

METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

Board Room, Metro Counties Government Center
October 28, 2015
1:00 – 3:00 p.m.

MEMBERS:

Ulrie Seal, Chair
MN Fire Chiefs Association

Ron Jansen, Vice Chair
Dakota County

Jeff Bjorklund
Metropolitan Airports
Commission

Jon Eckel
Chisago County

Clif Giese
Metro Region EMS

John Gundersen
Hennepin County

Chad LeVasseur
Metropolitan Council

Rod Olson
City of Minneapolis

Bob Shogren
Isanti County

Chuck Steier
At-large member, U of M
Police

Jake Thompson
Anoka County

Nate Timm
Washington County

Tim Walsh
Carver County

Chris Weldon
Scott County

Scott Williams
Ramsey County

Open
MN Chiefs of Police
Association

1. Call to Order
2. Approval of August 26, 2015 Minutes
3. Agenda Items
 - a. Election voting of Chair and Vice Chair
 - b. Washington County APX VHF Console Addition – Nate Timm
 - c. HCMC Console Change / CCGW – Jason Sufka
 - d. Metro Transit talk group request – Chad LaVasseur
 - e. HealthPartners Participation Plan – Jeff Nelson
 - f. GTR800 Training – Spring 2016 – Troy Tretter
 - g. Discussion item – Metro System Administrator Training – Jansen/Tretter
 - h. Grants / 2015 SHSP Grant – Troy Tretter
4. Moves, Additions & Changes to the System
 - a. Existing/Other Systems
 - b. Update on Removal of Voting from Interoperability System
5. Committee Reports
 - a. Metro Mobility System Usage Update—Chad LeVasseur/Dana Rude
 - b. System Manager's Group/Metro Owner's Group Update
 - c. Reports from SECB Committees—Troy Tretter
6. Other Business
 - a. Regional Talkgroup Permissions Updates
 - b. Update from Counties regarding SUA2+
 - c. November meeting change to 18 November
7. Adjourn

Ulrie Seal, Chair

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
August 26, 2015**

Members Present: Ron Jansen, Vice Chair; Jeff Bjorklund; Jon Eckel; Clif Giese; John Gundersen; Chad LeVasseur; Rod Olson; Dave Pikal; Bob Shogren; Chuck Steier; Jake Thompson; Nate Timm; Tim Walsh; and Chris Weldon.

Guests Present: Jill Rohret, Metropolitan Emergency Services Board; Martha Ziese, Metropolitan Emergency Services Board; Dana Rude, Metro Mobility; John Sells, White Bear Lake Police Department; Tony Martin, Edina Police Department; Capt. Adam Pirri, Scott Co. Sheriff's Office; and Dean Daninger, Ancom Communications.

Call to Order: Ron Jansen called the meeting to order at 1:00 p.m.

Minutes of the July 22, 2015 Meeting:

M/S/C – Jake Thompson moved approval of the July 22, 2015 meeting minutes. Jon Eckel seconded. The motion carried.

COML Certification for Scott Huppert, Hennepin EMS: Jill Rohret stated that Scott Huppert was seeking COML certification. He used the Vital Connections exercise as his certification event. Nate Timm evaluated him and Chief Seal signed the final evaluators form.

M/S/C – John Gundersen moved to approve the COML Certification for Scott Huppert. Clif Giese seconded. The motion carried.

White Bear Lake Console Upgrade to MCC 7500s: John Sells said that White Bear Lake would like to upgrade its Gold Elite consoles to MCC 7500s. They will go from two Gold Elite consoles to three MCC 7500 consoles, plus a patching position. They will use four ports on one 8-port CCGW and use their existing infrastructure for connection. They will remove their CEBs when they do the console upgrade and turn back all but four IDs.

M/S/C – Jake Thompson moved to approve the White Bear Lake console upgrade. Chris Weldon seconded. The motion carried.

Edina Console Upgrade to MCC 7500s: Tony Martin stated that Edina would like to upgrade its Gold Elite consoles to MCC 7500s. They will replace their three Gold Elite consoles with three MCC 7500 consoles, plus a patching position. They will connect via their current connections, though they may return in the future to get a redundant connection approved. Edina will use eight ports on one 8-port CCGW, they will turn back their extraneous IDs via Hennepin County. They will log over the air.

John Gundersen commented that Edina is on the Hennepin County sub system and they support their upgrade.

M/S/C – John Gundersen moved to approve the Edina console upgrade. Jeff Bjorklund seconded. The motion carried.

Moves, Additions & Changes to the System

Gundersen told members that his boss Jon Vavruska resigned this week. That position is vacant.

Chris Weldon said he is retiring October 30th. Captain Adam Pirri will be his replacement.

Update on the Removal of Voting from the Metro Interoperability System – Jansen stated that the MRCC has met with Tim Lee and discussed the VMED28. The voting removal will most probably be on the Metro Owner's Group (MOG) agenda for next month, then back to this TOC after that.

Metro Mobility Update: Dana Rude told members that use is flattened, not reduced. He is waiting to see August numbers. The project to integrate their MDCs with their scheduling system is moving forward.

SMG/MOG Update: Jansen said SMG was cancelled and the MOG meets next month.

SECB Committee Reports: Rohret said the SECB meeting scheduled for tomorrow is cancelled. They will meet in September. The Legislative Committee was cancelled in August and September. The Steering Committee was also cancelled. The Finance Committee met to discuss the Motorola proposal for the 7.19 upgrade.

Jake Thompson stated that there is an opening at ECN for Deputy Statewide Interoperability Coordinator.

Other Business: Rohret said there were no regional talkgroup permission requests and reminded members that the September Radio TOC meeting is cancelled. She noted that Troy Tretter, the new Radio Services Coordinator starts next Monday, August 31, 2015.

Chris Weldon asked for feedback on a companion animal discussion he is having with his county regarding an employee bringing a companion animal to work.

M/S/C – John Gundersen moved to adjourn. Jeff Bjorklund seconded. The motion carried.

The meeting adjourned at 1:20 p.m.



Office of the Sheriff

Commitment to Excellence



William M. Hutton
Sheriff

Dan Starry
Chief Deputy

10/20/2015

Ulie Seal, Chair Metro TOC
1800 West Old Shakopee Rd
Bloomington, MN 55431

Mr. Seal,

Washington County desires to increase our interoperability with our neighbor agencies in Wisconsin. To achieve this goal, I have designed the following plan:

- Move one existing 4 port CCGW to our site in Hudson Wisconsin
- Connect back to PSAP dispatch switch using RAD Rici T1 over county owned microwave link to Hudson site
- Deploy one Quantar station using the surplus open dipole VHF antenna on top of the tank. This station will require FCC licensing do to antenna height. Proposed 14 modes are shown in the technical drawing.
- Deploy 3 APX control stations with $\frac{1}{4}$ wave antennas connected to the ice bridge. One station will contain interoperable mains for Pierce County, another for St. Croix County, and the third for WISCOM.
- All resources will be accessible to other MCC7500s in zone 1, and be connected to the CCGW using 4 wire tone remote control.

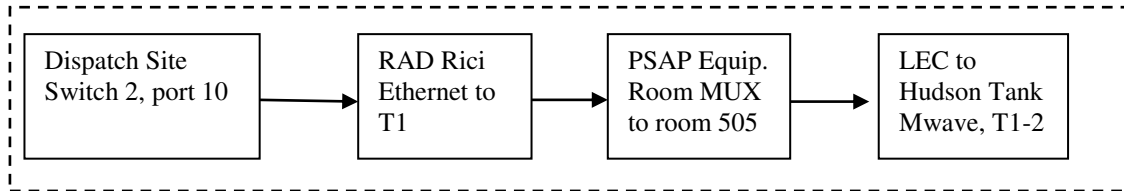
We currently have a surplus Quantar station for the simplex interoperable frequencies. We will purchase 3 APX VHF consolettes, all with P25 trunking and encryption capabilities, at a quoted cost of \$20,805.00.

Quoted price for 2 Rici T1 devices and APX station antennas (Telewave unity dipole) is \$1,880.74. To allow for coax, connectors, unexpected costs, and minor hardware I am estimating the entire project at \$24,000. I respectfully request any grant monies that may be applicable towards this project, and TOC approval of the technical plan.

Thank you for your consideration.

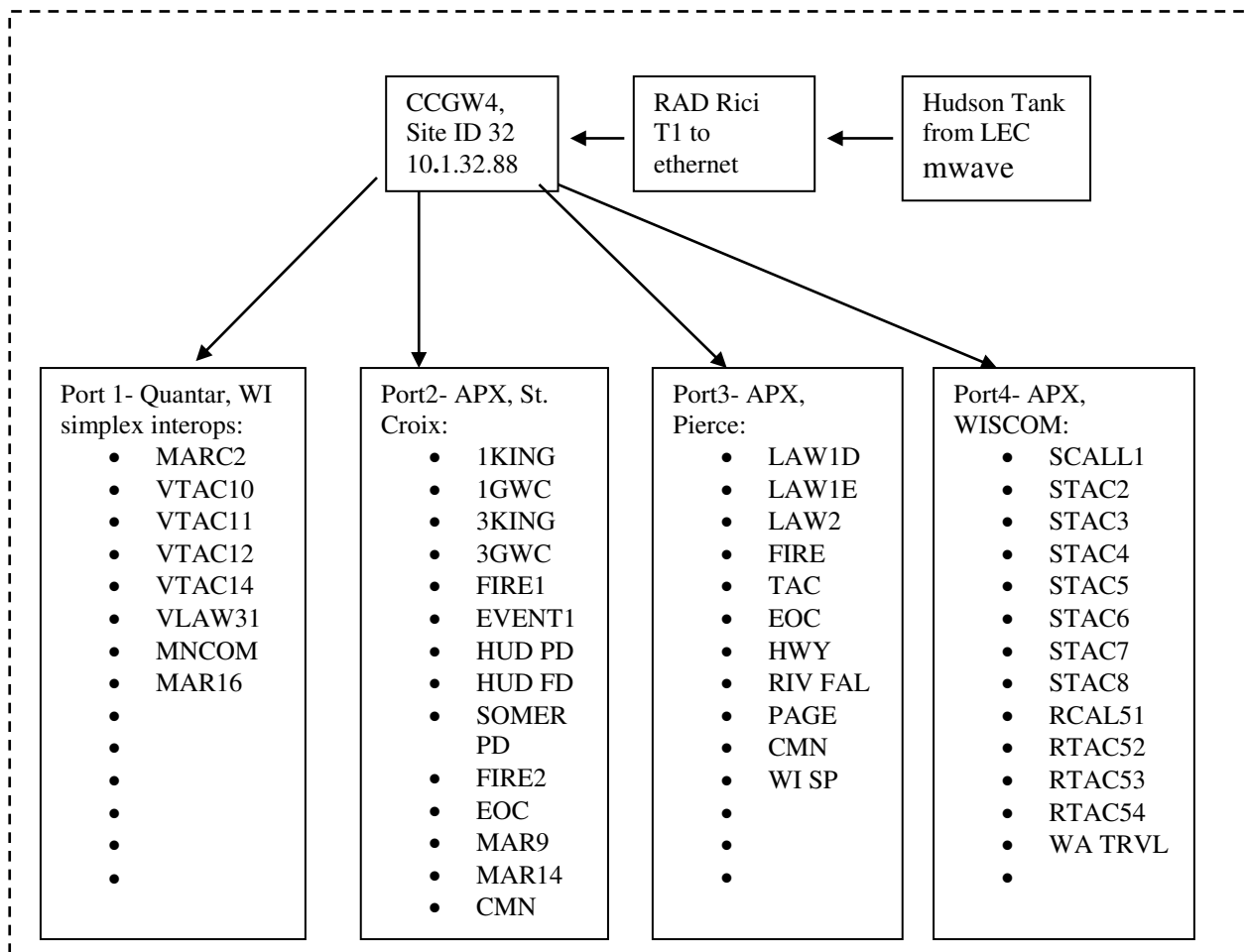
Nate Timm
Radio System Manager

LEC:

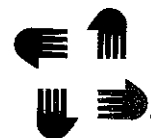


Microwave

Hudson Site:



RECEIVED
SEP 21 2015



Hennepin County
Medical Center

Ms. Jill Rohret
Executive Director
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

BY: _____

701 Park Avenue
Minneapolis, Minnesota
55415-1829

Tel: 612-873-3000

www.hcmc.org

Dear Ms. Rohret,

Hennepin County Medical Center is respectfully requesting a change to the HCMC dispatch console system. We are planning to add 2 dispatch operator positions and 1 CCGW.

The existing HCMC EMS dispatch center has 5 operator position and 1 CCGWs. The new equipment will be added onto the same dispatch site and this equipment will be used exclusively by the HCMC security office.

The design includes 1 CCGW and two ports will be connected to backup Consolettes. This design will also require two radio IDs.

There are no connectivity changes as the new equipment will be added onto an existing dispatch site.

We are working with Motorola and Hennepin County Sheriff radio technicians to implement these changes. We are also working with Hennepin County Sheriff staff on ARMER training as well.

Thank you for your consideration.

Sincerely,

Lt. Jason M. Sufka, CPO, EMT-B
HCMC Security Operations Supervisor #109
Physical Security Systems
Office: 612-873-3633
Mobile: 612-432-8711
Security Operations Center: 612-873-3232

Hennepin County Medical Center
701 Park Ave.
MPLS, MN, 55415
Mail Code: RL Security

Troy Tretter

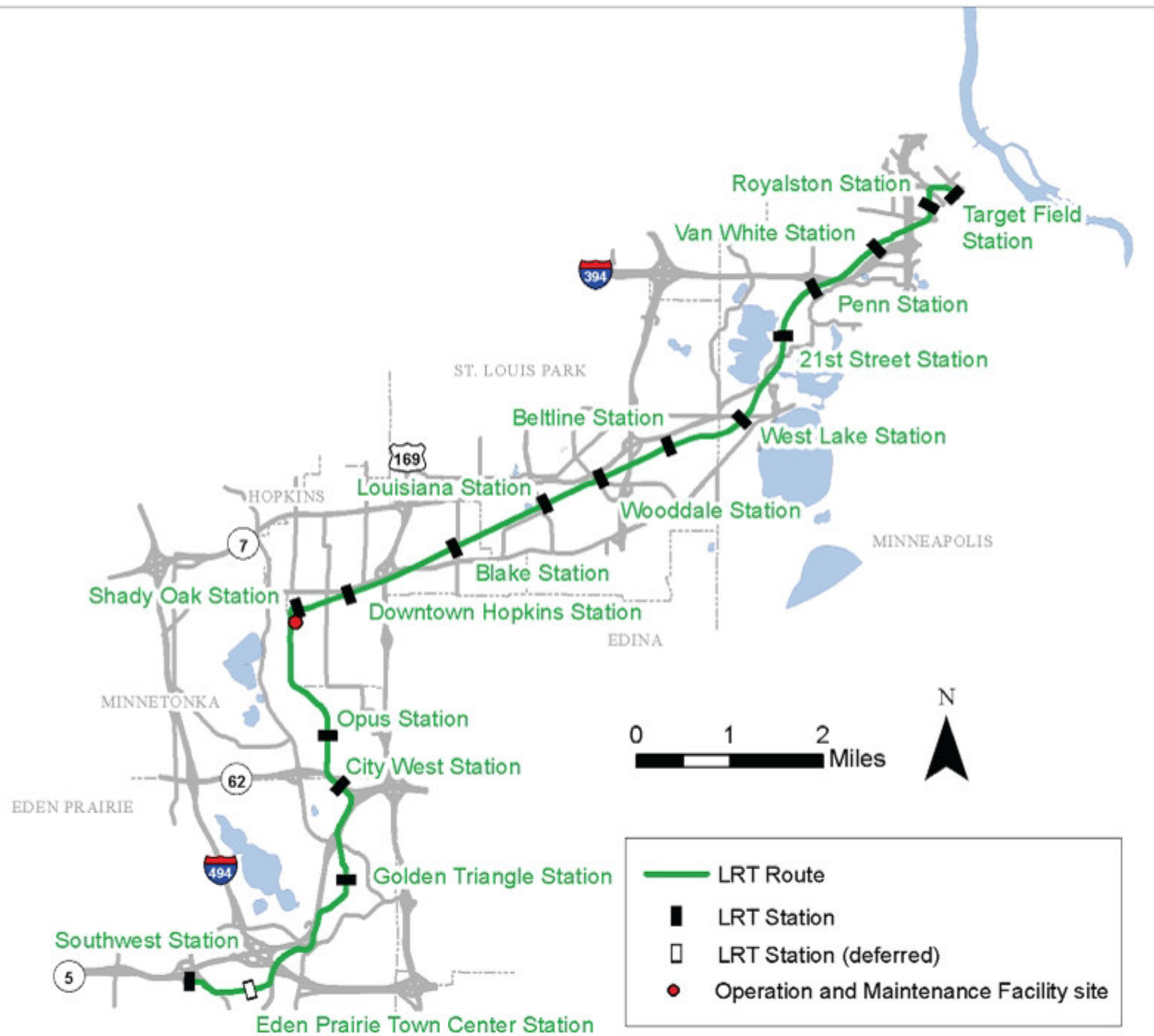
From: LeVasseur, Chad <Chad.LeVasseur@metrotransit.org>
Sent: Tuesday, October 20, 2015 2:09 PM
To: Troy Tretter
Subject: Additional Talkgroups

Troy,

Could you add to the RTOC agenda a Metro Transit request for 5 additional Talkgroups for the future Southwest Light Rail line?

Thanks,

Chad LeVasseur
Metro Transit
Manager of Communications
Office: 612-349-7594
Cell: 651-238-5500
Email: chad.levasseur@metc.state.mn.us





7900 International Drive – Suite 300
Bloomington, MN 55425

E-Mail: jeff.nelson@psc Alliance.com

Voice 612.216.1502

FAX 888.384.9171

Technical Plan
for ARMER
800 MHz Trunked Radio System Participation
by
Regions Hospital
dba
HealthPartners Medical Transportation

Submitted to:
Metropolitan Emergency Services Board

October 21, 2015



Allied Radio Matrix for Emergency Response



This document has been prepared under contract by PSC Alliance Inc. for the benefit of HealthPartners Medical Transportation. Questions concerning content of the plan may be directed to: Jeff Nelson, PSC Alliance Inc. at the address shown above or via email: jeff.nelson@psc Alliance.com.

TABLE OF CONTENTS

<u>Section</u>	<u>Description</u>	<u>Page Number</u>
	EXECUTIVE SUMMARY & OVERVIEW	3
1	BACKGROUND	5
	Introduction.....	5
	Project Funding.....	5
2	ELEMENTS OF PRELIMINARY TECHNICAL PLAN.....	5
	HPMT Locations and Resources	5
	HPMT Connectivity	5
	HPMT Audio Logging	5
	ATIA Data Requirement	5
	System Loading/Call Activity.....	5
	Table 1 – City Center Activity	6
	Subscriber Radio Fleet/Radio ID's	6
	Interoperability	6
	Fleet Map	6
	Schedule	7
	Training.....	7
	System Maintenance.....	7
	System Administration	8
	SUMMARY	8

Executive Summary & Overview of HealthPartners Plan

Below is a high level synopsis of the plan being proposed by HealthPartners Medical Transportation (HPMT) for use of the ARMER 800 MHz system. Further narrative is contained later in this document describing the topics which are summarized below. Regions Hospital acquired its medical transportation division in October 2013. HPMT consists of five ambulances as well as four Special Transportation Service (STS) wheelchair vans. HPMT is a non-emergency, Basic Life Support (BLS) transportation service that provides hospital to hospital transfers, as well as discharges from the HealthPartners hospital network. HPMT currently subscribes to a private UHF LMR service, which provides mobile radio coverage to much of their service area. The ambulances are also equipped with VHF radios to provide some level of interoperability, and also the ability to contact MRCC when necessary.

The HPMT staff understands the value of migrating to using the ARMER Network for its day to day operations. As part of the metro area EMS mass casualty plan, the need for interoperability with incident command and other ARMER users is also important. By migrating to the ARMER system, HPMT will be able to more fully participate in mass casualty drills, and will be much better positioned to provide services during a mass casualty incident.

Due to the size of their operation as well as the few numbers of radios needed by HPMT, there is no plan to add infrastructure. Dispatching will be accomplished using a desk mounted mobile/console radio installed at their office located at 2501 Minnehaha Ave in Minneapolis. HPMT does not currently record their radio traffic, but may do so in the future using the analog output from the dispatch mobile/console, and a local, analog recorder. HPMT intends to install dual head mobile radios in each of their five ambulances, and operate the STS vans using portable radios only.

ARMER System loading is a concern anytime a new entity joins the system. HPMT is licensed by the State of Minnesota to operate in Hennepin County, Ramsey County, the southern 2/3 of Anoka County and the northern 1/3 of Dakota County – See Figure 1 on next page. Because their primary service area is the heart of the Metro area, HPMT intends to program their radios to “prefer” the City Center site. On average, HPMT provides 300 ambulance transports and 200 STS transports per month. A more detailed analysis of anticipated system loading is provided later in this document.

Subscriber loading onto the ARMER system resulting from HPMT migration will be 15 radio ID's. Projected future additions could result in a total of 20 radios on the ARMER 800 MHz network within 5 years.

The purchase of ARMER radios is funded internally within HealthPartners in the 2015 calendar year, and the target date for migration is prior to December 31, 2015 or at such time as the plan receives final SECB approval.

HealthPartners Medical Transportation (HPMT) Technical Plan

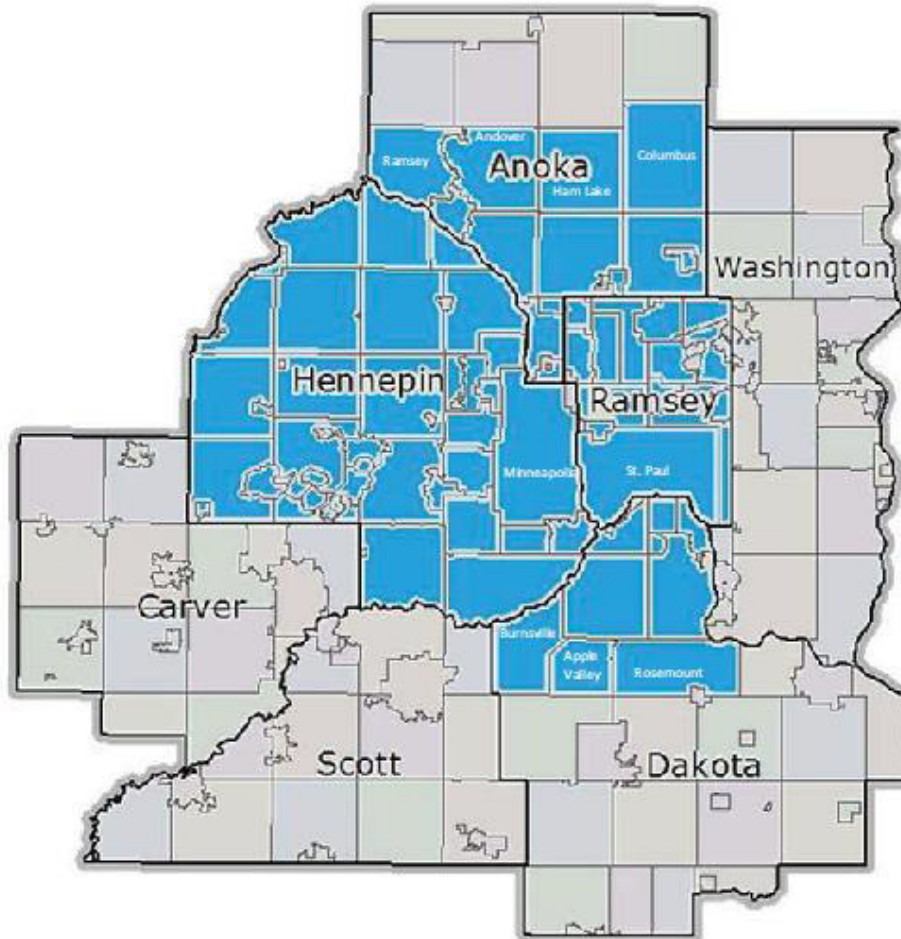


HPMT EMS Licensed Counties

EMS Number: 401

Owner: Regions Hospital

Effective : December 8th, 2014



■ Licensed Counties/Cities:

Ramsey County, Hennepin County, Anoka County Cities: Anoka, Ramsey, Andover, Ham Lake, Columbus, Blaine, Lino Lakes, Coon Rapids, Dakota County Cities: Lilydale, Mendota, Mendota Heights, West St. Paul, South St. Paul, Sunfish Lake, Inver Grove Heights, Eagan, Burnsville, Apple Valley, Rosemount

Figure 1 – HealthPartners Medical Transportation Licensed Service Area

SECTION 1 - BACKGROUND

Introduction

This document is prepared as the technical plan for HealthPartners Medical Transportation (HPMT) full participation on the Minnesota ARMER 800 MHz trunked radio system. The primary audience for this plan is the Metropolitan Emergency Services Board (MESB) Technical Operations Committee (TOC) and the Statewide Emergency Communications Board Operations and Technical Committee (SECB-OTC).

Project Funding

HealthPartners Medical Transportation (HPMT) has identified internal funding to accomplish the migration to the ARMER System, as described in this document.

SECTION 2 – ELEMENTS OF THE TECHNICAL PLAN

HPMT Location & Resources

HealthPartners Medical Transportation is located at 2501 Minnehaha Ave, Minneapolis, MN 55404. The communications center is currently equipped with a UHF control station operating on a private LMR system.

HPMT Connectivity

HPMT does not intend to establish a console connection to the ARMER backbone, but rather will access the System using subscriber units only, including a control station/consolette in their dispatch area.

HPMT Audio Logging

HPMT does not have logging capability today. If logging is desired, it will be accomplished with an analog logger getting audio from the control station/consolette.

ATIA Data Requirement

No ATIA data taps are contemplated if this plan is approved.

System Loading/Call Activity

The radio system currently used by HPMT does not provide any activity logs or statistics. However, some accurate estimates of system loading can be made, based on statistics that are known. HPMT has assembled the following statistics related to their operations:

HealthPartners Medical Transportation (HPMT) Technical Plan

Average BLS ambulance transport per month 300.
Average transport time duration 60 minutes.

Average STS transports per month 200.
Average transport time duration 60 minutes.

Number of transports that end outside of licensed service area 20 per month.

Average radio usage time during transport 60 – 90 seconds spread over several transmissions.

Assuming the worst case of 90 seconds of radio traffic for each transport, and all of the HPMT traffic staying on the City Center site, the impact on that site would increase by a factor of approximately .0035.

City Center Activity				
Month	Seconds	Busies	HPMT (Est)	Increase
April 2015	11,761,671	4	45,000	0.0038
May 2015	12,580,849	0	45,000	0.0036
June 2015	13,176,575	0	45,000	0.0034
July 2015	13,351,751	1	45,000	0.0034
August 2015	12,721,899	2	45,000	0.0035
Sept 2015	12,583,586	0	45,000	0.0036

Table 1 – City Center Activity

Notes: HPMT estimates assume every transport consumes 90 seconds of airtime.
HPMT agrees to train its ARMER radio system users to observe brevity in use of the system to make efficient use of airtime.

Subscriber Radio Fleet/Radio ID's

HPMT will need 15 radio ID's when they migrate to the system, and up to 5 additional ID's over the next 5 years.

Interoperability

Primary interoperability will be achieved via shared use of the ARMER regional and statewide interoperability talkgroups.

Fleet Map

On their current radio system HPMT has a primary channel for their dispatch function, as well as a private channel for each of its' transport vehicles. HPMT understands that

HealthPartners Medical Transportation (HPMT) Technical Plan

requesting 10 talkgroups for the amount of radio traffic they will generate is not practical. To support their operations, they are requesting 4 talkgroups:

Dispatch – Calls will be dispatched on this primary talkgroup. Radios will be programmed to “prefer” the City Center site on mobiles and portables. Portable radios will likely only roam from the City Center site when personnel are inside buildings. Mobiles will likely only roam when the vehicles travel a good distance outside the core metropolitan area.

Ambulance Operations – Will be used in those cases where information needs to be shared with only the ambulance fleet. Radios will be programmed to “prefer” the City Center site on mobiles and portables. Portable radios will likely only roam from the City Center site when personnel are inside buildings. Mobiles will likely only roam when the vehicles travel a good distance outside the core metropolitan area.

STS Operations – Will be used in those cases where information needs to be shared with only the STS van fleet. Radios will be programmed to “prefer” the City Center site on mobiles and portables. Portable radios will likely only roam from the City Center site when personnel are inside buildings. Mobiles will likely only roam when the vehicles travel a good distance outside the core metropolitan area.

HPMT Roam – Will only be used in those cases where a transport vehicle leaves the metropolitan area for a long distance transport. As shown above in the statistics, transports, ambulance and STS, typically end outside the service area about 5 or 6 % of the time. The out of area transports involve minimal communications.

Schedule

HPMT has funding in 2015 to make the migration to the ARMER System and desires to secure MESB, OTC, and SECB approvals by December 31, 2015.

Training

HPMT will work with an outside trainer to arrange training that meets the ARMER policy requirements. End user training will utilize methods of classroom explanation/demonstration with both visual aids and functioning radio equipment. All HPMT personnel are trained to at least the level of EMT.

System Maintenance

HPMT intends to coordinate the maintenance and support of the subscriber equipment with a qualified service provider(s). That provider will be selected after the subscriber equipment is specified and ordered.

HealthPartners Medical Transportation (HPMT) Technical Plan

System Administration

HPMT will need very little System Administration support after the initial radio and talkgroup set-up. HPMT will seek a qualified service provider for that service also.

SUMMARY

HealthPartners Medical Transportation looks forward to approval of this plan with expected preliminary migration to the ARMER Network by December 31, 2015. HPMT believes such use of the ARMER system is permitted by MSS 403.34, 403.38, as well as ARMER Standards, and also believes that doing so would be consistent with prior precedent for allowing full ARMER participation by BLS and Scheduled Medical Transportation Services.

[illegible]

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

Document Section:	1—Management of System	Radio TOC Recommendation
Sub-Section:	METRO 1.10a (1.11.1)	Date: 4/5/01
Procedure Title:	Training – System Administrators	
Date Established:	2/21/01	MESB Approval - Signature:
Replaces Document Dated:	4/25/01	
Date Revised:	11/20/08	Date: 5/4/01

This standard was deleted pursuant to MESB action on month, day, year.

The statewide ARMER standard 1.10a (1.11.1) replaced this standard statewide.

Please refer to the Statewide Radio Board's website for ARMER standards:
www.srb.state.mn.us

******NOTE – ALL ITEMS BELOW HAD THE STRIKETHROUGH REMOVED FOR VIEWING FOR THE OCTOBER 2015 TOC MEETING******

1. Purpose or Objective

To establish the minimum training standards for system administration staff. This is to insure that system functionality and integrity are maintained because qualified personnel are performing system administration functions.

2. Technical Background: N/A

- Capabilities
- Constraints

3. Operational Context:

System functionality and integrity must be maintained by ensuring that only qualified personnel perform system administration functions.

4. Recommended Protocol/ Standard:

- **System administrators** are responsible for maintaining system configuration databases for system or subsystem infrastructure, subscriber databases and console configuration databases. Therefore, they shall have successfully completed the appropriate training on the system management functions. Appropriate training shall, at a minimum, include formal factory training either at the factory or in the field, conducted by a qualified instructor.

- **System administrators** shall be familiar with the system standards.
- In addition, **personnel responsible for the day to day data base administration** (i.e., moves, changes, or additions to a system or subsystem subscriber database) shall be trained either at formal factory training or by the previously trained appropriate system or subsystem administrator.
 - ✓ The appropriate system or subsystem administrator shall certify that these personnel are properly trained and maintain a current record of personnel that are certified.
- System access rights shall not be given to personnel that have not had the proper training.
- System managers shall maintain a list of training completed by system administrators.

5. Recommended Procedure:

This manual does not contain specific training procedures or training modules. However, see *Appendix 5 - Technical Training Matrix* and *Appendix 6 - Operational Training Matrix* for the general training curriculum.

6. Management

System Managers are responsible to ensure that:

- An appropriate training plan has been developed for their agency that includes Regional Interoperations Training program.
- Minimum training requirements are met
- Only qualified personnel perform system administration functions
- System administrators are familiar with all applicable sections of the system standards manual



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SUITE 201
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
FAX 651-603-0101
WWW.MN-MESB.ORG

MEMO

To: Chief Ulie Seal, Metro RTOC Chair
Fr: Troy Tretter
Date: October 15, 2015
RE: 2015 SHSP Grant

The following was discussed on via conference call with the ECN Grants workgroup on October 19th regarding the 2015 SHSP grant.

- 2015 SHSP: The proposed idea is that ECN will allocate \$25,000.00 for each region to be utilized for training (totaling \$175,000.00). The remaining \$575,000.00 will be available for all regions to apply for with a competitive grant request.
- The \$25,000 allocation for training can be utilized for TICP maintenance, which is projected to be no more than \$5,000 for the calendar year.
- Another phone call on this grant will be held on the 29 or 30 October.
- There will be a 50% match on equipment.

The following list represents the funding priorities finalized and approved this list at the June 24th Radio TOC meeting.

- Motorola IP Simulcast Training (Course ACS715217) *(could be funded by the remaining \$20,000 training allocation)*
- Metro Region Dispatcher Scenario Training *(could be funded by the remaining \$20,000 training allocation)*
- TIC Plan Maintenance
- IPAWS Software
- Portable Tower
- CRTF Exercise *(could be funded by the remaining \$20,000 training allocation)*