

## APPENDIX 2 – DEFINITIONS & ACRONYMS

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

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

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

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

#### **2. Management**

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

#### **3. DEFINITIONS (in alphabetical order)**

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

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| <p><b>Critical Operations - Agency Critical Operations</b></p>  | <p>Those governmental, quasi-governmental and non-governmental operations by authorized users which are reliant upon a functioning two-way radio communications system which unavailability, degradation, delay or failure, partial or complete, would significantly impact or impair the successful operation of the Agency.</p> <ul style="list-style-type: none"> <li>• Does not meet the definition of Mission Critical criteria above.</li> <li>• Significantly impacts or impairs the Department / Agencies ability to operate in an effective and efficient manner to provide continuous, accurate and reliable services to its clients.</li> <li>• Significant internal disruption to the agency.</li> <li>• Public convenience.</li> <li>• Significant disruption to ongoing operational budget.</li> </ul>   |
| <p><b>Critical Operations - Mission Critical Operations</b></p> | <p>Those governmental, quasi-governmental and non-governmental operations carried out by Authorized Users which are reliant upon a functioning two-way radio communications system which unavailability, degradation, delay or failure, partial or complete, would significantly impact and/or impair the successful delivery of a vital service or mission. Operations would include, but are not limited to the categories below:</p> <p style="margin-left: 40px;"><b>Public Safety</b><br/>Those functions of government that exist to protect the physical well-being of the public as a whole from physical danger - continuous delivery of essential public services.</p> <p style="margin-left: 40px;"><b>Public Health</b><br/>Those functions of the government that exist to protect longevity of life and quality of life for the public as a whole - continuous delivery of essential public health services.</p> <p style="margin-left: 40px;"><b>Law &amp; Justice</b><br/>Those functions of government that exist to prevent violations of the laws and rules of society by individuals and groups.</p> |

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

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

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

### **4. ACRONYMS (in alphabetical order)**

|              |   |
|--------------|---|
| <b>ALS</b>   | Advanced Life Support                             |
| <b>APCO</b>  | Associated Public Safety Communications Officials |
| <b>ARMER</b> | Allied Radio Matrix for Emergency Response        |
| <b>AVL</b>   | Automatic Vehicle Locator                         |
| <b>BLS</b>   | Basic Life Support                                |

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|                  |   |
|------------------|---|
| <b>CCGW</b>      | Conventional Channel Gateway  |
| <b>CPS</b>       | Customer Programming Software   |
| <b>CTCSS</b>     | Continuous Tone Coded Squelch System  |
| <b>DIU</b>       | Digital Interface Unit  |
| <b>DTMF</b>      | Dual Tone Multiple frequency  |
| <b>EMH</b>       | Emergency Medical Hospital  |
| <b>EMRS</b>      | Emergency Medical Radio Service   |
| <b>EMS</b>       | Emergency Medical Services  |
| <b>FCC</b>       | Federal Communications Commission   |
| <b>LTACEs</b>    | Law Enforcement-only Encrypted Tactical talkgroups (allowed on consoles) Ex: LTAC5E-8E  |
| <b>LTACs</b>     | Law Enforcement only Tactical talkgroups (statewide) Ex: LTAC1-4  |
| <b>MACs</b>      | Moves, additions and changes  |
| <b>MCI</b>       | Multiple Casualty Incident  |
| <b>MDH</b>       | MN Department of Health   |
| <b>ME TAC</b>    | Metro-wide interoperability talkgroups. Ex: ME TAC1 through ME TAC 104 (public safety only) & ME TAC5 through ME TAC8 (all users) |
| <b>ME TACE's</b> | Metro-wide encrypted interoperability talkgroups (Law Enforcement-only) Ex: ME TAC11E & ME TAC12E                                 |
| <b>MESB</b>      | Metropolitan Emergency Services Board   |
| <b>METCOM</b>    | Metropolitan region console PSAP to console PSAP talkgroup (not allowed in subscriber units)                                      |

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