

METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

Board Room, Metro Counties Government Center
December 21, 2016
1:00 – 3:00 p.m.

MEMBERS:

Ulrie Seal, Chair
MN Fire Chiefs Association

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

Dave Pikal
Ramsey County

Scott Haas
Scott 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 October, 2016 Minutes
3. Agenda Items
 - a. SECB Committee's, Primary & Alternate (IPAWS) – Tretter
 - b. Metro Mobility Participation Plan Change – Dana Rude
 - c. Change Management - Metro Zone Changes – Tretter
 - d. COMT Packet – Marvin Turner
 - e. COML Packet – Marvin Turner
 - f. COMT Packet – Guy Johnson
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. Scene of Action Repeater (SOAR) Workgroup – Olson / Kummer
 - d. LTAC-E Change Management Workgroup
 - e. National Weather Service Standard Workgroup – Tretter/Anderson/Krause
 - f. Reports from SECB Committees
 - i. Steering - Tretter
 - ii. OTC – Jansen / Gundersen
 - iii. Interoperable Data Committee – Olson / Thompson
 - iv. IOC – Jansen / Kummer
 - g. 2017 Interoperability Conference – Tretter / Timm
 - i. Conference Dates: May 1-3, 2017
6. Other Business
 - a. Regional Talkgroup Permissions Updates
 - i. Red Cross – Rick Juth / Bill Schmidt
 - ii. CN Railroad – Rick Juth
 - b. Next Meeting January 25th
 - c. 2017 Meeting Dates
7. Adjourn

Ulrie Seal, Chair

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
October 26, 2016**

Members Present

Dana Rude; Curt Meyer; Ron Jansen; Nate Timm; Chad LeVasseur; Iver Johnson; Jake Thompson; Scott Haas; John Gundersen; Jon Eckel; Chuck Steier; Jeff Bjorklund; Rod Olson; Dave Pikal; Peter Sauter

Guests Present:

Jill Rohret, MESB; Troy Tretter, MESB; Martha Ziese, MESB; Carrie Oster, Chris Meier, Motorola; Steve Ouradnik, MN DOC; Scott Wosje, Northland Business Systems; Rick Juth, ECN.

Call to Order:

Ron Jansen called the meeting to order at 1:00 P.M.

Minutes of the September 28, 2016 Meeting

Dave Pikal asked that the MAC electrical issue encountered last night be added to the agenda as a discussion item.

M/S/C Motion made by Bjorklund to approve September 28, 2016 minutes and the October 26, 2016 agenda as amended. Haas seconded. Motion carried.

Agenda Items:

Radio TOC Chair & Vice-chair elections

The floor was opened to nominations for the 2017 Chair. *Gundersen motioned to nominate Scott Haas. Nate Timm seconded. Motion carried.*

The floor was opened to nominations for the 2017 Vice- Chair. *Jake Thompson nominated Ron Jansen. Nate Timm seconded. Motion carried.*

**SECB Committees, Primary & Alternate (IOC, OTC, IDC)
*Operations & Technical Committee (OTC)***

Nate Timm volunteered to be the alternate for the 2017 OTC. Ron Jansen seconded. Motion carried.

Interoperable Data Committee (IDC)

M/S/C Motion made by Eckel to reelect Jake Thompson and Rod Olson as primary and alternate to the 2017 IDC. Gundersen seconded. Motion carried.

Interoperable Communications Committee (IOC)

M/S/C Motion made by Jansen to nominate Jake Thompson as primary to the 2017 IOC. Johnson seconded. Motion carried.

Integrated Public Alert and Warning System (IPAWS)

Tretter noted that the committee only had Scott Williams from Ramsey County and no alternate. Tretter said he had not heard from Scott Williams if he is interested in still attending.

Scott Hass suggested we wait until we hear back from Ramsey County.

The alternate to the IPAWS committee will be tabled until November meeting.

Regional Funding Priorities

Tretter referenced the MEMO in the meeting packet that was drafted based upon recommendations received. He noted that the grants will also be in conjunction with the 911 TOC for all future grants, Tretter is asking that the Radio TOC prioritize the Radio items.

Rohret said that the MESB will ask staff for recommendations for prioritizing, but that GIS will undoubtedly be ranked as a high priority. It is not known how DPS and ECN will separate the funds between 9-1-1 and Radio. The idea behind establishing funding priorities is that the projects will be ready to go when funding becomes available.

Tretter outlined each of the items and assigned estimated costs to each:

Motorola Provided Training: \$20,000-25,000

TIC Plan and CASM Maintenance: \$1000

Communications Response Task Force Training: \$500

Unlicensed Portable Microwave Dish: \$18,000

Interoperable Communications Conference Attendance: \$2,000-3,000

Scott Haas recommended the list be prioritized as:

- 1) Motorola technical training and associated hardware upgrade
- 2) TIC Plan and CASM maintenance
- 3) CRTF Training
- 4) Interop conference attendance, and the Portable Tower removed from list

M/S/C Motion made by Eckel to approve funding priorities as stated above including the Portable Microwave dish, if there is funding available. Haas seconded. Motion carried.

Metro Zone Changes

Tretter briefed that included with the packet is an ICS217A with the proposed changes. Tretter is asking for a motion on the additional channels to the ME Interop Zone, so that the affected standards can be modified and presented at the next TOC.

M/S/C Motion made by Gundersen to open up ME TAC 1-4, adding two additional unencrypted ME TACs and adding two encrypted ME TACs. Timm seconded. Motion carried. Jansen recommended a workgroup be formed to assist with the standards development.

Rohret asked for clarification if the recommendation was for a standardized metro zone or just for the naming of the new channels. Jansen said these are the talk groups we have it does not specify order, so no we don't have a standardized order. Nate Timm would support one. Next month's agenda should have key questions.

CN Railroad Police Participation Plan

Rick Juth told members that the CN Railroad Police Department is going before the SECB November 8, 2016 to seek approval to join the ARMER system. He said they are licensed officers from the state. Minnesota is of the three states in the country that doesn't recognize railroad police as law enforcement.

Tretter noted that Burlington Northern and Canadian Pacific Railroad also are allowed on the ARMER system for interoperability for the similar purposes. Tretter referred to Jake Thompson from as to the history of sponsorship of Burlington Northern. Jake stated they have had no issues.

Rick Juth said they understand they will have to check out the requested channels on Status board. It will go back to the IOC for approval after the OTC.

Nate Timm said that no training has been mentioned, it was recommended by John Eckel that SA Black should attend system administrator training for his role.

MAC Electrical issue

Dave Pikal said that at 3am were power issues setting off UPS alarms the MAC site, it impacted Rasmey, Hennepin and the MAC, he asked for clarification on what the problem was.

Jeff Bjorklund said he is still gathering information on what happened. There was a power cutover that should have not have affected the site and they are normally kept in the loop if there are outages that would affect the site. He is not sure what happened to cause the main breaker to trip at the site. He said another outage is schedule for October 26th and they will have an electrician on site.

John Gundersen asked if they need to have someone from Hennepin on site, Jeff said they do not need to send someone.

Moves, Additions & Changes to the System

Anoka County Water Tower Sites Repainting

Jake said that they are complete and the STR tower has been returned to Bloomington, he said the project took about a year.

Update on Removal of Voting from Interoperability System

Ron Jansen said everything is done, except for the FEDCOM installation at Hennepin County Government Center, and VMED28 to Kingstack.

Removal of dual naming on metro channels in Status board

Statewide Status board workgroup will discuss at the November 2nd meeting about removing the dual naming.

IP Simulcast Conversion

John Eckel said that the October North Branch conversion went very well.

Committee Reports

Metro Mobility System Usage Update

Dan Rude said some changes will be brought before the TOC next month. There is another meeting with Trapeze next week.

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

No SMG meeting. Motorola gave a presentation to the MOG on the 7.15 punch list this month.

Scene of Active Repeater (SOAR) workgroup

This went through Finance and there were no issues reported, but there were questions from Micha Meyers (Central) as to why this was still in change management since the requesting agencies already have workarounds.

LTAC-E Change Management Workgroup

Reported the state had not met since the last report.

Reports from SECB Committees

- **Steering- Tretter:** Reported did not meet, but there will be a proposal for St. Cloud IV&D installation, looking like they may be doing an enhanced setup. ECN does not want the state to incur any charges. Motorola will be there to present this at the next steering committee.

MNVOAD/Red Cross/DRO's being administrative control of DHS (Bill Schmidt) Going to the Steering before it goes to the OTC. Steering was were the MnVOAD participation / standard was addressed, since they had a subscriber only agreement with the MESB, the DRO talkgroups went statewide and so do the Red Cross wanting to get on ARMER outside of the Metro. DHS (Schmidt) wanted to be their sponsor, MnDOT said no because DHS was not a system owner.

- **OTC – Jansen / Gundersen:** Approval of the Metro Changes (Hennepin, HCMC, Anoka). Tretter Noted there was quite a bit of interest by the MESB Executive Committee on WAVE. Jake presented and will be at the Full MESB Meeting in November.
- **IDC – Thomson/Olson:** No report as it was during the CRTF quarterly exercise. Rick Juth reported the progress with the 3 workgroups for FirstNet over the next 8 weeks in relation to the review of the draft state plan.
- **IOC – Jansen / Kummer:** – No report, no meeting this month.

2017 Interoperability Conference – Tretter/Timm: Tretter reported they had the first meeting, Ron Whitehead is the chair on a volunteer basis. Stromberg will be the vice chair. Just reviewed the last meeting and audience for the 2017. Possibly change the name of the conference as to not just be about radio. Next Meeting will be November 3rd at 2pm. Tretter to report any suggestions to Nate Timm or himself in regards to the conference.

Scott Hass said the NG 911 sessions were pretty much the same session and asked they have more diverse items for the NG 911 classes.

Other Business

Regional Talkgroup Permissions Updates: *None*

TOC appointments: Tretter said if there are any changes to the list, to let him know.

Next Meeting November 23, 2016.

The meeting was adjourned at 2:47pm.



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MEMO

To: Radio TOC Members
Fr: Troy Tretter
Date: November 17th, 2016
RE: 2017 Radio TOC Chair & Vice Chair Elections, SECB Committee Appointments

Annually in the fall, the RTOC holds elections for the TOC Chair and Vice Chair for the next calendar year. In addition, the review and change as necessary, appointments of metro representatives to the following SECB Committees.

The following list shows the 2017 membership appointments and commitments:

Metro Radio TOC

(Monthly, 4th Wednesday of the Month, 1-3pm)

Chair: Scott Haas, Scott County

Vice Chair: Ron Jansen, Dakota County

SECB Operations and Technical Committee (OTC)

(Monthly, 2nd Tuesday of the Month, 1-3pm)

Primary: John Gundersen, Hennepin County

Alternate: Nate Timm, Washington County

SECB Interoperable Data Committee (IDC)

(Monthly, 3rd Tuesday of the Month, 10am-12pm)

Primary: Jake Thompson, Anoka County

Alternate: Rod Olson, City of Minneapolis

SECB Interoperable Communications Committee (IOC)

(Bi-monthly, 3rd Tuesday of the Month, 1-3pm)

Primary: Jake Thompson, Anoka County

Alternate: Chris Kummer, Metropolitan Airports Commission

SECB Integrated Public Alert and Warning System (IPAWS)

(3rd Thursday of every other month- January, March, May, July, September, November, 1-3pm)

Primary: Scott Williams, Ramsey County

Alternate: Vacant

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

Mr. Tretter,

Please consider this letter a request by Metro Mobility for a change in its participation plan.

Background

Metro Mobility is required under Minnesota Statute 174.30 Operating Standards, Special Transportation Services (STS) Regulation 8840.5925 to equip all vehicles for two-way voice communications. Metro Mobility currently is using approximately 364 radio IDs with 6 talk groups active. This number includes consoles, back-ups, and handhelds in addition to mobile radios.

Change Request

Metro Mobility would like to move all dispatch MCC7100 consoles currently equipping its providers to direct connection with ARMER via two leased T1s. Doing this would eliminate the need to use the Metropolitan Council's enterprise network as a primary link in the dispatch system. The use of the Metropolitan Council's enterprise network and the related network translation equipment has proved somewhat problematic in terms of system reliability.

Impact on ARMER

It is not anticipated that using direct connections to the core will adversely affect Metro Mobility's airtime use, nor is it anticipated that this change would materially improve use rates. It is assumed that the elimination of the council's enterprise network, network translation equipment, and proxy server will contribute to improved reliability for Metro Mobility and will probably enhance overall system security.

Thank you

Dana E. Rude
Project Administrator
Metro Mobility, Metropolitan Council

SYSTEM DESCRIPTION

1.1 OVERVIEW

The ARMER regional 800 MHz Project 25 trunked radio system consists of multiple ASTRO 25 radio subsystems, which are connected to form a single trunked radio network. This system complies with APCO Project 25 Phase I requirements. Overall control of the radio network is accomplished through the use of electronics distributed throughout the network. The master site equipment includes a SmartZone Controller, which is used to process all voice calls in the system. Master Site equipment is currently installed at the Water's Edge site for Zone 1, Golden Valley site for Zone 2, Rochester site for Zone 3, St. Cloud site for Zone 4, Duluth for Zone 5, and Detroit Lakes for Zone 6. Metro Mobility dispatch will be connected to the Water's Edge Master Site (Zone 1). Zone 1 is made up of multiple subnetworks consisting of Simulcast radio systems and ASR sites. The ARMER System is currently at release 7.15.

Motorola Solutions Inc. (Motorola) offers Metro Mobility a network reconfiguration of their existing MCC7500/7100 dispatch console sites that integrates into the ARMER Trunked Radio System as three separate locations: Robert Street (MCC7500's), First Transit East Area (MCC7100's), and Transit Team West Area (MCC7100's). Although the DARTS site was part of the original console design, it is Motorola's understanding the equipment from this site was allocated instead to either the East and/or West locations, and no console equipment resides at the DARTS location. The First Transit East and Transit Team West sites will establish a new non-redundant direct connection to the Water's Edge Master Site, instead of through the Roberts Street location as it is configured today. This will offer improved performance and capacity of the existing MCC7100 dispatch consoles. The proposed integrated MCC7100 dispatch system design is subject to approval by the Statewide Radio Board (SRB) and Statewide Operations & Technical Committee (OTC). The required resource allocation at the Master Site needs to be coordinated between Metro Mobility and MNDOT prior to equipment programming and optimization.

1.2 SYSTEM DESIGN

The MCC 7100 network reconfiguration design for Metro Mobility consists of two GGM8000 Gateway and Switch, one for each MCC 7100 dispatch console site that provides a non-redundant ARMER 800MHz Trunked System interface to the Water's Edge Master Site.

Detailed information on each of the MCC 7500 interfaces is provided below.

1.2.1 Trunked System Interface

Motorola has included services and the necessary networking equipment to interface the First Transit East Area and Transit Team West Area MCC7100 console sites into the ARMER 800 MHz Trunked System. The console site design for Metro Mobility includes single non-redundant site router and network switch. One T1 is required from each console site to the ARMER network. This design requires Metro Mobility to provide two T1's between the dispatch locations (First Transit East Area and Transit Team West Area) and the Master Site WAN Switch. Metro Mobility is responsible for working with MNDOT to make sure the T1's are identified through the shared Microwave network if required to interface to the Water's Edge Master Site. All talk group traffic will be delivered to the console site via the T1 interface.

1.2.2 Spares

No spare equipment has been included in this proposal.

1.2.3 Power and Heat Requirements

Table 1–1 shows typical power consumption figures for new Site Network Equipment based on using 120VAC power source. Table 1–2 shows typical thermal figures for new Site Network Equipment.

Table 1–1: Dispatch Console Power Consumptions

Device	Power Input (Maximum)	Power Input (Typical)
Site Network Equipment	280 Watts	240 Watts

Table 1–2: Dispatch Console Thermal Outputs

Device	Thermal Output (Maximum) Each	Thermal Output (Typical) Each
Site Network Equipment	953 BTU/Hr	816 BTU/Hr

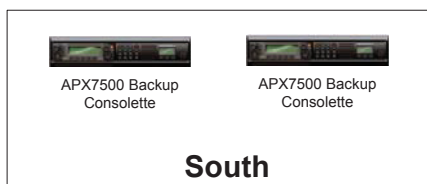
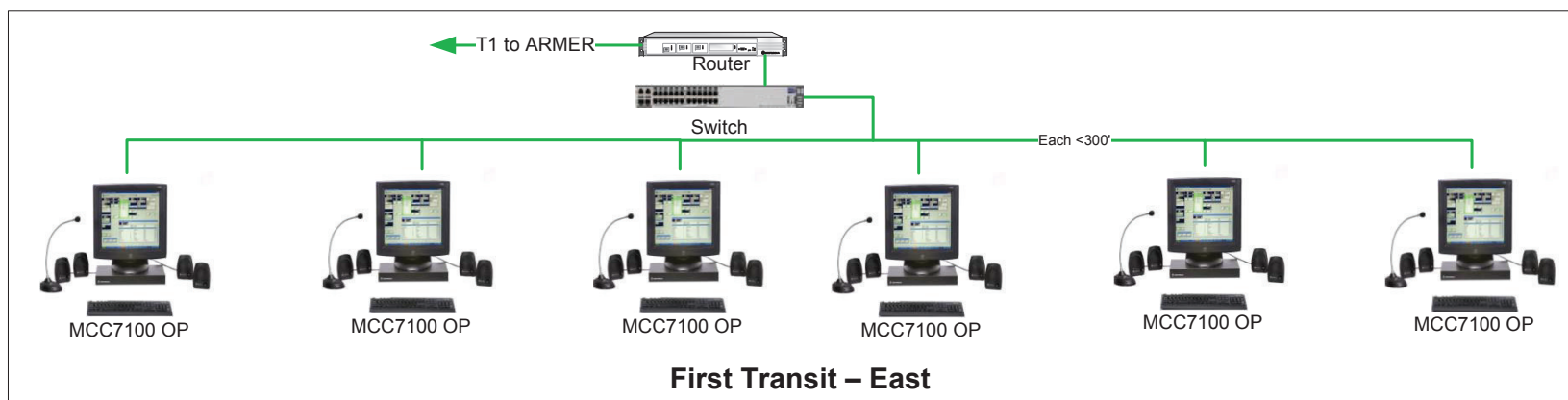
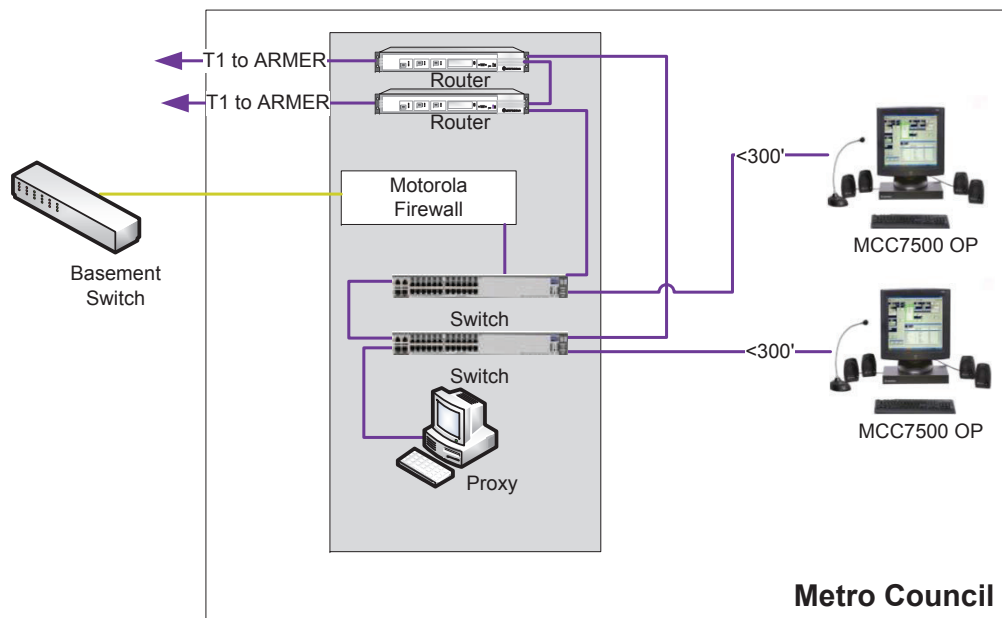
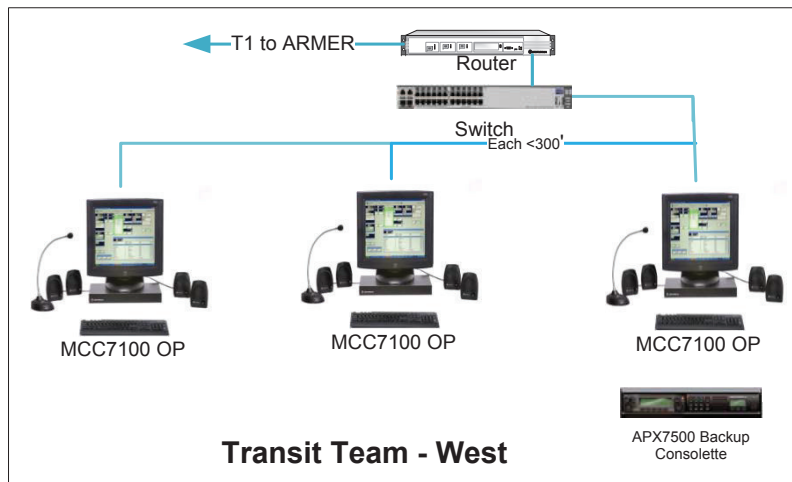
1.3 SUMMARY

Motorola's MCC 7500 Dispatch Console offers Metro Mobility an updated design along with flexibility to allow their dispatchers the ability to do their job in the most efficient way possible. Each dispatch position can be configured to reflect the exact needs of those dispatchers, while being able to be changed and modified when needed.

1.4 METRO MOBILITY BLOCK DIAGRAM

Please see the following page.





MOTOROLA SOLUTIONS	
<p align="center">Metro Mobility Dispatch Network Re-Configuration</p>	
<p>ENGINEER: BRE KRECH/DAN NOHR</p>	
	<p>DATE: 08-05-2015</p>



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MEMO

To: Radio TOC Members
Fr: Troy Tretter
Date: December 15, 2016
RE: Metro Interoperability Zone change and standard updates

Based upon the TOC vote to the metro interoperability channels in October 2016, a workgroup was formed to review the implementation and standards that would be affected. On November 10th, the workgroup met comprised of the following members: Rod Olson, City of Minneapolis; Nate Timm, Washington County; Curt Meyer, Hennepin County, and Troy Tretter, MESB.

An implantation schedule was determined to coincide with the State change management, roughly 24 months, ending December 31st, 2018. It is highly recommended that agencies that may be involved in Super Bowl 52, are programmed by the end of 2017. It was recognized that Minneapolis would be the exception as they will not be replacing their fleet until 2020.

The MESB will be responsible for the ME TAC11E and 12E encryption key and procedures will be detailed at the Metro Owners Group (MOG).

The recommendation from the workgroup would be to accept the timeline and the changes to the standards.

The following are the summary of the standard changes:

- 3.10.0 - Recommended Interoperability Channels & Talkgroups for U.S. Government Radios = Page 1, Section 2, Constraints: Reference to Encryption. Page 5 & 6= Change to Metro Interop Zone.
- 3.14.0 – Use of Metro ARMER ME TACs. Change to section 3, Operational Context, Section 4, Recommended Protocol/Standard, and Section 5. Recommended Procedure.
- 3.20.0 – Use of Metro Regional 800 MHz Common Talk Groups – METPHs: Change to Page 2, Section 4, Public Health Zone references ATAC 1-4.
- 3.31.0 - ARMER System StatusBoard Application Talkgroup or Channel Minimum Requirements: Pages 2 & 3, Section 4. Recommended Protocol/ Standard: References the old

transitional time between the last change management and lists the ME TAC's. Update the pending LTAC E changes.

- 3.34.0 - Metropolitan Region Cache Radio Standard Programming: Page 3, Changes to the Metro Regional Interop Zone.
- 5.2.0 - Disaster Relief Organization Access: Bottom of Page 2, 4. Recommended Protocol/Standard: Lists ME TAC5-8. *(will be reviewed following the state standard change)*
- Appendix 2 – Definitions & Acronyms: Page 6, updates to ME TAC in the table

On behalf of the workgroup chair, Ron Jansen.

Troy Tretter
MESB.

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

Document Section:	3. Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.10.0	Date: 3/26/08
Procedure Title:	Recommended Interoperability Channels & Talkgroups for U.S. Government Radios	
Date Established:	3/5/08	MESB Approval - Signature:
Replaces Document Dated:	<u>1/27/16</u>	
Date Revised:	<u>12/21/16</u>	Date: 4/16/08

Deleted: 4/8/13

Deleted: 1/27/16

1. Purpose or Objective

To establish policy for recommended interoperability channels and talk groups for U.S. Government radios.

2. Technical Background:

▪ **Capabilities**

These channels and talk groups can be programmed into user VHF, UHF and 800 MHz ARMER radios, incident command posts and emergency operations centers. These nationwide, statewide and region-wide channels and talk groups can meet a wide range of interoperability needs and can function as the primary communications component in local, regional, statewide and national plans.

▪ **Constraints**

The availability of and the use of these channels and talk groups must be easily understood by radio user personnel who are primarily concerned with their mission and not with the operation of radios under stressful conditions. Because U.S. Government agencies may need to work with any local agency in any part of the state, it is highly recommended that when agencies purchase 800 MHz ARMER system radios, they obtain radios that have displays, are capable of DES-OFB encryption, and allow a minimum of 10 zones.

3. Operational Context:

These channels and talk groups can be used to facilitate communications among agencies and service branches that typically do not communicate with each other on a regular day to day basis and to support effective command and management of major incidents under the NIMS protocols.

4. Recommended Protocol/ Standard:

It is recommended that U.S. Government agencies program selected nationwide, statewide and region-wide interoperability channels into their day to day VHF and UHF radios that can be patched to the ARMER trunked system. It is also recommended that U.S. Government agencies each acquire a small quantity of 800 MHz P25 trunked radios for use on the ARMER trunked system and direct interoperability with state and local users. A list of recommended shared interoperability resources is attached to this Standard. Specific programming information will be provided to the federal agency's technical personnel upon request.

5. Recommended Procedure:

Best Practices Encouraged

All agencies are encouraged to follow practices outlined by the U.S. Department of Homeland Security SAFECOM Program. Key elements of SAFECOM include:

- Regional and statewide interoperability SOPs for incident response should be developed and should be molded to conform to the elements of the National Incident Management System.
- Users should be provided with regular comprehensive training on the interoperability SOPs.
- Interoperability SOPs should be tested through realistic exercises to address potential problems.
- The interoperability systems and SOPs should be used every day for managing routine as well as emergency incidents requiring interoperability. In this optimal solution, users are familiar with the operation of the system and routinely work in concert with one another.
- Trained Communications Unit Leaders should be developed to assist with incident pre-plans and to provide on-scene incident support by managing communications and apply available technical solutions at larger or unexpected interoperability incidents.

6. Management

The MESB's Radio Technical Operations Committee and the Interoperability Subcommittee will periodically review and update the recommended resource listing attached to this document.

VHF CHANNELS

<u>HIGHLY RECOMMENDED</u>	<u>ELIGIBILITY</u>
FEDCOM-MP	ALL FEDERAL DEPARTMENTS
FEDCOM-SP	ALL FEDERAL DEPARTMENTS
VCALL10	ALL FEDERAL DEPARTMENTS
VTAC14R	ALL FEDERAL DEPARTMENTS
LE-2	LAW ENFORCEMENT ONLY
IR-2	ALL FEDERAL DEPARTMENTS
VLAW31	LAW ENFORCEMENT ONLY
VTAC11	ALL FEDERAL DEPARTMENTS
<u>OPTIONAL</u>	<u>ELIGIBILITY</u>
VTAC12	ALL FEDERAL DEPARTMENTS
VTAC13	ALL FEDERAL DEPARTMENTS
VTAC14	ALL FEDERAL DEPARTMENTS
MNCOMM	ALL FEDERAL DEPARTMENTS
VFIRE23	FIRE SUPPRESSION ONLY
VMED28	MEDICAL ONLY
HTAC-3	PUBLIC SAFETY ONLY

UHF CHANNELS

<u>HIGHLY RECOMMENDED</u>	<u>ELIGIBILITY</u>
UTAC41	ALL FEDERAL DEPARTMENTS
LE-12	LAW ENFORCEMENT ONLY
IR-12	ALL FEDERAL DEPARTMENTS
<u>OPTIONAL</u>	<u>ELIGIBILITY</u>
UCALL40	ALL FEDERAL DEPARTMENTS
UCALL40D	ALL FEDERAL DEPARTMENTS
UTAC41D	ALL FEDERAL DEPARTMENTS
UTAC42	ALL FEDERAL DEPARTMENTS
UTAC42D	ALL FEDERAL DEPARTMENTS
UTAC43	ALL FEDERAL DEPARTMENTS
UTAC43D	ALL FEDERAL DEPARTMENTS

700 MHz CONVENTIONAL CHANNELS

<u>HIGHLY RECOMMENDED</u>	<u>ELIGIBILITY</u>
7SOA1	ALL USERS
7SOA2	ALL USERS
7SOA3	ALL USERS
7SOA4	ALL USERS
7SOA5	ALL USERS
7SOA6	ALL USERS
7SOA7	ALL USERS
7SOA8	ALL USERS
7SOA9	ALL USERS
7SOA10	ALL USERS
7SOA11	ALL USERS
7SOA12	ALL USERS

ARMER 800MHz CONVENTIONAL CHANNELS AND TALKGROUPS

<u>CONVENTIONAL</u>	<u>ELIGIBILITY</u>
8CALL90	ALL USERS
8CALL90D	ALL USERS
8TAC91	ALL USERS
8TAC91D	ALL USERS
8TAC92	ALL USERS
8TAC92D	ALL USERS
8TAC93	ALL USERS
8TAC93D	ALL USERS
8TAC94	ALL USERS
8TAC94D	ALL USERS
8SOA1	ALL USERS
8SOA2	ALL USERS
8SOA3	ALL USERS
8SOA4	ALL USERS
FSOA-1	FIRE/EMS ONLY
FSOA-2	FIRE/EMS ONLY
<u>STATEWIDE TALKGROUPS</u>	<u>ELIGIBILITY</u>

Deleted: PSOA-1 [8SOA3]

... [1]

LTAC1	LAW ENFORCEMENT ONLY
LTAC2	LAW ENFORCEMENT ONLY
LTAC3	LAW ENFORCEMENT ONLY
LTAC4	LAW ENFORCEMENT ONLY
STAC1	ALL USERS
STAC2	ALL USERS
STAC3	ALL USERS
STAC4	ALL USERS
STAC5	ALL USERS
STAC6	ALL USERS
STAC7	ALL USERS
STAC8	ALL USERS
STAC9	ALL USERS
STAC10	ALL USERS
STAC11	ALL USERS
STAC12	ALL USERS
STAC13E	ENCRYPTED ALL USERS
STAC14E	ENCRYPTED ALL USERS
BCATAC7	LAW ENFORCEMENT ONLY
LTAC5E	ENCRYPTED LAW ENFORCEMENT ONLY
LTAC6E	ENCRYPTED LAW ENFORCEMENT ONLY
LTAC7E	ENCRYPTED LAW ENFORCEMENT ONLY
LTAC8E	ENCRYPTED LAW ENFORCEMENT ONLY
SIU1E	ENCRYPT. LAW ENF. TASK FORCE ONLY
SIU2E	ENCRYPT. LAW ENF. TASK FORCE ONLY
SIU3E	ENCRYPT. LAW ENF. TASK FORCE ONLY
SIU4E	ENCRYPT. LAW ENF. TASK FORCE ONLY
SEMTAC	All USERS
MDH-EM1	PUBLIC HEALTH - REQUIRES PERMISSION
MDH-EM2	PUBLIC HEALTH - REQUIRES PERMISSION
<u>METRO REGION TALKGROUPS</u>	<u>ELGIBILITY</u>
ME TAC1	ALL USERS
ME TAC2	ALL USERS
ME TAC3	ALL USERS
ME TAC4	ALL USERS
ME TAC5	ALL USERS
ME TAC6	ALL USERS
ME TAC7	ALL USERS

Deleted: PUBLIC SAFETY ONLY

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ME TAC8	ALL USERS
<u>ME TAC9</u>	<u>ALL USERS</u>
<u>ME TAC10</u>	<u>ALL USERS</u>
<u>ME TAC11E</u>	<u>ENCRYPTED LAW ENFORCEMENT ONLY*</u>
<u>ME TAC12E</u>	<u>ENCRYPTED LAW ENFORCEMENT ONLY*</u>
<u>*Agencies not included in the MESB JPA, requires written permission from the MESB for the ME TACE talk groups</u>	
METPH1	PUBLIC HEALTH ONLY
METPH2	PUBLIC HEALTH ONLY
METPH3	PUBLIC HEALTH ONLY
METPH4	PUBLIC HEALTH ONLY
ME RVR HAIL	PUBLIC SAFETY ONLY
ME RVR OPS	PUBLIC SAFETY ONLY
METEM	ALL USERS
<u>CENTRAL REGION TALKGROUPS</u>	<u>ELIGIBILITY</u>
CM CALL	ALL USERS – REQUIRES PERMISSION
CM 2	ALL USERS – REQUIRES PERMISSION
CM 3	ALL USERS – REQUIRES PERMISSION
CM 4	ALL USERS – REQUIRES PERMISSION
CM 5	ALL USERS – REQUIRES PERMISSION
CM 6	ALL USERS – REQUIRES PERMISSION
CM 7	ALL USERS – REQUIRES PERMISSION
CM 8	ALL USERS – REQUIRES PERMISSION
CM 9	ALL USERS – REQUIRES PERMISSION
CM 10	ALL USERS – REQUIRES PERMISSION
CM 11	ALL USERS – REQUIRES PERMISSION
CM 12	ALL USERS – REQUIRES PERMISSION
<u>NORTHEAST REGION TALKGROUPS</u>	<u>ELGIBILITY</u>
NE CALL	ALL USERS – REQUIRES PERMISSION
NE 2	ALL USERS – REQUIRES PERMISSION
NE 3	ALL USERS – REQUIRES PERMISSION
NE 4	ALL USERS – REQUIRES PERMISSION
NE 5	ALL USERS – REQUIRES PERMISSION
NE 6	ALL USERS – REQUIRES PERMISSION
NE 7	ALL USERS – REQUIRES PERMISSION
NE 8	ALL USERS – REQUIRES PERMISSION

NE 9	ALL USERS – REQUIRES PERMISSION
NE 10	ALL USERS – REQUIRES PERMISSION
NE 11	ALL USERS – REQUIRES PERMISSION
NE 12	ALL USERS – REQUIRES PERMISSION
<u>NORTHWEST REGION TALKGROUPS</u>	<u>ELIGIBILITY</u>
NW CALL	ALL USERS – REQUIRES PERMISSION
NW 2	ALL USERS – REQUIRES PERMISSION
NW 3	ALL USERS – REQUIRES PERMISSION
NW 4	ALL USERS – REQUIRES PERMISSION
NW 5	ALL USERS – REQUIRES PERMISSION
NW 6	ALL USERS – REQUIRES PERMISSION
NW 7	ALL USERS – REQUIRES PERMISSION
NW 8	ALL USERS – REQUIRES PERMISSION
NW 9	ALL USERS – REQUIRES PERMISSION
NW 10	ALL USERS – REQUIRES PERMISSION
NW 11	ALL USERS – REQUIRES PERMISSION
NW 12	ALL USERS – REQUIRES PERMISSION
<u>SOUTH CENTRAL REGION TALKGROUPS</u>	<u>ELIGIBILITY</u>
SR CALL	ALL USERS – REQUIRES PERMISSION
SR 2	ALL USERS – REQUIRES PERMISSION
SR 3	ALL USERS – REQUIRES PERMISSION
SR 4	ALL USERS – REQUIRES PERMISSION
SR 5	ALL USERS – REQUIRES PERMISSION
SR 6	ALL USERS – REQUIRES PERMISSION
SR 7	ALL USERS – REQUIRES PERMISSION
SR 8	ALL USERS – REQUIRES PERMISSION
SR 9	ALL USERS – REQUIRES PERMISSION
SR 10	ALL USERS – REQUIRES PERMISSION
SR 11	ALL USERS – REQUIRES PERMISSION
SR 12	ALL USERS – REQUIRES PERMISSION
<u>SOUTHEAST REGION TALKGROUPS</u>	<u>ELIGIBILITY</u>
SE CALL	ALL USERS – REQUIRES PERMISSION
SE 2	ALL USERS – REQUIRES PERMISSION
SE 3	ALL USERS – REQUIRES PERMISSION
SE 4	ALL USERS – REQUIRES PERMISSION
SE 5	ALL USERS – REQUIRES PERMISSION
SE 6	ALL USERS – REQUIRES PERMISSION
SE 7	ALL USERS – REQUIRES PERMISSION
SE 8	ALL USERS – REQUIRES PERMISSION

SE 9	ALL USERS – REQUIRES PERMISSION
SE 10	ALL USERS – REQUIRES PERMISSION
SE 11	ALL USERS – REQUIRES PERMISSION
SE 12	ALL USERS – REQUIRES PERMISSION
SE 13	ALL USERS – REQUIRES PERMISSION
SE 14E	ENCRYPT. ALL USERS – REQUIRES PERMISSION
SE 15E	ENCRYPT. ALL USERS – REQUIRES PERMISSION
<u>SOUTHWEST REGION TALKGROUPS</u>	<u>ELIGIBILITY</u>
SW CALL 1	ALL USERS – REQUIRES PERMISSION
SW TAC2	ALL USERS – REQUIRES PERMISSION
SW TAC3	ALL USERS – REQUIRES PERMISSION
SW TAC4	ALL USERS – REQUIRES PERMISSION
SW TAC5	ALL USERS – REQUIRES PERMISSION
SW TAC6	ALL USERS – REQUIRES PERMISSION
SW TAC7	ALL USERS – REQUIRES PERMISSION
SW TAC8	ALL USERS – REQUIRES PERMISSION
SW TAC9	ALL USERS – REQUIRES PERMISSION
SW TAC10	ALL USERS – REQUIRES PERMISSION
SW TAC11	ALL USERS – REQUIRES PERMISSION
SW TAC12	ALL USERS – REQUIRES PERMISSION
SW TAC13	ALL USERS – REQUIRES PERMISSION

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PSOA-1 [8SOA3]		PUBLIC SAFETY ONLY [ALL USERS]	
PSOA-2 [8SOA4]		PUBLIC SAFETY ONLY [ALL USERS]	
ASOA-1 [8SOA1]		ALL USERS	

METRO REGION

800 MHz Trunked Regional Public Safety Radio System

Standards, Protocols, Procedures

Document Section:	3. Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.14.0	Date: 5/24/01
Procedure Title:	Use of Metro ARMER ME TACs	
Date Established:	1/6/2001	MESB Approval - Signature:
Replaces Document Dated:	11/18/2015	
Date Revised:	12/21/16	06/01/01

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1. Purpose or Objective

To establish policy & procedures for use of the metro region ARMER ME TAC 1-8 talkgroups. These talkgroups are a region-wide resource to facilitate communications between agencies that typically do not communicate with each other on a regular basis. This policy will serve to minimize usage conflicts when an interoperability talkgroup is needed for an event.

2. Technical Background:

▪ Capabilities

It is possible to have access to ME TAC talkgroups in radios used by metro agencies that share use of the ARMER system. These common talkgroups can be used for a wide range of intercommunication when coordination of activities between personnel of different agencies is needed on an event. Patching of the talkgroups can be done to any single non-hard patched conventional resource, other common talkgroups or to private talkgroups as needed to facilitate communications for an event.

▪ Constraints

Some of these talkgroups may be used as part of a soft patch to common VHF channels that are restricted for use by personnel of specific services such as the VLAW31 VHF frequency may only be used by law enforcement and EMS personnel. The dispatch center creating the patch is responsible for checking for proper talkgroup authorizations when creating soft patches.

Because many different agencies may be communicating with one another, for purposes of safety, plain English/common terminology must be used when communicating on these regional resources. **The use of ten codes is not permitted.** This pertains to direct or indirect (when in soft patch) use of these regional resources.

The availability of and the use of these talkgroups should be easily understood by radio user personnel who are primarily concerned with their mission.

ME TACs are not to be used for an internal event. Private, other tactical, administrative or common talkgroups are for internal agency communications. ME TACs should be used only when interoperability with external agencies is needed or is likely.

ME TAC's 1-10 shall not be encrypted

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ME TAC's 11E & 12E are always encrypted

Any metro region-wide ARMER talkgroup can be in only one patch at a time.

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3. Operational Context:

These talkgroups are metro- region resources to facilitate communications between agencies that typically do not communicate with each other on a regular basis.

ME TAC1-10 are available for use by all users.

Deleted: 4 are only available for use by public safety users.

ME TAC11E-12E are available for Law Enforcement Only

Agencies not included in the MESB IPA, requires written permission from the MESB for the ME TACE talk groups

Deleted: 5-8 are available for use by all users.¶

4. Recommended Protocol/ Standard:

ME TAC 1-10 TALK GROUPS

TG Requirements	For Whom?
Highly Recommended	<u>All public safety and public service mobiles, portables, PSAPs,</u>
Recommended	<u>All public safety and public service mobiles, portables, PSAPs,</u>
Optional	<u>None</u>
Not Allowed	<u>None</u>

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Cross Patch Standard	YES / NO	To TalkGroups
Soft Patch	<u>Optional</u>	<u>As Needed</u>
Hard Patch	<u>No</u>	

In order to meet the communications needs for an event, the ME TAC1-10 talkgroups may be patched to:

- Conventional RF resources, such as VHF, UHF etc.
- Private agency talkgroups, such as dispatch mains, tactical talkgroups etc.
- Direct patches between the ME TAC talkgroups, although this would not be preferred as a method of resolving communications needs.

ME TAC~~11E-12E~~ TALK GROUPS

<u>TG Requirements</u>	<u>For Whom?</u>
<u>Highly Recommended</u>	<u>All Law Enforcement mobiles, portables,</u> <u>PSAP's primarily supporting Law</u> <u>Enforcement</u>
<u>Recommended</u>	<u>All Law Enforcement mobiles, portables,</u> <u>PSAP's primarily supporting Law</u> <u>Enforcement</u>
<u>Optional</u>	<u>None</u>
<u>Not Allowed</u>	<u>Non-Law Enforcement Users</u>

<u>Cross Patch Standard</u>	<u>YES / NO</u>	<u>To TalkGroups</u>
<u>Soft Patch</u>	<u>Optional</u>	<u>As Needed*</u>
<u>Hard Patch</u>	<u>No</u>	

~~ME TAC11E & 12E talk groups may only patched to another encrypted talk group. ADP,~~
~~DES, or AES encryption.~~

The "Status Board" application will be used to manage the talkgroup resources.

The ME TAC talkgroups shall only be used when there is a significant need for interagency communications and other suitable means for interagency communications are unavailable, to avoid a reduction in availability of this resource when it is needed for important events.

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

The ME TAC recording procedure falls under ARMER Standard 3.7.0—Recording Interoperability Channels and Talkgroups.

It is highly recommended that metro region ARMER system public safety dispatch consoles have all the ME TAC talkgroups available for patching.

If an agency elects to not program a sufficient quantity of these tactical talkgroups, it is the individual agency's responsibility to understand that they will be limiting their ability to communicate with other agencies during an emergency event. The agency will be responsible to resolve its interagency communications methods during an event.

5. Recommended Procedure:

The pool talkgroups may either be used directly, or be patched to other resources to meet the communications needs of an event.

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¶
In order to meet the communications needs for an event, the ME TAC talkgroups may be patched to:¶
Conventional RF resources, such as VHF, UHF etc.¶
Private agency talkgroups, such as dispatch mains, tactical talkgroups etc.¶
Direct patches between the ME TAC talkgroups, although this would not be preferred as a method of resolving communications needs.

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¶
It is highly recommended that public safety radio users program a sufficient quantity of ME TAC talkgroups into their subscriber radios to meet their interagency communications needs, starting with ME TAC1 & ME TAC5. ¶

¶
It is highly recommended that metro region ARMER system non-public safety dispatch consoles have all the ME TAC 5-8 talkgroups available for patching. ¶

¶
It is highly recommended that non-public safety radio users program a sufficient quantity of ME TAC 5-8 talkgroups into their subscriber radios to meet their interagency communications needs, starting with ME TAC5. ¶

The usage of ME TAC 1-~~10~~ will be reserved for public safety use only. The usage of these talkgroups for **EMERGENCY or IN PROGRESS** interoperability events should be ME TAC 1, 2, 3, 4...~~10~~ in that order.

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The usage of ME TACs for **PREPLANNED NON-EMERGENCY** interoperability events should be ME TAC ~~10, 9, 8, 7~~...1 in that order. ***ME TAC1 will not be reserved for planned events.***

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

When a resource is needed, the requesting agency will contact the appropriate metro region ARMER dispatch center to have the next preferred available talkgroup granted. The dispatch center will utilize the Status Board application to identify the status of the resource.

At the conclusion of the event the ARMER dispatch center will remove any patches that were used for the event, and update the Status Board.

Resources that are patched to these talkgroups, such as VLAW31, VFIRE23, and VMED28 VHF radio frequencies shall continue to adhere to the rules set forth by the groups that govern the use of their respective conventional radio resources.

NOTE: Dispatch centers initiating any soft patches must announce the patch after it is set up AND prior to it being taken down.

6. Management

Metro region dispatch center managers & supervisors for agencies on the ARMER system shall insure that this procedure for usage and assignment of the ME TAC talkgroups be adhered to, as well as the setting up of soft patches for which they are responsible.

The MnDOT System Administrator shall be responsible for the Status Board application.

Dispatch center operators shall receive initial and continuing training on the use of this procedure.

The Metropolitan Emergency Services Board will be responsible for the ME TACE encryption key.

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

Document/ Section:	3. Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.20.0	Date: 2/27/08
Procedure Title:	Use of Metro Regional 800 MHz Common Talk Groups - METPHs	
Date Established:	8/2/07	MESB Approval - Signature:
Replaces Document		
Dated:	8/2/07	
Date Revised:	12/21/16	Date: 04/16/08

1. Purpose and Objective:

To establish operational policy for use of the Metro Region Public Health 800 MHz common talk groups (METPH). These talk groups are shared resources that allow interoperability between local, regional and state public health authorities during a public health incident, exercise or drill.

2. Technical Background:

• **Capabilities**

It is possible to have access to one or more common talk groups in radios used by agencies that share use of the regional 800 MHz radio system. These common talk groups can be used for a wide range of intercommunication when there is a need to coordinate activities of different public health agencies.

• **Constraints**

The availability of and the use of the common talk groups should be easily understood by radio user personnel who are primarily concerned with their mission and not with the operation of complex radios.

3. Operational Context:

Public health authorities may need to collaborate across their normal jurisdictions during crises such as arrival of an infectious disease. An example may be the need to suddenly establish polio clinics within several counties, to be operated by the county and city health agencies but coordinated by the state health department. The METPHs should be used to conduct business for such an incident, as well as to exercise for incidents.

4. Recommended Protocol/ Standard:

Talk Group requirements:

METPH TALK GROUPS

TG Requirements	For Whom?
Highly Recommended	State, county and local public health personnel who are ARMER users
Optional	Public Safety ARMER users
Not Allowed	None

Cross Patch Standard	YES / NO	To TalkGroups
Soft Patch	No	
Hard Patch	No	

METPHs are intended for use by public health agencies using the ARMER (800 MHz) trunked radio system. Additional METPHs may be added as needed.

None of the METPH talk groups shall be part of any multi-group.

To facilitate uniform field access to the shared statewide incident response talkgroups it is **STRONGLY ENCOURAGED** that all public health user radios be programmed to include the following standardized **"Public Health Zone"**.

	Public Health
1	Loc Choice
2	METPH1
3	METPH2
4	METPH3
5	METPH4
6	DRO1
7	DRO2
8	DRO3
9	DRO4
10	LOC CH/Blank
11	LOC CH/Blank
12	LOC CH/Blank
13	LOC CH/Blank
14	LOC CH/Blank
15	LOC CH/Blank
16	MSP CALL

Loc Choice = LOCAL CHOICE - TYPICALLY USER'S DISPATCH MAIN

5. Recommended Procedure:

Metro 3.20.0 Metro Regional
Public Health Talkgroup

2

Metro 3.20.0

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When a METPH resource is needed, public health agencies may coordinate use of the METPH directly with other agencies using land line or other conventional methods prior to deployment or during an event. Once in use, it is up to each public health agency to monitor the METPH talk groups.

6. Management:

Users of radios containing METPH talk groups shall receive initial and continuing training on the use of this procedure.

Responsibility for monitoring compliance and talkgroup permissions for METPH1, METPH2, METPH3 and METPH4 shall be a function of the Metro Local Public Health Association (MLPHA).

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<u>Incident Command Zone” or “ICS Zone”, or have an exception report on file with the Statewide Radio Board.</u>		
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METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document/ Section: Sub-Section: Procedure Title:	3. Interoperability Guidelines METRO 3.31.0 ARMER System StatusBoard Application Talkgroup or Channel Minimum Requirements	Radio TOC Recommendation Date: 9/25/13
Date Established: Replaces Document Dated: Date Revised:	9/25/13 12/21/16	MESB Approval - Signature: Date: 11/13/13

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1. Purpose and Objective:

To establish a guideline for the minimum talkgroups or channels that shall be required on all ARMER System radio consoles Status Board applications in the Metro Region. This standard does not relate to console resource requirements.

2. Technical Background:

• **Capabilities -**

The Status Board Application, maintained Department of Public Safety Emergency Communication Networks (ECN), is a statewide web-based dispatch tool accessible through the public internet and is intended to help facilitate and advise what interoperable talkgroup or channel may be in use for an urgent, emergent or preplanned event.

• **Constraints -**

This standard will give guidance to all metro region agency dispatch centers as to what talkgroups or channels should be on their Status Board Application, and will serve to minimize usage conflicts when multiple incidents may be occurring simultaneously.

Status Board is accessed via the public internet. If a user has no internet access, then he or she cannot access Status Board.

Status Board is provided on a "best effort" basis without a Service-Level Agreement or any guarantee of service. However, as of this writing, DPS' web infrastructure hosting the application has had 100% uptime since launching its new website in 2011.

3. Operational Context:

The Status Board Application is to be used for day to day, urgent or emergency situations. It is a tool to advise all dispatch centers what interoperable talkgroups or channels may be in use (real time) at any given time.

Metro Region interoperability resources will be maintained in Status Board by the regional Status Board administrator appointed by the Radio TOC. No other person shall make any changes in the Status Board application regarding these resources.

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Please refer to [State Standard 3.31.0 – Status Board](#) for a discussion on the types of reservations and users in the Status Board application.

4. Recommended Protocol/ Standard:

The following matrix shall serve as guidance and as the minimum requirements of which interoperable talkgroups and channels will be included in any Metro Region agency's dispatch center Status Board Application.

Resource Name	Public Safety <i>LE Dispatch Centers</i>	Public Safety <i>Fire Dispatch Centers</i>	Public Safety <i>EMS Dispatch Centers</i>	Public Service <i>Hwy. Maint. Dispatch Centers</i>	Public Service <i>Transit Dispatch Centers</i>	Public Service <i>Other Public Service Dispatch Centers</i>
<i>Statewide</i>						
STACs (STAC 1-12)	R	R	R	R	R	R
STAC 13E & 14E	R	R	R	N	N	N
LTAC 1-4	R	N	N	N	N	N
LTAC5-12E	R	N	N	N	N	N
SIU 1-4E	R	N	N	N	N	N
VLA31	R	O	R	N	N	N
VFIRE23	O	R	O	N	N	N
VMED28	O	O	R	N	N	N
MN COMM	R	R	R	N	N	N
VTAC14R	R	R	R	R	R	R
FEDCOM	R	R	R	N	N	N
8TAC91-94	R	R	R	R	R	R
8TAC91-94D	R	R	R	R	R	R
<i>Metro Region</i>						
ME TACs 1-10	R	R	R	R	R	R
ME TAC11E & 12E	R	N	N	N	N	N

R=Required resource in agency's Status Board
O=Optional resource in agency's Status Board
N=Not Allowed in agency's Status Board

5. Recommended Procedure:

Anytime an interoperable talkgroup or channel is used for a preplanned, urgent, or emergency event the Status Board shall be used to indicate this.

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Current until June 30, 2015¶
Resource Name
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A brief description of the event and an estimated end time should be in the description field. In times of urgent or emergency use, at minimum, the Status Board shall be marked “Resource in Use”.

The Status Board shall be marked “Resource Available” when the interoperable talkgroup or channel is no longer being used.

6. Management:

The dispatch center managers for agencies on the metro region ARMER system shall insure that there is a procedure for use of the Status Board in the dispatch center for which they are responsible.

Dispatch center operators shall receive initial and continuing training on the use of the Status Board.

The system managers and administrators will be responsible to see that this policy is implemented as defined in the system standards manual. Identified issues and concerns will be brought to the Radio TOC for resolution.

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Current until June 30, 2015

Resource Name	Public Safety <i>LE Dispatch Centers</i>	Public Safety <i>Fire Dispatch Centers</i>	Public Safety <i>EMS Dispatch Centers</i>	Public Service <i>Hwy. Maint. Dispatch Centers</i>	Public Service <i>Transit Dispatch Centers</i>	Public Service <i>Other Public Service Dispatch Centers</i>
<i>Statewide</i>						
STACs (STAC 1-4)	R	R	R	R	R	R
FTACs (STAC 5-8)	O	R	O	N	N	N
ETACs (STAC 9-12)	O	O	R	N	N	N
LTACs	R	O	O	N	N	N
LE_TACs (LTAC 5-8E)	R	N	N	N	N	N
LESIU_TACs (SIU1-4E)	R	N	N	N	N	N
VLA31	R	O	R	N	N	N
VFIRE23	O	R	O	N	N	N
VMED28	O	O	R	N	N	N
MN COMM	R	R	R	N	N	N
VTAC14R	R	R	R	R	R	R
FEDCOM	R	R	R	N	N	N
8TAC91	R	R	R	O	O	O
<i>Metro Region</i>						
PTACs (ME TAC 1-4)	R	R	R	N	N	N
ATACs (ME TAC 5-8)	R	R	R	R	R	R

R=Required resource in agency's Status Board

O=Optional resource in agency's Status Board

N=Not Allowed in agency's Status Board

After June 30, 2015

METRO REGION

800 MHz Trunked Regional Public Safety Radio System

Standards, Protocols, Procedures

Document/ Section:	3. Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.34.0	Date: 4/22/09
Procedure Title:	Metropolitan Region Cache Radio Standard Programming	
Date Established:	3/4/09	MESB Approval - Signature:
Replaces Document		
Dated:	1/27/16	
Date Revised:	12/21/16	Date: 6/3/09

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1. Purpose and Objective:

To establish policy & procedures for the programming and use of metro region ARMER system cache radios to promote consistency of use and to minimize usage conflicts when an interoperability talk group is needed for an event.

The cache radios are to be a metro-wide resource to facilitate communications between agencies that typically do not communicate with each other on a regular basis or may have a shortage of radios for a large scale or mutual aid incident. These radios are typically reserved for use for intercommunication when coordination of activities between personnel of different agencies is needed for an incident or event.

2. Technical Background:

- **Capabilities -**

Shared interoperability talkgroups exist for the purpose of providing communications within and among ARMER system radio users. These talkgroups can be programmed into user radios including cache radios. .

- **Constraints -**

ARMER system radios have a finite number of programmable talkgroups. In many ARMER radios these talkgroups are organized into zones. Some ARMER radios have fewer zones than others. Recommendations for the standardization of zones of interoperable talkgroups in cache radios are difficult when different types of radios are part of the radio cache.

3. Operational Context:

It is important when radios are deployed to make sure that users are not changing the assigned zone. It is not permissible to have one branch of public safety / public service use a zone not assigned.

For cache radios having fewer than three zones it is recommended that as many as possible of the talkgroups in the zones listed below be programmed into the radios.

All SOAs can be used in the State of Minnesota only.

4. Recommended Protocol/ Standard:

State

Talkgroup requirements:

<u>Requirements</u>	<u>For Whom?</u>
Mandatory	None
Highly Recommended	800MHz cache radios–Branch Specific Incident Command Zones
Optional	National Zone
Not Allowed	N/A

Cross Patch Standard:

Refer to individual talkgroup standards for patching availability.

*Denotes required zone

Statewide Interop*			Conventional Interop*		
Zone Display Name	Channel Selector	Channel Display Name	Zone Display Name	Channel Selector	Channel Display Name
MN	1	STAC1	8C	1	8CALL90
MN	2	STAC2	8C	2	8TAC91
MN	3	STAC3	8C	3	8TAC92
MN	4	STAC4	8C	4	8TAC93
MN	5	STAC5	8C	5	8TAC94
MN	6	STAC6	8C	6	8CALL90D
MN	7	STAC7	8C	7	8TAC91D
MN	8	STAC8	8C	8	8TAC92D
MN	9	STAC9	8C	9	8TAC93D
MN	10	STAC10	8C	10	8TAC94D
MN	11	STAC11	8C	11	8SOA1
MN	12	STAC12	8C	12	8SOA2
MN	13	STAC13E**	8C	13	8SOA3
MN	14	STAC14E**	8C	14	8SOA4
MN	15		8C	15	FSOA1***
MN	16		8C	16	FSOA2***

**STAC 13E and STAC 14E are required in those radios equipped with Data Encryption Standard (DES).

***FSOA1 and FSOA2 are restricted to Fire and Emergency Medical Service (EMS) radios only.

All cache radios in the metropolitan region are *highly recommended* to have the following zone programmed:

Metro Regional Interop Zone		
Zone Display Name	Channel Selector	Channel Display Name
ME	1	<u>MSP CALL</u>
ME	2	<u>ME TAC1</u>
ME	3	<u>ME TAC2</u>
ME	4	<u>ME TAC3</u>
ME	5	<u>ME TAC4</u>
ME	6	<u>ME TAC5</u>
ME	7	<u>ME TAC6</u>
ME	8	<u>ME TAC7</u>
ME	9	<u>ME TAC8</u>
ME	10	<u>ME TAC9</u>
ME	11	<u>ME TAC10</u>
ME	12	<u>ME TAC11****</u>
ME	13	<u>ME TAC12****</u>
ME	14	
ME	15	
ME	16	

****Encrypted, Law Enforcement Only

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5. Recommended Procedure:

Cache radios capable of three or more zones should be programmed consistent with the talkgroup requirements specified in Section 4. Radios with fewer than three zones should be programmed with as many as possible of the talkgroups listed in Section 4.

Cache radios should be issued with the appropriate service branch zone enabled.

Cache radios should be reported in the TIC Plan.

Fleetmap documentation **must** be included with the radio cache for deployment purposes.

Channels 1 and 16 in the ME Zone can be left to local choice (ex: agency main).

6. Management:

System managers and sub-system managers are responsible for the proper programming and reporting of cache radios as specified above.

Communications Leaders (COMLs) or their designee(s) are responsible for the enabling of the appropriate service branch zone when cache radios are disbursed at a critical incident.

APPENDIX 2 – DEFINITIONS & ACRONYMS

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

Document Section:	Appendices	Radio TOC Recommendation:
Sub-Section:	METRO Appendix 2	Date: 5/24/01
Procedure Title:	DEFINITIONS & ACRONYMS	MESB Approval - Signature:
Date Established:	12/17/00	
Replaces Document		
Dated:	<u>12/16/15</u>	
Date Revised:	<u>12/21/16</u>	Date: 1/13/16

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1. Purpose or Objective

To clarify terms used throughout the standards, protocols and procedures manual. All definitions will be found in this section and will also be footnoted on the first page in which they appear within the section in which they are used.

2. Management

Should there be additions, deletions, or changes to these procedures the Metropolitan Emergency Services Board staff are responsible for revising this section.

3. DEFINITIONS (in alphabetical order)

Backbone System	A statewide public safety radio communication system that consists of a shared infrastructure, the elements of which are identified in the STATE PUBLIC SAFETY RADIO COMMUNICATIONS PLAN.
Common, Pool or "Tactical" talkgroups	Common/ pooled talkgroups (TG) are those that are set-aside for communicating across multiple agencies. Agency radio users in appropriate service areas who need to talk to one another for day to day business or for mutual aid will all put the appropriate common or pool talk group in their radios to be available in time of need. Example: Fire Departments will all have the common Statewide Fire Mutual Aid TG in their radios. "Pool" is distinguished from "common" in that pool implies more than one, such as RTAC 1- 4 is a <i>pool of common</i> regional tactical TGs for law enforcement.
Control Station (Consolette)	A fixed radio station that may or may not interact with radios, remotes or desktops.

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APPENDIX 2 – DEFINITIONS & ACRONYMS

Critical Operations - Agency Critical Operations	<p>Those governmental, quasi-governmental and non-governmental operations by authorized users which are reliant upon a functioning two-way radio communications system which unavailability, degradation, delay or failure, partial or complete, would significantly impact or impair the successful operation of the Agency.</p> <ul style="list-style-type: none"> • Does not meet the definition of Mission Critical criteria above. • Significantly impacts or impairs the Department / Agencies ability to operate in an effective and efficient manner to provide continuous, accurate and reliable services to its clients. • Significant internal disruption to the agency. • Public convenience. • Significant disruption to ongoing operational budget.
Critical Operations - Mission Critical Operations	<p>Those governmental, quasi-governmental and non-governmental operations carried out by Authorized Users which are reliant upon a functioning two-way radio communications system which unavailability, degradation, delay or failure, partial or complete, would significantly impact and/or impair the successful delivery of a vital service or mission. Operations would include, but are not limited to the categories below:</p> <p>Public Safety Those functions of government that exist to protect the physical well-being of the public as a whole from physical danger - continuous delivery of essential public services.</p> <p>Public Health Those functions of the government that exist to protect longevity of life and quality of life for the public as a whole - continuous delivery of essential public health services.</p> <p>Law & Justice Those functions of government that exist to prevent violations of the laws and rules of society by individuals and groups.</p>

APPENDIX 2 – DEFINITIONS & ACRONYMS

	<p>Transportation Those functions of the government that exist to provide safe, effective and efficient multi-modal movement of the public and commodities including public roads, highways, waterways, railways, airways and public transportation systems.</p> <p>Environmental Protection Those functions of the government that exist to protect the environment from changes that are detrimental to the existence and continuance of that environment.</p> <p>Human Services Those functions of the government that exist to provide for individuals that are physically, emotionally, financially, academically, intellectually disadvantaged when compared to established social norms. Loss of these services would significantly impair individual's ability to function or operate in society.</p> <p>When such operational impairments have the effect of:</p> <ul style="list-style-type: none"> • Posing significant risk to health and safety, loss of a vital service provided by an agency. • Causing negative perceptions that have high Public Relations (P/R) impact or Media and Press impact, that would cause significant embarrassment to the agency. • Directly affecting its command, control, dispatch and information systems and their effective and efficient functionality. • Inflicting secondary effects upon a service's critical resources (financial, supply-chain, and response capability). <p>Impeding the delivery or availability of an otherwise functioning vital system or service.</p>
Critical Operations - Non-Critical Operations	All other governmental, quasi-governmental and non-governmental operations, which are reliant upon a functioning two-way, radio communications that do not meet the above mission critical or department critical definitions.
EMS Provider	An EMS Provider is defined as one licensed by the Minnesota Emergency Service Regulatory Board (EMSRB) to provide

APPENDIX 2 – DEFINITIONS & ACRONYMS

(for the purpose of full ARMER eligibility)	services with a designated emergency primary service area (PSA) where they are responsible to response to medical 911 calls for service; or ambulance, also licensed by the EMSRB that provides emergency response.
EMSRB	The Minnesota Emergency Medical Services Regulatory Board (EMSRB) is the state agency responsible for licensing ambulance services, certifying emergency medical personnel, and approving emergency medical services training programs.
Encryption	Digital encoding and decoding of audio (scrambling). If listening on a radio without encryption capabilities, no audio will be heard.
Logging	Audio recording of a radio communication
Mobile Radio	Generally installed in a vehicle, intended to be used while in motion.
Patch	<p><u>Permanent (hard) Patch:</u> A patch between two or more audio resources on the system, which is fixed and cannot be controlled or edited by the dispatcher.</p> <p><u>Manual (soft) Patch:</u> A patch between two or more audio resources on the system, which is setup and controlled by the dispatcher. The dispatcher owning the patch can add & delete resources as needed.</p>
Portable Radio	A radio that is completely freestanding and may be hand-carried or worn by the radio user.
Public Safety Agency	A functional division of a public agency which provides firefighting, police, medical, or other emergency services, or a private entity which provides emergency medical or ambulance services.
Public Service	Any public facility, department, agency, board or commission, owned, operated or managed by or on behalf of the state of Minnesota, or any subdivision thereof, including any county, city town, township or independent district in the state.
Regional System	In the context of these standards this term is intended to represent the metropolitan portion of the ARMER system.

APPENDIX 2 – DEFINITIONS & ACRONYMS

Simulcast Cluster	A group of radio frequency (RF) sites that function as a single site in transmit and receive.
Site	A group of individual radio tower stations in a simulcast cluster.
SOAs	<p>Scene of Action Channels</p> <ul style="list-style-type: none"> • 8SOA & 7SOA – available for All users (ex: 8SOA1 & 7SOA1) • FSOA – available for Fire users only (ex: FSOA1 & FSOA2) • PSOA – available for Public Safety users only, names changed to 8SOA3 & 8SOA4
System Management/ Administrative Positions	<ul style="list-style-type: none"> ▪ <u>System Manager</u> - individual in charge of the radio system of a participating agency ▪ <u>System Administrators</u> – individual who is responsible for the day to day radio system operations of a participating agency ▪ <u>Sub-System Administrators</u> - individual who is responsible for the day to day radio sub-system operations of a participating agency
Variance	An allowed divergence from full adherence of an adopted standard, protocol or procedure
Waiver	A complete release from an adopted standard, protocol or procedure

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4. ACRONYMS (in alphabetical order)

ALS	Advanced Life Support
APCO	Associated Public Safety Communications Officials
ARMER	Allied Radio Matrix for Emergency Response
AVL	Automatic Vehicle Locator
BLS	Basic Life Support

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APPENDIX 2 – DEFINITIONS & ACRONYMS

CCGW	Conventional Channel Gateway
CEB	Central Electronics Bank
CPS	Customer Programming Software
CTCSS	Continuous Tone Coded Squelch System
DIU	Digital Interface Unit
DTMF	Dual Tone Multiple frequency
EMH	Emergency Medical Hospital
EMRS	Emergency Medical Radio Service
EMS	Emergency Medical Services
FCC	Federal Communications Commission
LTACEs	Law Enforcement-only Encrypted Tactical talkgroups (allowed on consoles) <u>Ex: LTAC5E-8E</u>
LTACs	Law Enforcement only Tactical talkgroups (statewide) <u>Ex: LTAC1-4</u>
MACs	Moves, additions and changes
MCI	Multiple Casualty Incident
MDH	MN Department of Health
ME TAC	Metro-wide interoperability talkgroups. Ex: ME TAC1 through ME TAC <u>10</u>
<u>ME TACE's</u>	<u>Metro-wide encrypted interoperability talkgroups (Law Enforcement-only) Ex: ME TAC11E & ME TAC12E</u>
MESB	Metropolitan Emergency Services Board

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APPENDIX 2 – DEFINITIONS & ACRONYMS

METCOM	Metropolitan region PSAP to PSAP talkgroup (not allowed in subscriber units)
METPH 1-4	Metropolitan region public health talkgroups
MHz	Megahertz
MIMS	Major Incident Management System
MINSEF	Minnesota State Emergency Frequency, now called VLAW31
MNFOG	Minnesota Communications Field Operations Guide
MRCC	Medical Resource Control Center
NAEMSD	National Assn. of State EMS Directors
NPSPAC	National Public Safety Planning Advisory Committee
PSAP	Public Safety Answering Point
PTT	Push to talk, i.e., talk button
RF	Radio Frequency
RSS	Radio Service Software
SEMTAC	Statewide Emergency Management Tactical talkgroup
SIUs	Law Enforcement Encrypted Special Investigative Unit Tactical talkgroups (not allowed on consoles) Ex: SIU1E
SOA	Scene of Action – conventional simplex channels that are isolated from the ARMER system
STACs	Statewide (All Users) Tactical talkgroups
TOC	Technical Operations Committee
UHF	Ultra-High Frequency

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APPENDIX 2 – DEFINITIONS & ACRONYMS

VHF	Very High Frequency
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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)

Ulysses Seal
(Printed Name)

- ☐ Statewide Interoperability Program Manager Review

(Statewide Interoperability Program Manager Signature)

James Stromberg
(Printed Name)

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Marvin Turner

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

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MARVIN E TURNER JR.

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

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

Issued this 31st Day of July, 2015



A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MARVIN E TURNER JR.

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

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 30th Day of July, 2015



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MARVIN E TURNER JR

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

IS-00700

**National Incident Management System
(NIMS), An Introduction**

Issued this 31st Day of July, 2007



Tony Russell
Superintendent
Emergency Management Institute



Homeland Security

ALL-HAZARDS COMMUNICATIONS TECHNICIAN (COMT)

Position Task Book

Task Book Assigned To:

Trainee's Name: Marvin Turner

Home Unit/Agency: Metro Transit Police Department

Home Unit Phone Number: 651-587-6918

Task Book Initiated By:

Official's Name: Daniel Anderson (Per Dan Carlson)

Home Unit Title: Senior Coordinator - Data Collaboration & Communications

Home Unit/Agency: Hennepin County Emergency Management

Home Unit Phone Number: (612) 596-0253

Home Unit Address: 1600 Prairie Dr.

Date Initiated: 10/13/15

Version 2.2
January 2015

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 Marvin Turner

has performed as a trainee and should therefore be considered for certification in this position.

Final Evaluators Signature [Signature] Date 10/27/16Printed Name Daniel D. Anderson Agency Hempden County Emergency ManagementPhone Number (617) 596-0253 Email daniel.anderson@hempden.us

AGENCY CERTIFICATION

I certify that Marvin Turner
has met all requirements for qualification in this position and that such qualification has been issued.Certifying Official's Signature [Signature] Date 11-10-16Printed Name James C. Fink Agency MTPDTitle Captain Phone Number 617-341-7228

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	#4112 MAR	10/15/15
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	#4112 MAR	10/15/15
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	#4112 MAR	

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	#4 PDA	10/27/16
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	#3 MAE	5/3/16
6. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	#4 MAE	10/15/15
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	#4 MAE	10/15/15
8. Determine requirements for communications as directed by the COML.	I	#3 MAE	5/3/16

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))

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	#142 MAR	10/15/15
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	#142 MAR	10/15/15
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	#142 MAR	10/13/15

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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	21 DWL Lak Co FEMA REP Funct. Sy	10/13/15
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	#112 MAR	10/15/15
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	#112 MAR	10/15/15

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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	#412 MAR	10/15/15
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	#4 DA	10/27/16

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	#1 (Signature)	10/13/15

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

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

All-Hazards 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.

This form must be filled out by evaluators, when sign-offs are done for COMT Task book

Evaluation # 17-13 17-1	Name of Evaluator: Dan Carlson	Title: Emergency Preparedness Coordinator	Agency: Dakota County
Evaluator's Address 1580 Hwy 55 Hastings, MN 55033			
Name & Location of Incident - Agency and Area Dakota Co. RAP Event w/ FEMA	Kind of Incident Radiological	Number and Type of Communication Resources Radio, phone system Monitors, 5 to 6	Duration of Incident 7 hrs
			Management Level or Complexity Level Exec functional
Name of Trainee Marvin Turner			
<p> <input checked="" type="checkbox"/> The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. <input type="checkbox"/> I recommend the following for further development of this trainee. <input type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification. <input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required. <input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. <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>			
Recommendations: _____			
Date: 10-13-15 Evaluator's initials: 			
Evaluator's relevant agency certification rating: _____			

This form must be filled out by evaluators, when sign-offs are done for COMT Task book

Evaluation # #2 5/3/16	Name of Evaluator: Mario Ruberto	Title: Acting Administrative Lt. Emergency Management Coordinator	Agency: Metro Transit Police Department
Evaluator's Address 2425 Minnehaha Ave South, Mpls MN 55404			
Name & Location of Incident - Agency and Area Celtic Blast, U of M Campus	Kind of Incident Terrorist Blast	Number and Type of Communication Resources Radios/Status Board	Duration of Incident 8 Hours
		Management Level or Complexity Level Complex-Full Scale	
<p>Name of Trainee <u>Marvin Turner</u></p> <p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee.</p> <p><input checked="" type="checkbox"/> I recommend the following for further development of this trainee.</p> <p><input type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>Date: <u>10-23-2015</u> Evaluator's initials: <u>MR</u></p> <p>Evaluator's relevant agency certification rating: _____</p>			

This form must be filled out by evaluators, when sign-offs are done for COMT Task book

Evaluation # +32 (over)	Name of Evaluator: Cubs Kumml	Title: CemL	Agency: A. Robert Pence
Evaluator's Address 6970 34th Ave So Mpls MN 55480			
Name & Location of Incident - Agency and Area Rogers, MN Exercise	Kind of Incident REP	Number and Type of Communication Resources 3	Duration of Incident 3 hours
Name of Trainee		Management Level or Complexity Level	
<input type="checkbox"/> The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. <input type="checkbox"/> I recommend the following for further development of this trainee. <input type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification. <input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required. <input checked="" type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. <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.			
Recommendations: Date: 5/3/16 Evaluator's initials: [Signature] Evaluator's relevant agency certification rating: [Signature]			

This form must be filled out by evaluators, when sign-offs are done for COMT Task book

Evaluation # 1-?? (initials)	Name of Evaluator: Daniel Johnson	Title: Senior Conductor - Rob Gilbert's Communications	Agency: Hennepin County Emergency Management
Evaluator's Address 1600 Prairie Dr., Medina, MN 55340			
Name & Location of Incident - Agency and Area MN St. Pete, MN	Kind of Incident Tornado	Number and Type of Communication Resources Type III	Duration of Incident 1 Operational Period
Management Level or Complexity Level Type III			
Name of Trainee: <u>Marvin Turner</u>			
<input checked="" type="checkbox"/> The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. <input type="checkbox"/> I recommend the following for further development of this trainee. <input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification. <input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required. <input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. <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.			
Recommendations: <u>Recommend Reassigned to State Certification/Recognition</u>			
Date: <u>10/27/16</u>		Evaluator's initials: <u>DJ</u>	
Evaluator's relevant agency certification rating: <u>Type III COML</u>			

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MARVIN E TURNER JR

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 29th Day of March, 2015



Tony Russell
Superintendent
Emergency Management Institute

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 ICSM 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)

Ulysses Seal

(Printed Name)

☐ Statewide Interoperability Program Manager Review

(Statewide Interoperability Program Manager Signature)

Jim Stromberg

(Printed Name)

Emergency Management Institute



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IS-00800.b

National Response Framework, An Introduction

Issued this 29th Day of March, 2015



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



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IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 30th Day of July, 2015



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



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

IS-00700

**National Incident Management System
(NIMS), An Introduction**

Issued this 31st Day of July, 2007



Tony Russell
Superintendent
Emergency Management Institute



TRAINING



Certificate of Completion

is hereby granted to

Marvin Turner

For attendance and classroom requirements established for

ICS-300

Granted: October 5, 2016

Terry Stoltzman
ICS-300 Instructor

Michael Sand
ICS-300 Instructor

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

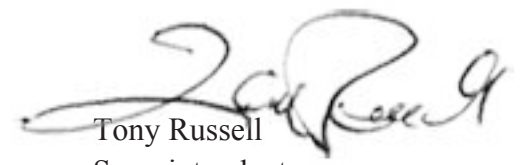
MARVIN E TURNER JR.

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

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

Issued this 31st Day of July, 2015




Tony Russell
Superintendent
Emergency Management Institute

**On Target Training
& Consulting, LLC.**

TOMORROW'S SOLUTIONS TODAY

Certificate of Completion

is hereby granted to

Marvin Turner

All-Hazard Communication Unit Leader

Course – L-969

Granted: August 8-10, 2016

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



Homeland Security

ALL-HAZARDS COMMUNICATIONS UNIT LEADER (COML)

Position Task Book

Task Book Assigned To:

Trainee's Name: Marvin Turner

Home Unit/Agency: Metro Transit Police Department

Home Unit Phone Number: 651-587-6918

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

Version 2.1
November 2014

**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 Marvin Turner
has performed as a trainee and should therefore be considered for certification in this
position.

Final Evaluators Signature Keith A. Ruffey Date 10/27/16

Printed Name Keith A. Ruffey Agency St. Peter PD

Phone Number 507-931-1550 Email keithr@saintpetermn.gov

AGENCY CERTIFICATION

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

Certifying Official's Signature James C. Frank Date 11-11-16

Printed Name James C. Frank Agency MTPD

Title Captain Phone Number 612-349-7208

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 KAR	10/27/16

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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 KAR	10/27/16
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 KAR	10/27/16

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 KAR	10/27/16

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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
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 KAR	10/27/16
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 KAR	10/27/16
7. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	#1 KAR	10/27/16
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 KAR	10/27/16
9. Receive Incident Action Plan (IAP) or Incident Briefing Form (ICS Form 201), if developed. Determine support needs to meet the IAP.	I	#1 KAR	10/27/16
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 KAR	10/27/16

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))

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 KAR	10/27/16
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 KAR	10/27/16
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 KAR	10/27/16

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))

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 KAR	10/27/16
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 KAR	10/27/16

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

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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	#1 KAR	10/27/16
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	#1 KAR	10/27/16
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	#1 KAR	10/27/16

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))

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 KAR	10/27/16
20. Notify appropriate local, county, regional, State and/or Federal agencies on adjacent incident(s) of system design and frequency allocations.	I	#1 KAR	10/27/16
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 KAR	10/27/16
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 KAR	10/27/16

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))

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 KAR	10/27/16
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 KAR	10/27/16
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 KAR	10/27/16
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	# KAR	10/27/16

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 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 KAR	10/27/16

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))

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

Marvin Turner

COML

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: Keith A. Ruffing	Evaluator's Title: Police Officer	Evaluator's Agency: St. Peter PD	
Evaluator's agency address: 207 S. Front St. St. Peter, MN 56082				
Evaluator's e-mail: keithr@saintpetermn.gov			Phone: 507-931-1550	
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
MN - St. Peter COMEX	Tornado	1 MCV	10/27/16	Type 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: Great Job!</p>				
Date: 10/27/16 Evaluator's initials: KAR				
Evaluator's relevant agency certification or rating: COML				

Communication Log 309

0800

checkin / 211 form /

ORDER people - phase 2 CREATE ICS Form 205

WEATHER

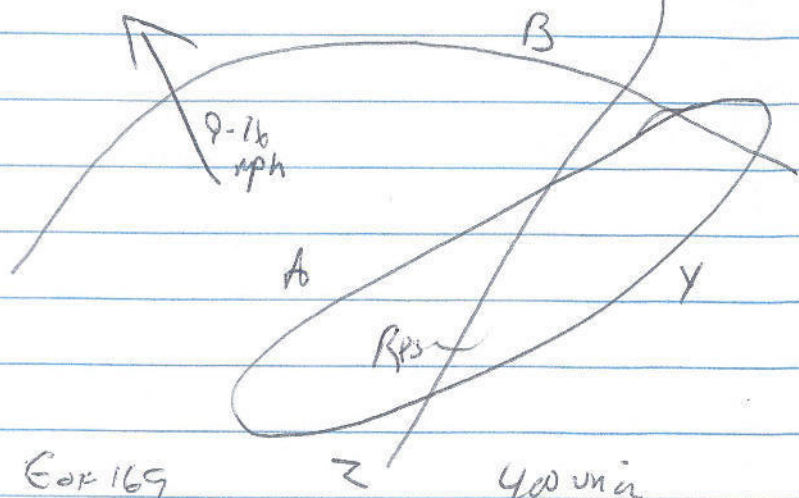
Severe storm & Tornado

62 Degrees

9-16 mph SSE

FGWS

⑤ ICP Staging



IC

2016 1699

Collage & map ~~100~~ Across MN River E of 169

CASUALTY & Damage throughout

Support Tornado Comm

⑤ Staging

Riverside Park

Aug 22 @ 169

Response

LE & FD UNIF Com @ ICP

VAC & EOC

Command Net needed Dispatch/EOC

Fire Airt - TTT / Rescue / HAZMAT

LE EVAC / Secua / Perimeter - Traffic

PW - Equip / Supplies

Comm

507-387-8709

need - Comm Plan ICS 205

Call Disp Supervisor ensure other incidents

507-995-0823

UNIT Comm

Regional Mtr SR10

MAC TALK PATH Radio / Land Line

- 5 PD TACTICAL N/S A/B

SR 2 currently →

- TACT NET Fcn 2/y
need 2nd A/B

- HAZMAT TG as needed staging TC

2 Air to Ground Mtr Copter / LZ

STATE police Troop 5 SunV / DASS / Resour

4 TACT Assign 2 / keep 2

1-A/B 1 2/y ✓ Functions

PW- TACT NET UHF on VHF Antenna?

Imp Team - need Acute Radios 15 Radios

need Acute Rad Specialist - need Relief

Set chix staging / Airline Channel -

Goal/Expect IC Ctr

- maintain prof std.

- Personal Welfare - meals / accommodations

- SAFETY Injuries Reported / Treated / Doc.

Call it

Mike - call

619-375-2955

Dorden RECIPE

NOW to 700 tomorrow morning
need @ 0600

DRAFT ICS 205 FOR IB in morning

Div A - Turn Comm - on Command Net

LC Sup Unit 1922 SGT Ruffing 1917 & 1918

PO Div A

Capt Achis E506 & E507

Div B

LC 1920 SGT Hagen V1910 & 1919

PO B Asst Chief Neamy E511 & T502

Div Z AD SGT Monk 1912 Asst 1913 & 1914

PO Chief Olman E512 - T501

Div X

LC SO Chief Teensen V2311 & V2318

FO Casado Chief E1 & T1

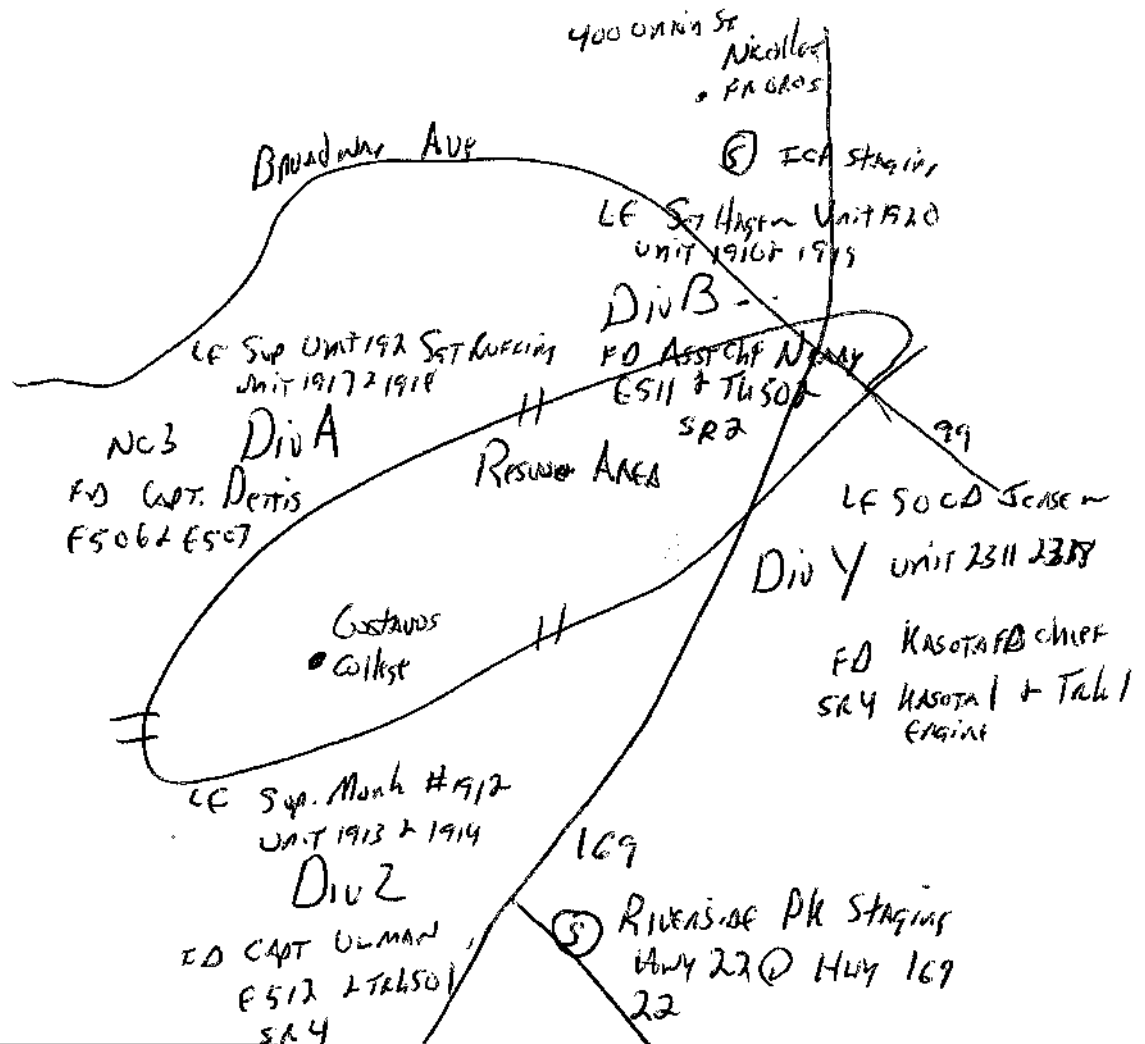
Cathy Val planned 2-3 hrs 1pm Colorado

Diabetic - need insulin

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Tornado	2. Incident Number: 20161699	3. Date/Time Initiated: Date: 10-27-16 Time: 0945
-------------------------------------	--	--

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):



5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

Tornado Damage - Several Casualties
 Hazmat / Rescue are Responding
 PPE should be used for ALL personnel in the Rescue Area

6. Prepared by: Name: MTVANNEN	Position/Title: COML	Signature: MTVANNEN
---------------------------------------	-----------------------------	----------------------------

INCIDENT BRIEFING (ICS 201)

[illegible]

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:
9. Current Organization (fill in additional organization as appropriate):		
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px solid black; padding: 10px; text-align: center; width: 25%;">Incident Commander</div><div style="display: flex; flex-direction: column; align-items: center;"><div style="border: 1px solid black; padding: 5px; text-align: center; width: 20%;">Liaison Officer</div><div style="border: 1px solid black; padding: 5px; text-align: center; width: 20%;">Safety Officer</div><div style="border: 1px solid black; padding: 5px; text-align: center; width: 20%;">Public Information Officer</div></div></div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"><div style="border: 1px solid black; padding: 10px; text-align: center; width: 22%;">Operations Section Chief</div><div style="border: 1px solid black; padding: 10px; text-align: center; width: 22%;">Planning Section Chief</div><div style="border: 1px solid black; padding: 10px; text-align: center; width: 22%;">Logistics Section Chief</div><div style="border: 1px solid black; padding: 10px; text-align: center; width: 22%;">Finance/Admin Section Chief</div></div>		
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 3		Date/Time: Date: Time:

INCIDENT BRIEFING (ICS 201)

[illegible]

ICS Form 201 Incident Briefing

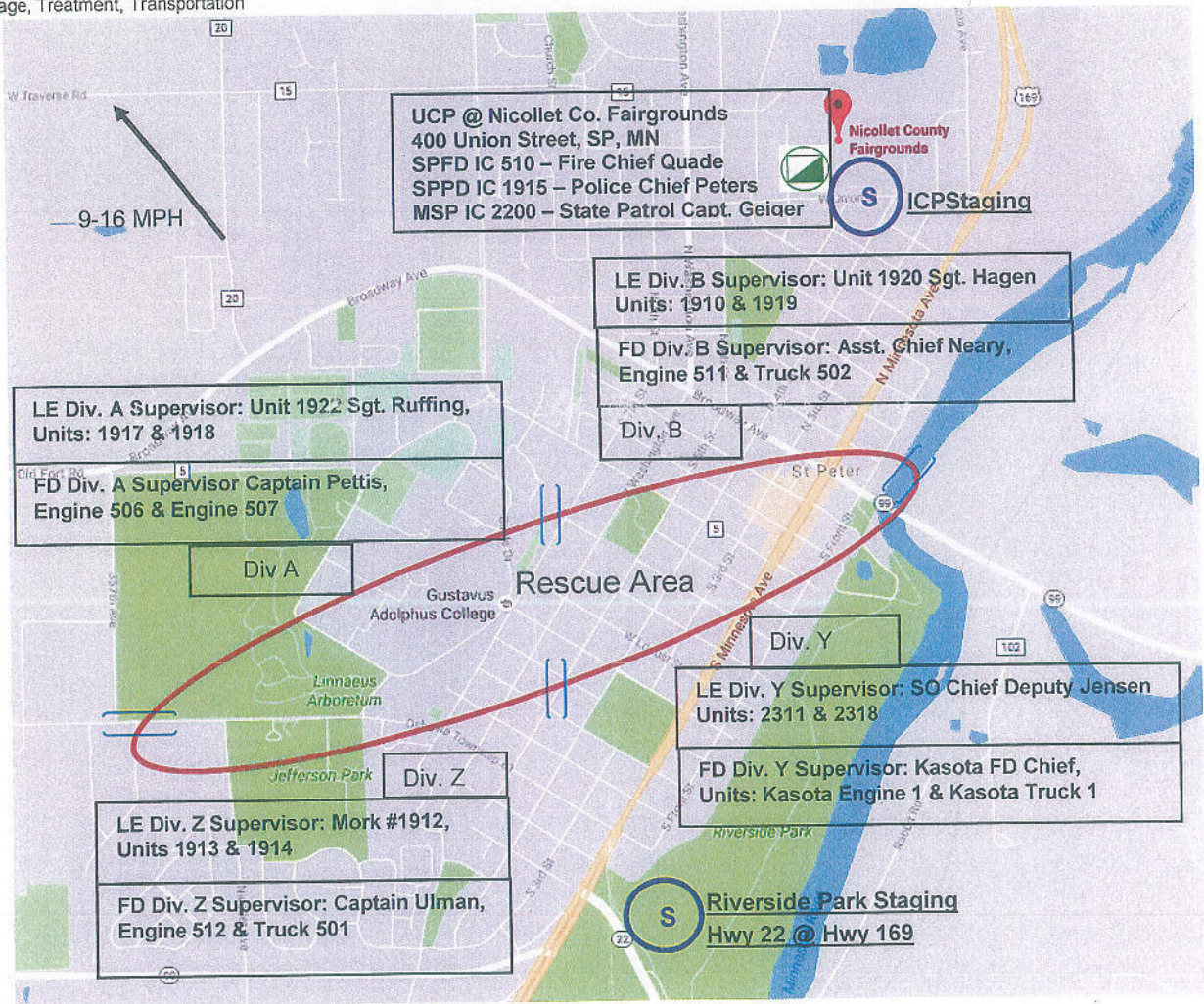
T1S Pat Wallace 507-995-0823 SR10, T2S Joe Reinemann 612-360-5064.SR11, T3S Adam Kruger 507-340-4132

INCIDENT BRIEFING	1. INCIDENT NAME/NUMBER	2. DATE	3. TIME PREPARED
	Tornado/20161699	10/26/16	0800

4. MAP SKETCH (NTS)

Function	Channel Name	Assignment	Function	Channel Name	Assignment
UC	(T1 SR 10) (T2 SR 11) (T3 SR 12).	FD/PD/ARSP	LE Tac	NC LAW2	Div. A Evac/Traffic/Security
MACS	NC4	EOC/RED CROSS/REHAB	LE Tac	NC LAW2	Div. B Evac/Traffic/Security
Fire Tac	NC 3/SR 2	Div. A (TTT/Rescue)	LE Tac	NC LAW1	Div. Y Evac/Traffic/Security
Fire Tac	NC 3/SR 2	Div. B (TTT/Rescue)	LE Tac	NC LAW1	Div. Z Evac/Traffic/Security
Fire Tac	SR 4	Div. Y (TTT/Rescue)	PW Tac	STP PW ADMIN	City/Co./State Public Works
Fire Tac	SR 4	Div. Z (TTT/Rescue)	NG Tac	SR 6	55 th CST/NG
Fire Tac	CMD/SR 6	HazMat (Mankato)	Staging	SR CALL	Staging/Hailing
Air	STAC 1	A2Grd /Rescue MAYO	Air	SR 10, 11, 12/	Air to Ground Trooper 5

(TTT) Triage, Treatment, Transportation



5. PREPARED BY (NAME AND POSITION)

S. Moldune, IC

ACTIVITY LOG (ICS 214)

1. Incident Name: TORNADO	2. Operational Period: Date From: 10-27-11 Time From: 0800 Date To: 10-28-11 Time To: 1100
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7. Activity Log (continuation):[illegible]

8. Prepared by: Name: _____ ICS 214, Page 2	Position/Title: _____ Date/Time: Date _____	Signature: _____
---	--	------------------

ICS Form 205 Incident Radio Communications Plan

1. Incident Name T211000		2. Date/Time Prepared: 10-27-16 Date: 10-27-16 Time: 0930		3. Operational Period: Date From: 10-27-16 Time From: 1028-14 Date To: 0800 Time To: 0600				
4. Basic Radio Channel Use								
Zone	Ch #	Channel Name/ Trunked Radio System Talk group	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
		CMD/TTC Function						
✓ 1		VE	800 AM	APRMER			D	UNIT Command
2		MACS	800 AM				D	Recon
3		RECON	800 AM				D	Div A Recon up TTT
4		RECON	800 AM				D	Div A Recon TTT
5		RECON	800 AM				D	Div A
6		RECON	800 AM				D	Div A
7		RECON	800 AM				D	Div A
8		RECON	800 AM				D	Div A
9		RECON	800 AM				D	Div A
10		RECON	800 AM				D	Div A
11		RECON	800 AM				D	Div A
12		RECON	800 AM				D	Div A
13		RECON	800 AM				D	Div A
14		RECON	800 AM				D	Div A
15		RECON	800 AM				D	Div A
16		RECON	800 AM				D	Div A
5. Special Instructions: 12-15 Reserved for future channel if needed								
6. Prepared by (Communications Unit Leader): Name: Man T... Signature: Man T... Date/Time: 10-27-16 0936								
ICS 205								

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)

can 10/27 10/27 0945

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): <u>TONADO</u>		
2. To (Name and Position): <u>S Moldave IC</u>		
3. From (Name and Position): <u>MARU TURNER COMC</u>		
4. Subject: <u>Request RADIO Replacement</u>	5. Date: <u>7-16</u>	6. Time: <u>10:11 AM</u>
7. Message: <p style="margin-left: 40px;">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: <u>MARU TURNER</u> Signature: <u>Mar Turner</u> Position/Title: <u>COMC</u>		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): <u>TORNADO 20161679</u>		
2. To (Name and Position): <u>S Moldone, IC</u>		
3. From (Name and Position): <u>MARVIN TURNER COM1</u>		
4. Subject: <u>COMMUNICATIONS UNIT REQUEST</u>	5. Date: <u>10/27/16</u>	6. Time: <u>0913</u>
<p>7. Message:</p> <p>COMMUNICATIONS UNIT Request the following Resources & Relief</p> <ul style="list-style-type: none"> • 1 - COM1 to Respond to 400 Union St. St Peter, MN 10/28/16 @ 0600 • Request 2 technical Specialist and that can program 800 MHz Radio • 1 - Cache Radio Specialist to hand out radios • 30 - ARMER Radio Cache READY to be programmed. Radio should BE 800 MHz WITH programming cables AND SOFTWARE to program Radio • Request 2 COM1 1 by 2200 and 1 by 0600 tomorrow <p>All personnel should Respond to 400 Union St St Peter, MN BY 6am for BRIEFING</p> <p>All Equipment Request WITHIN 2 HRS to Be dropped off @ Armer Address</p>		
<p>8. Approved by: Name: <u>M. Turner</u> Signature: <u>M. Turner</u> Position/Title: <u>COM1</u></p>		
<p>9. Reply:</p> <p style="font-size: 2em; text-align: center;">Approved</p>		
<p>10. Replied by: Name: <u>[Signature]</u> Position/Title: <u>IC1</u> Signature: <u>[Signature]</u></p>		
ICS 213	Date/Time: Date <u>10/27/16</u> Time <u>0915</u>	

ICS Form 213 General Message

1. Incident Name (Optional): <i>TORNADO #20161699</i>		
2. To (Name and Position): <i>M. Turner, COM-T</i>		
3. From (Name and Position): <i>C. STEFFEN, COM-T</i>		
4. Subject: <i>PERSONNEL/EQUIP REQUEST</i>	5. Date: <i>10-27-16</i>	6. Time: <i>0915</i>
7. Message: <ul style="list-style-type: none"> - REQUESTING COMT BY 2200, SECOND BY 0600 - REQUEST REGIONAL CASES OF ARMED PORTABLES ³⁰ TO INCLUDE SPECIALISTS 		
8. Approved by: <i>C. STEFFEN</i>	Signature: <i>[Signature]</i>	Position/Title: <i>COM-T</i>
9. Reply: <i>Approved by COMC</i>		
10. Replied by: <i>0920</i>	Position/Title: <i>COMC</i>	Signature: <i>MTurner</i>
ICS 213	Date/Time:	

ICS Form 217A Communications Resource Availability Worksheet

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

Form 217A

Frequency Band
700/800 MHz

Description
St Peter COMMEX

Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users/Assignments	RX Freq W	N or	RX Tone/NAC	TX Freq W	N or	Tx Tone/NAC	Mode A, D, or M	Remarks
1 TRS - T/G	NC LAW2	Law Enforcement	MN ARMER						D	SPPD Law Main
2 TRS - T/G	NC LAW1	Law Enforcement	MN ARMER						D	Nic Co Law Main
3 TRS - T/G	NC FIRE	Law Enforcement	MN ARMER						D	FD/EMS Main
4 TRS - T/G	NC GAC	Security	MN ARMER						D	Gustavus Security
5 TRS - T/G	NC PW	Public Works	MN ARMER						D	Co Highway Main
6 TRS - T/G	NC 3	All Users	MN ARMER						D	County Interop
7 TRS - T/G	NC 4	All Users	MN ARMER						D	County Interop
8 TRS - T/G	NC 5	All Users	MN ARMER						D	County Interop
9 TRS - T/G	NC 6	All Users	MN ARMER						D	County Interop
10 TRS - T/G	NC 7	All Users	MN ARMER						D	County Interop
11 TRS - T/G	NC 8	All Users	MN ARMER						D	County Interop
12 TRS - T/G	SR 2	All Users	MN ARMER						D	Regional Interop
13 TRS - T/G	SR 3	All Users	MN ARMER						D	Regional Interop
14 TRS - T/G	SR 4	All Users	MN ARMER						D	Regional Interop
15 TRS - T/G	SR 5	All Users	MN ARMER						D	Regional Interop
16 TRS - T/G	SR 6	All Users	MN ARMER						D	Regional Interop
17 TRS - T/G	SR 7	All Users	MN ARMER						D	Regional Interop
18 TRS - T/G	SR 8	All Users	MN ARMER						D	Regional Interop
19 TRS - T/G	SR 9	All Users	MN ARMER						D	Regional Interop
20 TRS - T/G	SR 10	All Users	MN ARMER						D	Regional Interop
21 TRS - T/G	SR 11	All Users	MN ARMER						D	Regional Interop
22 TRS - T/G	SR 12	All Users	MN ARMER						D	Regional Interop
23 TRS - T/G	LTAC 1	Law Enforcement	MN ARMER						D	Statewide Interop
24 TRS - T/G	LTAC 2	Law Enforcement	MN ARMER						D	Statewide Interop
25 TRS - T/G	LTAC 3	Law Enforcement	MN ARMER						D	Statewide Interop

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). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS Form 217A Communications Resource Availability Worksheet

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

Form 217A

Frequency Band
700/800 MHz

Description
St Peter COMMEX

Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users/Assignments	RX Freq W	N or	RX Tone/NAC	TX Freq W	N or	Tx Tone/NAC	Mode A, D, or M	Remarks
1	TRS - T/G	LTAC 4	Law Enforcement	MN ARMER					D	Statewide Interop
2	TRS - T/G	STAC 1	All Users	MN ARMER					D	Statewide Interop
3	TRS - T/G	STAC 2	All Users	MN ARMER					D	Statewide Interop
4	TRS - T/G	STAC 3	All Users	MN ARMER					D	Statewide Interop
5	TRS - T/G	STAC 4	All Users	MN ARMER					D	Statewide Interop
6	TRS - T/G	STAC 5	All Users	MN ARMER					D	Statewide Interop
7	TRS - T/G	STAC 6	All Users	MN ARMER					D	Statewide Interop
8	TRS - T/G	STAC 7	All Users	MN ARMER					D	Statewide Interop
9	TRS - T/G	STAC 8	All Users	MN ARMER					D	Statewide Interop
10	TRS - T/G	STAC 9	All Users	MN ARMER					D	Statewide Interop
11	TRS - T/G	STAC 10	All Users	MN ARMER					D	Statewide Interop
12	TRS - T/G	STAC 11	All Users	MN ARMER					D	Statewide Interop
13	TRS - T/G	STAC 12	All Users	MN ARMER					D	Statewide Interop
14	Simplex	8SOA1	All Users	853.9250	\$293	853.9250	\$293		D	Statewide Interop
15	Simplex	8SOA2	All Users	853.9375	\$293	853.9375	\$293		D	Statewide Interop
16	Simplex	8SOA3	All Users	853.9500	\$293	853.9500	\$293		D	Statewide Interop
17	Simplex	8SOA4	All Users	853.9625	\$293	853.9625	\$293		D	Statewide Interop
18	Simplex	FSOA1	FIRE / EMS	853.9750	\$293	853.9750	\$293		D	Statewide Interop
19	Simplex	FSOA2	FIRE / EMS	853.9875	\$293	853.9875	\$293		D	Statewide Interop
20	Simplex	8CALL90D	All Users	851.01250	156.7	851.01250	156.7		A	National Interop
21	Simplex	8TAC91D	All Users	851.51250	156.7	851.51250	156.7		A	National Interop
22	Simplex	8TAC92D	All Users	852.01250	156.7	852.01250	156.7		A	National Interop
23	Simplex	8TAC93D	All Users	852.51250	156.7	852.51250	156.7		A	National Interop
24	Simplex	8TAC94D	All Users	853.01250	156.7	853.01250	156.7		A	National Interop
25	Repeater	8CALL90R	All Users	851.01250	156.7	806.01250	156.7		A	National Interop

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). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS Form 217A Communications Resource Availability Worksheet

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

Form 217A

Frequency Band
VHF & UHF

Description
St Peter COMMEX

Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users/Assignments	RX Freq W	N or	RX Tone/MAC	TX Freq W	N or	Tx Tone/MAC	Mode A, D, or M	Remarks
1	Repeater	VTAC14R	All Users	159.4725	CSQ	154.6875	156.7	A	A	STR Tower
2	Repeater	LE2	Law Enforcement	162.2625	CSQ	167.2500	167.9	A	A	STR Twr / FED I/O
3	Repeater	IR2	All Users	165.9625	\$68F	170.4125	\$68F	D	D	STR Twr / FED I/O
4	TRS - T/G	PW ADMIN	Public Works	St Peter UHF				A	A	STP PW Main
5	TRS - T/G	STREETS	Public Works	St Peter UHF				A	A	STP Streets TAC
6	TRS - T/G	FORESTRY	Public Works	St Peter UHF				A	A	STP Forestry TAC
7	TRS - T/G	PARKS	Public Works	St Peter UHF				A	A	STP Parks TAC
8	TRS - T/G	ELECTRIC	Public Works	St Peter UHF				A	A	STP Electric TAC
9	TRS - T/G	WATER	Public Works	St Peter UHF				A	A	STP Water TAC
10	TRS - T/G	WASTEWATER	Public Works	St Peter UHF				A	A	STP WSWtr TAC
11	TRS - T/G	ALL CALL	Public Works	St Peter UHF				A	A	STP Multigroup
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										

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). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

capt petus os, div a sup - assigned channel list of resources? NCL3, LE 1922, Ruffing - 2 additional squads
1917 and 18 .

FD Div A - 506, 507E, NC3

comc request copy of ics 2305 and 205a 507-387-8709 fax 1006

1922 ruffing on scene, le div a, evac/sec/traf - channel assign, list of resources?

1917, 1918, NCLaw 2 1049

st peter pd chief 1915 peters os, estab uc with fd chief - location of ICP?

400 Union St, Nicollet co fairgrounds 1051

sgt hagen 1920 os, le div b sup, channel assign, resources?

1910, 1919 NC Law 2 1058

ast chief neery, fd div b, channel assignment/resources?

sr2, e511, tk 502 1059

IMT log section chief os, our location and imt will need cache radios 8-9 for general personnel 1059

will have the radios within 2 hours, 400 union street.

op sec chief os, channel for staging. SR Call 1103

kasota fire chief os, assuming fd y sup, channel/resources?

e1, truck 1, SR4 1105

so ch dep jensen os, le div y, channel/resources?

NC Law 1, 2311 2318 1107

mankato HM os, assignment/channel?

SR6, go to staging Riverside Park 1109

1912 os, le div z , resources/channel?

1913/1914, NCLaw 1 1109

capt allman os, fire div z , channel/resources

SR4, E512. tk 501 1112

pw sup1 os. channel - STP NW Admin - 1112

mayo 1 os, air-to-grd channel for LZ ops? STAC1 1113

msh2200 geiger - icp 1114

55th cst os, icp? 1115

trooper 5 os, channel for surveillance?

comc - to coml 1133

update - anything do to help? 1134

doc unit leader to coml - 1135

map sketch to id - on ics 201 - will email 1136

Marvin Turner, COML-T, 10-27-2016

ICS Form 217A Communications Resource Availability Worksheet

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

Form 217A

Frequency Band
700/800 MHz

Description
St Peter COMMEX

Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users/Assignments	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D, or M	Remarks
1 Repeater	8TAC91R	All Users	851.51250	156.7	806.51250	156.7	A	National Interop
2 Repeater	8TAC92R	All Users	852.01250	156.7	807.01250	156.7	A	National Interop
3	8TAC93R	All Users	852.51250	156.7	807.51250	156.7	A	National Interop
4	8TAC94R	All Users	853.01250	156.7	808.01250	156.7	A	National Interop
5								
6								
7								
8								
9								
10								
11								
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21								
22								
23								
24								
25								

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). All channels are shown as if programmed in a portable or mobile radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT					
1. Name: <i>Cathy Anderson</i>		2. Incident Name: <i>TORRADO</i>		3. Incident Number: <i>20161699</i>	
4. Home Unit Name and Address: <i>ECN</i>			5. Incident Agency and Address: <i>St Peter PD 400 Union St St Peter, MN</i>		
6. Position Held on Incident: <i>RADO</i>		7. Date(s) of Assignment: From: <i>10/17/16</i> To: <i>10/23/16</i>		8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
9. Incident Definition:					
10. Evaluation					
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	<input type="checkbox"/>	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	<input type="checkbox"/>	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	<input type="checkbox"/>
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	<input type="checkbox"/>	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	<input type="checkbox"/>	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	<input type="checkbox"/>
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	<input type="checkbox"/>	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	<input type="checkbox"/>	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	<input type="checkbox"/>
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	<input type="checkbox"/>	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	<input type="checkbox"/>	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	<input type="checkbox"/>
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	<input type="checkbox"/>	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	<input type="checkbox"/>	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	<input type="checkbox"/>
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	<input type="checkbox"/>	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	<input type="checkbox"/>	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

OPS Briefing INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: TORANADO			2. Date/Time Prepared: Date: 27-16 Time: 11:30 AM			3. Operational Period: Date From: 27-16 Time From: 11:30 AM Date To: 28-16 Time To: 07:00 PM				
4. Basic Radio Channel Use:										
Zone Gp.	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
		CMD	SR11	CMD Net	800Amen				D	
		FD TAC	SR1	AtB	800Amen				D	
		FD TAC	SR2	ZTY	800Amen				D	
		FD TAC	NC3	Haz Mat	800Amen				D	
		FD TAC	SR6	Rescue	800Amen				D	
		LE TAC	NCLAD1	AtB	800Amen				D	
		LE TAC	McLAD1	ZTY	800Amen				D	
		Public Works	PD Admin	Public Works	VHF				A	
5. Special Instructions:										
Staging SR10 Staging 800Amen D										
6. Prepared by (Communications Unit Leader): Name: MANU TORAN Signature: Manu Toran										
ICS 205		IAP Page		Date/Time: 27-16 1346						


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)

Ulysses Seal
(Printed Name)

- ☐ Statewide Interoperability Program Manager Review

(Statewide Interoperability Program Manager Signature)

James Stromberg
(Printed Name)

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Guysumu Johnson

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

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GUYSUMU J JOHNSON

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 June, 2015



A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GUYSUMU J JOHNSON

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

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

Issued this 9th Day of June, 2015



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GUYSUMU JOHNSON

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

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 20th Day of July, 2015



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GUYSUMU J JOHNSON

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

IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 9th Day of June, 2015



Tony Russell
Superintendent
Emergency Management Institute

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:

Train derailment

2. Date/Time Prepared:

Date: *10/13/16*
Time: *0918*

3. Operational Period:

Date From: *10/13/16* Date To: *10/13/16*
Time From: *0918* 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
		<i>Command</i>	<i>STAC-1</i>	<i>Command</i>	<i>800MHz</i>					
		<i>Support</i>	<i>ME THC 1</i>	<i>Dispatch BDC</i>						
		<i>"</i>	<i>Me Tac 2</i>	<i>Fire/EMS</i>						
		<i>"</i>	<i>RPool-1</i>	<i>TTT</i>						
		<i>"</i>	<i>RPool-2</i>	<i>Rescue</i>						
		<i>"</i>	<i>RPool-3</i>	<i>Handout</i>						<i>High priority</i>
		<i>"</i>	<i>STAC 1</i>	<i>LE</i>						
		<i>"</i>	<i>LTAC-1</i>	<i>EVAC</i>						

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name:

Signature:

ICS 205

IAP Page *1 of 4*

Date/Time:

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:

2. Date/Time Prepared:
Date: _____
Time: _____

3. Operational Period:
Date From: _____
Time From: _____

Date To: _____
Time To: _____

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
		Support	Ltac 2	LE Security	800 MHz					
		"	Ltac 3	LE Perimeter/Traffic						
		"	Stac 1	PLU						
		"	RPLU-MAN	PLU the equip/supplies						
		"	Stac 2	Air to ground LE						
		"	Stac 3	Air to ground EMS						
		"	RPLU 4	LE TAC 1						
		"	RPLU 5	LE TAC 2						

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name: _____

Signature: _____

ICS 205

IAP Page 2 of 4

Date/Time: _____

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:

2. Date/Time Prepared:

3. Operational Period:

Date:
Time:

Date From:
Time From:

Date To:
Time To:

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
		Support	R Pool-6	LE Tac 3	800 MHz					
		"	R Pool-7	LE Tac 4						
		"	Stac-2	Army N band CST 5210						
		"	Stac-3	EMT-3						Next ops 10/13/16 0720
		"	Stac-4	Staging						
		"	Metac 2	Hail Common						
		"	R-Pool 8	Fire Tac 1						
		"	R-Pool 9	Fire Tac 2						

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name:

Signature:

ICS 205

IAP Page 3 of 4

Date/Time:

1. Incident Name:

2. Date/Time Prepared:
Date:
Time:

3. Operational Period:
Date From:
Time From:

Date To:
Time To:

4. Basic Radio Channel Use:

[illegible]

5. Special instructions:

6. Prepared by (Communications Unit Leader): Name: Kevin Anderson

Signature:

ICS 205

IAP Page 4 of 4

Date/Time:

10/12/16 OGD



Homeland
Security

**ALL-HAZARDS
COMMUNICATIONS TECHNICIAN
(COMT)**

Position Task Book

Task Book Assigned To:

Trainee's Name: Guysumu Johnson
Home Unit/Agency: North Memorial Ambulance
Home Unit Phone Number: 763-581-9975

Task Book Initiated By:

Official's Name: Guysumu Johnson
Home Unit ^{Agency} Title: North Memorial Ambulance
Home Unit ^{Title} / ~~Agency~~: Electronic Communication tech
Home Unit Phone Number: 763-581-9975
Home Unit Address: 4501 68th Ave N Brooklyn center
Date Initiated: 11/1/16

Version 2.2
January 2015

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 GUYSUMU JOHNSON
has performed as a trainee and should therefore be considered for certification in this position.

Final Evaluators Signature [Signature] Date 10/12/16

Printed Name ALFIERSTAD Agency MI-CE UACS CO SO

Phone Number 612-916-6328 Email ALFIERSTAD@CO.MI-CE-UACS.MN.US

AGENCY CERTIFICATION

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

Certifying Official's Signature [Signature] Date 11/12/2016

Printed Name Joseph Belcar Agency North Memorial

Title Director Phone Number 763-581-9905

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	1 AOE	10/12/16
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 AOE	10/12/16
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	1 AOE	10/12/16

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	1 AOF	10/12/16
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	1 AOF	10/12/16
6. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits. ✓	I	1 AOF	10/12/16
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. ✓ This list is not all inclusive; COMT is responsible for asking adequate questions.	I	1 AOF	10/12/16
8. Determine requirements for communications as directed by the COML.	I		

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
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	1 AOF	10/12/16
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	1 AOF	10/12/16
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	1 AOF	10/12/16

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))

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"> Repeaters ✓ Links (radio and wire-based) ✓ Remotes ✓ Gateways ✓ Telephones ✓ FAX ✓ Data ✓ 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 AOF	10/12/16
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	1 AOF	10/12/16
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	1 AOF	10/12/16

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))

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	1 AOF	10/12/16
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		

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	1 AOF	10/12/16

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))

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.

RECORD OF EVALUATION

GUYSUMA JOHNSON

COMT-T

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: ALFJERSTAD	Evaluator's Title: PSAP MGR EM DIR	Evaluator's Agency: MILLE LACS CO SO	
Evaluator's agency address: 640 3RD ST SE, MILWAUKEE, MN. 56353				
Evaluator's e-mail: AL.FJERSTAD@CO.MILLE-LACS.MN.US			Phone: 612 916 5378	
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
GRAND RAPIDS TRAIN	TRAIN DERAILMENT	TECH RM MGR	10/12/16 0700-1900	III
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input 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: EXCELLENT KNOWLEDGE & SKILLS</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: 10/12/16 Evaluator's initials: AOF</p> <p>Evaluator's relevant agency certification or rating: COML / COMT</p>				

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. 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).

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. The assigned NWS office's talkgroup *should* be programmed into the corresponding NWS office's radio(s) and into fixed-station, public safety radios such as Public Safety Answer Points (PSAP), Dispatch Centers, Emergency Operating Centers (EOC), 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 Public Safety Answer Points (PSAP), Dispatch Centers, Emergency Operating Centers (EOC), and mobile command posts *not* served by that NWS office. The NWS should 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 should 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 should not be selected to the NWS office talkgroup of another NWS office.

Generally, NWS office talkgroups should not to 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 should not be patched to other resources. See Table B in the Appendix for a summary of talkgroup and patching recommendations.

NWS office radio IDs should 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.

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 talkgroups as mutually agreed (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 a 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.

An ECB/ESB region may adopt one 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.

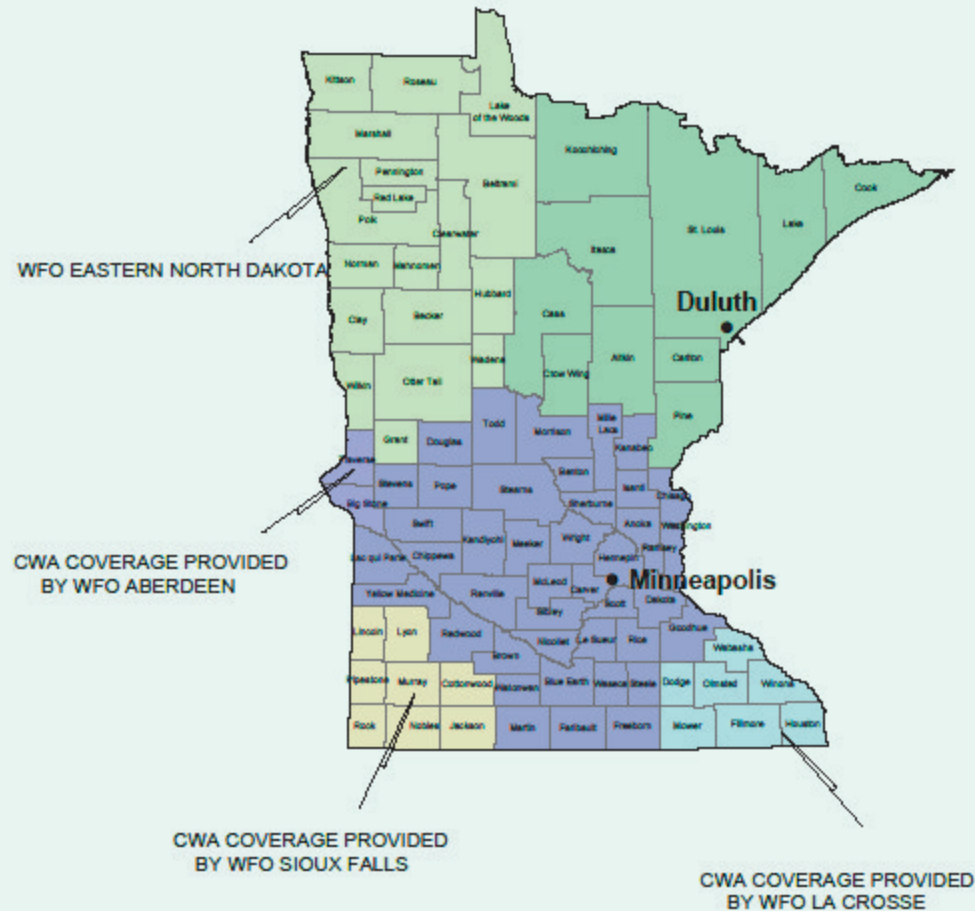
Appendix

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, 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

Allied Radio Matrix for Emergency Response Standards, Protocols, Procedures

Document Section 3	Interoperability Guidelines	Status: Complete
State Standard Number	3.35.0	
Standard Title	National Weather Service ARMER Radio Operations	
Date Established	1/13/2013	SECB Approval: 1/24/2013
Replaces Document Dated		
Date Revised		

1. Purpose or Objective

The purpose of this standard is to define the ARMER talkgroups and procedures to be used by the National Weather Service (NWS) offices that serve the various ARMER regions of the state for NWS to county and local agency communications during severe weather events.

2. Technical Background

▪ Capabilities

All NWS Offices that serve an area of the state, with the exception of Aberdeen, South Dakota, have been issued a minimum of one ARMER control station or portable radio.

This standard establishes talkgroups for the use of NWS offices to communicate with numerous local warning points, such as Public Safety Answering Points (PSAPs), Emergency Operations Centers (EOCs), or other designated locations across the state during severe weather events or other emergency incidents where the National Weather Service's aid may be requested.

The NWS offices are authorized to use statewide talkgroups created specifically for them, as well as STAC 1-4 and any of the regional ARMER interoperability talkgroups, as necessary. The statewide talkgroup, SEMTAC, is also programmed in the control stations or radios to enable communications with state and local emergency managers, as directed by Division of Homeland Security and Emergency Management (HSEM).

▪ Constraints

Some counties may not have the capacity available in their PSAP or EOC consoles to add NWS dedicated talkgroups that serve their counties. These counties may choose to communicate with NWS Chanhassen via an assigned state or regional talkgroup that will be assigned by the Minnesota State Patrol (MSP), as specified in Metro and Central Standard number 3.35.0.

3. Operational Context

The seven ARMER regions are served by different and multiple NWS Offices and MSP Districts. The service regions of the NWS Offices do not align with the ARMER regions or with the MSP Districts. In addition, counties have differing capabilities and needs depending upon their system and equipment. As a result, the “Normal Watch/Warning Activations” procedure will be standardized across the state. However, talkgroup organization and utilization for each event will differ on an ARMER regional basis, as described under Recommended Procedures. It is important that every county understand this standard as it applies to them and their neighbors, especially if the neighboring county is in a different ARMER or NWS region and has a different procedure.

Minnesota is served by six National Weather Service offices:

- Sioux Falls, SD
- Aberdeen, SD
- Grand Forks, ND
- Duluth, MN
- Chanhassen, MN
- La Crosse, WI

Note: See maps on page 4 for counties served by NWS, MSP, and ARMER regions.

A dedicated, statewide talkgroup will be created for each NWS office. NWS offices may have dedicated talkgroups of adjacent NWS offices programmed into their ARMER control stations and/or radios to support each other in the event of a catastrophic failure of any NWS office. NWS dedicated talkgroups may be programmed in local PSAP consoles, EOC consoles, control stations, and Minnesota State Patrol consoles. NWS dedicated talkgroups are not allowed to be programmed into subscriber units utilized in the field. NWS offices will generally conduct their county communications via their dedicated talkgroup, except in the ARMER Metro Region and Central Region areas described below.

National Weather Service Talkgroups

TG Requirements	For Whom?
Required	<ul style="list-style-type: none">• National Weather Service Offices• Minnesota State Patrol Dispatch Consoles
Recommended	<ul style="list-style-type: none">• PSAP consoles, control stations, or backup equipment• EOC centers (fixed or mobile)
Optional	N/A
Not Allowed	Field units (subscriber radios, mobiles, or portables)
Site Access	System-wide – All sites

Cross-Patch Standard	Yes / No	To Talkgroups
Soft Patch	Optional	As needed for the duration of the weather event
Hard Patch	No	

MSP is designated as the Warning Point for their respective Districts as follows:

- Detroit Lakes handles all the agencies within the Northwest Radio Region (14 counties)
- Duluth handles all the agencies within the Northeast Radio Region (11 counties)
- St Cloud handles all the agencies within the Central Minnesota Radio Region (19 counties)
- Roseville handles all the agencies within the Metro Radio Region (9 counties)
- Marshall handles all the agencies within the Southwest Radio Region (13 counties)
- Rochester handles all the agencies within the South Central and Southeast Radio Regions (21 counties)

Note: MSP has consolidated communications center operations into two locations, Roseville and Rochester. However, MSP will continue to serve counties in groups listed above.

4. Recommended Procedures

- A NWS office will use the National Warning System (NAWAS) to alert the MSP Warning Point of a weather watch/warning event.
 - The NWS will use NAWAS to alert MSP for all watches and warnings; however, MSP will not conduct a roll-call of local PSAPs/EOCs for watches unless the NWS specifically requests one due to unique circumstances.
- MSP will call local PSAPs/EOCs via the appropriate ARMER regional CALL or COMM talkgroups for the counties named in the watch/warning event.
 - MSP will conduct a roll call on the ARMER Regional CALL talkgroup for the counties affected.
 - MSP will contact counties that do not respond by phone.
- Depending upon the desire of the counties involved, MSP may patch the NWS office dedicated talkgroup to an ARMER regional or statewide talkgroup.
 - ARMER regions will provide MSP with the weather patching requirements for their member counties in advance.
 - MSP will reserve the ARMER regional or statewide talkgroups they choose for the patch on StatusBoard.
- The NWS office issuing the watch/warning will make announcements and conduct ongoing communications on their dedicated NWS talkgroup
- County PSAPs/EOCs will monitor either the MSP assigned ARMER regional or statewide talkgroup or the NWS office talkgroup for the duration of the weather event and communicate with the NWS as necessary.
 - The NWS talkgroup or the ARMER patch talkgroup is intended for PSAP, EOC, or local command communications with the NWS office. It is not allowed to be programmed into subscriber units for local spotters' traffic.

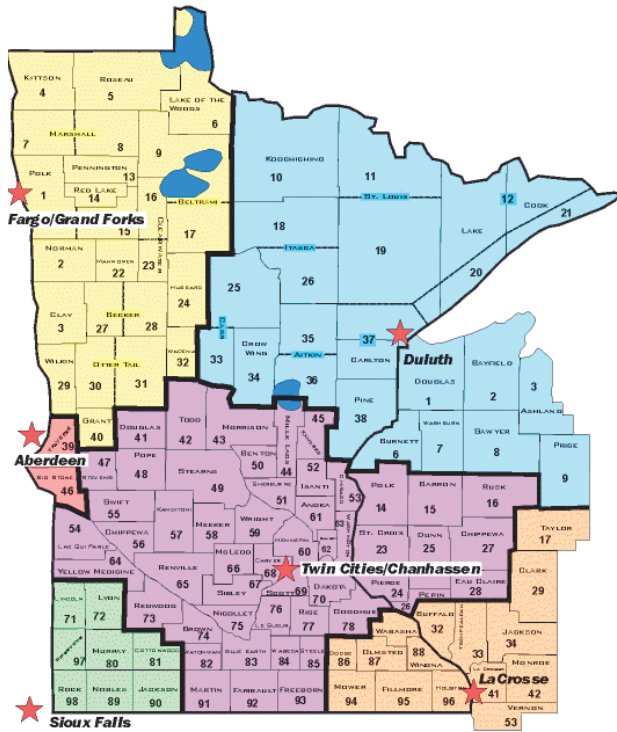
- If the NWS desires direct access to a field unit, the NWS service talkgroup may be patched to the local talkgroup in use by the spotters by the local PSAP.
- NWS will notify MSP when a given warning event has expired. Once notified, MSP will announce the talkgroups in use are clear, remove any patches, and clear the StatusBoard.
- Exception – Aberdeen, South Dakota, NWS office will operate on their South Dakota State System talkgroup.
 - Traverse County will monitor the Aberdeen NWS office talkgroup and will perform the appropriate patch, as designated by the MSP, for Big Stone County.
- In the event of a sudden onset or report of severe or near-severe weather incident occurring in the absence of a NWS office issued watch/warning, and when the MSP Warning Point Net has not yet been activated, a local PSAP or EOC may elect to initiate the warning process by contacting their NWS office and the MSP center that serves their county.

5. Management

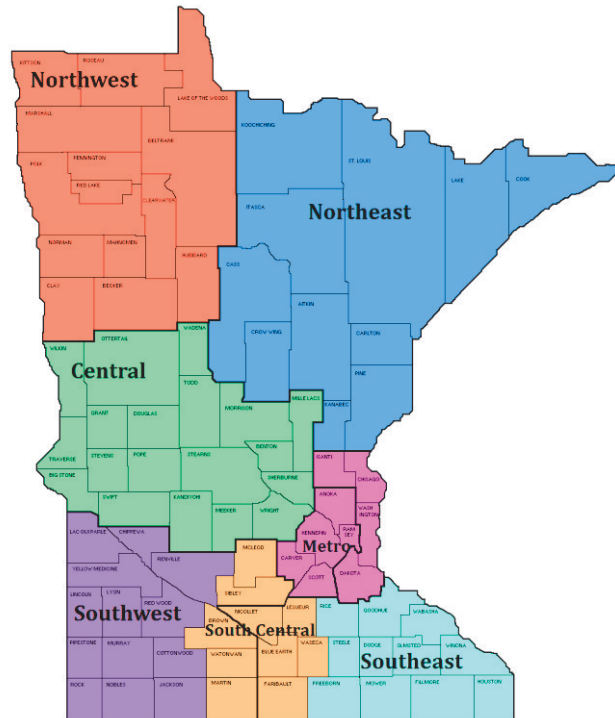
MSP shall manage assignment and usage of talkgroups and conventional channel resources for normal warning activations. Local county sheriffs, PSAP directors, or Emergency Managers shall ensure this procedure is adhered to in their respective counties. HSEM shall manage use of SEMTAC.

National Weather Service talkgroups will be given a Priority Level of 5.

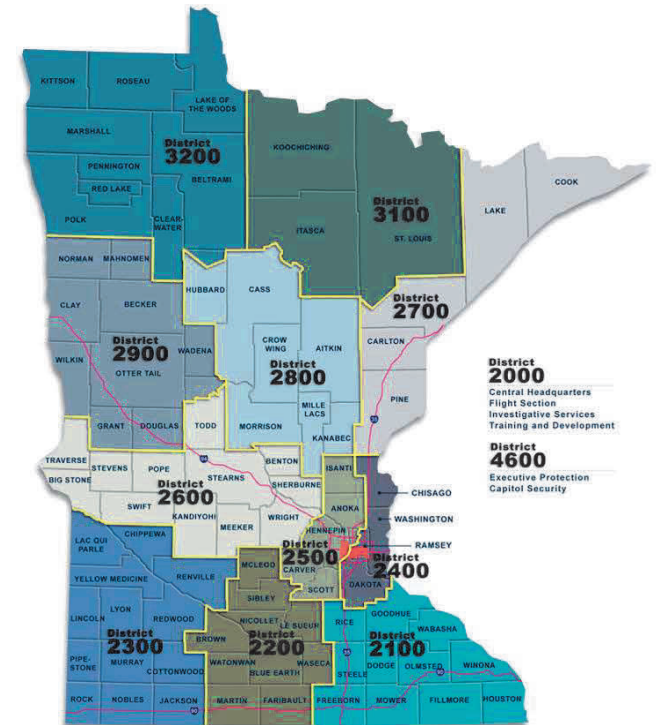
NWS OFFICES



REGIONAL RADIO BOARDS



STATE PATROL DISTRICTS



METRO REGION

800 MHz Trunked Regional Public Safety Radio System

Standards, Protocols, Procedures

Document/ Section:	3. Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.35.0	Date: 3/30/11
Procedure Title:	National Weather Service ARMER Radio Operations	
Date Established:	2/3/2010	MESB Approval - Signature:
Replaces Document	4/3/2013	4/13/11
Dated:		
Date Revised:	6/24/2015	Date:

1. Purpose and Objective:

To define the ARMER talkgroups and establish policy and procedures of radios to be used by the National Weather Service (NWS) Chanhassen office (Chanhassen Weather) and establish a Warning Point Net during severe weather events.

2. Technical Background:

• Capabilities –

To provide talkgroups that are readily available tools for the use by Chanhassen Weather to communicate with numerous Warning Points (PSAP, Dispatch Center, EOC or other designated location) across the nine county metro region and optionally other counties within the Chanhassen Weather County Warning Area (CWA) during severe weather events or other emergency incidents where the weather service's aid may be requested. The Statewide Emergency Communications Board has authorized a dedicated talkgroup for Chanhassen Weather, named US-NWS CHN. This is the resource Chanhassen Weather will use to distribute weather event information. PSAPs may choose to add this resource to their consoles. Chanhassen Weather is authorized to use the statewide resources of STAC1-12 and the metro region resources of ME TAC5-8 for the Warning Point Net. The statewide talkgroup SEMTAC is also programmed in the radios for communications with State and Local Emergency Managers as directed by HSEM.

• Constraints –

Chanhassen Weather has been issued one hand held portable and two control station transceivers. These units will primarily be used to monitor selected talkgroups when invited to do so by a Warning Point or Emergency Manager as a result of severe weather or other emergency incident. This Standard does not limit the use of other ARMER resources and/or radios for other authorized purposes by Chanhassen Weather.

3. Operational Context:

For activations within the nine county metropolitan region, Chanhassen Weather will normally contact the Metro Warning Point (Minnesota State Patrol - Metro Communications Center) in the event of a severe weather watch and/or warning. The Metro Warning Point will determine the

appropriate resource for the event and will patch that resource to the US-NWS CHN talkgroup. In the event of some other type of emergency incident that would require assistance from Chanhassen Weather, the agency requesting the assistance would contact Chanhassen Weather directly via a land line or via US-NWS CHN and create the appropriate patch between resources to be used for the incident.

4. Recommended Procedure:

- Normal Activation – Metro Warning Point

Chanhassen Weather will normally initiate weather announcements, via NAWAS to the Metro Warning Point and MNJIS to notify of affected areas. The Metro Warning Point will determine to what resource US-NWS CHN will be patched and will create the patch. The Metro Warning Point will hail the affected Local Warning Points using METCOM and ask them to move to STAC 12 (11, 10, 9, etc.) for weather information from the National Weather Service. *Non ARMER Warning Points will be notified via MNCOMM.* The Metro Warning Point will follow up via a land line if an affected Local Warning Point does not reply over the radio system. The Metro Warning Point will take roll and read the announcement on STAC12 (11, 10, 9, etc.) and advise the Local Warning Points to remain on the talkgroup resource for continuing information from the National Weather Service. The Metro Warning Point will be responsible to update the use of STAC12 (11, 10, 9, etc.) on the status board. STAC12 (11, 10, 9, etc.) will be used for any information exchange between the affected centers and the National Weather Service; such as watches turning to warnings or sightings of tornados. This communication should be limited to updates to/from Warning Points **only**. This is not for individual field spotters. As the threat expires for each Warning Point's area, the center can choose to leave STAC12 (11, 10, 9, etc.) on their own. Any new weather threats that occur after existing threats have expired will be handled in the same manner described above. Once all weather threats have passed, the Metro Warning Point will clear the associated resource from the status board.

- Optional Procedure for Emergency Activation During Sudden Severe and/or Near-Severe Weather Incidents With or Without a National Weather Service Issued Warning

In the event of a sudden onset or report of severe or near-severe weather incident occurring in the absence of a National Weather Service Storm Prediction Center issued watch, and when the Warning Point Net has not yet been activated, a Local Warning Point MAY elect to immediately activate the Warning Point Net on STAC12 (11, 10, 9, etc.). Upon such activation the Local Warning Point activating the net shall make an announcement on METCOM that the net has been activated and update the status board.

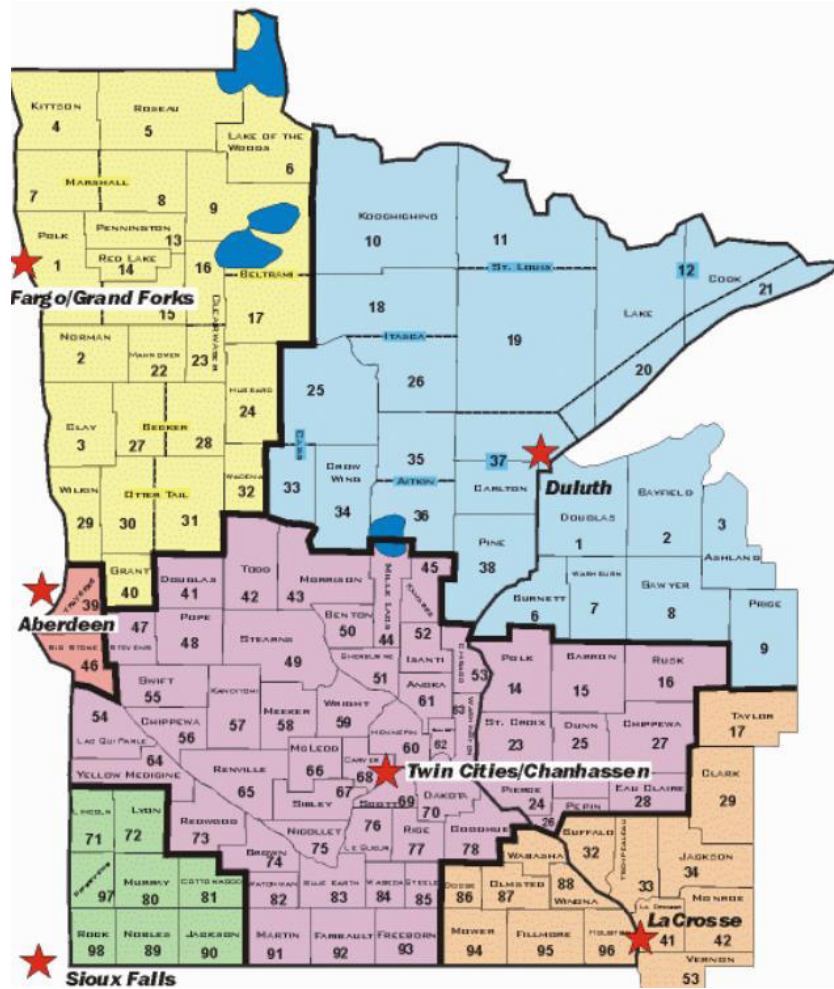
- Activation in Outside the Metro Region

State Patrol Warning Points in Rochester will follow other regions' NWS standards and/or the Statewide NWS standard, State 3.35.0, to facilitate communication regarding weather event information between NWS Offices and Greater Minnesota PSAPs.

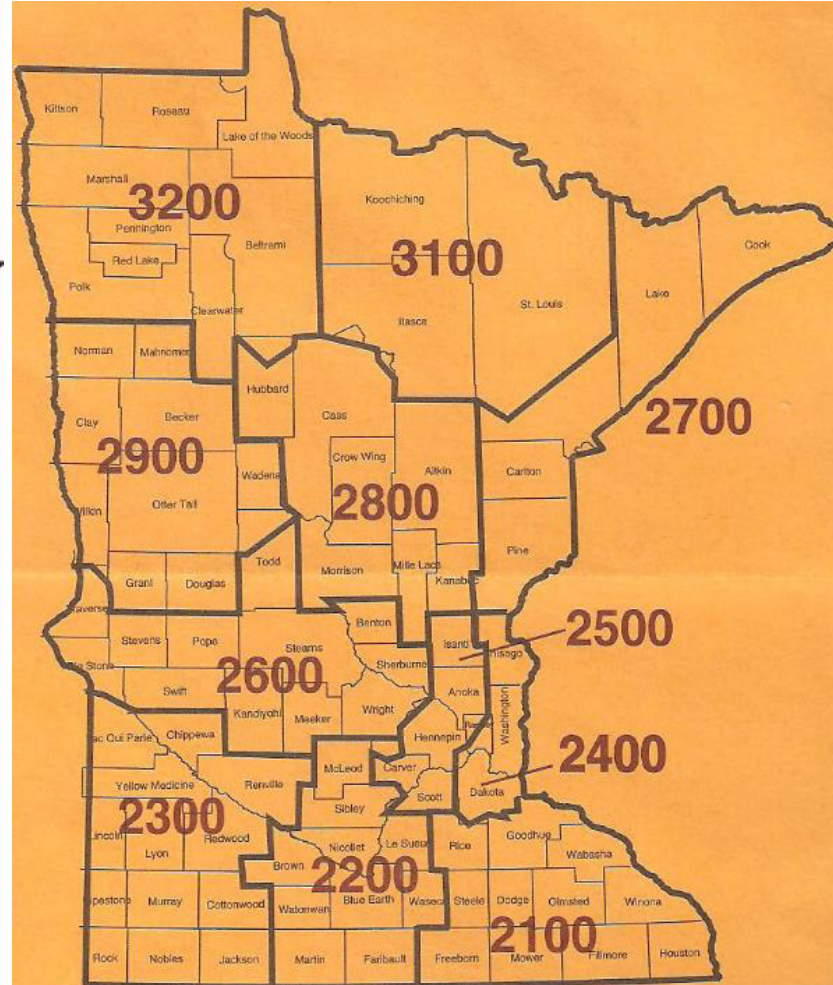
5. Management:

State Patrol Warning Points shall manage assignment and usage of talkgroups and conventional channel resources for normal Warning Point Net activations. Dispatch center managers and supervisors on the metro area ARMER system shall ensure that this procedure for usage and assignment of ME TAC or STAC talkgroups be adhered to. HSEM shall manage use of SEMTAC for severe weather operations.

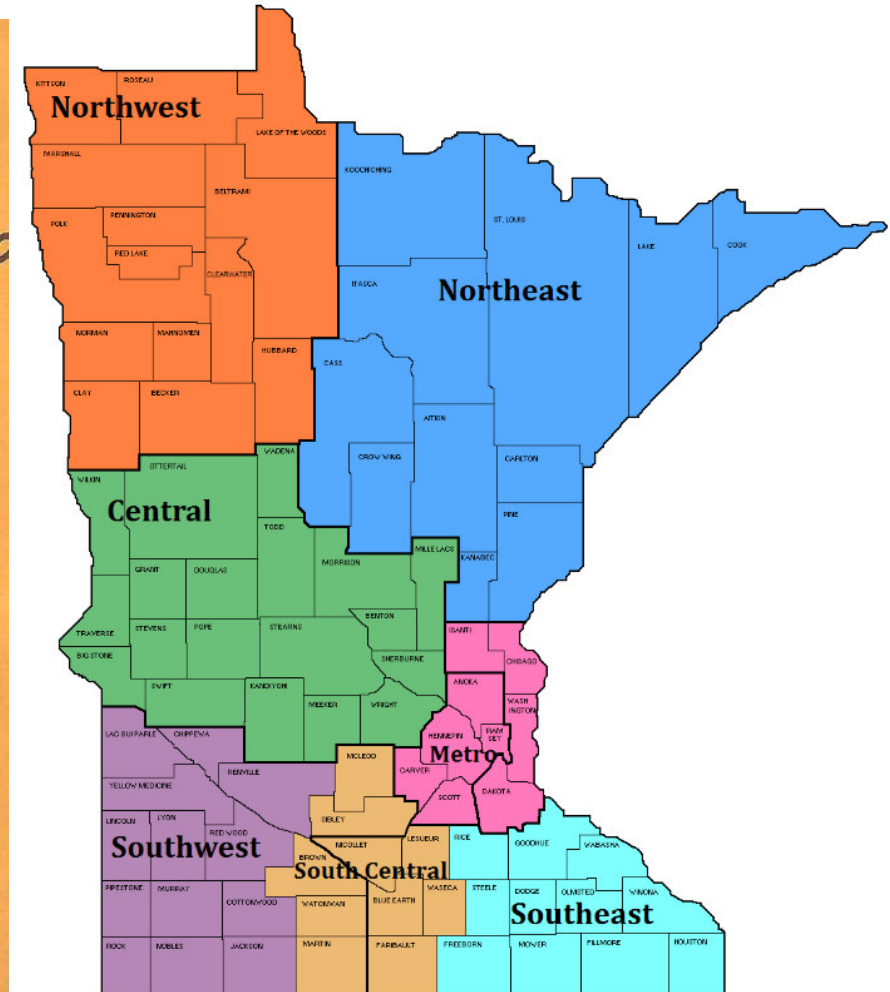
NWS CWA MAP



STATE PATROL DISTRICT MAP



REGIONAL RADIO BOARD MAP



APPENDIX C – TALK GROUP PERMISSION LETTER TEMPLATE**800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures**

Document Section:	Appendices	CMRAC Approval – Signature:
Sub-Section:	Appendix C	Approved
Procedure Title:	TALK GROUP PERMISSION LETTER TEMPLATE	
Date Established:	2/22/06	
Replaces Document Dated:	N/A	CMRB Approval - Signature:
Date Revised:	N/A	

1. Purpose or Objective

The purpose of this template is to provide a guide for requesting the use of another owners talk group resources. Note that this is a two-sided, one sheet document. Procedure for use of this letter is found in this manual, *Section 2.4 Use of Shared Talk Groups*.

(See next page)

Central Minnesota Radio Board - Regional 800 MHz Trunked Radio System

AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Date: 11/10/2016

Requesting Agency: American Red Cross, Minnesota Region

Authorizing Agency: Metropolitan Emergency Services Board

Reason for Request

Add Talk Group(s) to Radios

Scan Talk Group(s)

Other _____

I. Request permission to ADD the following talk groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	For the following Work Units:
METAC 1-10	Portable, Mobile radios	Disaster Services response

II. Request permission to SCAN/ MONITOR the following talk groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	To be monitored by the following positions:	Request for Receive Only

III. Other Request/ Requirements (Explain)

IV. Reason for Request

Disaster response through out the state on Minnesota

(Attach supporting documentation)

Name of individual completing application William (Bill) Schmidt

Address 625 North Robert St, St. Paul, MN. 55164

Phone 651-201-5716 E-mail address william.schmidt@state.mn.us

This Side for Authorizing Agency use Only

State of Minnesota – Central Minnesota Radio Board - Regional 800 MHz Trunked Radio System

**AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY**

Request Approved_____ Approved with Conditions_____ Denied_____

Conditions:

Authorized Signature: _____

Name of Authorizing Individual _____

Address_____

Phone_____ E-mail address_____

APPENDIX C – TALK GROUP PERMISSION LETTER TEMPLATE**800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures**

Document Section:	Appendices	CMRAC Approval – Signature:
Sub-Section:	Appendix C	Approved
Procedure Title:	TALK GROUP PERMISSION LETTER TEMPLATE	
Date Established:	2/22/06	
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1. Purpose or Objective

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(See next page)

Central Minnesota Radio Board - Regional 800 MHz Trunked Radio System

AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Date: 11/10/2016

Requesting Agency: CN Railroad Police, Superior Office

Authorizing Agency: Metropolitan Emergency Services Board

Reason for Request

Add Talk Group(s) to Radios

Scan Talk Group(s)

Other _____

I. Request permission to ADD the following talk groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	For the following Work Units:
METAC 1-10	Portable, Mobile radios	CN Railroad Police

II. Request permission to SCAN/ MONITOR the following talk groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	To be monitored by the following positions:	Request for Receive Only

III. Other Request/ Requirements (Explain)

IV. Reason for Request

For interoperability with Federal, State and local partners in the performance of public safety activities.

(Attach supporting documentation)

Name of individual completing application Special Agent Benjamin Black

Address CN Railroad Police, Superior Office, 3192 S Pokegama Road Superior, WI, 54880

Phone (715) 919-2178 E-mail address benjamin.black@cn.ca

This Side for Authorizing Agency use Only

State of Minnesota – Central Minnesota Radio Board - Regional 800 MHz Trunked Radio System

**AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY**

Request Approved_____ Approved with Conditions_____ Denied_____

Conditions:

Authorized Signature: _____

Name of Authorizing Individual _____

Address_____

Phone_____ E-mail address_____

Metropolitan Emergency Services Board Radio Technical Operations Committee

2017 Meeting Dates

Wednesday, January 25, 2017

Wednesday, February 22, 2017

Wednesday, March 22, 2017

Wednesday, April 26, 2017

Wednesday, May 24, 2017

Wednesday, June 28, 2017

Wednesday, July 26, 2017

Wednesday, August 23, 2017

Wednesday, September 27, 2017

Wednesday, October 25, 2017

Wednesday, November 15, 2017*

Wednesday, December 20, 2017*

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

*Meetings will be scheduled on the 3rd Wednesday for these months due to
the Thanksgiving and Christmas holidays.