



## **METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA**

April 24, 2019, 1:00 p.m.

1. **Call to Order** – Committee Chair, Captain Scott Haas
2. **Approval of Agenda** – Haas
3. **Approval of Minutes of March 27, 2019 Meeting** – Haas
4. **Action Items**
  - A. COMU Position Approvals – Tracey Fredrick
    - i. Alyssa Super INTD Approval
    - ii. Shane Sheets COML Approval
  - B. City of Bloomington Participation Plan Change Request – Butch Gillum
  - C. U of M Participation Plan Change Request – Jeff Lessard
  - D. Metro Standard Updates – Tracey Fredrick
    - i. 6.3.0 Site Lease and Utilities
    - ii. 3.8.0 LE & IR Nationwide Channels for Interoperability
    - iii. Appendix 3 Master Fleetmap Matrix Example
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
  - A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenbeck
  - B. System Managers/Metro Owners Group Update – Ron Jansen
  - C. SECB Committees
    - i. Steering – Jill Rohret
    - ii. OTC – John Gundersen/Nate Timm
    - iii. Interoperable Data Committee – Rod Olson/Jake Thompson
    - iv. IOC & Subcommittees – Thompson/Timm; Jansen; Timm/Dan Anderson
    - v. IPAWS – Haas
    - vi. Finance/Grants Workgroup – Rohret/Fredrick
7. **Other Business**
  - A. Discussion Only – Subscriber Maintenance Training
8. **Adjourn**

*Reminder: Next meeting scheduled for May 22, 2019*

**Metropolitan Emergency Services Board  
Radio Technical Operations Committee  
Meeting Minutes  
March 27, 2019**

**Committee Members Present:**

Derek Baas, Sherburne County  
Jeff Bjorklund, Metro Airports-**absent**  
Jon Eckel, Chisago County  
Scott Gerber, MN State Fire Chiefs  
John Gundersen, Hennepin County  
Scott Haas, Scott County  
Ron Jansen, Dakota County  
Chad LeVasseur, Metro Transit  
Wendy Lynch, Metro Region EMS-**absent**

Rod Olson, City of Minneapolis  
Dan Palmer, Ramsey County-**absent**  
Bob Shogren, Isanti County  
Chuck Steier, U of M Police  
Jake Thompson, Anoka County  
Nate Timm, Washington County  
Tim Walsh, Carver County

**Guests Present:**

Marcus Bruning, ECN; Victoria Vadnais, Allina Health EMS; Nick Schatz, Scott County; Jeff Lessard, University of Minnesota; and Jill Rohret, MESB.

**1. Call to Order:**

Scott Haas called the meeting to order at 1:01 p.m.

**2. Approval of Agenda**

Jill Rohret asked to remove agenda item 4C. City of Bloomington Participation Plan Change Request from the agenda. Butch Gillum is unable to attend to present the request.

*M/S/C – Jon Eckel moved to approve the amended agenda for March 27, 2019. Bob Shogren seconded. Motion carried.*

**3. Approval of February 27, 2019 Minutes**

Rohret asked for the February minutes to be amended to indicate the committee members which were absent from the February meeting.

*M/S/C – Ron Jansen moved to approve amended minutes from February 27, 2019. John Gundersen seconded. Motion carried.*

**4. Action Items**

**A. COMU Position Approvals**

Rohret stated that the committee had two COMU position approvals before it for review. The first is INTD designation for Jennifer Geiselhart and the second is COML renewal for Al Jankovich.

*M/S/C – Bob Shogren moved to approve INTD designation for Jennifer Geiselhart and COML renewal for Al Jankovich. Jake Thompson seconded. Motion carried.*

**B. University of Minnesota Site Profile Change Request**

Jeff Lessard said the University of Minnesota has five campuses and various research and outreach facilities across the state. The Twin Cities PSAP, in addition to dispatching police for the Twin Cities campus, monitors card access and provides video monitoring and surveillance on the other U of M properties. When 9-1-1 calls are received, dispatchers sometimes are able to view live or recorded video of the incident and provide additional details to the responders.

That resource is not available to the Duluth and Morris campuses because they do not communicate directly with the Twin Cities PSAP; they communicate via cell phone.

The University of Minnesota is requesting the PSAP's site profile be made available to the ARMER site surrounding the Duluth and Morris campuses. This would enable officers to communicate directly with the U of M PSAP, making real-time requests for more information.

Lessard said the request for a site profile on the resources surrounding the campuses is one option; a statewide talkgroup has also been suggested. The U of M Twin Cities Police Department has a mobile command van and trailers that could be utilized across the state if a statewide talkgroup is granted.

*M/S/C – Motion made by Ron Jansen to approve adding talkgroups from Duluth and Morris into their site access profile. Rod Olson seconded.*

Marcus Bruning stated that the Northeast region is concerned about metro traffic being dragged onto the St. Louis County subsystem.

Lessard said this talkgroup would only be used when officers at the other campuses need to talk to the PSAP.

Nate Timm asked if the talkgroups would be identified specifically.

Lessard said he wanted to get input from the Radio TOC before decisions are made. U of M PSAP staff is familiar with the hailing channel which could be used, but he noted that the hailing channel is used routinely in the metro.

Timm said perhaps the University system would be better served by a statewide roaming talkgroup where the PSAP would only listen to one resource.

Rod Olson suggested putting local talkgroups from the other University areas into the consoles at the PSAP to eliminate dragging traffic. Would the University want to create talkgroups for this purpose or use existing ones?

Lessard said St. Louis and Stevens Counties dispatch for Duluth and Morris campuses, respectively. His goal is to have someone from greater Minnesota to be able to hail the metro campus PSAP and have the PSAP respond. He suggested they use the UM911 and UM Common talkgroups as the statewide talkgroups which could be used to hail the PSAP.

Bruning noted that using those talkgroups as hailing resources will still drag traffic to the non-metro areas. He suggested a U of M Duluth resource be put on the PSAP's consoles, which would eliminate loading concerns.

Olson suggested the U of M create a statewide roaming talkgroup.

Haas suggested using UM911 as a single statewide roaming talkgroup, that local U of M campuses can use to hail the PSAP; once hailed, the PSAP would move the conversation to a local talkgroup on the console to eliminate dragging traffic across the state. He noted that this type of roaming talkgroup is consistent with previous requests made to the OTC.

*M/S/C – Ron Jansen amended his motion to request transitioning the existing UM 911 hailing talkgroup into a statewide roaming talkgroup, so greater Minnesota campuses can hail the PSAP and then move to a local talkgroup. Rod Olson seconded. Motion carried.*

### **C. Metro Standard Updates**

Rohret said changes to Metro Standard 1.5.3 – Variances & Waivers included updating the revision date and adding a second bullet under recommended protocol and standards. She said the only changes made to Metro Standard 6.3.0 – Site Lease, Property Insurance, and Utilities Costs, and to Metro Standard 6.5.0 – Prioritizing Capital Spending were to change the review date. For Metro Standard 6.4.0 – Entry Costs for New Full Participants, she said the review date was changed and minor language changes were made. She noted that there is a statutory reference which needs to be updated.

Rohret asked a question of Ron Jansen and Rod Olson regarding the new bullet added to Metro Standard 1.5.3 under Recommended Protocol. She said that as written, it would only apply to changes made by those agencies which signed the MESB joint powers agreement, not any other metro user.

Jansen responded that they were seeking for all waivers and variances from metro users, regardless of whether they signed the MESB joint powers agreement, to be reviewed by the Radio TOC.

Rohret suggested a language change to read “Each request for variance or waiver will be reviewed by the Radio TOC...”

*M/S/C – Ron Jansen moved to approve the proposed amendments as written for Metro Standards 6.3 and 6.5; approve the proposed amendments to Metro Standard 6.4.0 and update the statutory reference in that standard; and to approve the proposed amendments in Metro Standard 1.5.3, with the language proposed by Rohret. Rod Olson seconded. Motion carried.*

### **5. Moves, Additions & Changes to the System Move, Additions & Changes to the System:**

Gundersen said Hennepin County has been working on a plan to patch encrypted and unencrypted talkgroups together while reprogramming radios. They found that some audio was missing when resources were patched. Hennepin County tested and found that there were issues patching clear and encrypted talkgroups together. The problem appeared after the 7.17 upgrade and could be associated with it. Problems were found that some audio was missing. Tests were done, and found that some could be reliably patched, but some were not working, and they were talking over one another. It appears it could be related to the 7.17 upgrade.

### **6. Committee Reports:**

#### Metro Mobility System Usage Update

Chad LeVasseur said Metro Mobility met with the MESB last month. They will return for an update in six months. Currently radios are being programmed and it is hoped they will be done in April. Then they will be testing the private call solution. Subscriber radios need to be programmed before Motorola will make the programming change on the consoles.

System Managers/Metro Owners Group – No meeting.

#### Reports from SECB Committees:

##### Steering:

Rohret said the bylaws continued to be discussed at the February meeting. The bylaws of the committees will be decoupled from those of the SECB to give chairs more flexibility.

##### OTC:

Gundersen said the OTC and approved an interoperability participation plan for Worth County, Iowa. He reminded TOC members that Action Radio, located in Maple Grove, requested IDs so



they may test radios; Hennepin County does not want them on the Hennepin system. The OTC discussed this request again, but no action was taken.

Interoperable Data Committee:

Thompson said the IDC met and is now named the Wireless Broadband & Applications (WBBA) committee. He said that AT&T is offering 90-minute webinars regarding FirstNet applications.

Interoperability Committee:

Thompson said the committee discussed eligible uses of STR maintenance funds, the COMU report, and it made its subcommittee into workgroups.

IPAWS:

Haas said IPAWS met and approved a couple of standards.

Finance/Grants Workgroup:

Rohret said the Finance Committee met and discussed the Motorola contract, budget and State ARMER Standard 1.5.3.

**7. Other Business**

Rohret said that if anyone was interested in helping Micah Myers and Brandon Larson develop standards related to Integrated Voice & Data (IV&D), to let Tracey know.

Derek Baas said that in September, Sherburne County will lose its ARMER tower site at Great River Energy on Highway 10 in Elk River. It is not verified at this time if the tower will need to be replaced. They will be testing April 13-15 with a temporary shutdown of the GRE site to see if the coverage provided by that site is needed.

Jansen warned that the testing in April won't take into account coverage lost due to summer foliage.

Thompson recommended testing in schools and heavy buildings.

Scott Gerber said will most likely miss the next couple of meetings due to a new position and asked if a new representative should be appointed.

Rohret this committee has not had a problem reaching quorum but suggested that the Minnesota State Fire Chiefs designate an alternate who could attend in Gerber's place.

**8. Adjournment**

*M/S/C – Ron Jansen moved to adjourn. Bob Shogren seconded. Motion carried.*

Meeting adjourned at 2:10 p.m.

## Requirements Summary for COMU Applications

April 24, 2019 Radio TOC

COML Approval										
						Completion of DHS COML course	Desired: ICS 400	Task Book Complete		
Name	ICS 100	ICS 200	ICS 300	ICS 700	ICS 800					
Shane Sheets	x	x	x	x	x	x		x		

**INTD Approval**

[illegible]

## COMU Position Recognition Application

Application Type:

☒ Initial Application

☐ Renewal

☐ Change of Status

Position (check only one):

☐ COML

☐ COMT

☐ COMC

☐ AUXCOMM (THSP)

☐ INCM

☒ INTD

☐ RADO

☐ THSP

Name

(Last, First Middle) Super, Alyssa Mae

Certifying

Agency Metro Transit

County Hennepin

ECB/ESB

Region

Agency Address 519 10th Ave North, Minneapolis MN 55411

24/7

Telephone 612.349.7317

Business

Telephone

Email Address alyssa.super@metrotransit.org

Signature 

Date

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

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

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

Name & Title Bill Anderson - Asst. Manager - TCC

Agency Metro Transit

Signature 

Date 3/27/19

### Regional Recognition

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

Name & Title

Region

Signature

Date

### COMU Workgroup & SWIC Recognition

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

SWIC

Signature

Date

# VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF INCIDENT TACTICAL DISPATCHER INTD

## Final Evaluator's Verification

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

I also verify that Allyssa Super has performed as a trainee and should therefore be considered for certification in this position.

Final Evaluators Signature Sara Boucher-Jackson Date 5/21/2018

Printed Name Sara Boucher-Jackson Agency MECC

Highest NIMS Qualification CDML / COMC

Phone Number 612-673-5912 email address Sara.boucher-jackson@minneapolismn.gov

### Compiled training information:

Number and Type of Resources: 200 plus responders, CP resources (28 plus from task book)  
Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: 1/29, 2/1-2/15 2018  
Enter the inclusive dated during which the trainee was evaluated.

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

Date: 5/21/2018  
List the date the record is being completed.

Evaluator's initials: SBS  
Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualification Record.

To be attached to completed INTD Task Book

# VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSTION OF INTD (All Hazards)

## Agency Certification

I certify that Alyssa Super has met all requirements for qualifications in this position and that such qualification has been issued.

Certifying Official's Signature [Signature] Date 3/27/19

Printed Name Bill Anderson Agency Metro Transit

Title Asst-Manager-TCC Phone Number 612-349-7385

Pre-Qualifications for INTD Training are but not limited to:

- A public safety communications background with exposure to field operations; this experience should be validated by the authority who supervised the student.
- Fundamental public safety communications technology, supervisory, and personnel management skills. These must be validated by the authority who supervised the student and include, but are not limited to:
  - Knowledge of local communications systems
    - Frequencies and spectrum
    - Technologies
  - Knowledge of local topography
  - Knowledge of system site locations
  - Knowledge of local, regional, and state communications plans
  - Knowledge of local and regional Tactical Interoperable Communications Plans, if available
  - Knowledge of local, regional and national communications and resource contacts
- Completion of the following training courses:
  - IS-700, IS-800b, ICS-100, ICS-200, and ICS-300, ICS-144

**TO BE ATTACHED TO COMPLETED INTD (ALL HAZARDS) TASK BOOK**



# Homeland Security

## All-Hazards INCIDENT TACTICAL DISPATCHER (INTD) Position Task Book

### Task Book Assigned To:

Trainee's Name: Alyssa Super  
Trainee's Email Address: alyssa.super@minneapolismn.gov  
Home Agency: Minneapolis 911  
Home Agency Phone Number: 612-348-2345

### Task Book Initiated By:

Official's Name: Sara Boucher-Jackson  
Agency Official's Title: 911 Training: Quality Assurance / COML  
Agency: Minneapolis Emergency Communications Center  
Agency Phone Number: 612-673-5902 (Admin)  
Agency Address: 315 4th St S. Room B911  
MPLS, MN 55415  
Date Initiated: 11/1/2018

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

Version 1.0  
October  
2015

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE  
POSITION OF INCIDENT TACTICAL DISPATCHER

## FINAL EVALUATOR'S VERIFICATION

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

Final Evaluator's Signature Sara Boucher-Jackson Date 5/21/2018  
Printed Name Sara Boucher-Jackson  
Title All Training & Quality Assurance Specialist / COML  
Agency Minneapolis Emergency Communications Center  
Phone Number 612-673-5912 Email Sara.boucher-jackson@minneapolismn.gov

## AGENCY CERTIFICATION

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

Certifying Official's Signature [Signature] Date 3/27/19  
Printed Name Bill Anderson  
Title Asst. Manager - Transit Control Center  
Agency Metro Transit  
Phone Number 612-349-7385 Email bill.anderson@metrotransit.org

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

Evaluation # 1 - ?? (write over)	Name of Evaluator: Sara Boucher-Jackson	Title: 911 Training: Quality Assurance Specialist. COM-1/IDT	Agency: Minneapolis Emergency Communications Center
Evaluator's Address 315 S. 4th St Room 8911 Minneapolis, MN 55415			
Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Communication Resources	Duration of Incident
Super Bowl LII	Preplanned	20	2/1 - 2/5/2018
Operation 100 (SWAT)	Incident	14	1/20/2018
Management Level or Complexity Level			
5			
4			
Name of Trainee <u>Alyssa Super</u>			
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. The individual has successfully performed all tasks for the position and should be considered for certification. The individual was not able to complete certain tasks (comments below) or additional guidance is required. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. 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>Tasks have been performed Satisfactory</u>			
Date: <u>5/24/2018</u> Evaluator's initials: <u>SBT</u>			
Evaluator's relevant agency certification rating: <u>COML</u>			



## Competency: INTD Preparedness

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Ensure readiness prior to assignment.</b>			
<p>1. Assemble and maintain an INTD response kit prior to receiving an assignment, including critical operating supplies and equipment needed to support the INTD job assignment over multiple operational periods (up to 72 hours). The following items are suggested as a partial listing of items needed:</p> <ul style="list-style-type: none"> <li>• Communications equipment <ul style="list-style-type: none"> <li>○ Portable radio</li> <li>○ Cellphone</li> <li>○ Batteries/chargers</li> </ul> </li> <li>• First aid kit</li> <li>• Personal safety gear</li> <li>• ICS Forms cache</li> <li>• Office Supplies (e.g. clipboard, tape, paper, pencil, etc.)</li> <li>• Multi-purpose tool/Flashlight</li> <li>• Clock/Watch with countdown timer function</li> <li>• Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.)</li> <li>• Computer/Printer/Thumb drive</li> <li>• INTD PTB</li> </ul>	○	#1 SBJ	5/21/2018
<p>2. Obtain and assemble supplies and materials for a personal sustenance kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal kit:</p> <ul style="list-style-type: none"> <li>• Multiple changes of clothing (as appropriate for anticipated weather conditions)</li> <li>• Personal identification/credentials</li> <li>• Toiletries</li> <li>• Medicines (prescription and over-the-counter)</li> <li>• Cash and credit cards</li> <li>• Alarm clock</li> <li>• Food/Water</li> </ul>	○	#1 SBJ	5/21/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

Code: O = Can be completed in any situation (Drill, 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: INTD Mobilization

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Obtain complete information for response.</b>			
3. Obtain complete information for assignment and initiate documentation: <ul style="list-style-type: none"> <li>Incident name</li> <li>Incident/Mission/Tracking/Order #</li> <li>Calling channel/phone number</li> <li>Reporting time/Check-in location</li> <li>Transportation arrangements/travel routing instructions</li> <li>Contact procedures during travel</li> <li>Specific equipment/supplies needed</li> </ul>	I	#1 SBS	5/21/2018

<b>Behavior: Ensure check-in is recorded and accountability is activated.</b>			
4. Arrive at incident and check in: <ul style="list-style-type: none"> <li>Arrive properly equipped at assigned location within acceptable time limits</li> <li>Follow established policies and procedures for checking in, and provide the needed information and documentation:               <ul style="list-style-type: none"> <li>Incident/Mission/Tracking/Order #</li> <li>Unit Leader's name</li> <li>Incident assignment, etc.</li> <li>Identification/credentials</li> </ul> </li> </ul>	I	#1 SBS	5/21/2018

<b>Behavior: Gather and apply situational information relevant to the assignment.</b>			
5. Document initial briefing from Incident Communications Center Manager (INCM) /incident supervisor: <ul style="list-style-type: none"> <li>Situation Summary</li> <li>Safety Briefing</li> <li>Current and Planned Goal/Objectives</li> <li>Current and Planned Actions, Strategies and Tactics</li> <li>Current Organization (ICS 207 – Incident Organization Chart)</li> <li>Current/ Planned communications plan               <ul style="list-style-type: none"> <li>Communications Nets, e.g., Command, Tactical, Logistics, etc.</li> <li>Map Sketch of communication system</li> </ul> </li> <li>Current /Planned Resource Summary</li> </ul>	I	#1 SBS	5/21/2018

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## Competency: Incident Tactical Dispatch Operations

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Support establishment of Incident Communications Center (ICC).</b>			
6. Assist INCM/supervisor with setup of the ICC if needed/as assigned: <ul style="list-style-type: none"> <li>• Facility/vehicle in which to situate the ICC</li> <li>• Appropriate location of ICC</li> <li>• ICC equipment activation and testing               <ul style="list-style-type: none"> <li>○ Radio</li> <li>○ Data</li> <li>○ Telephone</li> <li>○ Video</li> <li>○ Ancillary equipment</li> </ul> </li> <li>• ICC documentation organization</li> <li>• Notification of ICC activation</li> </ul>	I	#1 SBJ	5/21/2018
7. Evaluate needs and request additional resources to support ICC operations: <ul style="list-style-type: none"> <li>• Develop or initiate an inventory control system for INTD supplies and equipment</li> <li>• Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor.</li> <li>• Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items.</li> </ul>	I	#1 SBJ	5/21/2018
8. Assist in maintaining Security of the ICC <ul style="list-style-type: none"> <li>• Keep ICC entry/access points secured/locked in accordance with established policies</li> <li>• Notify INCM/supervisor of any security concerns</li> </ul>	I	#1 SBJ	5/21/2018
9. Demonstrate safety awareness: <ul style="list-style-type: none"> <li>• Location of First Aid kit supplies and equipment</li> <li>• ICS 206 – Medical Plan</li> <li>• Potential safety issues or hazards</li> </ul>	I	#1 SBJ	5/21/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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## Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Establish effective relationships.</b>			
10. Conduct self in a professional manner: <ul style="list-style-type: none"> <li>• <i>Be respectful and courteous</i></li> <li>• <i>Respect public and private property</i></li> <li>• <i>Establish and maintain positive interpersonal and interagency working relationships.</i></li> <li>• <i>Encourage and promote team environment</i></li> <li>• <i>Follow established procedures to report and document any inappropriate personnel actions</i></li> <li>• <i>Report any situations of concern to INCM/supervisor</i></li> </ul>	O	#1 SBS	5/21/2018

<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.</b>			
11. Communicate information effectively to incident personnel: <ul style="list-style-type: none"> <li>• <i>Speak clearly and use concise language</i></li> <li>• <i>Speak at a pace sufficient for recipients to copy information when applicable</i></li> <li>• <i>Maintain appropriate level of radio discipline when operating on assigned nets</i></li> <li>• <i>Use proper microphone/headset techniques</i></li> <li>• <i>Record information in an easily understood manner</i></li> </ul>	I	#1 SBS	5/21/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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## Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued).</b>			
12. Provide effective communications support during routine or non-emergency situations: <ul style="list-style-type: none"> <li>• <i>Dispatch incident personnel based upon needs of the incident and at the direction of incident management</i></li> <li>• <i>Monitor and prioritize traffic simultaneously over all networks:</i> <ul style="list-style-type: none"> <li>○ <i>Repeated voice Nets</i></li> <li>○ <i>Simplex voice Nets</i></li> <li>○ <i>Data networks</i></li> </ul> </li> <li>• <i>Receive/relay/log information/ messages/ instructions to and from incident personnel</i> <ul style="list-style-type: none"> <li>○ <i>Supply orders (e.g., Operations, Logistics, etc.)</i></li> <li>○ <i>Message traffic routing</i></li> <li>○ <i>Weather reports</i></li> <li>○ <i>Resource status changes</i></li> <li>○ <i>Loss of communication assets</i></li> <li>○ <i>Safety updates</i></li> <li>○ <i>Situation reports</i></li> </ul> </li> <li>• <i>Conduct radio checks at specified intervals for personnel safety and accountability</i></li> <li>• <i>Acknowledge all requests received in person or via phone, radio, and data networks.</i></li> </ul>	I	#1 SBT	5/21/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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## Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued).</b>			
13. Provide effective communications support during emergency situations: <ul style="list-style-type: none"> <li>• Recognize and react decisively to urgent situations if encountered:</li> <li>• Request assistance from other ICC personnel if needed</li> <li>• Restrict or move unrelated radio traffic</li> <li>• Use appropriate notification procedures for emergency situations               <ul style="list-style-type: none"> <li>○ Requests for emergency/urgent assistance or additional resources/support</li> <li>○ Activations of radio emergency call buttons</li> <li>○ Medical transport/ Medevac request</li> <li>○ Aircraft emergency</li> <li>○ Evacuation</li> <li>○ Search and Rescue</li> <li>○ Serious injury/Fatality</li> </ul> </li> <li>• Notify INCM/supervisor of emergency situations</li> </ul>	I	#1 SBS	5/21/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

Code: O = Can be completed in any situation (Drill, 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: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct tactical dispatch operations.</b>			
14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> <li>• Radio equipment</li> <li>• Data equipment</li> <li>• Telephone equipment</li> <li>• Video equipment</li> <li>• Ancillary equipment</li> </ul>	I	#1 SBT	5/21/2018
15. Demonstrate familiarity with other ICC functions/capabilities: <ul style="list-style-type: none"> <li>• Radio systems (e.g. Simplex, Conventional, Trunked, Digital &amp; Analog modes)</li> <li>• Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.)</li> <li>• Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National)</li> <li>• Audio Gateways</li> </ul>	I	#1 SBT	5/21/2018
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> <li>• Locate key incident venues, personnel, and deployed resources.</li> <li>• Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations.</li> <li>• Demonstrate the triangulation process on a map to identify the nearest quarter section at the intersect point and the correct Section, Township, and Range in each case.</li> </ul>	I	#1 SBT	5/21/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

Code: O = Can be completed in any situation (Drill, 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: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct Incident Tactical Dispatch Operations. (continued)</b>			
17. Use specialized resources/technology to track the location of incident personnel where immediate, continuous, and accurate awareness of incident personnel is critical. Specific resources or technologies could include: <ul style="list-style-type: none"> <li>• GPS technology</li> <li>• AVL technology</li> <li>• Maps</li> <li>• Status boards</li> <li>• Personal Accountability Report (PAR)</li> <li>• Personal Alert Safety System Device Activation (PASS)</li> </ul>	I	#1 SBT	5/21/2018
18. Demonstrate compliance with applicable communication policies and procedures: <ul style="list-style-type: none"> <li>• <i>Memoranda of Understanding (MOUs)</i></li> <li>• <i>Tactical Interoperable Communications Plan (TICP)</i></li> <li>• <i>Tactical Interoperable Communications Field Operations Guide (TIC-FOG)</i></li> <li>• <i>Mobile Communications Unit Standard Operating Procedures (SOPs)</i></li> <li>• <i>Tactical Dispatch SOPs</i></li> <li>• <i>Jurisdictional requirements</i></li> <li>• <i>Equipment accountability procedures</i></li> </ul>	I	#1 SBT	5/21/2018
19. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> <li>• <i>Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.)</i></li> </ul>	I	#1 SBT	5/21/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

Code: O = Can be completed in any situation (Drill, 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: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct Tactical Dispatch Operations. (continued)</b>			
20. Maintain and organize ICC documentation: <ul style="list-style-type: none"> <li>• Radio logs</li> <li>• Activity logs</li> <li>• Telephone logs</li> <li>• Status Cards</li> <li>• Equipment check-in/check-out information</li> <li>• Lost/Damaged equipment documentation</li> <li>• Software Applications               <ul style="list-style-type: none"> <li>○ WebCAD</li> <li>○ WebEOC®</li> <li>○ Google Earth®</li> <li>○ Email, etc</li> </ul> </li> </ul>	I	#1 SBT	5/21/2018
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: <ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Emergency Medical Services</li> <li>• Fire</li> <li>• Law Enforcement</li> <li>• Forestry</li> </ul>	I	#1 SBT	5/21/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

Code: O = Can be completed in any situation (Drill, 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: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Comply with NIMS and ICS concepts and principles</b>			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: <ul style="list-style-type: none"> <li>• COMU structure, roles and responsibilities of each COMU position</li> <li>• Plain language/common terminology</li> <li>• ICS terminology               <ul style="list-style-type: none"> <li>○ Unit identification</li> <li>○ Position titles</li> <li>○ Resource naming</li> </ul> </li> <li>• Incident Organizational Structure</li> <li>• Functions of Incident Management Teams</li> <li>• ICS map symbols, designators, and mnemonics</li> </ul>	I	#1 SBT	5/21/2018
23. Obtain, and correctly fill out the NIC approved ICS forms needed to perform INTD functions within the ICC. <ul style="list-style-type: none"> <li>• ICS 205 – Incident Radio Communications Plan</li> <li>• ICS 205A – Communications List</li> <li>• ICS 210 – Resource Status Change</li> <li>• ICS 213 – General Message</li> <li>• ICS 213 – RR Resource Request Message</li> <li>• ICS 214 – Activity Log</li> <li>• ICS 219-7- Equipment Resource Status (T-)Card</li> </ul>	I	#1 SBT	5/21/2018
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: <ul style="list-style-type: none"> <li>• ICS 201 – Incident Briefing</li> <li>• ICS 203 – Organization Assignment List</li> <li>• ICS 204 – Assignment List</li> <li>• ICS 206 – Medical Plan</li> <li>• ICS 207 – Incident Organization Chart</li> <li>• ICS 208 – Safety Message/Plan</li> <li>• ICS 209 – Incident Status Summary</li> <li>• ICS 211 – Incident Check-in List</li> <li>• ICS 221 – Demobilization Check-Out</li> <li>• ICS 225 – Incident Personnel Performance Rating</li> </ul>	I	#1 SBT	5/21/2018

Evaluate ALL numbered tasks. ONLY evaluate bullets with action verbs.

Code: O = Can be completed in any situation (Drill, 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: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS and ICS concepts and principles (continued)			
24a. Demonstrate ability to correctly interpret the following forms: <ul style="list-style-type: none"><li>Form 217A – Communications Resource Availability Worksheet</li><li>Form 309 – Communication Log</li></ul>	I	#1 SBT	5/21/2018

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

Code: O = Can be completed in any situation (Drill, 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: INTD Demobilization

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity.</b>			
25. Coordinate an efficient transfer of position duties: <ul style="list-style-type: none"> <li>• Document and coordinate demobilization actions</li> <li>• Brief relief personnel</li> <li>• Coordinate with incident/planned event personnel as necessary</li> </ul>	I		
<b>Behavior: Complete demobilization procedures and restore response-readiness.</b>			
26. Demobilize from assignment: <ul style="list-style-type: none"> <li>• Check in equipment and submit required documentation</li> <li>• Address safety and notification considerations for return to home agency</li> </ul>	I		
27. Complete Demobilization Documentation <ul style="list-style-type: none"> <li>• If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate</li> <li>• Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor</li> <li>• Provide input for After-Action Report (AAR)</li> <li>• Submit final documentation to INCM/supervisor</li> </ul>	I		
28. Prepare for next operational period/incident <ul style="list-style-type: none"> <li>• Inventory and restock ICC supplies</li> <li>• Inventory and restock INTD response kit and personal sustainment kit</li> <li>• Attend applicable post-incident debriefings               <ul style="list-style-type: none"> <li>○ Hotwash</li> <li>○ Post-Incident/Event After Action Debriefings</li> <li>○ Critical Incident Stress Management/ Debriefing (CISM/CISD)</li> </ul> </li> </ul>	I		

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

Code: O = Can be completed in any situation (Drill, 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))

## RECORD OF EVALUATION

**Alyssa Super****911 Dispatcher**

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: <b>Sara Boucher-Jackson</b>	Evaluator's Title: <b>COML</b>	Evaluator's Agency: <b>Minneapolis 911</b>
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Evaluator's agency address: **315 4th street south, Minneapolis, MN 55415**Evaluator's e-mail: **Sara.boucher-jackson@minneapolismn.gov**

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<b>Minneapolis 911 Superbowl All Hazards Center Brooklyn Center MN</b>	<b>Superbowl All Hazards Center (bomb, hazmat) tactical dispatcher</b>	<b>1,2,3,4,5,6,7,8 9,10,11,12,14,15 18,19,20,22,23, 24,24a,25,26,27, 28</b>	<b>211/18 0600-1600 2/5/18 0600-1600</b>	<b>5</b>

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:

- ☒ The individual has successfully performed all tasks for the position and should be considered for certification.
- ☐ The individual was not able to complete certain tasks (comments below) or additional guidance is required.
- ☐ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
- ☐ 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.

Comments: \_\_\_\_\_

Date: **5/21/2018** Evaluator's initials: **SBJ**Evaluator's relevant agency certification or rating: **COML**

## RECORD OF EVALUATION

*Alyssa Super**911 Dispatcher*

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #2	Evaluator's name: <i>Sara Boucher-Jackson</i>	Evaluator's Title:	Evaluator's Agency: <i>Minneapolis 911</i>	
Evaluator's agency address: <i>315 4th street S, Ste B-911, Minneapolis, MN 55415</i>				
Evaluator's e-mail: <i>sara.boucherjackson@minneapolismn.gov</i>				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<i>Minneapolis 911</i>	<i>Operation 100/ SWAT stand off incident 615 Washington Ave SE MPD CCN 18029521</i>	<i>11, 12, 13, 14, 15, 16, 17, 20, 21, 22, 25, 26, 27, 28</i>	<i>1/29/18 0630-1830</i>	<i>4</i>
<p>The tasks initialed &amp; 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"/> <i>SBS</i> 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 &amp; knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: <i>5/21/2018</i> Evaluator's initials: <i>SBS</i></p> <p>Evaluator's relevant agency certification or rating: <i>COML</i></p>				

# Emergency Management Institute



# FEMA

This Certificate of Achievement is to acknowledge that

**ALYSSA M SUPER**

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 17th Day of December, 2014*



0.3 IACET CEU

  
Tony Russell

Superintendent

Emergency Management Institute

# Emergency Management Institute



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**ALYSSA M SUPER**

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 17th Day of December, 2014*



0.3 IACET CEU

  
Tony Russell

Superintendent  
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-00144**

**Telecommunicators Emergency Response Taskforce  
(TERT) Basic Course**

*Issued this 25th Day of August, 2017*



0.3 IACET CEU

  
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-00800.b**

**National Response Framework, An Introduction**

*Issued this 28th Day of August, 2017*



0.3 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute

# CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

**Alyssa Super**

Completed the All-Hazards Incident Tactical Dispatcher (INTD)  
Course during 11-14 September 2017 at the  
St. Louis County Sheriff's Office Emergency Operations Center  
in Duluth, Minnesota.



*Ronald T. Hewitt*

Ronald T. Hewitt  
Director,  
Office of Emergency Communications  
National Protection and Programs Directorate  
U.S. Department of Homeland Security

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

Evaluation # 1 - ?? (write over) 1	Name of Evaluator: Timothy Walsh	Title: Communication Services Manager	Agency: Carver County Sheriff's Office	
Evaluator's Address  606 E. 4th St., Chaska, MN, 55318				
Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Communication Resources	Duration of Incident	Management Level or Complexity Level
Ryder Cup - Chaska Carver County	Planned	100+	09/27/16-10/01/2016	1
Name of Trainee <u>Shane Philip Sheets</u>				
<input checked="" type="checkbox"/> The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. <input checked="" 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>Approve COM-2</u>				
Date: <u>4/16/2019</u> Evaluator's initials: <u>TRW</u>				
Evaluator's relevant agency certification rating: <u>Communication Services Manager</u>				

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

The following items checked are included in this packet

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

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

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

- ☐ Regional Radio Board – Technical Operations Committee Review

\_\_\_\_\_  
(Chair of Radio-TOC Signature)

\_\_\_\_\_  
(Printed Name)

- ☐ Statewide Interoperability Program Manager Review

\_\_\_\_\_  
(Statewide Interoperability Program Manager Signature)

\_\_\_\_\_  
(Printed Name)



**VERIFICATION / CERTIFICATION OF  
COMPLETED TASK BOOK  
FOR THE POSTION OF TYPE III COML (All Hazards)**

**Agency Certification**

I certify that Shane Philip Sheets has met all requirements for qualifications in this position and that such qualification has been issued.

Certifying Official's Signature Timothy R. Walsh Date 4/16/2019

Printed Name TIMOTHY R. WALSH Agency CARVER COUNTY SHERIFF'S OFFICE

Title EMERGENCY COMMUNICATIONS MANAGER Phone Number 952-361-1539

Pre Qualifications for COML Training are but not limited to:

- A public safety communications background with exposure to field operations; this experience should be validated by the authority who supervised the student.
- Fundamental public safety communications technology, supervisory, and personnel management skills. These must be validated by the authority who supervised the student and include, but are not limited to:
  - Knowledge of local communications systems
    - Frequencies and spectrum
    - Technologies
  - Knowledge of local topography
  - Knowledge of system site locations
  - Knowledge of local, regional, and state communications plans
  - Knowledge of local and regional Tactical Interoperable Communications Plans, if available
  - Knowledge of local, regional and national communications and resource contacts
- Completion of the following training courses:
  - IS-700, IS-800b, ICS-100, ICS-200, and ICS-300

**TO BE ATTACHED TO COMPLETED TYPE III COML (ALL HAZARDS) TASK  
BOOK**

# VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSTION OF TYPE III COML (All Hazards)

## Final Evaluator's Verification

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

I also verify that Shane Philip Sheets has performed as a trainee and should therefore be considered for certification in this position

Final Evaluators Signature Timothy R. Walsh Date 4/16/2019

Printed Name TIMOTHY R. WALSH Agency CARVER COUNTY SHERIFF'S OFFICE

Final Evaluators Highest NIMS Qualification \_\_\_\_\_

Phone Number 952-361-1539 email address TWALSH@CO.CARVER.MN.US

### Compiled training information:

Number and Type of Resources: 100 +  
Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: 9/30/2016  
Enter the inclusive dated during which the trainee was evaluated.

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

Date: 4/16/2019  
List the date the record is being completed.

Evaluator's initials TPW  
Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualification Record.

To be attached to completed Type III COML (All Hazards) Task Book

Attachment D

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**SHANE P SHEETS**

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

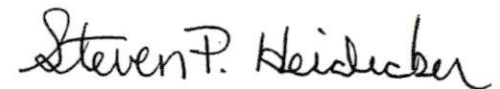
**IS-00100.c**

**Introduction to Incident Command System, ICS-100**

*Issued this 12th Day of September, 2018*



0.2 IACET CEU



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**SHANE P SHEETS**

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 14th Day of August, 2014*



0.3 IACET CEU

Tony Russell  
Superintendent  
Emergency Management Institute



FEMA

# TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Rescue Training Center

in cooperation with the

Department of Homeland Security  
Federal Emergency Management Agency

*Shane P. Sheets*

*has successfully completed*

Intermediate ICS-300 for Expanding Incidents

Minneapolis, Minnesota, United States

20 Hours

September 21 - 23, 2015

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

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

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**SHANE P SHEETS**

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

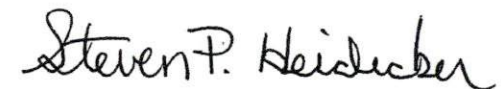
**IS-00700.b**

**An Introduction to the National Incident Management Sys**

*Issued this 12th Day of September, 2018*



0.4 IACET CEU



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**SHANE P SHEETS**

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 14th Day of August, 2014*



0.3 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute



# Emergency Management Institute



## FEMA

This is to certify that

**Shane P Sheets**


successfully completed

**NIMS ICS All-Hazards Communications Unit Leader**  
**Saint Paul, Minnesota**

**2.80 IACET CEU**

**August 8 - 10, 2016**



  
Superintendent  
Emergency Management Institute

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

TOMORROW'S SOLUTIONS TODAY

# Certificate of Completion

is hereby granted to

**Shane Sheets**

**All-Hazard Communication Unit Leader**

**Course – L-969**

Granted: August 8-10, 2016

Steven C. Olson

Steven C. Olson

On Target Training  
& Consulting, LLC



MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
			2016 Ryder Cup			September 21, 0825 Hrs		September 30, 2016 0530 October 2, 2016 2000	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	COMMAND	ME TAC3	UNIFIED COMMAND	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	On site law, fire & EMS command/dispatch
2	TACTICAL	ME TAC4	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	On site data/info requests
3	TACTICAL	ME TAC5	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Fire/EMS response coordination
4	TACTICAL	ME TAC6	INTEROP	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Canterbury/Hazeltine Interop
5	TACTICAL	CV-FG5	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Fire/EMS response coordination
6	TACTICAL	CV-FG6	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Fire/EMS response coordination
7	TACTICAL	STAC11	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	State Patrol traffic/security
8	TACTICAL	STAC12	MUTUAL AID	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Mutual aid - Federal/State
9	TACTICAL	SC-EVENT-4	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Canterbury Security
10	TACTICAL	SC-EVENT-5	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Canterbury Security
11	TACTICAL	SC-EVENT-6	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Canterbury Security
12	SUPPORT	CV-CPD1	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Chaska PD Logistics
13	SUPPORT	CV-CPD2	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Chaska PD Logistics
14	TACTICAL	PGA CHANNEL 17	SECURITY	452.2375 MHz	1	457.2375 MHz	1	D	PGA Security
15	TACTICAL	LTAC8-E	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Secure LE communications (as needed)
16	SUPPORT	MNH-M	HAZMAT	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	N/A	HAZMAT coordination
17	SUPPORT	MNHT1E	BOMB SQUAD	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	N/A	Bomb squads - encrypted
18	SUPPORT	MNHT2E	CHEMICAL TEAM	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	N/A	Chemical Assessment Teams - encrypted
19	COMMAND	952-457-6473	DISPATCH	N/A	N/A	N/A	N/A	N/A	Ryder Cup Public Safety Dispatch
20	SUPPORT	952-361-1231	DISPATCH	N/A	N/A	N/A	N/A	N/A	Carver County Sheriff's Dispatch - Non Emergency
21	SUPPORT	651-582-1511	DISPATCH	N/A	N/A	N/A	N/A	N/A	State Patrol Dispatch
22	SUPPORT	952-442-4222	DISPATCH	N/A	N/A	N/A	N/A	N/A	Ridgeview Ambulance Dispatch
23	SUPPORT	952-445-1411	DISPATCH	N/A	N/A	N/A	N/A	N/A	Scott County Sheriff's Dispatch
SPECIAL INSTRUCTIONS									
<b>COML:</b> Peter Sauter <b>AGENCY:</b> Carver County Sheriff's Office <b>PHONE:</b> 952-361-1125 / 952-457-7307 <b>EMAIL:</b> psauter@co.carver.mn.us					INCIDENT/EVENT LOCATION				
					Hazeltine National Golf Club / 1900 Hazeltine Blvd, Chaska MN				

The convention calls for frequency lists to show four digits after the decimal place, followed by either "N" or "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 1.0, 11/2015)



# Communications Unit Leader All-Hazards (COML)

## Task Book



Version 03\_08



There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents (may include preplanned events and full scale exercises), simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

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

**Evaluator's home agency, address and phone:** Self explanatory

**#:** The number in the upper left corner of the experience block 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.

**Location of Incident/Simulation:** Identify the location where the tasks were performed by agency and office.

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

**Number and Type of Resources:** Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

**Duration:** Enter inclusive dates during which the trainee was evaluated.

**Management Level or Fire 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:** Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

**Evaluator's relevant rating:** List your certification relevant to the trainee position you supervised.

1	Name of Evaluator Timothy Walsh	Title Communication Services <sup>Manager</sup> <del>Supervisor</del>	Agency Carver County SO	
Evaluator's Address 606 E. 4 <sup>th</sup> St, Chaska, MN 55318				
Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Comm Resources	Duration of Incident	Management Level or Complexity Level
-	-	-	-	-
<p><input checked="" type="checkbox"/> The tasks initialed &amp; 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 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 &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p>				
Recommendations: <u>Pass</u>				
Date: <u>4/16/2019</u> Evaluator's initials: <u>OTW</u>				
Evaluator's relevant agency certification rating: _____				

2	Name of Evaluator Timothy Walsh	Title Communication Services Manager	Agency Carver Co SO	
Evaluator's Address 606 E. 4 <sup>th</sup> St, Chaska, MN 55318				
Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Comm Resources	Duration of Incident	Management Level or Complexity Level
-	✓	-	-	-
<p><input checked="" type="checkbox"/> The tasks initialed &amp; 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 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 &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p>				
Recommendations: _____				
Date: <u>4/16/2019</u> Evaluator's initials: <u>OTW</u>				
Evaluator's relevant agency certification rating: _____				



3	Name of Evaluator <u>Timothy Walsh</u>	Title	Agency	
Evaluator's Address				
Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Comm Resources	Duration of Incident	Management Level or Complexity Level
<u>Ryder Cup - Cheska Carver County</u>	<u>Planned Event</u>	<u>100+ Incident Dispatch</u>	<u>09/27/16-10/10/16</u>	<u>1</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 checked="" 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: _____				
Date: <u>4/16/19</u> Evaluator's initials: <u>TRW</u>				
Evaluator's relevant agency certification` rating: <u>Communication Services Manager</u>				

4	Name of Evaluator <u>Timothy Walsh</u>	Title	Agency	
Evaluator's Address				
Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Comm Resources	Duration of Incident	Management Level or Complexity Level
<u>Ryder Cup - Cheska Carver Co</u>	<u>Planned Event</u>	<u>Incident Dispatch</u>	<u>09/20/16</u>	<u>1</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 checked="" 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: _____				
Date: <u>4/16/19</u> Evaluator's initials: <u>TRW</u>				
Evaluator's relevant agency certification` rating: _____				

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE  
POSITION OF Type III COML (All-Hazards)

**FINAL EVALUATOR'S VERIFICATION**

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

I also verify that SHANE SHEETS

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

Final Evaluators Signature Timothy R. Walsh Date 4/16/2019

Printed Name TIMOTHY R. WALSH Agency CARVER COUNTY SHERIFF'S OFFICE

Phone Number 952-361-1539 E mail TWALSH@CO.CARVER.MN.US

**AGENCY CERTIFICATION**

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

Certifying Official's Signature Timothy R. Walsh Date 4/16/2019

Printed Name TIMOTHY R. WALSH Agency CARVER COUNTY SHERIFF'S OFFICE

Title MANAGER Phone Number 952-361-1539

TASK	O or I	EVAL #	EVALUATOR <i>Initial &amp; date upon completion of task</i>
<b>GENERAL</b>			
<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> <ul style="list-style-type: none"> <li>• Appropriate ICS forms and logs</li> <li>• Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available</li> <li>• Inventories or other lists of local and regional communications response equipment</li> <li>• Preplanned local system coverage maps</li> <li>• Contact, capability, and availability information for local and regional Communications Technicians and Specialists</li> <li>• Field Operation Guide (NIFOG)</li> <li>• COML Mobilization Guide (specific to locality)</li> <li>• Pads of paper, pencils, pens, and tape</li> <li>• Personal items (including medicine and cash), food and beverage to be self-sustained for 48 hours or more</li> <li>• Portable radio(s) as appropriate for the region</li> <li>• Radio programming equipment (cloning cable or computer), adapters, and suitable tools</li> <li>• GPS</li> <li>• First-aid kit</li> <li>• 24-hour clock</li> <li>• Multi-purpose knife</li> </ul>	O	1	<p>4/16/2019</p> <p>AMW.</p>

<b>O</b>	Can be performed in any situation (Simulation, Classroom, Daily job)
<b>I</b>	Must be performed on an Incident, Planned Event, or Full-Scale Exercise



TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
<p>2. Establish and maintain positive interpersonal and interagency working relationships.</p> <ul style="list-style-type: none"> <li>• Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues, with assigned personnel.</li> <li>• Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident.</li> <li>• Provide equal assignment opportunities based on individual skill level.</li> <li>• Monitor and evaluate progress based on expected work standards.</li> <li>• Address individual agency values and policies throughout the tenure of the incident.</li> <li>• Arbitrate differences in agency values and policies that affect the operation in a manner that fosters continuous positive working relationships.</li> <li>• Integrate cultural resource considerations into all management activities.</li> <li>• Coordinate with other Communications Unit Leaders prior to incidents to share information and assure communications interoperability.</li> </ul>	O	1	<p>4/16/2019</p> <p>JPW</p>
<p>3. Provide for the safety and welfare of assigned personnel during the entire period of supervision.</p> <ul style="list-style-type: none"> <li>• Recognize potentially hazardous situations.</li> <li>• Inform subordinates of hazards.</li> <li>• Provide safety and identifying equipment, such as vests identifying the communications function, flashlights, and glow sticks.</li> <li>• Ensure that special precautions are taken when extraordinary hazards exist.</li> <li>• Ensure adequate rest, hydration, and nutrition is provided to all unit personnel.</li> <li>• Recognize any special medical needs of all unit personnel.</li> </ul>	I	1	<p>09-27-2016</p> <p>JPW</p>

O	Can be performed in any situation (Simulation, Classroom, Daily job)
I	Must be performed on an Incident, Planned Event, or Full-Scale Exercise

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
<b>MOBILIZATION</b>			
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"> <li>Incident name and, as appropriate, an order, request, or other unique number identifying the incident for tracking purposes</li> <li>Reporting location</li> <li>Reporting time</li> <li>Transportation arrangements/travel routes</li> <li>Contact procedures during travel (telephone/radio).</li> </ul>	I	1	09/20/2016 CWN
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"> <li>Frequencies and/or talk groups already assigned</li> <li>Other mutual aid channels or equipment already in use</li> <li>Gateway or other interoperability devices already in use</li> <li>Other current incidents or events that may create conflicts communications plans or tax resources.</li> </ul>	I	1	09/27/2016 - 10/01/2016 JPW
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.			

O	Can be performed in any situation (Simulation, Classroom, Daily job)
I	Must be performed on an Incident, Planned Event, or Full-Scale Exercise

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
6. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	1	09/27/2016 <i>amw</i>
7. Obtain briefing from supervisor. Examples of briefing items are: <ul style="list-style-type: none"> <li>• Work space</li> <li>• Work schedule</li> <li>• Policies and operating procedures</li> <li>• Current resource commitments and expectations</li> <li>• Current situation</li> <li>• Expected duration of assignment</li> <li>• Special needs.</li> </ul> <p>This list is not all inclusive; COML is responsible for asking adequate questions.</p>	I	1	09/27/16 <i>amw</i>
8. Receive Incident Action Plan (IAP), if developed, or Incident Briefing Form (ICS Form 201). Determine support needs to meet the IAP.	I	1	09/27/2016 <i>amw</i>
9. 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	09/27/2016 <i>amw</i>
10. Evaluate needs and order supplies, materials and personnel to keep unit operating. <ul style="list-style-type: none"> <li>• Order materials and supplies using procedures established by the section chief.</li> <li>• Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items.</li> <li>• Ensure adequate personnel to support the communications unit, technicians, radio operators, etc.</li> <li>• Coordinate with the participating agencies for any or additional interoperability resources that may be needed.</li> <li>• Assess current tactical communications equipment needs such as power sources for extended operations.</li> </ul>	I	1	09/27/2016 - 10-01-2016 <i>amw</i>

O	Can be performed in any situation (Simulation, Classroom, Daily job)
I	Must be performed on an Incident, Planned Event, or Full-Scale Exercise



TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
11. Organize and supervise unit. <ul style="list-style-type: none"> <li>• Brief and keep subordinates informed and updated.</li> <li>• Establish unit time frames and schedules.</li> <li>• Assign and monitor work assignments.</li> <li>• Review and approve time.</li> <li>• Develop team work.</li> <li>• Provide counseling and discipline as needed.</li> <li>• Follow established procedures for reporting inappropriate actions involving contractors, military or other personnel.</li> <li>• Brief relief personnel.</li> </ul>	I	1	09/27/2016 - 10/01/2016 [Signature]
12. Participate in incident planning meetings as the technical expert for communications needs. <ul style="list-style-type: none"> <li>• Determine the feasibility of providing the required communications support.</li> <li>• Provide operational and technical information on communications equipment available for the incident.</li> <li>• Provide operational and technical information on communications equipment and systems capabilities and restrictions.</li> </ul> <p>Coordinate with other Communications Unit Leaders under any Area Command established to share information and assure communications interoperability.</p>	I	1	09/20/2016 [Signature]

O	Can be performed in any situation (Simulation, Classroom, Daily job)
I	Must be performed on an Incident, Planned Event, or Full-Scale Exercise

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
<p>13. Design communications systems to meet incident operational needs.</p> <ul style="list-style-type: none"> <li>Determine additional resource needs and order necessary equipment and personnel.</li> <li>Prepare Incident Radio Communications Plan, ICS Form 205.</li> <li>Request any additional communications vendor services; e.g., telephone, satcom, microwave and identify costs associated with equipment.</li> <li>Coordinate, through the chain of command, the locations for equipment to be installed; e.g., repeaters, satellite telephones, telephone lines, etc.</li> <li>Provide communications support for external and internal data operations.</li> <li>Order frequencies following the proper procedures.</li> <li>Create diagrams of current communication system(s).</li> <li>Determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs.</li> </ul>	I	1	<p>09/27/2016 - 10/01/2016 amw</p>
<p>14. Install communications equipment.</p> <ul style="list-style-type: none"> <li>Obtain equipment from supply unit.</li> <li>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"> <li>Command repeater</li> <li>Logistics repeater</li> <li>Links (radio and wire-based)</li> <li>Remotes</li> <li>Gateways</li> <li>Aircraft and other special needs</li> </ul> </li> <li>Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel; i.e., operations before logistics.</li> <li>Clone or program radios as necessary and authorized</li> </ul>	I	1	<p>09/27/2016 - 10/01/2016 amw</p>

O	Can be performed in any situation (Simulation, Classroom, Daily job)
I	Must be performed on an Incident, Planned Event, or Full-Scale Exercise

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
15. Assign communications equipment. <ul style="list-style-type: none"> <li>Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan.</li> <li>Provide resources and unit leaders with appropriate equipment based on the communications plan.</li> <li>Provide basic training as needed on equipment being fielded.</li> <li>Maintain equipment inventory to provide accountability.</li> </ul>	I	1	09/27/2016 ARW
16. Establish Incident Communications Center (ICC). <ul style="list-style-type: none"> <li>Coordinate location of ICC with Facilities Unit Leader.</li> <li>Locate ICC close to the incident command post and away from high traffic areas and noise.</li> <li>Locate ICC away from radio frequency and electronic noise.</li> <li>Verify Estimated Time of Arrival (ETA) of communications personnel and establish assignments based on incident requirements. Set schedules around operations requirements.</li> <li>Obtain necessary supplies for ICC to function properly.</li> </ul>	I	1	09/27/2016 ARW
17. Manage operations of the ICC. <ul style="list-style-type: none"> <li>Document radio/telephone activities on appropriate forms.</li> <li>Set up filing system for ICC documentation.</li> <li>Direct radio/telephone traffic to proper destinations.</li> <li>Establish notification procedures for emergency messages.</li> <li>Identify system problems, both technical and operational, and determine appropriate solutions.</li> <li>Follow established routing procedures for messages.</li> </ul>	I	1	09/27/2016 ARW

O	Can be performed in any situation (Simulation, Classroom, Daily job)
I	Must be performed on an Incident, Planned Event, or Full-Scale Exercise



TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
18. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident. <ul style="list-style-type: none"> <li>• Contact communications coordinators and notify them of incident frequency, talkgroup, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate.</li> <li>• Identify communications equipment and personnel that are excess to incident needs and demobilize if appropriate.</li> <li>• Identify resources as to type/qualifications, quantity, and location.</li> <li>• 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.</li> </ul>	I	1	09/27/2016 <p><i>apw</i></p>
19. Notify appropriate local, county, regional, State and/or Federal agencies on adjacent incident(s) of system design and frequency allocations.	I	1	<p><i>apw</i></p> 09/27/2016
20. Initiate and maintain accurate records of all communications equipment. <ul style="list-style-type: none"> <li>• Initiate and maintain accountability system for issuing hand-held radio resources.</li> <li>• Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal).</li> <li>• Keep records for local and national resources to ensure return to proper locations.</li> </ul>	I	1	09/27/2016 10/01/2016 <p><i>apw</i></p>

O	Can be performed in any situation (Simulation, Classroom, Daily job)
I	Must be performed on an Incident, Planned Event, or Full-Scale Exercise

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
21. Perform operational tests of communications systems throughout the duration of the incident. <ul style="list-style-type: none"> <li>Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment.</li> <li>Monitor all gateways in use.</li> <li>Plan for battery replacement.</li> <li>Act decisively to minimize interruptions in system operation.</li> </ul>	I	1	09/27/2016 amw
22. Interact and coordinate with appropriate unit leaders and operations personnel. <ul style="list-style-type: none"> <li>Coordinate with operations regarding system coverage and needs.</li> <li>Coordinate with first responders and public safety support organizations regarding needed support (e.g., medical unit for medical evacuation plan).</li> <li>Coordinate with special units (air operations, EOD, SWAT, etc) for special frequency needs.</li> <li>Participate in planning meetings and briefings.</li> </ul> <p>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.</p>	I	1	09/27/2016- 10/01/2016 amw
23. 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"> <li>Who or what is excess</li> <li>Time and date of excess.</li> </ul> <p>The list will be reviewed daily for accuracy. Follow the established demobilization process, including notification to communications resource coordinators.</p>	I	1	09/27/2016 10/01/2016 amw

O	Can be performed in any situation (Simulation, Classroom, Daily job)
I	Must be performed on an Incident, Planned Event, or Full-Scale Exercise

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
24. 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"> <li>• Equipment locations</li> <li>• Medical evacuations</li> <li>• Personnel changes.</li> </ul>	I	1	09/27/2016 GAW
25. Evaluate performance of subordinates as required by agency policy and/or permitted by agreement. <ul style="list-style-type: none"> <li>• Discuss performance evaluations with individual(s)</li> <li>• Maintain accuracy and fairness</li> <li>• List training if needed or desired</li> </ul>			
<b>DEMOBILIZATION</b>			
26. Demobilization and check out. <ul style="list-style-type: none"> <li>• Submit all required information to the Documentation Unit Leader.</li> <li>• Receive demobilization instructions from work supervisor.</li> <li>• Brief subordinate staff on demobilization procedures and responsibilities.</li> <li>• Ensure that incident and agency demobilization procedures are followed.</li> <li>• Complete required ICS form(s) and turn in to the appropriate person.</li> <li>• Ensure that personnel in the unit are demobilized correctly.</li> <li>• Document lost equipment on agency specific forms.</li> </ul>	I	1	09/27/2016 GAW

O	Can be performed in any situation (Simulation, Classroom, Daily job)
I	Must be performed on an Incident, Planned Event, or Full-Scale Exercise

# **Minnesota Communications Unit Standard Operating Guidelines Forms**



November 30, 2017



## COMU Position Recognition Application

Application Type:

☒ Initial Application

☐ Renewal

☐ Change of Status

Position (check only one unless changing status):

☒ COML

☐ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Sheets, Shane Philip

Certifying

Agency

Carver County Sheriff's Office

County

Carver

ECB/ESB

Region

Agency Address

606 E. 4th St., Chaska, MN, 55318

24/7

Telephone

952-361-1231

Business

Telephone

952-361-1212

Email Address

ssheets@co.carver.mn.us

Signature



Date

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

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

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

Name & Title

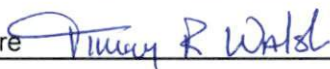
TIMOTHY R. WALSH

EMERGENCY COMMUNICATIONS MANAGER

Agency

CARVER COUNTY SHERIFF'S OFFICE

Signature



Date

4/16/2019

Regional Recognition

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

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

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

SWIC

Signature

Date





March 11, 2019

Tracey Fredrick  
Metropolitan Emergency Services Board  
2099 University Ave W  
St. Paul, MN 55104

Dear Tracey:

The City of Bloomington needs to receive approval from the MESB TOC and SECB OTC to update our Participation Plan that was dated May 27, 2005. We would like to increase our talkgroup limit from 29 to 35. Our City has made many changes in 14 years and now we need to split off operations into smaller groups for emergencies.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

BLOOMINGTON POLICE DEPARTMENT  
Butch Gillum  
Senior Communications Technician  
1800 West Old Shakopee Road  
Bloomington MN, 55431  
Office – 952-563-4934  
Cell – 952-292-0225

# UNIVERSITY OF MINNESOTA

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*Twin Cities Campus*

*Department of Public Safety  
Emergency Communications*

*University Office Plaza – Suite 123  
2221 University Avenue S.E.  
Minneapolis, MN 55414  
Office: (612)624-7828*

April 17<sup>th</sup>, 2019

Tracey Fredrick  
Metropolitan Emergency Services Board  
2099 University Avenue W.  
St. Paul, MN 55104

Dear Tracey,

The University of Minnesota PSAP would like to submit a formal request for modification to our agency's participation plan for ARMER.

The University is seeking to add a Console Alias Manager (CAM) server to allow our dispatchers the ability to modify radio aliases directly from the console. Our agency frequently utilizes part-time officers to support large events and provides portable radios to those officers. The ability to modify the radio alias from the console will assist with quickly identifying the personnel in possession of the radio, should an emergency occur. It will also be helpful for circumstances where our officers are using resources other than the ones assigned to them.

We would also like to submit a request to add a Network Manager PC. I have recently completed the ARMER Level 2 System Administrator training required by standard. This PC will allow me the ability to make any necessary modifications to the University's resources in Provisioning Manager. It could also serve to provide other administrators who have completed the training with remote access to the system.

The University appreciates your consideration.

Sincerely,



Jeff Lessard, Director  
University of Minnesota  
Department of Public Safety  
Emergency Communications Center

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

Document Section:	<b>6 – Financial Policies &amp; Procedures</b>	Radio TOC Approval – Signature:
Sub-Section:	<b>METRO 6.3.0</b>	
Procedure Title:	<b>Site Lease, Property Insurance, and Utilities Costs</b>	
Date Established:	<b>08/27/01</b>	
Replaces Document Dated:	<b>08/27/01</b>	MESB Approval - Signature:
Date Revised:	<b>4/24/19</b>	<b>09/07/01</b>

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**1. Purpose or Objective**

The purpose of this standard is to outline a procedure for determining costs of site leases and utilities for operation of the ~~first phase backbone-metropolitan region of the ARMER~~ system and for billing each agency its prorated share. The standard is governed by Minnesota Statutes ~~473.902~~ 403.31, which ~~grants the Metropolitan Emergency Services Board (MESB) the power to spread costs~~ allows for operating costs to be spread across the users of the system, and by the various cooperative agreements between the Board and the governmental entities who are full participants in the ~~region-wide-metropolitan region of the ARMER~~ system.

**2. Technical Background:**

• ~~Capabilities:~~ None

▪ N/A

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• ~~Constraints:~~ None

▪ N/A

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**3. Operational Context:**

~~Minnesota statutes provide for the MESB to assess each fully participating entity a fee to cover the ongoing costs of operating and maintaining the system. The MESB's Policy with regard to site lease costs, property insurance costs, and utilities costs as adopted by resolution on June 1, 2001 states: Whereas, The Board incurs recurring costs for space leased in and on various buildings and towers to accommodate equipment for the first phase system; and Whereas, Minnesota Statutes and the cooperative agreements between the Board and each local entity entitle the Board to charge back a pro-rated share of those costs to each local unit of government or participating entity, Whereas the Board has obtained insurance coverage for property damage and liability for the system as a whole, and Whereas, the sites are used jointly by the several participants in~~

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~~the region-wide network, Therefore, the Board shall begin charging such fees, to be billed quarterly, effective January 1, 2002. Until that date, the Board shall pay its share of those costs from its capital accounts, and Therefore, the Board shall begin charging local entities pro-rated shares of the cost of insurance coverage effective with the date of coverage, to be billed quarterly.~~

In 2007, the Minnesota Legislature approved funding for the operating costs of the ARMER system backbone, which became effective July 1, 2007. Prior to that, the metropolitan region was responsible to pay for 46.4% of the backbone operating costs; funds to pay these costs were raised via user fees charged by the Metropolitan Radio Board and later, the Metropolitan Emergency Services Board (MESB). Effective July 1, 2007, the MESB ceased charging user fees to metro ARMER system users. Local ARMER subsystem owners are only responsible to pay the operating costs of their local enhancements to the system, which are billing quarterly in accordance with cooperative agreements.

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#### **4. Recommended Protocol/ Standard:**

The standard is governed by the cooperative agreement among the parties.

#### **5. Recommended Procedure:**

Each year, during the MESB's annual budgeting process, MESB staff shall prepare an estimate of the projected lease and utilities costs to be covered for the upcoming calendar year. This procedure shall be accomplished by the regular ~~June-July~~ meeting of the Board. Lease and utilities costs are the actual costs incurred by the Board and shall be billed quarterly within 30 days following each calendar quarter beginning with the first quarter of 2002.

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Each entity shall be informed of the amount projected to be charged for the following calendar year no later than August 1<sup>st</sup> of the year preceding the budget year.

#### **6. Management**

The Executive Director of the Board is responsible for managing this procedure.

# METRO REGION

## 800 MHz Trunked Regional Public Safety Radio System

### Standards, Protocols, Procedures

Document Section:	<b>3 - Interoperability Guidelines</b>	RadioTOC Recommendation
Sub-Section:	<b>METRO 3.8.0</b>	Date: 3/26/08
Procedure Title:	<b>LE &amp; IR Nationwide Channels for Interoperability with U.S. Government Agencies</b>	
Date Established:	<b>3/5/08</b>	MESB Approval - Signature:
Replaces Document Dated:		Date: 4/16/08
Date Revised:		

#### **1. Purpose or Objective:**

To provide guidance on use of the LE and IR nationwide US Government interoperability channels for the Minneapolis/St. Paul metropolitan area to provide communications for interagency command level coordination and tactical operations coordination between local, state, and federal agencies in conjunction with Law Enforcement and/or Incident Response plans.

#### **2. Technical Background:**

##### **• Capabilities**

The federal government has allocated 20 law enforcement (LE) frequency sets and 20 incident response (IR) frequency sets for interoperability among federal agencies and between federal and state/local agencies. Several of these frequencies have been cleared for use in the metro region. The cleared frequencies include VHF and UHF repeater pairs and simplex frequencies.

##### **• Constraints**

These channels may only be used for federal to local and federal to federal agency interoperable communications. They cannot be used for local to local agency communications. State/local agency users of these frequencies must possess an FCC license authorizing their use. A copy of the FCC Public Notice relating to licensing is attached to this Standard as reference.

#### **3. Operational Context:**

The US Department of Justice – Wireless Management Office has provided directions for use of the LE and IR frequencies in their “High Risk Metropolitan Area Interoperability Assistance Program Law Enforcement & Incident Response Plan Frequencies October 1, 2007” document which is attached to this Standard to be a permanent part thereof. This document includes conditions for use, a national frequency table indicating channel assignments and a table specifying the frequencies cleared for use in the metro region.

The US Department of Justice – Wireless Management Office and the Minneapolis office of the FBI have recommended inclusion of channels LE2, LE12, IR2 and IR12 in all VHF federal radios for use in the

metro region. Hennepin County will be equipping two portable repeaters with these frequencies for emergency deployment to an incident as part of the Strategic Technology Reserve.

[Note: The US Department of Justice – Wireless Management Office is currently researching to determine if these frequencies are available for use throughout Minnesota.]

**4. Recommended Protocol:**

The DOJ Wireless Management Office document referenced in Section 3 specifies the protocol for use of the LE and IR frequencies in the context of Law Enforcement Plans and Incident Response Plans.

**5. Recommended Procedure:**

The DOJ Wireless Management Office document referenced in Section 3 specifies the recommended procedure for use of the LE and IR frequencies.

State and local agencies operating in the metro area are encouraged to obtain FCC licenses and equip themselves with channels LE2, LE12, IR2 and IR12.

**6. Management:**

The management of the LE and IR frequencies is governed by FCC and NTIA regulations and the conditions enumerated by the US Department of Justice in the DOJ Wireless Management Office document referenced in Section 3.

Local users of these US Government frequencies in the metro region who acquire and maintain radio equipment necessary for use including, but not limited to, cache radios and portable repeaters will document these resources in the metro region Tactical Interoperable Communications Plan (TICP) managed by the Metropolitan Emergency Services Board.

U. S. Department of Justice - Wireless Management Office  
High Risk Metropolitan Area Interoperability Assistance Program  
Law Enforcement Plan & Incident Response Plan Frequencies  
October 1, 2007

The following information is being set forth regarding use of the Law Enforcement Plan (LEP) frequencies and the Incident Response Plan (IRP) frequencies. The Department of Justice, Wireless Management Office, Frequency Coordinators, have completed a frequency study of these designated frequencies, and have set forth in the below tables the frequencies that are currently available for use in twenty-five metropolitan areas throughout the United States.

#### **4.3.16 Plans for Federal Interoperability Channels for Interagency Law Enforcement and Incident Response Operations in the Bands 162-174 MHz and 406.1-420 MHz**

##### **CONDITIONS FOR USE**

1. The plans shown in the below listed tables show frequencies available for assignment to all Federal agencies to satisfy law enforcement and public safety incident response interoperability requirements. These frequencies will be referred to hereinafter as “Federal Interoperability Channels”.
2. The Federal Interoperability Channels are available for use among federal agencies and between federal agencies and non-federal entities with which federal agencies have a requirement to operate. The channels are available to federal agencies on a shared basis and will not be authorized for the exclusive use of any one federal agency.
3. The channels are available to non-federal entities to enable joint federal/nonfederal operations for law enforcement and incident response, subject to the condition that harmful interference will not be caused to federal stations. These channels are restricted to interoperability communications and are not authorized for routine or administrative uses.
4. Extended operations and congestion may lead to frequency conflicts. Coordination with NTIA is required to resolve these conflicts.
5. **Only narrowband emissions** are to be used on the Federal Interoperability Channels.
6. Federal agencies should have an assignment in the Government Master File (GMF) or be included in the Joint Applications (\*JNT) circuit remarks in accordance with Chapter 9 of the NTIA Manual.
7. Exceptions to the above restrictions will be considered by the Interdepartment Radio Advisory Committee (IRAC)/Frequency Assignment Subcommittee (FAS) on a case-by-case basis.

##### **LAW ENFORCEMENT PLANS**

1. Frequency identifiers LE A and LE B are designated as National Calling Channels for initial contact and will be identified in the radio as indicated in the below listed tables.

2. Initial contact communications will be established using analog FM emission (11KF3E).
3. The interoperability channels will be identified in mobile and portable radios as follows with Continuous Tone-Controlled Squelch Systems (CTCSS) frequency as specified in the U. S. Department of Justice - Wireless Management Office High Risk Metropolitan Area Interoperability Assistance Program Law Enforcement Plan & Incident Response Plan.

## INCIDENT RESPONSE PLANS

1. Frequency identifiers NC 1 and NC 2 are designated as the calling channels for initial contact and will be identified in the radio as indicated in the below listed tables.
2. Initial contact will be established using analog FM emission (11KF3E).
3. To ensure access by stations from outside the normal area of operation, CTCSS will not be used on the calling channels.
4. The Interoperability channels will be identified in mobile and portable radios as follows:

***The FBI, USMS, and the U.S. Coast Guard HQ have agreed to program their agency radios in the following format.***

The LE Plan channels should be programmed in **P25 digital mode** using the above NAC code specified in the U. S. Department of Justice - Wireless Management Office High Risk Metropolitan Area Interoperability Assistance Program Law Enforcement Plan & Incident Response Plan , with the exception of LE Plan channels **LE A, LE 1, LE B, LE 10, and LE 16**, which should be programmed as narrowband analog, with a mobile TX PL as specified in the U. S. Department of Justice - Wireless Management Office High Risk Metropolitan Area Interoperability Assistance Program Law Enforcement Plan & Incident Response Plan and a mobile RX PL of Carrier Squelch (CSQ).

The IR Plan channels should be programmed in **narrowband analog mode** using Continuous Tone-Controlled Squelch Systems (CTCSS) frequency as specified in the U. S. Department of Justice - Wireless Management Office High Risk Metropolitan Area Interoperability Assistance Program Law Enforcement Plan & Incident Response Plan for mobile transmit, and Carrier Squelch (CSQ) for mobile receive.

Please note that the only frequency identifiers that are currently available for use are the **Shaded Frequency Identifiers Listed Below**. **Use of the non-shaded frequency identifiers in the below listed areas could cause harmful interference to other government users.**



The National Interoperability Frequency Quick Guide has been modified to add the agreed upon CTCSS & NAC codes recommended by FBI, USMS, and the U.S. Coast Guard. A frequency redacted version of that table is included below for reference.

Most Federal agencies have their channel assignments listed in the subscriber equipment according to the NTIA ID listed below. The NCC ID is listed for informational purposes.

**VHF Incident Response (IR) Federal Interoperability Channel Plan\* - USDOJ CTCSS & NAC Recommended Setup**

Assignment	NCC ID ??	NTIA ID	Mobile TX(MHz) CTCSS	Mobile RX(MHz)
Incident Calling	1FCAL40	NC 1 Calling		
Incident Command 1	1FTAC41	IR 1		
Medical Evacuation Control	1FTAC42	IR 2		
Logistics Control	1FTAC43	IR 3		
Interagency Convoy	1FTAC44	IR 4		
Incident Calling (Direct)	1FCAL40D	IR 5		
Incident Command 1 (Direct)	1FTAC41D	IR 6		
Medical Evacuation Control (Direct)	1FTAC42D	IR 7		
Logistics Control (Direct)	1FTAC43D	IR 8		
Interagency Convoy (Direct)	1FTAC44D	IR 9		

\*See "Conditions for Use of Federal Interoperability Channels" above.

**UHF Incident Response (IR) Federal Interoperability Channel Plan\* - USDOJ CTCSS & NAC Recommended Setup**

Assignment	NCC ID ??	NTIA ID	Mobile TX(MHz) CTCSS	Mobile RX(MHz)
Incident Calling	4FCAL52	NC 2 Calling		
Ad hoc assignment	4FTAC53	IR 10		
Ad hoc assignment	4FTAC54	IR 11		
SAR Incident Command	4FTAC55	IR 12		
Ad hoc assignment	4FTAC56	IR 13		
Interagency Convoy	4FTAC57	IR 14		
Incident Calling (Direct)	4FCAL52D	IR 15		
Ad hoc assignment	4FTAC53D	IR 16		
Ad hoc assignment	4FTAC54D	IR 17		
SAR Incident Command (Direct)	4FTAC55D	IR 18		

\*See "Conditions for Use of Federal Interoperability Channels" above.

**VHF Law Enforcement (LE) Federal Interoperability Channel Plan\* - USDOJ CTCSS & NAC Recommended Setup**

Description	NCC ID ??	NTIA ID	Mobile TX(MHz) CTCSS	Mobile RX(MHz)
Calling	1FCAL35D	LE A		
Tactical	1FCAL35	LE 1		
Tactical	1FLAW36	LE 2		
Tactical	1FLAW37	LE 3		
Tactical	1FLAW38	LE 4		
Tactical	1FLAW39	LE 5		
Tactical	1FLAW36D	LE 6		
Tactical	1FLAW37D	LE 7		
Tactical	1FLAW38D	LE 8		
Tactical	1FLAW39D	LE 9		

\*See "Conditions for Use of Federal Interoperability Channels" above.


**UHF Law Enforcement (LE) Federal Interoperability Channel Plan\* - USDOJ CTCSS & NAC Recommended Setup**

Description	NCC ID ??	NTIA ID	Mobile TX(MHz) CTCSS	Mobile RX(MHz)
Calling	4FCAL45D	LE B		

Tactical	4FLAW46	LE 10		
Tactical	4FLAW47	LE 11		
Tactical	4FLAW48	LE 12		
Tactical	4FLAW49	LE 13		
Tactical	4FLAW50	LE 14		
Tactical	4FLAW51	LE 15		
Tactical	4FLAW46D	LE 16		
Tactical	4FLAW47D	LE 17		
Tactical	4FLAW48D	LE 18		


The frequency identifiers listed below are cleared for fixed, mobile and/or portable applications within 100 kilometers from the Latitude (LAT) and Longitude (LONG) listed in the title of the table, effective November, 2006.

Minneapolis, MN [445846N / 0931558W] 100KM					
Law Enforcement (LE) Channel Availability					
VHF Plan			UHF Plan		
Identifier	Mobile Tx (MHz)	Mobile Rx (MHz)	Identifier	Mobile Tx (MHz)	Mobile Rx (MHz)
LE A			LE B		
LE 1			LE 10		
LE 2			LE 11		
LE 3			LE 12		
LE 4			LE 13		
LE 5			LE 14		
LE 6			LE 15		
LE 7			LE 16		
LE 8			LE 17		
LE 9			LE 18		

 = Available for use

Minneapolis, MN [445846N / 0931558W] 100KM					
Incident Response (IR) Channel Availability					
VHF Plan			UHF Plan		
Identifier	Mobile Tx (MHz)	Mobile Rx (MHz)	Identifier	Mobile Tx (MHz)	Mobile Rx (MHz)
NC 1			NC 2		
IR 1			IR 10		
IR 2			IR 11		
IR 3			IR 12		
IR 4			IR 13		
IR 5			IR 14		
IR 6			IR 15		

<b>IR 7</b>			<b>IR 16</b>		
<b>IR 8</b>			<b>IR 17</b>		
<b>IR 9</b>			<b>IR 18</b>		

 = Available for use



# PUBLIC NOTICE

Federal Communications Commission  
445 12<sup>th</sup> St., S.W.  
Washington, D.C. 20554

News Media Information 202 / 418-0500  
Fax-On-Demand 202 / 418-2830  
TTY 202 / 418-2555  
Internet: <http://www.fcc.gov>  
ftn fcc.gov

DA 01-1621

Released: July 13, 2001

## Federal Government Spectrum Available for Public Safety Interoperability Communications

The purpose of this Public Notice is to remind the public safety community that the National Telecommunications and Information Administration (NTIA) has specified forty (40) Federal Government frequencies that can be used by non-Federal government public safety entities (*see* 47 C.F.R. § 90.20 for eligibility criteria) for communications involving coordination and cooperation with Federal Government agencies.<sup>1</sup> These frequencies may **not** be used to meet the day-to-day communications needs of non-Federal government public safety entities. Due to previous frequency authorizations to Federal Government agencies, not all channels will be available at all locations. The specific frequencies available are listed in the attached Appendix. The rules governing the use of these frequencies (power, bandwidth, *etc.*) are set forth in Section 4.3.16 of the NTIA Manual (Manual of Regulations and Procedures for Federal Radio Frequency Management – *see* NTIA's web page at [www.ntia.doc.gov/osmhome/redbook/redbook.html](http://www.ntia.doc.gov/osmhome/redbook/redbook.html)).

**In order for non-Federal public safety entities to use these frequencies they must obtain a license from the Federal Communications Commission (FCC). License applications must contain written certification from a Federal Government agency that use of the requested frequency or frequencies is necessary to improve interoperability communications between the applicant and the Federal Government agency during emergencies. Frequency coordination with a FCC-certified frequency coordinator is not required for these frequencies. The FCC will submit all applications received for these frequencies to NTIA's Interdepartment Radio Advisory Committee's Frequency Assignment Subcommittee for approval. Operation on the frequencies is not permitted until a FCC license is granted. Once a license is granted, the licensee must provide a copy of the license to the Federal Government agency or agencies with which it will be communicating.**

For further information about FCC licensing, contact the ULS Hotline at 1-888-225-5322 and select Option 2 from the menu. For more information about NTIA's interoperability frequencies, contact the NTIA Office of Spectrum Management's Frequency Assignment Branch at 202-482-1132 or the Public Safety Program Office at 202-501-5487.

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<sup>1</sup> These frequencies are available for public safety use under Sections 2.102(c) and 90.173(c) of the Rules (*see* 47 C.F.R. §§ 2.102(c) and 90.173(c)).

Action by the Chief, Public Safety and Private Wireless Division, Wireless Telecommunications Bureau.



# METRO REGION

## 800 MHz Trunked Regional Public Safety Radio System

### Standards, Protocols, Procedures

Example Layout TalkGroups / MultiGroups in the 800 MHz System. "THIS IS NOT REAL FLEETMAP DATA"				Parent Multigroup that the talkgroup belongs to, or "M" if this is a MultiGroup	Priority	Logging	Administrator of Resource	Site Access Permissions										Media Access	Resource Sharing Permissions	MNDPS	DNR	MNDOT	
								Metro Main	Anoka Rgn	Hennepin	Carver	Hastings	Chicago	King Stack	WCAL	HC-East	HC-West		Minneapolis	P = Permission letter is required to gain authorization for use. D = Defined Agencies. "Letter" L = Like Agencies may share. "Fire, Medical, Law, Works" etc. A = All Agencies. RX = Are only authorized to receive. TX = Are authorized to RX + Transmit.	State Patrol	Enforce- ment	Maint
																					Trooper	Fleet	
TalkGroup / MultiGroup	Numeric ID	Resource Owner	Description																				
MINSEF		InterOp	MINSEF VHF		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y		MINSEF	MINSEF					
FIRE		InterOp	State Fire		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y			FIRE					
VTAC-1		InterOp	Regional VHF Tactical 1		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y		VTAC-1	VTAC-1	VTAC-1				
VTAC-2		InterOp	Regional VHF Tactical 2		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y		VTAC-2	VTAC-2					
MIMS		InterOp	MIMS		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y		MIMS	MIMS	MIMS				
EMS		InterOp	Emergency Medical Services		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y								
METRO-EM		InterOp	Metro Emergency		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y		METRO-EM	METRO-EM					
ICALL-MA		InterOp	NPSPAC Hailing / Mutual Aid		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y		ICALL-MA	ICALL-MA	ICALL-MA				
ITAC1-MA		InterOp	NPSPAC TAC 1 / Mutual Aid		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y		ITAC1-MA	ITAC1-MA	ITAC1-MA				
RTAC1-MA		All	InterAgency Mutual Aid		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y		RTAC1-MA	RTAC1-MA					
RTAC2-MA		All	InterAgency Mutual Aid		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y		RTAC2-MA	RTAC2-MA					
RTAC3-MA		All	InterAgency Mutual Aid		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y		RTAC3-MA	RTAC3-MA					
RTAC4-MA		All	InterAgency Mutual Aid		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y		RTAC4-MA	RTAC4-MA					
RTAC5-MA		All	InterAgency Mutual Aid		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y								
RTAC6-MA		All	InterAgency Mutual Aid		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y								
RTAC7-MA		All	InterAgency Mutual Aid		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y								
RTAC8-MA		All	InterAgency Mutual Aid		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y								
RTAC9-MA		All	InterAgency Mutual Aid		3	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y								
SOA-1		All	Scene of Action # 1		NA	Owners											SOA-1						
SOA-2		All	Scene of Action # 2		NA	Owners																	
SOA-3		All	Scene of Action # 3		NA	Owners													SOA-3				
SYS-TECH		Owners	Maintenance TG for Technicians		5	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y								
MSP-2500-ALL		State Patrol	West Side All Call Multigroup	M		MnDOT	Y	Y	Y	Y	Y	Y	Y			P	MSP-2500-ALL						
MSP-West		State Patrol	West Main Channel	MSP-2500-ALL		MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y	P		MSP-WEST	MSP-WEST				
MSP-5000		State Patrol	Flight Section	MSP-2500-ALL		MnDOT	Y	Y	Y	Y	Y	Y	Y			P	MSP-5000	MSP-5000					
BCA-ALL		Mn BCA	BCA All Call Multigroup	M		MnDOT	Y	Y	Y	Y	Y	Y				P							
BCA-MAIN		Mn BCA	BCA Main Channel	BCA-ALL		MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y	P							
BCA-TAC1		Mn BCA	BCA Tactical Channel 1	BCA-ALL		MnDOT	Y	Y	Y	Y	Y	Y	Y			L-RX							
BCA-TAC2		Mn BCA	BCA Tactical Channel 2	BCA-ALL		MnDOT	Y	Y	Y	Y	Y	Y	Y			L-TX, A-RX							
SFM-MAIN		State Fire Marshall	State Fire Marshall Main			MnDOT	Y	Y	Y	Y	Y	Y			Y	P-TX, L-RX							
SFM-TAC1		State Fire Marshall	State Fire Marshall Tactical 1			MnDOT	Y	Y	Y	Y	Y	Y	Y			A-TX							
SFM-TAC2		State Fire Marshall	State Fire Marshall Tactical 2			MnDOT	Y	Y	Y	Y	Y	Y	Y			P							
MNH-MAIN		MN HazMat	MN HazMat Main		5	MnDOT	Y	Y	Y	Y	Y	Y			Y	L-RX							
MNH-TAC1		MN HazMat	MN HazMat Tactical 1			MnDOT	Y	Y	Y	Y	Y	Y	Y			L-TX, A-RX							
MNH-TAC2		MN HazMat	MN HazMat Tactical 2			MnDOT	Y	Y	Y	Y	Y	Y	Y			P-TX, L-RX							
DNR-ALL		MN DNR En	DNR Enforcement All Call Multigroup	M		MnDOT	Y	Y	Y	Y	Y	Y	Y			A-TX	DNR-ALL	DNR-ALL					
DNR-MAIN		MN DNR En	DNR Enforcement Common Channel	DNR-ALL	5	MnDOT	Y	Y	Y	Y	Y	Y	Y			P		DNR-MAIN					
DNR-MTRO		MN DNR En	Metro Wide Field Group	DNR-ALL		MnDOT	Y	Y	Y	Y	Y	Y	Y			P		DNR-MTRO					
DOT-SURV-ALL		DOT Surveys	Survey crew all call multigroup	M	7	MnDOT	Y	Y	Y	Y	Y	Y	Y			P							
DOT-SURV-1		DOT Surveys	Survey crew 1	DOT-SURV-ALL	7	MnDOT	Y	Y	Y	Y	Y	Y	Y			P			SURV-1				
DOT-SURV-2		DOT Surveys	Survey crew 2	DOT-SURV-ALL	7	MnDOT	Y	Y	Y	Y	Y	Y	Y			P			SURV-2				
DOT-TMC-HLPR		DOT TMC	TMC HighWay Helpers	DOT-ALL	5	MnDOT	Y	Y	Y	Y	Y	Y	Y	Y	Y	A-RX	DOT-HLPR	DOT-HLPR	DOT-HLPR				
DOT-ESS-LOC		DOT ESS	ESS Cable Locates	DOT-ALL	7	MnDOT	Y									P			ESS-LOC				
DOT-ESS-SIG		DOT ESS	ESS Signal Lights	DOT-ALL	7	MnDOT	Y									P			ESS-SIG				
CARVER		Carver Police	Carver County Police Main	CARVER-PS	5	Carver	Y									L-RX	CARVER	CARVER	CARVER				
MPLS FIRE		Bobs Fire Station	Bobs Fire Main in East Mpls		5	Mpls	Y									L-TX, A-RX	MPLS FIRE	MPLS FIRE	MPLS FIRE				
HC TAC 1		Hennepin Dispatch	Hennepin County Tactical	HC ALL	5	Hennepin	Y									P-TX, L-RX	HC TAC 1	HC TAC 1	HC TAC 1				
MCLRT3		Light Rail	Light Rail Yard Talkgroup		5	Transit	Y	Y	Y	Y	Y	Y	Y	Y	Y	A-TX	MCLRT3	MCLRT3	MCLRT3				

**EXAMPLE ONLY**

**Metro Mobility Usage  
(Hours:Mins:Secs)  
2019**

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall	
January	343:33:37	208:53:30	74:10:28	71:45:16	150:07:30			848:30:21	*note missing data for Jan-Mar Motorola reporting error, new report not yet given
February	382:09:11	250:50:04	74:30:44	87:10:01	79:07:58			873:47:58	
March	335:52:03	228:50:02	73:03:09	83:31:53	142:58:44			864:15:51	
April								0:00:00	
May								0:00:00	
June								0:00:00	
July								0:00:00	
August								0:00:00	
September								0:00:00	
October								0:00:00	
November								0:00:00	
December								0:00:00	

Difference  
since Jan.

12                    656:57:50   385:58:45   298:06:15   222:53:22   265:34:15   0:26:46           152:56:51   1982:54:04

<b>Target</b>	150:00:00	75:00:00	75:00:00	75:00:00	75:00:00	0:00:00	75:00:00	525:00:00
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