

**M E T R O P O L I T A N E M E R G E N C Y  
S E R V I C E S B O A R D**

**RADIO TECHNICAL OPERATIONS COMMITTEE  
AGENDA**

**Board Room, Metro Counties Government Center  
December 20th, 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

Wendy Lynch  
Metro Region EMS

Scott Gerber  
MN Fire Chiefs Association

Nancie Pass  
Ramsey County

Chuck Steier  
U of M Police, at large  
member

Nate Timm  
Washington County

Open  
MN Chiefs of Police  
Association

1. Call to Order
2. Approval of November 2017 Minutes
3. Agenda Items
  - a. Eden Prairie Fire Department – Mark VandenBerghe
  - b. Doris Lake COML Renewal - Tretter
  - c. IRS Criminal Investigation Division ARMER Plan – Todd Strom
4. Moves, Additions & Changes to the System
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
    - vi. Finance / Grants Workgroup- Tretter
  - d. Super Bowl 52 Communications Workgroup – Olson
    - i. Presentation from City of Minneapolis – Harris/Boucher-Jackson
6. Other Business
  - a. Regional Talkgroup Permissions Requests
    - i. IRS CI – METAC 1- METAC 12E
  - b. 2018 Meeting Dates - Tretter
  - c. Next Meeting: January 24th
7. Adjourn

Scott Haas, Chair

**Metropolitan Emergency Services Board  
Radio Technical Operations Committee  
Meeting Notes  
November 15, 2017**

**Members Present:** Peter Sauter, Robert Shogren, Ron Jansen, Chad LeVasseur, John Gundersen, Wendy Lynch, Nate Timm, Scott Haas, Rod Olson, Chuck Steier, Jake Thompson. Scott Gerber.

**Guests Present:**

Brian Galowitz, Lakes Region EMS; Victoria Vadnais, Allina Health EMS; Shane Sheets, Carver County; Ton Martin, Edina PD; Dan Anderson, Hennepin County Emergency Management.

**Call to Order:**

Scott Haas called the meeting to order at 1:00 P.M.

**Approval of Minutes**

*M/S/C Motion made by Gundersen to approve minutes from October 25, 2017. Timm seconded. Troy Tretter pointed out that the minutes reflected Tim Walsh was present. Pete Sauter was the member in attendance. Motion carried with correction noted.*

Ron Jansen requested the agenda for November 15, 2017 be altered to include OTC request yesterday by FBI to add two regional talk groups in the metro for the Super Bowl.

*M/S/C Motion made by Thompson to approve November 15, 2017 agenda with amended addition as Action Item #1. Gundersen seconded. Motion carried.*

**Agenda Items:**

**FBI request for additional talk groups (added to agenda)**

FBI agent Rick Roeder; Minneapolis said they are currently participants of the state wide ARMER system. The FBI has two talk groups currently. They are requesting two regional additional talk groups to assist with Super Bowl 52. It is preferable to add these talk groups from Minneapolis downtown and the U of M.

Jansen said the OTC approved the request contingent upon the metro TOC approval to create them regionally. These will be new encrypted talkgroups level five sun-setted March 31, unless the FBI's plan amendment was approved at the OTC before then.

Jansen asked if they should be set up as fast-start or all-start. Roeder asked they be set up the same as their current talkgroups are. He will work with John Anderson before they are created.

*M/S/C Motion made by Jansen to approve metro access talk groups. Gundersen seconded. Motion carried.*

**City of Edina participation Plan change**

Tony Martin said the City of Edina is requesting a change to their Participation Plan. He said the level of access to the firewall provided by LOGIS will not need to be changed. The fiber is stained dark; dedicated for Edina. LOGIS is waving fees but there are some expenses for equipment paid for by Edina.

*M/S/C Motion made by Gundersen to approve the Edina Participation plan. Gerber seconded. Motion carried.*

### **Metro Standard 3.35.0 – National Weather Service**

Jansen requested approval of changes made to Metro Standard 3.35.0. Nate Timm asked if the quantity of radios need to be listed by the National Weather Service. The first sentence listing quantity of radios will be changed to read Chanhassen Weather has a limited number of radios.

Tretter said this request for change to 3.35.0 National Weather Service ARMER Radio Operations has an effective date of January 31, 2018 and there will go before the MESB March 2018.

*M/S/C Motion made by Timm to approve changes with above amendment made to Metro Standard 3.35.0, Timm seconded. Motion carried.*

### **Metro Standard 3.28.1 – METEM Talkgroup**

Dan Anderson said that the changes to Metro Standard 3.35.0 opens an opportunity to make changes to the METEM Talkgroup. This talkgroup will be used the ten days of the Super Bowl. Scott Haas said he would present discussion at the JPA group next month.

### **COML Packet – Leticia Cardenas, City of Minneapolis**

### **COML Packet – Deanna Olson, City of Minneapolis**

### **COML Packet – Jennifer Geiselhart, City of Minneapolis**

*M/S/C Motion made by Shogren approve all 3 COML Packets. Seconded by Gerber Motion carried.*

Timm said the digital version of these packets includes a full incident action plan with some sensitive data. Tretter said those documents will be redacted from the packets, and removed from the MESB website since the COML packets are approved.

### **Lakes Region EMS Participation**

Brian Galowitz; Lakes Region EMS Operations Manager said that Lakes Region EMS has been an ARMER subscriber since 2003. Lakes Region EMS currently has 51 radio IDs. They are requesting to increase number of IDs to 100. The OTC approved this change. The radios use ARMER while in Minnesota, and Polk County VHS while in Wisconsin. Administration and training for the radios is taking place.

*M/S/C Motion made by Gundersen to approve Lakes Region EMS Participation Plan change. Shogren seconded. Motion carried.*

Timm asked if the TOC needed to discuss about how LREMS is contracted with the MESB. Tretter stated he would talk with the MESB Executive Director about what should be done with the contact.

## **Move, Additions & Changes to the System**

### **Committee Reports**

#### **Metro Mobility System Usage Update**

Chad LeVasseur said Metro Mobility is working with Motorola and CenturyLink to get a direct link into the ARMER system.

#### **System Manager's Group/Metro Owner's Group Update - Cancelled**

### **Reports from SECB Committees**

### **Steering - Cancelled**

Tretter said the Federal study being conducted by Rey Freeman should be done by end of 2017.

Haas would like some SUA detail from the state regarding what the long-term maintenance plan is for ARMER. Tretter said he would work with the state to discuss the planning progress.

### **OTC**

Gundersen said the meeting yesterday approved the FBI and Lake Region EMS requests, additional ID requests from Wright and Swift Counties. and Dakota County microwave path request. There were also half a dozen state standards modifications.

There was a discussion about federal agency participation and where they fall organizationally under the federal hierarchy.

**Interoperable Data Committee** – will be meeting next week.

**IOC** – will be meeting next week.

**IPAWS** – Haas reported that they are actively looking at the organization of the committee now that IPAWS falls under ECN rather than HESM. The committee reviewed a report from the accomplishments of the committee of the last year and the roadmap for the future of IPAWS.

**Finance/Grants Workgroup - No meeting**

### **Super Bowl 52 Communications Workgroup**

Olson said there were Status Board requests that were put in place. LTAC1, STAC1 and METAC1 are left open. There were concerns from the TOC that there are not enough emergent talkgroups open for day to day incidents. The TOC chair requested someone from Minneapolis present on the communications plan for the Super Bowl at the next TOC.

### **Other Business**

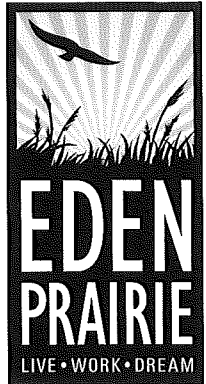
**Regional Talkgroup Permission Requests** - Rice County Sheriff's Department – ME TAC1-10 & ME TAC11E - ME TAC12E.

Jansen said the request for METAC1-10 was for public safety only, and the request for METAC11E-12E was for members of the MAAG SWAT team.

*M/S/C Motion made by Jansen to approve request. Timm seconded. Motion carried.*

Haas announced the next meeting was scheduled for December 20<sup>th</sup>.

*The meeting adjourned at 2:35pm.*



OFC 952 949 8300  
FAX 952 949 8390  
TDD 952 949 8399

8080 Mitchell Rd  
Eden Prairie, MN  
55344-4485

[edenprairie.org](http://edenprairie.org)

11/27/2017

Troy Tretter  
Radio Services Coordinator  
Metropolitan Emergency Services Board  
2099 University Avenue West, Suite 201  
St. Paul, MN 55104

Dear Mr. Tretter:

The Eden Prairie Fire Department wants to install a mobile radio at the Eden Prairie Center. The radio will have only two Armer talk groups install and Transmit disabled. Those two talk groups would be EP-PTRL 1 and EP-FMAIN. Both talk groups are owned by Eden Prairie. This radio would resided in the Eden Prairie Center Mall Security office. Eden Prairie Police (EPPD) wants Mall security to know when incidents are happening at their location. Mall security operates off of the city owned 800 trunked system. EPPD has a patch that we use to listen to the Mall Security and allows EPPD to scan between both systems.

Eden Prairie Police Department will have the ultimate responsibility of insuring proper radio and legal usage. Mall Security has been using the city system for 20 years without incident. If the radio is used inappropriately or illegally the radio may be disconnected from Hennepin County Radio thus making the radio useless. If an investigation is conducted on any illegal usage the operator may be prosecuted and/or Mall Security loses it privilege to have the radio.

The Eden Prairie Police Department will continue to work and train Mall security personnel on its function and capabilities. Contacts are listed below

**Sponsoring Agency:**

Eden Prairie Fire Department  
14800 Scenic Heights Road  
Eden Prairie, MN 55344  
Capt. Mark VandenBerghe  
952-949-8368

**Non-Public Service Organization:**

Eden Prairie Center Mall Security  
8251 Flying Cloud Drive.  
Eden Prairie, MN 55344  
Emily Bares, Director of Security  
952-525-2159

Sincerely,



(Mark VandenBerghe

Captain, Eden Prairie Fire Dept.

# COMU Position Recognition Application

Application Type:

Initial Application       Renewal       Change of Status

Position (check only one unless changing status):

COML       COMT       INCM  
 INTD       RADO       AECS

Name (Last, First Middle) Buls-Lake, Doris Ann

Certifying Agency DAKOTA COMMUNICATIONS CENTER

County DAKOTA      ECB/ESB Region METRO

Agency Address 2860 160<sup>th</sup> ST W, ROSEMOUNT, MN 55068

24/7 Telephone 952-412-2434      Business Telephone 651-322-8646

Email Address dlake@mn-dcc.org

Signature Doris A. Buls-Lake      Date 12-4-2017

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

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

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

Name & Title Cheryl Pritzlaff - OPERATIONS DIRECTOR

Agency DAKOTA COMMUNICATIONS CENTER

Signature Cheryl L. Pritzlaff      Date 12-4-17

### Regional Recognition

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

Name & Title \_\_\_\_\_ Region \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### COMU Subcommittee & SWIC Recognition

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

SWIC Signature \_\_\_\_\_ Date \_\_\_\_\_

# COMU Experience Record

Name (Last, First Middle) Buls-Lake, Doris Ann

Agency DAKOTA Communications Center ECB/ESB Region METRO

Position:  
 COML                       COMT                       INCM  
 INTD                       RADO                       AECS

**Detail activities below and attach supporting documents (use multiple lines or pages, as necessary).**

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	8/18/2015	ICS-400
1	7/31/2014	ICS-205 (OFFICER Scott Patrick FUNERAL)
3	4/14-16/2014	State Interoperability Conference - St Cloud Dispatch Response to Active Assailant (I spoke to radio needs and COML responsibilities)
3	3/24-27/2014	2014 MPOD MSA/NENA Conference Dispatch Response to Active Assailant (I spoke to radio needs and COML responsibilities)

I certify that I participated in the above activities.

Signature Doris A. Buls-Lake

Date: 12-4-2017

CENTURY  
COLLEGE



# Certificate of Completion

Awarded to

**Doris Buls-Lake**

for successfully completing

**ICS 400**

**12 Contact Hours**

*In acknowledgment thereof these signatures are affixed on this day.*

**Tuesday, August 18, 2015**



*Jeanlyn Jargo*  
Vice President of Continuing Education and Customized Learning

Century College is an equal opportunity, affirmative action employer and educator, and a member of the Minnesota State Colleges and Universities system





## ICS FORM 205 – INCIDENT RADIO COMMUNICATIONS PLAN

INCIDENT RADIO COMMUNICATIONS PLAN		Incident Name: Officer Scott Patrick Funeral			Date / Time Prepared: July 31, 2014 / 2100 hrs		Operational Period Date / Time 8/6/14 0700 - 8/6/14 1800		
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
1	Incident Command	ME-TAC-6 / A-TAC-2	IC	800 MHz ARMER TRUNKED SYSTEM				D	Incident Command - SSP Chief Messerich Cell #651-755-0677/SSP Lt. Brian Wicke Cell #651-755-0696
2	Motorcade	L-TAC-3	SSP - Lt Brian Wicke	800 MHz ARMER TRUNKED SYSTEM				D	Motorcade Ops, Procession Traffic Control Lt. Brian Wicke Cell #651-755-0696 - Patched with VLAW31 after staging complete
3	Reserved for assignment	S-TAC-4	To be Assigned	800 MHz ARMER TRUNKED SYSTEM				D	Reserved if needed
4	Staging	L-TAC-4	Washington County	800 MHz ARMER TRUNKED SYSTEM				D	Talkgroup patched with VLAW31, Wash CO Disp #651-439-9381, Staging at Sibley High School, 1897 Delaware Av, MH - Staging to be completed by 0800 Hrs
5	Church Parking	ME-TAC-7 / A-TAC-3	St Paul PD	800 MHz ARMER TRUNKED SYSTEM				D	Parking at and around church, St Paul PD #651-767-0640 - St Stephens Lutheran Church, 1575 Charlton St, WSP
6	Cemetery Parking	ME TAC 8 / A-TAC 4	Eagan PD - Officer Paul Maier	800 MHz ARMER TRUNKED SYSTEM				D	Parking at the cemetery - Ofc. Paul Maier Cell # 651-755-3364, Acacia Park Cemetery - 2151 Pilot Knob Road, Mendota Heights
7	Family Liaison	S-TAC-5	OPEN	800 MHz ARMER TRUNKED SYSTEM				D	Safety/EMS for Patrick Family
8	Final Call	L-TAC-2	IC	800 MHz ARMER TRUNKED SYSTEM				D	Patched with DK LMAIN3, DK LMAIN2, DK LMAIN1, S-TAC-5 and VLAW31 for final call
9	Event Safety Officer	MH OPS2	IGH Fire, Eric Bergun	800 MHz ARMER TRUNKED SYSTEM				D	Safety Officer for event - Eric Bergun Cell #612-247-1445 - patched to DK-FGR-8
10				800 MHz ARMER TRUNKED SYSTEM				D	
11				800 MHz ARMER TRUNKED SYSTEM				D	
12				800 MHz ARMER TRUNKED SYSTEM				D	



13				800 MHz ARMER TRUNKED SYSTEM	D	
14				800 MHz ARMER TRUNKED SYSTEM	D	
15				800 MHz ARMER TRUNKED SYSTEM	D	
16				800 MHz ARMER TRUNKED SYSTEM	D	
Prepared By (Communications Unit)						
Doris Lake						
Incident Location		Mendota Heights/West St Paul	State MN		Latitude	N Longitude W
County		Dakota				

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the RX and TX frequencies reversed.

**U.S. Department of the Treasury  
Internal Revenue Service  
Criminal Investigation  
St. Paul Field Office**

**Interoperability Participation Plan**

Whereas, the U.S. Department of the Treasury, Internal Revenue Service, Criminal Investigation Division (IRS CI) are in possession of equipment and resources capable of operating on the ARMER public safety radio system, and

Whereas, IRS CI anticipates entering into a subscriber agreement with the State of Minnesota, Department of Transportation permitting the operation of ARMER radio equipment by public safety officials within the agency, and

Whereas, the addition of equipment, including subscriber equipment and other resources requires the allocation or commitment of ARMER backbone resources, and this participation plan seeking allocation of those ARMER backbone resources must be approved by the Statewide Emergency Communications Board before ARMER radio equipment intended for use by public safety officials within the agency can be programmed and deployed.

Now therefore, IRS CI submits the following participation plan, applicable to the possession and use of the following ARMER regional equipment or resources:

Section 1

Agency ARMER Infrastructure Elements:

None

Agency ARMER Subscriber Equipment:

20 Motorola APX 7000 Portable Radios  
43 Motorola APX 7500 Mobile Radios

These are primarily located at our offices in Minneapolis, St. Paul, Duluth, Rochester, and Fargo, ND, which would be used in Cass County, North Dakota or Minnesota.

This equipment will be maintained in accordance with SECB Standards

Section 2

Other Equipment:

None

Section 3

System Identifications Required:

The IRS CI requests the allocation of System Radio User IDs as follows:

63 Purpose (to be used by agents assigned in Minnesota and Cass Co, ND 20 portable, 43 mobile)  
25 Future Growth-Conversion of remaining Minnesota handheld radios to APX7000  
88 Total IDs Requested

**U.S. Department of the Treasury  
Internal Revenue Service  
Criminal Investigation  
St. Paul Field Office**

**Interoperability Participation Plan**

Section 4

Additions to ARMER Interoperability Infrastructure:

None

Section 5

Interoperability Talkgroups I Channels

We propose to utilize the following ARMER radio resources to interoperate with Federal, State and Local partners in the performance of public safety activities:

800 MHz National Interoperability Channels (8CALL & 8TACs)

8SOAs

MSPCALL

Northwest Regionals (approval pending)

Northeast Regionals (this has been approved by the regional board)

Central Regionals (this has been approved by the regional board)

Metro Regionals (approval pending)

Southwest Regionals (this has been approved by the regional board)

South Central Regionals (approval pending)

Southeast Regionals (approval pending)

STACs 1-14E

LTACs 1-4

LTAC-Es 5-12

SIUs 1-4

DROs 1-4

Section 6

IRS CI Specific Talkgroups

None – Day to day IRS CI operations are conducted on our VHF system.

Section 7

Training

IRS CI users will not be permitted to use subscriber equipment programmed with ARMER resources until such time as they have been provided appropriate training as required by standards. This training will consist of completion of online training module accompanied by an in person hands on training session prior to usage.

**U.S. Department of the Treasury  
Internal Revenue Service  
Criminal Investigation  
St. Paul Field Office**

**Interoperability Participation Plan**

Section 8

Designated System Administrator

The following person is designated as the contact for any issues related to operation, deployment and maintenance of the resources described herein:

Supervisory Special Agent – Group 1  
250 Marquette Avenue, Suite 250  
Minneapolis, MN 55401  
Office: 651-767-3201

Alternate:  
Technical Agent – Group 1  
Special Agent  
250 Marquette Avenue, Suite 250  
Minneapolis, MN 55401  
Office: 651-767-3205

Section 9

Designated IRS CI Administrator Contact

For purposes of this participation plan or for the acquisition of additional equipment pursuant to this plan, the following individual is designated as the IRS CI contact:

Supervisory Special Agent – Group 1  
250 Marquette Avenue, Suite 250  
Minneapolis, MN 55401  
Office: 651-767-3201

Alternate:  
Technical Agent – Group 1  
Special Agent  
250 Marquette Avenue, Suite 250  
Minneapolis, MN 55401  
Office: 651-767-3205

Approved and adopted by IRS CI on \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_

---

Signature

Date

# **Metropolitan Emergency Services Board Radio Technical Operations Committee**

## **2018 Meeting Dates**

Wednesday, January 24, 2018

Wednesday, February 28, 2018

Wednesday, March 28, 2018

Wednesday, April 25, 2018

*\*(This is on the last day of the MN Communications Conference)*

Wednesday, May 23, 2018

Wednesday, June 27, 2018

Wednesday, July 25, 2018

Wednesday, August 22, 2018

Wednesday, September 26, 2018

Wednesday, October 24, 2018

Wednesday, November 28, 2018

Wednesday, December 19, 2018\*

All meetings will be at 1:00 p.m. at the Metropolitan Counties Government Center,  
2099 University Avenue, St. Paul

\*Meeting will be scheduled on the 3<sup>rd</sup> Wednesday for this month due to  
the Christmas holiday.