



## **METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA**

March 25, 2020, 1:00 p.m.

This meeting will be conducted online (no in-person location). To join the meeting, please use <https://metropolitanemergencyservicesboard.my.webex.com/metropolitanemergencyservicesboard.my/j.php?MTID=mb2154de93b8fae6ba062bf0f8a55833c> . To join the audio portion, please call 408-418-9388 and use participant code 625 094 610.

1. **Call to Order** – Committee Vice-Chair, Ron Jansen
2. **Approval of Agenda** – Jansen
3. **Approval of Minutes of February 26, 2020 Meeting** – Jansen
4. **Action Items**
  - A. COMU Position Approvals – Tracey Fredrick
    1. Robert Adney COML Approval
    2. Patrick Heffernan INTD Approval
    3. Greg Nelson COML Renewal
    4. Mark VandenBerghe COMT Renewal
  - B. Hennepin County Request for EAM Implementation – King Fung
  - C. Possible New Representation to the STR Workgroup – Fredrick/Jansen
  - D. Motorola Inter-zone Patching Solution Acceptance – Fredrick
  - E. Standards Update – Fredrick
    1. 3.48.0 COMU (new)
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. Discussion: How to handle expiring SUA billing/contracts (topic from January MOG Meeting)
8. **Adjourn**



**METROPOLITAN EMERGENCY SERVICES BOARD  
RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA**

March 25, 2020, 1:00 p.m.

*Reminder: Next meeting scheduled for April 22, 2020*

**Metropolitan Emergency Services Board  
Radio Technical Operations Committee  
Meeting Notes  
February 26, 2020**

**Members:**

Anoka, Jake Thompson  
Carver, Susan Bowler-**absent**  
Chisago, Jon Eckel  
City of Minneapolis, Rod Olson  
Dakota, Ron Jansen (Vice-Chair)  
Hennepin, Curt Meyer  
Isanti, Bob Shogren, (Chair)-**absent**  
Metro Airports, Jeff Bjorklund-**absent**

Metro Region EMS, Victoria Vadnais  
Metro Transit, Chad LeVasseur  
MN State Fire Chiefs, Mark Vandenberghe  
Ramsey, Mike Mihelich  
Scott, Nick Schatz  
Sherburne, Kyle Breffle-**absent**  
University of MN Police, Chuck Steier  
Washington, Nate Timm

**Alternates Present:**

BJ Battig, Dakota; Scott Haas, Scott; Peter Sauter, Carver

**Guests Present:**

John Anderson, MnDOT; Marcus Bruning, ECN; Norm Folger, Tusa Consulting; Tracey Fredrick, MESB; Rey Freeman, On Target Training; Frank Jarman, Motorola; Tim Kleinpaste, Mobile Radio Engineering; Tim Lee, MnDOT; Chris Meier, Motorola; Steve Ouradnik, DOC; Jill Rohret, MESB; Clay Stenbeck, Metro Mobility; Jim Stromberg, ECN; Tom Twait, M Health Fairview; Gordy Vosberg, CentraCare; Dennis Ward, Tusa Consulting

**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 that 4C. CentraCare EMS Talkgroup Permission Approval be moved to 4A. on the agenda.

*M/S/C – Jon Eckel moved to approve the amended agenda for February 26, 2020, Nate Timm seconded. Motion carried.*

**3. Approval of Minutes**

*M/S/C – Nick Schatz moved to approve minutes from January 22, 2020. Mike Mihelich seconded. Motion carried.*

**4. Action Items**

**A. CentraCare EMS Talkgroup Permission Approval**

Gordy Vosberg said CentraCare EMS is requesting use of ME-TACs 1-10. A participation plan is being put together. CentraCare is requesting the ME-TACs be installed in their radios.

*M/S/C Motion made by Timm to approve use of ME-TACs 1-10 by CentraCare EMS. Jake Thompson seconded. Motion carried.*

Eckel said that there should be a special note that states units cannot be parked on them, and only used at the direction of a metro PSAP. Timm said that no other request has that attached to it.

Victoria Vadnais asked if the participation plan included a fleetmap with the METACs on it, and Vosberg responded that they are.

## **B. COMU Position Approvals**

### **1. Tanya Hull INTD Approval**

### **2. Rob Brimmer COML Renewal**

### **3. Charles Sloan COML Renewal**

Timm said some packets have commander contact information in them and they are now public documents. Numbers should be redacted.

*M/S/C Motion made by Thompson to approve above Hull, Brimmer, and Sloan COMU positions. Meyer seconded. Motion carried.*

## **C. M Health Fairview Variance for METCOM**

Tom Twait said HealthEast Medical Transportation (M Fairview EMS) is requesting a variance for utilizing the METCOM talkgroup. The variance is requested because the Standard 3.30.0 Interoperability states the METCOM talkgroup is to be utilized by dispatch centers that are directly connected to the ARMER system with consoles. M Fairview EMS does not use consoles.

Thompson said his understanding was that the standard was put into place so METCOM could not be a scannable resource and so that traffic would not be loaded on the system using consolettes.

Curt Meyer asked if M Health was a secondary PSAP today. Twait confirmed they were applying as a secondary PSAP in Anoka County, but they are not yet one, as of today.

Timm asked if M Health has any plans to move to consoles. Twait commented that they do not have them today, but there are discussions to move to consoles in the future.

Thompson added a concern that if the group makes a variance for one, others may come forward with the same request, and we would need to be consistent.

*M/S/C Motion made by Thompson to deny request to allow M Health Fairview request for variance to use the METCOM talkgroup. Meyer seconded. Motion carried.*

## **D. LifeLinkiii request to Chisago County for Statewide TG Access**

Eckel said that LifeLinkiii is requesting statewide Talk Group access. LifeLinkiii has created a channel and asks that Chisago County add this channel to its radios that would enable Dispatch to contact LifeLinkiii directly should there be a need for a helicopter. Eckel does not encourage channels be dumped into consoles.

Fredrick said their request to the TOC last year also did not include this request.

*M/S/C Motion made by Eckel to deny this request and request LifeLinkiii to amend their Participation Plan to bring before the Radio TOC for consideration. Meyer seconded. Motion carried.*

## **E. Standards Update**

### **1. 3.30.0 METCOM**

Fredrick said that when 3.30.0 was originally reviewed it was noted that language clarification was needed.

Thompson asked if the language should be removed since the group seems it would deny a request for variance not on consoles. Olson and Fredrick both responded that the language was to make it clear that METCOM was to be used on consoles only, and that there would be possible situations where a variance or waiver would still be allowed.

*M/S/C Motion made by Timm to approve update of Standard 3.30.0. Olson seconded. Motion carried.*

### **2. 3.32.2 STR Portable Tower**

Fredrick said that Standard 3.32.2 had individual names listed and stated that the number of times annually that the equipment is exercised is not done in current practice.

*M/S/C Motion made by Timm to approve changes to Standard 3.32.2. Olson seconded. Motion carried.*

### **3. 3.17.5-7 COMU Positions**

Jansen said these 3 standards are metro region standards. The positions do not currently have a state standard. However, there is reference in these standards to refer to the state standard.

Jansen, Meyer, Olson and Timm volunteered to sit on a work group to craft a new standard.

*M/S/C Motion made by Eckel to strike Standards 3.17.5, 3.17.6 and 3.17.7 and form a work group to draft an all encompassing standard to cover Criteria for Certification for all COMU positions. Olson seconded. Motion carried.*

## **5. Moves, Additions & Changes to the System**

Meyer said the Metropolitan Airport Commission is moving three of its talk groups to encryption on April 20.

Thompson the Lino Lakes subsystem is being converted to simulcast.

Mihelich said Ramsey County received 6 pallets of GTRs.

Timm said the last antennas have been removed from King Stack.

## **6. Committee Reports**

### **A. Metro Mobility System Usage Update**

Chad LeVasseur said that Metro Mobility has finished installing microphones in Roseville. The radios have all been updated and are now using Private Call.

LeVasseur said Minneapolis usage numbers have fallen dramatically. Other sites usage have dropped between 30 and 50%.

### **B. System Managers/Metro Owners Group Update**

Jansen said MOG met and there was a demonstration on RAD equipment. There was a discussion with Motorola on the Asset Management hooking up to the Provisioning Manager per Hennepin's request. The Cyber-Security workgroup suggested the MOG address list be reviewed.

Tim Lee said the SUA final billing will be coming out this month. Contracts will be reviewed soon. All billings have been done through the MESB. Some Participation agreements are as old as 2000.

### **C. MnDOT/ARMER System Updates**

John Anderson stated the currently used MUX Microwave system is end of life. There is a proposal to replace with new equipment for T1/Ethernet transport. Replacement will impact MnDOT, Hennepin, and Carver Counties, so will require some work between the entities. Lee mentioned that this is the same equipment that was installed at the Parker's Lake Master site in Hennepin County.

Also, have entered into discussions with MNIT for ethernet backhaul options. Any new options will go through the entire SECB approval process. The old MOSCAD system is being taken down and decommissioned at the Lino Lakes site. Olson commented that Minneapolis also has these at Lowry and the ECC.

### **D. SECB Committees**

#### **Steering**

Rohret said the Steering Committee met in February. The new Chair is Hennepin County Commissioner Irene Fernando. There was discussion on the process for amending the Board laws, which will be done in workgroups prior to Steering Committee meetings.

#### **LMR (OTC)**

Mihelich said the LMR met on February 11. There was a Motorola inter-zone patching presentation by Dan Nohr. Other discussions included the Mower County Participation plan amendment and the USPS request for ARMER participation.

#### **WBBA – No meeting**

#### **IOC – No report**

#### **COMU Workgroup**

Timm said COMU met yesterday. All renewal requests passed. There was discussion on the upcoming conference and the possibility of a breakout session on the task book process.

Jim Stromberg said that pre-conference workshops are being discussed. A workshop to discuss the process for signing off on task books would be on Tuesday possibly at the National Guard Inver Grove Heights facility.

A workshop also on Tuesday would be an ARMER Train-the-Trainer refresher.

#### **STR Workgroup – No meeting**

#### **IPAWS – No meeting**

#### **Finance/Grants Workgroup**

Fredrick said there was discussion about the lack of grant money at the moment.

Other discussion: Timm said that there was an MTUG sub-committee meeting on Feb. 6. The discussion was the change from the GGM router to the Juniper.

### **7. Other Business**

#### **Tusa Consulting presentation**

Major concerns discussed:

Timeline will give information for budgets far too late.

It seems all of the partners outside of ECN and Tusa have not been involved or seem to have a say in negotiations. It does not feel like a partnership.

Keeping an SUA or SUA+ is desired. Group does not want to go back to an SMA just to save money. This will cost more for budgets in the long-term.  
Public safety being able to get money may have an impact on negotiations.  
The current estimate for the contract for 2021 is \$33 Million.

#### **PSCC Outstanding Leadership Award nominees**

Fredrick said similar to last year, ECN has chosen to continue giving an award for Outstanding Leadership from each region. Every region is being asked to submit one elected and one non-elected individual to receive this award. The 14 names will also be considered to get one Director's Award at the conference. Regional award nominations are due to Tracey by March 6, 2020. Last year, we also had a group from both the Radio TOC and 9-1-1 TOC to review the nominations. Ron Jansen and Jake Thompson agreed to be on that group again this year.

#### **Adjourn**

*M/S/C Motion made by Thompson to adjourn. VandenBerghe seconded. Motion carried.*

Meeting adjourned at 2:47 p.m.

## March 25, 2020 Radio TOC

March 25, 2020 Radio TOC

COML Approval										
						Completion of DHS COML course	Desired: ICS 400	Task Book Complete		
Name	ICS 100	ICS 200	ICS 300	ICS 700	ICS 800					
Robert Adney	x	x	x	x	x	x		x		

[illegible]

COMT Renewals										
Name	Assist in ICS 205 development (1)	Attend cont. ed. course (1)	Give COMU presentation (3)	Assist with comms. exercise (3)	Serve as COMT for an event (3)	Participate in other comms. activity (variable)				
Mark VandenBerghe	3		3		3					

[illegible]

# COMU Position Recognition Application

Application Type:

☒ Initial Application

☐ Renewal

☐ Change of Status

Position:

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Adney, Robert Duane

Certifying  
Agency

Ramsey County Emergency Communications Center

County

Ramsey County

ECB/ESB  
Region

Metro

Agency Address

388 13<sup>th</sup> St, St Paul, MN, 55101

24/7

Telephone

651-266-7703

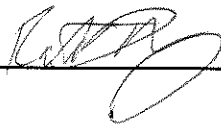
Business

Telephone

Email Address

Robert.adney@co.ramsey.mn.us

Signature



Date

2-24-2020

## 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.

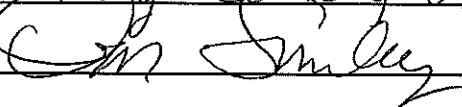
Name & Title

Don Smiley Supervisor COML

Agency

Ramsey County Emergency Communications

Signature



Date

2/24/2020

## 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



# FEMA

## NATIONAL QUALIFICATION SYSTEM (NQS)

**POSITION TASK BOOK  
FOR THE POSITION OF**

## COMMUNICATIONS UNIT LEADER (COML)

**Version: September 2017**

Check the appropriate position type:

☐ Single Type

☐ Type 1

☐ Type 2

☐ Type 3

<b>POSITION TASK BOOK ASSIGNED TO:</b>
TRAINEE'S NAME:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
<b>POSITION TASK BOOK INITIATED BY:</b>
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
<b>POSITION TASK BOOK WAS INITIATED:</b>
LOCATION:
DATE:

## Evaluator Verification

*(Do not complete this form unless you are recommending the trainee for all-hazards certification.)*

<b>FINAL EVALUATOR VERIFICATION</b>
I verify that _____ has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.
FINAL EVALUATOR'S SIGNATURE:
DATE:
FINAL EVALUATOR'S PRINTED NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:

## Documentation of Agency Certification

<b>DOCUMENTATION OF AGENCY CERTIFICATION</b>
I certify that _____ has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.
OFFICIAL'S SIGNATURE:
DATE:
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:

## Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

**A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.**

### *Evaluation Process*

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.
- Evaluators complete an Evaluation Record Form after each evaluation period by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.
- The final evaluator is a leader who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.
- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

### *Transferring Qualifications*

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.
- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

## Position Task Book Competencies, Behaviors, and Tasks

The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary.

The PTB covers all type levels for a given position, but a trainee may check only one “Type” box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

### *Definitions*

**Competency:** An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

**Behavior:** An observable work activity or a group of similar tasks necessary to perform the activity.

**Task:** A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- All tasks require evaluation; however, bullet statements within a task are examples.

### *PTB Task Codes*

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all of the listed circumstances.

**Code C:** Task performed in training or classroom setting, including seminars and workshops.

**Code E:** Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

**Code F:** Task performed during a functional exercise managed under the ICS.

**Code I:** Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

**Code J:** Task performed as part of day-to-day job duties.

**Code T:** Task performed during a tabletop exercise.

**Code R:** Task performed very rarely and required only if applicable to the event.

## How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

### Complete these items **AT THE START** of the evaluation period:

**Evaluation Record Number:** Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

**Evaluator's name; Incident/office title and agency:** List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.

**Evaluator's home unit address and phone:** List evaluator's home unit address and phone number.

**Name and location of incident or simulation/exercise:** Identify the name (if applicable) and location where the trainee performed the tasks.

**Incident kind:** Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

### Complete these items **AT THE END** of the evaluation period:

**Number and kind of resources:** Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

**Evaluation period:** Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

**Position type:** Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

**Recommendation:** Check the appropriate line and make comments below regarding the trainee's future development needs.

**Additional recommendations/comments:** Provide additional recommendations and comments about trainee, as necessary.

**Date:** List the current date.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

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

## Evaluation Record Form

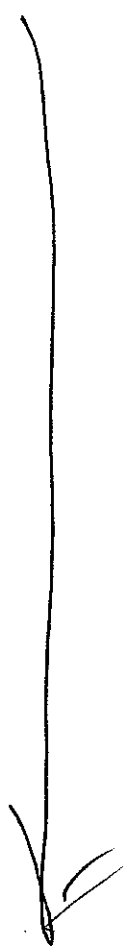
<b>TRAINEE NAME:</b> Robert Adney
<b>TRAINEE POSITION:</b> COMC
<b>Evaluation Record Number:</b> 1
<b>Evaluator's name:</b> Dan Smiley
<b>Incident/office title and agency:</b> Supervisor Ramsey CO ECC
<b>Evaluator's home unit address and phone:</b> 388 13 St St Paul mn 55101 651 744 7116
<b>Name and location of incident or simulation/exercise:</b> ECC evaluation exercise Andover Hills
<b>Incident kind:</b> Functional evaluation of the ECC and set up of backup
<b>Number and kind of resources:</b> five dispatchers (5) law dispatchers (4) center
<b>Evaluation period:</b> 10/10/2019 0700-12:00 telecommunicators (10)
<b>Position type:</b> COMC
<b>Recommendation:</b> <p>The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><u>DS</u> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p>_____ The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p>_____ Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p>_____ The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
<b>Additional recommendations/comments:</b>
<b>Date:</b> 10/13/2019
<b>Evaluator's initials:</b> DS
<b>Evaluator's relevant qualification:</b> COMC

## Communications Unit Leader (COML)

### 1. Competency: Assume position responsibilities

*Description:* Successfully assume the role of COML and initiate position activities at the appropriate time according to the following behaviors.

#### 1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> <li>• Reference materials: <ul style="list-style-type: none"> <li>○ In electronic, digital, or hard-copy format</li> <li>○ Functional guidelines relative to incident type (agency guidance or other functional guidelines)</li> <li>○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides</li> <li>○ Position manuals</li> <li>○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available</li> <li>○ Inventories or other lists of local and regional communications response equipment</li> <li>○ Preplanned local system coverage maps</li> <li>○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists</li> </ul> </li> <li>• National Interoperability Field Operations Guide (NIFOG) forms: <ul style="list-style-type: none"> <li>○ Agency-specific forms appropriate to the function</li> <li>○ Incident Radio Communications Plan (blank or pre-filled)</li> </ul> </li> <li>• Supplies: <ul style="list-style-type: none"> <li>○ Office supplies appropriate to the function</li> <li>○ AHJ identification badge and qualification card</li> <li>○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools</li> <li>○ GPS</li> <li>○ First aid kit</li> </ul> </li> <li>• Personal Protective Equipment (PPE) and security measures</li> </ul>	C, E, F, I, J, T	1	<p>7/24/20</p> <p>DS</p> 

**1b. Behavior: Gather, update, and apply situational information relevant to the assignment**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>2.</b> Review or develop a draft Incident Radio Communications Plan. Examples of important information include: <ul style="list-style-type: none"> <li>• Frequencies and talk groups already assigned</li> <li>• Other mutual aid channels or equipment already in use</li> <li>• Gateway or other interoperability devices already in use</li> <li>• Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans</li> </ul>	E, F, I	1	10/10/19 DS

**1c. Behavior: Establish effective relationships with relevant personnel**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>3.</b> Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.	E, F, I	(	10/10/19 DS

## 2. Competency: Lead assigned personnel

*Description:* Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

### 2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities.	E, F, I, J	1	10/10/19 DS
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	E, F, I, J	1	10/10/19 DS
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F, I, J	1	10/10/19 DS

### 2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> <li>• Receive and transmit current and accurate information</li> <li>• Communicate changes to the Incident Action Plan (IAP) or relevant plans</li> <li>• Inform appropriate team members of significant changes in operations</li> <li>• Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current</li> <li>• Provide supervisor with operational status for incident status summary and situation reports</li> <li>• Coordinate with operations regarding system coverage and needs</li> <li>• Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan)</li> <li>• Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs</li> </ul>	E, F, I	1	10/10/19 DS

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident:</p> <ul style="list-style-type: none"> <li>• Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate</li> <li>• Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate</li> <li>• Identify resources by type/qualifications, quantity, and location</li> <li>• Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts</li> </ul>	E, F, I	1	10/10/19 DS
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.</p>	E, F, I	1	10/10/19 DS

### 3. Competency: Communicate effectively

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

#### 3a. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>10.</b> Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> <li>• Submit incident narrative to supervisor</li> <li>• Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period</li> <li>• Ensure all personnel and equipment time records are complete and submitted at the end of each operational period</li> </ul>	E, F, I	(	10/10/19 DS
<b>11.</b> Initiate and maintain accurate records of all communications equipment: <ul style="list-style-type: none"> <li>• Initiate and maintain accountability system for issuing handheld radio resources</li> <li>• Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal)</li> <li>• Keep records for local and national resources to ensure return to proper locations</li> </ul>	E, F, I	l	10/10/19 DS

#### 3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>12.</b> Design communications systems to meet incident operational needs: <ul style="list-style-type: none"> <li>• Determine additional resource needs and order necessary equipment and personnel</li> <li>• Prepare Incident Radio Communications Plan</li> <li>• Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment</li> <li>• Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines)</li> <li>• Provide communications support for external and internal data operations</li> <li>• Order frequencies following the proper procedures</li> <li>• Create diagrams of current communications systems</li> <li>• Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs</li> </ul>	E, F, I	l	10/13/19 DS

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>13. Design telephone/data networks to meet incident needs:</b> <ul style="list-style-type: none"> <li>Determine locations for telephone/data networks to be installed</li> </ul>	E, F, I	(	10/10/19 DS
<b>14. Request additional telephone communications services:</b> <ul style="list-style-type: none"> <li>Identify cost and options associated with equipment/services</li> <li>Determine whether service can be provided in a timely manner</li> </ul>	E, F, I	(	10/10/19 DS
<b>15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT):</b> <ul style="list-style-type: none"> <li>Identify options associated with equipment/services</li> <li>Determine whether services can be provided in a timely manner</li> </ul>	E, F, I	)	10/10/19 DS
<b>16. Request additional data/internet communications services:</b> <ul style="list-style-type: none"> <li>Identify options associated with equipment/services</li> <li>Determine whether services can be provided in a timely manner</li> </ul>	E, F, I	(	10/10/19 DS
<b>17. Provide basic training as needed for equipment being deployed</b>	E, F, I		10/10/12 DS

#### 4. Competency: Ensure completion of assigned actions to meet identified objectives

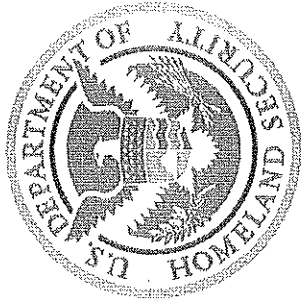
*Description:* Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

##### 4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	E, F, I	1	10/10/19 DS
19. Install communications equipment: <ul style="list-style-type: none"> <li>• Obtain equipment from Supply Unit, if one exists, or from authorized sources</li> <li>• Arrange the installation of communications equipment and test all components to ensure systems are operational. For example:               <ul style="list-style-type: none"> <li>○ Command repeater</li> <li>○ Logistics repeater</li> <li>○ Links (radio and wire-based)</li> <li>○ Remotes</li> <li>○ Gateways</li> <li>○ Aircraft and other special needs</li> </ul> </li> <li>• Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel</li> <li>• Clone or program radios, as necessary and authorized</li> </ul>	E, F, I	1	10/12/19 DS

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>20. Assign communications equipment:</b> <ul style="list-style-type: none"> <li>Identify kind and number of communications equipment to be distributed to specific units according to the communications plan</li> <li>Provide resources and unit leaders with appropriate equipment based on the communications plan</li> <li>Provide basic training as needed on equipment being fielded</li> <li>Maintain equipment inventory to provide accountability</li> </ul>	E, F, I	(	10/10/19 DS
<b>21. Establish Incident Communications Center (ICC):</b> <ul style="list-style-type: none"> <li>Coordinate location of ICC with Facilities Unit Leader</li> <li>Locate ICC close to the Incident Command Post and away from high-traffic areas and noise</li> <li>Locate ICC away from radio frequency and electronic noise</li> <li>Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements</li> <li>Obtain necessary supplies for ICC to function properly</li> </ul>	E, F, I, R		10/10/19 DS
<b>22. Manage operations of the ICC:</b> <ul style="list-style-type: none"> <li>Document radio/telephone activities on appropriate forms</li> <li>Set up filing system for ICC documentation</li> <li>Direct radio/telephone traffic to proper destinations</li> <li>Establish notification procedures for emergency messages</li> <li>Identify system problems, both technical and operational, and determine appropriate solutions</li> <li>Follow established routing procedures for messages</li> </ul>	E, F, I, R		10/10/19 DS
<b>23. Perform operational tests of communications systems throughout the duration of the incident:</b> <ul style="list-style-type: none"> <li>Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment</li> <li>Monitor all gateways in use</li> <li>Plan for battery replacement</li> <li>Act decisively to minimize interruptions in system operation</li> </ul>	E, F, I		10/10/19 DS

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ROBERT D ADNEY**

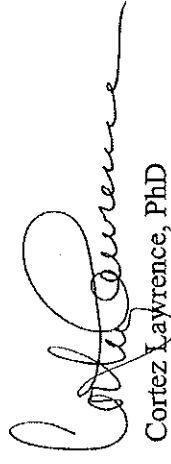
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.a  
ICS for Single Resources and  
Initial Action Incidents, ICS-200**

*Issued this 21st Day of June, 2010*



0.3 IACET CEU

  
Cortez Lawrence, PhD  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



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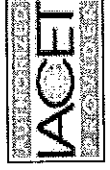
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:


**IS-00700.a**

**National Incident Management System (NIMS)**

**An Introduction**

*Issued this 5th Day of October, 2009*



  
Cortez Lawrence, PhD  
Superintendent  
Emergency Management Institute

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**ROBERT D ADNEY**

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

**IS-00100.a**


**Introduction to the Incident Command System,**

**ICS-100**

*Issued this 5th Day of October, 2009*



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Superintendent  
Emergency Management Institute

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

**IS-00800.c**

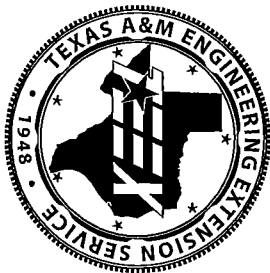
**National Response Framework, An Introduction**

*Issued this 11th Day of March, 2020*

Michael J. Sharon

Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency





TEEMA

# TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Rescue Training Center

in cooperation with the

Department of Homeland Security

Federal Emergency Management Agency

*Robert D. Adney*

*has successfully completed*

Intermediate ICS-300 for Expanding Incidents

Minneapolis, Minnesota, United States

20 Hours

October 12 - 14, 2016

*1781*

Gary F. Sera, Director

Texas A&M Engineering Extension Service

*H. Lawson, Jr.*

H. Lawson, Jr., Director

National Emergency Response and Rescue Training Center

Texas A&M Engineering Extension Service

# Emergency Management Institute



## FEMA

This is to certify that

**Robert D Adney**

successfully completed

**NIMS ICS All-Hazards Communications Unit Leader  
Grand Rapids, Minnesota**

**2.80 IACET CEU**

**October 2 - 4, 2017**



Superintendent  
Emergency Management Institute

# COMU Position Recognition Application

Application Type:

☒ Initial Application

☐ Renewal

☐ Change of Status

Position:

☐ COML

☐ COMT

☐ INCM

☒ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Heffernan, Patrick, E.

Certifying Agency

Ramsey County Emergency Communications

County

Ramsey

ECB/ESB

Region

metro

Agency Address

388 13 St E St Paul Mn 55101

24/7

Telephone

651-767-0640

Business

Telephone

651-266-7716

Email Address

patrick.heffernan@co.ramsey.mn.us

Signature

Patrick Heffernan

Date

3/4/2020

## 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

Nancie Pass Director

Agency

Ramsey County Emergency Communications

Signature

Nancie Pass

Date

3/4/2020

## 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



# Homeland Security

## All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

### Position Task Book

#### Task Book Assigned To:

Trainee's Name: PATRICK HEFFERNAN  
Trainee's Email Address: patrick.heffernan@co.ramsey.mn.us  
Home Agency: RAMSEY COUNTY EMERGENCY COMMUNICATIONS  
Home Agency Phone Number 651-266-7702

#### Task Book Initiated By:

Official's Name: Ann Smiley  
Agency Official's Title: Supervisor / COML  
Agency: Ramsey Co. Emergency Communications  
Agency Phone Number: 651-266-7716  
Agency Address: 388 13 St E  
St Paul, Mn 55101  
Date Initiated: 12/19/17

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

Final Evaluator's Signature Don Smiley Date 3/3/2020Printed Name Don SmileyTitle SupervisorAgency Ramsey CO ECCPhone Number 651-266-7716 Email Don.Smiley@Co.Ramsey.MN.US

## AGENCY CERTIFICATION

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

Certifying Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

See 1st page

## NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions<sup>1</sup> as described under the National Integration Center (NIC) and have been incorporated into the National Incident Management System (NIMS). The PTB is used by the authority having jurisdiction, to certify that the person to whom the task book belongs meets the standards recommended by the NIC.

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

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

A brief list of responsibilities also appears below.

### RESPONSIBILITIES:

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

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

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

<sup>2</sup> ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

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

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

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

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

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

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

## Competency: INTD Preparedness

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Ensure readiness prior to assignment.</b>			
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"> <li>• Communications equipment               <ul style="list-style-type: none"> <li>○ Portable radio</li> <li>○ Cellphone</li> <li>○ Batteries/chargers</li> </ul> </li> <li>• First aid kit</li> <li>• Personal safety gear</li> <li>• ICS Forms cache</li> <li>• Office Supplies (e.g. clipboard, tape, paper, pencil, etc.)</li> <li>• Multi-purpose tool/Flashlight</li> <li>• Clock/Watch with countdown timer function</li> <li>• Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.)</li> <li>• Computer/Printer/Thumb drive</li> <li>• INTD PTB</li> </ul>	O	1 DS	12/17/17
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"> <li>• Multiple changes of clothing (as appropriate for anticipated weather conditions)</li> <li>• Personal identification/credentials</li> <li>• Toiletries</li> <li>• Medicines (prescription and over-the-counter)</li> <li>• Cash and credit cards</li> <li>• Alarm clock</li> <li>• Food/Water</li> </ul>	O	1 DS	12/17/17

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))

## Competency: INTD Mobilization

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Obtain complete information for response.</b>			
3. Obtain complete information for assignment and initiate documentation: <ul style="list-style-type: none"> <li>Incident name</li> <li>Incident/Mission/Tracking/Order #</li> <li>Calling channel/phone number</li> <li>Reporting time/Check-in location</li> <li>Transportation arrangements/travel routing instructions</li> <li>Contact procedures during travel</li> <li>Specific equipment/supplies needed</li> </ul>	I	I DS	10/10/19

<b>Behavior: Ensure check-in is recorded and accountability is activated.</b>			
4. Arrive at incident and check in: <ul style="list-style-type: none"> <li>Arrive properly equipped at assigned location within acceptable time limits</li> <li>Follow established policies and procedures for checking in, and provide the needed information and documentation:               <ul style="list-style-type: none"> <li>Incident/Mission/Tracking/Order #</li> <li>Unit Leader's name</li> <li>Incident assignment, etc.</li> <li>Identification/credentials</li> </ul> </li> </ul>	I	I DS	10/10/19

<b>Behavior: Gather and apply situational information relevant to the assignment.</b>			
5. Document initial briefing from Incident Communications Center Manager (INCM) /incident supervisor: <ul style="list-style-type: none"> <li>Situation Summary</li> <li>Safety Briefing</li> <li>Current and Planned Goal/Objectives</li> <li>Current and Planned Actions, Strategies and Tactics</li> <li>Current Organization (ICS 207 – Incident Organization Chart)</li> <li>Current/ Planned communications plan               <ul style="list-style-type: none"> <li>Communications Nets, e.g., Command, Tactical, Logistics, etc.</li> <li>Map Sketch of communication system</li> </ul> </li> <li>Current /Planned Resource Summary</li> </ul>	I	I DS	10/10/19

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

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

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

## Competency: Incident Tactical Dispatch Operations

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Support establishment of Incident Communications Center (ICC).</b>			
6. Assist INCM/supervisor with setup of the ICC if needed/as assigned: <ul style="list-style-type: none"> <li>• Facility/vehicle in which to situate the ICC</li> <li>• Appropriate location of ICC</li> <li>• ICC equipment activation and testing               <ul style="list-style-type: none"> <li>○ Radio</li> <li>○ Data</li> <li>○ Telephone</li> <li>○ Video</li> <li>○ Ancillary equipment</li> </ul> </li> <li>• ICC documentation organization</li> <li>• Notification of ICC activation</li> </ul>	I	I DS	10/10/19
7. Evaluate needs and request additional resources to support ICC operations: <ul style="list-style-type: none"> <li>• Develop or initiate an inventory control system for INTD supplies and equipment</li> <li>• Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor.</li> <li>• Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items.</li> </ul>	I	I DS	10/10/19
8. Assist in maintaining Security of the ICC <ul style="list-style-type: none"> <li>• Keep ICC entry/access points secured/locked in accordance with established policies</li> <li>• Notify INCM/supervisor of any security concerns</li> </ul>	I	I DS	10/10/19
9. Demonstrate safety awareness: <ul style="list-style-type: none"> <li>• Location of First Aid kit supplies and equipment</li> <li>• ICS 206 – Medical Plan</li> <li>• Potential safety issues or hazards</li> </ul>	I	I DS	10/10/19

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

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

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

## Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Establish effective relationships.</b>			
10. Conduct self in a professional manner: <ul style="list-style-type: none"> <li>• <i>Be respectful and courteous</i></li> <li>• <i>Respect public and private property</i></li> <li>• <i>Establish and maintain positive interpersonal and interagency working relationships.</i></li> <li>• <i>Encourage and promote team environment</i></li> <li>• <i>Follow established procedures to report and document any inappropriate personnel actions</i></li> <li>• <i>Report any situations of concern to INCM/supervisor</i></li> </ul>	O	DS	10/13/19

<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.</b>			
11. Communicate information effectively to incident personnel: <ul style="list-style-type: none"> <li>• <i>Speak clearly and use concise language</i></li> <li>• <i>Speak at a pace sufficient for recipients to copy information when applicable</i></li> <li>• <i>Maintain appropriate level of radio discipline when operating on assigned nets</i></li> <li>• <i>Use proper microphone/headset techniques</i></li> <li>• <i>Record information in an easily understood manner</i></li> </ul>	I	DS	10/10/19

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

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

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

## Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued).</b>			
12. Provide effective communications support during routine or non-emergency situations: <ul style="list-style-type: none"> <li>• Dispatch incident personnel based upon needs of the incident and at the direction of incident management</li> <li>• Monitor and prioritize traffic simultaneously over all networks:               <ul style="list-style-type: none"> <li>○ Repeated voice Nets</li> <li>○ Simplex voice Nets</li> <li>○ Data networks</li> </ul> </li> <li>• Receive/relay/log information/ messages/ instructions to and from incident personnel               <ul style="list-style-type: none"> <li>○ Supply orders (e.g., Operations, Logistics, etc.)</li> <li>○ Message traffic routing</li> <li>○ Weather reports</li> <li>○ Resource status changes</li> <li>○ Loss of communication assets</li> <li>○ Safety updates</li> <li>○ Situation reports</li> </ul> </li> <li>• Conduct radio checks at specified intervals for personnel safety and accountability</li> <li>• Acknowledge all requests received in person or via phone, radio, and data networks.</li> </ul>	I	DS	10/10/19

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

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

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

## Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued).</b>			
13. Provide effective communications support during emergency situations: <ul style="list-style-type: none"> <li>• <i>Recognize and react decisively to urgent situations if encountered:</i></li> <li>• <i>Request assistance from other ICC personnel if needed</i></li> <li>• <i>Restrict or move unrelated radio traffic</i></li> <li>• <i>Use appropriate notification procedures for emergency situations</i> <ul style="list-style-type: none"> <li>○ <i>Requests for emergency/urgent assistance or additional resources/support</i></li> <li>○ <i>Activations of radio emergency call buttons</i></li> <li>○ <i>Medical transport/ Medevac request</i></li> <li>○ <i>Aircraft emergency</i></li> <li>○ <i>Evacuation</i></li> <li>○ <i>Search and Rescue</i></li> <li>○ <i>Serious injury/Fatality</i></li> </ul> </li> <li>• <i>Notify INCM/supervisor of emergency situations</i></li> </ul>	I	DS	10/10/19

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

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

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

## Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct tactical dispatch operations.</b>			
14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> <li>• Radio equipment</li> <li>• Data equipment</li> <li>• Telephone equipment</li> <li>• Video equipment</li> <li>• Ancillary equipment</li> </ul>	I	DS	10/10/19
15. Demonstrate familiarity with other ICC functions/capabilities: <ul style="list-style-type: none"> <li>• Radio systems (e.g. Simplex, Conventional, Trunked, Digital &amp; Analog modes)</li> <li>• Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.)</li> <li>• Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National)</li> <li>• Audio Gateways</li> </ul>	I	DS	10/10/19
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> <li>• Locate key incident venues, personnel, and deployed resources.</li> <li>• Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations.</li> <li>• 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.</li> </ul>	I	DS	10/13/19

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

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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
<b>Behavior: Conduct Incident Tactical Dispatch Operations. (continued)</b>			
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"> <li>• GPS technology</li> <li>• AVL technology</li> <li>• Maps</li> <li>• Status boards</li> <li>• Personal Accountability Report (PAR)</li> <li>• Personal Alert Safety System Device Activation (PASS)</li> </ul>	I	I DS	10/10/19
18. Demonstrate compliance with applicable communication policies and procedures: <ul style="list-style-type: none"> <li>• <i>Memoranda of Understanding (MOUs)</i></li> <li>• <i>Tactical Interoperable Communications Plan (TICP)</i></li> <li>• <i>Tactical Interoperable Communications Field Operations Guide (TIC-FOG)</i></li> <li>• <i>Mobile Communications Unit Standard Operating Procedures (SOPs)</i></li> <li>• <i>Tactical Dispatch SOPs</i></li> <li>• <i>Jurisdictional requirements</i></li> <li>• <i>Equipment accountability procedures</i></li> </ul>	I	I DS	10/10/19
19. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> <li>• <i>Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.)</i></li> </ul>	I	I DS	10/10/19

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

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

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

## Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct Tactical Dispatch Operations. (continued)</b>			
20. Maintain and organize ICC documentation: <ul style="list-style-type: none"> <li>• Radio logs</li> <li>• Activity logs</li> <li>• Telephone logs</li> <li>• Status Cards</li> <li>• Equipment check-in/check-out information</li> <li>• Lost/Damaged equipment documentation</li> <li>• Software Applications               <ul style="list-style-type: none"> <li>○ WebCAD</li> <li>○ WebEOC®</li> <li>○ Google Earth®</li> <li>○ Email, etc</li> </ul> </li> </ul>	I	DS	10/10/19
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: <ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Emergency Medical Services</li> <li>• Fire</li> <li>• Law Enforcement</li> <li>• Forestry</li> </ul>	I	DS	10/10/19

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

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

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

**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Comply with NIMS and ICS concepts and principles</b>			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: <ul style="list-style-type: none"> <li>• COMU structure, roles and responsibilities of each COMU position</li> <li>• Plain language/common terminology</li> <li>• ICS terminology               <ul style="list-style-type: none"> <li>○ Unit identification</li> <li>○ Position titles</li> <li>○ Resource naming</li> </ul> </li> <li>• Incident Organizational Structure</li> <li>• Functions of Incident Management Teams</li> <li>• ICS map symbols, designators, and mnemonics</li> </ul>	I	DS	10/10/19
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"> <li>• ICS 205 – Incident Radio Communications Plan</li> <li>• ICS 205A – Communications List</li> <li>• ICS 210 – Resource Status Change</li> <li>• ICS 213 – General Message</li> <li>• ICS 213 – RR Resource Request Message</li> <li>• ICS 214 – Activity Log</li> <li>• ICS 219-7- Equipment Resource Status (T-)Card</li> </ul>	I	DS	10/10/19
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: <ul style="list-style-type: none"> <li>• ICS 201 – Incident Briefing</li> <li>• ICS 203 – Organization Assignment List</li> <li>• ICS 204 – Assignment List</li> <li>• ICS 206 – Medical Plan</li> <li>• ICS 207 – Incident Organization Chart</li> <li>• ICS 208 – Safety Message/Plan</li> <li>• ICS 209 – Incident Status Summary</li> <li>• ICS 211 – Incident Check-in List</li> <li>• ICS 221 – Demobilization Check-Out</li> <li>• ICS 225 – Incident Personnel Performance Rating</li> </ul>	I	DS	10/10/19

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

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

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

## Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Comply with NIMS and ICS concepts and principles (continued)</b>			
24a. Demonstrate ability to correctly interpret the following forms: <ul style="list-style-type: none"><li>Form 217A – Communications Resource Availability Worksheet</li><li>Form 309 – Communication Log</li></ul>	I	DS	10/13/19

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

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

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

## Competency: INTD Demobilization

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity.</b>			
25. Coordinate an efficient transfer of position duties: <ul style="list-style-type: none"> <li>Document and coordinate demobilization actions</li> <li>Brief relief personnel</li> <li>Coordinate with incident/planned event personnel as necessary</li> </ul>	I	DS	10/10/19

<b>Behavior: Complete demobilization procedures and restore response-readiness.</b>			
26. Demobilize from assignment: <ul style="list-style-type: none"> <li>Check in equipment and submit required documentation</li> <li>Address safety and notification considerations for return to home agency</li> </ul>	I	DS	10/10/19
27. Complete Demobilization Documentation <ul style="list-style-type: none"> <li>If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate</li> <li>Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor</li> <li>Provide input for After-Action Report (AAR)</li> <li>Submit final documentation to INCM/supervisor</li> </ul>	I	DS	10/10/19
28. Prepare for next operational period/incident <ul style="list-style-type: none"> <li>Inventory and restock ICC supplies</li> <li>Inventory and restock INTD response kit and personal sustainment kit</li> <li>Attend applicable post-incident debriefings               <ul style="list-style-type: none"> <li>Hotwash</li> <li>Post-Incident/Event After Action Debriefings</li> <li>Critical Incident Stress Management/ Debriefing (CISM/CISD)</li> </ul> </li> </ul>	I	DS	10/10/19

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

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

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

**All-Hazards INCIDENT TACTICAL DISPATCHER****INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD**

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

**COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:**

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

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

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

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

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

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

**COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:**

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

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

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

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

**Date:** List the date the record is being completed.

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

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

## RECORD OF EVALUATION

Pat Heffernan  
 TRAINEE NAME

ITD  
 TRAINEE POSITION

Evaluation Record #1	Evaluator's name: <u>Don Smiley</u>	Evaluator's Title: <u>COML Supervisor</u>	Evaluator's Agency: <u>Ramsey Co BCC</u>	
Evaluator's agency address: <u>388 13th St St Paul Mn 55701</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>Ramsey Co BCC evacuation exercise Arden Hills Mn</u>	<u>Exercise</u>	<u>Fire units - 50</u> <u>Ems units - 30</u>	<u>10/10/19 0800 - 1200</u> <u>10/13/19 0800 - 1200</u>	
<p>The tasks initialed &amp; 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 &amp; knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: <u>2/24/2020</u> Evaluator's initials: <u>DS</u></p> <p>Evaluator's relevant agency certification or rating: <u>COML</u></p>				

## RECORD OF EVALUATION

---

**TRAINEE NAME**
**TRAINEE POSITION**

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

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PATRICK E. HEFFERNAN**

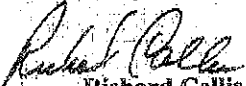
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

**IS-00100**

**Introduction to the Incident Command System,  
(ICS 100)**

*Issued this 21st Day of July, 2006*

0.3 CBU

  
**Richard Callis**  
Acting Superintendent  
Emergency Management Institute

FEMA Form 16-31, October 05

DETACH THIS STUB

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PATRICK E. HEFFERNAN**


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

**IS-00200**

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

*Issued this 08th Day of July, 2006*

0.3 CEU

  
**Richard Callis**  
Acting Superintendent  
Emergency Management Institute

FEMA Form 16-31, October 05

DETACH THIS STUB

Successful Completion(s)

IS-00700

National Incident Management System

IS-00800

National Response Plan (NRP), an Introduction

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PATRICK E. HEFFERNAN**

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

**IS-00700**

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

*Issued this 30th Day of November, 2005*

0.3 CEU

*Stephen G. Sharro*  
**Stephen G. Sharro**

*Superintendent, Emergency Management Institute*

FEMA Form 16-31, October 05

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# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PATRICK E. HEFFERNAN**

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

**IS-00800**

**National Response Plan (NRP), an Introduction**

*Issued this 11th Day of December, 2005*

0.3 CEU

*Stephen G. Sharro*  
**Stephen G. Sharro**

*Superintendent, Emergency Management Institute*

FEMA Form 16-31, October 05

DETACH THIS STUB

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# CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

**Pat Heffernan**

Completed the All-Hazards Incident Tactical Dispatcher (INTD)

Course during 31 October – 3 November 2017 at the

Office of Emergency Management in Fridley, Minnesota



*Ronald T. Hewitt*

Ronald T. Hewitt

Director,

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

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PATRICK E HEFFERNAN**


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 16th Day of October, 2017*



  
Tony Russell  
Superintendent  
Emergency Management Institute

## COMU Position Recognition Application

Application Type:

☐ Initial Application

☒ Renewal

☐ Change of Status

Position:

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

NELSON GREGERS Martin

Certifying

Agency

Hennepin County Sheriff

County

Hennepin

ECB/ESB

Region

METRO

Agency Address

1245 Shenandoah Ln N

24/7

Telephone

763-249-0883

Business

Telephone

763-249-0883

Email Address

gregers.nelson2@hennepin.us

Signature

*[Signature]*

Date

02/24/2020

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 M Cooper - Operations Manager

Agency

Hennepin County Sheriff's Office 911 Division

Signature

*[Signature]*

Date

2-24-2020

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) Nelson, Greeters Martin

Agency Hennepin Co. Sheriff ECB/ESB Region METRO

Position:

☒ COML  
☐ INTD

☐ COMT  
☐ RADO

☐ INCM  
☐ AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	10/23/2019	ICS 205 - 2019 Mn Judicial Branch Conference Radisson Blu Hotel - Bloomington
1	9/15/2019	ICS 205 - Judicial Security Detail Hilton Double Tree Hotel - Bloomington
1	5/29/2019	ICS 205 - South Lake Minnetonka 4th of July South Lake area - Excelsior
1	7/18/2018	ICS 205 - National Night Out Various Locations - Hennepin Co.
1	7/17/2018	ICS 205 - Liberty on the Lake Concert - Lakewood Palmer Point - Lake Minnetonka
1	7/18/2018	ICS 205 - Escort Detail Hennepin County
1	6/1/2018	ICS 205 - Lake Minnetonka Water Enforcement Lake Minnetonka
1	7/2/2018	ICS 205 - Richfield 4th of July Parade Richfield Mn
1	5/11/2018	ICS 205 - Robbinsdale Whiz Bang Days Robbinsdale Mn
1	7/14/2017	ICS 205 - Hopkins Raspberry Festival Run/Parade Main Street - Hopkins

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

Signature [Signature] Date: 02/20/2020

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME 2019 Minnesota Judicial Branch Annual Conference		DATE/TIME PREPARED 10/23/2019 0005		OPERATIONAL PERIOD DATE/TIME 12/03/2019 0500 - 12/06/2019 1400		
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 or M)</small>	Remarks
1	Command	██████████	Dep. Olafson						On site
2	LE	H-TAC8E	Tactical security	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	HCSO E zone ch 12
3	Support	██████████	HCSO - ECF Duty Sgt.						
4									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: Sgt. Greg Nelson			INCIDENT/EVENT LOCATION						
AGENCY: Hennepin County Sheriff's Office			Radisson Blu Hotel - Mall of America - 2100 Killebrew Dr, Bloomington MN						
PHONE: CELL: 612-267-9328									
EMAIL: greggers.nelson2@hennepin.us									

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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME Judicial Security Detail		DATE/TIME PREPARED 09/15/2019 0315 hours		OPERATIONAL PERIOD DATE/TIME 09/23/2019 1500 hours through 09/25/2019 1430 hours		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, M, H)</small>	Remarks
1	Command		Dep. Olafson						On site
2	LE	HTACAE aka 8E	Tactical security	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Internal Court Security HCSO Zone E 6
3	Support		HCSO - ECF Duty Sgt.						
4									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: Sgt. Greg Nelson					INCIDENT/EVENT LOCATION				
AGENCY: Hennepin County Sheriff's Office					Hilton Double Tree Hotel - 7800 Normandale Blvd, Bloomington				
PHONE: CELL: 612-267-9328									
EMAIL: greggers.nelson2@hennepin.us									

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



MINNESOTA METRO REGION ICSS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME National Night Out		DATE/TIME PREPARED 07/18/2018 1225 hours		OPERATIONAL PERIOD DATE/TIME 08/07/2018 1500-2200		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIRM)</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, M)</small>	Remarks
1	Command	██████████	Lt. Dan Antidel						
2	Tactical	HCSO2	CAR/CAR communication & event coordination	800 ARMER Mhz		800 ARMER MHz		D	A3 - HCSO ESD portables
3	Support	██████████	HCSO ECF Duty Sergeant						
4									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COM1: Greg Nelson			INCIDENT/EVENT LOCATION						
AGENCY: Hennepin County Sheriff's Communication			Various Locations in Hennepin County						
PHONE: CELL: 612-267-9328									
EMAIL: greggers.nelson2@hennepin.us									

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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Liberty on the Lake Concert - Lake Minnetonka		07/17/2018 1430		07/28/2018 0700-1700		
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, M)</small>	Remarks
1	Command		Lt. Vnuk						Hennepin 1122
2	Tactical	METAC7	Main Dispatch	800 MHz ARMER		800 MHz ARMER		D	
3	Tactical	METAC8	car/car	800 MHz ARMER		800 MHz ARMER		D	
4	Support		HCSO Dispatch Sergeant						
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: Greg Nelson			INCIDENT/EVENT LOCATION						
AGENCY: Hennepin County Sheriff Communications			Palmer Point, Lake Minnetonka						
PHONE: CELL: 612-267-9328									
EMAIL: gregers.nelson2@hennepin.us									

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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/ EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Escort Detail		07/18/2018 1215 hours		07/24/2018 0700-1700		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(NAME, RANG, CLASS, OFFICER)</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		Lt. Dan Antidel						
2	Tactical	HCSO3E	Escort Tactical	800 ARMER Mhz		800 ARMER MHz		D	A4 - HCSO ESD portables
3	Support		HCSO ECF Duty Sergeant						
4									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: Greg Nelson			INCIDENT/ EVENT LOCATION						
AGENCY: Hennepin County Sheriff's Communication			Hennepin County Area						
PHONE: CELL: 612-267-9328									
EMAIL: greggers.nelson2@hennepin.us									

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MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Lake Minnetonka Water Enforcement Activities		Friday, June 1, 2018		06/29/2018 1800 through 07/09/2018 0600		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, Over)</small>	Remarks
1	Tactical	METAC 7	Law/Fire/EMS	800 MHz Armer		800 Mhz Armer		D	Lake Minnetonka Main 0600-0200 on 07/04/2018
2	Tactical	METAC 8	Law/Fire/EMS	800 MHz Armer		800 Mhz Armer		D	As needed for Police/Fire/EMS/DNR coordination
3									
4									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: Greg Nelson			INCIDENT/EVENT LOCATION						
AGENCY: Hennepin County Sheriff's Department			Lake Minnetonka						
PHONE: CELL: 612-267-9328									
EMAIL: greggers.nelson2@hennepin.us									

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "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. (MESA Version 1.0, 11/2015)

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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN				INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
				Richfield 4th of July Parade		07/02/2018 0635		07/04/2018 0930-1600	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ARI)</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	Tactical	HPOOL3	Law	800 MHz ARMER		800 MHz ARMER		D	
2	Command	████████████████████	Sgt. Eric Lammle Richfield Police						Incident Command
3									
4									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

COM1: Greg Nelson		INCIDENT/EVENT LOCATION	
AGENCY: Hennepin County Sheriff's Communications		Richfield Mn	
PHONE: CELL: 612-267-9328			
EMAIL: gregers.nelson2@hennepin.us			

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MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN				INCIDENT / EVENT NAME Robbinsdale Whiz Bang Days Parade, Fire Works, Coronation		DATE/TIME PREPARED 05/11/2018 1245		OPERATIONAL PERIOD DATE/TIME 07/15/2018 1400-0000	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(NAME, FIRE, ETC. OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, W, etc)</small>	Remarks
1	Command	██████████	Sgt. Seibert						Incident Command
2	LE Operations	HP00L1	Parade/Coronation & Fire Works	ARMER 800 MHz		ARMER 800 MHz		D	
3	Support	██████████	HCSO Dispatch Sgt.						Hennepin County Dispatch Sergeant
4									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COM1: Greg Nelson				INCIDENT / EVENT LOCATION					
AGENCY: Hennepin County Sheriff's Communications				Parade 42 Ave N/West Broadway to 40 Ave N, East on 40/Shoreline Dr to Chouen and					
PHONE: 763-249-0883 CELL: 612-267-9328				ending at Sanborn Park					
EMAIL: gregers.nelson2@hennepin.us									

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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME Hopkins Raspberry Festival Run/Parade		DATE/TIME PREPARED 07/14/2017 1800		OPERATIONAL PERIOD DATE/TIME July 16, 2017 1000-1600		
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, FM)</small>	Remarks
1	COMMAND	██████████	SGT PILON						Incident Command
2	LE OPERATIONS	HPOOLZ	RUN & PARADE	ARMER 800 MHz		ARMER 800 MHz		D	Hopkins Zone D, #12
3	LE OPERATIONS	METAC6	SWAT	ARMER 800 MHz		ARMER 800 MHz		D	As needed for Tactical Response Hopkins Zone D, #8
4	Support	██████████	HCSO - DISPATCH SGT						Hennepin County Dispatch Sergeant
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COM1: Greg Nelson				INCIDENT/EVENT LOCATION					
AGENCY: Hennepin County Sheriff Communication				Main Street, 5th Ave N to 17 Ave N, Hopkins MN					
PHONE: 763-249-0883 CELL: 612-267-9328									
EMAIL: greggers.nelson2@hennepin.us									

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

## COMU Position Recognition Application

Application Type:

☐ Initial Application      ☒ Renewal      ☐ Change of Status

Position:

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

Name  
(Last, First Middle) VandenBerghe, Mark Anthony

Certifying  
Agency Eden Prairie Fire Dept

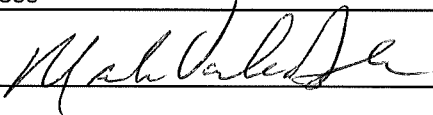
County Hennepin      ECB/ESB  
Region Metro

Agency Address 14800 Scenic Heights Rd

24/7  
Telephone 612-716-7843      Business  
Telephone 952-949-8368

Email Address mvandenbergh@edenprairie.org

Signature



Date 03-03-2020

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

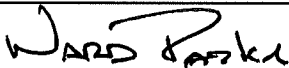
The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers 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 Ward Parker-Asst Chief of Operations

Agency Eden Prairie Fire Dept

Signature



Date 03-03-2020

### 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) VandenBerghe, Mark Anthony

Agency Eden Prairie Fire Dept

ECB/ESB Region Metro

Position:

☐ COML

☒ COMT

☐ INCM

☐ INTD

☐ RADO

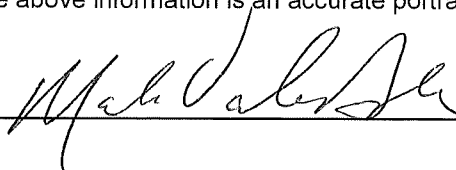
☐ AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	01-30-2018	Super Bowl-Winter Park and Flying Cloud Airport 205
3	02-04-2018	Super Bowl 52- US Bank Stadium-ComL
3	11-19-2019	CRTF- Taugh a class on what is needed for a deployment-Class was held at MESB offices
1	10-9-2019	MN Firefighter Memorial 2019-205
1	07-02-2019	Schott Funeral 205

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

Signature



Date:

3/3/2020

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN				INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
				SCHOTT FUNERAL		7/2/2019 1300HRS		07/03/2019 0700 to 1800 HRS	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	COMMAND	STAC 6	OTHER	ARMER -800MHZ	N/A	ARMER -800MHZ	N/A	D	UNIFIED COMMAND
2	TACTICAL	STAC 8	OTHER	ARMER -800MHZ	N/A	ARMER -800MHZ	N/A	D	STAGING
3	TACTICAL	WRLE2 (C2C)	LAW	ARMER -800MHZ	N/A	ARMER -800MHZ	N/A	D	TRAFFIC
4	TACTICAL	MNFLIGHT	EMS	ARMER -800MHZ	N/A	ARMER -800MHZ	N/A	D	FLYOVER
5									
6									
7									
8									
9	OPERATIONS CHIEF	# removed	CELL	WAYNE KEWITSCH					
10	DEPUTY OPS CHIEF	# removed	CELL	JEFF LANENBERG					
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
INCIDENT/EVENT LOCATION									
COM1: Mark VandenBerghe AGENCY: Eden Prairie Fire Dept PHONE: 612-716-7843 EMAIL: <a href="mailto:mvandenbergh@edenprairie.org">mvandenbergh@edenprairie.org</a>				Howard Lake-Waverly-Winsted High School 8700 County Rd 6 Southwest Howard Lake MN 55349					

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ICS205 INCIDENT/EVENT COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			FALLEN FIREFIGHTER MEMORIAL		Thursday September 05, 2019		September 29, 2019 08:00-18:00		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	COMMAND	METAC 8	METAC 8	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Command Communication
2	TACTICAL	METAC 7	METAC 7	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Primary Event Communication
3	TACTICAL	FSOA 2	FSOA 2	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	MC Communication
4									
5									
6									
7									
8									
9									
10	IC	# Removed	CELL	Ulrie Seal					
11	Operations	# Removed	CELL	Dale Specken					
12	Deputy IC	# Removed	CELL	Ward Parker					
13	Logistics	# Removed	CELL	Steve Koering					
14									
15									
SPECIAL INSTRUCTIONS									
Status board has been reserved									
COM1: Mark VandenBerghe PHONE: 612-716-7843 EMAIL: mvandenbergh@edenprairie.org				INCIDENT/EVENT LOCATION  State Capitol -Fallen Firefighter Memorial site 75 Rev Dr Martin Luther King Jr Boulevard St Paul, MN 55155					

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/ EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
SB 52 WINTER PARK PRACTICE FACILITIES			SB 52 WINTER PARK PRACTICE FACILITIES		08/15/2017 1700 HRS		01/29/2018 0800-1600 HRS 02/04/2018 0800-2300 HRS		
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 NET	STAC 3	LAW/FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	UNIFIED COMMAND
2	COMMAND NET	METAC 12E	LAW/FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	UNIFIED COMMAND
3	TACTICAL NET	SWERT 1	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	WP INTERIOR AND EXTERIOR
4	TACTICAL NET	SWERT 2	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	WP INTERIOR AND EXTERIOR
5	TACTICAL NET	EP PTRL 3	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	TRAFFIC DETAIL AROUND WP
6	TACTICAL NET	EP PTRL 3	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	TRAFFIC AND PATROL DETAILS -FCA
7	TACTICAL NET	EP PTRL 1	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	POLICE CITY RESPONSE
8	TACTICAL NET	SW FIRE GND 7	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	FIRE / EMS RESPONSE FOR WP
9	TACTICAL NET	EP-FIRE MAIN	FIRE	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	FIRE RESPONSE-DUTY CREWS
10	TACTICAL NET	STAC 2 OR STAC 4	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	TEAM TRANSPORT
11	SUPPORT NET	STREETS	OTHER	CITY 800MHZ	N/A	CITY 800MHZ	N/A	D	BARRICADES AND SNOW PLOWING
12	TACTICAL NET	HC TAC 2	EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	WINTER PARK EMS
13	TACTICAL NET	L-TAC 5E	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	SWAT/ QRF/ SRT RESPONSE
14	TACTICAL NET	METAC 5	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	CIVIL DISTURBANCE/MOBILE FIELD FORCE RESPONSE
15	TACTICAL NET	LTAC 6E	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	HAZARD INVESTIGATION TEAM
16	OPERATIONS	LTAC 7E	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	FIELD INTELLIGENCE TEAM
17	OPERATIONS	METAC 4	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	COUNTERFEIT MERCHANDISE
18	SUPPORT NET	# Removed	OTHER	LANDLINE					EVENT COML STATIONED AT MACC
19									
20									
SPECIAL INSTRUCTIONS									
STREETS TALKGROUP IS CITY OWNED AND NOT PART OF ARMER.									
WP=WINTER PARK FCA=FLYING CLOUD AIRPORT									
Prepared By: Mark Vandenberghe (COML)									
AGENCY: Eden Prairie Fire Department									
PHONE: (O)952-949-8368 (C)612-716-7843									
EMAIL: mvandenberghe@edenprairie.org									
INCIDENT/ EVENT LOCATION									
WINTER PARK--9520 VIKING DRIVE--EDEN PRAIRIE MN 55344									

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MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			SB 52 WINTER PARK PRACTICE FACILITIES		08/15/2017 1700 HRS		01/29/2018 0800-1600 HRS 02/04/2018 0800-2300 HRS		
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	TACTICAL NET	SWERT 1	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	WINTER PARK INTERIOR AND EXTERIOR
2	TACTICAL NET	SWERT 2	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	WINTER PARK INTERIOR AND EXTERIOR
3	TACTICAL NET	EP PTRL 3	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	TRAFFIC DETAIL AROUND WINTER PARK
4	TACTICAL NET	EP PTRL 3	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	TRAFFIC AND PATROL DETAILS - FLYING CLOUD AIRPORT
5	TACTICAL NET	EP PTRL 1	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	POLICE CITY RESPONSE
6	TACTICAL NET	SW FIRE GND 7	FIRE/ EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	FIRE / EMS RESPONSE TO AREA AROUND WINTER PARK
7	TACTICAL NET	EP-FIRE MAIN	FIRE	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	FIRE RESPONSE-DUTY CREWS
8	TACTICAL NET	HCSO OR HSO TAC	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	TEAM TRANSPORT
9	SUPPORT NET	STREETTS	OTHER	CITY 800MHZ	N/A	CITY 800MHZ	N/A	D	BARRICADES AND SNOW PLOWING
SPECIAL INSTRUCTIONS									
STREETTS TALKGROUP IS CITY OWNED AND NOT PART OF ARMER.									
<div> <div> Prepared By: Mark Vandenberghe (COML)  AGENCY: Eden Prairie Fire Department  PHONE: (O)952-949-8368 (C)612-716-7843  EMAIL: <a href="mailto:mvandenberghe@edenprairie.org">mvandenberghe@edenprairie.org</a> </div> <div> INCIDENT/EVENT LOCATION   WINTER PARK--9520 VIKING DRIVE--EDEN PRAIRIE MN 55344 </div> </div>									

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)

# HENNEPIN COUNTY SHERIFF

February 19th, 2020

Metropolitan Emergency Services Board  
2099 University Ave West  
Saint Paul MN 55104

Ms. Frederick,

Hennepin County is requesting the use of ARMER resources. This request needs to be submitted to the Technical Operational Committee for review and approval.

The County is working with Motorola to implement an electronic asset management system (EAM). This EAM system is a cloud base system that will be used to track and manage the County's radio assets. Part of this EAM system includes a connection to the ARMER's provisioning manager database. This connection allows for the automatically updates of the EAM database as radios are added into the provisioning manager database.

As per previous discussions with MNDOT and the SMG group. The County will provide a Juniper SSG140 firewall at the Zone 2 MSO location to make this connection. This firewall will be controlled and administered by MNDOT. This firewall will be used to control and direct the one-way flow of traffic from the provisioning manager.

If other system owners are interested with this provisioning management EAM connection in the future, the County will gladly work with them to share this system resource.

Respectfully submitted,

*King Wai Fung*

King Fung  
Senior Professional Engineer  
Hennepin County Sheriff's Office  
1245 Shenandoah Lane N  
Plymouth MN 55447  
612-596-1923

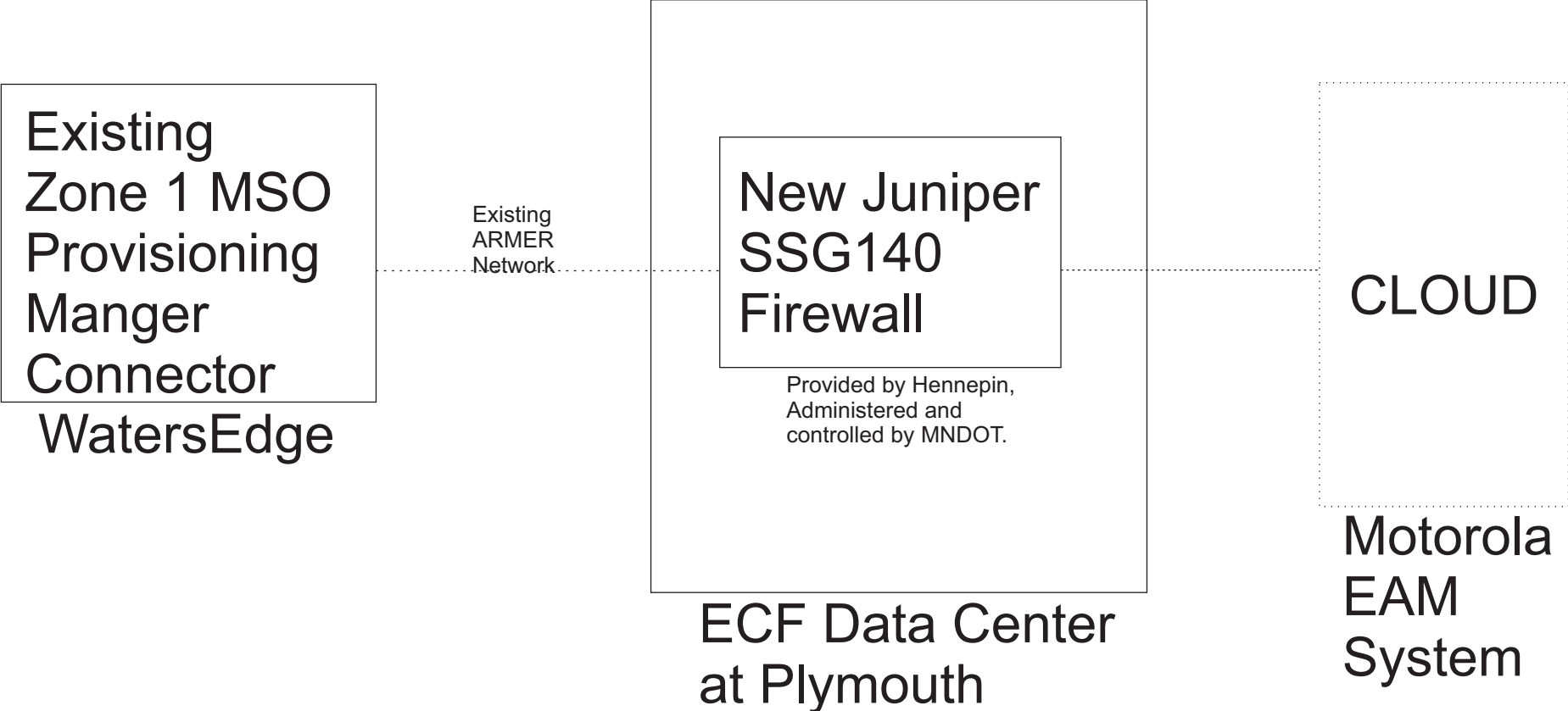
**Hennepin County Sheriff's Office**

350 South Fifth Street, Room 6, Minneapolis, MN 55415

612-348-3744 | [hennepinsheriff.org](http://hennepinsheriff.org)



# Equipment Asset Management System Connection to ARMER Provisioning Manager





Oct. 25, 2019

# Astro-1267 Reject for interrupt of audio-patched talkgroups

John Gilbert | Distinguished MTS  
Astro Engineering, MOTOROLA SOLUTIONS



# Audio Patch Scenarios (preventing Supergroups)



## Relevant to ARMER

- Patch Talk Groups(TG) that are home zoned to different zones
- Patch a Clear TG with an Encrypted TG
- Patch with any TG that is configured as non-regroupable
- Patch a TG with an Active Emergency (non-regroupable) with another TG
- Patch TG with a TG that has foreign registration
- Patch a TG with conventional resources
- Patching MultiGroup(MG) or AgencyGroup (AG) with other MG or AG or TG

## Not relevant to ARMER (based on system configuration)

- Patch a TG configured as TDMA only with a TG configured as FDMA only



Oct. 25, 2019

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## Not relevant to ARMER (based on system configuration)

- Patch a TG configured as TDMA only with a TG configured as FDMA only

# Reject for interrupt of audio-patched talkgroups



- A new system level setting will be added to the UNC
  - “Reject radio requests for busy audio-patched calls.” Y/N
- When this setting is “Y,” the new rules are applied.
- When this setting is “N,” the old rules are applied.
  
- Under the new rules, a radio request on an audio patched TG will be rejected if the patch is already busy.
  
- Caveat scenario under new rules
  - Setting is “Y” and new rules apply.
  - A conventional carrier squelch channel is patched to a trunking TG.
  - Interference is present on the conventional channel and is repeated on the trunking TG.
  - A trunking user presses PTT.
  - His request will be rejected and noise will continue to be heard on the TG.

# Reject for interrupt of audio-patched talkgroups



Current Transmitting Device	Requesting Device		
	Radio	Emergency-Radio	Console Operator
Console Operator in Audio Patch	Grant (audio only goes to console operator) 1	Grant (Emerg Radio is granted on native TG) 2	Grant (Console OP is granted on native TG) 3
Emergency-Radio In Audio Patch	Grant <b>Becomes Reject</b> (patched audio remains) 4	Grant (Emergency radio is granted on native TG) 5	Grant (Console OP is granted on native TG) 6
Radio In Audio Patch	Grant <b>Becomes Reject</b> (patched audio remains) 7	Grant (Emergency radio is granted on native TG) 8	Grant (Console OP is granted on native TG) 9



***THANK YOU***

# Metro Region ARMER Standards

## Section 3 – Metro 3.48.0 Communications Unit (COMU)

**Date Established**

**3-13-20**

**Date Revised/Reviewed**

**3-13-20**

### 1. Purpose or Objective

The intent of this standard is to establish protocols and procedures to be used for initial recognition and renewal of the six recognized Communications Unit (COMU) positions and oversight of the COMU in Minnesota.

### 2. Background

- **Capabilities**

The COMU program for the State of Minnesota recognizes the following positions:

- Communications Unit Leader (COML)
- Communications Unit Technician (COMT)
- Incident Communication Center Manager (INCM)
- Incident Tactical Dispatcher (INTD)
- Radio Operator (RADO)
- Amateur Emergency Communications Specialist (AECS)

- **Constraints**

To become recognized or a renewal of recognition in a COMU position, the individual must follow the recognition procedures established in the State Operating Guidelines (SOGs).

### 3. Operational Context

The National Incident Management System (NIMS) is a standardized approach to incident management established in March 2004 by the U.S. Department of Homeland Security. Within NIMS, the Incident Command System (ICS) systematizes command, control, and coordination of emergency response. The COMU resides in the Logistics Section of the ICS.

The Statewide Emergency Communication Board (SECB) empowers its Interoperability Committee to manage Minnesota's COMU program. It authorizes the Interoperability Committee to adopt and maintain SOGs to guide Minnesota COMU, consistent with the Purpose Statement.

The Metro Communications Response Task Force (CRTF) team organizes and exercises pre-planned events for the Metro region and is responsible for initial deployment of COMU resources from the Metro region. The CRTF also conducts quarterly training for members.

### 4. Recommended Procedure

The procedures listed in the SOGs shall be followed in order to be initially recognized and in order to have recognition renewal in any of the six Minnesota-recognized COMU positions. Completed packets for initial recognition or renewal shall be sent to the MESB Radio Services Coordinator. All Metro-based COMU positions will be reviewed and approved by the Metro Radio Technical Operations Committee (RTOC) prior to review and approval by the State committees.

## **5. Management**

For the Metro region, documentation for an initial recognition or renewal of a COMU position should be initiated with the Radio Services Coordinator.

The Statewide Interoperability Coordinator (SWIC) will manage the COMU recognition and renewal process in Minnesota.

DRAFT

**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	120:22:06	73:56:37	30:25:30	20:41:31	75:49:33		44:19:06	365:34:23
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

<b>Target</b>	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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