METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE
AGENDA
Board Room, Metro Counties Government Center
July 27, 2016
1:00 – 3:00 p.m.

MEMBERS:

Ulie Seal, Chair
  MN Fire Chiefs Association

Ron Jansen, Vice Chair
  Dakota County

Jake Thompson
  Anoka County

Tim Walsh
  Carver County

Rod Olson
  City of Minneapolis

Jon Eckel
  Chisago County

John Gundersen
  Hennepin County

Bob Shogren
  Isanti County

Jeff Bjorklund
  Metropolitan Airports
  Commission

Chad LeVasseur
  Metropolitan Council

Iver Johnson
  Metro Region EMS

Dave Pikal
  Ramsey County

Scott Haas
  Scott County

Chuck Steier
  U of M Police, at large
  member

Nate Timm
  Washington County

Open
  MN Chiefs of Police
  Association

1. Call to Order

2. Approval of June 22nd, 2016 Minutes

3. Agenda Items
   a. Jack Sheehan COML Packet – Gundersen
   b. Metro Conventional Interoperability Changes – Jansen

4. Moves, Additions & Changes to the System
   a. Anoka County Water Tower Sites Repainting - Thompson
   b. Update on Removal of Voting from Interoperability System – Jansen
   c. Removal of dual naming from consoles - Jansen

5. Committee Reports
   a. Metro Mobility System Usage Update—Chad LeVasseur/Dana Rude
   b. System Manager's Group/Metro Owner's Group Update – Jansen
   c. Reports from SECB Committees
      i. Steering - Tretter
      ii. OTC – Jansen / Gundersen
      iii. Interoperable Data Committee – Olson / Thompson
   d. Scene of Action Repeater (SOAR) Workgroup – Olson / Kummer
   e. State sub-system roaming workgroup – Jansen/Tretter

6. Other Business
   a. Regional Talkgroup Permissions Updates
   b. Next Meeting August 24th

7. Adjourn

Ulie Seal, Chair

Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
June 22, 2016

Members Present
Ron Jansen; John Gundersen; Dana Rude; Peter Sauter; Wendy Lynch; Charles Sloan; Tim Walsh; Rick Juth; Robert Shogren; Chad LeVasseur; Dave Pikal; Jon Eckel; Jake Thompson; Nate Timm; Rod Olson; Jeff Bjorklund; Chuck Steier; Scott Wosje; Scott Haas

Guests Present:
Jill Rohret, MESB; Troy Tretter, MESB; Tim Boyer, Minnesota State Patrol; Carrie Oster; Motorola

*C***all to Order:** Ron Jansen called the meeting to order at 1:00 P.M.

Minutes of the May 25, 2016 Meeting and Agenda of the June 22, 2016 Meeting
M/S/C Motion made by Gundersen to approve May 25, 2016 minutes and the June 22, 2016 agenda. Thompson seconded. Motion carried.

<u>Agenda Items</u>
State Standard 1.8.1 – Change Management
John Gundersen said that he and Ron Jansen had reviewed the language proposed by the Radio TOC with the change management group. Gundersen directed members to the red lined copy in their packet. He said the majority of the changes were semantics. Jim Stromberg wrote the original language but was appreciative of the comments. Gundersen feels this is the best that can be done and recommends accepting of this draft. Jansen added that the timeline was discussed. The old language for approved changes involving reprogramming of consoles or user equipment was 18 months; they wanted to go back to the two years. The wording was emphasized "up to two years" to allow for funding of the proposed changes.

The monthly ECN report to the OTC will include a timeline detailing the approval and implementation of changes subject to this standard.

Troy Tretter asked if this will go to OTC before it goes to the SECB. Jansen said that was the process but it could be as late as August before it is returned. The workgroup has not been dissolved.

M/S/C Motion made by Nate Timm to approve the recommended changes State Standard 1.8.1 to be reported at the next OTC. Shogren seconded. Motion carried.

MN DHS ARMER Plan Follow up
Ron Jansen briefed that DHS and Rey Freeman were not ready for the TOC, and sent a request to Troy to have this items tabled until July.

M/S/C Motion made by Eckel seconded by Thompson to move MN DHS ARMER plan follow up discussion to the July meeting. Motion carried.

Change Management Submission – Encrypted ME TAC's
Gundersen said a recommendation was submitted in March to add four encrypted regional tactical talk-groups for law enforcement use. Some training would be required. The issue started when several of our COMLs in the process of reserving them in status board and all statewide LETAC's were already in use,

partially by metro region users. Curt did some follow up and found they were using these talk-groups because the Metro region didn't and don't have any encrypted channels.

Jansen asked members if a work group was needed to work on this issue.
Tretter said that per the Metro Standard 1.5.2 for change management the TOC determined it did fall into a major change category which involves multiple committee analysis. Jansen asked members to determine if proposal was a major or a minor change.

M/S/C Motion made by Gunderson to accept this proposal and accept it as a major change, seconded by Scott Haas. Motion carried.

Jill Rohret clarified that the vote was not to approve the change but to accept it as a major change.

Change Management Submission – ME Zone Updates
Nate Timm said this change would align them with the other regions. The other regions have more tactical reginal talk groups and also have a standardized call in talk group. He proposed renaming METCOM to ME-CALL. Some dispatchers have already expressed concerns about the traffic.
His experience in the Southeast tells him that it is used PSAP to PSAP and rarely from field to PSAP. The next part of the proposal is to add two more regional ME-TAC talk groups.

Jansen said a long time ago in the Interoperability Sub Committee there was a major discussion among PSAPs not wanting to move field traffic on METCOM. They said they would turn it off.

Tretter added that someone had asked before the meeting to ask Nate Timm what the need would be with METCOM/ME-CALL as a regional hailing channel is fixing in place that MSP-CALL is not doing now.

Answer: Efficiency.

Jansen asked Tim Boyer from the State Patrol if there were any load issues on MSP-CALL being used as the Metro hailing channel. Tim Boyer answered there were not that he was aware of.

Gundersen asked if the SE has a call like this or an occasion to use it. Timm said yes he did have a couple of occasions.

Jeff Bjorklund said coming from his agency this was an unsupported add for a regional hailing channel, as the dispatchers have a lot of channels to monitor already. He does support adding additional ME-TAC's and encrypted ME-TAC's.

Rod Olson said that one of the reasons the Hennepin inner system was removed in the first place was because of all the chatting on channels. Those dispatchers would agree with the airport also.

Jansen said what he was hearing from the group is they would be in favor of adding a couple more ME-TAC's but not ME-CALL. He asked group to decide if this would be a major change?

M/S/C Motion made by Timm to define this change management plan as a major change and forward to workgroups for discussion and vetting process before bringing back to this committee. Gundersen seconded. Motion carried.

Olson questioned the sentence that said to set up the ME-TAC encrypted for law enforcement only? Possibility of fire and EMS using encryption. Rohret asked Tretter to clarify. Tretter said that request came from support documents included with the change management proposal.

Olson asked the group if they wanted to make the decision now to have the change be for law enforcement only. Jansen recommended the group determine if the change was major or not and then form a work group.

Rohret suggested that that be conversation met through the vetting process and various evaluations that can be discussed. Input is needed on the whole ME-CALL issue. It is a slow process but it does work. We do talk to the various stakeholders to see where we are at and we have not had this discussion for a while. Does the Fire Service and EMS need encrypted talk groups? With more and more agencies being trained in 3Echo where the Fire, Law Enforcement and EMS work together do they need encrypted channels so they can work together? Rohret said she thought that was a necessary conversation and can be done through the evaluations.

Ron Jansen added that is consistent with the motion on the table that it will be vetted before a formal decision is made.

Gundersen said that if group goes beyond two, three or four talk groups should consider the possibility of one out of the four to be open to all. Otherwise the only open to all encrypted solutions right now are the encrypted S-TAC's.

He (Jansen) asked members if they wanted to set a workgroup and look for members to sit on the workgroup for the change management standard. The workgroup would combine the proposals as they go together and do some vetting through the PSAPs and go through the 911 TOC as well to discuss possible options.

Rohret said that the Interoperability subcommittee has been dissolved, so this might be the time to bring different groups together to have those types of discussions. So whether it goes to the 911 TOC or it brings some PSAPs together under the guise of this adhoc interop. We may need to get more people than are represented here on this TOC so naming all the representatives here today may not be possible, but naming volunteers from this committee would be useful.

Tretter said he will contact the different groups on the distribution list and put a solicitation on the MESB website. Naming a chair to help facilitate the process could be done at this meeting. Jansen suggested Curt Meyer, who has been the Chair of the IOAC. Jansen asked members to email him with other volunteers.

Washington County Regional Talk Group Request
Nate Timm directed to members to the proposal in the meeting packet to change two of their talk groups to the Metro Regional site access profile. The Washington County narcotics taskforce was taken to the west metro where their radios went out of range.

Timm was asked if the addition of adding regional encrypted resources negate this request. Timm answered that in the situation he referenced, they weren't working with any other agencies so he would say no in that case but certainly there is going to be a benefit for the regional encrypted for them.

Jon Eckel asked Timm how much were Washington County were using the SIUs? That gives them a broader range beyond the metro. Timm responded that because it (the narcotics taskforce talkgroup) is in their main zone.

M/S/C Motion made by Shogren, to approve change two of Washington County's talk groups to the Metro Regional site access profile seconded by Gunderson. The motion carried.

Incident Dispatcher Certification – Tretter (Discussion Only)

The Metro Region Communications Response Task Force has Incident Dispatchers and Radio Operators but there is no formal standard for certification for them. Chris Kummer and Tretter have been working on this standard.

Rohret added that CRTF and the Incident Dispatcher portion specifically of CRTF serves as the state's TERT team. It is an interstate team but could be deployed intrastate as well as an IDT. We have that agreement with HSEM. The OEC has never had the curriculum before so the MESB had the CRTF developed their own requirements for Incident Dispatcher training through First Contact Nine-One-One. She assumes their curriculum is very similar. If it stayed at the metro level we could see if we could get them grandfathered in to the OEC certification.

Nate Timm said he liked the language of this and it did a nice job of aligning it with COML COMT. John Gundersen feels it should go to the OTC to become a state standard. Gundersen asked if metro is doing this because the state refuses to? Tretter said no, it was not refusal on the state's part and it hasn't been truly addressed with the SWIC. The metro has Incident Dispatch and organized team. Gundersen feels it should be done in parallel with the states.

Juth added the Central Region is actually made a formal request to have the OEC Incident Dispatch course. He feels this should be part of the overall COMU.

Tretter added that we do have part of the SHSP grant for 2016, training funds.

Juth also asked if there could be a process similar to the COML process to have someone certified as a trainer.

Jansen asked that this topic is on the CRTF agenda.

Moves, Additions & Changes to the System

Anoka County Water Tower Sites Repainting
Jake Thompson reported that the repainting is on schedule to be completed in September. The old tower will be decommissioned in October.

Update on Removal of Voting from Interoperability System
Jansen will be sending out a Doodle calendar in the next week or so for a July meeting to those that have volunteered to be on that group. He hopes to have a white paper to present to the TOC July meeting.

Removal of dual naming from consoles
Jansen did some testing after the last TOC. He renamed a couple of talk groups on his console without having to delete them. They take affect after the next reboot.

Jansen said he will also take care of Status Board as well with the name changes.

Gundersen said they are working through some problems with the SATCOW generator, that the fuel was old and caused some problems, they may need to get the whole generator services because of the contaminated fuel. Tretter said he was going to talk to Gundersen off-line about a generator the National Guard may have.

Committee Reports
Metro Mobility System Usage Update

Chad LeVasseur said because of some MCC7100 problems they have been using their backup radios. No word from the engineers regarding the interface with the Trapeze scheduling and Motorola.

System Manager's Group/Metro Owner's Group Update
Jansen said the MOG was held this month. 715 upgrade punch list from John Anderson was very short.

Reports from SECB Committees – Tretter
Steering – Troy Tretter stated there was no streering meeting for June.

OTC – Troy Tretter deferred to Ron Jansen or John Gunderson for notes, since he was not in attendance. Ron Jansen said that the OTC did approve a request for Saint Louis County to have ISSI installed. He stated that the county would be responsible for all the costs and usage. If the usage grew beyond the county, it would need to come to the OTC first.

State Change Management Standard Workgroup – Gundersen / Jansen – Ron Jansen said he felt they addressed this in agenda item 3a.

Scene of Action Repeater (SOAR) Workgroup – Olson / Kummer – Chris Kummer said they have not met, the only members of the workgroup so far are from the metro area.

Other Business

Regional Talk group Permissions Updates

Wright County: METAC's: Tretter briefed the TOC on the updated request by Wright County, that the ME-TAC's would be programmed in Law Enforcement radios only that are used near the border with the metro. Tretter also noted that included with the packet was a list of all the other agencies, per Chief Seal's request at the last TOC, that have requested to use ME-TAC's.

M/S/C Motion made by Nate Timm, to approve Wright County's request talk groups; seconded by Gundersen. The motion carried.
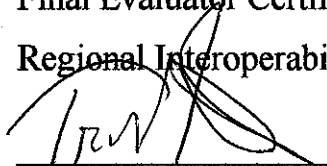
The meeting adjourned at 1:47pm

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

_/Rw/_	_Troy P. Tretter_	
(Signature)	(Printed Name)	(Date)

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

(Chair of Radio-TOC Signature)	(Printed Name)	(Date)

☐ Statewide Interoperability Program Manager Review

(Statewide Interoperability Program Manager Signature)	(Printed Name)	(Date)

Attachment B

Emergency Management Institute

FEMA

This is to certify that

John C Sheehan

successfully completed

NIMS ICS All-Hazards Communications Unit Leader

Lincoln, Nebraska

2.80 IACET CEU

March 8 - 10, 2016

Superintendent
Emergency Management Institute

U.S DEPARTMENT OF HOMELAND SECURITY

AUTHORIZED IACET PROVIDER

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 _JOHN C. SHEEHAN_

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

Final Evaluators Signature _____ Date _8/6/15_

Printed Name _Keith Pattison_ Agency _Willmar Amb_

Phone Number _320-295-6972_ Email _Kdpattison@ charter. net_

AGENCY CERTIFICATION

I certify that _JOHN C. SHEEHAN_ has met
all requirements for qualification in this position and that such qualification has been issued.

Certifying Official's Signature _____ Date _6/23/2016_

Printed Name _JOHN GULACKSEN_ Agency _Houston County Sheriff's Office_

Title _Radio Systems Manager_ Phone Number _612-596-1921_

Log-off

**Minnesota Division of
Homeland Security
and Emergency Management**

View/Register for Courses ___ Course Evaluation ___ Participant History ___ Participant Profile

Training Transcript
John C Sheehan
ID# 16542
Hennepin County Sheriff's Office - 9300 Naper St. Golden Valley MN 55427
Certification Date:

Date □□	Course Code □□	Course Name □□	Hours □□	Type □□	Location □□
7/27/2011	IS700.A	National Incident Management System (NIMS) An Introduction		I	
7/28/2011	IS100.B	Introduction to the Incident Command System (ICS 100)		I	
7/29/2011	IS100LE.B	Introduction to the ICS, I-100 for Law Enforcement		I	
6/12/2012	IS800.B	National Response Framework, An Introduction		I	
6/28/2012	IS200.B	ICS for Single Resources and Initial Action Incidents		I	
7/24/2012	ICS300	ICS-300 Intermediate ICS for Expanding Incidents	18.0	C	Minneapolis EOTF

Type
C = Class Room
I = Independent Study or Class Room Course not sponsored by MN HSEM
S = Classroom course taken in conjunction with conference

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

Agency Certification

I certify that ___JOHN C. SHEEHAN___ has met all requirements for qualifications in this position and that such qualification has been issued.

Certifying Official's Signature _____ Date _10/6/2015_

Printed Name ___John Gunderson___ Agency _Hennepin County Sheriffs Office_

Title ___Radio Systems Manager___ Phone Number _612-596-1921_

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

Attachment C

Communications Unit Leader
All-Hazards
(COML)

Task Book

ICS
Communications Unit Leader
(COML)
Training

Version 03_08

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
GENERAL			
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: • Appropriate ICS forms and logs • Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available • Inventories or other lists of local and regional communications response equipment • Preplanned local system coverage maps • Contact, capability, and availability information for local and regional Communications Technicians and Specialists • Field Operation Guide (NIFOG) • COML Mobilization Guide (specific to locality) • Pads of paper, pencils, pens, and tape • Personal items (including medicine and cash), food and beverage to be self-sustained for 48 hours or more • Portable radio(s) as appropriate for the region • Radio programming equipment (cloning cable or computer), adapters, and suitable tools • GPS • First-aid kit • 24-hour clock • Multi-purpose knife	O	#2	MT 8/1/15

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

1

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
2. Establish and maintain positive interpersonal and interagency working relationships. • Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues, with assigned personnel. • Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. • Provide equal assignment opportunities based on individual skill level. • Monitor and evaluate progress based on expected work standards. • Address individual agency values and policies throughout the tenure of the incident. • Arbitrate differences in agency values and policies that affect the operation in a manner that fosters continuous positive working relationships. • Integrate cultural resource considerations into all management activities. • Coordinate with other Communications Unit Leaders prior to incidents to share information and assure communications interoperability.	O	#/	KP 8/6/15
3. Provide for the safety and welfare of assigned personnel during the entire period of supervision. • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Provide safety and identifying equipment, such as vests identifying the communications function, flashlights, and glow sticks. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest, hydration, and nutrition is provided to all unit personnel. • Recognize any special medical needs of all unit personnel.	I	#1	KP 8/16/15

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
MOBILIZATION			
4. Obtain complete information from the public safety communications center(s) serving the area and incident upon initial activation, including: • Incident name and, as appropriate, an order, request, or other unique number identifying the incident for tracking purposes • Reporting location • Reporting time • Transportation arrangements/travel routes • Contact procedures during travel (telephone/radio).	I	#1	KP 8/6/15
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: • Frequencies and/or talkgroups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may create conflicts communications plans or tax resources.	I	#1	KP 8/6/15

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.		#1	KP 8/6/15

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	KP 8/6/15
7. Obtain briefing from supervisor. Examples of briefing items are: • Work space • Work schedule • Policies and operating procedures • Current resource commitments and expectations • Current situation • Expected duration of assignment • Special needs. This list is not all inclusive; COML is responsible for asking adequate questions.	I	#1	KP 8/6/15
8. Receive Incident Action Plan (IAP), if developed, or Incident Briefing Form (ICS Form 201). Determine support needs to meet the IAP.	I	#1	KP 8/6/15
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	KP 8/6/15
10. Evaluate needs and order supplies, materials and personnel to keep unit operating. • Order materials and supplies using procedures established by the section chief. • Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. • Ensure adequate personnel to support the communications unit, technicians, radio operators, etc. • Coordinate with the participating agencies for any or additional interoperability resources that may be needed. • Assess current tactical communications equipment needs such as power sources for extended operations.	I	#1	KP 8/6/15

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. • Brief and keep subordinates informed and updated. • Establish unit time frames and schedules. • Assign and monitor work assignments. • Review and approve time. • Develop team work. • Provide counseling and discipline as needed. • Follow established procedures for reporting inappropriate actions involving contractors, military or other personnel. • Brief relief personnel.	I	#1	K1 8/6/15
12. Participate in incident planning meetings as the technical expert for communications needs. • Determine the feasibility of providing the required communications support. • Provide operational and technical information on communications equipment available for the incident. • Provide operational and technical information on communications equipment and systems capabilities and restrictions. Coordinate with other Communications Unit Leaders under any Area Command established to share information and assure communications interoperability.	I	#1	KP 8/6/15

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
13. Design communications systems to meet incident operational needs. • Determine additional resource needs and order necessary equipment and personnel. • Prepare Incident Radio Communications Plan, ICS Form 205. • Request any additional communications vendor services; e.g., telephone, satcom, microwave and identify costs associated with equipment. • Coordinate, through the chain of command, the locations for equipment to be installed; e.g., repeaters, satellite telephones, telephone lines, etc. • Provide communications support for external and internal data operations. • Order frequencies following the proper procedures. • Create diagrams of current communication system(s). • Determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs.	I	#1	KB 8/6/15

14. Install communications equipment.
• Obtain equipment from supply unit.
• Install and test all components of the communications equipment to ensure the incident's systems are operational, for example:
  o Command repeater
  o Logistics repeater
  o Links (radio and wire-based)
  o Remotes
  o Gateways
  o Aircraft and other special needs
• Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel; i.e., operations before logistics.
• Clone or program radios as necessary and authorized
	I	#1	KB
			8/6/15

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. • Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan. • Provide resources and unit leaders with appropriate equipment based on the communications plan. • Provide basic training as needed on equipment being fielded. • Maintain equipment inventory to provide accountability.	I	#1	*H8* *8/6/15*
16. Establish Incident Communications Center (ICC). • Coordinate location of ICC with Facilities Unit Leader. • Locate ICC close to the incident command post and away from high traffic areas and noise. • Locate ICC away from radio frequency and electronic noise. • Verify Estimated Time of Arrival (ETA) of communications personnel and establish assignments based on incident requirements. Set schedules around operations requirements. • Obtain necessary supplies for ICC to function properly.	I	#1	*KP* *8/6/15*
17. Manage operations of the ICC. • Document radio/telephone activities on appropriate forms. • Set up filing system for ICC documentation. • Direct radio/telephone traffic to proper destinations. • Establish notification procedures for emergency messages. • Identify system problems, both technical and operational, and determine appropriate solutions. • Follow established routing procedures for messages.	I	#1	*KP* *8/6/15*

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. • Contact communications coordinators and notify them of incident frequency, talkgroup, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate. • Identify communications equipment and personnel that are excess to incident needs and demobilize if appropriate. • Identify resources as to type/qualifications, quantity, and location. • Provide a copy of the ICS Form 205 to other agencies or to the COML at any nearby incidents as necessary to avoid interference or other conflicts.	I	#1	KP 8/6/15
19. Notify appropriate local, county, regional, State and/or Federal agencies on adjacent incident(s) of system design and frequency allocations.	I	#1	KP 8/6/15
20. Initiate and maintain accurate records of all communications equipment. • Initiate and maintain accountability system for issuing hand-held radio resources. • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal). • Keep records for local and national resources to ensure return to proper locations.	I	#1	KP 8/6/15

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. • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment. • Monitor all gateways in use. • Plan for battery replacement. • Act decisively to minimize interruptions in system operation.	I	#1	KP 8/6/15
22. Interact and coordinate with appropriate unit leaders and operations personnel. • Coordinate with operations regarding system coverage and needs. • Coordinate with first responders and public safety support organizations regarding needed support (e.g., medical unit for medical evacuation plan). • Coordinate with special units (air operations, EOD, SWAT, etc) for special frequency needs. • Participate in planning meetings and briefings. Know what other resources may be coming to the incident, such as those from Urban Search and Rescue (USAR), National Interagency Fire Center (NIFC), FEMA, Coast Guard, etc.	I	#1	KP 8/6/15
23. Identify for release any excess unit resources. Coordinate with unit managers and provide a list of excess personnel and facilities. List will include: • Who or what is excess • Time and date of excess. The list will be reviewed daily for accuracy. Follow the established demobilization process, including notification to communications resource coordinators.	I	#1	KP 8/6/15

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: • Equipment locations • Medical evacuations • Personnel changes. 25. Evaluate performance of subordinates as required by agency policy and/or permitted by agreement. • Discuss performance evaluations with individual(s) • Maintain accuracy and fairness • List training if needed or desired	I	#1	KP 8/6/15
DEMOBILIZATION			
26. Demobilization and check out. • Submit all required information to the Documentation Unit Leader. • Receive demobilization instructions from work supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. • Complete required ICS form(s) and turn in to the appropriate person. • Ensure that personnel in the unit are demobilized correctly. • Document lost equipment on agency specific forms.	I	#1	KP 8/6/15

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

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.

	Name of Evaluator		Title	Agency
1	Keith Pattison		Com·L	Willmar Ambulance

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
Vital connections	Training	6 Military 2 Public safety 6 Ham	3 days	

☒ 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. *more knolge Radio Resorces*

☒ 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: _More knowlge of 800 Radio Resorces_

Date: _8/6/15_   Evaluator's initials: _KP_

Evaluator's relevant agency certification` rating: _COM-L_

	Name of Evaluator		Title	Agency
2	NATE TIMM		RADIO MANAGER	WASHINGTON CO S/O

Evaluator's Address 15015 62nd ST STILLWATER MN

Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Comm Resources	Duration of Incident	Management Level or Complexity Level
MN VITAL CONNECTIONS 2015	EXERCISE	~~TYPE III~~ CIVILIAN, MILITARY	8/3 TO 8/6/15	TYPE III

☒ 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.

Recommendations:_____

Date: _8/6/15_   Evaluator's initials: _NT_

Evaluator's relevant agency certification` rating: _COML/COMT_

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Vital Connections	2. Date/Time Prepared: Date: 8/5/2015 Time: 0800	3. Operational Period: Date From: 8/5/2015 Time From: 0900 Date To: 8/5/2015 Time To: 1500

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
		Command	HH-FOXTROT	75 Meters	3.990 W	LSB	3.990 W	LSB	A	HF Local Net
		Command	HH-INDIA	40 Meters	7.2930 W	LSB	7.2930 W	LSB	A	HF Regional Net
		Command	HH-KILO	20 Meters	14.317 W	LSB	14.317 W	LSB	A	HF-National Net
		Wide-Area Command	STAC12	Command					D	SIM Cell to All Locations
		Division Command	MC TAC12	Command & Staging Div C					D	Camp Ripley Ops
		RoIP Experiment	8SOA1	Div. C					D	Camp Ripley RoIP Test
		Tactical	NGRPTR	Div. C	149. 3875	118.8	142. 400	118.8	A	MNNG VHF RCP4 Repeater
		Tactical	NG3A	Div. C	396. 325	67.0	386.32 5	67.0	A	MNG UHF Repeater

5. Special Instructions:

This is a revision to the initial 205 that covers only the Camp Ripley activities. Changes reflect equipment available and the local communications needs. RoIP experiment will patch cell phone through ACU-1000 to ARMER portable communicating on 8SOA1

6. Prepared by (Communications Unit Leader):	Name: Jack Sheehan	Signature:
ICS 205	IAP Page	Date/Time: 8/5/2015 12:00 AM

MEMO

To: Metro TOC, Chair Chief Ulie Seal
From: Ron Jansen and VHF Overlay Workgroup
Date: 13 July 2016
RE: Metro region VHF Overlay

The VHF Overlay workgroup along with MnDOT has been working on a plan for the reduction and removal of some of the legacy VHF overlay equipment. The workgroup was tasked to research and formulate a plan for this project. A number of meetings have been conducted over the past year with the most recent held on July 7th 2016.

The workgroups recommends the following actions:
1. Remove all of the voting equipment across the Metro region.
2. Move VLAW31 from City Center to Hennepin County Government Center (HCGC)
3. Add VMED28 to the King Stack site.

With these modifications it is felt the VHF overlay part of the system can be utilized in multiple areas in the Region at the same time, whereas today only one resource can be used at a given time across the region. This will also remove older equipment that is reaching its end of life cycle.

The reconfiguration work can be completed in a phased approach or all at the same time. The workgroup felt that in might be best to do this all at once so each dispatch center would only have to update their console configurations and reboot once. However we would look to input from the PSAP's for a final decision on this aspect of the project.

There would be a phased approach to the hardware configurations moving forward with this recommendation. MnDOT would schedule to make the initial changes in the early October timeframe of 2016. Once the sites where the remaining equipment is located have been updated to IP simulcast and IP connectivity the CCGW from Watersedge would be physically moved to the site. (See attached)

Attached with this recommendation are two supporting spreadsheet documents for the proposed modifications.

Other information of note from the workgroup discussion:
• Licensing for the relocations of frequencies are in process.
• Intermod study for VLAW31 move to HCGC has been completed.
• New Console resources have been created.
• MnDOT has cabling ready for the modification.
• VMED28 coverage foot print will be reduced.
• No one is aware of any logging of these resources currently on the system or is anyone planning on adding them into their logging resources.
• All standards associated to the VHF overlay should be reviewed and modified to account for these changes.
• COR vs. VOX audio configuration.

Proposed Metro interop changes

Address		VTAC14R	VFIRE23	VMED28	VLAW31	VCALL10	MIMs	8CALL	8TAC1	VTAC14R	VFIRE23	VMED28	VLAW31	MIMs	VCALL10	8CALL	8TAC1
		Tx	Tx	Tx	Tx	Tx	Tx	Tx	Tx	Rx	Rx	Rx	Rx	Rx	Rx	Rx	Rx
		159.4725	154.295	155.34	155.475	155.7525	155.37	851.0125	851.5125	154.6875	154.295	155.34	155.475	155.37	155.7525	806.0125	806.5125
33 South 6th St, Minneapolis	City Center	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
	HCGC				X								X				
559 18th Ave SW, Cambridge	Cambridge	X	X		X	X				X	X	X	X	X	X	X	X
15624 Central Ave NE, Ham Lake	Ham Lake	X	X		X	X				X	X	X	X	X	X	X	X
4841 St Croix Trail, North Branch	North Branch	X	X		X	X				X	X	X	X	X	X	X	X
1103 King Plant Road, Bayport	King Stack	X	X	X	X	X				X	X	X	X	X	X	X	X
1600 Prairie Drive, Medina	Medina	X	X		X	X				X	X	X	X	X	X	X	X
15125 118th St, Norwood	Norwood	X	X		X	X				X	X	X	X	X	X	X	X
395 John Ireland Blvd, St Paul	Transportation Bldg	X	X		X	X				X	X	X	X	X	X	X	X
13751 Zumbro Ave, Shakopee	Shakopee	X	X		X	X				X	X	X	X	X	X	X	X
44-42-53.40N, 93-07-29.18W	Empire	X	X		X	X				X	X	X	X	X	X	X	X
Maple Drive & 220th St, StCroix Falls Wi	St Croix Falls									X	X		X		X		
15072 Old Marine Trail North, Scandia	Citation Cable									X	X		X		X		
9401 83rd Ave No, Brooklyn Park	Brooklyn Park									X	X		X		X		
2900 Highland Road, Minnetrista	Minnetrista									X	X		X		X		
23050 Galena Ave, Belle Plaine	Bell Plaine									X	X		X		X		
29550 Forest Blvd, Stacy	Stacy									X	X		X		X		
7525 4th Ave, Lino Lakes	Lino Lakes									X	X		X		X		
Lindberg Terminal International Airport	MAC Ramp*									X	X	X	X	X	X		

Equipment stays, connect to local CCGW. Voting removed.
Move VLAW31 from City Center to HCGC
Equipment removed from service.
Add VMED28 at King Stack

##	Site	IP Address	PM Site	PM #	Chan 1	Chan 2	Chan 3	Chan 4
1	City Center	10.1.106.90	2046	6	VTAC14R-CITYCNTR	VFIRE23-CITYCNTR	VMED28-CITYCNTR	VCALL10-CITYCNTR
2	City Center	10.1.106.91	2047	7	MIMS-CITYCNTR	8CALL-CITYCNTR	8TAC1-CITYCNTR	
3	Cambridge	10.1.106.92	2048	8	VFIRE23-CAMBRIDGE	VLAW31-CAMBRIDGE	VCALL10-CAMBRIDGE	
4	Ham Lake	10.1.106.93	2049	9	VFIRE23-HAM LAKE	VLAW31-HAM LAKE	VCALL10-HAM LAKE	
5	North Branch	10.1.106.94	2050	10	VFIRE23-N BRANCH	VLAW31-N BRANCH	VCALL10-N BRANCH	
6	King Stack	10.1.108.85	2051	1	VFIRE23-KINGSTACK	VLAW31-KINGSTACK	VCALL10-KINGSTACK	VMED28-KINGSTACK
7	Medina	10.1.108.86	2052	2	VFIRE23-MEDINA	VLAW31-MEDINA	VCALL10-MEDINA	
8	Norwood	10.1.108.87	2053	3	VFIRE23-NORWOOD	VLAW31-NORWOOD	VCALL10-NORWOOD	
9	DOT CO	10.1.108.88	2054	4	VFIRE23-DOT CO	VLAW31-DOT CO	VCALL10-DOT CO	
10	Shakopee	10.1.108.89	2055	5	VFIRE23-SHAKOPEE	VLAW31-SHAKOPEE	VCALL10-SHAKOPEE	
11	Empire	10.1.108.90	2056	6	VFIRE23-EMPIRE	VLAW31-EMPIRE	VCALL10-EMPIRE	
12	HCGC	10.1.108.91	2057	7	VLAW31-HCGC			
13		10.1.108.92	2058	8				
14		10.1.108.93	2059	9				
106 subnet is available by Existing GGM8000 CCGW Switch								jwa
108 Subnet is available on LANSW1-Port 34 or LANSW2-Port 32								9/30/2015