



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

March 27, 2019, 1:00 p.m.

1. **Call to Order** – Committee Chair, Captain Scott Haas
2. **Approval of Agenda** – Haas
3. **Approval of Minutes of February 27, 2019 Meeting** – Haas
4. **Action Items**
 - A. COMU Position Approvals – Tracey Fredrick
 - i. Jennifer Geiselhart INTD Approval
 - ii. Al Jankovich COML Renewal
 - B. University of Minnesota Site Profile Change Request – Jeff Lessard
 - C. City of Bloomington Participation Plan Change Request – Butch Gillum
 - D. Metro Standard Updates – Tracey Fredrick
 - i. 1.5.3 Variances & Waivers
 - ii. 6.3.0 Site Lease and Utilities
 - iii. 6.4.0 Entry Costs for New Full Participants
 - iv. 6.5.0 Prioritizing Capital Spending
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. IV&D Standard Development Volunteers
8. **Adjourn**

Reminder: Next meeting scheduled for April 24, 2019

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
February 27, 2019**

Members Present:

Scott Haas - Chair, Scott County
Ron Jansen – Vice Chair, Dakota County
Derek Baas, Sherburne County
Jon Eckel, Chisago County
John Gundersen, Hennepin County
Chad LeVasseur, Metropolitan Council
Mike Mihelich, Ramsey County

Rod Olson, City of Minneapolis
Bob Shogren, Isanti County
Chuck Steier, U of M
Jake Thompson, Anoka County
Nate Timm, Washington County
Tim Walsh, Carver County

Guests Present:

Nick Schatz, Scott County (alternate); Marcus Bruning; ECN, Jess English, Christine Kuennen, Clay Stenbeck; Metro Mobility; Frank Jarman; Motorola, Victoria Vadnais, Allina Health EMS; Brad Winger, HSEM; Jill Rohret, Tracey Fredrick and Martha Ziese, MESB.

1. Call to Order:

Scott Haas called the meeting to order at 1:00 p.m.

2. Approval of Agenda

M/S/C – Ron Jansen moved approve the agenda for February 27, 2019. Jake Thompson seconded. Motion carried.

3. Approval of Minutes

John Gundersen asked the following changes to be made to the January 23, 2018 minutes: 4G. Hennepin County Relocation Request. Correct move of the dispatch site from zone 2 to zone 1 and add the sentence “This includes the relocation of the backup dispatch site from zone 2 to zone 1 for fault management.”

M/S/C – Gundersen moved to approve corrected minutes from January 23, 2018. Tim Walsh seconded. Motion carried.

4A. Dakota County BDA Permission Request

Jansen said Dakota County is seeking permission to add Bi Directional Amplifiers at two of its government facilities; Northern Services Center and Hastings. The equipment for both of these units will not be directly connected to the ARMER system and will be tuned to the Dakota County frequency list. Dakota County is in the process of getting both of these units registered with the FCC.

M/S/C – Gundersen moved to approve Dakota County BDA Permission Request. Nate Timm seconded. Motion carried.

4.B. Public Safety Communications Conference Award

Tracey Fredrick said the Metropolitan Emergency Services Board is seeking nominations for both an elected official and non-elected individual to receive these awards for the Metro Region. The awards will be presented on the first day of the Public Safety Communications conference. Fredrick requested a volunteer to assist with the process. Nominations are due by March 15th.

Ron Jansen and Jake Thompson volunteered.

Move, Additions & Changes to the System:

Walsh said Carver County will be moving one of their 100 MHz microwaves and fire paging starting in May

Jansen the DCC is under construction and is approximately half completed. Microwave equipment is to ship on Friday, March 1.

Thompson said Anoka County microwave is on hold and being delayed for warmer weather.

Timm said the Houlton tower is to be fully staffed by March 1, weather permitting. Jansen asked about the VHF move and if that is on track. Timm responded that Washington County is licensed for VMED at the 600 foot level with permissions, VMED will be moving to the MnDOT Oakdale site and that is all on track for completion.

6. Committee Reports:

Metro Mobility System Usage Update

Clay Stenbeck, Operations Manager Jess English, Systems Manager and Christine Kuennen, Senior Manager from Metro Mobility gave a PowerPoint presentation on Airtime Use Mitigation. The presentation included ridership info and growth of the system, and plan implementation timeline.

Timm asked why the southern zone is on ANCOM. Stenbeck responded that the zone has the fewest hours and the smallest contract.

Haas asked if the entire southern zone is on ANCOM. Stenbeck responded that they are. Stenbeck also iterated that the call starts wherever the ride is initiated, and that the average rider is 10.48 miles, which means coverage moves from tower to tower. Timm asked a follow-up question about ANCOM covering the call even when the bus leaves the southern zone. Stenbeck responded no, it moves when the bus leaves the zone.

Gundersen asked what the goal is for airtime usage over the next year. Kuennen responded that the goal is to get back to 525 total hours per month, but also need to be realistic with ridership growth. Would like consideration for new target hours with growth in mind.

Rod Olson asked about the ranger system. Stenbeck and Kuennen responded that this is the cell-based canned message system. It is believed that this will help cut airtime.

Haas asked how many talkgroups would be used during the migration. Chad LeVasseur stated that there are three dispatch centers using a total of six current talkgroups. Haas followed-up stating they should have a plan for reducing talkgroup footprint; having three total talkgroups would be ideal.

Haas asked what sites are programmed on the radios today. LeVasseur said that the radios are programmed to prefer City Center, but acknowledges there is a roaming issue. Haas followed-up with a question if Mr. LeVasseur has the direct authority to fix this issue, to which LeVasseur responded yes. Kuennen also identified a new position being hired to work directly with the new technology.

Olson asked what the need for talkgroups would be if the driver is on private call. LeVasseur responded that they are used for emergencies, and he would look into other options for emergencies.

Gundersen stated that there seems to be a drop of usage, then a substantial uptick every time there a new contract starts, and asked if there was a way to have the drivers become permanent like Metro Transit buses and train drivers. Kuennen stated that this option has been considered, but it is heavily dependent on legislative funding, and that it is more expensive to hire permanent employees vs. contracted employees.

Reports from SECB Committees:

Steering: Jill Rohret stated there was no report, the Steering team did not meet in December or January.

OTC: Gundersen said the OTC met on February 12. MnDOT reported 99% of sites were operational. There was an annual evaluation of the ARMER system. The Hennepin County request to move backup location from Golden Valley to downtown Minneapolis was approved. The OTC is changing its name to Land Mobile Radio (LMR) committee.

Interoperable Data Committee: Thompson said at the February 19 meeting there was a discussion about the upcoming conferences, Mission Critical Push to Talk. That committee name is also changing.

Interoperability Committee: Timm said the COMU met on February 19. There was discussion about changing the committee to a workgroup. Discussion about federal class opportunities COMU trainings.

IPAWS: Haas said jurisdictional authority was discussed and the standard will go before the IPAWS committee next month for approval.

Finance/Grants Workgroup: Rohret said the last SHSP allocation was approved. The Motorola contract is a continuing conversation. There is a state standard that outlines contract process which has not been followed. The Finance chair is to go over the budget process with MnDOT and ECN.

Fredrick said the application for the 2018 SHSP grant allocation is now available in eGrants.

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7. Other Business

Fredrick gave a reminder to the group about the upcoming Motorola Applied Networking training being held May 6-10 at the Dakota County Empire East training facility. If you have not let Ms. Fredrick know you would like to attend, please do so ASAP.

Eight metro standards have been reviewed; some will be ready for approval next month. Appendix B is up for discussion because it was used as an interoperability template and it may not be needed.

M/S/C – Jansen moved to adjourn. Thompson seconded. Motion carried.

Meeting adjourned at 2:20 p.m.

Requirements Summary for COMU Applications

March 27, 2019 Radio TOC

COML Renewals										
Name	Complete an ICS 205 (1 pt.)	Attend cont. ed. course (1)	Give COMU presentation (3)	Assist with comms. exercise (3)	Serve as COML for an event (3)	Lead a comms. exercise (5)	Participate in other comms. activity (variable)			
Al Jankovich	1			3	3					

INTD Approval

[illegible]

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)

GEISELHART, JENNIFER JOSEPHINE

Certifying
Agency

MINNEAPOLIS EMERGENCY COMMUNICATIONS

County

HENNEPIN

ECB/ESB

Region

MN METRO

Agency Address

350 S 5TH ST ROOM B911

24/7

Telephone

612 348 2345

Business

Telephone

612 348 2345

Email Address

jennifer.geiselhart@minneapolismn.gov

Signature

Jennifer Geiselhart

Date

3/15/2019

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

Christine McPherson - Interim Director

Agency

Minneapolis Emergency Communications

Signature

Christine McPherson

Date

3/21/19

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 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

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Minnesota COML Team Metro Region Incident Tactical Dispatcher (INTD) CERTIFICATION CHECK OFF

The following items checked are included in this packet

☐ All Prerequisite Training Completed

☒ ICS 100 (Printout attached)

☒ ICS 200 (Printout attached)

☐ ICS 300 (Printout attached)

☒ ICS 700 (Printout attached)

☒ ICS 800 (Printout attached)

☒ ICS 144 (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 INTD training

☒ Agency Certification (attached)

☒ Completed Task Book (with evaluator reviews)

☒ Copy of an Incident Action Plan, Incident Communications Plan, or After Action Plan (only one needed)

☒ Final Evaluator Certification (attached)

☐ Regional Interoperability Coordinator review

(Signature)

Troy Tretter
(Printed Name)

☐ Regional Radio Board – Technical Operations Committee Review

(Chair of Radio-TOC Signature)

Scott Haas
(Printed Name)

☐ Statewide Interoperability Program Manager Review

(Statewide Interoperability Program Manager Signature)

Jim Stromberg
(Printed Name)

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

Agency Certification

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

Certifying Official's Signature Janelle Harris Date 8/1/2018

Printed Name Janelle Harris Agency Minneapolis Emergency Com ^{locations}

Title 911 Operations Manager Phone Number 612-386-2996

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

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

Evaluation # 1 - ?? (write over)	Name of Evaluator: <u>Sara Baucher-Jackson</u>	Title: <u>COML</u>	Agency: <u>MECC</u>
Evaluator's Address <u>350 S 5th St Room 811, MPLS, MN 55415</u>			
Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Communication Resources	Duration of Incident
<u>MPD IMPD Active Shooter</u>	<u>4</u>	<u>100 +</u>	<u>April 2017 3 hrs 55 min</u>
<u>US Bank Strollium</u>	<u>3</u>	<u>100 +</u>	<u>X games 7/2017</u>
<u>Super Bowl LII</u>	<u>1</u>	<u>100 +</u>	<u>2/2018</u>
Management Level or Complexity Level			
<u>4</u>			
<u>3</u>			
<u>1</u>			
Name of Trainee <u>Jennifer Griselhart</u>			
<p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee.</p> <p>The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.</p>			
Recommendations: <u>fully capable/should be recognized as an INTD</u>			
Date: <u>8/1/2018</u> Evaluator's initials: <u>SB</u>			
Evaluator's relevant agency certification rating: <u>COML</u>			

Radio Board (RRB), Emergency Services Board (ESB) or the MESB RTOC, presenting the INTD candidate's credentials to request a resolution that the COMT candidate be recommended to the Statewide Interoperability Program Manager for final review and certification. (See attachment "B," check-off template.)

8. The Statewide Interoperability Program Manager will review the qualification documents, copy the Task Book and relevant documents for filing and sign off on the original Task Book and return it to the INTD. This will serve as State Certification of the INTD and will be good for three years. (Submitting these documents by mail is acceptable. If the documents are lost, a copy will be deemed the original and marked as such).

RECERTIFICATION

Submission of Attachment E, along with a dated ICS 205 or AAR will recertify the participant for three years from their previous certification date. If these items are not available, Attachment E, along with a letter signed by an active incident COML or the event or exercise planner indicating the candidate acted in the role of a INTD during an event will be sufficient for recertification.

Once the candidate has participated in an acceptable function and submits the necessary paperwork for recertification, their renewal month and date remains the same as their original certification date unless other arrangements have been made.

It is the candidate's responsibility to provide the appropriate paperwork to the Emergency Communication Networks' (ECN) Standards & Training Coordinator for recertification prior to their certification expiration date.

ECN's Standards & Training Coordinator may send out a reminder at least six months in advance notifying each candidate that they are coming up for recertification if no paperwork has been submitted for renewal within that three-year period.

4. Management

The Statewide Interoperability Program Manager will manage the INTD certification and recertification process in Minnesota.

1. All certifications will be recorded and kept on file by the Emergency Communication Networks' (ECN) Standards & Training Coordinator. A list of certified INTDs with their certification expiration date will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER tab.

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

Final Evaluators Signature Sara Boucher-Jackson Date 8/1/2018

Printed Name Sara Boucher-Jackson Agency MECC

Highest NIMS Qualification COML

Phone Number 612-998-1219 email address Sara.boucher-jackson@minneapolismn.gov

Compiled training information:

Number and Type of Resources: 500 +

Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: 4/2017 - 2/2018

Enter the inclusive dated during which the trainee was evaluated.

Management Level or Fire Complexity Level: 4,3,1,1

Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command.

Date: 8/1/2018

List the date the record is being completed.

Evaluator's initials: SJB

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

Attachment D



Homeland Security

All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

Position Task Book

Task Book Assigned To:

Trainee's Name: Jennifer Geiselhart
Trainee's Email Address: jennifer.geiselhart@minneapolismn.gov
Home Agency: Minneapolis Emergency Communications Ctr
Home Agency Phone Number: 612-348-2345

Task Book Initiated By:

Official's Name: Sara Boucher-Jackson
Agency Official's Title: Comm 911 Training: Quality Assurance
Agency: MECC
Agency Phone Number: 612-673-5902 (admin)
Agency Address: 350 S. 5th St Room B111
MPLS, MN 55415
Date Initiated: 8/1/2018

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 Jennifer Geiselhart
has performed as a trainee and should therefore be considered for recognition in this
position.

Final Evaluator's Signature Sara Boucher-Jackson Date 8/1/2018

Printed Name Sara Boucher-Jackson

Title COML / 911 Training & Quality Assurance Specialist

Agency MECC

Phone Number 612 998-1219 Email Sara.boucher-jackson@minneapolismn.gov

AGENCY CERTIFICATION

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

Certifying Official's Signature Janelle Harris Date 8/1/2018

Printed Name Janelle Harris

Title 911 Operations Manager

Agency Minneapolis Emergency Communications Center

Phone Number 612-386-2996 Email janelle.harris@minneapolismn.gov

NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions¹ as described under the National Integration Center (NIC) and have been incorporated into the National Incident Management System (NIMS). The PTB is used by the authority having jurisdiction, to certify that the person to whom the task book belongs meets the standards recommended by the NIC.

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be recognized in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and varied activities such as Incidents, Planned Events, Functional Exercises (FE), Full Scale Exercises (FSE), Drills, Simulation, Classroom, or Daily Job functions (as specified in the task tables). It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated, and bullet statements within a task that require an action must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The Trainee is responsible for:

- Fulfilling the pre-requisite requirements:²
 - Public safety background with three years of experience in dispatch
 - Awareness of fundamental public safety communications technology
 - Awareness of the ICS Communications Unit function
 - Completion of IS-100.b, IS-144, IS-200.b, IS-700.a, and IS-800.b
- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Requesting Agency Head to initiate the PTB; putting name on cover and second page, initials on subsequent pages.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years of the Date Initiated.
- Assuring the evaluation record is complete.
- Notifying their agency head when the PTB is completed, and obtaining their signature recommending certification.
- Keeping the original PTB in personal records.
- Providing copies of their completed PTB to the designated authorities within their

¹ The Incident Tactical Dispatch (INTD) position is not currently a NIMS-approved Incident Command System (ICS) title.

² ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

JB

home agency, jurisdiction, region, or state in accordance with applicable SOPs for recognition of Communications Unit (COMU) positions.

2. The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated, or higher ICS position (e.g. IC, COML, INTD, etc.).
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing an Evaluation Record found at the end of each PTB.

3. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

4. The **Agency Head** or designee is responsible for:

- Selecting trainees based on the needs of their organization or area Incident Management Teams.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.
- Initiating the PTB to document task performance.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
- Providing trainees the opportunity to attend the applicable training course(s).

Competency: INTD Preparedness

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure readiness prior to assignment.			
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: <ul style="list-style-type: none"> • Communications equipment <ul style="list-style-type: none"> ○ Portable radio ○ Cellphone ○ Batteries/chargers • First aid kit • Personal safety gear • ICS Forms cache • Office Supplies (e.g. clipboard, tape, paper, pencil, etc.) • Multi-purpose tool/Flashlight • Clock/Watch with countdown timer function • Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.) • Computer/Printer/Thumb drive • INTD PTB 	O	#293 SBS	8/1/18
2. Obtain and assemble supplies and materials for a personal sustainment 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: <ul style="list-style-type: none"> • Multiple changes of clothing (as appropriate for anticipated weather conditions) • Personal identification/credentials • Toiletries • Medicines (prescription and over-the-counter) • Cash and credit cards • Alarm clock • Food/Water 	O	#293 SBS	8/1/18

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
Behavior: Obtain complete information for response.			
3. Obtain complete information for assignment and initiate documentation: <ul style="list-style-type: none"> Incident name Incident/Mission/Tracking/Order # Calling channel/phone number Reporting time/Check-in location Transportation arrangements/travel routing instructions Contact procedures during travel Specific equipment/supplies needed 	I	#1,2,3 SBS	8/1/18

Behavior: Ensure check-in is recorded and accountability is activated.			
4. Arrive at incident and check in: <ul style="list-style-type: none"> Arrive properly equipped at assigned location within acceptable time limits Follow established policies and procedures for checking in, and provide the needed information and documentation: <ul style="list-style-type: none"> Incident/Mission/Tracking/Order # Unit Leader's name Incident assignment, etc. Identification/credentials 	I	#1,2,3 SBS	8/1/18

Behavior: Gather and apply situational information relevant to the assignment.			
5. Document initial briefing from Incident Communications Center Manager (INCM) /incident supervisor: <ul style="list-style-type: none"> Situation Summary Safety Briefing Current and Planned Goal/Objectives Current and Planned Actions, Strategies and Tactics Current Organization (ICS 207 – Incident Organization Chart) Current/Planned communications plan <ul style="list-style-type: none"> Communications Nets, e.g., Command, Tactical, Logistics, etc. Map Sketch of communication system Current/Planned Resource Summary 	I	#1,2,3 SBS	8/1/18

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

Task	Code	Evaluator # and Initials	Date
Behavior: Support establishment of Incident Communications Center (ICC).			
6. Assist INCM/supervisor with setup of the ICC if needed/as assigned: <ul style="list-style-type: none"> Facility/vehicle in which to situate the ICC Appropriate location of ICC ICC equipment activation and testing <ul style="list-style-type: none"> Radio Data Telephone Video Ancillary equipment ICC documentation organization Notification of ICC activation 	I	#213 SBS	8/1/18
7. Evaluate needs and request additional resources to support ICC operations: <ul style="list-style-type: none"> Develop or initiate an inventory control system for INTD supplies and equipment Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor. Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items. 	I	#213 SBS	8/1/18
8. Assist in maintaining Security of the ICC <ul style="list-style-type: none"> Keep ICC entry/access points secured/locked in accordance with established policies Notify INCM/supervisor of any security concerns 	I	#213 SBS	8/1/18
9. Demonstrate safety awareness: <ul style="list-style-type: none"> Location of First Aid kit supplies and equipment ICS 206 – Medical Plan Potential safety issues or hazards 	I	#213 SBS	8/1/18

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: Establish effective relationships.			
10. Conduct self in a professional manner: <ul style="list-style-type: none"> • Be respectful and courteous • Respect public and private property • Establish and maintain positive interpersonal and interagency working relationships. • Encourage and promote team environment • Follow established procedures to report and document any inappropriate personnel actions • Report any situations of concern to INCM/supervisor 	O	#1,2,3 SBS	8/1/18

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
11. Communicate information effectively to incident personnel: <ul style="list-style-type: none"> • Speak clearly and use concise language • Speak at a pace sufficient for recipients to copy information when applicable • Maintain appropriate level of radio discipline when operating on assigned nets • Use proper microphone/headset techniques • Record information in an easily understood manner 	I	#1,2,3 SBS	8/1/18

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: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued).			
12. Provide effective communications support during routine or non-emergency situations: <ul style="list-style-type: none"> • Dispatch incident personnel based upon needs of the incident and at the direction of incident management • Monitor and prioritize traffic simultaneously over all networks: <ul style="list-style-type: none"> ○ Repeated voice Nets ○ Simplex voice Nets ○ Data networks • Receive/relay/log information/ messages/ instructions to and from incident personnel <ul style="list-style-type: none"> ○ Supply orders (e.g., Operations, Logistics, etc.) ○ Message traffic routing ○ Weather reports ○ Resource status changes ○ Loss of communication assets ○ Safety updates ○ Situation reports • Conduct radio checks at specified intervals for personnel safety and accountability • Acknowledge all requests received in person or via phone, radio, and data networks. 	I	#1,2,3 SB	8/1/18

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: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued).			
13. Provide effective communications support during emergency situations: <ul style="list-style-type: none"> • Recognize and react decisively to urgent situations if encountered: • Request assistance from other ICC personnel if needed • Restrict or move unrelated radio traffic • Use appropriate notification procedures for emergency situations <ul style="list-style-type: none"> ○ Requests for emergency/urgent assistance or additional resources/support ○ Activations of radio emergency call buttons ○ Medical transport/ Medevac request ○ Aircraft emergency ○ Evacuation ○ Search and Rescue ○ Serious injury/Fatality • Notify INCM/supervisor of emergency situations 	I	#1,2,3 SBT	8/1/10

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: Conduct tactical dispatch operations.			
14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> • Radio equipment • Data equipment • Telephone equipment • Video equipment • Ancillary equipment 	I	#1,2,3 SBJ	8/1/18
15. Demonstrate familiarity with other ICC functions/capabilities: <ul style="list-style-type: none"> • Radio systems (e.g. Simplex, Conventional, Trunked, Digital & Analog modes) • Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.) • Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National) • Audio Gateways 	I	#1,2,3 SBJ	8/1/18
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> • Locate key incident venues, personnel, and deployed resources. • Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations. • 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. 	I	#1,2,3 SBJ	8/1/18

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: Conduct Incident Tactical Dispatch Operations. (continued)			
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"> • GPS technology • AVL technology • Maps • Status boards • Personal Accountability Report (PAR) • Personal Alert Safety System Device Activation (PASS) 	I	#1,2,3 SB5 8/1/18	8/1/18
18. Demonstrate compliance with applicable communication policies and procedures: <ul style="list-style-type: none"> • Memoranda of Understanding (MOUs) • Tactical Interoperable Communications Plan (TICP) • Tactical Interoperable Communications Field Operations Guide (TIC-FOG) • Mobile Communications Unit Standard Operating Procedures (SOPs) • Tactical Dispatch SOPs • Jurisdictional requirements • Equipment accountability procedures 	I	#1,2,3 SB5	8/1/18
19. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> • Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.) 	I	#1,2,3 SB5	8/1/18

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			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: <ul style="list-style-type: none"> • COMU structure, roles and responsibilities of each COMU position • Plain language/common terminology • ICS terminology <ul style="list-style-type: none"> ○ Unit identification ○ Position titles ○ Resource naming • Incident Organizational Structure • Functions of Incident Management Teams • ICS map symbols, designators, and mnemonics 	I	#1,2,3 SBS	8/1/18
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"> • ICS 205 – Incident Radio Communications Plan • ICS 205A – Communications List • ICS 210 – Resource Status Change • ICS 213 – General Message • ICS 213 – RR Resource Request Message • ICS 214 – Activity Log • ICS 219-7- Equipment Resource Status (T-)Card 	I	#1,2,3 SBS	8/1/18
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: <ul style="list-style-type: none"> • ICS 201 – Incident Briefing • ICS 203 – Organization Assignment List • ICS 204 – Assignment List • ICS 206 – Medical Plan • ICS 207 – Incident Organization Chart • ICS 208 – Safety Message/Plan • ICS 209 – Incident Status Summary • ICS 211 – Incident Check-in List • ICS 221 – Demobilization Check-Out • ICS 225 – Incident Personnel Performance Rating 	I	#1,2,3 SBS	8/1/18

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: Conduct Tactical Dispatch Operations. (continued)			
20. Maintain and organize ICC documentation: <ul style="list-style-type: none"> • Radio logs • Activity logs • Telephone logs • Status Cards • Equipment check-in/check-out information • Lost/Damaged equipment documentation • Software Applications <ul style="list-style-type: none"> ○ WebCAD ○ WebEOC® ○ Google Earth® ○ Email, etc 	I	#1,2,3 SBS	8/1/18
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: <ul style="list-style-type: none"> • Emergency Management • Emergency Medical Services • Fire • Law Enforcement • Forestry 	I	#1,2,3 SBS	8/1/18

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">Form 217A – Communications Resource Availability WorksheetForm 309 – Communication Log	I	#1 12.3 SB5	8/11/18

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
Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity.			
25. Coordinate an efficient transfer of position duties: <ul style="list-style-type: none"> Document and coordinate demobilization actions Brief relief personnel Coordinate with incident/planned event personnel as necessary 	I	#3 SBS	8/1/18
Behavior: Complete demobilization procedures and restore response-readiness.			
26. Demobilize from assignment: <ul style="list-style-type: none"> Check in equipment and submit required documentation Address safety and notification considerations for return to home agency 	I	#1,2,3 SBS	8/1/18
27. Complete Demobilization Documentation <ul style="list-style-type: none"> If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor Provide input for After-Action Report (AAR) Submit final documentation to INCM/supervisor 	I	#1,2,3 SBS	8/1/18
28. Prepare for next operational period/incident <ul style="list-style-type: none"> Inventory and restock ICC supplies Inventory and restock INTD response kit and personal sustainment kit Attend applicable post-incident debriefings <ul style="list-style-type: none"> Hotwash Post-Incident/Event After Action Debriefings Critical Incident Stress Management/Debriefing (CISM/CISD) 	I	#3+2 SBS	8/1/18

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))

All-Hazards INCIDENT TACTICAL DISPATCHER**INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD**

There are four separate pages provided to allow evaluations to be made during four separate occasions. These evaluations may be made on Incidents, Planned Events, Functional Exercises, Full Scale Exercises, Simulations, Drills, Classroom, or Daily Job functions (as specified in the Task tables). This should be sufficient for qualification in the position if the individual is adequately prepared. If additional evaluation pages are needed, they can be copied from a blank task book and attached. (Remember to change the Evaluation Record # to the next sequential number.)

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Trainee's name and Trainee's position: Self Explanatory

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

Evaluator's agency address, e-mail address and phone: Self explanatory

Evaluation Record #: The number prepopulated in the upper left corner of the evaluation page identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily during the evaluation opportunity.

Name and Location of Incident or Situation: Identify the name of the incident (if there is one) and the location where the tasks were performed. If evaluation occurs during a short term situation rather than a named incident, list the responding agency and area.

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Kind of Resources: Enter how many resources of each kind assigned to the incident pertinent to the trainee's task book position. (e.g. 2 mobile communications vehicles)

Duration: Enter inclusive dates during which the trainee was evaluated. If evaluation occurs during a short term situation, enter date and start and end time of evaluation. (e.g. 11/1/14 to 11/4/14)

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

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Evaluator initials here to authenticate their recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant rating: Evaluator lists their certification relevant to the trainee position they supervised.

RECORD OF EVALUATION

Jennifer Guichart

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: Sara Boucher-Jackson	Evaluator's Title: COML	Evaluator's Agency: MECC	
Evaluator's agency address: 350 S 5th St Rm B411, MPLS 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
MPO/MPO Active Shooter Training	FSE 4	100 responder 7500/portable	April 2017	4
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: 8/1/2018 Evaluator's initials: SBJ</p> <p>Evaluator's relevant agency certification or rating: COML</p>				

RECORD OF EVALUATION

Jennifer Guschhart

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #2	Evaluator's name: Sara Boucher-Jackson	Evaluator's Title: COML	Evaluator's Agency: MECC	
Evaluator's agency address: 350 S 5TH ST RM B911 MPLS, 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
Tactical Deployment US Bank Stadium	preplanned incident dispatcher	60-100 LE, coordination w/ private sector, mobile dispatching	7/17/17 Xgames 8/31/17 Vikings 12/31/17 Vikings	3
<p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: 8/1/18 Evaluator's initials: <i>SB</i></p> <p>Evaluator's relevant agency certification or rating: COML</p>				

RECORD OF EVALUATION

Jennifer Geisler

INTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #3	Evaluator's name: Sara Boucher Jackson	Evaluator's Title: COML	Evaluator's Agency: MECC	
Evaluator's agency address: 350 S 5th St Rm BCU Minneapolis MN 55415				
Evaluator's e-mail: Sara.boucherjackson@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
Super Bowl 52 Convention Ctr MALL, MECC	preplanned events Riot (gameday)	mobile deployment 700s. coordination w/ other command centers event planning	1/26/18 - 2/4/18	1
<p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: 8/1/18 Evaluator's initials: SJB</p> <p>Evaluator's relevant agency certification or rating: COML</p>				

RECORD OF EVALUATION

TRAINEE NAME
TRAINEE POSITION

Evaluation Record #4	Evaluator's name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:				
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
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

Emergency Management Institute




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This Certificate of Achievement is to acknowledge that
JENNIFER J GEISELHART
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 May, 2016




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



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IS-00100.a

Introduction to the Incident Command System,

ICS-100

Issued this 31st Day of July, 2010



0.3 IACET CEU

Cortez Lawrence, PhD
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-00200.a
ICS for Single Resources and
Initial Action Incidents, ICS-200

Issued this 31st Day of July, 2010



0.3 IACET CEU

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

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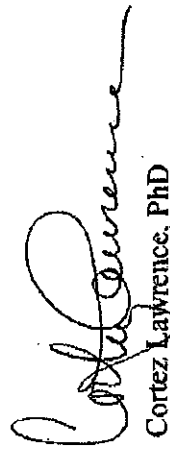
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a
National Incident Management System (NIMS)
An Introduction

Issued this 31st Day of July, 2010



0.3 IACET CEU


Cortez Lawrence, PhD
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:

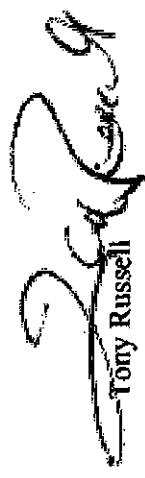
IS-00800.b

National Response Framework, An Introduction

Issued this 12th Day of April, 2016



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Jennifer Geischhart

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

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN SUPER BOWL LII				INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
				SUPER BOWL EXPERIENCE & NFL TAILGATE PARTY		1/19/2018 00:15		1/27 - 2/4/18 06:00-00:00	
Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 3	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command
2	Operations	MPPD 10	Law	ARMER 800 MHz		ARMER 800 MHz		D	Command Post to Command Post
3	Tactical	SECCOM	Law	ARMER 800 MHz		ARMER 800 MHz		D	Convention Center
4	Tactical	NAT ICER	Law	171.2500		162.9125		A	Convention Center SWAT
5	Tactical	LTAC5E (LETAC 1)	Law	ARMER 800 MHz		ARMER 800 MHz		D	Convention Center SWAT DHS/HSI Interior SWAT / QRF / SRT response
6	Tactical	METAC 5 (ATAC 1)	Law	ARMER 800 MHz		ARMER 800 MHz		D	Convention Center
7	Tactical	LTAC6E (LETAC 2)	Law	ARMER 800 MHz		ARMER 800 MHz		D	Civil Disturbance Group / Mobile Field Force response
8	Operations	LTAC7E	Law	ARMER 800 MHz		ARMER 800 MHz		D	Hazard Investigation Team (HIT)
9	Operations	METAC 4 (PTAC 4)	Law	ARMER 800 MHz		ARMER 800 MHz		D	Field Intelligence Teams
10	Tactical	UHF	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Counterfeit Merchandise Teams (CMT)
11	Tactical	HC TAC 4	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	Convention Center Interior
12	Expansion	MPFD 8	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	Super Bowl Experience
13	Expansion	STAC 8	Fire/EMS	ARMER 800 MHz		ARMER 800 MHz		D	Super Bowl Experience
14	Support	METAC 12E	Communications	ARMER 800 MHz		ARMER 800 MHz		D	Fire/EMS Mutual Aid
15	Support	612-673-6063	Communications	Landline		ARMER 800 MHz		D	Dispatch / Command Post hailing / talk-around
Event COML Stationed at the MACC									
FOUO									
				SPECIAL INSTRUCTIONS					
				INCIDENT/EVENT LOCATION					
				MINNEAPOLIS CONVENTION CENTER 1301 2ND AV S, MINNEAPOLIS					



COML: Leticia Cardenas
 PHONE: 612-388-9534 (cell)
 EMAIL: leticia.cardenas@minneapolismn.gov
 COML Coordinator (COMC): Sara Boucher-Jackson

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital 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)

MINNESOTA METRO REGION ICS 205A COMMUNICATIONS LIST SUPER BOWL LII

Group Name	Operational Period
Super Bowl Experience	1/27 - 2/4/18 06:00-00:00

Basic Local Communications Information:

Incident Assigned Position	Name	Method(s) of Contact phone, pager, cell, email, etc.
COML/COMC	Sara Boucher-Jackson	612-998-1219 cell
		sara.boucher-jackson@minneapolisnmn.gov
		612-673-5912 desk
SBX Command	Insp C. Johnson	612-290-9457
SBX Command	Sgt. E. Dunphy	612-213-7497 cell
		emily.dunphy@minneapolisnmn.gov
EMS/Fire COML	Daniel Klawitter	612-760-1706 (Cell)
		Daniel.Klawitter@hcmed.org
		612-873-7522 (Office)
EMS Command	Deputy Chief Mike LeVake	612-978-1333 (Cell)
		Michael.LeVake@hcmed.org
		612-873-7660 (Office)

Prepared by: Sara Boucher-Jackson		Position/Title: COMC	
ICS 205 A		Date/Time: 1/19/2018	

MINNESOTA METRO REGION ICS205 EVENT COMMUNICATIONS PLAN SUPER BOWL LII				INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
				Super Bowl Live		1/22/2018 10:00		1/26 - 2/4/2018	
Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	STAC 3	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command
2	Operations	LTAC 4	Law	ARMER 800 MHz		ARMER 800 MHz		D	Command Post to Command Post
3	Operations	HC-Common	Law	ARMER 800 MHz		ARMER 800 MHz		D	MPD, FBI, HCSO, MTCPD, National Guard
4	Tactical	H-METSRT LTAC5E	Law	ARMER 800 MHz		ARMER 800 MHz		D	Traffic Control Agents to MN-NG for traffic control MPD: A14
8	Tactical	(LETAC 1)	Law	ARMER 800 MHz		ARMER 800 MHz		D	SWAT - HCSO
9	Tactical	METAC 5 (ATAC 1)	Law	ARMER 800 MHz		ARMER 800 MHz		D	SWAT / QRF / SRT response
10	Tactical	LTAC6E	Law	ARMER 800 MHz		ARMER 800 MHz		D	Civil Disturbance Group / Mobile Field Force response
11	Operations	LTAC7E (LETAC 2)	Law	ARMER 800 MHz		ARMER 800 MHz		D	Hazard Investigation Team (HIT)
12	Operations	METAC 4 (PTAC 4)	Law	ARMER 800 MHz		ARMER 800 MHz		D	Field Intelligence Teams
13	Tactical	UHF	EMS	ARMER 800 MHz		UHF		D	Counterfeit Merchandise Teams (CMT)
14	Tactical	HC TAC 3	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Crew 52 UHF Radios
15	Tactical	MPFD 6	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	Hennepin EMS Operations
16	Expansion	STAC 8	Fire / EMS	ARMER 800 MHz		ARMER 800 MHz		D	Super Bowl Live
17	Support	RadioLink	Security						Minneapolis Fire & Hennepin EMS Mutual Aid Super Bowl Live
18	Support	METAC 12E	Communications	ARMER 800 MHz		ARMER 800 MHz		D	Downtown Improvement District C1 MPD Portables
19	Support	612-673-6063	Communications	Landline					Dispatch / Command Post hailing / talk-around
SPECIAL INSTRUCTIONS									
COM1: Jennifer Geiselhart COM1: Daniel Klawitter PHONE & EMAIL: see 205a COM1 Coordinator (COMC): Sara Boucher-Jackson				INCIDENT/EVENT LOCATION					
				Nicollet Mall / 6 St S-12 St S Minneapolis, MN 55402					



The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital 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)

MINNESOTA METRO REGION ICS 205A COMMUNICATIONS LIST SUPER BOWL LII

Group Name		Operational Period	
Super Bowl Live		1/26 - 2/4/2018	
Basic Local Communications Information:			
Incident Assigned Position	Name	Method(s) of Contact phone, pager, cell, email, etc.	
COML/COMC	Sara Boucher-Jackson	612-998-1219 cell	
		sara.boucher-jackson@minneapolismn.gov	
		612-673-5912 desk	
SBL IC	Deputy Chief Fors	612-919-9174	
SBL IC	Lt. Blackwell	612-919-9321 cell	
COML	Jennifer Geiselhart	612-396-6849	
		jennifer.geiselhart@minneapolismn.gov	
Super Bowl Live Operations Center	Rozin Private Security	612-666-9662	
		security@mnsuperbowl.com	
		Operational notes: 1/13 - 2/9/2018 24/7	
EMS/Fire COML	Daniel Klawitter	612-760-1706 (Cell)	
		Daniel.Klawitter@hcmcd.org	
		612-873-7522 (Office)	
EMS Command	Deputy Chief Mike LeVake	612-978-1333 (Cell)	
		Michael.LeVake@hcmcd.org	
		612-873-7660 (Office)	
Prepared by: Sara Boucher-Jackson		Position/Title: COMC	
ICS 205 A		Date/Time: 1/19/2018	

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)

Jankovich, Alan Thomas

Certifying

Agency

Isanti Fire District

County

Isanti

ECB/ESB

Region

Agency Address

PO Box 490

24/7

Telephone

(763) 464-2508

Business

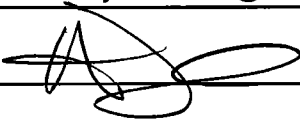
Telephone

(763) 444-8019

Email Address

aljankovich@isantifiredistrict.org

Signature



Date 3/20/2019

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

Don E. Hansen Chairman

Agency

Isanti Area Joint Operating Fire District

Signature



Date 3/20/2019

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

COMU Experience Record

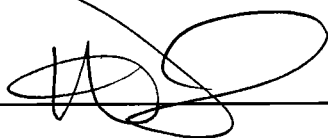
Name (Last, First Middle)	Jankovich, Alan Thomas	
Agency	Isanti Fire District	ECB/ESB Region
Position:		
<input checked="" type="checkbox"/> COML	<input type="checkbox"/> COMT	<input type="checkbox"/> INCM
<input type="checkbox"/> INTD	<input type="checkbox"/> RADO	<input type="checkbox"/> AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
3	7/8/2016	Isanti Firefighters annual Pro Rodeo. My task as a COML is to generate a 205 which suits our sites needs. All of these events would be considered similar pre-planned events.
3	7/9/2016	Isanti Firefighters annual Pro Rodeo.
3	7/7/2017	Isanti Firefighters annual Pro Rodeo.
3	7/8/2017	Isanti Firefighters annual Pro Rodeo.
3	7/6/2018	Isanti Firefighters annual Pro Rodeo.
3	7/7/2018	Isanti Firefighters annual Pro Rodeo.
3	7/8/2018	Isanti Firefighters annual Pro Rodeo.
1's	2016-2017-2018	Numerous quarterly trainings at various sites including Dakota Co equipment days, Super Bowl com plan review, dispatch center reviews.
	2016-2017-2018	All Hazard team inter and intrastate deployments. These missions included COM plan overview while working in other (ops, PIO, safety) areas of EM, although not as a dedicated COML they are likely applicable.
	2016-2017-2018	All Hazard team drills/exercises often include 205's as well.

I certify that I participated in the above activities.

Signature



Date: 3/20/2019

RECERTIFICATION VERIFICATION FOR THE POSTION OF COML

Agency Certification

I certify that Al Jankovich is currently employed or sponsored by my agency and is authorized to perform COML duties.

Certifying Official's Signature Jason Polzin Date 2-26-19

Printed Name Jason Polzin Agency Isanti Firefighters Padeo Assoc.

Title President Phone Number (612) 245-6188

Candidate's Signature [Signature] Date 2/22/19

Printed Name Alan Jankovich Agency Isanti Fire District

Title Fire chief Phone Number (763) 464-2508

Email Address ajankovich @ isanti fire district.org

TO BE SUBMITTED WITH APPROPRIATE RECERTIFICATION PAPERWORK

UNIVERSITY OF MINNESOTA

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*

February 22th, 2019

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

Dear Tracey,

The University of Minnesota system is comprised of five educational campuses and a dozen research and outreach facilities across the state. To ensure the safety of these communities the University maintains individual police departments on three of the system campuses, which include the Twin Cities, Duluth and Morris campuses. The safety for the remaining campuses and properties are accomplished via contracts and agreements with local law enforcement agencies.

911 and dispatching services for the Duluth and Morris campuses are provided by the primary PSAPs in the respective counties where these agencies reside (Stevens and St. Louis). The U of M PSAP provides 911 services for the Twin Cities' campus; however, the duties of the U of M PSAP go beyond standard PSAP responsibilities. The U of M PSAP is also responsible for providing administrative services for the University's card access and burglar alarm systems, and video surveillance monitoring of over 4,000 cameras across the entire system.

On the Twin Cities' campus, a 911 emergency response begins in the PSAP, utilizing available video resources prior to responders being dispatched. Dispatchers are oftentimes able to view live or recorded video of the reported area to confirm incidents have occurred, and can also provide additional details to responders (locations, injuries, descriptions, direction of travel, etc.) that were not provided by the caller. Unfortunately, communication constraints make it difficult for the U of M PSAP to provide this service to Duluth and Morris responders. Currently, officers on those campuses must use cell phones to make requests for additional information, which can be somewhat cumbersome.

The U of M Department of Public Safety would like to formally request to have our PSAP's site profile be made available to the ARMER sites surrounding the Duluth and Morris campuses. The availability of these talk groups would enable officers dispatched to incidents on those campuses to communicate directly with the U of M PSAP to make real-time requests for additional details, thereby improving situational awareness and promoting officer safety.

The University appreciates your consideration, and welcomes any feedback or ideas.

Sincerely,



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



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

METRO REGION

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

Document Section:	1 – Management of System	Radio TOC Recommendation
Sub-Section:	METRO 1.5.3	Date: 5/24/01
Procedure Title:	Variances & Waivers	
Date Established:	3/19/01	MESB Approval - Signature:
Replaces Document Dated:	5/19/01	
Date Revised:	5/24/01 2/11/19	Date: 06/01/01

1. Purpose or Objective

The purpose of this section is to set forth the process by which variances or waivers to these standards, protocols and procedures will be granted to a requesting agency.

- **Variance** is defined as an allowed divergence from full adherence to an adopted standard, protocol or procedure.
- **Waiver** is defined as a complete release from an adopted standard, protocol or procedure.

2. Technical Background:

- **Capabilities** N/A
- **Constraints** N/A

3. Operational Context:

The Metropolitan Emergency Services Board (MESB) is charged with setting standards and determining protocols and procedures for the smoothest possible operations between and among the users of the shared region-wide 800 MHz digital trunked public safety radio system.

The users fall into two groups:

- Full participants in the shared infrastructure
- Conventional users who will have access to the regional system by utilizing interoperability equipment that has been designed into the system.

The ability to communicate between these two groups is possible due to the interoperational hardware and software installed on the region-wide system. The improper use of this equipment can have minor to grave consequences. These standards, policies and procedures have been set forth by teams consisting of radio users and managers from both groups so as to maximize service to the citizens of the metropolitan area and minimize potential negative consequences. Therefore, variances and waivers must not compromise the integrity of the Regional Public Safety system or any of its participants.

4. Recommended Protocol/ Standard:

- Each request for variance or waiver from the adopted standards, policies and/or procedures must be made in writing to the MESB.
- It is highly recommended that any member of the MESB JPA bring forward requested changes to the Radio Technical Operations Committee for review prior to being reviewed by the State.

5. Recommended Procedure:

1. A written request for the variance and/or waiver must be sent to the MESB and include:
 - A full description of the desired variance or waiver including section and sub-section references,
 - The reason for the variance or waiver (including the potential consequences if the request is not approved),
 - A preliminary assessment on the other regional system users, and an estimate of any associated costs.
2. At their discretion the MESB may act on the request, but will generally forward requests to the Radio Technical Operations Committee (TOC) for review, analysis and/or recommendation.
 - The Executive Director, or his/her designee, in consultation with the affected system manager, may approve a temporary variance or waiver until the official process is completed.
 - Emergency deviations from the standards must be communicated to all affected parties.
3. An assessment will be conducted by the Radio TOC and will address:
 - Technical impact to current and future system performance including which system or subsystem will be or may be affected.
 - Operational including capacity impact to current and future system performance including which system or subsystem will be or may be affected.
 - The degree of conformance with MESB plan and standards.
 - Cost impact to the MESB and current participants
 - Potential alternative solutions
4. The Radio TOC will forward the completed assessment to the MESB along with recommendations including ways to mitigate negative impact if appropriate.
5. The MESB will advise all affected agencies of all requests along with potential impact and invite their comment.
6. The MESB may approve, disapprove or modify the request. The Board will notify all affected parties of their decision.
7. If approved or modified, the MESB will set forth operational and/or financial responsibility as appropriate and notify all affected parties.

6. Management

The Executive Director and staff of the Metropolitan Emergency Services Board, acting on behalf of the board, will manage this process.

FINAL

FINAL

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

Document Section:	6 – Financial Policies & Procedures	Radio TOC Approval – Signature:
Sub-Section:	METRO 6.3.0	
Procedure Title:	Site Lease, Property Insurance, and Utilities Costs	
Date Established:	08/27/01	
Replaces Document Dated:		MESB Approval - Signature:
Date Revised:	2/11/19	09/07/01

Commented [TF1]: Standard appears current, just change review date

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 system and for billing each agency its prorated share. The standard is governed by Minnesota Statutes 473.902, which grants the Metropolitan Emergency Services Board (MESB) the power to spread costs 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 system.

2. Technical Background:

▪ **Capabilities**

N/A

▪ **Constraints**

N/A

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 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.

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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 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.

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

6. Management

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

FINAL

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

Document Section:	6 – Financial Policies & Procedures	Radio TOC Approval – Signature:
Sub-Section:	METRO 6.4.0	
Procedure Title:	Entry Costs for New Full Participants	
Date Established:	08/27/01	
Replaces Document Dated:		MESB Approval - Signature:
Date Revised:	2/11/19	09/07/01

1. Purpose or Objective

The purpose of this standard is to set a procedure for determining the costs to be charged to eligible entities that apply for full participation in the metropolitan region of the ARMER system.

2. Technical Background:

• **Capabilities**

The eligible entity (local unit of government, eligible emergency medical service provider, special purpose government agency) must have existing VHF, UHF or conventional 800 MHz, [P25, ARMER System](#) equipment capable of communicating on assigned and licensed public safety land mobile channels.

• **Constraints**

The eligible entity must comply with the interoperability training requirements established by the [Statewide Emergency Communications Board \(formerly known as the Statewide Radio Board\)](#) (See ARMER Standard 1.11 [45a](#)).

Commented [TF1]: May wait to fully publish until state changes standard numbers?

3. Operational Context:

Minnesota Statutes 473.894 Subdivision 8 provides as follows: **Cost apportionment.** The board shall determine how capital, operating, and administrative costs of the first phase system will be spread across users of the region-wide public safety radio communication system, **including costs for additional participants.**

On June 1, 2001 the former Metropolitan Radio Board adopted by resolution the following policy:

Whereas, it is the policy of the Metropolitan Radio Board to strongly encourage all eligible user entities...to participate fully in the region-wide 800 MHz trunked system, **therefore**, it shall be the policy of the Board to charge no fixed fee for admittance to the region-wide network. Fees charged to new users shall be negotiated on a case by case basis and shall be based on the projected costs to the MESB for technical consultation, design, construction of infrastructure and equipment required to accommodate the needs of the new user and on projected costs to upgrade system capacity or alter system design due to impacts placed on the system by the new user.

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4. Recommended Protocol/ Standard:

The Metropolitan Emergency Services Board (MESB) shall determine the amount of an entry fee, if any, to be charged to those entities applying for full participation at the time of the negotiation of the cooperative agreement. Any amount required by the Board shall be based on the design document and shall be stated in the cooperative agreement.

5. Recommended Procedure:

During the application process for full participation in the system (see [Metro](#) Standard 1.10.19a2) an eligible entity must submit a technical design plan to the Board and enter into a cooperative agreement with the Board. During the review of the technical design plan by the Radio Technical Operations Committee, the committee shall prepare a report to the Board concerning any design impacts to be placed on the system by the new user that will require new capital spending by the Board. That report shall provide the basis for determining one-time costs to be charged to the new entity for becoming a full participant. Such costs must be approved by the full MESB [membership](#).

6. Management

This procedure will be managed by MESB staff.

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

Document Section:	6—Financial Policies & Procedures	Radio TOC Approval – Signature:
Sub-Section:	METRO 6.5.0	Date: 5/28/03
Procedure Title:	Prioritizing Capital Spending	
Date Established:	4/9/03	
Replaces Document Dated:		MESB Approval - Signature:
Date Revised:	5/28/03 2/11/19	6/6/03

Commented [TF1]: Standard appears current, just update review date

1. Purpose or Objective

To establish a policy that will provide criteria and a process for determining how the Metropolitan Emergency Services Board (MESB) spends its capital funds for the metropolitan region portion of the ARMER system.

2. Technical Background:

▪ **Capabilities**

Capabilities are based on the current state of the art.

▪ **Constraints**

Subject to vendor availability of products and resources and the availability of capital funds.

3. Operational Context:

The MESB is empowered by statute to set its budget for capital improvements to the system. This standard provides a methodology for the Radio Technical Operations Committee (Radio TOC) to make recommendations to the MESB in determining priorities and timing for such expenditures.

4. Recommended Protocol/ Standard:

The proposal for determining capital spending is composed of three main evaluations and three check “valves.” The first evaluation is a series of questions regarding the effect on the system. In this evaluation projects pass, fail or are given a deferred result. The second evaluation determines criticality and will put projects in one of four levels. The check valves determine whether funding is available, the vendor is able to accomplish the project, and if other prerequisites are met, such as dependencies, system upgrades and frequencies are available. The last evaluation determines the timing of the project and placing it on the timeline. It should be noted that the Radio TOC will recommend to the MESB the level of criticality and the timing of the projects.

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5. Recommended Procedure:

Evaluation #1—Pass/Fail/Deferred

In the first evaluation, a project must receive a “yes” answer to one of the following questions. If no “yes” is received, the project fails and would need to go to the Radio TOC for further consideration. The exception to this is a deferred project. For example, it is likely that at some time in the future a county subsystem will move to join the system. It is fairly certain that once they submit a plan it will be accepted. At this point, without any specifics, the county’s subsystem would fail. However the Radio TOC members know that this will need to be done, so they will give it a deferred rating. Deferred project skip evaluation #2 and go straight to the deferred section of the timeline. Once the project meets one of the below questions, it will then go through evaluation #2 and be repositioned on the timeline.

Questions:

- Does the project add needed capacity to the system?
- Does the project add needed coverage to the system?
- Is the project a required system change (as required by the Legislature or vendor)?
- Does the project improve an identified system degradation?
- Does the project provide improved system reliability?
- Is the project an approved subsystem plan?
- Does the project provide needed interoperability?
- Has the project been requested by the Radio TOC?

Evaluation #2—Criticality

At this stage, projects are placed by the Radio TOC into one of four criticality levels:

- **Critical**—addresses system limitations that have a direct and/or imminent impact on users’ ability to effectively use the system.
- **Priority**—required by law or to maintain industry support *or* is needed to *maintain* system availability, reliability and performance.
- **Needed System Improvement**—*improves* system availability, reliability and performance.
- **System Enhancement**—provides desired feature sets *or* improves for operational efficiency or cost effectiveness.

Evaluation #3—Dependencies

These check valves are yes/no questions. They do not prevent a project from going onto the timeline (see Evaluation #4 for further explanation).

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- 1: Is funding available?
- 2: Does the vendor have the capability to provide the product or meet deadline?
- 3: Are all prerequisites met (ex. are frequencies available, are software upgrades required, resources available, other standards and other dependencies)?
- 4: If applicable, does MnDOT approve of the impact on the backbone?

Evaluation #4—Timeline

The timeline spreadsheet will have four blocks where projects will be located. The blocks correspond to the four criticality levels. The timeline will include a fifth block for the deferred projects.

Depending upon the results from the check valves, the projects will be color-coded: if a project passes all three it will be green; if funding is not available for the project it will be blue; if the vendor cannot support it, it will be orange; and if all prerequisites are not met it will be red. All deferred projects will be black.

All projects that are not “green” will have footnotes attached to the project timeline spreadsheet identifying the dependencies and other pertinent information.

6. Management

The staff of the Metropolitan Emergency Services Board shall manage the administration of the plan. The Radio TOC will rank projects and instruct MESB staff to place projects on the timeline.

This policy shall be reviewed for possible revision or cancellation within two years of its adoption date.

**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
February	382:09:11	250:50:04	74:30:44	87:10:01	79:07:58			873:47:58	Motorola reporting error, new
March								0:00:00	report not yet given
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
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Target	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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