

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

Document Section:	1—Management of System	Radio TOC Review - Signature
Sub-Section:	METRO 1.10.1	
Procedure Title:	Requesting Participation	
Date Established:	August 2, 2001	
Replaces Document Dated:	7/24/07	MESB Approval - Signature:
Date Revised:	1/8/09	09/07/01

1. Purpose or Objective

To establish a procedure for an eligible entity, such as a county, a city, an EMS provider, or a special purpose governmental agency, to apply for participation in the metropolitan region of the ARMER (Allied Radio Matrix for Emergency Response) system.

2. Technical Background:

▪ **Capabilities**

The entity requesting participation must be prepared to migrate to the ARMER system. This will require a technical design document or participation plan approved by the Radio Technical Operations Committee (Radio TOC) and the Metropolitan Emergency Services Board (MESB). In addition it will require the purchase and installation of new equipment compatible with the ARMER system.

▪ **Constraints**

The technical designs and participation plans must be consistent with the capacity constraints and operating constraints of the system. Operational plans must be consistent with established regional and statewide operational standards.

3. Operational Context:

Generally there are two ways to participate in the metropolitan region of the ARMER system: full participation and limited participation through interoperability. Limited participation through interoperability is possible by those entities operating on VHF, UHF or 800 MHz analog systems.

4. Recommended Protocol/ Standard:

Requests for participation shall be submitted in writing by the governing board of the requesting entity to the MESB. The requesting agency shall submit a design document to the MESB, providing complete details on its plan for participation in the metropolitan area ARMER system. The plan shall be subject to a review process, including but not limited to review by the Radio TOC,

by a qualified consulting professional engineer, by the Minnesota Department of Transportation, Department of Electronic Communication and by the MESB.

5. Recommended Procedure:

The request shall indicate any actions taken by the local governing board, including but not limited to detail on the extent to which the requesting entity has developed designs and plans for participation. The written request shall indicate the name and contact information for the person designated to lead the project.

The Executive Director of the Metropolitan Emergency Services Board shall forward copies of the request to the Chair of the Radio TOC.

If a technical design plan is already in place, the entity shall submit the plan to the Radio TOC after which the Radio TOC shall review the plan for compliance and compatibility with the MESB's plan.

The requesting entity should, as part of its planning process, retain the services of a qualified consulting engineer. Ideally the individual retained should be familiar with the ARMER system. Costs associated with the development of a technical design shall be borne by the requesting agency.

When the design plan is complete it shall be submitted to the Radio TOC, which shall review the plan for compliance and compatibility with the MESB's plan. The Radio TOC shall report its recommendations to the MESB.

The MESB shall act on the request within a reasonable time period. Review of the plan by all pertinent committees may occur, however the MESB will not hear or approve the plan until all necessary agreements (cooperative, subscriber) are in place. The MESB may accept the request as submitted, accept the request with conditions or deny the request. If the request is initially denied, the MESB shall provide details on changes or additions to the design plan that will bring the plan into compliance with the Board's plan.

Following making design changes that bring the local entity's plan into compliance with the Board's plan, the requesting entity may resubmit its request. The MESB may not deny the request if the design plan is compatible with the MESB's region-wide plan.

6. Management

The Executive Director and staff of the Metropolitan Emergency Services Board are responsible for management of this procedure.