



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

August 26, 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=m19d07a712ecf68a8cfbfc9a7a8d3af1a>. To join the audio portion, please call 408-418-9388 and use participant code 126 892 9655.

1. **Call to Order** – Committee Chair, Bob Shogren
2. **Approval of Agenda** – Shogren
3. **Approval of Minutes of July 22, 2020 Meeting** – Shogren
4. **Action Items**
 - A. Standards – Tracey Fredrick
 - i. Metro 3.14.0 ME TACs
 - ii. Metro 3.21.0 Initial Communications Plan for Large Scale Events
 - iii. State GOV-3 ESB/ECB Board Member Selection
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenbeck
 - B. System Managers/Metro Owners Group Update – Ron Jansen
 - C. 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; Curt Meyer/Mark VandenBerghe (STR); Timm/Dan Anderson (COMU)
 - v. IPAWS – Scott Haas
 - vi. Finance/Grants Workgroup – Rohret/Fredrick
7. **Other Business**
 - A. Discussion: End-user Training – Rohret
 - B. Discussion: Follow-up on Civil Unrest After Action Report - Group
8. **Adjourn**

Reminder: Next meeting scheduled for September 23, 2020

Metropolitan Emergency Services Board

Radio Technical Operations Committee

July 22, 2020

Draft Meeting Minutes Meeting Held via WebEx

Members Attendance

Derek Baas, Sherburne County
Jeff Bjorklund, MSP Airport
Ron Jansen, Dakota County
Chad LeVasseur, Metro Transit PD
Curt Meyer, Hennepin County
Mike Mihelich, Ramsey County
Rod Olson, Hennepin County
Peter Sauter, Carver County

Nick Schatz, Scott County
Bob Shogren, Isanti County-**absent**
Val Sprynczynatyk, Anoka County-**absent**
Chuck Steier, U of M PD
Jake Thompson, Chisago County
Nate Timm, Washington County
Victoria Vadnais, Allina EMS
Mark VandenBerghe, MN State Fire Chiefs

Guests: John Anderson, *MnDOT*; Sara Boucher-Jackson, *City of Minneapolis*; Tim Boyer, *State Patrol*; Marcus Bruning, *ECN*; Eli Charif, *M Health Fairview*; King Fung, *Hennepin County*; Heidi Hieserich, *MSP Airport* (alternate); Frank Jarman, *Motorola*; Tom Krenn, *M Health Fairview*; Kristen Lahr, *Stearns County*; Chris Meier, *Motorola*; Jeff Nelson, *PSC Alliance*; Steve Pott, *PSC Alliance*; Clay Stenbeck, *Metro Mobility*

MESB Staff: Tracey Fredrick, Jill Rohret

1. Call to Order

Ron Jansen, Radio TOC Vice-Chair called the meeting to order at 1:07 p.m.

2. Approval of Agenda

3. Approval of Minutes

M/S/C Jeff Bjorklund moved to approve the agenda for July 22, 2020 and the minutes from the June 24, 2020 meeting. Curt Meyer seconded. Motion carried. (see roll call vote addendum)

4. Action Items

A. M Health Fairview ARMER Participation Plan

Steve Pott said the new organization made up of HealthEast, Fairview hospitals and the University of Minnesota. They together have a 4 station PSAP that have been operating on control stations. M Health is requesting to be a full ARMER participant. As part of this plan, MHF will be updating to 4 Motorola MCC7500 stations. The plan does have a typo; they are not looking for new talkgroups at this time, but are looking for five new radio IDs. MHF intends to contract with an existing user for logging.

Nate Timm asked for elaboration on the T1s and microwave solution. Pott said they would be using leased T1 lines from a telco. Pott also noted that using a microwave from MHF's main location would be very difficult.

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Jansen asked for clarification on only asking for five new IDs, if these would be used for consoles plus one for AIS. Pott commented that this will be the case, but MHF will not be using AIS. They would like to keep the fifth ID. Jansen also asked about Baycom listed as system administrator and if Baycom has 24/7 access. Pott did not believe Baycom has 24/7 access at this time, but they are working towards it.

Rod Olson said the plan appears to show MHF using CCGW ports and asked how many ports they will need. Pott stated that two CCGW's will be installed at the PSAP, with four active CCGW's total. Jansen stated that should be added to the plan.

John Anderson said they did have a limit of 700 conventional resources per zone, which has now been updated to 1000, so this constraint has gone away. MnDOT is ok with the plan.

M/S/C Timm motioned to approve the M Health Fairview Participation plan. Victoria Vadnais seconded. Motion carried. (see roll call vote addendum)

B. Hennepin Healthcare Plan Amendment

King Fung said Hennepin County Healthcare is requesting approval to one new MCC 7500 dispatch console. Hennepin County Healthcare has two dispatch consoles currently. The addition of a third console would enable them to meet their day to day operations. Motorola would provide the equipment and project management services. Hennepin County Sheriff's Office technicians would be installing the equipment. Work is expected to be completed during the 3rd quarter of 2020.

M/S/C Meyer motioned to approve the Hennepin Healthcare Plan Amendment Olson seconded. Motion carried. (see roll call vote addendum)

C. Stearns County METAC Request

Kristen Lahr said Stearns County is requesting approval to add METACs 1-10 to a portable radio for a new Stearns County Sheriff, Hailey Harris. Harris will be on special assignment for the University of Minnesota police department. U of M PD has provided a supporting statement.

Meyer asked why the METAC 11 and 12E were not requested. Lahr stated Harris did not request the encrypted METACs. but if it makes sense to include them, they could be.

M/S/C Timm motioned to approve addition of METACs 1-12E for Sheriff Harris. Meyer seconded. Motion carried. (see roll call vote addendum)

5. Moves, Additions & Changes to the System

John Anderson said MnDOT is doing the prep work for the conversion for the simulcast conversion for Anoka County.

6. Committee Reports

A. Metro Mobility System Usage Update

Chad LeVasseur Metro Mobility is still low on usage. Clay Stenback also commented that ridership is slowly growing by 1%, but still way off from normal.

B. System Managers/Metro Owners Group Update

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Jansen said the System Managers Group met earlier today, Motorola system upgrade 7.17.3 to Astro 25 2020.1 was reviewed. Motorola will provide a more in-depth timeline. A PowerPoint is available upon request.

C. MnDOT ARMER System Update – no update

D. SECB Committees

i. Steering

Jill Rohret said the Steering Committee met in July. There was a DPS/ECN presentation on current status of Strategic Plan. Plans for the next SECB Strategic Plan are being discussed. The Steering Committee continues to review the SECB bylaws amendments. The goal is to have these amendments approved by the end of 2020 so they can go into effect January 2021.

ii. LMR (OTC)

Timm said the next LMR meeting is re-scheduled for August 4 due to the Primary Election. There were requests for Greater Northwest Minnesota EMS, LifeLink iii had a planned request, but did not attend the meeting. The LMR-LTE Crosswalk plan was also presented.

iii. WBBA (IDC)

Olson said the WBBA met yesterday for a short meeting. The new HSIN adoption map was presented, which shows FirstNet adoption. The new applications workgroup was discussed. Any members interested in joining that workgroup should contact Melinda Miller.

iv. IOC

Thompson said the IOC met yesterday. COML and INTD renewals were discussed. There was also a presentation by Jim Stromberg on the Crosswalk plan. Stromberg also gave an update on the State's Conventional Operability Plan.

The STR workgroup has not met since the last TOC meeting.

Timm reported the COMU workgroup has spent the last meetings doing an in-depth review of all of the COMU position applications. There is also some discussion about the AUXCOMM position and how Minnesota will address that in the future, with changes being made at the federal level.

v. IPAWS

Fredrick read the report from Scott Haas. IPAWS met last week. Comments were made about the Best Practices Guide. The board also reviewed the addition of TOE which is the telephone 9-1-1 outage code.

vi. Finance/Grants Workgroup

Rohret said the Finance Committee this month and approved projects to be included in the SECB grants once it is known how much money is available under that grant. The Finance Committee is also recommending the allocation of the SHSP grant and is requesting a presentation or discussion at their next meeting on the role of the Finance Committee.

Fredrick the Grants Workgroup meets the first Tuesday of the month. At July's meeting, allocations were approved for the SHSP and SECB grants. The Metro has been fully awarded the GIS grant and the CPE grant is one signature away from being fully executed. It is being discussed to use the SHSP grant for the Aviat training.

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7. Other Business

A. Response to Civil Unrest

Fredrick said this is meant to be a broad discussion. The 9-1-1 TOC has also been discussing the response. A small group has been meeting to discuss specifics and write an after-action report.

Timm there is an After-Action report that has been written which lists some recommendations. Within the scope of the Radio TOC is discussion about broader use of ME TACs, especially to close neighbors of the metro.

Olson said they have purchased a large amount of radios. All the zones will have all the additional talkgroups.

Rohret said that different entities and the region as a whole should be planning now for when the trials happen and are finished. Sara Boucher-Jackson stated that Minneapolis has started planning for this now.

Mike Mihelich said that having the ME TACs available for some outstate usage would help during the State Fair as well, not having to use STACs for those coming in outside of the metro.

Timm suggested looking at revising some language in ME TAC standard. Rohret also suggested looking at the Large Event Communications standard at the same time.

Boucher-Jackson asked if the TICP was going to be updated for future planning. Rohret said that the TICP maintenance was no longer needed for grant money and it becomes out-of-date quickly; CASM can be used for similar information.

8. Adjournment at 2:12 pm.

4A. M Health Fairview ARMER Participation Plan

Name	Entity	Yes	No
Derek Baas	Sherburne County	X	
Jeff Bjorklund	MSP Airport	X	
Ron Jansen	Dakota County	X	
Chad LeVasseur	Metro Transit PD	X	
Curt Meyer	Hennepin County	X	
Mike Mihelich	Ramsey County	X	
Rod Olson	City of Minneapolis	X	
Peter Sauter	Carver County	X	
Nick Schatz	Scott County	X	
Chuck Steier	U of M PD	X	
Jake Thompson	Chisago County	X	
Nate Timm	Washington County	X	

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Victoria Vadnais	Allina EMS	X	
Mark VandenBerghe	MN State Fire Chiefs	X	

Yes 14

No 0

Pass

4B. Approval of Hennepin Healthcare Plan Amendment Plan

Name	Entity	Yes	No
Derek Baas	Sherburne County	X	
Jeff Bjorklund	MSP Airport	X	
Ron Jansen	Dakota County	X	
Chad LeVasseur	Metro Transit PD	X	
Curt Meyer	Hennepin County	X	
Mike Mihelich	Ramsey County	X	
Rod Olson	City of Minneapolis	X	
Peter Sauter	Carver County	X	
Nick Schatz	Scott County	X	
Chuck Steier	U of M PD	X	
Jake Thompson	Chisago County	X	
Nate Timm	Washington County	X	
Victoria Vadnais	Allina EMS	X	
Mark VandenBerghe	MN State Fire Chiefs	X	

Yes 14

No 0

Pass

4C. Approval of Stearns County METAC Request

Name	Entity	Yes	No
Derek Baas	Sherburne County	X	
Jeff Bjorklund	MSP Airport	X	
Ron Jansen	Dakota County	X	
Chad LeVasseur	Metro Transit PD	X	
Curt Meyer	Hennepin County	X	
Mike Mihelich	Ramsey County	X	
Rod Olson	City of Minneapolis	X	
Peter Sauter	Carver County	X	
Nick Schatz	Scott County	X	
Chuck Steier	U of M PD	X	
Jake Thompson	Chisago County	X	
Nate Timm	Washington County	X	
Victoria Vadnais	Allina EMS	X	
Mark VandenBerghe	MN State Fire Chiefs	X	

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Yes 14
No 0
Pass

Metro Region ARMER Standards

Section 3 – Metro 3.14.0 Use of Metro ARMER ME TACS

Date Established

1-06-01

Date Revised/Reviewed

~~08-17-2019~~

~~19-18~~

1. Purpose or Objective

To establish policy and procedures for use of the metro region ARMER ME TAC 1-12E talkgroups. These talkgroups are a region-wide resource to facilitate communications between agencies that typically do not communicate with each other on a regular basis. This policy will serve to minimize usage conflicts when an interoperability talkgroup is needed for an event.

2. Technical Background

• Capabilities

It is possible to have access to ME TAC talkgroups in radios used by metro agencies that share use of the ARMER system. These common talkgroups can be used for a wide range of intercommunication when coordination of activities between personnel of different agencies is needed on an event. Patching of the talkgroups can be done to any single non-hard patched conventional resource, other common talkgroups or to private talkgroups as needed to facilitate communications for an event.

• Constraints

Some of these talkgroups may be used as part of a soft patch to common VHF channels that are restricted for use by personnel of specific services, such as the VLAW31 VHF frequency that may only be used by law enforcement and EMS personnel. The dispatch center creating the patch is responsible for checking for proper talkgroup authorizations when creating soft patches.

Because many different agencies may be communicating with one another, for purposes of safety, plain English/common terminology must be used when communicating on these regional resources. **The use of ten codes is not permitted.** This pertains to direct or indirect (when in soft patch) use of these regional resources.

The availability and the use of these talkgroups should be easily understood by radio user personnel who are primarily concerned with their mission.

ME TACs are not to be used for an internal event. Private, other tactical, administrative, or common talkgroups are for internal agency communications. ME TACs should be used only when interoperability with external agencies is needed or is likely.

ME TAC's 1-10 shall not be encrypted.

ME TAC's 11E and 12E are always encrypted.

Metro region-wide ARMER talkgroups may only be in one patch at a time.

3. Operational Context

These talk-groups are metro region resources to facilitate communication between agencies that typically do not communicate with each other on a regular basis.

ME TAC1-10 are available for use by all users.

Commented [TF1]: This is where we state ME TACs are specific to Metro use

ME TAC11E and 12E are only available for law enforcement; these should not be programmed in non-law enforcement cache radios.

Agencies not included under the MESB joint powers agreement require written permission from the MESB for use of the ME TAC E talkgroups. Permission shall be granted for clear talkgroups to MN Public Safety agencies with written documentation provided to the MESB Regional Radio Services Coordinator.

4. Recommended Protocol/Standard

ME TAC 1-10 Talkgroups

TG Requirements	For Whom?
Highly Recommended	All public safety and public service mobiles, portables, PSAPs
Recommended	All public safety and public service mobiles, portables, PSAPs
Optional	None
Not Allowed	None

Cross Patch Standard	Yes/No	To Talkgroup(s)
Soft Patch	Optional	As needed
Hard Patch	No	None

In order to meet the communication needs for an event, the ME TAC1-10 talkgroups may be patched to:

- Conventional RF resources, such as VHF, UHF, etc.
- Private agency talkgroups, such as dispatch mains, tactical talkgroups, etc.
- Direct patches between the ME TAC talkgroups, although this would not be preferred as a method of resolving communications needs.

ME TAC11E-12E Talkgroups

TG Requirements	For Whom?
Highly Recommended	All public safety and public service mobiles, portables, PSAPs
Recommended	All public safety and public service mobiles, portables, PSAPs
Optional	None
Not Allowed	Non-law enforcement users

Cross Patch Standard	Yes/No	To Talkgroup(s)
Soft Patch	Optional	As needed
Hard Patch	No	None

ME TAC11E and 12E talkgroups may only be patched to another talkgroup encrypted by ADP, DES, or AES encryption.

The Status Board application will be used to manage the talkgroup resources.

The ME TAC talkgroups shall only be used when there is a significant need for interagency communications and other suitable means for interagency communications are unavailable, to avoid a reduction in availability of these resources when needed for important events.

None of the ME TAC talkgroups shall be part of any system-configured multi-group.

It is ~~required~~ highly recommended that metro region ARMER system public safety dispatch consoles have all the ME TAC talkgroups available for patching. It is highly recommended that Metro agency consolettes or RF stations have all ME TAC talkgroups.

If an agency elects to not program a sufficient quantity of these tactical talkgroups, it is the individual agency's responsibility to understand that it will be limiting its ability to communicate with other agencies during an emergency event. The agency will be responsible to resolve its interagency communications methods during an event.

5. Recommended Procedure

The pool talkgroups may be either used directly or be patched to other resources to meet the communication needs of an event.

The usage of ME TAC 1-10 talkgroups for **EMERGENCY or IN PROGRESS** interoperability events should be ME TAC 1, 2, 3, 4, . . .10 in that order.

The usage of ME TACs for **PREPLANNED NON-EMERGENCY** interoperability events should be ME TAC 10, 9, 8, 7, . . .1 in that order. **ME TAC 1 will not be reserved for planned events.**

When formulating communications plans, COMLs should check with the agencies involved in interoperability events to see what shared resources are available.

When a resource is needed, the requesting agency will contact the appropriate metro region ARMER dispatch center to have the next preferred available talkgroup granted. The dispatch center will utilize the Status Board application to identify the status of the resource.

At the conclusion of the event, the ARMER dispatch center will remove any patches that were used for the event and update the Status Board.

Resources that are patched to these talkgroups, such as VLAW31, VFIRE23, and VMED28 VHF radio frequencies shall continue to adhere to the rules set forth by the groups that govern the use of their respective conventional radio resources.

NOTE: Dispatch centers initiating any soft patches must announce the patch after it is set up AND prior to it being taken down.

6. Management

Metro Region dispatch center managers and supervisors for agencies on the ARMER system shall ensure that this procedure for usage and assignment of the ME TAC talkgroups be adhered to, as well as the setting up of soft patches for which they are responsible.

The Minnesota Status Board System Administrator shall be responsible for the Status Board application.

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

The Metropolitan Emergency Services Board will be responsible for the ME TAC E encryption key.

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

Document Section:	3. Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.21.0	Date: 5/28/08
Procedure Title:	Recommended Initial Communications Plan for Large Scale and Disaster Level Mutual Aid Incidents	
Date Established:	5/28/08	MESB Approval – Date: 6/11/08
Replaces Document Dated:	4/24/13	
Date Revised:	6/27/18	

1. Purpose or Objective:

To recommend an initial “default” incident communications plan utilizing the statewide ARMER interoperability talkgroups to facilitate effective command, control, situational awareness, coordination and staging for the initial response to a large scale and/or disaster level incident.

2. Technical Background:

• **Capabilities**

The Statewide Emergency Communications Board (SECB) has established a standard for use of the statewide incident response talkgroups in ~~SECB~~ ~~State ARMER~~ Standard ~~IOP-3 (formerly ARMER Standard~~ 3.16.0). This standard encourages communications interoperability among first responders and establishes common statewide talkgroups to facilitate interoperability. The statewide talkgroups authorized for communication between service branches are S-TAC 1-12. Law enforcement has an additional four ~~clear and~~ ~~eight~~ ~~encrypted~~ statewide tactical talkgroups.

• **Constraints**

Experience has shown that all agencies have used many different processes in the past. Not all responding agencies to a large-scale incident may have regional interoperability talkgroups. This standard strives for consistency among all metro agencies.

3. Operational Context:

These recommendations are based on core principles of NIMS including establishment of an Incident Communications Plan to support the Incident Command System (ICS) as it is established for a large-scale mutual aid incident. ~~Lessons learned from the Twin Cities Urban Areas Security Initiative (UASI) Tactical Interoperable Communications (TIC) Plan validation exercise evaluated by the Department of Homeland Security and after action reports I 35W bridge collapse also provide a basis for this standard.~~

4. Recommended Protocol:

~~SECB~~ ~~State ARMER~~ Standard ~~IOP-33-16.0~~ (formerly ARMER Standard 3.16.0; effective June 12, 2017) requires STAC 1-12 plus STAC 13E and 14E to be programmed in *all* PSAP consoles. Any PSAPs which do not have space in its consoles for these resources must file a variance with the ~~SECB~~.

5. Recommended Procedure:

When an emergent large scale or disaster level incident requires an immediate and massive mutual aid response, the following initial Incident Communications Plan should be implemented by the dispatch center with primary control of the incident:

- A. The Incident Commander (IC) should be identified. A Command Net should be immediately established utilizing the first available STAC talkgroup, starting with STAC 2; STAC 1 is typically assigned last, as it is normally used for helicopter landings. The Command Net should be used for communications between the IC, the controlling dispatch center, other dispatch centers providing resources and the Emergency Operations Center if established.
- B. A Staging Net should be established utilizing the next available STAC talkgroup, starting with STAC 2. The Staging Net STAC should be patched to conventional interoperability resources if agencies outside the ARMER network are involved. This will be dependent on the nature of the -as necessary depending on the response, e.g. VLAW31 for Law Enforcement, VFIRE21 for Fire responses, ect.- During initial response this talkgroup would be used to notify responders of situation updates. The use of this talkgroup will transition to a Staging Net talkgroup. For local metro response, ME TACs should be utilized before going to an STAC.
- C. A Staging Officer should be assigned by discipline (Police, Fire, EMS) and a physical location for the incident staging area(s) designated.
- D. In the absence of an ICS structure and Staging Officer, during the initial phase of the response, the controlling dispatch center may designate a staging area as a collection point for responding mutual aid agencies from all branches. Once the ICS structure and Staging Officer are in place, units will be moved to the designated discipline staging by that specific Staging Officer.
- E. Operations Section Tactical Nets should be established for each major service branch on statewide TACs using the first available STAC after the Command and Staging Nets are established. Units will be assigned to the designated Tactical Net upon receiving their assignment at staging. Consideration should be given to channel capacity at the ARMER sites covering the incident to prevent system busy conditions.
- F. The attached ICS-205 should be used as a *sample* ICS-205 for the initial recommended Incident Communications Plan until the incident Communications Unit Leader (COML) prepares the ICS-205 for the next operational period.
- G. Whenever possible, talkgroups should be reduced to regional or local talkgroups to help prevent system loading outside the incident area.
- H. If and when transfer of command occurs, appropriate handoffs need to happen to ensure a smooth transition.
- F. ~~Whenever possible talkgroups should be reduced to regional or local talkgroups to help prevent system loading outside the incident area.~~

Commented [JR1]: Should there be a reference to all subscriber radios are required to have these talkgroups as well?

Commented [ORA2R1]: We could mention the need of waiver for subscribers but no waiver is needed for non encrypted capable units. Maybe leave it to the STAC standards for subscribers. Since this is mainly a dispatch disaster response based standard, maybe should just leave as PSAP requirements?

Commented [JR3]: Should there be a comment about not utilizing STAC 1 here, as in section b?

Commented [ORA4R3]: I agree with Ron, I think this should reference not using STAC 1 unless it is the only STAC available.

Upon initial response the dispatch center with primary control of the incident is responsible for the following:

- Assigning the proper STACs for the Command Net and the Staging Net
- Assigning the proper STACs for Operations Section Tactical Nets; Law enforcement may use their service branch-specific talkgroups
- Establishing the necessary patches to [ARMER resources and](#) conventional channels as required
- Updating the status of the incident to effected PSAPs using the METCOM talkgroup
- Announcing the mutual aid staging collection point if there is no ICS structure to designate
- Announcing the location of the incident staging area(s) to incoming units
- Announcing the need for personnel and resources
- Updating the Status Board application to designate which interoperability resources have been assigned for use
- Advising when responding units can be cancelled
- Utilize regional talkgroups when feasible

Commented [JR5]: This will need to be modified if this is going to be a statewide standard.

Commented [ORA6R5]: Maybe reword to say "using the appropriate local PSAP to PSAP update talkgroup, (such as METCOM in the Metro area).

This communications plan deals with the gap between the initial dispatch of the incident and the establishment of an ICS Communications Unit to prepare the Incident Communications Plan for the next operational period.

Commented [TF7]: Note about how to expand the event properly if ICS isn't implemented

6. **Management:**

Dispatch center managers and supervisors for agencies on the Metro ARMER system shall ensure that [staff is trained on](#) this procedure [and that it is followed](#) for usage and assignment of the STAC talkgroups ~~be adhered to~~, as well as the setting up of soft patches for which they are responsible.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN		INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
		LARGE SCALE AND DISASTER LEVEL EVENT					INITIAL COMMS PLAN TEMPLATE		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, A/E)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, EMS, FIRE, 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	STAC2 (or first available STAC)	INCIDENT COMMAND	ARMER		ARMER		D	AREA COMMAND, INCIDENT COMMAND, COMMAND STAFF, GENERAL STAFF (SECTION CHIEFS), INCIDENT DISPATCH CENTER, EOC, ETC.
2	SUPPORT	STAC3 (or next available STAC)	STAGING	ARMER		ARMER		D	ALL INCOMING UNITS – CHECK IN AND INITIAL ASSIGNMENT – PATCHED AS NECESSARY TO VHF CONVENTIONAL RESOURCES
3	TACTIAL	STAC4 (or next available STAC)	LAW	ARMER		ARMER		D	INITIAL ASSIGNMENT FOR LAW ENFORCEMENT TACTICAL OPERATIONS – EXPAND AS NECESSARY
4	TACTIAL	STAC5 (or next available STAC)	EMS	ARMER		ARMER		D	INITIAL ASSIGNMENT FOR EMS TACTICAL OPERATIONS – EXPAND AS NECESSARY
5	TACTIAL	STAC6 (or next available STAC)	FIRE	ARMER		ARMER		D	INITIAL ASSIGNMENT FOR FIRE TACTICAL OPERATIONS – EXPAND AS NECESSARY
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: AGENCY: PHONE: EMAIL:				INCIDENT/EVENT LOCATION					

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)

Allied Radio Matrix for Emergency Response Standards, Protocols, Procedures

Document Section 8	Miscellaneous	Status: Complete
SECB Standard Number	GOV-3	
Legacy Standard Number	8.1.0	
Standard Title	Greater Minnesota Regional ESB/ECB Statewide Emergency Communications Board Member Selection	
Date Established	10/01/2010	SECB Approval: 11/30/2017
Replaces Document Dated	01/24/2011 08/10/2017	
Date Revised/Reviewed	08/10/2017 05/04/2020	

1. Purpose or Objective

The purpose of this standard is to define the process for selecting a regional ~~radio~~ representative to serve on the Statewide Emergency Communications Board (SECB) representing Regional Emergency Services/Emergency Communications Boards (ESB/ECBs) in greater Minnesota.

2. Technical Background

- **Capabilities**
- **Constraints**

3. Operational Context

The formation of the SECB included a member intended to represent ~~r~~Regional ESB/ECBs in Greater Minnesota. The SECB is charged with coordinating the appointment process to ensure representation from throughout the state.

All regions of the state have been defined; ~~r~~Regional ESB/ECBs are established and functioning providing regional governance in every region. The following list includes the defined regions in Greater Minnesota, their membership, and date of organization.

Greater Minnesota Region

	Represents—	Formed:
Central Minnesota Regional ESB	19 counties & 1 city	June 7, 2007
Northwest Minnesota Regional ECB	14 counties & 1 city	February 8, 2008
Southeast Minnesota Regional ECB	11 counties & 1 city	April 16, 2008
Southwest Minnesota Regional ECB	13 counties & 2 cities	September 18, 2008
South Central Minnesota Regional ECB	10 counties & 2 cities	September 30, 2008
Northeast Minnesota Regional ECB	11 counties & 4 cities	December 17, 2008

~~The Central Minnesota Regional ESB was the first Regional Radio Board formed. They appointed a member and alternate to serve on the SECB in June 2007. After all regions constituted boards, regional leadership from Greater Minnesota began discussions to create a process for the rotation of representation to ensure that all regions of the state had equal and appropriate opportunity to serve on the SECB representing the interests of Greater Minnesota. This standard has been approved by the Regional Advisory Committees (RACs) and Regional ESB/ECBs representing all regions in Greater Minnesota.~~

4. Recommended Protocol/ Standard

The Regional ESB/ECBs in Greater Minnesota will have the responsibility to select both alternate and primary SECB representatives in rotation, based on seniority by date of their Board's formation.

- In year one, the senior Board shall select a member to serve as a member of the SECB. The next senior Board shall select a member to serve as alternate.
- In year two, the alternate from the previous year would serve as an SECB member representing Greater Minnesota ESB/ECBs, and the next senior board would select a member to serve as an alternate.

If an alternate is not available to serve for any reason (i.e., Regional ESB/ECB term expiration, resignation, etc.) the appointing Regional ESB/ECB is responsible for appointing a member to serve. An ESB/ECB may select, by majority vote, to waive their right to serve.

If a Regional ESB/ECB representing a Greater Minnesota region determines not to appoint an alternate for their appointment period, the next Board in rotation shall make the appointment. The Board waiving their right to serve shall again be considered for service on the next full rotation of the seniority list. The rotation will continue until all Boards selecting to serve have had the opportunity. When the least senior Board has completed the selection process, the next selection shall start again at the top of the list.

Since the Central Minnesota Regional ECB has appointed a member to serve since its formation, this process will start with the next senior Regional ESB/ECB for the first rotation.

5. Recommended Procedure

- The schedule defining the rotation of appointments to serve as a member and alternate of the SECB representing ESB/ECBs in Greater Minnesota shall be:

Service Year	Service Year	Service Year	Primary Appointment	Alternate Appointment
2010 2028	2016 2034	2022	Central	Northwest
2011 2029	2017 2035	2023	Northwest	Southeast
2012 2030	2018 2036	2024	Southeast	Southwest
2013 2031	2019 2037	2025	Southwest	South Central
2014 2032	2020	2026	South Central	Northeast
2015 2033	2021	2027	Northeast	Central

- The term of service as an SECB member or alternate representing Greater Minnesota Regional ESB/ECBs shall be one year, commencing with the first meeting in January and ending with the last meeting in December, or until replaced by a duly--appointed replacement, in accordance with this SECB Standard.
- The chair of the Regional ESB/ECB responsible for the appointment of a primary member to serve on the SECB representing Greater Minnesota Regional ESB/ECBs shall notify the chair of the SECB of the appointment. The notification shall include all contact information required to ensure proper and adequate notification of meeting schedules, location, agendas, and other required and relevant information. The Chair of the Regional ESB/ECB shall make every reasonable effort to ensure notification is completed no later than December 15 of the year prior to the appointment year.
- The chair of the Regional ESB/ECB responsible for the appointment of an alternate to serve on the SECB representing Greater Minnesota Regional ESB/ECBs shall notify the chair of the SECB of the appointment. The notification shall include all contact information required to ensure proper and adequate notification of meeting schedules, location, agendas, and other required and relevant information. The chair of the Regional ESB/ECB shall make every reasonable effort to ensure notification is completed no later than December 15 of the year prior to the appointment year.
- The chair of the Regional ESB/ECB responsible for the appointment of a member or alternate to serve on the SECB representing Greater Minnesota Regional ESB/ECBs where the Regional ESB/ECB has waived its right to appoint shall notify the Chair of the SECB no later than December 15 of the year prior to the appointment year. The Chair of the SECB shall notify the Chair of the next Regional ESB/ECB in rotation and coordinate their appointment process to ensure timely and effective appointment of replacements.
- The SECB shall extend or adjust the schedule in this standard as required by expiration or waiver of appointment.

6. Management

The SECB is responsible for the management of this process.

**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	33:07:38	21:39:22	6:26:10	7:10:40	10:21:55		15:02:45	93:48:30
April	22:53:43	12:23:13	3:30:48	4:30:04	6:11:47		9:39:49	59:09:24
May	23:02:12	15:46:27	3:40:44	3:17:29	4:27:22		10:20:52	60:35:06
June	48:54:05	30:00:47	13:44:17	8:08:26	25:39:15		20:54:00	147:20:50
July	81:43:52	45:00:38	29:09:02	13:43:54	54:56:00		27:05:54	251:39:20
August								
September								
October								
November								
December								

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

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