon initial activation, including: <ul style="list-style-type: none"> Incident name and, as appropriate, an order, request, or other unique number identifying the incident for tracking purposes. Reporting location. Reporting time. Transportation arrangements/travel routes. Contact procedures during travel (telephone/radio). 	I	X BW	07/24/18

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Task	Code	Evaluator # and Initials	Date
5. Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS Form 205). Examples of important information include: <ul style="list-style-type: none"> Frequencies and/or talkgroups already assigned. Other mutual aid channels or equipment already in use. Gateway or other interoperability devices already in use. Other current incidents or events that may create conflicts communications plans or tax resources. 	I	BW	7/26/18
6. Contact Local Communications Coordinator or Communications Duty Officer (CDO) at NIFC or any local or state resources as necessary to determine frequencies and equipment assigned to the incident. If appropriate for this incident.	I	BW	7/26/18
7. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	BW	7/26/18
8. Obtain briefing from supervisor. Examples of briefing items are: <ul style="list-style-type: none"> Work space. Work schedule. Policies and operating procedures. Current resource commitments and expectations. Current situation. Expected duration of assignment. Special needs. This list is not all inclusive; COML is responsible for asking adequate questions.	I	BW	7/26/18
9. Receive Incident Action Plan (IAP) or Incident Briefing Form (ICS Form 201), if developed. Determine support needs to meet the IAP.	I	BW	7/26/18

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Task	Code	Evaluator # and Initials	Date
10. Determine requirements for communications to be established and place the initial order. Using information obtained from IAP, section briefings, and agency briefings; immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	I	7/26/18 Bu	
11. Evaluate needs and order supplies, materials, and personnel to keep unit operating. <ul style="list-style-type: none"> Order materials and supplies using procedures established by the section chief. Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. Ensure adequate personnel to support the communications unit, technicians, radio operators, etc. Coordinate with the participating agencies for any or additional interoperability resources that may be needed. Assess current tactical communications equipment needs such as power sources for extended operations. 	I	7/26/18 Bu	
12. Organize and supervise unit. <ul style="list-style-type: none"> Brief and keep subordinates informed and updated. Establish unit time frames and schedules. Assign and monitor work assignments. Review and approve time. Develop team work. Provide counseling and discipline as needed. Follow established procedures for reporting inappropriate actions involving contractors, military, or other personnel. Brief relief personnel. 	I	7/26/18 Bu	




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Task	Code	Evaluator # and Initials	Date
13. Participate in incident planning meetings as the technical expert for communications needs. <ul style="list-style-type: none"> Determine the feasibility of providing the required communications support. Provide operational and technical information on communications equipment available for the incident. Provide operational and technical information on communications equipment and systems capabilities and restrictions. Coordinate with other Communications Unit Leaders under any Area Command established to share information and assure communications interoperability. 	I	07/24/16 Br	Br
14. Design communications systems to meet incident operational needs. <ul style="list-style-type: none"> Determine additional resource needs and order necessary equipment and personnel. Prepare Incident Radio Communications Plan, ICS Form 205. Request any additional communications vendor services (e.g., telephone, SATCOM, microwave) and identify costs associated with equipment. Coordinate, through the chain of command, the locations for equipment to be installed (e.g., repeaters, satellite telephones, telephone lines, etc.). Provide communications support for external and internal data operations. Order frequencies following the proper procedures. Create diagrams of current communication system(s). Determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs. 	I	For	07/26/18

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Task	Code	Evaluator # and Initials	Date
15. Install communications equipment. <ul style="list-style-type: none"> Obtain equipment from supply unit, if one exists and/or from authorized sources. Provide for the installation of and test all components of the communications equipment to ensure the incident's systems are operational, for example: <ul style="list-style-type: none"> Command repeater. Logistics repeater. Links (radio and wire-based). Remotes. Gateways. Aircraft and other special needs. Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics.). Clone or program radios as necessary and authorized. 	I		07/26/18
16. Assign communications equipment. <ul style="list-style-type: none"> Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan. Provide resources and unit leaders with appropriate equipment based on the communications plan. Provide basic training as needed on equipment being fielded. Maintain equipment inventory to provide accountability 	I		07/26/18
17. Establish Incident Communications Center (ICC). <ul style="list-style-type: none"> Coordinate location of ICC with Facilities Unit Leader. Locate ICC close to the incident command post and away from high traffic areas and noise. Locate ICC away from radio frequency and electronic noise. Verify Estimated Time of Arrival (ETA) of communications personnel and establish assignments based on incident requirements. Set schedules around operations requirements. Obtain necessary supplies for ICC to function properly. 	I		07/26/18

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Task	Code	Evaluator # and Initials	Date
18. Manage operations of the ICC. <ul style="list-style-type: none"> • Document radio/telephone activities on appropriate forms. • Set up filing system for ICC documentation. • Direct radio/telephone traffic to proper destinations. • Establish notification procedures for emergency messages. • Identify system problems, both technical and operational, and determine appropriate solutions. • Follow established routing procedures for messages. 	I	<i>R</i>	<i>07/26/14</i>
19. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident. <ul style="list-style-type: none"> • Contact communications coordinators and notify them of incident frequency, talkgroup, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate. • Identify communications equipment and personnel that are excess to incident needs and demobilize if appropriate. • Identify resources as to type/qualifications, quantity, and location. • Provide a copy of the ICS Form 205 to other agencies or to the COML at any nearby incidents as necessary to avoid interference or other conflicts. 	I	<i>R</i>	<i>07/26/14</i>
20. Notify appropriate local, county, regional, State and/or Federal agencies on adjacent incident(s) of system design and frequency allocations.	I	<i>R</i>	<i>07/26/14</i>
21. Initiate and maintain accurate records of all communications equipment <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing hand-held radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal). • Keep records for local and national resources to ensure return to proper locations. 	I	<i>R</i>	<i>07/26/14</i>

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Task	Code	Evaluator # and Initials	Date
22. Perform operational tests of communications systems throughout the duration of the incident. <ul style="list-style-type: none"> Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment. Monitor all gateways in use. Plan for battery replacement. Act decisively to minimize interruptions in system operation. 	I	R	07/24/14
23. Interact and coordinate with appropriate unit leaders and operations personnel. <ul style="list-style-type: none"> Coordinate with operations regarding system coverage and needs. Coordinate with first responders and public safety support organizations regarding needed support (e.g., medical unit for medical evacuation plan). Coordinate with special units (air operations, EOD, SWAT, etc.) for special frequency needs. Participate in planning meetings and briefings. Know what other resources may be coming to the incident, such as those from Urban Search and Rescue (USAR), National Interagency Fire Center (NIFC), FEMA, Coast Guard, etc.	I	R	07/24/14
24. Identify for release any excess unit resources. Coordinate with unit managers and provide a list of excess personnel and facilities. List will include: <ul style="list-style-type: none"> Who or what is excess. Time and date of excess. The list will be reviewed daily for accuracy. Follow the established demobilization process, including notification to communications resource coordinators. 	I	R	07/24/14
25. Maintain ICS Unit Log. Unit Log will be kept current, legible, and will document all major activities, which may include: <ul style="list-style-type: none"> Equipment locations. Medical evacuations. Personnel changes. 	I	R	07/24/14

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

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

Task	Code	Evaluator # and Initials	Date
26. Evaluate performance of subordinates as required by agency policy and/or permitted by agreement. <ul style="list-style-type: none"> • Discuss performance evaluations with individual(s). • Maintain accuracy and fairness. • List training if needed or desired. 	I	<i>RO</i>	<i>07/26/14</i>

Competency 3: Demobilization

Task	Code	Evaluator# Initials	Date
27. Demobilization and check out. <ul style="list-style-type: none"> • Submit all required information to the Documentation Unit Leader. • Receive demobilization instructions from work supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. • Complete required ICS form(s) and turn in to the appropriate person. • Ensure that personnel in the unit are demobilized correctly. • Document lost equipment on agency specific forms. 	I	<i>RO</i>	<i>07/26/14</i>

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

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

RECORD OF EVALUATION

Steve Ouradnik

COWL/T

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: BRAD WINGER COWL	Evaluator's Title:	Evaluator's Agency: HSEB	
Evaluator's agency address: 445 MINNISON ST, ST PAUL MN				
Evaluator's e-mail: BRAD.WINGER@STATE.MN.GOV			Phone: 651-797-9235	
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
OFFICER FURNAL	FURNAL	1 DISPATCH 12 MOBILES 50+ PORTABLE	07/26/18 12 HRS	3
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>Date: 08/01/19 Evaluator's initials: BW</p> <p>Evaluator's relevant agency certification or rating: COWL</p>				

RECORD OF EVALUATION

Steve Ouradnick

COML/T

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #2	Evaluator's name: BRAD WINGRE	Evaluator's Title: COML	Evaluator's Agency: HSEM	
Evaluator's agency address: 445 MINNISCOTA ST ST PAUL MN				
Evaluator's e-mail: BRAD.WINGRE@STATE.MN.US			Phone: 651-	
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
10/2/18	FUNERAL FOR OFFICER	1 DISPATCH 20 MOBILES 50+ PORTABLES	10/2/18 12 HRS	3
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: 10/2/18 Evaluator's initials: BW</p> <p>Evaluator's relevant agency certification or rating: HSEM-COML</p>				

ICS205 Incident or Event Communications Plan		Incident or Event Name OFC Parise Funeral MN DOC		Date and Time Prepared 09 28 2018 0835			Operational Period Date from: 10 01 2018 to: 10 02 2018 Time from: 0600 to: 1700		
Line # or Zone	Channel Function	Talkgroup	Assignment	RX Frequency (narrow/ wide)	RX Tone	TX Frequency (narrow/ wide)	TX Tone	Mode (A,D,M)	Remarks
1	Operations	ME TAC 6	LAW/DOC	ARMER		ARMER		D	Event coordination and management
2	Staging	ME TAC 5	LAW/DOC	ARMER		ARMER		D	Staging activity management
3	Cemetery	ME TAC 4	LAW/DOC	ARMER		ARMER		D	Cemetery activity management
4	Security	ME TAC 8	LAW	ARMER		ARMER		D	Report/ respond to security concerns funeral/interment
5	Safety	ME TAC 7	EMS/FIRE	ARMER		ARMER		D	Report/ Respond to medical concerns or hazards
6	Processional	S TAC 12	LAW/DOC	ARMER		ARMER		D	Movement and formation activities; safety and security
7	Support	S TAC 11	LAW/FIRE/EMS	ARMER		ARMER		D	Statewide interop alternate; PATCH DOC MAIN 10.7
8	Support	DOC MAIN	LAW/DOC	ARMER		ARMER		D	10-7 Last Call; patch DOCMAIN with STAC11
9									

Special Instructions

MSP | Hennepin | Ramsey | Washington | Airport PD

Radio support is co-located with the Command Post in the Emergency Operations Center at the Washington County Law Enforcement Center;
See internal agency fleetmaps for location of talkgroup in your agency radio;
10-7 to be broadcast on DOC MAIN and patched with STAC11;

Prepared by

Name: Steve Ouradnik
Contact: 651 775 8250

Signature: 
Date: 10 01 2018 0800

COML

Name: Nate Tamm
Contact: confirmed,
Signature: _____
Date: _____

ICS 205 IAP Page Number:

approved: signed as coml formally

Tracey Fredrick

From: Paul J. Eaton <pjeaton@lifelinkiii.com>
Sent: Thursday, September 12, 2019 11:29 AM
To: Tracey Fredrick
Subject: RE: Metro Radio TOC

Hi Tracey,
Thank you for your help. Let me know if you need anything else.

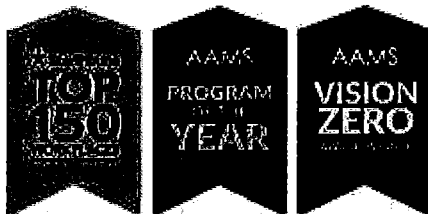
This is the email I sent to the LMR Committee.
ARMER LMR Committee,

Life Link III is requesting 10 additional radio ID's and 3 talkgroups on the ARMER system.

The reason for this request is to facilitate an expansion in services we provide. We have also initiated a portable radio replacement program allowing us to have portable radios that can be placed in service while others are in maintenance or to be used for public relation events and helicopter landing zone training.

Respectfully submitted

Paul Eaton – ACS, CFC, CCS, CTO
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: Tracey Fredrick [mailto:tfredrick@mn-mesb.org]
Sent: Wednesday, September 11, 2019 6:47 AM
To: Paul J. Eaton <pjeaton@lifelinkiii.com>
Subject: Metro Radio TOC

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.

Good morning Paul,



UNITED STATES POSTAL INSPECTION SERVICE

DENVER DIVISION

September 9, 2019

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

Subject: ARMER System Interoperability Participation Plan Request

Dear Mr. Haas,

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

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

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

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

Sincerely,

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

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

ARMER SYSTEM INTEROPERABILITY PARTICIPATION PLAN

United States Postal Inspection Service

September 9, 2019

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

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

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

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

Section 1: Definitions

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

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

Section 2: Summary

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

Participation Level: Interoperability

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

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

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

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

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

Section 3: Agency ARMER System Infrastructure Elements

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

- N/A

Section 4: Agency ARMER System Subscriber Equipment

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

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

24	Motorola APX8000 handheld radios	States of MN, ND, and SD
20	Motorola Astro Spectra XTL5000 mobile radios	States of MN, ND, and SD
This equipment will be maintained in accordance with applicable Statewide Emergency Communications Board (SECB) Standards and Equipment Specifications.		

Each Postal Inspector is assigned one Motorola APX8000 handheld radio and one Motorola XTL5000 mobile radio, which is installed in his/her law enforcement vehicle. The radios provide for day-to-day operation on the USPIS' internal radio network, as well as access to numerous other non-encrypted interoperability radio channels. Radios facilitate communication between agents and with the USPIS National Law Enforcement Communication Center (NLECC).

Section 5: Other Equipment

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

- N/A

Section 6: ARMER System Radio User ID Requested

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

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

TOTAL ARMER System Radio User ID's Requested

Section 7: ARMER System Interoperability Talkgroups

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

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

MN Public Safety Interop	MN LE Interop (LE Users Only)	NW MN Regional Interop	NE MN Regional Interop	CM Regional Interop
STAC1	LTAC2	NW-2	NE2	CM-2
STAC2	LTAC3	NW-3	NE3	CM-3
STAC3	LTAC4	NW-4	NE4	CM-4
STAC4	LTAC5E	NW-5	NE5	CM-5
STAC5	LTAC6E	NW-6	NE6	CM-6
STAC6	LTAC7E	NW-7	NE7	CM-7
STAC7	LTAC8E	NW-8	NE8	CM-8
STAC8	LTAC9E	NW-9	NE9	CM-9
STAC9	LTAC10E	NW-10	NE10	CM-10
STAC10	LTAC11E	NW-11	NE11	CM-11
STAC11	LTAC12E	NW-12	NE12	CM-12
STAC12	---	---	NE EM TAC	CM-ENC-1
STAC13E	---	---	---	CM-ENC-2
STAC14E	---	---	---	CM-ENC-3
---	---	---	---	CM-ENC-4
---	---	---	---	CM-ENC-5
---	---	---	---	CM-ENC-6
---	---	---	---	CM-EMS-HAIL
---	---	---	---	CM EM

ME Regional Interop	SW Regional Interop	SR Regional Interop	SE Regional Interop
MSP CALL	SW CALL	SR CALL	SE CALL
ME TAC2	SW2	SR2	SE-2

ME Regional Interop	SW Regional Interop	SR Regional Interop	SE Regional Interop
ME TAC3	SW3	SR3	SE-3
ME TAC4	SW4	SR4	SE-4
ME TAC5	SW5	SR5	SE-5
ME TAC6	SW6	SR6	SE-6
ME TAC7	SW7	SR7	SE-7
ME TAC8	SW8	SR8	SE-8
ME TAC9	SW9	SR9	SE-9
ME TAC10	SW10	SR10	SE-10
ME TAC11E	SW11	SR11	SE-11
ME TAC12E	SW12	SR12	SE-12
---	SW13	---	SE-13
---	SW-ENC-1	---	SE-14E
---	SW-ENC-2	---	SE-15E
---	SW-ENC-3	---	---
---	SW-ENC-4	---	---

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

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

Section 8: Participant Specific ARMER System Talkgroups

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

- N/A

Section 9: Governance

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

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

Section 10: Standard Operating Procedures

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

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

Section 11: Training

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

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

Section 12: Usage

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

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

Section 13: ARMER System Loading and Other Adverse Impacts

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

Section 14: Change Management

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

Section 15: Designated Local System Administrator

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

Jeff Thomas

Manager, Radio Communications Group

U.S. Postal Inspection Service

870 Mustang Drive, Grapevine, TX 76051-3904

817-359-2773

JThomas2@uspis.gov

Section 16: Designated Agency Administrator Contact

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

Matt Hoffman

Postal Inspector

USPIS – Twin Cities Field Office

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

612-884-7876

MJHoffman@uspis.gov

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

(Designated Agency Administrator Signature)



ARMER TALKGROUP AUTHORIZATION REQUEST

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

Talkgroup Requests			
Talkgroup	Radio Types	Radio Quantities	Hex ID <small>(provided by Authorizing Agency)</small>
ME TAC1 through ME TAC10	Portables and Mobiles	20 portables and 24 mobiles	
ME TAC11E and ME TAC12E	Portables and Mobiles	20 portables and 24 mobiles	

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

Authorizing Entity Information	
Approval:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES w/CONDITIONS (see below)
Approved By:	
Approver's Entity:	
Approver's Telephone:	
Approver's Email:	
Approver's Signature:	Date:

Conditions

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



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: September 25, 2019
Agenda Item: 4D. Approval of Radio Grant Projects
for 2020 Region Funding Priorities
Presenter: Fredrick

RECOMMENDATION

The Radio TOC must approve possible Radio grant projects to be included on the MESB's 2020 Regional Funding Priorities. The projects should include possible dollar amounts and be prioritized by the committee to provide guidance to the Statewide Emergency Communications Board (SECB) if there is insufficient funding for all projects submitted.

BACKGROUND

The SECB grant is a bi-annual grant program for communications-related projects across the state. Regions are required to have a region-approved list of funding priorities, before submitting project funding requests for SECB consideration. State Standard 6.5.0 – Prioritizing Capital Spending provides guidance on how the ECB determines which projects will receive funding.

ISSUES & CONCERNS

Staff is aware of Aviat training and ongoing Motorola training as options that have been expressed as desired in the past. The Radio TOC needs to determine the priority of those possible grant projects, as well as any other possible projects.

The Board will vote on the 2020 Region Funding Priorities at its November meeting; the Radio TOC must take action at its October 23, 2019 meeting at the latest.

FINANCIAL IMPACT

Requests for the purchase of equipment have a 50% local match requirement.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

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

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall	
January	343:33:37	208:53:30	74:10:28	71:45:16	150:07:30			848:30:21	*note missing data for Jan-Apr
February	382:09:11	250:50:04	74:30:44	87:10:01	79:07:58			873:47:58	Motorola reporting error, new
March	335:52:03	228:50:02	73:03:09	83:31:53	142:58:44			864:15:51	report not yet given
April	302:01:37	218:59:44	85:40:51	81:58:15	133:00:24			821:40:51	
May	325:54:30	224:33:16	79:45:30	77:22:19	135:51:09		143:22:04	986:48:48	
June	552:56:08	212:30:11	85:14:51	78:54:42	374:26:53		153:44:35	1457:47:20	
July		240:30:56	83:46:45	79:24:41			178:30:01	582:12:23	*note missing data
August	308:01:41	208:38:45	81:15:11	88:24:03	128:26:16		151:38:02	966:23:58	reasoning above
September								0:00:00	
October								0:00:00	
November								0:00:00	
December								0:00:00	

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
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Homeland Security

ECD/ICTAP

Emergency Communications Division / Interoperable Communications Technical Assistance Program



STATE OF MINNESOTA, DEPARTMENT OF PUBLIC SAFETY DIVISION OF EMERGENCY COMMUNICATION NETWORKS **ARMER CYBERSECURITY TABLETOP EXERCISE**

DATE: NOVEMBER 6, 2019

The State of Minnesota, Department of Public Safety, Division of Emergency Communication Networks in partnership with the Cybersecurity and Infrastructure Security Agency (CISA), Emergency Communications Division (ECD), Interoperable Communications Technical Assistance Program (ICTAP), is pleased to invite you to the ARMER Cybersecurity Tabletop Exercise.

Description:

This exercise will discuss the various cybersecurity issues facing modern day radio systems and their associated dispatching and end user equipment.

Exercise Goal:

Increase awareness of potential ARMER cybersecurity vulnerabilities and mitigation methodologies.

Exercise Objectives:

- Discuss existing ARMER cybersecurity related policies, procedures, plans, and assets
- Discuss the ability of participating personnel to rapidly and effectively respond to a cyber incident which affects the ARMER System.
- Identify coordination pathways between the ARMER Cybersecurity Working Group and other Minnesota technology working groups.
- Identify a plan of action for the ARMER Cybersecurity Working Group to execute over the next three to four years.

LOCATION:

**Stearns County
Emergency Operations Center
807 Courthouse Square, #73
St Cloud, MN 56303**

PARKING:

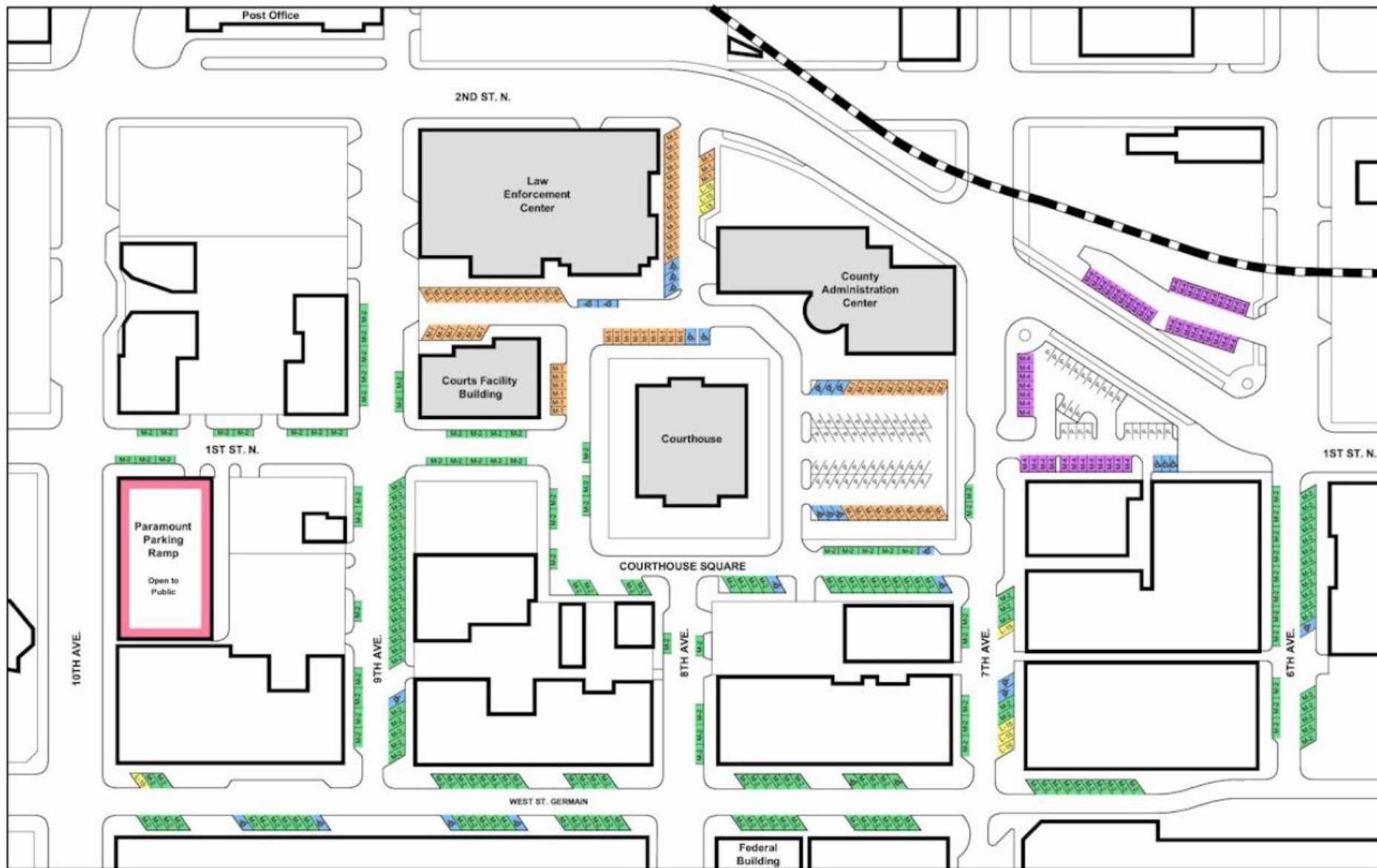
**Ramp parking available nearby for
\$6.00/day (map attached)**

SCHEDULE:

**0900– Registration
0930 – STARTEX
1300 - ENDEX**

QUESTIONS:

**Jim Stromberg
(651)201-7557
james.stromberg@state.mn.us**



- | | | |
|---|---|---|
|  M-1 ONE-HOUR METER |   HANDICAPPED |  P PERMIT ONLY |
|  M-2 TWO-HOUR METER |  L-15 FIFTEEN-MINUTE LOADING | |
|  M-4 FOUR-HOUR METER |  RAMP PARKING | |

Technology



<i>Encryption Planning and Usage</i>	
Type of TA Offering:	Workshop with educational component and baseline data collection, which is followed up with analysis and planning sessions (as needed)
Stakeholders/Audience:	SWICs, RECCWGS, LMR System Operators, Public Safety Command/Leadership, and Communications Personnel

Offering Overview

Understanding the technical aspects of encryption can be very complex and confusing. Whether it's a single community, regional, statewide or an intrastate issue, laying a solid foundation for the use of encryption is essential to developing an interoperable, successful and lasting encryption program.

In addition to providing a basic overview of encryption and its technical aspects, OEC's encryption workshop will also provide stakeholders an awareness of the encryption support that is available to local, state, federal, tribal and territorial authorities.

This offering provides the following information:

- ✓ Explaining the basics of encryption.
- ✓ Explaining more technical aspects of encryption.
- ✓ Establishing criteria and potential use scenarios for use of encryption.
- ✓ Facilitating discussion amongst users to gauge willingness to participate in a coordinated encryption effort.
- ✓ Surveying users to determine current encryption capabilities (fixed equipment and subscriber devices) and to determine current and future needs
- ✓ Identifying the capability requirements and reviewing the specifications of available hardware
- ✓ Identifying MOAs or MOUs that are necessary for implementation.
- ✓ Reviewing on-going system maintenance and database upkeep requirements

Customized support for this offering may look different to meet each state's unique needs.

Potential design options, outcomes and deliverables may include:

- ✓ Equipment, encryption basic use analysis
- ✓ Encryption system SOP template (equipment for subscriber units and rules of use)
- ✓ Information about CBP / National Law Enforcement Communications Center (NLECC) and develop a plan to coordinate work between the state and NLECC
- ✓ Multiple factor encryption survey for participating agencies.

Training & Exercises

Communications Focused Exercises⁶

Type of TA Offering:	Tabletop, Functional and Full-Scale Exercises
Stakeholders/Audience:	Public Safety Professionals

Offering Overview

Exercises and operational assessments are important tools to assess, train for, and practice mitigation, prevention, response, and recovery capabilities. Frequently, communications are either omitted from or only notionally included in exercises or in operational assessments. To best approximate a real operational environment, exercises should thoroughly incorporate and evaluate available communications procedures, tools, and personnel in each multi-agency, multi-discipline, and multi-jurisdictional training/testing opportunity.

OEC/ICTAP provides exercise assistance and expertise for:

- ✓ Tabletop Exercises (TTX)
- ✓ Functional Exercises (FE)
- ✓ Full Scale Exercises (FSE)

This offering is applicable to states with some or all of the following challenges:

- ✓ Designing, conducting, and evaluating communications-focused public safety/service discussion-based and functional exercises
- ✓ Evaluating communications capabilities at full scale exercises
- ✓ Preparing communications-focused scenarios and injects for pre-planned exercises
- ✓ Pre-planning for interoperable, emergency communications for special events
- ✓ Assessing COMU trained personnel on-site operational procedures relating to communications tasks in their respective position task books

Customized support for this offering may look different to meet each state's unique needs.

Potential design options, outcomes and deliverables may include:

- ✓ Initial, mid and final planning meetings
- ✓ Logistics checklist
- ✓ Exercise Plan (EXPLAN)
- ✓ Master Scenario Events List (MSEL)
- ✓ After Action Report/Improvement Plan (AAR/IP)

⁶This exercise is structured under HSEEP guidelines.