1. **Call to Order** – Committee Chair, Captain Scott Haas

2. **Approval of Agenda** – Haas

3. **Approval of Minutes of July 24, 2019 Meeting** – Haas

4. **Action Items**
   A. COMU Position Approvals – Tracey Fredrick
      i. Mark VandenBerghe COML renewal

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

6. **Committee Reports**
   A. Metro Mobility System Usage Update – LeVasseur/Clay Stenbeck (will include update from July’s meeting)
   B. System Managers/Metro Owners Group Update – Ron Jansen
   C. SECB Committees
      i. Steering – Jill Rohret
      ii. LMR (OTC) – Nate Timm/Mike Mihelich
      iii. WBBA (IDC) – Rod Olson/Jake Thompson
      iv. IOC & Workgroups – Thompson/Timm; Jansen; Timm/Dan Anderson
      v. IPAWS – Haas
      vi. Finance/Grants Workgroup – Rohret/Fredrick

7. **Other Business**
   A. Statewide Pursuit Standard 3.44.0 – Input desired

8. **Adjourn**

*Reminder: Next meeting scheduled for September 25, 2019*
Metropolitan Emergency Services Board  
Radio Technical Operations Committee  
Meeting Notes  
July 24, 2019

Members Present:

Derek Baas, Sherburne County  
Jeff Bjorklund, Metro Airports  
Jon Eckel, Chisago County  
Scott Haas, Scott County  
Ron Jansen, Dakota County  
Chad LeVasseur, Metropolitan Transit  
Curt Meyer, Hennepin County  
Mike Mihelich, Ramsey County

Rod Olson, City of Minneapolis  
Peter Sauter, Carver County  
Bob Shogren, Isanti County  
Chuck Steier, U of M Police  
Nate Timm, Washington County  
Jake Thompson, Anoka County -absent  
Mark VandenBerghe, MN State Fire Chiefs

Guests Present:

Heidi Hieserich, Metro Airports (alternate); Frank Jarman, Motorola; Tim Kleinpaste, Mobile Radio Engineering; Christine Kuennen, Metro Mobility; Jeff Lessard, U of M; Chris Meier, Motorola; Steve Ouradnik, Dept. of Corrections; Nick Schatz, Scott County (alternate); Clay Stenbeck, Metro Mobility; Dave Thomson, Rochester PD; Victoria Vadnais, Allina EMS; Jill Rohret, Tracey Fredrick, and Martha Ziese, MESB

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

2. Approval of Agenda
Tracey Fredrick asked that 4.B.1 Appendix C be removed from agenda and LMR Operations Plan be added under New Business.

M/S/C — Curt Meyer moved to approve the amended agenda for July 24, 2019, Jon Eckel seconded. Motion carried.

3. Approval of Minutes
Chad LeVasseur said he would like to note that the number of minutes reported for Metro Mobility on Hennepin West in the May minutes was incorrect. There was a reporting error from November 2018 through April 2019.

M/S/C — Ron Jansen moved to approve the amended minutes from May 22, 2019. Nate Timm seconded. Motion carried.

4. Action Items

A. COMU Position Approvals
i. Shane Sheets INCM Approval

M/S/C — Motion by Bob Shogren to approve Shane Sheets INCM position. Peter Sauter seconded. Motion carried.

ii. Bob Beem COMT Approval

B. Metro Standard Updates
   ii. Appendix 2 – Definitions and Acronyms
Fredrick asked members if there were any missing or incorrect definitions.

*M/S/C Motion made by Jansen, seconded by Meyer to approve Appendix 2 – Definitions and Acronyms. Motion carried.*

iii. 3.17.4 - Metro Event & Exercise Communications Planning
Fredrick said there was a section at the end of this standard that states that the CRTF Steering team will submit an ICS 205 report for review to the Radio TOC.

Jansen said that there was no point in submitting to the Radio TOC since it is going through the CRTF.

*M/S/C Motion made by Jansen, seconded by Jeff Bjorklund to strike that requirement from the standard and approve the amended standard. Motion carried.*

C. Metro Transit BDA Request
LeVasseur said that Metro Transit is requesting to add Bi-Directional Amplifiers at two of its facilities. The first unit is for the Brooklyn Center Transit Center in Minneapolis where there is little to no coverage for the Police Department. The second unit is at the new Metro Transit Police Department Headquarters, again, where there is little or no coverage.

Rod Olson confirmed with LeVasseur that they were to be installed at the City Center site. Jansen asked if they were channelized. LeVasseur said they were not but they were directionalized.

*M/S/C Motion made by Timm, seconded by Meyer to approve Metro Transit request for two BDAs. Motion carried.*

D. Mn Department of Corrections ARMER Project Plan Regional Recommendation
Fredrick said a Field Agent Safety Plan was received from the Department of Corrections. Steve Ouradnik from the DOC explained the request for recommendation to the DOC from the Radio TOC. Ouradnik asked members if they would strike the July 9-1-1 TOC written request from the record and be able to reframe the discussion for a safety plan for the Field Agents of the DOC.

Jill Rohret said the original request document to the Radio TOC referenced 82 PSAPs. There are 87 counties; being more counties than PSAPs. Concern voiced that the agents would not know which PSAP or county to hail. Ouranik said they would after they are trained.

Ouradnik said he is meeting with Darlene Pankonie August 7 to help define a recommendation for a plan. No action necessary from TOC today.

5. Moves, Additions & Changes to the System
   Move, Additions & Changes to the System:
Jansen said the West St. Paul water tower may be completed by the second week in August.

Timm said the King Stack VHF interop is complete.

6. Committee Reports
   A. Metro Mobility System Usage Update
Chad LeVasseur said consoles are being programmed by Ancom. He noted there are many ID’s to go through. Clay Stenback also noted that Ancom should be completed by the end of the current week.

Audio files were played for members, highlighting concerning usage by Metro Mobility drivers.

M/S/C Motion made by Derek Baas, seconded by Jansen to table this discussion until next Radio TOC. Motion carried.

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

Jansen said there was a status update from Motorola showing what has been completed. The punch list is being updated. There was a discussion on the Clear Patch issue. King Stack to Houlton move and savings was discussed. Hennepin East conversion was completed. Dakota County conversion will be the second half of 2019. Outstate site link audits are being conducted by MnDOT. Genesis has a new software release. New Bart considerations. The backup MSO is ready for deployment.

Rohret said there is a call tomorrow regarding talking to sales about the Clear Patch issue that Timm is scheduled to be a part of.

**C. Reports from SECB Committees:**

**Steering – No Meeting**
Rohret said the bylaws continue to be discussed.

**OTC(LMR)**
Timm said LMR met on July 9. Discussion on U of M Participation plan change, encrypted channels to be used by Edina PD, all of which Metro approved at the last Radio TOC, and Ramsey County request to use STACs for the State Fair.

**WBBA – No Meeting**

**IOC & Workgroups**
The two members to the IOC were not available for the last meeting, which was held July 16.

Timm was present by phone for the COMU workgroup on June 18. Discussions included two COMU position approvals that were approved by Metro in April, new AUXCOMM position task book, and some opportunities for some federal classes.

**IPAWS**
Haas said the work continues on trainings and deployment across the PSAPs and EMs throughout the state.

**Finance/Grants Workgroup - No meeting**
Fredrick reported neither committee met this past month, but this past week’s regional leadership meeting was focused on grants; best use and allowable expenses statewide.

Jansen asked if grant money could be used for advanced microwave training. Fredrick said that it would seem that the grant money going forward will be focused more on training than equipment. Jansen said he will reach out to Aviat to get some quotes for microwave training.

Rohret said that given that the training dollars have been somewhat stagnant, it would be valuable to have an RFP so we know we will need to be requesting more dollars.
Other Business
Fredrick said an LMR Interoperability plan was received from SWIC Stromberg. He would like feedback by October 1, 2019. The current proposal focuses mostly on the sunsetting of Motobridge.

Meeting adjourned at 2:40 p.m.
### Requirements Summary for COMU Applications

August 28, 2019 Radio TOC

<table>
<thead>
<tr>
<th>Name</th>
<th>Complete an ICS 205 (1 pt.)</th>
<th>Attend cont. ed. course (1)</th>
<th>Give COMU presentation (3)</th>
<th>Assist with comms. exercise (3)</th>
<th>Serve as COML for an event (3)</th>
<th>Lead a comms. exercise (5)</th>
<th>Participate in other comms. activity (variable)</th>
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<tr>
<td>Mark VandenBerghe</td>
<td>1</td>
<td>1</td>
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</table>
COMU Position Recognition Application

Application Type:

☒ Initial Application  ☐ Renewal  ☐ Change of Status

Position (check only one unless changing status):  
☒ COML  ☐ COMT  ☐ INCM  
☐ INTD  ☐ RADO  ☐ AECS

Name (Last, First Middle)  VandenBerghe, Mark A

Certifying Agency  Eden Prairie Fire Dept

County  Hennepin  

ECB/ESB Region  Metro

Agency Address  14800 Scenic Heights Rd. Eden Prairie, MN 55344

24/7 Telephone  612-716-7843  

Business Telephone  952-949-8368

Email Address  mvandenbergh@edenprairie.org

Signature  

Date  07-25-2019

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

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

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

Name & Title  Scott Gerber Fire Chief

Agency  Eden Prairie Fire Dept

Signature  

Date  07-25-2019

Regional Recognition

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

Name & Title

Signature

Date

COMU Subcommittee & SWIC Recognition

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

SWIC

Signature

Date
**COMU Experience Record**

Name: [VandenBerghe, Mark A]

Agency: Eden Prairie Fire Dept

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).**

<table>
<thead>
<tr>
<th>POINTS</th>
<th>DATE(S)</th>
<th>SUMMARY (location, activity, participants, who can verify, general summary)</th>
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<tr>
<td>3</td>
<td>07-02-2019</td>
<td>Worked with the All Hazards team, focusing on the 205 for the North Memorial funerals for Schott and McDonald</td>
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<td>07-08-2019</td>
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<td>1</td>
<td>06-17 thru 7-20-2019</td>
<td>Planning Sections Chief</td>
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<tr>
<td>1</td>
<td>01-29-2019</td>
<td>Super Bowl 52 ICS-205</td>
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<tr>
<td>3</td>
<td>02-20-2019</td>
<td>I am a member of the CRTF steering committee working with other Members to create quarterly Training and lead the February drill</td>
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</table>

I certify that I participated in the above activities.

Signature: [Signature]

Date: 07/25/2019
### MINNESOTA METRO REGION ICS205

#### INCIDENT, EVENT OR EXERCISE

**COMMUNICATIONS PLAN**

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<th>Line</th>
<th>Function (NET)</th>
<th>Talkgroup/Channel/Phone</th>
<th>Assignment (LAW, FIRE, EMS, OTHER)</th>
<th>RX Freq (N or W)</th>
<th>RX Tone/NAC</th>
<th>TX Freq (N or W)</th>
<th>TX Tone/NAC</th>
<th>Mode (A, D or M)</th>
<th>Remarks</th>
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<td>COMMAND</td>
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<td>OTHER</td>
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<td>ARMER -800MHZ</td>
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<td>UNIFIED COMMAND</td>
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<td>STAC 8</td>
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<td>9</td>
<td>OPERATIONS CHIEF</td>
<td>612-819-8848</td>
<td>CELL</td>
<td>WAYNE KEWITSCH</td>
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<td>DEPUTY OPS CHIEF</td>
<td>651-775-6723</td>
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<td>JEFF LANENBERG</td>
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#### SPECIAL INSTRUCTIONS

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

---

**MINNESOTA METRO REGION ICS205**

**INCIDENT/EVENT NAME**

SCHOTT FUNERAL

**DATE/TIME PREPARED**

7/2/2019  1300HRS

**OPERATIONAL PERIOD DATE/TIME**

07/ 03/ 2019  0700 to 1800 HRS

---

**COML:** Mark VandenBerghe  
**AGENCY:** Eden Prairie Fire Dept  
**PHONE:** 612-716-7843  
**EMAIL:** mvandenberghe@edenprairie.org

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital or “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)

---

**INCIDENT/EVENT LOCATION**

Howard Lake-Waverly-Winsted High School  
County Rd 6 Southwest  Howard Lake  MN  55349  
8700

---

Schott Funeral VandenBerghe
GO BAGS

READY TO GO IN 1 HOURS
OBJECTIVES

• OFFICE SUPPLIES
• FORMS AND REFERENCE RESOURCES
• COMMUNICATION EQUIPMENT
• PERSONAL ITEMS
• SAFETY GEAR
• MISCELLANEOUS SUPPLIES
• BATTERIES
• COMT LIST
• THINGS TO REMEMBER
OFFICE SUPPLIES

• PENS AND PENCILS
• NOTE PADS
• CLIPBOARD
• ENVELOPES
• HIGHLIGHTERS
• BLANK PAPER-COPIER
FORMS AND REFERENCE RESOURCES

• APPROPRIATE ICS FORMS AND LOGS
• TELEPHONE LIST OF RESOURCES-COML, COMT, IDT
• CREDENTIALS—BADGE AND UNIT IDENTIFIERS
• CURRENT TICP, SCIP, CASM, NIFOG, MNFOG -PAPER FORM
• INVENTORY OF LOCAL AND REGIONAL EQUIPMENT
ICS FORMS

- ICS 201 - INCIDENT BRIEFING
- ICS 202 - INCIDENT OBJECTIVES
- ICS 203 - ORGANIZATION ASSIGNMENT LIST
- ICS 204 - ASSIGNMENT LIST
- ICS 205 - INCIDENT RADIO COMMUNICATIONS
- ICS 205A - COMMUNICATIONS LIST
- ICS 207 - BLANK ORG CHART
- ICS 210 - STATUS CHANGE
- ICS 213 - GENERAL MESSAGE
- ICS 214 - ACTIVITY LOG
- ICS 216 - RADIO REQUIREMENT WORKSHEET
- ICS 217 - RADIO FREQUENCY ASSIGNMENT
- ICS 218 - SUPPORT VEHICLE - EQUIPMENT INVENTORY
- ICS 221 - DEMOBILIZATION
INCIDENT BRIEFING (ICS 201)

1. Incident Name: ____________
2. Incident Number: ____________
3. Date/Time Initiated: _______ ____________
   Date: ____________
   Time: ____________

4. Map/Sketch (include sketch, showing the total area of operations, the incident site area, impacted and threatened areas, overhead results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): 

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: ____________ Position/Title: ____________ Signature: ____________
    Date/Time: ____________
## INCIDENT OBJECTIVES (ICS 202)

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<td>3. Objective(s):</td>
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<td>4. Operational Period Command Emphasis:</td>
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<td>General Situational Awareness</td>
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<td>5. Site Safety Plan Required? Yes No</td>
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<td>Approved Site Safety Plan(s) Located at:</td>
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<tr>
<td>6. Incident Action Plan (the items checked below are included in the Incident Action Plan):</td>
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<td>ICS 202</td>
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7. Prepared by: Name: Position/Title: Signature:  
8. Approved by Incident Commander: Name: Signature:  
ICS 202  
AP Page Date/Time:
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<td>7. Operations Section:</td>
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<tr>
<td>IC/CC</td>
<td>Chief</td>
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<tr>
<td>Deputy</td>
<td>Deputy</td>
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<tr>
<td>Sheriff</td>
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4. Agency/Organization Representatives:

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<th>Name</th>
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5. Planning Section

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6. Logistics Section

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<td>Support Branch</td>
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7. Operations Section

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8. Finance/Administration Section

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9. Prepared By: Name: Position/Title: Signature: ICS 203 IAP Page: Date/Time:
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<tr>
<td></td>
<td>Time To:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Operations Personnel:</th>
<th>Content Number(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Section Chief:</td>
<td></td>
</tr>
<tr>
<td>Branch Director:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division:</th>
<th>Group:</th>
<th>Staging Area:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5. Resources Assigned:</th>
<th>Contact (e.g., phone, pager, radio frequency, etc.):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Identifier</td>
<td>Leader:</td>
</tr>
<tr>
<td></td>
<td>% of Task:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Work Assignments:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. Special Instructions:</th>
</tr>
</thead>
</table>

8. Communications (radio and/or phone contact numbers needed for this assignment): |
- [ ] Name/Function: [ ] Primary Contact: [ ] cell, pager, or radio frequency/program/channel: [ ]

9. Prepared by: |
- [ ] Name: [ ] Position/Title: [ ] Signature: [ ]
- [ ] IAP Page: [ ] Date/Time: [ ]
## INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:  
2. Date/Time Prepared:  
   Date:  
   Time:  
3. Operational Period:  
   Date From:  
   Date To:  
   Time From:  
   Time To:  

### 4. Basic Radio Channel Use:

<table>
<thead>
<tr>
<th>Zone Grp.</th>
<th>Ch #</th>
<th>Function</th>
<th>Channel Name/Trunked Radio System Talkgroup</th>
<th>Assignment</th>
<th>RX Freq N or W</th>
<th>RX Tone/NAC</th>
<th>TX Freq N or W</th>
<th>TX Tone/NAC</th>
<th>Mode (A, D, or M)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

5. Special Instructions:

6. Prepared by (Communications Unit Leader):  
   Name:  
   Signature:  

ICS 205  
INP Page:  
Date/Time:  
# Communications List (ICS 205A)

<table>
<thead>
<tr>
<th>Incident Assigned Position</th>
<th>Name (Alphabetized)</th>
<th>Method(s) of Contact (phone, pager, cell, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

4. Prepared by: Name:  Position/Title:  Signature:  Date/Time:

ICS 205A  IAP Page  Date/Time
### RESOURCE STATUS CHANGE (ICS 210)

<table>
<thead>
<tr>
<th>Incident Name:</th>
<th>Operational Period: Date From: Date To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Time From: Time To:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resource Number</th>
<th>New Status (Available, Assigned, Ops):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From (Assignment and Status):</td>
</tr>
<tr>
<td></td>
<td>To (Assignment and Status):</td>
</tr>
<tr>
<td></td>
<td>Time and Date of Change:</td>
</tr>
</tbody>
</table>

8. Comments:

9. Prepared by: Name: Position/Title: Signature:  
ICS 210 Date/Time: 
### General Message (ICS 213)

1. Incident Name (Optional):
2. To (Name and Position):
3. From (Name and Position):
4. Subject: ____________________________  5. Date: ____________________________  6. Time: ____________________________
7. Message: 

8. Approved by: Name: ____________________________  Signature: ____________________________  Position/Title: ____________________________
9. Reply: 

10. Replied by: Name: ____________________________  Position/Title: ____________________________  Signature: ____________________________
11. ICS 213  Date/Time: ____________________________
<table>
<thead>
<tr>
<th>1. Incident Name:</th>
<th>2. Operational Period: Date From: Date To: Time From: Time To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Name:</td>
<td>4. ICS Position:</td>
</tr>
<tr>
<td>5. Home Agency (and Unit):</td>
<td></td>
</tr>
<tr>
<td>6. Resources Assigned:</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>ICS Position</td>
</tr>
<tr>
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</tbody>
</table>

**Activity Log:**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Notable Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Prepared by: Name: ___________________ Position/Title: ___________________ Signature: ___________________
<table>
<thead>
<tr>
<th>RADIO REQUIREMENTS WORKSHEET</th>
<th>INCIDENT NAME/NUMBER</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRANCH</td>
<td>AGENCY</td>
<td>OPERATIONAL PERIOD</td>
<td>TACTICAL FREQUENCY</td>
</tr>
<tr>
<td>DIVISION/GROUP</td>
<td>DIVISION/GROUP</td>
<td>DIVISION/GROUP</td>
<td>DIVISION/GROUP</td>
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<td>AGENCY</td>
<td>AGENCY</td>
<td>AGENCY</td>
<td>AGENCY</td>
</tr>
<tr>
<td>AGENCY</td>
<td>ID NO.</td>
<td>RADIO REQMTS</td>
<td>AGENCY</td>
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</tbody>
</table>

ICS 216 PAGE PREPARED BY (COMMUNICATIONS UNIT)
<table>
<thead>
<tr>
<th>Fig No</th>
<th>Channel Config</th>
<th>Channel Name/Trusted Radio System Take-Up</th>
<th>Eligible Users</th>
<th>RX Freq</th>
<th>N or W</th>
<th>RX Tone/NAC</th>
<th>TX Freq</th>
<th>N or W</th>
<th>TX Tone/NAC</th>
<th>Mode A, B or M</th>
<th>Remarks</th>
</tr>
</thead>
</table>

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 (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeaters and base stations must be programmed with the Rx and Tx reversed.
<table>
<thead>
<tr>
<th>Order Request Number</th>
<th>Incident ID No.</th>
<th>Vehicle or Equipment Make</th>
<th>Vehicle or Equipment Classification</th>
<th>Category/Kind/Type, Capacity or Size</th>
<th>Vehicle or Equipment Features</th>
<th>Agency or Owner</th>
<th>Operator Name or Contact</th>
<th>Vehicle License or ID No.</th>
<th>Incident Assignment</th>
<th>Incident Start Date and Time</th>
<th>Incident Release Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

ICS 218

6. Prepared by: Name: __________________________ Position/Title: __________________________ Signature: __________________________
### DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name: 
2. Incident Number: 
3. Planned Release Date/Time: 
4. Resource or Personnel Released: 
5. Order Request Number: 

6. Resource or Personnel: 
   You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).

#### LOGISTICS SECTION

<table>
<thead>
<tr>
<th>Unit/Manager</th>
<th>Remarks</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Unit</td>
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<tr>
<td>Communications Unit</td>
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<tr>
<td>Facilities Unit</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ground Support Unit</td>
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<td></td>
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<tr>
<td>Security Manager</td>
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</tbody>
</table>

#### FINANCE/ADMINISTRATION SECTION

<table>
<thead>
<tr>
<th>Unit/Manager</th>
<th>Remarks</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

#### OTHER SECTION/STAFF

<table>
<thead>
<tr>
<th>Unit/Other</th>
<th>Remarks</th>
<th>Name</th>
<th>Signature</th>
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<tbody>
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</table>

#### PLANNING SECTION

<table>
<thead>
<tr>
<th>Unit/Leader</th>
<th>Remarks</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

7. Remarks: 

8. Travel Information: 
   - Room Overnight: [ ] Yes [ ] No
   - Estimated Time of Departure: 
   - Actual Release Date/Time: 
   - Destination: 
   - Estimated Time of Arrival: 
   - Travel Method: 
   - Contact Information While Traveling: 
   - Mode of Transportation: [ ] Yes [ ] No
   - Areas/Agency/Region Notified: 
   - Number: 

9. Reassignment Information: [ ] Yes [ ] No
   - Incident Name: 
   - Incident Number: 
   - Location: 
   - Order Request Number: 

10. Prepared by: 
    - Name: 
    - Position/Title: 
    - Signature: 

ICS 221 Date/Time: 

COMMUNICATIONS EQUIPMENT

• LAPTOP
• PORTABLE RADIO-CHARGER-BATTERIES
• RADIO PROGRAMMING EQUIPMENT
• GPS
• CELLPHONE WITH CHARGER
PERSONAL ITEMS

• WATER
• FOOD-MRE, NUTRITION - NO JUNK FOOD
• EXTRA CLOTHING—KEEP DRY, SOCKS, UNDERWEAR. MAY NOT GET TO SHOWER FOR EXTENDED TIME PERIOD.
• BODY WIPES IN PLACE OF A SHOWER. DON’T FORGET THIS!
• MEDICATION
• CASH-CREDIT CARD
• TOILETRY ITEMS-TP, DEODORANT, SOAP, TOWEL, TOOTHBRUSH AND TOOTHPASTE, HAND SANITIZER, LIP BALM, HAND LOTION,
• SLEEPING BAG, MATTRESS, AND PILLOW
• DOWN TIME - CARDS, BOOK
SAFETY GEAR

• GLOVES
• SAFETY SHOES
• COLD OR WARM WEATHER GEAR-
• HEAD GEAR - HELMETS, HATS, CAPS
• REFLECTIVE VEST
• RAIN GEAR
• EAR PLUGS
• SUNGLASSES - PRESCRIPTION GLASSES
• BUG SPRAY
• SUN SCREEN
• TRASH BAGS—KEEP EQUIPMENT DRY
MISCELLANEOUS SUPPLIES

- Flashlight and Batteries
- Multi Purpose Knife
- Duct Tape
- Extension Cord - Power Strip
- Rubber Bands
- Paper Clips
- Folding Chair and Table
BATTERIES

- CELLPHONE
- RADIO
- FLASHLIGHT
- MISC EQUIPMENT
COMT GO BAG

• TELEPHONE TEST SET
• TELCO TONE GENERATOR
• TELCO TONE RECEIVER
• TELCO PUNCH DOWN TOOL
• RJ-45/11 CRIMPING TOOL
• RJ45 CONTINUITY TESTER
• TELCO TERMINAL WRENCH WITH SECURITY TORX
• LEATHERMAN TOOL
• RF ADAPTER KIT
COMT GO BAG (cont)

• DIGITAL M UT LI-METER
• PLIERS, SIDE CUTTER, WIRE STRIPPER
• TORX SET WITH SECURITY BITS
• HEX KEY SET
• SOLDERING IRON
• CABLE TIES
• ELECTRICAL TAPE
• NOT A COMPLETE LIST
THINGS TO REMEMBER

• WEIGHT-AIRLINES HAVE A 40 OR 50 POUND WEIGHT LIMIT—HEAVY BAG CHARGES $$
• YOU COULD BE ON YOUR OWN FOR 72 HOURS. FOOD AND DRINK
• DON’T BE A BURDEN ON THE SYSTEM
# Metro Mobility Usage

**(Hours:Mins:Secs)**

**2019**

<table>
<thead>
<tr>
<th>Month</th>
<th>City Center</th>
<th>Anoka (Lino Lakes)</th>
<th>Dakota</th>
<th>Norwood</th>
<th>Hastings</th>
<th>North Branch</th>
<th>Hennepin West</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>302:01:37</td>
<td>218:59:44</td>
<td>85:40:51</td>
<td>81:58:15</td>
<td>133:00:24</td>
<td></td>
<td></td>
<td>821:40:51</td>
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<tr>
<td>August</td>
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<td>0:00:00</td>
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<td>September</td>
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<td>November</td>
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<td>0:00:00</td>
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<td>December</td>
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<td>0:00:00</td>
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</table>

**Difference since Jan.**

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

**Target**

<table>
<thead>
<tr>
<th></th>
<th>150:00:00</th>
<th>75:00:00</th>
<th>75:00:00</th>
<th>75:00:00</th>
<th>75:00:00</th>
<th>0:00:00</th>
<th>75:00:00</th>
<th>525:00:00</th>
</tr>
</thead>
</table>

*note missing data for Jan-Apr

Motorola reporting error, new report not yet given

reasoning above
1. Purpose or Objective

The purpose of this standard is to establish the guidelines and procedures for vehicle pursuit communications.

2. Technical Background

- **Capabilities**
  The Statewide Emergency Communications Board (SECB) has established standards for use of the statewide incident response talkgroups with SECB Standards 3.16.0, 800 MHz Statewide STAC Interoperability Talkgroups, and 3.19.0, Use of 800 MHz Statewide LTAC and SIU Interoperability Talkgroups.

- **Constraints**
  Experience has shown that all agencies have used many different processes in the past. This standard strives for statewide consistency among all law enforcement agencies.

3. Operational Context

Not immediately pertinent – See SECB Standard 3.19.0.

4. Recommended Protocol

All LTAC talkgroups are required for law enforcement PSAPs, with fully integrated consoles, and a minimum of two LTACs are required for law enforcement PSAPs using control stations to integrate with ARMER.

As of June 30, 2017, all law enforcement PSAPs using control stations to integrate with ARMER will be required to have LTAC 1-4 available on their dispatch consoles.
5. Recommended Procedure:

- Whenever a vehicle pursuit is initiated, the pursuing agency’s current operating resource will be patched to the first available LTAC 1-4, as determined by pursuing agency’s dispatcher via the StatusBoard. **Once the patch is in place, the dispatcher will announce the patch and the reason for the patch.**
- The pursuing agency’s dispatcher will perform the multi-select function so all audio is heard on the patched talkgroups. **CAUTION: It may be possible for units on any patched resource to transmit while users on other patched resources are already transmitting. Dispatchers may hear both transmissions while field users will only hear the audio from their selected talkgroup.**
- The pursuing agency’s dispatcher will put the resource in reserve the resource on StatusBoard as soon as possible.
- The pursuing agency’s dispatcher will perform the multi-select function so all audio is heard on the patched talkgroups.
- **WARNING:** When dispatch duties are being passed to another PSAP, certain system configurations may prevent responders from the initiating agency from being able to hear the new PSAP and vice versa.

**PATCHING:** To ensure that you can hear both sides of the radio conversation, you need to multi-select all the talkgroups involved. This will also ensure that other PSAPs who are monitoring will be able to hear both sides of the patched audio. Field users are not affected by this constraint and will hear all audio involved.

- (Consult your Radio System Administrator for more in-depth detail on “Home Zone Mapping” and the effects it has on patching and system resources.)
- All units involved in the pursuit should select the designated LTAC or VLAW channel on their radios as soon as it is safe to do so. **Switching to LTAC will provide statewide coverage and will ensure that all units on that LTAC will be**
able to hear each other. Patched, local resources will not work beyond the normal coverage of that resource (e.g., agency main).

- When advised by the law enforcement officer in charge of the pursuit, the pursuing agency’s dispatcher will announce the patch removal and update the StatusBoard.
- Whenever a pursuit involves any VHF user(s), or it is anticipated that any VHF user(s) will become involved, VLAW31 will be included in the initial patch, if available.
- For dispatch centers that use VLAW31, it is critical that dispatchers become familiar with the VLAW31 coverage footprint in their local area, as well as their region. If it becomes apparent that the VHF user(s) involved may drive out of the VLAW31 coverage of their local dispatch center, the dispatcher should contact the appropriate State Patrol Regional Dispatch Center and request they take over the pursuit communications.

6. Management

The DPS Division of Emergency Communication Networks (DECN) will ensure that an online training module addresses pursuits. Each Regional Emergency Communications Board/Emergency Services Board (ECB/ESB) shall have a process in place to ensure their dispatchers complete the training and adhere to the recommended procedure in this standard.