

METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

Board Room, Metro Counties Government Center
January 25, 2017
1:00 – 3:00 p.m.

MEMBERS:

Scott Haas, Chair
Scott County

Ron Jansen, Vice Chair
Dakota County

Jake Thompson
Anoka County

Tim Walsh
Carver County

Rod Olson
City of Minneapolis

Jon Eckel
Chisago County

John Gundersen
Hennepin County

Bob Shogren
Isanti County

Jeff Bjorklund
Metropolitan Airports
Commission

Chad LeVasseur
Metropolitan Council

Scott Gerber
MN Fire Chiefs Association

Dave Pikal
Ramsey County

Chuck Steier
U of M Police, at large
member

Nate Timm
Washington County

Open
Metro Region EMS

Open
MN Chiefs of Police
Association

1. Call to Order
2. Approval of December, 2016 Minutes
3. Agenda Items
 - a. U of M Participation Plan Change – Chuck Steier
 - b. COML Packet – Nancie Pass (Ramsey)
 - c. COML Packet – Robin Brimmer (Minneapolis)
 - d. COMT Packet – Kya Wagner (MAC)
 - e. State National Weather Service Standard (Metro Amendments) – Tretter
 - f. Nomination of State COMU Workgroup Membership - Tretter
4. Moves, Additions & Changes to the System
 - a. Update on Removal of Voting from Interoperability System – Jansen
 - b. Removal of dual naming on metro channels in Statusboard - Jansen
5. Committee Reports
 - a. Metro Mobility System Usage Update—Chad LeVasseur/Dana Rude
 - b. System Manager's Group/Metro Owner's Group Update – Jansen
 - c. Reports from SECB Committees
 - i. Steering - Tretter
 - ii. OTC – Gundersen / Timm
 - iii. Interoperable Data Committee – Olson / Thompson
 - iv. IOC –Thompson / Kummer
 - v. IPAWS – Haas / Williams
 - d. 2017 Interoperability Conference – Tretter / Timm
 - i. Conference Dates: May 1-3, 2017
6. Other Business
 - a. Regional Talkgroup Permissions Updates
 - b. Next Meeting February 22nd
7. Adjourn

Scott Haas, Chair

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
December 21, 2016**

Members Present

Ulie Seal; Curt Meyer; Ron Jansen; Nate Timm; Chad LeVasseur; Jake Thompson; Scott Haas; John Gundersen; Jon Eckel; Chuck Steier; Rod Olson; Peter Sauter; Robert Shogren; Shane Sheets, Dana Rude; Dave Pikal; Jeff Bjorklund

Guests Present:

Jill Rohret, MESB; Troy Tretter, MESB; John Stromberg, ECN; Charles Haneca, North Memorial; John Anderson, MN DOT; Rick Juth, ECN; Dan Anderson, HCEM; Dana Rude, Metro Mobility; Chris Kummer, MAC; Tim Boyer, MN State Patrol; Scott Gerber, Excelsior Fire.

Call to Order:

Ulie Seal called the meeting to order at 1:00 P.M.

Tretter asked for clarification on the second to the motion to elect Nate Timm as alternate to the OTC.

Gundersen reiterated his motion.

Dana Rude is to be added to the Members Present at the October 26, 2016 meeting.

M/S/C Motion made by Jansen to approve October, 26, 2016 minutes and the December 21, 2016 agenda as amended. Timm seconded. Motion carried.

Agenda Items:

SECB Committee's Primary and Alternate (IPAWS)

Tretter asked for a volunteer to be a Primary Representative for IPAWS.

M/S/C Motion made by Ron Jansen to nominate Scott Haas as the Primary Representative and Scott Williams as Alternate to the SECB IPAWS. Nate Timm seconded. Motion carried.

Metro Mobility Participation Plan change

Rude asked for approval to have Metro Mobility move all dispatch MCC7100 consoles currently equipping its providers to direct connection with ARMER via two leased T1s.

Dana was asked if the consoles were on when not in use. Rude said that he hoped they would not be on at least in the East. The West would have one of them on continuously.

Dana said they have not reviewed the plan with MN DOT yet, but will do so when they have finalized the T1 plan.

M/S/C Motion made by Jansen to approve the Metro Mobility Participation Plan change contingent that MN DOT is fine with the changes. Olson seconded. Motion carried.

Change Management - Metro Zone Changes

Tretter said that a workgroup consisting of Olson, Timm, Meyer and Tretter reviewed the implementation of the zone change and the standards that would be affected. They determined an implementation schedule to coincide with those of the State ending December 31, 2018. This would mean the addition of two encrypted metro channels and the other eight would be all access rather than ME TAC 1-4 being restricted to public safety.

Tretter summarized the changes to the standards included in the packet and requested the acceptance of the workgroups finding and changes to the standards.

Chuck Haneca asked if SWAT medics would be granted exception to the ME TAC encrypted channels. Tretter stated it would be a case by case waiver request to be approved by the TOC.

Corrections from membership discussion to the standards:

3.10.0 – Recommended Interoperability Channels & Talkgroups for U.S. Government Radios:

Page 5- Add LTAC9E-12E;

Page 6- METPH1-4, change to public safety only

3.14.0 – Use of ARMER ME TACs:

Page 1 – change ME TAC1-8 to 1-10.

Page 3 – grammar change to the patching language

3.34.0 – Metropolitan Region Cache Radio Standard Programming:

Page 3 – Under the zone table, change to “Encrypted Law Enforcement Caches Only”

Motion made by Timm to approve the Metro Interoperability Zone change, standard updates and timeline with the amendments mentioned. Jeff Bjorklund seconded. Motion carried.

COMT and COML approval for Marvin Turner

Motion made by Gundersen to approve COMT and COML certification for Marvin Turner. Jansen seconded. Motion carried.

COMT Packet Guy Johnson

Motion made by Gundersen to approve COMT certification for Guy Johnson. Jansen seconded. Motion carried.

Moves, Additions & Changes to the System

Update on Removal of Voting from Interoperability System

Ron Jansen reported no further progress since the last report.

Removal of dual naming on metro channels in Statusboard

Ron Jansen commented the state will send out a notice that the change will be made on January 3rd and all reservations will not be carried over.

Committee Reports

Metro Mobility System Usage Update

Dana Rude said the reports from November were incomplete because of the outage in Zone 2.

Ron Jansen asked Dana how the 40 radios that were moved to the UHF commercial system were working out? Dana said they were working on the and they may move some of the scheduling systems to the UHF system as well.

System Manager's Group/Metro Owner's Group Update

Ron Jansen reported the MOG reviewed the 7.15 punch list from Motorola. The SMG focused on the outage from the November outage in Zone 2. They also reviewed the LTACE and SOAR standards.

Scene of Active Repeater (SOAR) workgroup

Rod Olson reported that the standard is going to the SECB tomorrow. Not using SOAs in a repeated fashion, it will be using the 8TAC's.

LTAC-E Change Management Workgroup

Tretter said that Olson and Timm were on this workgroup, asked for an update. Nate Timm reported it is going back to OTC for recommendations.

Gundersen said that the OTC approved the LTAC -Es, it will go before State Interoperability Committee then will go back to the OTC before going to the board.

National Weather Service Standard Workgroup

Tretter reported the NWS standard was on the OTC agenda, but was tabled due to the significant changes to the standard since he was invited to the workgroup. The standard was tabled until the next OTC meeting, for the metro region to review. Tretter noted that Jim Stromberg, the workgroup chair, Shane Sheets from Caver County, and Dan Anderson from Hennepin County Emergency Management were present to discuss the standard and answer any questions as they were involved in discussions regarding the standard. Tretter stated he invited Todd Krause from the National Weather Service as well, but did not see him in attendance.

Jim Stromberg briefed on the background of the draft 3.35.0 National Weather Service standard and the background of the changes. He apologized that Tretter was not included in the last revisions and welcomed and questions.

Scott Haas recommended the standard be rejected because it did not align well with the regional standard and changes the way the region already works with the National Weather Service. Chief Seal asked the committee to recommend what changes should be made.

Jill Rohret addressed the financial piece that regions should not be responsible for any costs for the NWS, as no other ARMER participant has been required to be funded by a region.

Dan Anderson commented the intent was that the funding would come from USAI, emergency management fund and not radio funds. It was addressed by the radio committee that since it is a radio standard, that it would imply that the funding would be from radio. Dan said that he was tasked by his emergency manger to be a part of workgroup, and was representing on behalf of Hennepin County Emergency Management for the Metro EM region. Scott Haas said that he is also part of the Metro Emergency Managers group and was not aware this was approved by the Metro Emergency Mangers.

Tretter noted that Shane Sheets said that Carver County would be able to program the radios and train the NWS. Shane said they can do so for the region. Tretter asked Jill if Carver were to do so, would it need to be in writing. Jill stated that the MESB would want it in a written agreement.

Nate Timm addressed his concern that the NWS talkgroup should be allowed to be used with states whose counties border with Minnesota as there may be a need for mutual aid or coordination of weather notifications.

Ron Jansen said a study should be done to determine if there is console capacity to program all the required NWS talkgroups.

The consensus from the Radio TOC to modify the standard to address: the financial portion of the draft standard in regards that the regions are not responsible financially; to address what talkgroup would should be programmed into the PSAPs; change the 'should' to 'shall' throughout the standard; the regional talkgroups to be programmed agreed to by the region, not the NWS; and address regions adopting their own standard operating procedure. It was requested that the MESB make the changes and forward them on to the OTC Chair.

M/S/C Motion by Ron Jansen to amend the standard to address the financial portion of the standard so the region is not responsible, address what talkgroups to program in the consoles, change should to shall, leave it up to the regions what regional talkgroups the National Weather Service can program, and to allow regions to adopt their own standard. Seconded by Scott Hass. Motion carried.

Reports from SECB Committees

Steering

Tretter said that they reviewed the SECB and ECN initiatives. Also discussed was federal participation as the IRS enforcement division was inquiring about adding 150 radios to the system as they want to move them off their VHF system that is nearing end of life.

Discussion arose from the Radio TOC members that Federal partners need to have sponsors, and wanted to ensure that the steering committee was made aware of the TOC's opinion. Tretter stated he would ensure it was addressed.

Operations and Technical Committee (OTC)

John Gunderson reported the OTC approved a plan for Clay County to amend their participation plan for an interface for the dispatch center for their VHF resources, that does not touch the ARMER system. They also approved a plan for Rock County to move channel affiliation to another tower. The OTC also approved the SOA-R standard and LTAC-E standards.

Interoperable Data Committee

Jake Thompson reported that he and Rod Olson have participated in a number of workgroups for the committee to prepare for the review of the state plan. It was reported that AT&T will most likely be the vendor selected for the FirstNet RFP, but another vendor has filed a lawsuit because they were taken out of the running for the RFP. The RFP is delayed due to the pending lawsuit.

Interoperable Communications (IOC)

No report, no meeting last month.

2017 Interoperability Conference to be May 1-3, 2017

Tretter stated that he and Nate Timm were on the committee and there is a request for keynote speakers. They have a meeting that is scheduled for January 12th.

Other Business

Regional Talkgroup Permissions Updates

Red Cross

Motion made by Scott Haas to approve Red Cross to use ME TACs1-10. Bjorklund seconded. Motion carried.

CN Railroad

Motion made by Nate Timm to approve CN Railroad. Eckel seconded. Motion carried.

Ulie Seal introduced his replacement, Scott Gerber from Excelsior Fire, representing MN Fire Chiefs Association.

Next Meeting January 25, 2017.

The meeting was adjourned at 2:58pm.

UNIVERSITY OF MINNESOTA

Twin Cities Campus

*Department of Police
Department of Public Safety*

*100 Transportation and Safety Building
511 Washington Avenue S.E.
Minneapolis, MN 55455*

*612624COPS
Fax: 6126260534*

Mr. Troy Tretter,
Regional Radio Services Coordinator
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

Hello Troy,

This is a request from the University of Minnesota Department of Public Safety to make a slight modification to our ARMER Participation Plan with the Metropolitan Emergency Services Board.

We currently operate our Public Safety Emergency Communications Center (PSECC) with four (4) Radio Dispatch Consoles using the Motorola MCC7500. We would like to add a 5th Radio Dispatch Console position. This would allow us to use this position for a variety of activities including training, special events, future growth, as well as a backup in case we lose a console.

Motorola has approved the contract and ANCOM will doing the installation upon approval from the appropriate Committees and Boards.

Thanks to all,

Chuck Steier
Radio System Administrator
University of Minnesota PD
Department of Public Safety
511 Washington Ave SE - TSB100
Minneapolis, MN 55455
(612) 626-7686

Nancie Pass

Minnesota COML Team
Communications Unit Leader
Type III COML CERTIFICATION CHECK OFF

The following items checked are included in this packet

- ☐ All Prerequisite Training Completed
 - ☒ ICS 700 (Printout attached)
 - ☒ ICS 800 (Printout attached)
 - ☒ ICS 100 (a or b) (Printout attached)
 - ☒ ICS 200 (Printout attached)
 - ☒ ICS 300 (Printout attached)

If you are part of the Minnesota training Website, A print of the HSEM Certification Record Completed courses main page with the above courses listed will be sufficient.

- ☒ Copy of Certificate from COML training
- ☒ Agency Certification (attached)
- ☒ Completed Task Book (with evaluator reviews)
- ☐ Copy of an Incident Action Plan, Incident Communications Plan, or After Action Plan (only one needed)
- ☒ Final Evaluator Certification (attached)
- ☐ Regional Interoperability Coordinator review

(Signature)

(Printed Name)

(Date)

- ☐ Regional Radio Board – Technical Operations Committee Review, if applicable

(Chair of Radio-TOC Signature)

(Printed Name)

(Date)

- ☐ Statewide Interoperability Program Manager Review

(Statewide Interoperability Program Manager Signature)

(Printed Name)

(Date)

Attachment B



FEMA

Emergency Management Institute – Independent Study Program

16825 South Seton Avenue, Emmitsburg, MD 21727 (301) 447-1200

STUDENT TRANSCRIPT

Last Name	First Name	MI	Student ID
PASS	NANCIE	M	***-**-0178

Issued: June 16, 2016

<u>Course Code and Title</u>	<u>Completed</u>	<u>IACET CEUs*</u>
IS-00100 Introduction to the Incident Command System, ICS-100	08/10/2006	0.3
IS-00200 ICS for Single Resources and Initial Action Incidents, ICS-200	08/10/2006	0.3
IS-00700 National Incident Management System (NIMS), An Introduction	08/10/2006	0.3
IS-00907 Active Shooter: What You Can Do	12/20/2012	0.1

*****End of Transcript*****

Tony Russell
Superintendent
Emergency Management Institute

* One Continuing Education Unit (CEU) is equal to ten (10) student contact hours using the guidelines of the American National Standards Institute (ANSI) / International Association for Continuing Education and Training (IACET) I-2007 Standard.

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

NANCIE M PASS

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 21st Day of June, 2016



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

**On Target Training
& Consulting, LLC**

TOMORROW'S SOLUTIONS TODAY

Certificate of Completion

is hereby granted to

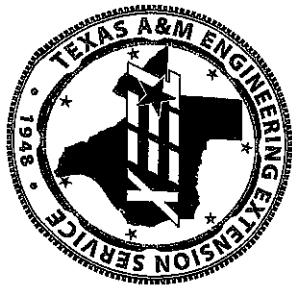
Nancie Pass

All-Hazard Communication Unit Leader

Course – L-969

Granted: August 8-10, 2016

Steven C. Olson
Steven C. Olson
On Target Training
& Consulting, LLC



HEMMA

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Rescue Training Center

in cooperation with the

Department of Homeland Security

Federal Emergency Management Agency

Nancie M. Pass

has successfully completed

Intermediate ICS-300 for Expanding Incidents

Red Wing, Minnesota, United States

20 Hours

July 12 - 14, 2016

Gary F. Sera, Director
Texas A&M Engineering Extension Service

FP MGT804 249

TEEX ID 1480711

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

State Board for Educ

ification #500132

**VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF ALL- HAZARDS COMMUNICATIONS UNIT LEADER (COML)****FINAL EVALUATOR'S VERIFICATION**

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

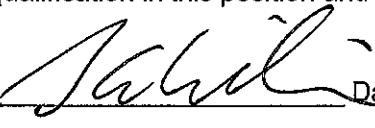
Final Evaluators Signature  Date 10-27-2016

Printed Name ANDREW BUCKMEIER Agency WASECA COUNTY

Phone Number 507-835-0510 Email ANDY.BUCKMEIER@CO.WASECA.MN.US

AGENCY CERTIFICATION

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

Certifying Official's Signature  Date 11/14/2016

Printed Name Scott Williams Agency Ramsey County ECC

Title Director Phone Number 651-266-7721

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol
and Gambling
Enforcement

Bureau of Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire Marshal

Emergency Communication Networks

445 Minnesota Street • Suite 137 • Saint Paul, Minnesota 55101-5137

Phone: 651.201.7547 • Fax: 651.296.2665 • TTY: 651.282.6555

www.ecn.state.mn.us

Minnesota Communications Unit Exercise (COMMEX) Results Letter

November 8, 2016

Dear Nancie,

Congratulations! You have completed all the required tasks during the COMMEX. Enclosed is your Position Task Book (PTB), along with your exercise support documents.

You will need to have your agency complete the agency certification portion of the PTB. After that, you will need to check who needs a copy of the PTB and make enough copies to send to the following locations that may apply:

- Your personnel file
- Your agency training or credentialing committee
- Your primary Emergency Communications Board (ECB) or Emergency Services Board (ESB)
- Any other credentialing entity (e.g., operational area, Incident Management Team (IMT) etc.)

Put the original PTB in your kit and continue to document any activities during future exercises, planned events, and incidents. After each assignment, re-copy the updated PTB and follow the same process to update your current experience.

Remember to document all activities in your PTB and do not leave the incident or event without getting an evaluation. Once your PTB is full, you will need to start a new PTB. This process will document all your experience and will help with re-credentialing requirements and keeping your skills current.

If you have any questions, I can be reached at 651-201-7548. Thank you for your participation; we look forward to seeing you at future communication-focused activities!

Respectfully,

A handwritten signature in cursive script that reads "Cathy Anderson".

Cathy Anderson

Standards and Training Coordinator



Homeland Security

ALL-HAZARD COMMUNICATIONS UNIT LEADER (COML)

Position Task Book

Task Book Assigned To:

Trainee's Name: Nancie Pass
Home Unit/Agency: Ramsey Co. ECC
Home Unit Phone Number: 651 266 7732

Task Book Initiated By:

Official's Name: ANDY BUCKMEIER
Home Unit Title: COML / DEPUTY
Home Unit/Agency: WASECA COUNTY SHERIFFS OFFICE
Home Unit Phone Number: 507-835-0510
Home Unit Address: 122 3RD AVE NW, WASECA MN 56093
Date Initiated: 10-27-2016

HISTORICAL RECOGNITION

Historical recognition is a process that provides a means by which incident management personnel who have either:

- Documentation of previous ICS training, education, and experience in an ICS position(s); or
- Documentation of previous extensive on-the-job incident response experience, may receive credit for that previous experience, training, or qualification(s) and be considered as meeting the minimum requirements of this guide in the categories of:
 - Education;
 - Training; and
 - Experience,

for an ICS position(s) until they have successfully completed the actual minimum requirements for that position. Historical Recognition does not apply to the categories of Physical/Medical Fitness, Currency, or certification. The minimum requirements within those categories must be met regardless of any historical recognition process.

HISTORICAL RECOGNITION PROCESS

If an Authority Having Jurisdiction (AHJ) does not form a Qualifications Committee to assist with the management of the overall qualifications process, AHJ's should give strong consideration to at least forming a committee for the purposes of reviewing and processing applications for Historical Recognition. Because of the time commitment involved and the potential for perceptions of favoritism and unequal treatment during the process, other ICS qualifications processes currently used by Federal and State agencies that included a historical recognition provision used review committees to accomplish that process.

The AHJ should develop a process to provide for the following:

- Developing a method to provide for historical recognition when there is sufficient documentation available to substantiate the experience;
- Developing a standardized method for any individual to submit documentation of the experience and training for review by the AHJ or the appropriate review committee established by the AHJ;
- Developing a method to determine if the previous experience or training is appropriate for the position, keeping in mind the required criteria for the position and the competencies necessary for safe and successful performance;
- Providing for Historical Recognition only when the individual has most recently performed the position within the last five years;
- Requiring the individual meet all minimum requirements in this guide for a position if the individual seeks an ICS position other than the position they were historically recognized for;
- Encouraging all individuals who are historically recognized into a position to complete the minimum requirements for the positions within five years of being historically recognized.

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (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 certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:

- Selecting trainees based on the needs of their organization or area Incident Management Teams.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.

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

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
- Assuring the evaluation record is complete.
- Notifying the local agency head when the PTB is completed, and obtaining their signature recommending certification.
- Keeping the original PTB in personal records.

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

- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which

- objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Record of Evaluation.
 - Completing the Record of Evaluation found at the end of each PTB.
4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
5. The **Agency Head** or designee is responsible for:
- Issuing the PTB to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
 - Tracking progress of the trainee.
 - Identifying incident evaluation opportunities.
 - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

Competency 1: General

Task	Code	Evaluator # and Initials	Date
<p>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:</p> <p>Reference Materials</p> <ul style="list-style-type: none"> • Appropriate ICS forms and logs. • 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 and Specialists. • Field Operation Guide (NIFOG). • COML Mobilization Guide (specific to locality). <p>Supplies</p> <ul style="list-style-type: none"> • Pads of paper, pencils, pens, and tape. • Portable radio(s) as appropriate for the region. • Personal items (including medicine and cash), food and beverage to be self-sustained for 48 hours or more. • Radio programming equipment (cloning cable or computer), adapters, and suitable tools. • GPS. • First-aid kit. • 24-hour clock. • Multi-purpose knife. 	O	#1 AB	10-27-2014

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))

Task	Code	Evaluator # and Initials	Date
2. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues, with assigned personnel. Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. Provide equal assignment opportunities based on individual skill level. Monitor and evaluate progress based on expected work standards. 	O	#1 AB	10-27-2016
3. Provide for the safety and welfare of assigned personnel during the entire period of supervision. <ul style="list-style-type: none"> Recognize potentially hazardous situations. Inform subordinates of hazards. Provide safety and identifying equipment, such as vests identifying the communication's function, flashlights, and glow sticks. Ensure that special precautions are taken when extraordinary hazards exist. Ensure adequate rest, hydration, and nutrition is provided to all unit personnel. Recognize any special medical needs of all unit personnel. 	I	#1 AB	10-27-2016

Competency 2: Mobilization

Task	Code	Evaluator # and Initials	Date
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 AB	10-27-2016

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))

Task	Code	Evaluator # and Initials	Date
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 AB	10-27-2016
6. Contact Local Communications Coordinator or Communications Duty Officer (CDO) at NIFC or any local or state resources as necessary to determine frequencies and equipment assigned to the incident. If appropriate for this incident.	I	#1 AB	10-27-2016
7. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	#1 AB	10-27-2016
8. 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; COML is responsible for asking adequate questions.	I	#1 AB	10-27-2016
9. Receive Incident Action Plan (IAP) or Incident Briefing Form (ICS Form 201), if developed. Determine support needs to meet the IAP.	I	#1 AB	10-27-2016

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))

Task	Code	Evaluator # and Initials	Date
10. Determine requirements for communications to be established and place the initial order. Using information obtained from IAP, section briefings, and agency briefings; immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	I	#1 <i>AB</i>	10-27-2016
11. Evaluate needs and order supplies, materials, and personnel to keep unit operating. <ul style="list-style-type: none"> Order materials and supplies using procedures established by the section chief. Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. Ensure adequate personnel to support the communications unit, technicians, radio operators, etc. Coordinate with the participating agencies for any or additional interoperability resources that may be needed. Assess current tactical communications equipment needs such as power sources for extended operations. 	I	#1 <i>AB</i>	10-27-2016
12. Organize and supervise unit. <ul style="list-style-type: none"> Brief and keep subordinates informed and updated. Establish unit time frames and schedules. Assign and monitor work assignments. Review and approve time. Develop team work. Provide counseling and discipline as needed. Follow established procedures for reporting inappropriate actions involving contractors, military, or other personnel. Brief relief personnel. 	I	#1 <i>AB</i>	10-27-2016

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))

Task	Code	Evaluator # and Initials	Date
13. Participate in incident planning meetings as the technical expert for communications needs. <ul style="list-style-type: none"> • Determine the feasibility of providing 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. Coordinate with other Communications Unit Leaders under any Area Command established to share information and assure communications interoperability. 	I	#1 AB	10-27-2016
14. 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, ICS Form 205. • Request any additional communications vendor services (e.g., telephone, SATCOM, microwave) and identify costs associated with equipment. • Coordinate, through the chain of command, the locations for equipment to be installed (e.g., repeaters, satellite telephones, telephone lines, etc.). • Provide communications support for external and internal data operations. • Order frequencies following the proper procedures. • Create diagrams of current communication system(s). • Determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs. 	I	#1 AB	10-27-2016

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

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Task	Code	Evaluator # and Initials	Date
15. Install communications equipment. <ul style="list-style-type: none"> Obtain equipment from supply unit, if one exists and/or from authorized sources. Provide for the installation of and test all components of the communications equipment to ensure the incident's 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, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics.). Clone or program radios as necessary and authorized. 	I	#1 B	10-27-2014
16. Assign communications equipment. <ul style="list-style-type: none"> Identify kinds and numbers 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	#1 B	10-27-2014
17. 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 and establish assignments based on incident requirements. Set schedules around operations requirements. Obtain necessary supplies for ICC to function properly. 	I	#1 B	10-27-2014

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Task	Code	Evaluator # and Initials	Date
18. 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. 	I	#1 AB	10-27-2016
19. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident. <ul style="list-style-type: none"> Contact communications coordinators and notify them of incident frequency, talkgroup, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate. Identify communications equipment and personnel that are excess to incident needs and demobilize if appropriate. Identify resources as to type/qualifications, quantity, and location. Provide a copy of the ICS Form 205 to other agencies or to the COML at any nearby incidents as necessary to avoid interference or other conflicts. 	I	#1 AB	10-27-2016
20. Notify appropriate local, county, regional, State and/or Federal agencies on adjacent incident(s) of system design and frequency allocations.	I	#1 AB	10-27-2016
21. Initiate and maintain accurate records of all communications equipment <ul style="list-style-type: none"> Initiate and maintain accountability system for issuing hand-held 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. 	I	#1 AB	10-27-2016

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

Task	Code	Evaluator # and Initials	Date
22. 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. 	I	#1 AB	10-27-2014
23. Interact and coordinate with appropriate unit leaders and operations personnel. <ul style="list-style-type: none"> Coordinate with operations regarding system coverage and needs. Coordinate with first responders and public safety support organizations regarding needed support (e.g., medical unit for medical evacuation plan). Coordinate with special units (air operations, EOD, SWAT, etc.) for special frequency needs. Participate in planning meetings and briefings. Know what other resources may be coming to the incident, such as those from Urban Search and Rescue (USAR), National Interagency Fire Center (NIFC), FEMA, Coast Guard, etc.	I	#1 AB	10-27-2014
24. Identify for release any excess unit resources. Coordinate with unit managers and provide a list of excess personnel and facilities. List will include: <ul style="list-style-type: none"> Who or what is excess. Time and date of excess. The list will be reviewed daily for accuracy. Follow the established demobilization process, including notification to communications resource coordinators. 	I	#1 AB	10-27-2014
25. Maintain ICS Unit Log. Unit Log will be kept current, legible, and will document all major activities, which may include: <ul style="list-style-type: none"> Equipment locations. Medical evacuations. Personnel changes. 	I	#1 AB	10-27-2014

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))

Task	Code	Evaluator # and Initials	Date
26. Evaluate performance of subordinates as required by agency policy and/or permitted by agreement. <ul style="list-style-type: none"> • Discuss performance evaluations with individual(s). • Maintain accuracy and fairness. • List training if needed or desired. 	I	# / AD	10-27-2016

Competency 3: Demobilization

Task	Code	Evaluator# Initials	Date
27. Demobilization and check out. <ul style="list-style-type: none"> • Submit all required information to the Documentation Unit Leader. • Receive demobilization instructions from work supervisor. • 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	# / AB	10-27-2016

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-Hazard Communication Unit Leader**INSTRUCTIONS FOR COMPLETING THE RECORD OF EVALUATION**

There are four separate pages allowing evaluations to be made. These evaluations may be made on incidents (may include planned 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. (Remember to change the Evaluation Record # to the next sequential number.)

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

Date: List the date the record is being completed.

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

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

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Tornado		2. Date/Time Prepared: Date: 10/27/16 Time: 0930		3. Operational Period: Date From: 10/27/16 Time From: 0817 Date To: 10/28/16 Time To: 0700	
-------------------------------------	--	--	--	--	--

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
		FireTAC	SR2 A/B	A/B						A/B Division
		FireTAC	SR1 ^{2/4}	Y/2						2/4 Division
		LAWTAC	NC Law 1	A/B						A/B Division
		LAWTAC	NC Law 2	Y/2						2/4 Division
		Command <u>IC</u>	SR 11	IC						Incident Command
		Staging ^{TAC}	SR 10	Staging						IC Staging
		PW	PW Admin	PW						VHF

5. Special Instructions:

Reserved TC SR 12 & NC 4

6. Prepared by (Communications Unit Leader): Name: Narcie Paez		Signature: <i>[Signature]</i>	
ICS 205	IAP Page 1	Date/Time: 10/27/16	0948

Approved S. Molden

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Tornado		2. Date/Time Prepared: Date: 10/27/16 Time: 0800		3. Operational Period: Date From: 10/27/16 Time From: 0817		Date To: 10/28/16 Time To: 0700				
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
		Haz Mat	STAC 3	Hazmat						
		Helicopter Surveillance	SR 4	Surveillance						Surveillance
		Helicopter medical	STAC 1	medical						Medical
		EM	STAC 4	EM						
		EOC	SR 6	EOC						
5. Special Instructions:										
6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____										
ICS 205			IAP Page (2)		Date/Time: _____					


RECORD OF EVALUATION

NANCIE PASS

COML

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: ANDY BUCKMEIER	Evaluator's Title: COML	Evaluator's Agency: WASECA COUNTY	
Evaluator's agency address: 122 3RD AVE NW WASECA MN 56093				
Evaluator's e-mail: ANDY.BUCKMEIER@CO.WASECA.MN.US			Phone: 507-835-0510	
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
ST PETER	TORNADO		10-27-2014	3
<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 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>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>Date: 10-27-2014 Evaluator's initials: </p> <p>Evaluator's relevant agency certification or rating: COML</p>				

Minnesota COML Team

Metro Region Communications Unit Leader

Type III COML CERTIFICATION CHECK OFF

The following items checked are included in this packet

☐ All Prerequisite Training Completed

- ☐ ICS 700 (Printout attached)
- ☐ ICS 800 (Printout attached)
- ☐ ICS 100 (a or b) (Printout attached)
- ☐ ICS 200 (Printout attached)
- ☐ ICS 300 (Printout attached)

If you are part of the Minnesota training Website, A print of the HSEM Certification Record Completed courses main page with the above courses listed will be sufficient.

- ☐ Copy of Certificate from COML training
- ☐ Agency Certification (attached)
- ☐ Completed Task Book (with evaluator reviews)
- ☐ Copy of an Incident Action Plan, Incident Communications Plan, or After Action Plan (only one needed)
- ☐ Final Evaluator Certification (attached)
- ☐ Regional Interoperability Coordinator review

(Signature)

Troy Tretter
(Printed Name)

☐ Regional Radio Board – Technical Operations Committee Review

(Chair of Radio-TOC Signature)

Scott Haas
(Printed Name)

☐ Statewide Interoperability Program Manager Review

(Statewide Interoperability Program Manager Signature)

Jim Stromberg
(Printed Name)

For
File



FEMA

OPEN CAREFULLY —
IMPORTANT COURSE MATERIAL
ENCLOSED

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBIN W. BRIMMER

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

IS-00700

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

Issued this 03rd Day of November, 2005

0.3 CEU

Stephen G. Sharro
Stephen G. Sharro

Superintendent, Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBIN W BRIMMER MR.

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 1st Day of September, 2016




Tony Russell
Superintendent

Emergency Management Institute

TRNG
File

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBIN W. BRIMMER

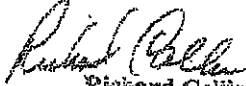
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00200

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

Issued this 18th Day of September, 2006

0.3 CEU


Richard Callis
Acting Superintendent
Emergency Management Institute

FEMA Form 16-01, October 05

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

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

IS-00100

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

Issued this 18th Day of September, 2006

0.3 CEU


Richard Callis
Acting Superintendent
Emergency Management Institute

FEMA Form 16-01, October 05

Center for Domestic Preparedness



FEMA

This is to certify that

Robin W. Brimmer

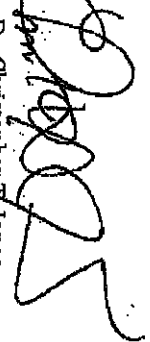
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the:

Emergency Management Institute's ICS-300

Intermediate ICS for Expanding Incidents

Issued this 14th day of January, 2010


Kurtis Brauner
Trainer


Dr. Christopher T. Jones,
Superintendent
Center for Domestic Preparedness

Emergency Management Institute



FEMIA

This is to certify that

Robin W Brimmer

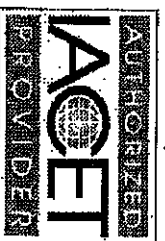
successfully completed

NIMS ICS All-Hazards Communications Unit Leader

Ellsworth, Wisconsin

2.80 IACET CEU

December 18 - 20, 2013



Superintendent

Emergency Management Institute

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol
and Gambling
Enforcement

Bureau of Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire Marshal

Emergency Communication Networks

445 Minnesota Street • Suite 137 • Saint Paul, Minnesota 55101-5137

Phone: 651.201.7547 • Fax: 651.296.2665 • TTY: 651.282.6555

www.ecn.state.mn.us

Minnesota Communications Unit Exercise (COMMEX) Results Letter

November 8, 2016

Dear Rob,

Congratulations! You have completed all the required tasks during the COMMEX. Enclosed is your Position Task Book (PTB), along with your exercise support documents.

You will need to have your agency complete the agency certification portion of the PTB. After that, you will need to check who needs a copy of the PTB and make enough copies to send to the following locations that may apply:

- Your personnel file
- Your agency training or credentialing committee
- Your primary Emergency Communications Board (ECB) or Emergency Services Board (ESB)
- Any other credentialing entity (e.g., operational area, Incident Management Team (IMT) etc.)

Put the original PTB in your kit and continue to document any activities during future exercises, planned events, and incidents. After each assignment, re-copy the updated PTB and follow the same process to update your current experience.

Remember to document all activities in your PTB and do not leave the incident or event without getting an evaluation. Once your PTB is full, you will need to start a new PTB. This process will document all your experience and will help with re-credentialing requirements and keeping your skills current.

If you have any questions, I can be reached at 651-201-7548. Thank you for your participation; we look forward to seeing you at future communication-focused activities!

Respectfully,

Cathy Anderson

Standards and Training Coordinator



Homeland Security

ALL-HAZARDS COMMUNICATIONS UNIT LEADER (COML)

Position Task Book

Task Book Assigned To:

Trainee's Name: Robin Ward Brimmer
Home Unit/Agency: Minneapolis Emergency Communications
Home Unit Phone Number: 612-348-7240

Task Book Initiated By:

Official's Name: Audrey Buckmeier
Home Unit Title: Deputy, Waseca County Sheriffs Office
Home Unit/Agency: Waseca County Sheriffs Office
Home Unit Phone Number: 507-835-0510
Home Unit Address: 122 3rd Ave N.W., Waseca MN 56093
Date Initiated: 10-26-2016

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF ALL- HAZARDS COMMUNICATIONS UNIT LEADER (COML)

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluators Signature [Signature] Date 10-26-2016

Printed Name ANDREW BRUCKMEIER Agency WASECA COUNTY

Phone Number 507-835-0510 Email ANDREW.BRUCKMEIER@CO.WASECA.MN.US

AGENCY CERTIFICATION

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

Certifying Official's Signature [Signature] Date 11/29/16

Printed Name Christine McPherson Agency Mpls Emerg. Comm.

Title Asst Director Phone Number 612 382-0896

HISTORICAL RECOGNITION

Historical recognition is a process that provides a means by which incident management personnel who have either:

- Documentation of previous ICS training, education, and experience in an ICS position(s); or
- Documentation of previous extensive on-the-job incident response experience,

may receive credit for that previous experience, training, or qualification(s) and be considered as meeting the minimum requirements of this guide in the categories of:

- Education;
- Training; and
- Experience,

for an ICS position(s) until they have successfully completed the actual minimum requirements for that position. Historical Recognition does not apply to the categories of Physical/Medical Fitness, Currency, or certification. The minimum requirements within those categories must be met regardless of any historical recognition process.

HISTORICAL RECOGNITION PROCESS

If an Authority Having Jurisdiction (AHJ) does not form a Qualifications Committee to assist with the management of the overall qualifications process, AHJ's should give strong consideration to at least forming a committee for the purposes of reviewing and processing applications for Historical Recognition. Because of the time commitment involved and the potential for perceptions of favoritism and unequal treatment during the process, other ICS qualifications processes currently used by Federal and State agencies that included a historical recognition provision used review committees to accomplish that process.

The AHJ should develop a process to provide for the following:

- Developing a method to provide for historical recognition when there is sufficient documentation available to substantiate the experience;
- Developing a standardized method for any individual to submit documentation of the experience and training for review by the AHJ or the appropriate review committee established by the AHJ;
- Developing a method to determine if the previous experience or training is appropriate for the position, keeping in mind the required criteria for the position and the competencies necessary for safe and successful performance;
- Providing for Historical Recognition only when the individual has most recently performed the position within the last five years;
- Requiring the individual meet all minimum requirements in this guide for a position if the individual seeks an ICS position other than the position they were historically recognized for;
- Encouraging all individuals who are historically recognized into a position to complete the minimum requirements for the positions within five years of being historically recognized.

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (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 certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:

- Selecting trainees based on the needs of their organization or area Incident Management Teams.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.

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

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
- Assuring the evaluation record is complete.
- Notifying the local agency head when the PTB is completed, and obtaining their signature recommending certification.
- Keeping the original PTB in personal records.

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

- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which

objectives may be attained.

- Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Record of Evaluation.
 - Completing the Record of Evaluation found at the end of each PTB.
4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
5. The **Agency Head** or designee is responsible for:
- Issuing the PTB to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
 - Tracking progress of the trainee.
 - Identifying incident evaluation opportunities.
 - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

Competency 1: General

Task	Code	Evaluator # and Initials	Date
<p>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:</p> <p>Reference Materials</p> <ul style="list-style-type: none"> • Appropriate ICS forms and logs. • 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 and Specialists. • Field Operation Guide (NIFOG). • COML Mobilization Guide (specific to locality). <p>Supplies</p> <ul style="list-style-type: none"> • Pads of paper, pencils, pens, and tape. • Portable radio(s) as appropriate for the region. • Personal items (including medicine and cash), food and beverage to be self-sustained for 48 hours or more. • Radio programming equipment (cloning cable or computer), adapters, and suitable tools. • GPS. • First-aid kit. • 24-hour clock. • Multi-purpose knife. 	O	# 1 AS	10-26-2016

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))

Task	Code	Evaluator # and Initials	Date
2. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues, with assigned personnel. Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. Provide equal assignment opportunities based on individual skill level. Monitor and evaluate progress based on expected work standards. 	0	#1 AB	10-26-2016
3. Provide for the safety and welfare of assigned personnel during the entire period of supervision. <ul style="list-style-type: none"> Recognize potentially hazardous situations. Inform subordinates of hazards. Provide safety and identifying equipment, such as vests identifying the communication's function, flashlights, and glow sticks. Ensure that special precautions are taken when extraordinary hazards exist. Ensure adequate rest, hydration, and nutrition is provided to all unit personnel. Recognize any special medical needs of all unit personnel. 	1	#1 AB	10-26-2016

Competency 2: Mobilization

Task	Code	Evaluator # and Initials	Date
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). 	1	#1 AB	10-26-16

Code: 0 = 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))

Task	Code	Evaluator # and Initials	Date
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 AB	10-26-16
6. Contact Local Communications Coordinator or Communications Duty Officer (CDO) at NIFC or any local or state resources as necessary to determine frequencies and equipment assigned to the incident. If appropriate for this incident.	I	#1 AB	10-26-16
7. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	#1 AB	10-26-16
8. 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; COML is responsible for asking adequate questions.	I	#1 AB	10-26-16
9. Receive Incident Action Plan (IAP) or Incident Briefing Form (ICS Form 201), if developed. Determine support needs to meet the IAP.	I	#1 AB	10-26-16
10. Determine requirements for communications to be established and place the initial order. Using information obtained from IAP, section briefings, and agency briefings; immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	I	#1 AB	10-26-16

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Task	Code	Evaluator # and Initials	Date
11. Evaluate needs and order supplies, materials, and personnel to keep unit operating. <ul style="list-style-type: none"> Order materials and supplies using procedures established by the section chief. Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. Ensure adequate personnel to support the communications unit, technicians, radio operators, etc. Coordinate with the participating agencies for any or additional interoperability resources that may be needed. Assess current tactical communications equipment needs such as power sources for extended operations. 	I	#1 AB	10-26-16
12. Organize and supervise unit. <ul style="list-style-type: none"> Brief and keep subordinates informed and updated. Establish unit time frames and schedules. Assign and monitor work assignments. Review and approve time. Develop team work. Provide counseling and discipline as needed. Follow established procedures for reporting inappropriate actions involving contractors, military, or other personnel. Brief relief personnel. 	I	#1 AB	10-26-16
13. Participate in incident planning meetings as the technical expert for communications needs. <ul style="list-style-type: none"> Determine the feasibility of providing 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. Coordinate with other Communications Unit Leaders under any Area Command established to share information and assure communications interoperability. 	I	#1 AB	10-26-16

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Task	Code	Evaluator # and Initials	Date
14. 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, ICS Form 205. • Request any additional communications vendor services (e.g., telephone, SATCOM, microwave) and identify costs associated with equipment. • Coordinate, through the chain of command, the locations for equipment to be installed (e.g., repeaters, satellite telephones, telephone lines, etc.). • Provide communications support for external and internal data operations. • Order frequencies following the proper procedures. • Create diagrams of current communication system(s). • Determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs. 	I	#1 AB	10-26-16
15. Install communications equipment. <ul style="list-style-type: none"> • Obtain equipment from supply unit, if one exists and/or from authorized sources. • Provide for the installation of and test all components of the communications equipment to ensure the incident's 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, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics.). • Clone or program radios as necessary and authorized. 	I	#1 AB	10-26-16

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Task	Code	Evaluator # and Initials	Date
16. Assign communications equipment. <ul style="list-style-type: none"> Identify kinds and numbers 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	461 AB	10-26-16
17. 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 and establish assignments based on incident requirements. Set schedules around operations requirements. Obtain necessary supplies for ICC to function properly. 	I	461 AB	10-26-16
18. 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. 	I	461 AB	10-26-16

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Task	Code	Evaluator # and Initials	Date
19. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident. <ul style="list-style-type: none"> • Contact communications coordinators and notify them of incident frequency, talkgroup, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate. • Identify communications equipment and personnel that are excess to incident needs and demobilize if appropriate. • Identify resources as to type/qualifications, quantity, and location. • Provide a copy of the ICS Form 205 to other agencies or to the COML at any nearby incidents as necessary to avoid interference or other conflicts. 	I	#1 AB	10-26-16
20. Notify appropriate local, county, regional, State and/or Federal agencies on adjacent incident(s) of system design and frequency allocations.	I	#1 AB	10-26-16
21. Initiate and maintain accurate records of all communications equipment <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing hand-held 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. 	I	#1 AB	10-26-16
22. 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. 	I	#1 AB	10-26-16

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Task	Code	Evaluator # and Initials	Date
23. Interact and coordinate with appropriate unit leaders and operations personnel. <ul style="list-style-type: none"> • Coordinate with operations regarding system coverage and needs. • Coordinate with first responders and public safety support organizations regarding needed support (e.g., medical unit for medical evacuation plan). • Coordinate with special units (air operations, EOD, SWAT, etc.) for special frequency needs. • Participate in planning meetings and briefings. Know what other resources may be coming to the incident, such as those from Urban Search and Rescue (USAR), National Interagency Fire Center (NIFC), FEMA, Coast Guard, etc.	I	#1 AB	10-26-12
24. Identify for release any excess unit resources. Coordinate with unit managers and provide a list of excess personnel and facilities. List will include: <ul style="list-style-type: none"> • Who or what is excess. • Time and date of excess. The list will be reviewed daily for accuracy. Follow the established demobilization process, including notification to communications resource coordinators. 	I	#1 AB	10-26-12
25. Maintain ICS Unit Log. Unit Log will be kept current, legible, and will document all major activities, which may include: <ul style="list-style-type: none"> • Equipment locations. • Medical evacuations. • Personnel changes. 	I	#1 AB	10-26-12
26. Evaluate performance of subordinates as required by agency policy and/or permitted by agreement. <ul style="list-style-type: none"> • Discuss performance evaluations with individual(s). • Maintain accuracy and fairness. • List training if needed or desired. 	I	#1 AB	10-26-12

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Competency 3: Demobilization

Task	Code	Evaluator# Initials	Date
27. Demobilization and check out. <ul style="list-style-type: none">• Submit all required information to the Documentation Unit Leader.• Receive demobilization instructions from work supervisor.• 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 JB	10-26-16

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All-Hazard Communication Unit Leader**INSTRUCTIONS FOR COMPLETING THE RECORD OF EVALUATION**

There are four separate pages allowing evaluations to be made. These evaluations may be made on incidents, planned events, Full Scale Exercises (FSE), Functional Exercises (FE), 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 evaluation opportunities are needed, a page can be copied from a blank task book and attached. (Remember to change the Evaluation Record # to the next sequential number.)

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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


Date: List the date the record is being completed.

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

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

RECORD OF EVALUATION

TRAINEE NAME
TRAINEE POSITION

Evaluation Record #1	Evaluator's name: <u>ANDREW BUCKMEIER COME</u>	Evaluator's Title: <u>COME</u>	Evaluator's Agency: <u>WASECA COUNTY</u>	
Evaluator's agency address: <u>122 3RD AVE NW, WASECA MN 56093</u>				
Evaluator's e-mail: <u>ANDY.BUCKMEIER@CO.WASECA.MN.US</u>			Phone: <u>507-835-0510</u>	
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<u>ST PETER COUNTY</u>	<u>TORNADO</u>		<u>10-26-2014</u>	<u>3</u>
<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 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>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>Date: <u>10-26-2016</u> Evaluator's initials: <u></u></p> <p>Evaluator's relevant agency certification or rating: <u>COME</u></p>				

OPS PLANNING Briefing

ICS Form 205 Incident Radio Communications Plan

1. Incident Name TORNADO		2. Date/Time Prepared: Date: 10/26/16 Time: 14:53		3. Operational Period: Date From: 10/27/16 Time From: 0700		Date to: 10/27/16 Time To: 1900	
------------------------------------	--	---	--	--	--	--	--

4. Basic Radio Channel Use:

Zone	Ch #	Function	Channel Name/ Trunked Radio System Talk group	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode (A, D, or M)	Remarks
1		CMD	SR 11	CMD	NN AMER					
2		FD TAC	SR 2	A-2	NN AMER					
3		FD TAC	SR 4	B-7	NN AMER					
4		FD HAZMAT	SR 6	HAZMAT	NN AMER					
5		FD RESURS	SR 7	RESURS	NN AMER					
6		LE TAC	NC LAD 1	A-2	NN AMER					
7		LE TAC	NC LAD 2	B-7	NN AMER					
8		PW	UHF ADMIN	PW	PW					
9		STAGE FD LTR4		STAGE	NN AMER					
10										
11										
12										
13										
14										
15										
16										

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name: RW Brimmer		Signature: RW Brimmer	
ICS 205		Date/Time: 10/26/16 15:15	

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 (Project 25)

Alvin Karpis
Mr. Grant
Franklin D. Roosevelt
col. & Tornado Co. 11/11/34

ICS Form 205 Incident Radio Communications Plan

1. Incident Name		2. Date/Time Prepared:		3. Operational Period:	
Tornado		Date: 10/26/16 Time: 0950		Date to: 10/27/16 Time To: 0700	

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/ Trunked Radio System-Talk group	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode (A, D, or M)	Remarks
1	SR11	Comms TAC	SR11	CM D	MN ARRR					
2	LTAC	Staging TAC	LTAC 4	Staging	MN ARRR					
3	NC	LE TAC	NC LAUD 1	A+B	MN ARRR					
4	NC	LE TAC	NC LAUD 2	Y+Z	MN ARRR					
5	SR4	LE TAC	NC 4	ARR	MN ARRR					
6	SR4	LE TAC	SR 4	ARR	MN ARRR					
7	SR10	EOC TAC	SR10	IMNS	MN ARRR					
8		Public Works	UHF ADMIN	DW						
9										
10	SR2	Fire TAC	SR2	A+B	MN ARRR					
11	SR4	Fire TAC	SR4	Y+Z	MN ARRR					
12	SR6	Fire TAC	SR6	HAZMAT	MN ARRR					
13	SR	Fire TAC	SR CALL	ARR	MN ARRR					
14	SR	Fire TAC	SR 7	ARR	MN ARRR					
15	STAC	Arr to Group	STAC 1	MAYO	MN ARRR					
16	SR12	Arr to Group	SR12	STATE	MN ARRR					

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name:		Signature:	
RW Brimmer / Ray George Con T-7		RW Brimmer / Ray George	
ICS 205		Date/Time: 10/26/16	

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 (Project 25)

1121 Cap Peters Dir E Dir A SRZ SOC, 507
 1123 1922 LE Dir A / E-2 NC Com 1 1917, 1918
 1124 SOC 1915 Peters LC w/ FD Chap
 1125 1920 B Sub 1910 1919
 1127 Ann C Chap FDB S11 502
 1127 New Grouping TOB?
 1129 ~~Peter~~ Cack 8-9 later Rendon
 CO Sec Chief - LTAC 4
 1132 Karate Chief E-4 SR 4 E1 T1
 Chief Reg General LE Dir Y NC Com 2 2311 2318
 1135 Alito Hays Mark SR 6 → 9 Hays
 1136 1912 Sgt Noy 3 NCL 2
 1137 Capt Uman E SR 4 S12 507
 PW Eng on gear St Peter PW UHF
 1138 Mapp STAC 1
 MSP 2200
 1140 SSCST on scene IOP in
 Trumbull SR 12
 1307 ES12 Did off Rd and needed tow 201 S. M. Ave St Peter
 sent FOLEMS
 1325 Don Vindler - sent 213 for Hays

[illegible]

PAGE 2 of 4

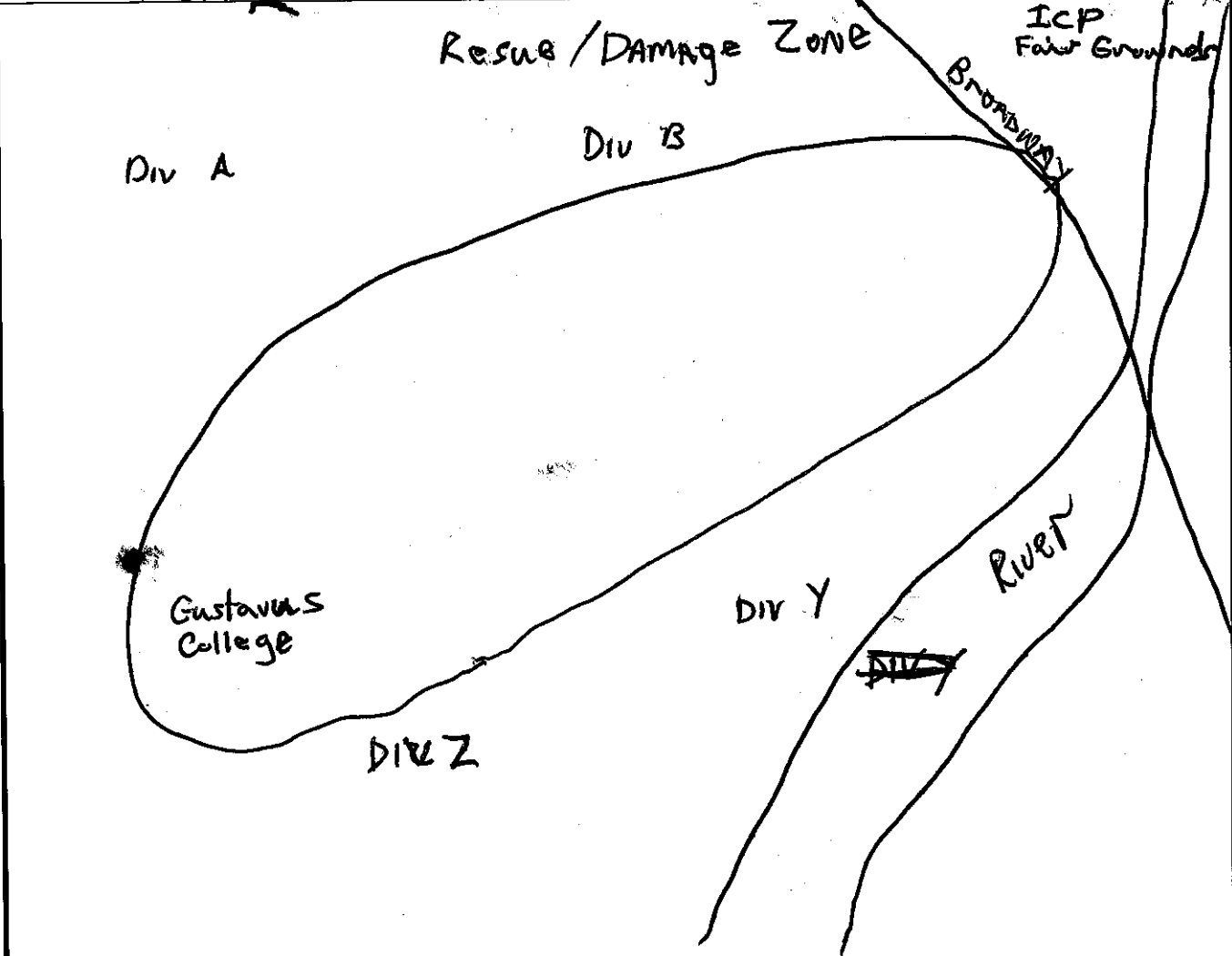
NFES 1325

ICS Form 201 Incident Briefing

INCIDENT BRIEFING	1. INCIDENT NAME TORNADO	2. DATE 10/26/16	3. TIME PREPARED 1000
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4. MAP SKETCH (NTS)

Function	Frequency or Talkgroup Name	Assignment	Function	Frequency or Talkgroup Name	Assignment
Command	SR 11	Com Net DC	Tactical	SR 4	Fire Y+Z
MACS	SR 10	MACS	Tactical	SR 6	HAZMAT
Tactical	NC LAW 1	Zone A+B	Tactical	SR CALL	Avail Fire
Tactical	NC LAW 2	Zone Y+Z	Tactical	SR 7	Avail Fire
Tactical	NC 4	Avail	Air	STAC 1	MAYO
Tactical	SR 4	Avail	Air	SR 12 Patrol	State Patrol
Tactical	SR 12	A+B Fire	Staging	LTAC 4	



5. PREPARED BY (NAME AND POSITION)

ICP Location 400 Union St. St. Peter - Fairgrounds

ICS Form 213 General Message

1. Incident Name (Optional): Tornado		
2. To (Name and Position): S. Mauldon		
3. From (Name and Position): RW Brimmer COMMT		
4. Subject: Extra Personal	5. Date: 10/26/16	6. Time: 16:30
7. Message: <p> Two additional RADO for EOC I will also need EOC Com Supervisor for the RADO Extra Radio Cache Replacement ComL 20 additional Radios Cache Charging unit for Radio Cache Radio Cache Specialists Note all need to be made on seperate ICS 213 Forms </p>		
8. Approved by:	Signature:	Position/Title:
9. Reply:		
10. Replied by:	Position/Title:	Signature:
ICS 213	Date/Time:	

Instructions for Completing the Status Change Card (ICS Form 210)

BLK#	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.	Resource Number	Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident.
4.	New Status (Available, Assigned, Out of Service)	Indicate the current status of the resource: <ul style="list-style-type: none"> • Available – Indicates resource is available for incident use immediately. • Assigned – Indicates resource is checked in and assigned a work task on the incident. • Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., "O/S – Mech" (for mechanical issues), "O/S – Rest" (for off shift), or "O/S – Pers" (for personnel issues).
5.	From (Assignment and Status)	Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp).
6.	To (Assignment and Status)	Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location.
7.	Time and Date of Change	Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service).
8.	Comments	Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces.
9.	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

Purpose. The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

Preparation. The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

Distribution. The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

Notes:

- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
- If additional pages are needed, use a blank ICS 210 and repaginate as needed.

Minnesota COMT Team

Metro Region Communications Unit Leader

Type III COMT CERTIFICATION CHECK OFF

The following items checked are included in this packet

- ☒ All Prerequisite Training Completed
 - ☒ ICS 700 (Printout attached)
 - ☒ ICS 800 (Printout attached)
 - ☒ ICS 100 (a or b) (Printout attached)
 - ☒ ICS 200 (Printout attached)

If you are part of the Minnesota training Website, A print of the HSEM Certification Record Completed courses main page with the above courses listed will be sufficient.

- ☒ Copy of Certificate from COMT training
- ☒ Agency Certification (attached)
- ☒ Completed Task Book (with evaluator reviews)
- ☒ Copy of an Incident Action Plan, Incident Communications Plan, or After Action Plan (only one needed)
- ☒ Final Evaluator Certification (attached)
- ☐ Regional Radio Services Coordinator review

(Signature)

Troy Tretter
(Printed Name)

- ☐ Regional Radio Board – Technical Operations Committee Review

(Chair of Radio-TOC Signature)

Scott Haas
(Printed Name)

- ☐ Statewide Interoperability Program Manager Review

(Statewide Interoperability Program Manager Signature)

James Stromberg
(Printed Name)

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that


KYA K. WAGNER

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

IS-00100

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

Issued this 12th Day of September, 2005


Richard Callis
Acting Deputy Director

15500 Form 10-01, October 03

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that


KYA WAGNER

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 29th Day of September, 2006


Richard Callis, Acting Superintendent

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KYA K. WAGNER

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

IS-00700

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

Issued this 19th Day of May, 2006


Richard Callis
Acting Superintendent

Emergency Management Institute

0.3 CEU

FEMA Form 1-07, October 05

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KYAK WAGNER


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 9th Day of July, 2012




Tony Russell
Superintendent
Emergency Management Institute

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Kya Wagner

Completed the All-Hazards Communications Technician (COMT)
Course during 21-25 September, 2015 at the
Olmsted County Sheriff's Office EOC, in Rochester, Minnesota



Ronald T. Hewitt

Ronald T. Hewitt

Director,

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



Homeland Security

ALL-HAZARDS COMMUNICATIONS TECHNICIAN (COMT)

Position Task Book

Task Book Assigned To:

Trainee's Name: Km Wagner

Home Unit/Agency: MSP Emergency Comm.

Home Unit Phone Number: (612) 726-5577

Task Book Initiated By:

Official's Name: Chris Kummer

Home Unit Title: MANAGER, EMERGENCY COMMUNICATIONS

Home Unit/Agency: Metropolitan Airports Commission

Home Unit Phone Number: 612-725-6146

Home Unit Address: 6920 34th AV SO MPIS MN 55450

Date Initiated: 5-20-16

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

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that KY WAGNER
has performed as a trainee and should therefore be considered for certification in this position.Final Evaluators Signature [Signature] Date 10-26-2016Printed Name ANDREW BUCKMEIER Agency WASECA COUNTYPhone Number 507-835-0510 Email ANDY.BUCKMEIER@CO.WASECA, MN, US

AGENCY CERTIFICATION

I certify that KY WAGNER
has met all requirements for qualification in this position and that such qualification has been issued.Certifying Official's Signature [Signature] Date 11-16-16Printed Name CHRIS KUMMER Agency MACTitle MANAGER Phone Number 612-726-6146

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (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 certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:
 - Selecting trainees based on the needs of their organization or area Incident Management Teams.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
2. The **Individual** is responsible for:
 - Reviewing and understanding instructions in the PTB.
 - Identifying desired objectives/goals.
 - Providing background information to an evaluator.
 - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
 - Assuring the evaluation record is complete.
 - Notifying the local agency head when the PTB is completed, and obtaining their signature recommending certification.
 - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
 - Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which

objectives may be attained.

- Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Record of Evaluation.
 - Completing the Record of Evaluation found at the end of each PTB.
4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
5. The **Agency Head** or designee is responsible for:
- Issuing the PTB to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
 - Tracking progress of the trainee.
 - Identifying incident evaluation opportunities.
 - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

Competency 1: General

Task	Code	Evaluator # and Initials	Date
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	#2 JB	10-26-16
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 OK #2 JB	5/3/16 10-26-16
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	#2 JB	10-26-16

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 2: Mobilization

Task	Code	Evaluator # and Initials	Date
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	#2 <i>JB</i>	10-26-16
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	#2 <i>JB</i>	10-26-16
6. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	#1 <i>JB</i> #2 <i>JB</i>	5/3/16 10-26-16
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. <p>This list is not all inclusive; COMT is responsible for asking adequate questions.</p>	I	#1 <i>JB</i> #2 <i>JB</i>	5/3/16 10-26-16
8. Determine requirements for communications as directed by the COML.	I	#1 <i>JB</i> #2 <i>JB</i>	5/3/16 10-26-16


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Task	Code	Evaluator # and Initials	Date
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 shortages to the COML. • 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. 	I	#2 AB	10-26-16
10. Working with the COML, perform as the technical expert for communications needs. <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. 	I	#2 AB	10-26-16
11. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs. <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. 	I	#2 AB	10-26-16

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Task	Code	Evaluator # and Initials	Date
12. Install, or provide for the installation of, communications equipment. <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"> o Repeaters o Links (radio and wire-based) o Remotes o Gateways o Telephones o FAX o Data o Aircraft and other special needs • 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. 	I	#1  #2 JB	5/2/16 10-26-16
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. 	I	#2 JB	10-26-16
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. 	I	#2 JB	10-26-16

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Task	Code	Evaluator # and Initials	Date
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. 	I	#2 AB	10-26-16
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. 	I	#2 AB	10-26-16

Competency 3: Demobilization

Task	Code	Evaluator # and Initials	Date
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	#2 AB	10-26-16

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

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All-Hazards Communications Technician**INSTRUCTIONS FOR COMPLETING THE RECORD OF EVALUATION**

There are four separate pages allowing evaluations to be made. These evaluations may be made on incidents, planned events, Full Scale Exercises (FSE), Functional Exercises (FE), 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 evaluation opportunities are needed, a page 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 START 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, planned event, full scale exercise, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

Date: List the date the record is being completed.

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

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

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RECORD OF EVALUATION

TRAINEE NAME		TRAINEE POSITION		
Evaluation Record #1	Evaluator's name: <u>Chris Kummel</u>	Evaluator's Title: <u>ComL</u>	Evaluator's Agency:	
Evaluator's agency address: <u>6920 34th Ave S Maple MN</u>				
Evaluator's e-mail: <u>CHRIS.KUMMEL@mspmmc.org</u>		Phone: <u>612-725 6146</u>		
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<u>HENNEPIN COUNTY REP DRILL REGERS MN</u>	<u>REP EXERCISE</u>	<u>Radio Gateway</u>	<u>5-3-16</u>	<u>Type III</u>
<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>_____</p> <p>_____</p>				
<p>Date: <u>5-20-16</u> Evaluator's initials: <u>CK</u></p> <p>Evaluator's relevant agency certification or rating: <u>ComL</u></p>				

RECORD OF EVALUATION

KY WAGNER

COMT

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #2	Evaluator's name: ANDREW BUCKMEIER	Evaluator's Title: COMT	Evaluator's Agency: WASECA COUNTY	
Evaluator's agency address: 122 3RD AVE NW, WASECA				
Evaluator's e-mail: ANDY.BUCKMEIER@CO.WASECA.MN.GOV			Phone: 507-835-0510	
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
ST PETER COMT	TORNADO		10-26-2016	3
<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>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
Date: 10-26-2016		Evaluator's initials: AB		
Evaluator's relevant agency certification or rating: COMT				

ICS Form 205 Incident Radio Communications Plan

1. Incident Name Tombos		2. Date/Time Prepared: 10/27		3. Operational Period:	
Date: 10-27-16		Date From: 10-27-16		Date To: 0800	
Time: 0930		Time From: 10-28-16		Time To: 0600	

Zone	Ch #	Channel Name	Trunked Radio System Talk group	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
1		VE	SR10	800 AM	800 AM	APR-MER			D	Unit Command
2		MASS	NC4	800 AM	800 AM				D	Dealers
3		FIN-TAC	NC3	800 AM	800 AM				D	Div A Resum/PTT
4		FIN-TAC	SR2	800 AM	800 AM				D	Div A Resum/PTT
5		LE-TAC	NC4W2	800 AM	800 AM				D	Div A
6		LE-TAC	NC4W2	800 AM	800 AM				D	Div A
7		ALM	SR2	800 AM	800 AM				D	Mayo
8		ALM	SR10	800 AM	800 AM				D	STATE PATROL
9		PW	SR2	800 AM	800 AM				A	Civil State Sub Wks
10		STAGING	SR2	800 AM	800 AM				D	HAZMAT
11		LE-TAC	SR4	800 AM	800 AM				D	Div 4
12		LE-TAC	SR4	800 AM	800 AM				D	Div 2
13		LE-TAC	SR4	800 AM	800 AM				D	Div 4
14		LE-TAC	SR4	800 AM	800 AM				D	Div 4
15		LE-TAC	SR4	800 AM	800 AM				D	Div 4
16		LE-TAC	SR4	800 AM	800 AM				D	Div 4

5. Special Instructions: **12-15 Resumed for further channel if needed**

6. Prepared by (Communications Unit Leader): Name: **MANU TURNER COM**

Signature: **Manu Turner**

Date/Time: **10-27-16 0936**

ICS 205 IAP Page 1

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 (Project 25)

COM 1CT1 10/27 0945

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		TOMADO	
2. To (Name and Position):		S Moldune IC	
3. From (Name and Position):		MARV TURNER COMML	
4. Subject:		5. Date:	6. Time
Request RADIO Replacement		Dec 27-16	10:11 AM
7. Message:			
<p>Request Radio operation Replacement in 2-3 Hours As current operator has prior engagement she needs to be relieved. She also has a prior medical condition and Does not have medication with her</p>			
8. Approved by:		Name: MARV TURNER	Signature: Mar Turner
		Position/Title: COMML	
9. Reply:			
10. Replied by: Name:		Position/Title:	Signature:
ICS 213		Date/Time: Date	

TRAINEE TECHROOM FORM

Name: <u>Kyle Wynn</u>	Agency: <u>MSP Airport Comm</u>
Date: <u>10-26-2016</u>	Team: <u>2</u>
Position: <input type="checkbox"/> COML <input checked="" type="checkbox"/> COMT	Stations 1 through 5 are required for COMT

STATION 1: CABLE – CAT 5

ACCOMPLISHED Task: YES/NO

TASK: Make a CAT5 pass through cable using RJ45 connectors, test cable, verify it is good

YES

NO

Comments:

Station Monitor: DRK

STATION 2: TELEPHONE

ACCOMPLISHED Task: [YES/NO]

TASK: Create a simple ring down circuit between two phones using Cat 5 cables, at biscuits, test & verify operation

YES

NO

TASK: Make a single pair telco cable using CAT 5

YES

NO

TASK: Splice a Cat 5 cable with Scot-Lok

YES

NO

Comments:

Station Monitor:

STATION 3: TELEPHONE

ACCOMPLISHED Task: [YES/NO]

TASK: Find dial tone on a 66 block in phone room

YES

NO

TASK: Test line with Butt Set

YES

NO

TASK: Record the phone #

YES

NO

Comments:

Station Monitor:

STATION 4: TELEPHONE – CIRCUIT TRACING

ACCOMPLISHED Task: [YES/NO]

TASK: Inject a tone into a wall jack and find the tone on the 66 block in the phone room, make the circuit hot

YES

NO

Comments:

Station Monitor:

STATION 5: COMPUTER – WIRELESS ROUTER WIRELESS ROUTER

ACCOMPLISHED Task: YES/NO

TASK:	Reset	<u>YES</u>	NO
TASK:	Change name of router from default	<u>YES</u>	NO
TASK:	Turn off SSID broadcast	<u>YES</u>	NO
TASK:	Change IP Range	<u>YES</u>	NO
TASK:	Change default channel	<u>YES</u>	NO
TASK:	Add an encryption security key	<u>YES</u>	NO
TASK:	Document the above changes	<u>YES</u>	NO
Comments:	<i>Complete with supervision</i>		
Station Monitor:	<i>PRK</i>		

STATION 6: RESOURCES – NIFOG AWARENESS

ACCOMPLISHED Task: YES/NO

TASK:	Find VTAC37 and record frequencies	<u>YES</u>	NO
TASK:	Find UCALL40 and UTAC43 and record frequencies	<u>YES</u>	NO
TASK:	Find 7GTAC77 and record frequencies	<u>YES</u>	NO
TASK:	Find 8TAC93 and record frequencies	<u>YES</u>	NO
TASK:	Find Marine Channel 16 and 22A and record frequencies	<u>YES</u>	NO
TASK:	What is the RR Police mutual aid frequency?	<u>YES</u>	NO
TASK:	Find the NOAA radio frequencies – record the page #	<u>YES</u>	NO
TASK:	Which channels above must meet the FCC narrow band mandate?	<u>YES</u>	NO
TASK:	Does the NIFOG authorize me to use any frequencies in the NIFOG?	<u>YES</u>	NO
TASK:	On what page(s) can you find the Federal Incident Response channels?	<u>YES</u>	NO
TASK:	On what page can I find out how to wire a RJ45?	<u>YES</u>	NO
TASK:	Where can you request copies of the NIFOG?		

		<u>YES</u>	NO
Comments:			
Station Monitor:		<i>PRK</i>	
STATION 7: AUXCOMM (e.g. ARES, RACES, MARS, etc.) AWARENESS			
ACCOMPLISHED Task: [YES/NO]			
TASK:	Describe the local AUXCOM resources available and how they are mobilized/activated		
		<u>YES</u>	NO
Comments:			
Station Monitor:		<i>PRK</i>	
STATION 8: GATEWAY			
ACCOMPLISHED Task: <u>YES</u> /NO]			
TASK:	Demonstrate the proper operation of a gateway		
		<u>YES</u>	NO
Comments:			
Station Monitor:		<i>PRK</i>	
STATION 9: MOBILE RELAY			
ACCOMPLISHED Task: [YES/NO]			
TASK:	Set up a portable repeater		
		YES	NO
Comments:			
Station Monitor:			
STATION 10: RADIO CACHE			
ACCOMPLISHED Task: [YES/NO]			
TASK:	Demonstrate the mobilization, distribution, tracking, and demobilization procedures for the cache radios		
		YES	NO
Comments:			
Station Monitor:			
STATION 11: RADIO PROGRAMMING			
ACCOMPLISHED Task: [YES/NO]			
TASK:	Demonstrate the procedures use to program a radio		
		YES	NO
Comments:			
Station Monitor:			

STATION 12: SATELLITE COMMUNICATIONS	
ACCOMPLISHED Task: [YES/NO]	
TASK:	Demonstrate the proper procedures for deploying the local satellite system a. Voice (e.g. placing a call etc.) b. Data (e.g. initial setup/configuration of the network) c. Emergency contact support
	<div style="display: flex; justify-content: space-between;"><div><u>YES</u></div><div>NO</div></div>
Comments:	
Station Monitor:	PRK
STATION 13: RADIO SYSTEM DRAWING	
ACCOMPLISHED Task: [YES/NO]	
TASK:	Draw the radio system with frequencies and location of equipment representing the ICS 205 created for this exercise
	<div style="display: flex; justify-content: space-between;"><div><u>YES</u></div><div>NO</div></div>
Comments:	
Station Monitor:	PRK
STATION 14: BLOCK DIAGRAM	
ACCOMPLISHED Task: [YES/NO]	
TASK:	Draw out a simple block diagram showing a VHF repeater, a UHF repeater, or a 800 MHz repeater. Block diagram should show a control point, repeater, end user, and frequency information using the NIFOG.
	<div style="display: flex; justify-content: space-between;"><div><u>YES</u></div><div>NO</div></div>
Comments:	
Station Monitor:	PRK

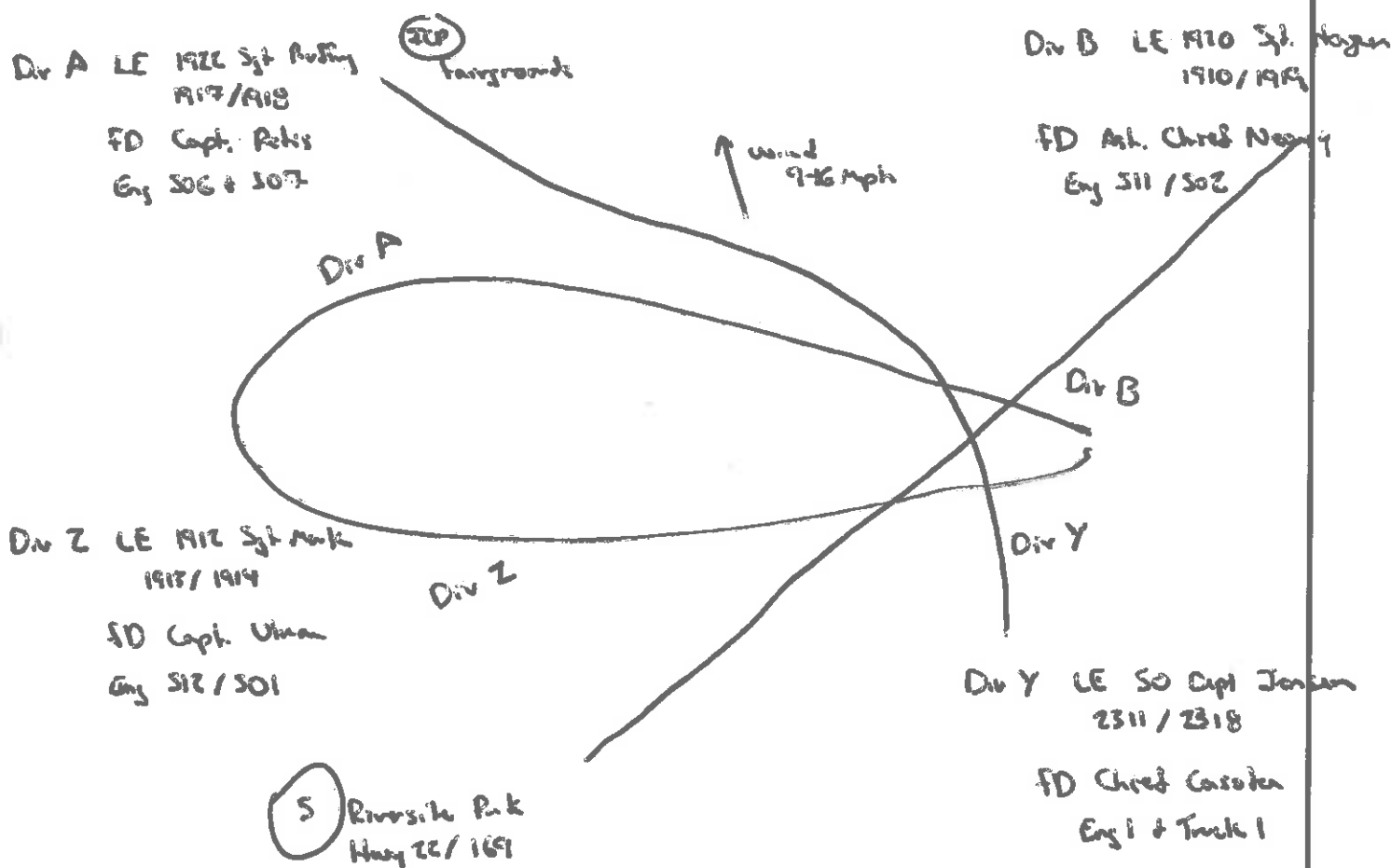
ICS Form 201 Incident Briefing

✓

INCIDENT BRIEFING	1. INCIDENT NAME <i>Tornado</i>	2. DATE <i>10-26-2016</i>	3. TIME PREPARED <i>1000</i>
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4. MAP SKETCH (NTS)

Function	Frequency or Talkgroup Name	Assignment	Function	Frequency or Talkgroup Name	Assignment
Command			Tactical		
MACS			Tactical		
Tactical			Tactical		
Tactical			Tactical		
Tactical			Air		
Tactical			Air		
Tactical			Staging		



S Staging Area
Name



H Number (H-1, etc.)
and Name



C Camp Name



X Hazard (Identify type, e.g.
power lines)

5. PREPARED BY (NAME AND POSITION)

ACTIVITY LOG (ICS 214)

[illegible]

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): <u>Tornado</u>		
2. To (Name and Position): <u>IC / S. Maldona</u>		
3. From (Name and Position): <u>Ry Wynn / Co-T(1)</u>		
4. Subject: <u>Can-T Relief</u>	5. Date: <u>10-16-2016</u>	6. Time: <u>0920</u>
7. Message: <p style="margin-left: 40px;"><u>Request Can-T Relief to arrive at 0600 on 10-27-2016.</u></p>		
8. Approved by: Name: <u>A. B. [Signature]</u> Signature: <u>[Signature]</u> Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213 _____ Date/Time: _____		

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): <u>Tornado</u>		
2. To (Name and Position): <u>S. Malduna / IC</u>		
3. From (Name and Position): <u>Ky Wayne / Cont-t</u>		
4. Subject: <u>Radio Cache Request</u>	5. Date: <u>10-26-2016</u>	6. Time <u>0935</u>
7. Message: <p style="margin-left: 40px;">Request 2 boxes of Radios from the SW Region Radio Cache. to be delivered by 1200 on 10-26-2016. Request 2 Radio Cache Specialist to Respond with equipment.</p>		
8. Approved by: Name: <u>B. Burkner / IC</u> Signature: <u>[Signature]</u> Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	



Alcohol
and Gambling
Enforcement

Bureau of Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire Marshal

Emergency Communication Networks

445 Minnesota Street • Suite 137 • Saint Paul, Minnesota 55101-5137

Phone: 651.201.7547 • Fax: 651.296.2665 • TTY: 651.282.6555

www.ecn.state.mn.us

Minnesota Communications Unit Exercise (COMMEX) Results Letter

November 8, 2016

Dear Kya,

Congratulations! You have completed all the required tasks during the COMMEX. Enclosed is your Position Task Book (PTB), along with your exercise support documents.

You will need to have your agency complete the agency certification portion of the PTB. After that, you will need to check who needs a copy of the PTB and make enough copies to send to the following locations that may apply:

- Your personnel file
- Your agency training or credentialing committee
- Your primary Emergency Communications Board (ECB) or Emergency Services Board (ESB)
- Any other credentialing entity (e.g., operational area, Incident Management Team (IMT) etc.)

Put the original PTB in your kit and continue to document any activities during future exercises, planned events, and incidents. After each assignment, re-copy the updated PTB and follow the same process to update your current experience.

Remember to document all activities in your PTB and do not leave the incident or event without getting an evaluation. Once your PTB is full, you will need to start a new PTB. This process will document all your experience and will help with re-credentialing requirements and keeping your skills current.

If you have any questions, I can be reached at 651-201-7548. Thank you for your participation; we look forward to seeing you at future communication-focused activities!

Respectfully,

Cathy Anderson

Standards and Training Coordinator

Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

Document Section 3	Interoperability Guidelines	Status: DRAFT v-18 Date: 12/01/2014
State Standard Number	3.35.0	
Standard Title	National Weather Service ARMER Participation and Operations	
Date Established		SRB Approval:
Replaces Document Dated	01/24/2013	
Date Revised		

1. Purpose or Objective

This standard establishes permission for National Weather Service (NWS) offices serving Minnesota to use ARMER, defines talkgroups, and establishes procedures for interoperability between the National Weather Service and public safety entities.

2. Technical Background

▪ Capabilities

All NWS offices serving Minnesota except the Aberdeen, South Dakota office are located within ARMER's coverage area.

Table A in the Appendix identifies the NWS offices serving Minnesota, the Minnesota counties they serve, and the Emergency Communications/Services Board (ECB/ESB) region to which the county belongs.

▪ Constraints

The National Weather Service is an atypical ARMER user. Five of the six NWS offices serving Minnesota's eighty-seven counties are within ARMER's coverage area; one is not. Of the five NWS offices within ARMER's coverage area and capable of using ARMER, three are physically located outside of the state of Minnesota. The NWS is not a public safety responder; NWS office personnel usually operate from fixed sites and are rarely transient. Yet the information exchanged between the NWS and public safety entities during severe weather incidents is critical to public safety.

NWS office coverage boundaries do not align with state boundaries or ECB/ESB region boundaries.

3. Operational Context

This standard establishes authority for NWS offices serving Minnesota to participate on ARMER. As an ARMER Participant, the NWS office shall follow ARMER standards just as any other ARMER participant. The NWS must enter into a Subscriber Agreement with MNDOT to participate on ARMER. Each NWS office serving Minnesota is limited to five radio IDs.

Each NWS office may utilize ARMER radios obtained by purchase, donation, or loan. NWS is financially responsible for the maintenance, repair, and programming of its radios. NWS shall work with ECB/ESB regions to determine appropriate code plugs. NWS is financially responsible for its training on the use of ARMER. ECB/ESB regions, HSEM regions or individual counties within those regions may opt to provide financial assistance to NWS offices. Documentation of this agreement shall be sent to the appropriate ECB/ESB.

NWS offices must be able to quickly hail the public safety entities and have a dedicated talkpath for exchanging weather information with public safety entities. NWS offices should not be hampered by multiple processes or with tracking down public safety to convey their message.

Each NWS office serving Minnesota (except Aberdeen) is assigned a dedicated ARMER talkgroup for direct weather-related communication between the NWS office and public safety entities. It is recommended that the appropriate NWS office's talkgroup be programmed into the corresponding NWS office's radio(s) and into fixed-station, public safety radios such as Public Safety Answering Points (PSAPs), Dispatch Centers, Emergency Operating Centers (EOCs), and mobile command posts served by that NWS office and responsible for communicating with the NWS. A portable radio may be used when console limitations prohibit the installation of the NWS talkgroups.

With the consent of the NWS office, its talkgroup *may* be programmed into other NWS office's radio(s) and into fixed-station, public safety radios such as PSAPs, Dispatch Centers, EOCs, and mobile command posts *not* served by that NWS office. The NWS shall consult with the applicable ECB/ESB regions for technical guidance when deciding these requests.

Unless temporarily necessary because of a weather event, no mobile or portable ARMER radio will be selected to a NWS office talkgroup other than that of the NWS office serving the county where that radio is being operated. Also, unless temporarily necessary to support another NWS office, NWS office ARMER radios will not be selected to the NWS office talkgroup of another NWS office.

Generally, NWS office talkgroups shall not be programmed into mobile or portable public safety field unit radios used by first responders or weather spotters in the field. With the permission of the applicable NWS office, NWS office talkgroups may be installed in mobile and portable radios of incident commanders and local command staff (e.g. emergency managers; law, fire, EMS commanders; etc.) to relieve a PSAP of the responsibility to communicate with the NWS as well as for management and coordination purposes.

Regional NWS talkgroups shall not be patched to other resources. See Table B in the Appendix for a summary of talkgroup and patching recommendations.

Deleted: ECB/ESB regions shall be responsible for maintaining, repairing, and programming the NWS ARMER radios of the NWS offices serving the region. The regions shall also be responsible for training of NWS staff on the proper use of ARMER. The regions shall share the cost and burden in a way they find agreeable or, in the absence of an agreement, proportionally split based by the number of counties in each region served by the NWS office (e.g. costs should be split 30/70 if the NWS officer serves 3 counties in one region and 7 counties in another region).

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NWS office radio IDs will be assigned from the State of Minnesota Miscellaneous Agencies ID pool. Regional NWS talkgroups should be programmed with a statewide site access profile and given a Level 5 priority.

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Regional NWS office radios *should* have the following talkgroups programmed into their radios:

- NWS talkgroup designated for the NWS office
- MSPCALL
- STACs 1-12
- SEMTAC
- 8C Conventional Interoperability Zone (8CALL and 8TACs)

Regional NWS office radios *may* have the following talkgroups programmed into their radios:

- NWS talkgroup designated for neighboring NWS offices for which the office serves as backup
- Regional Interoperability Zones for the regions served by the NWS office (CALL and interoperability talkgroups).
- Other regional talkgroups as mutually agreed by the owning region (e.g. METEM).

See Table C in the Appendix for a channel configuration recommendation for all NWS office radios.

4. Recommended Procedure

NWS offices serving Minnesota have identified ARMER as the preferred tool for notifying public safety of a weather event and for communicating with public safety during the event.

NWS offices may enter into written agreements with individual PSAPs, individual Emergency Management entities, or individual public safety entities establishing unique procedures for hailing and communicating with those entities. Such agreements must detail the procedure and it must be approved by the applicable ECB/ESBs.

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An ECB/ESB region may adopt one standard operating procedure for all entities within its jurisdiction and it may enter into a written agreement with the NWS office(s) serving that region establishing unique procedures for hailing and communicating with entities within the region.

Copies of finalized agreements between NWS offices and PSAPs, Emergency Management entities, public safety entities, and ECB/ESB regions should be forwarded to the Department of Public Safety Emergency Communication Networks (ECN) for tracking purposes.

Absent an entity- or region-specific agreement with the NWS, a NWS office wishing to alert public safety of a weather event will hail the affected counties *and* the Minnesota State Patrol Dispatch on its regional NWS talkgroup. Upon response(s), the NWS office will utilize the talkgroup for two-way information exchanges during the weather event.

If an affected county does not answer, the Minnesota State Patrol Dispatch will follow up for the NWS office by contacting any entities that did not answer. If the Minnesota State Patrol Dispatch does not answer on the regional NWS talkgroup, the NWS office may attempt to hail them on MSPCALL, via NAWAS, or by telephone. When one NWS office covers for another NWS office, this procedure should be used rather than an entity- or region-specific procedure, should one exist.

Each public safety entity may establish its own process for monitoring their county's NWS office talkgroup. This standard does not mandate that each public safety entity monitor their NWS office's talkgroup.

Authorized users wishing to call a NWS office may do so by hailing them on their NWS talkgroup. NWS is expected to monitor their NWS talkgroup at all times.

In the event additional talkgroup(s) are necessary for communications between NWS offices and public safety, STACs are the preferred choice. Talkgroup assignments should be coordinated by a PSAP/Dispatch center.

Big Stone and Traverse counties have a unique circumstance in that the NWS office serving those counties is located in Aberdeen, South Dakota, eighty miles west of the Minnesota border and outside of ARMER's coverage area. In an agreement between the Aberdeen NWS office and the counties of Traverse and Big Stone, Traverse County utilizes a South Dakota public safety radio channel to communicate with the Aberdeen NWS office and Traverse County serves as a liaison between the Aberdeen NWS office and Big Stone County.

Except in an emergency, such as when established communications paths and processes have failed, ARMER shall not be used to facilitate communications between any NWS office and any entity outside of Minnesota.

ECB/ESB Board regions may establish standards imposing stricter procedures.

5. Management

The NWS and local entities are responsible for self-policing their adherence to this standard. Regional Interoperability Coordinators and the Statewide Interoperability Coordinator are to be contacted to assist with interpreting this standard or for initial conflict resolution.

The ECN shall track agreements between NWS offices and local entities that deviate from the default practice.

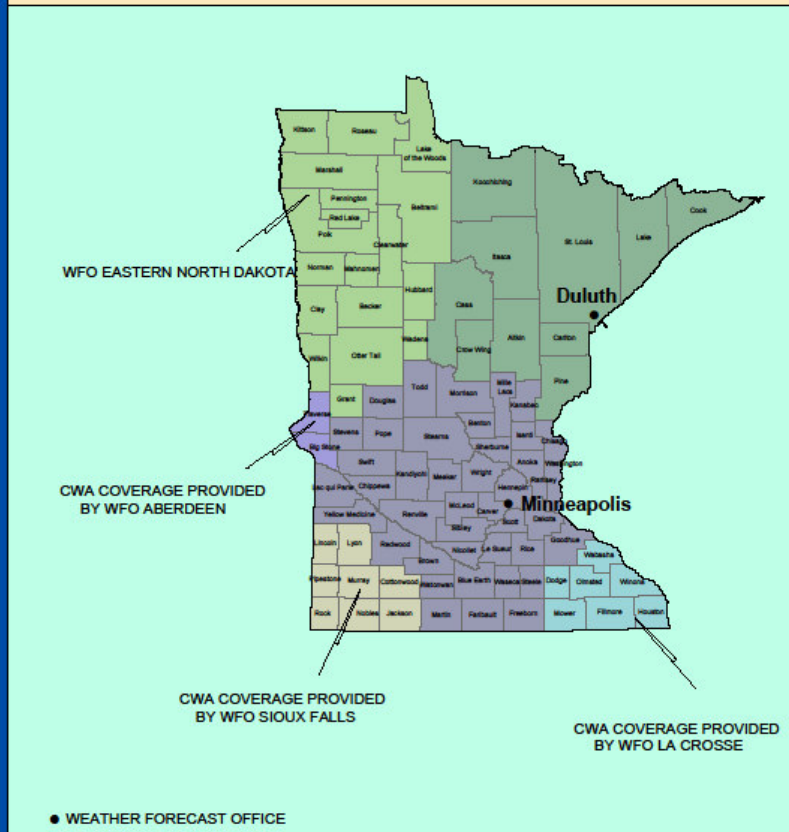
Appendix

Table A

National Weather Service Office	Emergency Communications/ Services Region	County
Aberdeen South Dakota	Central	Big Stone & Traverse
Chanhassen Minnesota	Northeast	Kanabec
	Central	Benton, Douglas, Kandiyohi, Meeker, Mille Lacs, Morrison, Pope, Sherburne, Stearns, Stevens, Swift, Todd, Wilkin, & Wright
	Metro	Anoka, <u>Carver</u> , Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, & Washington
	Southwest	Chippewa, Lac Qui Parle, Redwood, Renville, & Yellow Medicine
	South Central	Blue Earth, Brown, Faribault, Le Sueur, Martin, McLeod, Nicollet, Sibley, Waseca, & Watonwan
	Southeast	Freeborn, Goodhue, Rice, & Steele
Duluth Minnesota	Northeast	Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Koochiching, Lake, Pine, & Saint Louis
Grand Forks North Dakota	Northwest	Becker, Beltrami, Clay, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake, & Roseau
	Central	Grant, Otter Tail, Wadena, Wilkin
La Crosse Wisconsin	Southeast	Dodge, Fillmore, Houston, Mower, Olmsted, Wabasha, & Winona
Sioux Falls South Dakota	Southwest	Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, & Rock

MINNESOTA

COUNTY WARNING FORECAST AREAS



OCTOBER 2016
MIRS GROUP

NATIONAL WEATHER SERVICE
CENTRAL REGION

Table B

Talkgroup Requirements	For Whom?	
Required	NWS offices, PSAP's, and EOC's	
Highly Recommended	Mobile Command Posts, Command Staff	
Recommended		
Optional		
Not Allowed	Public safety responders & "weather spotters"	
Cross Patch Standard	Yes/No	To Talk Group
Soft Patch	No	
Hard Patch	No	
Managed via "Status Board" Application		
No		

Table C

Channel	Zone A	Zone B	8C Conventional
1	NWS Office (Home)	NWS Office (Backup/Neighbor)	8CALL90
2	MSPCALL	NWS Office (Backup/Neighbor)	8TAC91
3	SEMTAC	NWS Office (Backup/Neighbor)	8TAC92
4	NWS Office (Backup/Neighbor)	MSPCALL	8TAC93
5	STAC-1	STAC-1	8TAC94
6	STAC-2	STAC-2	8CALL90D
7	STAC-3	STAC-3	8TAC91D
8	STAC-4	STAC-4	8TAC92D
9	STAC-5	STAC-5	8TAC93D
10	STAC-6	STAC-6	8TAC94D
11	STAC-7	STAC-7	8SOA1
12	STAC-8	STAC-8	8SOA2
13	STAC-9	STAC-9	8SOA3
14	STAC-10	STAC-10	8SOA4
15	STAC-11	STAC-11	NWS Office (Home)
16	STAC-12	STAC-12	MSPCALL

*Additional zones are optional

Troy Tretter

From: Stromberg, James (DPS) <James.Stromberg@state.mn.us>
Sent: Thursday, December 29, 2016 2:13 PM
To: akruger@mankatomn.gov; al.fjerstad@co.mille-lacs.mn.us; Anderson, Cathy (DPS); Brad M. Peters; Choutka, Alan; Dan Anderson (Dan.Anderson@hennepin.us); Dave Pike; Dean Wrobbel; Donahue, Randy (DPS); Jerry Erickson; Jim Jarvis (James.Jarvis@hq.dhs.gov); John Hyde; Keith Pattison (kdpattison@charter.net); Keith Polipnick (keithp@co.douglas.mn.us); Keith Ruffing (keithr@saintpetermn.gov); Kerry Swenson (Kerry.swenson@co.cass.mn.us); Marek, Craig (MOHLTC); Marcy, Mark (DPS); Mark Vandenberghe; McPherson, Christine; Mike Sand; nate.timm@co.washington.mn.us; Rick Freshwater (freshwater.rick@CO.OLMSTED.MN.US); Sara Boucher-Jackson; Scott Mackissock; steve.olson@co.lake.mn.us; Tina McPherson; tina.lindquist@co.grant.mn.us; Wanchena, Victor (DOC); Schmidt, William (MDH)
Cc: Troy Tretter; Neuberger, Joe (DPS); Mines, Jackie (DPS); Bruning, Marcus (DPS); Donahue, Randy (DPS); Juth, Rick (DPS); Dave Thomson - Rochester Police Department (dthomson@rochestermn.gov)
Subject: December COMU Workgroup Conference Call Notes
Attachments: 2016-12-15 -- Conference Call Notes.pdf

Hello, COMU Working Group. I hope you all had a great holiday and are enjoying a week off or, at least, a quiet work week leading up to New Years. The ECN office has been quiet and I have been very productive – a nice change for me.

When this group was formed last March we set out to discuss Minnesota's COMU program, wrestle with some of the questions posed to me about the direction of Minnesota's COMU, and to set us toward established goals. I think we did a very commendable job and we are ready to move to move on to a new phase.

I asked you to commit only through the end of the year but, during our November call, everyone on the call said they would like to stay on. We also agreed to open the doors to new participants. Here is who has clearly told me that they would like to stay on. If you are not on the list or I don't hear from you in the next couple of weeks, I will drop you off the email list – THANK YOU for your contributions!

- Dan Anderson
- Steve Olson
- Alan Choutka
- Mark Marcy
- John Hyde
- Jim Jarvis
- Mark Vandenberghe
- Dean Wrobbel
- Keith Pattison

I have not yet sought out new members for our workgroup. At the January Interoperability Committee meeting, I will give them our regular workgroup update and I will ask the Committee to call out for new participants to join us. In particular, I will ask the Interoperability Committee to formally seek a representative from each ECB/ESB region. Of course, if you have a recommendation for this workgroup, please encourage that person to join us.

I also want you to know that I have asked HSEM to formally add someone to our workgroup and they are researching the possibility. They were glad to be asked and agreed that, as the COMU was part of the ICS, our efforts should be coordinated and harmonious.

Last, I am going to cancel the January call and get back to our monthly call rotation in February. Watch for new meeting invitations.

That's all for now, folks!! Have a great New Years.

Jim Stromberg

ARMER Program Manager / Statewide Interoperability Coordinator

State of Minnesota, Department of Public Safety, Division of Emergency Communication Networks

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