



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

September 27, 2023, 1:00 p.m.

This meeting will be conducted in-person at the MESB Office, 2099 University Ave W, St Paul
ONLY

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of August 23, 2023 Meeting** – Thompson
4. **Action Items**
 - A. COMU Recognitions/Renewals – Tracey Fredrick
 - i. Lindsay Stambaugh COMT Recognition
 - ii. Eli Charif COML Recognition
 - iii. Stephanie McNeill COML Recognition
 - iv. Steven Labatt INTD Recognition
 - B. Allina Participation Plan Request – Vikki Vadnais
 - C. New Talkgroup Standard – Ron Jansen/Fredrick
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. System Managers Group – Jansen
 - B. MnDOT ARMER System Update – John Anderson/Nick Schatz/Shane Chatleain
 - C. SECB Committees
 - i. Steering – Fredrick/Jill Rohret
 - ii. LMR – Nate Timm/Mike Mihelich
 - iii. WBBA – Rod Olson/Cory DeMuth
 - iv. IOC & Workgroups
 - a. IOC – Thompson/Timm
 - b. STR Workgroup – Thompson
 - c. COMU Workgroup – Timm/Dan Anderson
 - v. IPAWS – Scott Haas
 - vi. Finance/Grants Workgroup – Fredrick/Rohret
7. **Other Business**
 - A. METAC Permission update – Fredrick
 - B. MnDOT/Motorola SUA Discussion – Schatz
 - B. Proposed ARMER Grant – Fredrick
 - C. November Radio TOC Meeting Date – Fredrick/Thompson
8. **Adjourn**

Reminder: October 25, 2023 meeting is CANCELED. Next meeting scheduled for November 15, 2023

Metropolitan Emergency Services Board

Radio Technical Operations Committee

**August 23, 2023
Draft Meeting Minutes**

Members

Airport – Sara Boucher-Jackson
Anoka County – Cory DeMuth
Carver County – Peter Sauter
Chisago County – Mike Parker
Dakota County – Ron Jansen (on phone)
Hennepin County – Jake Thompson
Isanti County – **absent**
Metro Region EMS – **absent**

Metro Transit – Chad LeVasseur
Minneapolis – Rod Olson
Minnesota Fire Chiefs – Patrick Maynard
Ramsey County – Mike Mihelich
Scott County – Scott Haas
Sherburne County – **absent**
Washington County – **absent**
U of M – **absent**

Guests: Jason Bivens (on phone), *911 Authority*; Marcus Bruning, *ECN*; Dalton Gruber, *Bloomington*; Frank Jarman, *Motorola*; Andrew LaVenture, *Edina*; Nick Schatz, *MnDOT*; James Schnoor, *Met Council*

MESB Staff: Tracey Fredrick, Jacob Kallenbach, Jill Rohret

1. Call to Order

Jake Thompson, Chair called the meeting to order at 1:00 p.m.

2. Approval of Agenda

Tracey Fredrick asked that a presentation via 911 Authority be added immediately after the approval of minutes, and prior to the start of action items. Following the presentation, the original order will continue as planned.

Motion by Scott Haas, seconded by Rod Olson to approve the August 23, 2023 agenda as amended. Motion carried.

3. Approval of June 28, 2023 Minutes

Motion by Chad LeVasseur, seconded by Patrick Maynard to approve the June 28, 2023 meeting minutes. Motion carried.

4. Presentation from 911 Authority on Cost Study

Jason Bivens of 911 authority explains that the study will work to identify the current operating costs for agencies operating PSAPs, radio systems, and response units in the 10-county region. The study seeks to identify costs related to staffing, training, facilities, equipment, software, services, and other operating costs necessary in supporting public safety communications and 9-1-1 operations. The study will also identify common costs across agencies, applications, equipment, and services. Including the secondary PSAPs. Findings can provide necessary context and help PSAPs, and elected officials make important funding decisions in relation to the start of the new legislation session. The estimated timeframe is as follows:

August 2023: Develop Surveys

September 2023: Pilot/Beta Survey/Data Collection

October – November 2023: PSAP Site Visits and Data Collection

December 2023: Close Data Collection and Begin Analysis

January 2024: Draft PSAP Operational Cost Study

Rod Olson asked if multiple teams or departments within a PSAP would be visited. Bivens

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replied by stating an all-encompassing approach is being taken, meaning multiple teams and players within the region will be contacted and have visits to gain a true idea of the total costs related to the study.

Jill Rohret followed up by stating that they will meet with those in the room, PSAP managers, and others. Rohret also mentions that they may ask for budgets and supplementary materials that may be needed in determining the total cost of public safety within the region.

5. Action Items

A. Edina Fire SWAT Request

Andrew LaVenture from the Edina Fire Department said has a waiver on file for four (4) SWAT Medics that grants access to select Law Enforcement ARMER talk groups. Edina Fire is seeking to update this waiver as there has been an addition of Special Operations Chief to the SWAT team and the new regional and statewide talkgroup updates under change management. The regional request includes access to ME LSEC talkgroups for five (5) portables and one (1) mobile radio. The state request includes access to LENC talkgroups for the same radios. These radios are assigned to the individual and not shared with other members of the department.

Rod Olson asked if all these radios were AES and DES equipped. LaVenture said that at the present time there are ten (10) portables capable of AES. The capital plan for next year includes additional devices, but are seeking proactive permissions so all devices can be programmed upon receipt.

Scott Haas repeated comments from last meeting stating that the committee gets a lot of these requests, but they don't have a measure or guide to determine appropriate approval. Stated there is talk about moving to the state Interoperability Committee to create some form of a Standard. Haas asked if there has been any progress on this front or if any decisions had been made.

Tracey Fredrick replied to Haas by stating she had brought that to the Interoperability Committee at the meeting last month and there is currently not a Standards work group meeting. They are aware of these concerns and when the group reconvenes, they plan to have that topic added to the discussion. No formal action has been taken at this time to change the standard.

Motion to approve by Rod Olson, seconded by Mike Mihelich to approve the Edina Fire SWAT Request. Motion Carried.

B. Metro Change Management Talkgroup Item

Ron Jansen said that some testing had been done recently with AES patching. It appears that in the current patchkey the AES option discussed for Metro Change Management is going to be problematic for most departments that do not have fully capable AES. Jansen is wondering if they should take the four resources allocated for AES, and change those to DES so that there is more capacity; the state has said they will no longer add anymore DES talkgroups to the system. PSAPs are still having trouble getting reservations for DES regional or state-wide encrypted talkgroups for law enforcement scenarios.

Rod Olson asked what the breakdown and distribution of AES and DES would be. Jansen stated that they currently have added four DES (two in zone 1, and two in zone two), and added another four AES (two in zone 1, and two in zone 2). Olson said that there is then room to add another four DES talkgroups. Jansen said that the proposal would change to be to reallocate the previous AES talkgroups to being DES, so they stay congruent, then adding four AES. Jake Thompson clarified that the previous proposal was to have DES be talkgroups 1-4 and AES be talkgroups 5-8. This would change to DES being 1-8 and AES being 9-12. Olson said he would like to have some AES talkgroups available, but not able to be included in a patch

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via standard, but to have those talkgroups available for future use when AES is used more widely. ME LSEC 1-8 E would be DES, ME LSEC 9-12 would be AES.

Jansen said Fredrick and Thompson helped him do some testing and intra-zone patching has shown these issues. Jansen will put the documentation showing this together and send it out so it can be reviewed at a future meeting.

Scott Haas asked if Jansen could summarize the issues that occurred during testing. Jansen replied by listing a few issues. The first issue is capacity on the console for additional talkgroups. The second issue is if the AES patch key is used, it automatically uses the one in the system and automatically downgrades it to DES. It is not super grouping and continuously adding unneeded, multiple resources into the system. If roaming to a different zone, it could drop the patch all together and the transmission may not be heard.

Haas thanked Jansen for the summary and asked if there has been any input from Motorola on anything other than works as designed. Jansen said they have not reported any of this information to Motorola.

Jill Rohret asked if there is a plan to have a standard in the future for these talkgroups. Thompson said that a standard has been worked on with this group before, but still working on technical details for that standard. The Committee should review the standard again and get it in place by the end of the year.

Jansen asked how the talkgroups should be split among the two zones. Haas suggested that talkgroups 1 and 16 stay open for local use choice, and splitting the remaining 14 talkgroups be split 8 in one zone and 6 in the other. Talkgoups DES 2-5 zone 1, DES 6-9 zone 2, AES 10-12 zone 1, AES 13-15 zone 2.

Motion by Rod Olson to take four existing AES talkgroups and make them DES and add an additional four AES, bringing both sections to eight. 1: Open for Local, 2-9: DES, 10-15: AES, 16: Open for Local. Seconded by Scott Haas. Motion Carried.

6. Moves, Additions, & Changes

Ron Jansen said Dakota County is planning to switch over to encryption on September 20 at 8:30 a.m. Jansen said he is behind on a few permissions, and he will be working on those shortly to get them out.

Jake Thompson said that Hennepin County is continuing to move forward in replacing Brightcell. The county has a proposal and are in the stage of gathering signatures. Pearson agreed to have equipment delivered within two-three weeks once approved, and a six-month period to get it done.

7. Committee Reports

A. Metro Mobility Update

Chad LeVasseur said there have been no changes.

B. System Managers Group – meeting canceled

C. MnDOT ARMER System Update

Nick Schatz said cutovers continue across the Metro. Motorola upgrade is still scheduled for June 2024. XRX needs to be replaced prior to the upgrade.

D. SECB Committees

i. Steering

Tracey Fredrick said the committee met on August 9. The Committee Factsheet and

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measurable goal setting for SCIP plan were discussed.

ii. LMR – meeting canceled

iii. WBBA – no quorum

Tracey Fredrick mentioned that quorum has been not been met, meetings have been canceled, or had no actionable items for this committee in the six out of eight months this calendar year which has been bringing concerns about the impact and necessity of this group overall.

Scott Haas asked what the objective of this group is. Rod Olson said the group is trying to get an idea of all the various cellular offerings and where there may be coverage gaps. The goal is to try to enhance the coverage of areas that do not have satisfactory coverage.

iv. IOC & Workgroups

a. IOC – no meeting

b. STR Workgroup – no meeting

c. COMU Workgroup

Tracey Fredrick stated that they met on August 15. There were four COMU applications that were approved from this region and discussion on the upcoming COMDEX and revising the SOG.

v. IPAWS – no meeting

vi. Finance/Grants Workgroup

Fredrick said that the Finance Committee did meet earlier in the month, although Fredrick and Rohret could not attend. Discussion on application date of the SECB grant getting moved out to the end of September. The outcome report for the Southwest region was also discussed as it did not spend all their grant funds.

8. Other Business

A. METAC Permission Update

Fredrick said that no new permissions requested since the last meeting.

Adjourned at 1:38 p.m.

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)

STAMBAUGH, LINDSAY A

Certifying

Agency

MAC MSP AIRPORT ECC

County

HENNEPIN

ECB/ESB

Region

METRO

Agency Address

6920 34TH AVE S

24/7

Telephone

612-726-5577

Business

Telephone

Email Address

lindsay.stambaugh@mspmacc.org

Signature

L Stambaugh

Date

8/28/2023

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

Sara Boucher-Jackson, Manager (COML/INTD)

Agency

MAC MSP Airport ECC

Signature

Sara Boucher-Jackson

Date

8/28/2023

Regional Recognition

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

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

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

SWIC

Signature

Date



Homeland Security

Communications Technician All-Hazards (COMT)

Position Task Book

Task Book Assigned To:

Trainee's Name: Lindsay Stambaugh
Home Unit/Agency: Metropolitan Airports Commission
Home Address: 6920 34th Ave S, Minneapolis
Home Unit Phone Number: 612-726-5577

Task Book Initiated By:

Official's Name: Brandon Larson
Home Unit Title: Radio Tech Coordinator
Home Unit/Agency: City of St. Cloud
Home Unit Phone Number: 320-850-3304
Home Unit Address: 1201 7th Street South St. Cloud, MN 56301
Date Initiated: 8/22/2023

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF ALL- HAZARDS COMOMUNICATIONS TECHNICIAN (COMT)

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluators Signature Sara Boucher-Jackson Date 8/24/2023
Printed Name Sara Boucher-Jackson Agency MAC MSP Airport ECC
Phone Number 612-467-0967 Email Sara.boucher-jackson@
mspmacc.org

AGENCY CERTIFICATION

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

Certifying Official's Signature Sara Boucher-Jackson Date 8/20/2023
Printed Name Sara Boucher-Jackson Agency MAC MSP Airport ECC
Title Manager (COM/INTD) Phone Number 612-467-0967

Competency 1: General

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
1. Obtain and assemble information and materials needed for a response kit prior to receiving an assignment, including critical items needed for the assignment and items needed for functioning during the first 48 hours. The following items are suggested as basic information and materials kept in a go bag: <ul style="list-style-type: none"> • Appropriate ICS forms and logs • Working knowledge of local TICP • Tactical Interoperable Communications Plan (TICP), if available • Inventories or other lists of local and regional communications response equipment • Preplanned local system coverage maps • Pads of paper, pencils, pens, and tape • Food and beverage to be self-sustained for 48 hours or more • Portable radio(s) as appropriate for the region • Radio programming equipment (cloning cable or computer), adapters, and suitable tools. 	O	1 2	AP 6/2/23 BJ 8/22/23
2. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> • Conduct self in a professional manner • Respectful and courteous • Respectful of public and private property 	O	1 2	AP 6/2/23 BJ 8/22/23
3. Provide for the safety and welfare of assigned incident personnel during the entire period of supervision. <ul style="list-style-type: none"> • Obtain the safety briefing • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Provide safety and identifying equipment, such as vests identifying the communications function, flashlights, and glow sticks. • Provide for security of information • Ensure that special precautions are taken when extraordinary hazards exist. 	I	1 2	AP 6/2/23 BJ 8/22/23

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

Code: 1 = Must be performed on an Incident, *Planned Event, or an *FE/FSE (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Competency 2: Mobilization

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
4. Obtain complete information from the public safety communications center(s) serving the area and incident upon initial activation, including: <ul style="list-style-type: none"> Incident name and, as appropriate, an order, request, or other unique number identifying the incident for tracking purposes Reporting location Reporting time Transportation arrangements/travel routes Contact procedures during travel (telephone/radio). 	I	1 2	AP 6/2/23 BT 8/22/23
5. Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS Form 205). Examples of important information include: <ul style="list-style-type: none"> Frequencies and/or talkgroups already assigned Other mutual aid channels or equipment already in use Gateway or other interoperability devices already in use Other current incidents or events that may create conflicts communications plans or tax resources. 	I	1 2	AP 6/2/23 BT 8/22/23
6. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	1 2	AP 6/2/23 BT
7. Obtain briefing from supervisor. Examples of briefing items are: <ul style="list-style-type: none"> Work space Work schedule Policies and operating procedures Current resource commitments and expectations Current situation Expected duration of assignment Special needs. This list is not all inclusive; COMT is responsible for asking adequate questions.	I	1 2	AP 6/2/23 BT 8/22/23
8. Determine requirements for communications as directed by the COML.	I	1 2	AP 6/2/23 BT 8/22/23
9. Evaluate needs and order supplies, materials and personnel to keep/provide necessary communications, as required. <ul style="list-style-type: none"> Recommend to COML materials and supplies required. Monitor levels of supplies and materials at a level to prevent shortage of any basic needed items. Report 	I	1	BT 8/22/23

8/22/23

8/22/23

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Code: 1 = Must be performed on an Incident, *Planned Event, or an *FE/FSE (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

<p>shortages to the COML.</p> <ul style="list-style-type: none"> Recommend adequate number of personnel to support the communications unit, technicians, technical specialists, etc. to the COML. Assess current tactical communications equipment needs such as power sources for extended operations, report findings to the COML. 			
<p>10. Working with the COML, perform as the technical expert for communications needs.</p> <ul style="list-style-type: none"> Determine the feasibility and required equipment/personnel to provide the required communications support. Provide operational and technical information on communications equipment available for the incident. Provide operational and technical information on communications equipment and systems capabilities and restrictions. 	1	1	9/22/23 AS
<p>11. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs.</p> <ul style="list-style-type: none"> Through the COML, request any additional communications vendor services; e.g., telephone, SATCOM, microwave and help identify costs associated with equipment. Through the chain of command, document the locations for equipment to be installed; e.g., repeaters, satellite telephones, telephone lines, etc. Provide communications support for external and internal data operations. Create/update diagrams of current communication system(s). Assist the COML to determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs. 	1	1 2	AP 6/2/23 8/22/23
<p>12. Install, or provide for the installation of, communications equipment.</p> <ul style="list-style-type: none"> Obtain equipment as needed. Install and test all components of the communications equipment to ensure the incident's systems are operational, for example: <ul style="list-style-type: none"> Repeaters Links (radio and wire-based) Remotes Gateways Telephones FAX Data Aircraft and other special needs 	1	1 2	AP 6/2/23 8/24/23

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<ul style="list-style-type: none"> In cooperation with the COML develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel; i.e., operations before logistics. Clone or program radios. 			
13. Assign communications equipment. <ul style="list-style-type: none"> Provide resources and unit leaders with appropriate equipment based on the communications plan. Provide basic training as needed on equipment being fielded. Maintain equipment inventory to provide accountability. 	1	1 AP	AP 6/2/23
14. Assist the COML to initiate and maintain accurate records of all communications equipment. <ul style="list-style-type: none"> Maintain accountability system for issuing hand-held radio resources. Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, address, or access instructions). Keep records for local and national resources to ensure return to proper locations. 	1	1 AP 2	6/2/23 AP BT 8/22/23
15. Monitor operational performance of communications systems throughout the duration of the incident. <ul style="list-style-type: none"> Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment. Monitor all gateways in use. Plan for battery replacement. Plan for generator refueling. Act decisively to minimize interruptions in system operation. 	1	1	BT 8/22/23
16. Maintain a 214 for the COMT when required. Unit Log will be kept current, legible, and will document all major activities, which may include: <ul style="list-style-type: none"> Equipment locations. Personnel changes. 	1	1 2	AP 6/2/23 8/22/23 BT

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Competency 3: Demobilization

TASK	O or I	EVAL#	EVALUATOR Initial & date upon completion of task
17. Demobilization and check out. <ul style="list-style-type: none">• Submit all required information to the COML.• Receive demobilization instructions from the COML.• Brief subordinate staff on demobilization procedures and responsibilities.• Ensure that incident and agency demobilization procedures are followed.• Complete required ICS form(s) and turn in to the appropriate person.• Ensure that personnel in the unit are demobilized correctly.• Document lost equipment on agency specific forms.	I	1 2	AS 6/2/23 SS 8/24/23

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TECHNICIAN
All-Hazard Communication Unit Leader

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents (may include preplanned events and full scale exercises), simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

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

Evaluator's home agency, address and phone: Self explanatory

#: The number in the upper left corner of the experience block 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.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

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

EVALUATION RECORD

Lindsay Stambaugh

COMT

TRAINEE NAME

TRAINEE POSITION

#1	Evaluator's name: Alex Peterson		
	Incident/office title & agency: Marshall Emergency Management		
Evaluator's home unit address & phone: 344 W. Main St., Marshall, MN 56258 507-529-4766			
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Name & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
LEC Center Morris, MN	Exercise		6/2/23 To 6/2/23
<p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee</p> <p><input 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 checked="" type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Recommendations: _____</p> <p>Date: 6/2/23 Evaluator's initials: AP</p> <p>Evaluator's relevant agency certification or rating: COMT</p>			

EVALUATION RECORD

#2	Evaluator's name: <u>Brandon Larson COMT/COMT</u>		
	Incident/office title & agency: <u>Radio Tech Coord. City of St. Cloud</u>		
Evaluator's home unit address & phone: <u>1701 2nd St. S. 320-650-3364</u> <u>St. Cloud 56301</u>			
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Name & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
<u>Commerce North Star</u>	<u>Exercise</u>	<u>5th Radio Cadets</u>	<u>8/21 To 8/24/23</u>
<p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Recommendations: <u>Great Job!</u></p> <p>Date: <u>8/24/2023</u> Evaluator's initials: <u>BL</u></p> <p>Evaluator's relevant agency certification or rating: <u>COMT & COMT</u></p>			

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LINDSAY A STAMBAUGH

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

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 23rd Day of November, 2016



Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LINDSAY A STAMBAUGH

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

IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200

Issued this 2nd Day of June, 2017



Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LINDSAY A STAMBAUGH

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 23rd Day of November, 2016



Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

LINDSAY A STAMBAUGH

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 29th Day of August, 2018



Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Lindsay Stambaugh

Successfully completed the
All-Hazards Communications Technician (COMT) Course
during 24-28 October, 2022 at the
Crow Wing County Sheriff's Office
in Brainerd, Minnesota



A handwritten signature in black ink, appearing to read "BBB-Jr", is written over the printed name.

Billy Bob Brown, Jr.

Assistant Director for Emergency Communications
Cybersecurity and Infrastructure Security Agency

COMU Position Recognition Application

Application Type:

☒ Initial Application

☐ Renewal

☐ Change of Status

Position:

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name
(Last, First Middle)

Charif, Elias F

Certifying
Agency

M Health Fairview EMS

County

Ramsey

ECB/ESB
Region

Metro Region

Agency Address

799 Reaney Ave, Saint Paul MN, 55106

24/7

Telephone

651-232-1717

Business
Telephone

651-326-1706

Email Address

elias.charif@fairview.org

Signature

Date 8/24/2023

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

Thomas Edminson, Chief of EMS

Agency

M Health Fairview EMS

Signature

Date 8/24/2023

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


POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME: ELIAS CHARIF
DUTY STATION:
PHONE NUMBER: 248-756-4959
E-MAIL: ELIAS.CHARIF@FARVIEW.ORG
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME: NATE TIMM
TITLE: RADIO SYSTEM MANAGER
DUTY STATION: WASHINGTON CO SHERIFF'S OFFICE
PHONE NUMBER: 651-430-7863
E-MAIL: NATE.TIMM@CO.WASHINGTON.MN.US
POSITION TASK BOOK WAS INITIATED:
LOCATION: OPERATION NORTH STAR 2023-CAMP RIPLEY COMPLEX
DATE: 8/22/23

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that	<u>ELIAS CHARIF</u>
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:	<u>8/23/23</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>NATHAN TMM</u>
TITLE:	<u>RADIO SYSTEM MANAGER</u>
DUTY STATION:	<u>WASHINGTON CO SHERIFF'S OFFICE</u>
PHONE NUMBER:	<u>651-430-7863</u>
E-MAIL:	<u>NATE.TMM@CO.WASHINGTON.MN.US</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	<u>Elias Charif</u>
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:	<u>8/23/2023</u>
OFFICIAL'S NAME:	<u>Thomas A. Edminson</u>
TITLE:	<u>Chief of EMS</u>
DUTY STATION:	
PHONE NUMBER:	<u>651-232-1704</u>
E-MAIL:	<u>Tom.Edminson@Fairview.org</u>

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

TRAINEE NAME: ELIAS CHARIF
TRAINEE POSITION: COML
Evaluation Record Number: 1
Evaluator's name: NATE TMM
Incident/office title and agency: NORTSTAR / WASHINGTON CO SHERIFF - RADIO STATION
Evaluator's home unit address and phone: 15015 6th ST N - STUMWATER 55082
Name and location of incident or simulation/exercise: NORTSTAR - CAMP RIPLEY
Incident kind: COMMEX
Number and kind of resources: PUBLIC SAFETY, MILITARY, HAM RADIO, CEU SPOT
Evaluation period: AUG 21-23 2023
Position type: COML
Recommendation: <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><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> 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>
Additional recommendations/comments: WELL DONE RUNNING A HEOTIC COM. ATTEND A STR TRAINING CLASS.
Date: 8/22/23
Evaluator's initials: NT
Evaluator's relevant qualification: COML (WSTUMWATER), COMT, ANXC (WSTUMWATER)

Evaluation Record Form

TRAINEE NAME: ELIAS CHARIF
TRAINEE POSITION: COML(T)
Evaluation Record Number:
Evaluator's name: Andy Schoo
Incident/office title and agency: Dispatch Supervisor - Dakota 911
Evaluator's home unit address and phone: 2860 140th St W Rosemount, MN 55068 651-322-8646
Name and location of incident or simulation/exercise: Inver Hills Comm. College
Incident kind: All - Hazards Incident Response
Number and kind of resources: Police (30), Fire (30), EMS (30)
Evaluation period:
Position type:
Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> 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.
Additional recommendations/comments: Controlled all responsibilities with poise and confidence.
Date: 8/27/2023
Evaluator's initials: AS
Evaluator's relevant qualification: COM-L

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"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ✓ ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ✓ ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ✓ ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: ✓ <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) ✓ • Supplies: ✓ <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ○ First aid kit + EMS ✓ • Personal Protective Equipment (PPE) and security measures 	CE, F, I, J, T	1	NT 8/21/23

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include: <ul style="list-style-type: none"> • Frequencies and talk groups already assigned ✓ • Other mutual aid channels or equipment already in use ✓ • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans 	(E, F, I)	1 2	NJ 8/21/23 AS 8/27/23

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. 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)	1 2	NJ 8/22/23 AS

STATUS BOARD

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	NT 8/22/23
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	NT 8/22/23
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F , I, J	1	NT 8/22/23

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"> • Receive and transmit current and accurate information ✓ • Communicate changes to the Incident Action Plan (IAP) or relevant plans ✓ • Inform appropriate team members of significant changes in operations ✓ • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports • Coordinate with operations regarding system coverage and needs ✓ • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs 	E , F , I	1 2	NT 8/22/23 AS

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"> • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate ✓ • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate • Identify resources by type/qualifications, quantity, and location • 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 ✓ 	ⓔ F, I	1 2	NT 8/22/23 AS
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations. ✓ SMS Book D</p>	ⓔ F, I	1	NT 8/22/23

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
10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ✓ • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	E, F, I	1	NT 8/22/23
11. Initiate and maintain accurate records of all communications equipment: <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) <i>STR KERSATER</i> • Keep records for local and national resources to ensure return to proper locations 	E, F, I	1	NT 8/22/23

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Design communications systems to meet incident operational needs: <ul style="list-style-type: none"> • Determine additional resource needs and order necessary equipment and personnel ✓ • Prepare Incident Radio Communications Plan ✓ • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment ✓ • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) ✓ • Provide communications support for external and internal data operations ✓ • Order frequencies following the proper procedures ✓ • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs 	E, F, I	1 2	NT 8/22/23 AS

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: • Determine locations for telephone/data networks to be installed <i>Simulated</i>	E, F, I <i>(F)</i>	1	NT 8/22/23
14. Request additional telephone communications services: • Identify cost and options associated with equipment/services <i>SAT Phones</i> • Determine whether service can be provided in a timely manner	E, F, I <i>(F)</i>	1	NT 8/22/23
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): • Identify options associated with equipment/services • Determine whether services can be provided in a timely manner	E, F, I <i>(F)</i>	1	NT 8/22/23
16. Request additional data/internet communications services: • Identify options associated with equipment/services • Determine whether services can be provided in a timely manner	E, F, I <i>(F)</i>	1	NT 8/22/23
17. Provide basic training as needed for equipment being deployed	E, F, I <i>(F)</i>	1	NT 8/22/23

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, J)	1	NJ 8/22/23
19. Install communications equipment: <ul style="list-style-type: none"> Obtain equipment from Supply Unit, if one exists, or from authorized sources Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: <ul style="list-style-type: none"> Command repeater <i>TASKED OUT</i> Logistics repeater Links (radio and wire-based) ✓ Remotes Gateways Aircraft and other special needs Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel ✓ Clone or program radios, as necessary and authorized 	E, (F, J)	1	NJ 8/22/23

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Assign communications equipment: <ul style="list-style-type: none"> Identify kind and number of communications equipment to be distributed to specific units according to the communications plan Provide resources and unit leaders with appropriate equipment based on the communications plan Provide basic training as needed on equipment being fielded Maintain equipment inventory to provide accountability <i>summary</i> 	E, F, I, R	1	NT 8/12/23
21. Establish Incident Communications Center (ICC): <ul style="list-style-type: none"> Coordinate location of ICC with Facilities Unit Leader ✓ Locate ICC close to the Incident Command Post and away from high-traffic areas and noise ✓ Locate ICC away from radio frequency and electronic noise ✓ Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements Obtain necessary supplies for ICC to function properly 	E, F, I, R	1	NT 8/22/23
22. Manage operations of the ICC: <ul style="list-style-type: none"> Document radio/telephone activities on appropriate forms ✓ Set up filing system for ICC documentation ✓ Direct radio/telephone traffic to proper destinations ✓ Establish notification procedures for emergency messages Identify system problems, both technical and operational, and determine appropriate solutions ✓ Follow established routing procedures for messages ✓ 	E, F, I, R	1	NT 8/22/23
23. Perform operational tests of communications systems throughout the duration of the incident: <ul style="list-style-type: none"> Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment Monitor all gateways in use ✓ Plan for battery replacement Act decisively to minimize interruptions in system operation 	E, F, I, R	1	NT 8/22/23

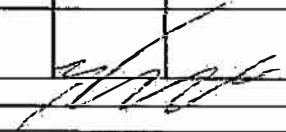
INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Dakota Co. Drill		2. Date/Time Prepared: Date: 8/27/23 Time: 11:45		3. Operational Period: Date From: 8/27/23 Date To: 8/27/23 Time From: 1800 Time To:						
4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
		Tactical	metac 8	EMS	Anmer 800	N/A	Anmer 800	N/A	D	Scenario A
		Tactical	metac 9	EMS	Anmer 800	N/A	Anmer 800	N/A	D	Scenario B/E
		Command	ops 4	Command	Anmer 800	N/A	Anmer 800	N/A	D	Com -> EMS Controller
5. Special Instructions:										
6. Prepared by (Communications Unit Leader) Name: Elias Hunt Signature: [Signature]										
ICS 205		IAP Page 1 of 1		Date/Time: 8/27/23						

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

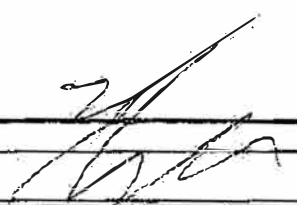
1. Incident Name: NorthStar <i>All Sites</i>	2. Date/Time Prepared: Date: 08/22/2023 Time: 11:23 am	3. Operational Period: Date From: 8/22/23 Date To: Time From: 1012 am Time To:
--	--	--

4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
		Command	CM 12 Real World	Real World						Field to EOC
		Tactical	CM 11 Real World	Talk Around						Range Talk Around
		Tactical	8TAC93D Real World	Parking & Reserves						Simulated Drone Event Int.
		Command	8TAC92 Real World	Command Alt.						Simulated Alternate Command to EOC
		Tac	8SOA2 Real World	Recovery Pub. Works						Simulated Local Public Works OPS & Recovery Flood
		Command	CM 12	DRONE CMD						Simulated EOC to Drone Command Post
		Command	STAC 2	FLOOD CMD						Simulated EOC to Flood Command Post
		Tactical	STAC 12	TRAFFIC & LAW						Simulated All Law & Traffic Management
		Tactical	CM 11	FIRE STAGING						Simulated Drone Event Int.
		Tactical	CM 10	EMS						Simulated Drone Event Int.
		Tactical	CM 8	Logistics to EOC						Simulated Logistics to Drone Command Post
		Tactical	LTAC 2	Flood Law						Simulated Law Response to Flood
		Tac	LOCAL	Local EMS						Simulated Staging & Law Collaboration.
		Tac	LTAC4E	Governor Detail						Simulated Encrypted Security Detail For Governor.

5. Special Instructions:	
6. Prepared by (Communications Unit Leader) Name: <u>FFAC Chait COM1</u>	Signature: 
ICS 205	IAP Page <u>1</u> of <u>1</u> Date/Time: <u>8/22/23 11:23 am</u>

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

Flood 102

1. Incident Name: NorthStar				2. Date/Time Prepared: Date: 08/21/2023 Time:				3. Operational Period: Date From: 8/21/23 Date To: Time From: Time To:			
4. Basic Radio Channel Use:											
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks	
		Command	CM 12	DRONE CMD						EOC to Drone Command Post	
EOC R		Command	STAC 2	FLOOD CMD						EOC to Flood Command Post	
		Tactical	STAC 12	TRAFFIC & LAW						All Law & Traffic Management	
		Tactical	CM 11	FIRE STAGING						Drone Event Int.	
		Tactical	CM 10	EMS						Drone Event Int.	
		Tactical	8TAC93D	Parking & Reserves						Drone Event Int.	
		Command	8TAC92	Command Alt.						Alternate Command to EOC	
		Tactical	CM 8	Logistics to EOC						Logistics to Drone Command Post	
5. Special Instructions:											
6. Prepared by (Communications Unit Leader) Name: <u>Elias Charif, COM1</u> Signature: 											
ICS 205			IAP Page 1 of 2			Date/Time:					

ACTIVITY LOG (ICS 214)

1. Incident Name: North Star	2. Operational Period: Date From: 8/21/23 Date To: 8/23/23 Time From: 12:45 Time To:
---------------------------------	---

7. Activity Log (continuation):

[illegible]

8. Prepared by: Name: Elicia Chan Position/Title: Com 2 Signature: [Signature]
ICS 214, Page 2 Date/Time: 8/21/23 14:00

ACTIVITY LOG (ICS 214)

1. Incident Name: NorthStar		2. Operational Period: Date From: 8/22/23 Date To: 8/22/23 Time From: 12:45 Time To: 1620	
3. Name: Elias Charif	4. ICS Position: COML	5. Home Agency (and Unit): TEAM 2	
6. Resources Assigned:			
Name	ICS Position	Home Agency (and Unit)	
BRETT ERICKSON	COM T	TEAM 2	
BENTON JACKSON	AUX COMM	TEAM 2	
JOHNNY LAVALLEY	I.T SUPPORT	TEAM 2	
CHRIS SCHULTZ	AUX COMM	TEAM 2	
7. Activity Log:			
Date/Time	Notable Activities		
8/22 0815	Brief- Main concern is weather, 95' deg. If it hits a 100deg, teams will be brought in		
8/22 0820	Army Brief- UFO shot down, Army requesting Sheriff Dept to secure scene.		
8/22 0900	7500E dispatch delivered and COM T assigned to set it up in OPS Command.		
8/22 0913	RADO assigned to monitor command TG on P25. CM 10 & CM 12		
8/22 0924	TEAM 1 Radio check, enroute to site.		
8/22 0942	Weather check with safety officer, 74deg, cloudy overcast, 80deg by 11am.		
8/22 1024	ICS 205 Update to reflect real world/simulated TG.		
8/22 1050	Email sent to all players with an updated 205.		
8/22 1050	lunch head count of 26 @ EOC		
8/22 1215	Drone Team confirmed Their printer is working		
8/22 1237	Flood Team has given permission to Drone team to fly over		
8/22 1300	Spoke Johnsonville regarding their possible power outage and the need to 213 a generator.		
8/22 1348	Requested a pin drop of the STR from the DRONE site: 45°59'20.4"N 94°19'48.2"W		
8/22 1447	Debrief was given Scott Huppert, COML		
8. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 214, Page 1		Date/Time: _____	

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): <u>Nantuxan</u>		
2. To (Name and Position): <u>Elias Charif, comt Logistics</u>		
3. From (Name and Position): <u>Elias Charif,</u>		
4. Subject: <u>EOC</u>	5. Date: <u>8/21/23</u>	6. Time: <u>2:01</u>
<p>7. Message:</p> <p>7500 E Request → Dispatch Laptop w external antenna</p> <p>* Option D: 7500 E "Dispatch Laptop"</p> <p>* Alternate option: mobile base station w external and 50 feet Cox</p> <p>* Purpose Ameer Coverage for E.O.C.</p>		
<p>8. Approved by: Name: <u>J. Hanson</u> Signature: <u>[Signature]</u> Position/Title: <u>Logistics Chief</u></p>		
<p>9. Reply:</p> <p style="font-size: 1.2em;">Ready for Pick up.</p> <p>Extension cord filled by D.</p>		
<p>10. Replied by: Name: _____ Position/Title: _____ Signature: _____</p>		
<p>ICS 213 _____ Date/Time: _____</p>		

REC KVO 8/21 107

END OF SHIFT REPORT-EOC

Chris S-Chris setup a 7500E in the EOC for scanning purposes. Functionality confirmed and the plan is to shut it down at the end of his shift. We had a few I.T hiccups which was addressed by ITSL Johnny L. A new email established, and an update was sent to all players involved. He also worked with the Johnsonville COML on pinpointing all assets, personal, and command area. Our Aux Comm Benton Established a P2P link with field Aux Comm. He also completed a DMR was completed with Hennepin County. Task for tomorrow: establish a H.F antenna for voice and data. Lastly, EOC is requesting a talkgroup for a law enforcement personal at the drone site for a potential protest .

8/22/23, 2:12 PM

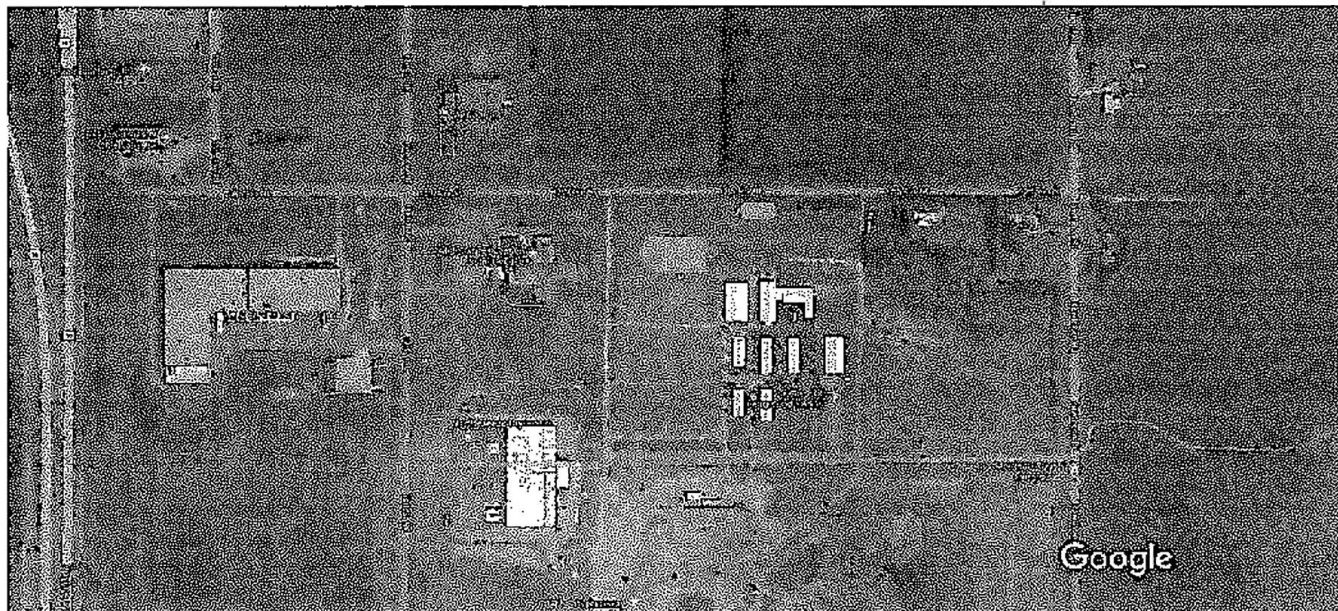
45°59'20.4"N 94°19'48.2"W - Google Maps

Google Maps

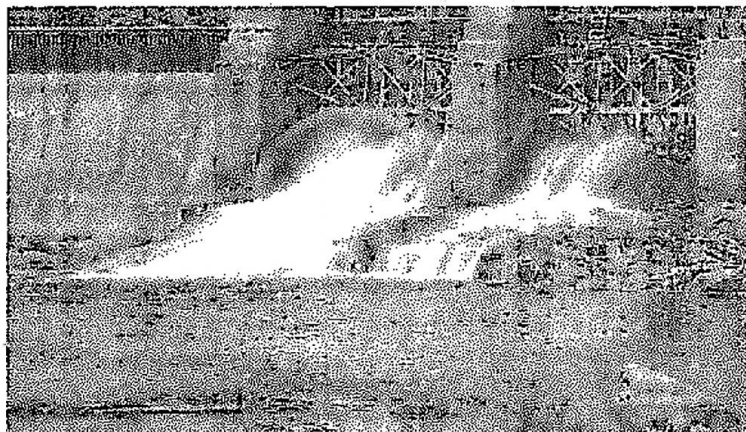
45°59'20.4"N 94°19'48.2"W

STR-TRAILER

8 TAC 92 REPEATER



Imagery ©2023 CNES / Airbus, Maxar Technologies, USDA/FPAC/GEO, Map data ©2023 200 ft



45°59'20.4"N 94°19'48.2"W

45.989007, -94.330050



Directions



Save



Nearby



Send to
phone



Share



Little Falls, MN 56345

XM09+JX4 Little Falls, Minnesota

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name: <i>Johnny Lavalley</i>		2. Incident Name: <i>North Star</i>		3. Incident Number:		
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	<input type="checkbox"/>	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	<input type="checkbox"/>	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of work-life concepts and skills.	<input type="checkbox"/>	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	<input checked="" type="checkbox"/>	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	<input type="checkbox"/>	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	<input type="checkbox"/>	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	<input type="checkbox"/>	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	<input type="checkbox"/>	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	<input type="checkbox"/>	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
21. Initiative: Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	<input type="checkbox"/>	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	<input type="checkbox"/>	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	<input type="checkbox"/>	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decision making.
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	<input type="checkbox"/>	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	<input type="checkbox"/>	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	<input type="checkbox"/>	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	<input type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input type="checkbox"/>	Ensured that safe operating procedures were followed.	<input type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.
24. Remarks: <i>Great Work establishing an email address on the fly.</i>						
25. Rated Individual (This rating has been discussed with me): Signature: <i>[Signature]</i> Date/Time: <i>8/22/25</i>						
26. Rated by: Name: <i>Elias Charit</i> Signature: <i>[Signature]</i> Home Unit: <i>Team 2</i> Position Held on This Incident: <i>Captain</i>						
ICS 225			Date/Time: _____			

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ELIAS CHARIF

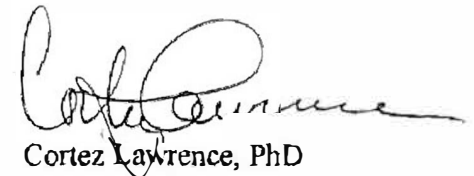
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100

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

Issued this 22nd Day of June, 2007

0.3 CEU



Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ELIAS CHARIF

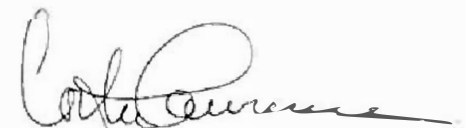
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200

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

Issued this 8th Day of August, 2008

0.3 CEU



Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ELIAS CHARIF

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

IS-00700

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

Issued this 22nd Day of June, 2007

0.3 CEU

A handwritten signature in black ink, appearing to read "Cortez Lawrence".

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ELIAS CHARIF

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

IS-00800.B

National Response Framework, An Introduction

Issued this 27th Day of August, 2008



0.3 IACET CEU

Vilma Schifago Milmo
Superintendent (Acting)
Emergency Management Institute



TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

in cooperation with the

Department of Homeland Security

Federal Emergency Management Agency



FEMA

Elias Charif

has successfully completed

Intermediate ICS-300 for Expanding Incidents

College Station, Texas, United States

21 Hours

June 8 - 11, 2021

David Coatney, Director
Texas A&M Engineering Extension Service

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

Emergency Management Institute



FEMA

This is to certify that

Elias F Charif

successfully completed

NIMS ICS All-Hazards Communications Unit Leader (Closed Course)

August 30 - September 3, 2021



A handwritten signature in black ink, appearing to be "J. D. S.", written over a horizontal line.

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) McNeill, Stephanie Nicole

Certifying
Agency Hennepin County Sheriff's Office

County Hennepin ECB/ESB
Region Metro

Agency Address 1245 Shenandoah Ln Plymouth, MN

24/7
Telephone 763-249-0883

Business
Telephone 952-258-5321

Email Address Stephanie.McNeill@hennepin.us

Signature



Date 9/12/2023

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

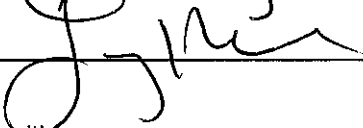
The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers 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 Tony Martin, Emergency Communications Director

Agency Hennepin County Sheriff's Office

Signature



Date 9/12/2023

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

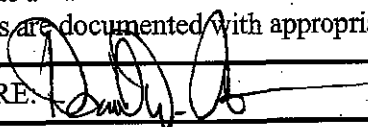
☐ Type 2

☒ Type 3

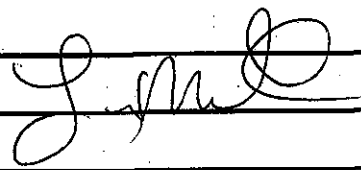
POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	STEPHANIE MUNEILL
DUTY STATION:	
PHONE NUMBER:	952-200-3460
E-MAIL:	STEPHANIE.MUNEILL@HENNEPIN.US
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	D. Anderson
TITLE:	Senior Coordinator - Public Warning & Communications
DUTY STATION:	Hennepin County Emergency Management
PHONE NUMBER:	(612) 578-1372
E-MAIL:	dan.anderson@hennepin.us
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Rogers, MN
DATE:	6/17/2013

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that	David D. Anderson Stephanie McNeill
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:	9/8/23
FINAL EVALUATOR'S PRINTED NAME:	Daniel D. Anderson
TITLE:	Communications Coordinator
DUTY STATION:	Hennepin County Emergency Management
PHONE NUMBER:	(612) 578-1372
E-MAIL:	dan.anderson@hennepin.us

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	Stephanie McNeill
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:	9/11/2023
OFFICIAL'S NAME:	Tony Martin
TITLE:	Director, Emergency Communications
DUTY STATION:	Hennepin County Sheriff's Office
PHONE NUMBER:	612-596-1907
E-MAIL:	Tony.martin@hennepin.us

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

TRAINEE NAME:	Stephanie McNeill
TRAINEE POSITION:	COML
Evaluation Record Number:	#1
Evaluator's name:	Don Anderson
Incident/office title and agency:	Sensor Coordinator - Public Warning & Communication Harrison County Emergency Management
Evaluator's home unit address and phone:	1600 Prairie Dr. Melina, (612) 3578-1372
Name and location of incident or simulation/exercise:	Ratin Rogers Community Event
Incident kind:	Emergency plan and event
Number and kind of resources:	
Evaluation period:	6/17/23
Position type:	Type III
Recommendation:	
The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:	
<input type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.	
<input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.	
<input checked="" type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.	
<input type="checkbox"/> 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.	
Additional recommendations/comments:	
Date:	6/17/23
Evaluator's initials:	DA
Evaluator's relevant qualification:	MN-Recognized COML Type III

Evaluation Record Form

TRAINEE NAME: Stephanie McNaill
TRAINEE POSITION: COML
Evaluation Record Number: #2
Evaluator's name: Don Anderson
Incident/office title and agency: Senior Coordinator - Public Library's Communications Hennepin County Emergency Management
Evaluator's home unit address and phone: 1600 Plummer Dr. Mending MN (612) 578-1372
Name and location of incident or simulation/exercise: Corcoran Tornado COMEX
Incident kind: exercise
Number and kind of resources:
Evaluation period: 9/8/23
Position type: Type III
Recommendation: <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><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> 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>
Additional recommendations/comments: <p>Stephanie should continue to hone her skills whenever she can, and explore development opportunities within HCSO.</p>
Date: 9/8/23
Evaluator's initials: DA
Evaluator's relevant qualification:

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"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures 	C, E, F, I, J, T	#1 PPA	PPA 6/17/23

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include: <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans 	E, F, I	#1	DDA 6/17/23

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. 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	#1	DDA 6/17/23

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	#2	DPH
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	#2	DPH
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F, I, J	#2	DPH

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"> • Receive and transmit current and accurate information • Communicate changes to the Incident Action Plan (IAP) or relevant plans • Inform appropriate team members of significant changes in operations • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports • Coordinate with operations regarding system coverage and needs • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs 	E, F, I	#1	DPH 6/17/23

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"> • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate • Identify resources by type/qualifications, quantity, and location • 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 	E, F, I	#1	DDA 6/17/23
<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	DDA 6/17/23

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
10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	E, F, I	#2	PPA
11. Initiate and maintain accurate records of all communications equipment: <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) • Keep records for local and national resources to ensure return to proper locations 	E, F, I	#2	PPA

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Design communications systems to meet incident operational needs: <ul style="list-style-type: none"> • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations • Order frequencies following the proper procedures • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs 	E, F, I	#1	PPA 6/17/23

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: <ul style="list-style-type: none"> Determine locations for telephone/data networks to be installed 	E, F, I	#2	ppd
14. Request additional telephone communications services: <ul style="list-style-type: none"> Identify cost and options associated with equipment/services Determine whether service can be provided in a timely manner 	E, F, I	#2	ppd
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	E, F, I	#2	ppd
16. Request additional data/internet communications services: <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	E, F, I	#2	ppd
17. Provide basic training as needed for equipment being deployed	E, F, I	#2	ppd

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

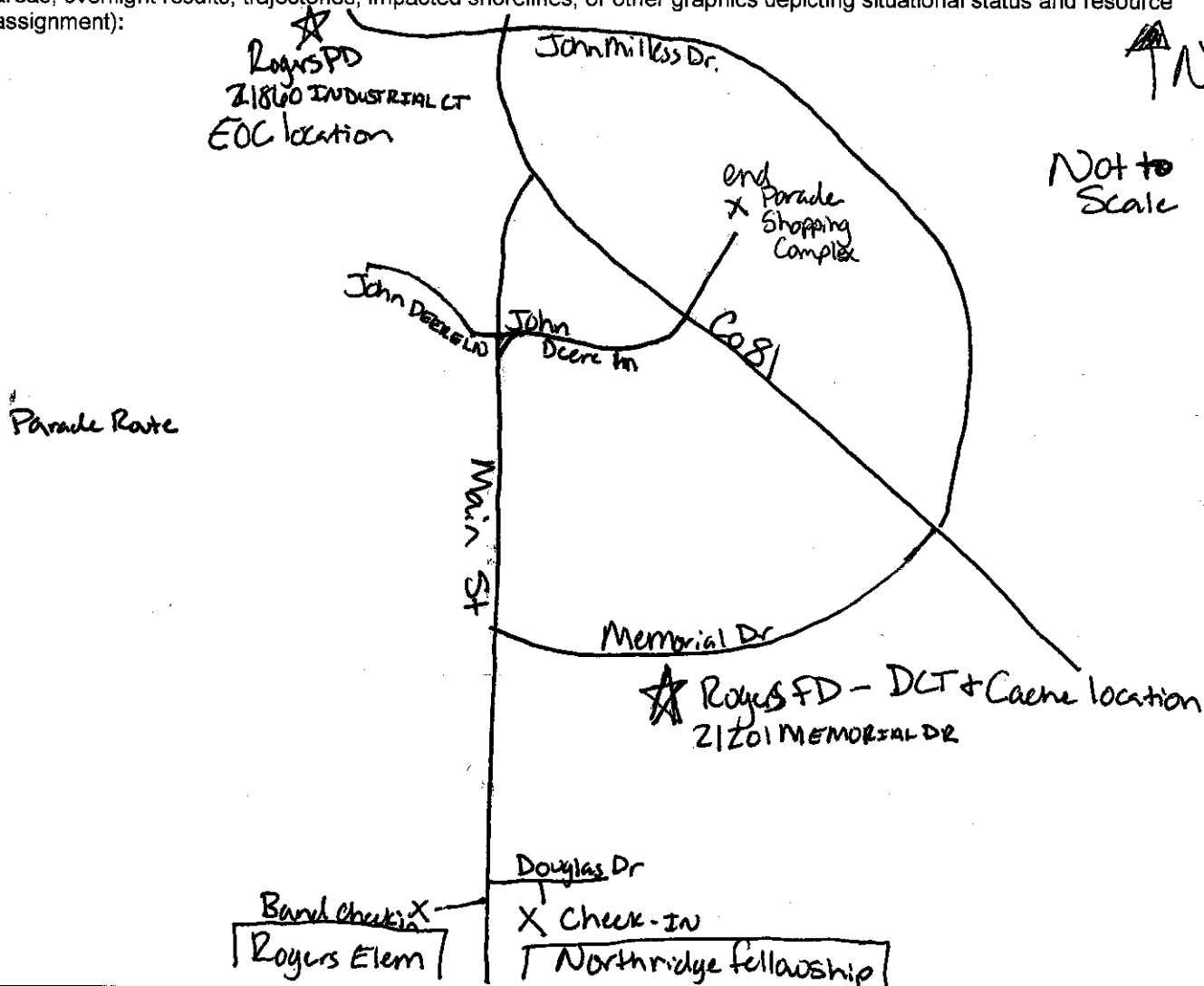
TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	E, F, I	#1	DPA 6/17/23
19. Install communications equipment: <ul style="list-style-type: none"> • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: <ul style="list-style-type: none"> ○ Command repeater ○ Logistics repeater ○ Links (radio and wire-based) ○ Remotes ○ Gateways ○ Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel • Clone or program radios, as necessary and authorized 	E, F, I	#1	DPA 6/17/23

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Assign communications equipment: <ul style="list-style-type: none"> Identify kind and number of communications equipment to be distributed to specific units according to the communications plan Provide resources and unit leaders with appropriate equipment based on the communications plan Provide basic training as needed on equipment being fielded Maintain equipment inventory to provide accountability 	E, F, I	#1	DDA 6/17/03
21. Establish Incident Communications Center (ICC): <ul style="list-style-type: none"> Coordinate location of ICC with Facilities Unit Leader Locate ICC close to the Incident Command Post and away from high-traffic areas and noise Locate ICC away from radio frequency and electronic noise Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements Obtain necessary supplies for ICC to function properly 	E, F, I, R	#1	DDA 6/17/03
22. Manage operations of the ICC: <ul style="list-style-type: none"> Document radio/telephone activities on appropriate forms Set up filing system for ICC documentation Direct radio/telephone traffic to proper destinations Establish notification procedures for emergency messages Identify system problems, both technical and operational, and determine appropriate solutions Follow established routing procedures for messages 	E, F, I, R	#1	DDA 6/17/03
23. Perform operational tests of communications systems throughout the duration of the incident: <ul style="list-style-type: none"> Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment Monitor all gateways in use Plan for battery replacement Act decisively to minimize interruptions in system operation 	E, F, I	#2	DDA

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Rockin Rogers	2. Incident Number: 1	3. Date/Time Initiated: Date: 6/17/2023 Time: 0800
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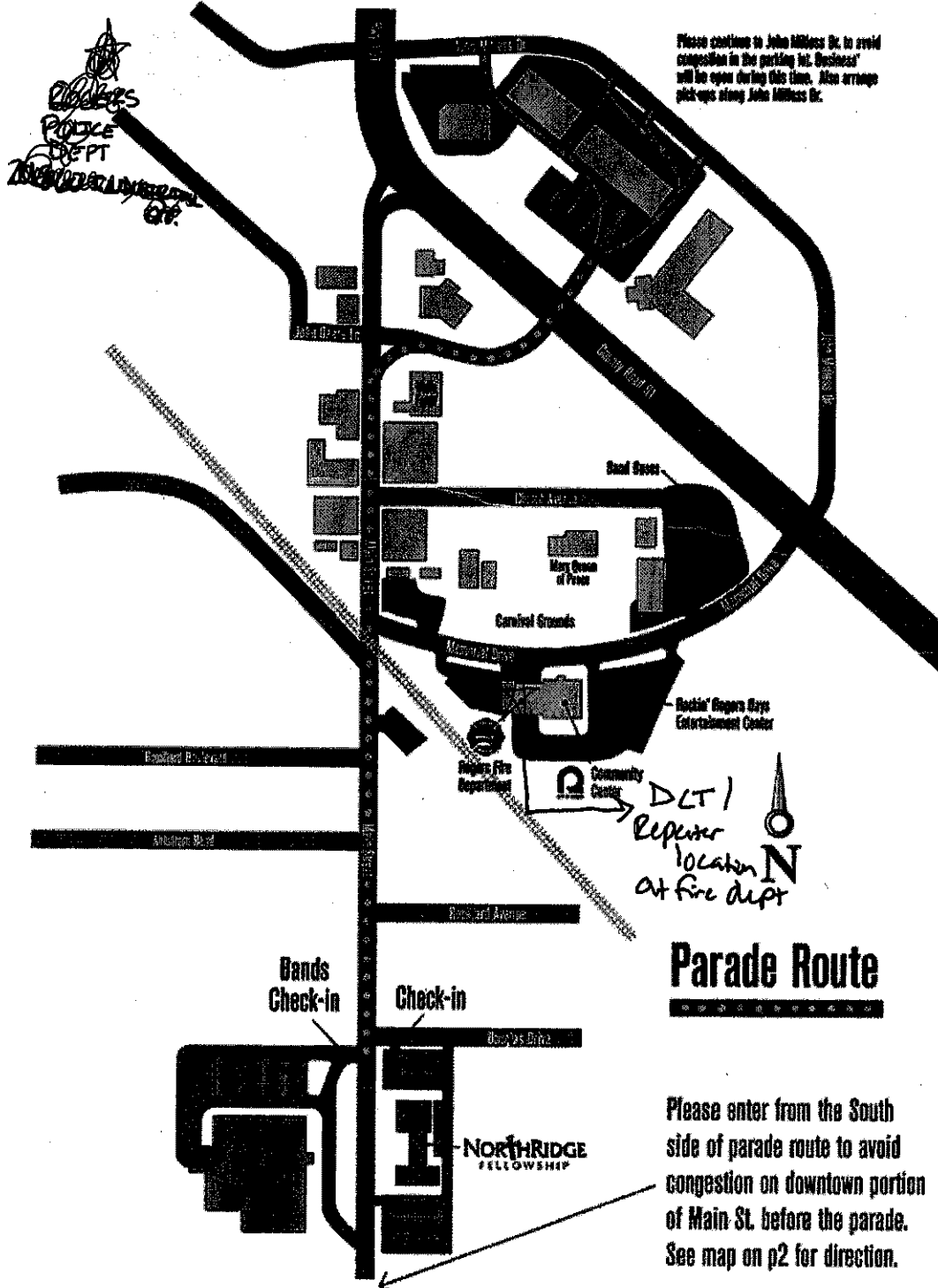
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):



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: S. McNeill Position/Title: COML(t) Signature: [Signature]

★ Rogers Police dept
21860 Industrial Ct
EOC



Please continue to John Millers Dr to avoid congestion in the parking lot. Businesses will be open during this time. Also arrange pick-ups along John Millers Dr.

Parade Route

Please enter from the South side of parade route to avoid congestion on downtown portion of Main St. before the parade. See map on p2 for direction.

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Rockin Rogers		2. Incident Number: 1		3. Date/Time Initiated: Date: 6/17/2023 Time: 0800	
7. Current and Planned Objectives:					
a. Provide communication support for the Rogers Lions Rockin Rogers Parade by utilizing the Hennepin County Emergency Management (HCEM) Disaster Communications Trailer (DCT) and the HCEM Communications Unit (COMU).					
b. Provide technical radio support to end users					
c. Provide situational awareness of parade checkpoints to unified command in the emergency operations center (EOC) at Rogers Police Department					
8. Current and Planned Actions, Strategies, and Tactics:					
Time:		Actions:			
0800		Select HCEM/AUXCOMM personnel meet at County Public Works in Medina to obtain HCEM Truck&DCT			
0900		All AUXCOMM/COMU personnel report to Rogers Fire Department to meet with the DCT & day of brief			
0930		Parade line up begins and lasts through 11:30am & end users respond to FD to pickup radios			
1100		Main St northbound and southbound is closed between John Deere Ln & Pointe Dr			
1200		Parade Begins			
1330		Estimated Parade end time ?			
1400		End users turn in GMRS Radios to cache Specialists, load up DCT			
1500		DCT loaded & leaving			
		All times Subject to Change / adjustment			
6. Prepared by: Name: S. McNeill		Position/Title: COML(t)		Signature: [signature]	
ICS 201, Page 2		Date/Time: 6/5/2023 1307			

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Rockin Rogers	2. Incident Number: 1	3. Date/Time Initiated: Date: 6/17/2023 Time: 0800
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9. Current Organization (fill in additional organization as appropriate):

Incident Commander(s)
 Unified Command -
 Rogers FD & PD

Liaison Officer

Safety Officer

Public Information Officer

Operations Section Chief

Planning Section Chief


Logistics Section Chief
D. Anderson

Finance/Admin Section Chief

COML: S. McNeill
 INCM: T. York
 COMT: B. Jackson
 INTD: S. Labatt
 AUXCOMM: D. Ventura
 Cache Specialists/RADO: B. Tyler Phillips, B. Pfeiffer

6. Prepared by: Name: <u>S. McNeill</u>	Position/Title: <u>COML(t)</u>	Signature:
ICS 201, Page 3	Date/Time: <u>6/5/2023 1307</u>	

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Rockin Rogers		2. Incident Number: 1		3. Date/Time Initiated: Date: 6/17/2023 Time: 0800	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
HCEM DCT		6/5/23 1500	6/17/23 0900	<input type="checkbox"/>	Rogers Fire Department 21201 Memorial Dr Rogers, MN/requested
INCM T.York		6/5/23 1500	6/17/23 0900	<input type="checkbox"/>	Rogers Police Department/21860 Industrial Ct/requested
INTD S. Labatt		6/5/23 1500	6/17/23 0900	<input type="checkbox"/>	Rogers Police Department/21860 Industrial Ct/requested
COMT B. Jackson		6/5/23 1500	6/17/23 0900	<input type="checkbox"/>	Rogers Police Department/21860 Industrial Ct/requested
AUXCOMM D. Ventura		6/5/23 1500	6/17/23 0900	<input type="checkbox"/>	Rogers Police Department/21860 Industrial Ct/requested
Cache Specialist/ RADÓ B. Pfeiffer, B. Tyler Phillips		6/5/23 1500	6/17/23 0900	<input type="checkbox"/>	Rogers Police Department/21860 Industrial Ct/requested
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	
6. Prepared by: Name: S. McNeill Position/Title: COML (t) Signature: 					
ICS 201, Page 4		Date/Time: 6/5/23 1307			

COMMUNICATIONS LIST (ICS 205A)

[illegible]

ICS 205A

Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	<ul style="list-style-type: none">• Incident Assigned Position	Enter the ICS organizational assignment.
	<ul style="list-style-type: none">• Name	Enter the name of the assigned person.
	<ul style="list-style-type: none">• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:				2. Date/Time		3. Resource Request Number:	
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):						
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
					Requested	Estimated	
	5. Requested Delivery/Reporting Location:						
6. Suitable Substitutes and/or Suggested Sources:							
7. Requested by Name/Position:				8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		9. Section Chief Approval:	
Logistics	10. Logistics Order Number:				11. Supplier Phone/Fax/Email:		
	12. Name of Supplier/POC:						
	13. Notes:						
	14. Approval Signature of Auth Logistics Rep:				15. Date/Time:		
Finance	16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC						
	17. Reply/Comments from Finance:						
	18. Finance Section Signature:				19. Date/Time:		
ICS 213 RR, Page 1							

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Rockin Rogers Parade 2023		6/4/2023 @ 0725		6/17/2023 0900-1500		
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		Other - EOC, Command, DCT	800 MHz ARMER		800 MHz ARMER		D	Command Net
2	Tactical	Channel 6 GMRS HT-DCT-TSQ	Other- Parade Route Support - Lions					A	Primary Channel for parade check points
3	Tactical	Channel 4 GMRS HT-DCT-CSQ	Other- Parade Route Support - Lions					A	Backup channel for parade check points
4	Tactical	ME TAC 8	Law, Fire, EMS	800 MHz ARMER		800 MHz ARMER		D	Talkgroup for Law, Fire, EMS Coordination
6	Tactical	ME TAC 9	Law, Fire, EMS	800 MHz ARMER		800 MHz ARMER		D	Backup Talkgroup for Law, Fire, EMS Coordination
7	Tactical	STAC1 or lowest available	Law	800 MHz ARMER		800 MHz ARMER		D	Emergency talkgroup for MCI, will be patched with METAC8, Hot Zone law enforcement / entry communications
8	Tactical	STAC2 or next lowest available	Fire, EMS	800 MHz ARMER		800 MHz ARMER		D	Emergency talkgroup for MCI, intended for staging area communications
9									
10	Support		COML - S. McNeill						Cellphone for COML
11	Support		INCM - T. York						Cellphone for INCM
12	Support		HCSO Dispatch Supervisor Line						Phone for HCSO Dispatch Duty SGT
13									
14									
15									
SPECIAL INSTRUCTIONS									
In case of mass casualty incident, HCSO dispatch duty sergeant will patch METAC8 with the lowest available STAC channel. In the event of medicals or other calls for service for parade goers that come through the 911 dispatch center, they will be aired on Hennepin Law 2 as normal									
COML: Stephanie McNeill COML(T) AGENCY: Hennepin County Sheriff's Office PHONE: 952-200-3460 (c) EMAIL: stephanie.mcneill@hennepin.us					INCIDENT/EVENT LOCATION Rockin Rogers Parade 2023 - Rogers, MN v6				

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 BRIEFING (ICS 201)

[illegible]

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:

Corcoran Tornado Commex

2. Date/Time

9/8/23

3. Resource Request Number:

1

4. Order (Use additional forms when requesting different resource sources of supply.):

Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
				Requested	Estimated	
1			Heimer Backup tower 102ft + generators + fuel ^{appropriate}	9/8 @ 0650		
3-4			to run for up to 1 week			
1			Vehicle appropriate to tow tower			
3-4			Qualified technicians to drive vehicle tower + set up tower + provide tech assistance * All Hampton County Resumes that Sheriff's Office			

Requestor

5. Requested Delivery/Reporting Location:

Corcoran EOC Parking lot - South end

6. Suitable Substitutes and/or Suggested Sources:

N/A

7. Requested by Name/Position:

Mauell (Com-L)

8. Priority ☒ Urgent ☐ Routine ☐ Low

9. Section Chief Approval:



10. Logistics Order Number:

11. Supplier Phone/Fax/Email:

12. Name of Supplier/POC:

13. Notes:

Logistics

14. Approval Signature of Auth Logistics Rep:

15. Date/Time:

16. Order placed by (check box): ☐ SPUL ☐ PROC

17. Reply/Comments from Finance:

Finance

18. Finance Section Signature:

19. Date/Time:

ACTIVITY LOG (ICS 214)

1. Incident Name: Corcoran Tornado Commex		2. Operational Period: Date From: 9/18/2023 Date To: 9/18/23 Time From: Time To:	
3. Name: Steph McNeill		4. ICS Position: COML(+)	
5. Home Agency (and Unit): HCSO			
6. Resources Assigned:			
Name	ICS Position	Home Agency (and Unit)	
Dan Anderson	IC -	Corcoran FD	
Betsy Phillips	Logistics Section Chief	Corcoran FD	
Alicia Markham	RESL	HCEM	
Steve Hurtman	ICC tech / SME	HCSO	
Steve Labatt	INTD (+)	HCSO	
7. Activity Log:			
Date/Time	Notable Activities		
9/18/23 833	Meeting / Pre-Brief		
0850	IC Brief		
920	in garage / turn FCC		
940	in EOC		
	- Have FCC + INTD		
0946	Ordered @ 102' ARMER tower, Vehicle, + Staffing		
0952	Order for tower sent to Logistics Section Chief		
0955	Order approved		
1000	Approved INTD 213PR for Radios		
1000	Phone in EOC Setup		
1002	ITSL Alice looking into Landline / VoIP Phones		
1003	Landline Ctr 3 hours repair		
	- ITSL contacting firstnet / Verizon for Cell Coverage		
1005	Data request through firstnet / Verizon		
1012	IC → Burdettville tower up		
	- making crackling - people talking over each other		
	→ need to talk to Jake Thompson @ HCSO		
	* Radio Systems Manager		
1020	St Michael FC - need Cante Radios		
	→ were delivered by @ ~ 0930		
1042	→ gave just in the training on handheld radios		
1042	tasks signed off for Comd		
1042	END		
8. Prepared by: Name: S. McNeill Position/Title: COML(+) Signature: [Signature]			
ICS 214, Page 1		Date/Time: 9/18/23 @ 1042	

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEPHANIE N MCNEILL

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 23rd Day of January, 2016



Jeffrey D. Stern, Ph.D.

Superintendent

Emergency Management Institute

Federal Emergency Management Agency

Emergency Management Institute



FEMA

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IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 24th Day of September, 2015



Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEPHANIE MCNEILL

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

IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200

Issued this 9th Day of December, 2015



Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency



FEMA

National Fire Academy

Stephanie McNeill

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

**ICS 300, Intermediate ICS for Expanding
Incidents for Operational First Responders
Fridley, Minnesota**

September 6 - 8, 2022

This course meets the NIMS requirements for ICS-300.

Superintendent
National Fire Academy

Emergency Management Institute



FEMA

This is to certify that

Stephanie Nicole McNeill

successfully completed

NIMS ICS All-Hazards Communications Unit Leader
West Des Moines, Iowa

2.5 IACET CEU

September 26 - 29, 2022



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)

Labatt, Steven Walker

Certifying
Agency

Hennepin County Sheriffs Office

County

Hennepin

ECB/ESB
Region

Metro

Agency Address

1245 Shenandoah Ln

24/7

Telephone

952-258-5321

Business

Telephone

952-258-5321

Email Address

steven.labatt2@hennepin.us

Signature

Steven Labatt

Date 09/08/2023

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

Tony Martin, Emergency Communications Director

Agency

Hennepin County Sheriffs Office

Signature

[Signature]

Date

9/14/2023

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: Steven Labatt
Trainee's Email Address: Steven.Labatt2@hennepin.us
Home Agency: ~~Minneapolis Police Department~~ Hennepin County Sheriff's Office
Home Agency Phone Number: ~~612~~ 952-256-5321

Task Book Initiated By:

Official's Name: Don Anderson
Agency Official's Title: Senior Coordinator -
Hennepin Public Warning & Communications
Agency: Hennepin County Emergency Management
Agency Phone Number: (612) 578-1372
Agency Address: 1600 Prairie Drive, Medina, MN 55340

Date Initiated: 6/17/23

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 1.1
June, 2017

NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions¹ 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:²
 - 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

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

² ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

Competency: INTD Preparedness

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure readiness prior to assignment			
<p>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:</p> <ul style="list-style-type: none"> • Communications equipment <ul style="list-style-type: none"> ○ Portable radio ○ Cellphone ○ Batteries/chargers • First aid kit • Personal safety gear • ICS Forms cache • Office Supplies (e.g. clipboard, tape, paper, pencil, etc.) • Multi-purpose tool/Flashlight • Clock/Watch with countdown timer function • Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.) • Computer/Printer/Thumb drive 	○	#1	DDA 6/17/23
<p>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:</p> <ul style="list-style-type: none"> • Multiple changes of clothing (as appropriate for anticipated weather conditions) • Personal identification/credentials • Toiletries • Medicines (prescription and over-the-counter) • Cash and credit cards • Alarm clock • Food/Water 	○	#1	6/17/23

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

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

Behavior: Gather and apply situational information relevant to the assignment			
5. Document initial briefing from Incident Communications Center Manager (INCM) /Incident supervisor: <ul style="list-style-type: none"> • Situation Summary • Safety Briefing • Current and Planned Goal/Objectives • Current and Planned Actions, Strategies and Tactics • Current Organization (ICS 207 – Incident Organization Chart) • Current/Planned communications plan <ul style="list-style-type: none"> ○ Communications Nets, e.g., Command, Tactical, Logistics, etc. ○ Map Sketch of communication system • Current/Planned Resource Summary 	I	#1	DDA

Competency: Incident Tactical Dispatch Operations

Task	Code	Evaluator # and Initials	Date
Behavior: Support establishment of Incident Communications Center (ICC)			
6. Assist INCM/supervisor with setup of the ICC if needed/as assigned: <ul style="list-style-type: none"> • Facility/vehicle in which to situate the ICC • Appropriate location of ICC • ICC equipment activation and testing <ul style="list-style-type: none"> ○ Radio ○ Data ○ Telephone ○ Video ○ Ancillary equipment • ICC documentation organization • Notification of ICC activation 	I	#1	6/17/23 DPA
7. Evaluate needs and request additional resources to support ICC operations: <ul style="list-style-type: none"> • Develop or initiate an inventory control system for INTD supplies and equipment • Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor • Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items 	I	#2	DPA

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)			
12. Provide effective communications support during routine or non-emergency situations: <ul style="list-style-type: none"> • Dispatch incident personnel based upon needs of the incident and at the direction of incident management • Monitor and prioritize traffic simultaneously over all networks: <ul style="list-style-type: none"> ○ Repeated voice Nets ○ Simplex voice Nets ○ Data networks • Receive/relay/log information/ messages/ instructions to and from incident personnel <ul style="list-style-type: none"> ○ Supply orders (e.g., Operations, Logistics, etc.) ○ Message traffic routing ○ Weather reports ○ Resource status changes ○ Loss of communication assets ○ Safety updates ○ Situation reports • Conduct radio checks at specified intervals for personnel safety and accountability • Acknowledge all requests received in person or via phone, radio, and data networks 	I	TH	DDA 6/17/23

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct tactical dispatch operations			
14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> • Radio equipment • Data equipment • Telephone equipment • Video equipment • Ancillary equipment 	I	#1	DDA 6/17/23
15. Demonstrate familiarity with other ICC functions/capabilities: <ul style="list-style-type: none"> • Radio systems (e.g. Simplex, Conventional, Trunked, Digital & Analog modes) • Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.) • Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National) • Audio Gateways 	I	#2	DDA
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> • Locate key incident venues, personnel, and deployed resource • Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations 	I	#2	DDA

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct Tactical Dispatch Operations (continued)			
20. Maintain and organize ICC documentation: <ul style="list-style-type: none"> • Radio logs • Activity logs • Telephone logs • Status Cards • Equipment check-in/check-out information • Lost/Damaged equipment documentation • Software Applications <ul style="list-style-type: none"> ○ WebCAD ○ WebEOC® ○ Google Earth® ○ Email, etc. 	I	AD	DDA
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: <ul style="list-style-type: none"> • Emergency Management • Emergency Medical Services • Fire • Law Enforcement • Forestry 	I	H1	6/12/13 DDA

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS and ICS concepts and principles (continued)			
24a. Demonstrate ability to correctly interpret the following forms: <ul style="list-style-type: none">Form 217A – Communications Resource Availability WorksheetForm 309 – Communication Log	I	DA	DDA 6/17/23

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

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

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.

RECORD OF EVALUATION

Steven Lobott

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: Dan Anderson	Evaluator's Title: Senior Coordinator - Public Warning & Communications	Evaluator's Agency: Hennepin County Emergency Management	
Evaluator's agency address: 1600 Prairie Dr. Medina, MN 55340				
Evaluator's e-mail: dan.anderson@hennepin.us				
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
Rockin' Rogers City of Rogers Oklahoma	Community event		6/17/23	Type III
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input 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 checked="" type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: 6/17/23 Evaluator's initials: DDA</p> <p>Evaluator's relevant agency certification or rating: MN registered Type III COM</p>				

RECORD OF EVALUATION

TRAINEE NAME
TRAINEE POSITION

Evaluation Record #3	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 & 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 type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

COMMUNICATIONS LIST (ICS 205A)

[illegible]

ICS 205A

Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	<ul style="list-style-type: none">• Incident Assigned Position	Enter the ICS organizational assignment.
	<ul style="list-style-type: none">• Name	Enter the name of the assigned person.
	<ul style="list-style-type: none">• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:				2. Date/Time		3. Resource Request Number:	
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):						
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
					Requested	Estimated	
	5. Requested Delivery/Reporting Location:						
6. Suitable Substitutes and/or Suggested Sources:							
7. Requested by Name/Position:				8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		9. Section Chief Approval:	
Logistics	10. Logistics Order Number:				11. Supplier Phone/Fax/Email:		
	12. Name of Supplier/POC:						
	13. Notes:						
	14. Approval Signature of Auth Logistics Rep:				15. Date/Time:		
Finance	16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC						
	17. Reply/Comments from Finance:						
	18. Finance Section Signature:				19. Date/Time:		
ICS 213 RR, Page 1							

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Rockin Rogers Parade 2023		6/4/2023 @ 0725		6/17/2023 0900-1500		
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		Other - EOC, Command, DCT	800 MHz ARMER		800 MHz ARMER		D	Command Net
2	Tactical	Channel 6 GMRS HT-DCT-TSQ	Other- Parade Route Support - Lions					A	Primary Channel for parade check points
3	Tactical	Channel 4 GMRS HT-DCT-CSQ	Other- Parade Route Support - Lions					A	Backup channel for parade check points
4	Tactical	ME TAC 8	Law, Fire, EMS	800 MHz ARMER		800 MHz ARMER		D	Talkgroup for Law, Fire, EMS Coordination
6	Tactical	ME TAC 9	Law, Fire, EMS	800 MHz ARMER		800 MHz ARMER		D	Backup Talkgroup for Law, Fire, EMS Coordination
7	Tactical	STAC1 or lowest available	Law	800 MHz ARMER		800 MHz ARMER		D	Emergency talkgroup for MCI, will be patched with METAC8, Hot Zone law enforcement / entry communications
8	Tactical	STAC2 or next lowest available	Fire, EMS	800 MHz ARMER		800 MHz ARMER		D	Emergency talkgroup for MCI, intended for staging area communications
9									
10	Support		COML - S. McNeill						Cellphone for COML
11	Support		INCM - T. York						Cellphone for INCM
12	Support		HCSO Dispatch Supervisor Line						Phone for HCSO Dispatch Duty SGT
13									
14									
15									
SPECIAL INSTRUCTIONS									
In case of mass casualty incident, HCSO dispatch duty sergeant will patch METAC8 with the lowest available STAC channel. In the event of medicals or other calls for service for parade goers that come through the 911 dispatch center, they will be aired on Hennepin Law 2 as normal									
COML: Stephanie McNeill COML(T) AGENCY: Hennepin County Sheriff's Office PHONE: 952-200-3460 (c) EMAIL: stephanie.mcneill@hennepin.us					INCIDENT/EVENT LOCATION Rockin Rogers Parade 2023 - Rogers, MN v6				

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)

1. Incident Name:

Graduate COMEX

2. Date/Time

4/8/23 0447

3. Resource Request Number:

4. Order (Use additional forms when requesting different resource sources of supply.):

[illegible]**Requestor**

5. Requested Delivery/Reporting Location:

Coram ICC

6. Suitable Substitutes and/or Suggested Sources:

Apply suitable Band

7. Requested by Name/Position:

Streu selbst / INTD

8. Priority: ☒ Urgent ☐ Routine ☐ Low

9. Section Chief Approval:

11. Supplier Phone/Fax/Email:

10. Logistics Order Numbers:

12. Name of Supplier/POC:

13. Notes:

Logistics

14. Approval Signature of Auth Logistics Rep:

15. Date/Time:

16. Order placed by (check box): ☐ SPUL ☐ PROC

17. Reply/Comments from Finance:

Finance

18. Finance Section Signature:

19. Date/Time:

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Steven Labatt

Successfully completed the All-Hazards
Virtual Incident Tactical Dispatcher (INTD) Course
during 19-23 September 2022



Billy Bob Brown, Jr.

Executive Assistant Director for Emergency Communications
Cybersecurity and Infrastructure Security Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVEN W LABATT

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

IS-100.C:

INTRODUCTION TO INCIDENT COMMAND SYSTEM, ICS-100

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Issued this 10th Day of October, 2019



0.20 IACET CEU

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVEN W. LABATT

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

IS-144:

**TELECOMMUNICATORS EMERGENCY RESPONSE TASKFORCE
(TERT) BASIC COURSE**

Issued this 17th Day of October, 2019

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency



0.30 IACET CEU

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVEN W LABATT

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

IS-200.C:

BASIC INCIDENT COMMAND SYSTEM FOR INITIAL RESPONSE ICS-

200

Issued this 25th Day of January, 2021



0.40 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVEN W LABATT

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

IS-700.B:

**AN INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT
SYSTEM**

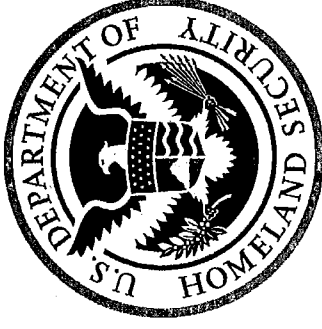
Issued this 14th Day of October, 2019



0.40 IACET CEU

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVEN W LABATT

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

IS-800.C:

NATIONAL RESPONSE FRAMEWORK, AN INTRODUCTION

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Issued this 07th Day of November, 2019



0.30 IACET CEU

September 18, 2023

Metropolitan Emergency Services Board
Radio Technical Operations Committee

Dear Radio TOC Chair Thompson,

Allina Health Emergency Medical Services is requesting a change to their participation plan on the ARMER system, allowing Allina Health EMS to conduct dispatch operations of the Allina Health EMS River Falls operations in Pierce and St. Croix County.

Allina Health EMS River Falls (AHEMS-RF) has approximately 2,220 responses yearly; the primary service area is a two-thirds split between Pierce County and St. Croix County. Original day-to-day radio operations were set up on WISCOM, the State of Wisconsin's radio system using radio over IP, bringing the talk group into our St. Paul dispatch center's MCC7500 consoles through the CCGW. WISCOM has proven unreliable because of the lack of towers and does not allow for full MCC7500 operations in the dispatch center. When ambulance crews have not had WISCOM radio reception, they have successfully moved to ARMER to get their transmission out.

Allina Health respectfully requests to be approved to operate on the ARMER system for their River Falls, Wisconsin Operations. Daily there are three ambulances on duty and are posted in River Falls and Prescott Wisconsin. Usage is approximately 7 minutes per day and would on the ARMER system would be split between towers in Dakota and Washington Counties.

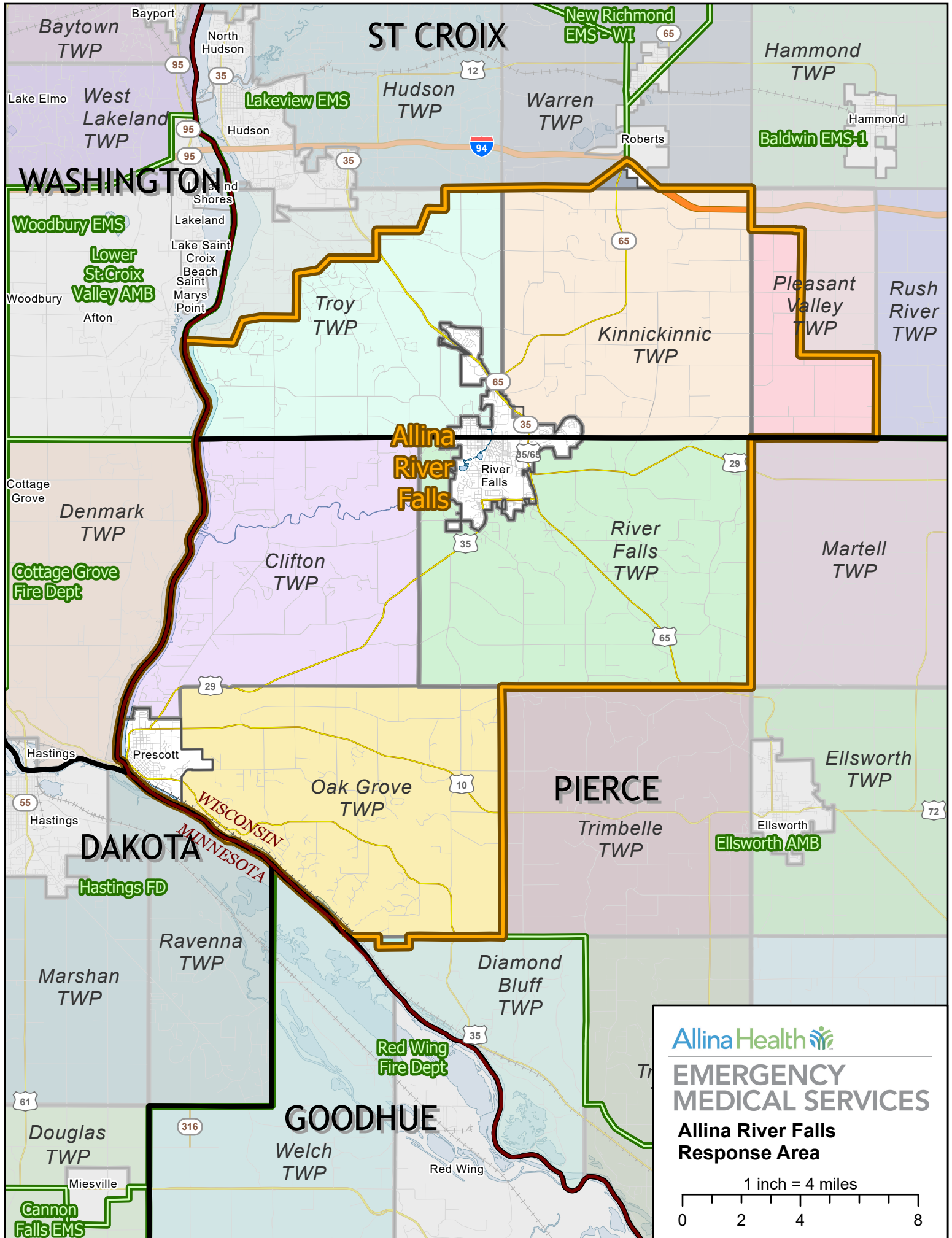
Thank you,

Victoria Vadnais

EMS Supervisor; 911 and Communications Technology • Emergency Communications Center • Allina Health EMS
Cell: 651-955-4014 • Office: 651-241-4405

Victoria.Vadnais@allina.com

Mail Route 54101 • 167 Grand Ave • Saint Paul, MN 55102



Metro Region ARMER Standards

Section 3 – Metro 3.15.0 Use of Metro ARMER ME LSEC Talkgroups

Date Established

05-10-23

Date Revised/Reviewed

05-10-23

1. Purpose or Objective

The purpose of this standard is to establish policy and procedures for use of the metro region ARMER ME LSEC 2E – 15E talkgroups. These talkgroups are designated for Law Enforcement only and are configured as region-wide resources to facilitate interoperability communications. This policy will serve to minimize usage conflicts when an interoperability talkgroup is needed for an event or operational task that requires secured communications.

2. Technical Background

- Capabilities –
It is possible to have access to ME LSEC talkgroups in radios used by metro Law Enforcement agencies that share use of the ARMER system. These common talkgroups can be used for a wide range of interoperable communication when coordination of activities between personnel of different agencies is needed on an event or operational task. Patching of these talkgroups is prohibited to non-encrypted (clear mode) talkgroups.
- Constraints –
Some of these talkgroups may be used as part of a soft patch to local encrypted talkgroups that are restricted for use by personnel of specific services. 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 a soft patch) use of these regional resources.

Radio User personnel using these talkgroups should understand the restrictions and availability of the use of these resources as primarily communications as it relates to their communication needs.

ME LSEC are not to be used for an internal operations or events where only local agencies are communicating. ME LSEC should be used when secured interoperable communications is needed, or likely, with multiple regional agencies.

ME LSEC 2E – 9E are DES-OFB encrypted

ME LSEC 10E – 15E are AES encrypted

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

3. Operational Context

These talkgroups are metro region resources meant to facilitate communication between Law Enforcement agencies that typically do not communicate with each other on a regular basis.

If regional non- Law Enforcement agencies desire use of the ME LSEC talkgroups, a waiver proposal should be sent to the MESB Radio Service Coordinator for consideration by the Radio Technical and Operations Committee (TOC).

Law Enforcement Agencies not included under the MESB joint powers agreement require written permission from the MESB for use of the ME LSEC talkgroups. A proposal request should be sent to the MESB Radio Service Coordinator for consideration by the Radio Technical and Operations Committee (TOC).

4. Recommended Protocol/Standard

ME LSEC 2E – 9E Talkgroups

TG Requirements

Highly Recommended

PSAPs

Highly Recommended

For Whom?

Metro Law Enforcement mobiles and portables

All Console positions where Law Enforcement agencies are dispatched, mobiles and portables

In order to meet the communication needs for an event or operational task, ME LSEC 2E – 9E talkgroups may be patched to local encrypted talkgroups only.

ME LSEC 10E – 15E Talkgroups

TG Requirements

Optional

Optional

For Whom?

Metro Law Enforcement mobiles and portables

PSAPs

All Console positions where Law Enforcement agencies are dispatched, mobiles and portables

To meet the communication needs for an event or operational task, ME LSEC 10E – 15E talkgroups may be patched to local encrypted talkgroups only, however it should be noted that patching differences occur when patching AES talkgroups.

ME LSEC 10E – 15E talkgroups use AES encryption algorithm and may not be supported in all subscriber radios or console positions.

Some PSAP's may not have the current console capacity to accommodate ME LSEC 10E-15E. It is important to note the ME LSEC 2E, 3E, 4E and ME LSEC 5E are all home zone mapped to Zone 1. While ME LSEC 6E, 7E, 8E and ME LSEC 9E are all home zone mapped to Zone 2. This should be taken into consideration when reserving these resources in the event they need to be included in a soft patch.

Cross Patch Standard

Soft Patch

Hard Patch

LTE Gateway

Yes/No

Yes

No

No

Talkgroup(s)

Encrypted only

None

None

Note: These talkgroups are mapped to different home zones. The recommended method of utilization in a patch is as follows:

Recommended for Zone 1 PSAPs (Anoka, Carver, Chisago, Dakota, Isanti, Scott, Washington, City of Minneapolis): ME LSEC 2E – 5E and ME LSEC 10E – 12E.

Recommended for Zone 2 PSAPs (Hennepin, Ramsey): ME LSEC 6E – 9E and ME LSEC 13E – 15E.

Sherburne County is home zone mapped in Zone 4, so the recommended guidelines above will not apply.

To minimize the use of RF repeater resources in a patch, it is encouraged for PSAPs to utilize the talkgroups in the PSAPs home zone referenced in the preceding sections.

ME LSEC talkgroups may only be patched to another talkgroup encrypted by ADP, DES, or AES encryption.

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

The ME LSEC 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.

The Status Board application will be used to manage reservations and usage of these talkgroup resources.

5. Recommended Procedure

The ME LSEC talkgroups may either be used directly or be patched to other encrypted resources to meet the communication needs of an event or operational task.

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

When a resource is needed, the requesting agency will contact the appropriate metro region ARMER dispatch center to have the next preferred available talkgroup reserved. 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 Status Board.

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 LSEC 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 LSEC encryption keys.

Metro Mobility Usage (Hours:Mins:Secs) 2023

Please Note: The report from Metro Mobility will be given at the end of the quarter beginning in 2023

Month	City Center	Anoka (Lino				North Branch	Hennepin West	Overall
		Lakes)	Dakota	Norwood	Hastings			
January	81:59:20	39:25:48	39:16:49	16:23:38	48:09:18		23:34:05	248:48:58
February	50:43:52	20:04:18	21:58:55	7:24:28	30:58:53		12:56:15	144:06:41
March	51:59:40	19:47:27	24:20:18	8:22:14	34:02:08		15:09:49	153:41:36
April	56:11:23	18:29:57	27:56:05	8:24:50	33:29:08		10:05:13	154:36:36
May	62:16:26	22:06:51	27:04:12	11:01:41	41:01:55		23:44:29	187:15:34
June	63:17:55	23:29:48	28:05:10	10:07:27	44:34:28		15:17:08	184:51:56
July	65:50:31	27:25:47	28:55:50	11:53:42	46:04:51		23:45:17	203:55:58
August	66:16:32	28:20:16	30:21:29	12:44:15	45:08:29		19:16:38	202:07:39
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
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Motorola System Upgrade Agreement II for 2021-2025

Contract between MnDOT and Motorola for system support, software subscription, and upgrades to the Motorola Astro 25 system within the Minnesota ARMER system.

Participating jurisdictions owning Motorola ASTRO 25 equipment such as dispatch and RF site equipment connected to ARMER are billed yearly by MnDOT for their share of the SUAll cost.

Description of Service and Obligations

System Upgrades: Two major Motorola system upgrades during the 5-year contract.

- Software updates to infrastructure equipment to keep system modern.
- Feature enhancements and improved system functionality.
- Hardware replacements for end-of-life equipment identified by Motorola.

Subscriber Software: Motorola subscriber radio software releases

- Mobile and portable radio programming software (CPS) updates.

Security Update Service (SUS): Motorola provides pre-tested 3rd party software.

- Operating System updates and antivirus definitions (self-install)

Remote Technical Support: Motorola Support Center (SSC) telephone consultation.

- 24x7 for critical incidents. M-F 8-5pm for non-critical incidents

Dedicated Field Service Technician: Trained and qualified to support the ARMER Motorola system providing troubleshooting and issue resolution.

- Support during major system upgrades assisting with punch list items.
- Review Motorola bulletins for system impacting issues and coordinate fixes.
- Administration of Technical Network Configuration Tool (TNCT).

Summary

ARMER has had service agreement contracts with Motorola since 2004. These service agreements provide ARMER with an “insurance policy” type of assurance that the Motorola ASTRO 25 system is updated and supported.

Please reach out to Dave Klema (dave.klema@state.mn.us) to be included in future meetings for discussion about ARMER Motorola support beyond 2025.

Proposed ARMER Equipment Grant Activities

Prepared by ECN for SECB meeting, 7/27/2023

State Fiscal Year (SFY) 2024-2025, appropriation effective dates 7/1/2023-6/30/2026

2023 Minnesota session Laws, Chapter 52, S.F. No. 2909, Article 2, Sec. 3, Subd. 9. (e)

(e) Statewide Public Safety Radio Communication System Equipment Grants

\$2,000,000 each year from the general fund is for grants to local units of government, federally recognized Tribal entities, and state agencies participating in the statewide Allied Radio Matrix for Emergency Response (ARMER) public safety radio communication system established under Minnesota Statutes, section 403.36, subdivision 1c. The grants must be used to purchase or upgrade portable radios, mobile radios, and related equipment that is interoperable with the ARMER system. Each local government unit may receive only one grant. The grant is contingent upon a match of at least five percent from nonstate funds. The director of the Department of Public Safety Emergency Communication Networks division, in consultation with the Statewide Emergency Communications Board, must administer the grant program. This appropriation is available until June 30, 2026. This is a onetime appropriation.

Highlighted tasks will require the participation of a Grant Management Team, which will be a collaborative effort between the SECB and ECN. ECN will take on the project management role for this grant and assumes responsibility for overseeing the completion of all grant-related activities.

Pre-Award

Approximate timeline: 6 mo.

- Establish Grant Management Team that will oversee the life of the grant. Establish key membership, reporting structure/frequency, meeting schedule, conflict of interest procedure.
- Determine key grant parameters, including:
 - Eligible applicants
 - Eligible expenses
 - Application requirements
 - Grant effective dates and timeline, including RFP release and application due dates
- Draft Grant RFP and application materials. DPS-FAS and the MN Dept. of Admin will need to review/approve the RFP before publication.
- Publish final Grant RFP and application on the ECN website.
- Determine preliminary scoring criteria.

Application/Evaluation

Approximate timeline: 3-6 mo.

- Perform outreach to potential applicants.
- Finalize scoring criteria and procedures, including conflict of interest.
- Collect applications, reach out to applicants with any questions/issues with documents received.
- Evaluation:
 - Screen applications for received by date and minimum eligibility.
 - Score applications.
 - Consolidate applications, prepare grant funding proposal.
 - Finalize grant funding proposal.

Contracting

Approximate timeline: 1-3 mo.

- Send Grant Award Notification to selected grantees.
 - Receive any appeals, coordinate to respond and potentially modify the grant funding proposal.
- Oversee grantee registration in E-Grants. Provide training for new grantees to ECN in using the E-Grants platform. Coordinate with FAS or the Grants Workgroup for assistance in completing E-Grants registration and application.
- Perform grantee risk assessment and financial review.
- Coordinate with FAS to approve contracts, encumber funds, and execute grant contracts.
- Review regular updates on the status of grant contracts and transition to award monitoring schedule.
- Determine award phase procedures for budget revisions and amendments.

Award

Approximate timeline: 12-24 mo., depending on the time of execution of the grant and end date of grant contracts. Grant awards will not extend past 6/30/2026.

- Quarterly grant report review and processing of Financial Status Reports (FSRs). Complete reimbursement for grant expenditures as received.
- Review quarterly grant report summaries.
 - Coordinate on any issues to resolve for grantees and whether outreach is needed and by whom.
 - Oversee risk assessment outcomes, including:
 - Timeline/execution for any site visits, if determined appropriate.
 - Additional reporting required, if needed.
- Perform any additional monitoring activities, as required.
- Receive any requests for changes in funding, such as budget revisions and amendments. Follow established procedure for approving/denying these requests.
- Determine additional closeout reporting (if needed) beyond quarterly progress reports.
- Communicate grant requirements to grantees, including any changes in procedure. Provide regular reminders on the status of grant contracts and requirements for receiving reimbursement.
- Transition grant purchase orders (POs) between state fiscal years, as required.

Administrative Closeout

Approximate timeline: 1-3 mo. past the end date of the grant.

- Process final FSRs and progress reports.
- Collect any additional closeout data, as determined.
- Review final grant performance summaries. Document program performance or determine special documentation/outreach at end of grant to be performed.
- Notify grantees of closeout, close POs and E-Grants platform.
- Retain grant records to meet State of Minnesota requirements.