

METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

Board Room, Metro Counties Government Center
August 24th, 2016
1:00 – 3:00 p.m.

MEMBERS:

Ulrie Seal, Chair
MN Fire Chiefs Association

Ron Jansen, Vice Chair
Dakota County

Jake Thompson
Anoka County

Tim Walsh
Carver County

Rod Olson
City of Minneapolis

Jon Eckel
Chisago County

John Gundersen
Hennepin County

Bob Shogren
Isanti County

Jeff Bjorklund
Metropolitan Airports
Commission

Chad LeVasseur
Metropolitan Council

Iver Johnson
Metro Region EMS

Dave Pikal
Ramsey County

Scott Haas
Scott County

Chuck Steier
U of M Police, at large
member

Nate Timm
Washington County

Open
MN Chiefs of Police
Association

1. Call to Order
2. Approval of July 27th, 2016 Minutes
3. Agenda Items
 - a. MN DHS ARMER Plan Follow up – Rey Freeman
 - b. Draft Standard Review – 3.17.5 Incident Tactical Dispatcher (INTD) – Kummer
 - c. Draft Standard Review – 3.17.6 Radio Operator (RADO) - Kummer
 - d. Draft Standard Review – 3.17.5 Incident Communication Center Manager (INCM) – Kummer
 - e. TriTech interface to MCC7500 – Tom Folie, LOGIS
4. Moves, Additions & Changes to the System
 - a. Anoka County Water Tower Sites Repainting - Thompson
 - b. Update on Removal of Voting from Interoperability System – Jansen
 - a. October 3rd, cut-over.
 - b. CCGW Moves from MnDOT to HCGC & City Center
 - c. IP Simulcast Conversion - Jansen
 - a. City Center – 7 September
 - b. North Branch – End of October
5. Committee Reports
 - a. Metro Mobility System Usage Update—Chad LeVasseur/Dana Rude
 - b. System Manager’s Group/Metro Owner’s Group Update – Jansen
 - c. Reports from SECB Committees
 - i. Steering - Tretter
 - ii. OTC – Jansen / Gundersen
 - iii. Interoperable Data Committee – Olson / Thompson
 - iv. IOC – Jansen / Kummer
 - d. Scene of Action Repeater (SOAR) Workgroup – Olson / Kummer
6. Other Business
 - a. Regional Talkgroup Permissions Updates
 - b. Next Meeting September 28th
7. Adjourn

Ulrie Seal, Chair

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
July 27, 2016**

Members Present

Ulie Seal; Chris Kummer; Dana Rude; Curt Meyer; Jake Thompson; Jon Eckel; John Anderson; Tim Boyer; Robert Shogren; Peter Sauter; Shane Sheets; Ron Jansen; Dave Pikal; Nate Timm; Chad LeVasseur; Chuck Steier; Rod Olson; Scott Haas; Iver Johnson

Guests Present:

Jill Rohret, MESB; Troy Tretter, MESB; Chris Meier; Motorola

Call to Order: Ulie Seal called the meeting to order at 1:01 P.M.

Minutes of the June 22, 2016 Meeting and Agenda of the July 27, 2016 Meeting

Troy asked that the Metro Change Metro Reports be added to the agendas Item 5.F

*M/S/C Motion made by Jansen to approve June 22, 2016 minutes and the July 27, 2016 agenda.
Eckel seconded. Motion carried.*

Agenda Items

Jack Sheehan COML Packet

M/S/C Motion made by Seal to approve COML Certification to Jack Sheehan. Iver Johnson seconded. Motion carried.

Metro Conventional Interoperability Changes

Ron Jansen stated that the workgroup, Jon Eckel, Jake Thompson, Rod Olson, Chris Kummer, King Fung, Curt Meyer, Iver Johnson, John Anderson and Tim Lee met. This workgroup recommends that all voting equipment across the Metro region be removed. The workgroup also recommends the VLAW31 be moved from City Center to Hennepin County Government Center and to add VMED28 to the King Stack site.

*M/S/C Motion made by Nate Timm to accept and implement equipment changes. Iver Johnson seconded.
Motion carried.*

Moves, Additions & Changes to the System

Anoka County Water Tower Sites Repainting

Jake Thompson reported that the repainting is on schedule to be completed in September. The old tower will be decommissioned in October.

Update on Removal of Voting from Interoperability System

Ron Jansen briefed on the proposed changes to removing Voting from the Metro conventional interoperability system. He stated a workgroup met with MnDOT on July 7th and reviewed the proposed changes. He referenced the TOC to the materials in the meeting packet, he said that the changes will take effect early October. He said there will be a change to coverage for VMED28, and EMS has been made aware of it. Iver Johnson acknowledged he is working with EMS on the change.

Removal of dual naming from consoles

Jansen said that all of the console updates for removing dual naming have been completed for the metro. When consoles are rebooted they will go down to a single line for the ME-TAC's. King Fung stated that the change is working for Hennepin County, Troy Tretter reported that Bloomington PD also reported

there were no issues after the reboot. Ron Jansen said more research will be done on how to handle the status board to remove the dual naming.

Committee Reports

Metro Mobility System Usage Update

Chad LeVasseur said the numbers seem to be holding steady.

System Manager's Group/Metro Owner's Group Update – No Meeting

Reports from SECB Committees – Tretter

Steering – No Meeting

Tretter said there was no meeting in July. One of the previous tasks was to form a sub system roaming group, which met in Saint Cloud on August 11th. He said that he will cover it later in his report.

OTC – No Meeting

Interoperable Data Committee

Rod Olson briefed the TOC on a meeting they had about data preemption on FirstNet. He discussed about data priority will be assigned to the device, Rod said that he did not agree with that idea because when there is an incident the person who normally would have a lower priority, could easily need a higher priority.

Chief Seal said the incident should have priority, not the device.

A question was asked if public safety data would be encrypted, Jake Thompson answered that the data would be encrypted over a VPN with the host agency.

Tretter asked if all the 3GGP standards for FirstNet have been set. Answer- done. Done every two years.

Scene of Action Repeater (SOAR) Workgroup – First meeting July 28.

Rod Olson said the he will present his idea on making it easier to use without a repeater, but still using SOA3 and would not cause issues in the metro area.

State sub-system roaming workgroup

Tretter stated the meeting in Saint Cloud was very productive and there was some recommendation to update state standards, adopting language from the metro standard on site preference recommendations. Also, there was a discussion on creating a programming best practices guide. There should be a report on this in August to the Steering committee. Scott Haas asked if they reviewed the Common Subscriber Programming Practices for ARMER guide. Tretter said that he nor the workgroup were aware it existed. Scott Hass said it was created by MnDOT in 2011 and updated in 2014. Tretter asked if he could get a copy and he will pass along to the SWIC.

Rod Olson asked do we know the difference between Best Practices being discussed and the ARMER subscribers. It was asked if Best Practices goes from most preferred to least preferred? Tretter read from his notes that they recommended to adopt the language from the metro standard 2.9.1; *“While there may be some variation due to user operating profiles, the user’s home site will normally be selected as “ALWAYS PREFERRED.” The user’s secondary site(s) will normally be selected as “NO PREFERENCE” as shall be other sites owned by that user (i.e. regional edge sites for regional users, Hennepin West for Hennepin users, etc.) and the regional dominant site for non-regional users. All other sites will normally be selected as “LEAST PREFERRED” (i.e. local subsystem sites for regional users, regional edge sites for local users, etc.)”* Tretter stated that they would change the language to remove the reference to Hennepin County and leave as general as possible.

Jansen stated "These standards will go to the standards work group for review"

Metro Change Management update

Jansen said there have been no volunteers to sit on that group.

Tretter read the bullet points of questions to pose to the 9-1-1 TOC at their next meeting.

Is there a need for a regional hailing channel for field units to hail the PSAP?

Should METCOM be opened up for field units?

Is there a need for more ME-TAC channels?

Is there a need for encrypted ME-TAC channels, if so would the PSAP's need/want to monitor them?

Should the Encrypted channels be limited to Law Enforcement Only?

Should the additional unencrypted (clear) ME-TAC's be available for everyone or restricted to public safety?

Currently ME-TAC1-4 are available for public safety only, and ME-TAC5-8 are available for everyone, should this change?

Ulie Seal and Ron Jansen said they liked the approach.

Tretter asked the TOC members if they had any recommendations or suggestions on the questions to contact him.

Other Business

Regional Talk group Permissions Updates - None

Next Meeting August 24th

Tretter stated that DHS could not attend this meeting, but will attend the August 24th meeting.

The meeting adjourned at 1:43pm.



REY FREEMAN
COMMUNICATIONS CONSULTING
13517 LARKIN DRIVE • MINNETONKA, MN 55305
REY FREEMAN | D • 952.541.0747
rfreeman@isd.net | C • 612.940.0711

August 15, 2016

To: Chairman Ulie Seal, MESB Radio Technical Committee Members

From: David Bye/DHS, Rey Freeman/RFCC

CC: Bill Schmidt/DHS

Subject: MN DHS ARMER Plan – Follow Up and Responses

Dear Chairman Seal and MESB Members:

The State of Minnesota DHS (Dept. of Human Services) initially presented their ARMER plan to the MESB Technical Committee in March of this year. At that meeting, several questions were raised regarding ARMER system usage issues, including the proposed Anoka Hospital facility implementation, system traffic loading, and the group homes being considered.

To follow up on these concerns, and as directed at that meeting, additional work and a meeting were conducted with the staff of Hennepin and Anoka counties, as they are the agencies that could primarily be affected by these potential radio installations. A meeting was held at Hennepin County Radio on June 16th with the Hennepin and Anoka staff to discuss the specific issues. As a result of that meeting and in response to the concerns and options presented, a summary letter (attached to this memo) was prepared and submitted to the Hennepin and Anoka staff involved in this process. We believe that this response addresses the issues presented regarding the DHS plan.

Also in the months since the March meeting, the DHS plan was presented to and approved by the Northeast and South Central regional RACs. Both of these groups had several questions to be addressed, but ultimately approved the plan with the condition that DHS again meet with them if and when DHS plans to move forward with any of the new locations included in this plan.

Summary

The DHS again appreciates the MESB Technical Committee's review and consideration of this ARMER plan. We will attend the MESB Technical Committee meeting on August 25th to provide further discussion regarding these questions as needed, and seek approval of the plan. It is our goal to present this plan to the ARMER OTC in September if approved by the MESB committee.

Regards



Minnesota Department of **Human Services**

June 29, 2016

To: Curt Meyer, Hennepin County Radio Operations
Jake Thompson, Anoka County Radio Operations

Re: State of Minnesota DHS ARMER Planning Process

Gentlemen:

Thank you for taking the time to meet with our consultant Mr. Freeman to discuss the current DHS ARMER plan and discuss your concerns regarding the details of the plan, which had been presented to the MESB Technical Committee. We want to assure you and your colleagues that DHS is very committed to working with all the local radio users to ensure that all needs and concerns are being met.

However, we need to restate that DHS has no immediate or even long term plans or resources to initiate any of the further ARMER installations listed in the new plan. This plan is being developed as directed by the SECB and OTC to separate the MN DOC plan from the MN DHS plan, and is intended to encompass the entire DHS agency. DHS does not have the resources to implement any of the listed ARMER options in the foreseeable future. If and when the resources become available – which could be 5 to 10 years from now – DHS will work with all the affected local radio boards and conduct the studies necessary to ensure that any impact on current users be minimized. We recognize that technology changes rapidly and any decisions made now may very well be premature, as we do not know how the ARMER system will continue to evolve. It has been noted that there is no actual implementation schedule included in this ARMER plan. This is again due to DHS having no funding or plans to move forward with any of the radio installations listed in the plan.

Regarding the specific concerns of the radio traffic and associated ARMER system traffic loading that would be expected if DHS were to implement new radios at the Anoka hospital facility, we agree that an ISR (Independent trunked Repeater Site) at Anoka would be appropriate, which will be considered for this location. The plan for Anoka also includes an MCC7500 console, which could be used as a monitoring and dispatch site for many of the new talk groups included in the ARMER plan. This console would be connected directly to the ARMER network, rather than a large group of RF control stations.

The use of the radios at Anoka would be primarily within the facility, so in-building coverage would be a priority, which would benefit from an ISR on-site. There could be occasional patient transports to local medical clinics, which could still be supported by the ISR at the facility. The Site Access Profile(s) would be setup to ensure the local ISR is a priority site, and minimize roaming to Hennepin and Anoka sites. Again, there are no immediate plans or funding for this new console or the new radios at the Anoka facility.

During the meeting at Hennepin County there were some alternative technologies suggested for the smaller DHS group homes included in the plan, such as the use of Motorola's "Wave" application, which allows cellular phones to be used for communications on ARMER talk groups without causing loading on ARMER tower sites. This could be an interesting and innovative approach for these locations, and DHS may consider it if and when the need for radio communications is pursued at these locations.

DHS recognizes the importance of training all radio users, and this would apply to Anoka as well as the numerous smaller DHS facilities listed in the plan. DHS is committed to and would comply with the ARMER system requirements for all radio users, to ensure proper use of DHS radios on the radio system.

In summary, this plan is again intended to be a Phased plan, potentially implemented over time, and the only action being requested at this time is approval of the plan itself. If and when DHS has the funding and is able to move forward any of the new installations listed in the plan, we will revisit with the appropriate ARMER Region technical committee to discuss the details of the actual implementation and intended usage.

DHS greatly appreciates your consideration and approval of this plan as outlined, knowing that we would work with you to minimize any impact we would have on the ARMER system as we move forward.

Regards

David Bye

Plant Operations Manager

1505 Pebble Lake Road, Ste 500

Fergus Falls, MN 56537

David.h.bye@state.mn.us

218-736-1882 Office

Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

Document Section 3	Interoperability Guidelines	Status: Committee Date: 00/00/00
State Standard Number	3.17.5	
Standard Title	Criteria for Certification as an Incident Tactical Dispatcher (INTD)	SRB Approval: 00/00/00
Date Established	08/14/2016	
Replaces Document Dated	00/00/00	
Date Revised	00/00/00	

1. Purpose or Objective

The intent of this standard is to establish protocols and procedures to be used for certification and re-certification of Incident Tactical Dispatcher (INTD) in Minnesota.

2. Background:

During all-hazards emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To close this capability gap, the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC) in partnership with the Office for Interoperability and Compatibility (OIC), the Federal Emergency Management Agency (FEMA), National Integration Center (NIC), and practitioners from across the country developed performance and training standards for the all-hazards Incident Dispatcher as well as formulated a curriculum and comprehensive All-Hazards TRG-IDT course.

An INTD is a specially trained individual qualified to operate away from the dispatch center in a command post, EOC, base camp, incident scene or as mutual aid to another dispatch center. INTD's leverage the multi-tasking, communication, accountability and documentation skills of successful telecommunicators to provide public safety communications expertise and support at planned events, exercises and extended incidents. INTD's may support the communication unit as a single resource or as part of an incident dispatch team or full COMU.

As representatives of the Minnesota public safety community complete INTD, the federal government has left it up to each state as to determine how the INTD will be certified. This standard will lay out the certification process for Minnesota. An INTD will by default meet all criteria to be considered a RADO for the purpose of the Communications Unit (COMU). No further training will be required. However, to receive certification, the INTD must complete the RADO task book and follow State Standard 3.17.6 to be certified.

3. Recommended Procedure:

The following procedure shall be followed in order to be initially certified as an Incident Tactical Dispatcher and in order to be recertified:

Prerequisite Experience/Training:

- A public safety background with three years of experience in dispatch operations, or ICTAP RADO training and 1 year experience in dispatch operations.
- Completion of the ICTAP Communications Unit Awareness web-based course.
- Completion of IS-100.b, IS-144, IS-200.b, IS-700.a, and IS-800.b.
- ICS-300, Intermediate Incident Command System (ICS) for Expanding Incidents, is recommended.

Certification Process:

1. Attend and successfully complete a three day DHS-OEC all-hazards INTD (TRG-IDT) training session taught by a DHS-OEC certified IDT instructor. Experienced Incident Dispatchers that can demonstrate successful completion of incident dispatcher (IDT) training from outside sources, shall be recognized and considered as having fulfilled this requirement.
2. Complete the INTD Task Book by demonstrating satisfactory performance of each of the tasks as witnessed by qualified evaluator(s) within three years of INTD training. It is acceptable to use an incident that occurred up to three years prior to the INTD training. (See attachment "A" Evaluation Form). Experienced Incident Dispatchers, previously trained before the formal DHS-OEC TRG-IDT was available can use tasks completed since recognized IDT training was completed.
3. Participate as an Incident Tactical Dispatcher in at least one NIMS Type III training drill, functional exercise, full scale exercise, incident or preplanned event. Provide a copy of one of the following: (1) Incident Action Plan; (2) Incident Communications Plan; or (3) After Action Report.
4. Obtain the "Final Evaluator's Verification" from one of the following: (1) A NIMS trained COML; (2) A Designated Agency Head; or (3) An Incident Commander. (See attachment "D" Verification / Certification of completed task book Form)
5. Obtain "Agency Certification" from the Designated Agency Head employing the candidate indicating that the candidate has met all qualifications for IDT certification. (See attachment "C" Agency Certification Form)
6. Submit the signed-off Task Book, NIMS course certificates (a printout from the Homeland Security Emergency Management (HSEM) training repository will suffice) and copies of relevant IAPs, ICPs, and AARs to your Regional Interoperability Coordinator (RIC). For the Metropolitan Emergency Services Board (MESB) Region, the documents will be submitted to the Regional Radio Services Coordinator and be brought before the MESB Radio Technical Operations Committee (RTOC) for approval.
7. The RIC or the Regional Radio Services Coordinator will review the qualification documents to make sure they meet the requirements set forth in this certification process. They will then go before the Regional Advisory Committee (RAC), Regional 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.

Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

Document Section 3	Interoperability Guidelines	Status: Committee Date: 00/00/00
State Standard Number	3.17.6	
Standard Title	Criteria for Certification as a Radio Operator (RADO)	SRB Approval: 00/00/00
Date Established	08/14/2016	
Replaces Document Dated	00/00/00	
Date Revised	00/00/00	

1. Purpose or Objective

The intent of this standard is to establish protocols and procedures to be used for certification and re-certification of the Radio Operator (RADO) in the Metro Region of Minnesota.

2. Background:

During all-hazards emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To close this capability gap, the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC) in partnership with the Office for Interoperability and Compatibility (OIC), the Federal Emergency Management Agency (FEMA), National Integration Center (NIC), and practitioners from across the country developed performance and training standards for the all-hazards Radio Operator (RADO) as well as formulated a curriculum and comprehensive All-Hazards TRG-RADO course.

The responsibilities of an All-Hazard RADO includes support staffing for the Incident Communications Center, monitoring radio traffic and base station operations for emergency operations centers, hospitals, dispatch centers and non-governmental organizations supporting civil emergency response at the state, local or regional level. The RADO position, in contrast to the Incident Tactical Dispatcher, is designed for emergency response professionals and support personnel in all disciplines who have a basic understanding of the all-hazard ICS communications unit. Experienced dispatch personnel should consider the more comprehensive RADO position.

As representatives of the Minnesota public safety community complete RADO, the federal government has left it up to each state as to determine how the RADO will be certified. This standard will lay out the certification process for Minnesota.

3. Recommended Procedure:

The following procedure shall be followed in order to be initially certified as a RADO, and in order to be recertified:

Prerequisite Experience/Training:

- Awareness of fundamental public safety communications technology
- Completion of the OEC Communications Unit Awareness web-based course
- Completion of IS-100.b, IS-200.b, IS-700.a, and IS-800.b

Certification Process:

1. Attend and successfully complete a two day DHS-OEC all-hazards RADO (TRG-RADO) training session taught by a DHS-OEC certified RADO instructor. Personnel that can demonstrate successful completion of the DHS-OEC TRG-AUXCOMM course shall be considered as having fulfilled this requirement.
2. Complete the RADO Task Book by demonstrating satisfactory performance of each of the tasks as witnessed by qualified evaluator(s) within three years of RADO training. It is acceptable to use an incident that occurred up to three years prior to the RADO training. (See attachment "A" Evaluation Form).
3. Participate as a RADO in at least one NIMS Type III training drill, functional exercise, full scale exercise, incident or preplanned event. Provide a copy of one of the following: (1) Incident Action Plan; (2) Incident Communications Plan; or (3) After Action Report.
4. Obtain the "Final Evaluator's Verification" from one of the following: (1) A NIMS trained COML; (2) A Designated Agency Head; or (3) An Incident Commander. (See attachment "D" Verification / Certification of completed task book Form)
5. Obtain "Agency Certification" from the Designated Agency Head employing the candidate indicating that the candidate has met all qualifications for RADO certification. (See attachment "C" Agency Certification Form)
6. Submit the signed-off Task Book, NIMS course certificates (a printout from the Homeland Security Emergency Management (HSEM) training repository will suffice) and copies of relevant IAPs, ICPs, and AARs to your Regional Interoperability Coordinator (RIC). For the Metropolitan Emergency Services Board (MESB) Region, the documents will be submitted to the Regional Radio Services Coordinator and be brought before the MESB Radio Technical Operations Committee (RTOC) for approval.
7. The RIC or the Regional Radio Services Coordinator will review the qualification documents to make sure they meet the requirements set forth in this certification process. They will then go before the Regional Advisory Committee (RAC), Regional Radio Board (RRB), Emergency Services Board (ESB) or the MESB RTOC, presenting the RADO 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 RADO. This will serve as State Certification of the RADO 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 RADO 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 RADO 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 RADO's with their certification expiration date will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER tab.

Allied Radio Matrix for Emergency Response (ARMER) Standards, Protocols, Procedures

Document Section 3	Interoperability Guidelines	Status: Committee Date: 00/00/00
State Standard Number	3.17.7	
Standard Title	Criteria for Certification as an Incident Communication Center Manager (INCM)	
Date Established	08/14/2016	SRB Approval: 00/00/00
Replaces Document Dated	00/00/00	
Date Revised	00/00/00	

1. Purpose or Objective

The intent of this standard is to establish protocols and procedures to be used for certification and re-certification of the Incident Communication Center Manager (INCM) in Minnesota.

2. Background:

During all-hazards emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To close this capability gap, the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC) in partnership with the Office for Interoperability and Compatibility (OIC), the Federal Emergency Management Agency (FEMA), National Integration Center (NIC), and practitioners from across the country developed performance and training standards for the all-hazards Incident Dispatcher as well as formulated a curriculum and comprehensive All-Hazards TRG-INCM course.

For some incidents, the COML establishes an Incident Communications Center staffed with Incident Tactical Dispatchers and/or Radio Operators to provide communications support for operations. However, as the incident expands, it may become important for an Incident Communications Center Manager (INCM) to be assigned for coordination purposes and to avoid span-of-control issues. The All-Hazard Incident Communications Center Manager is then responsible for managing all functions in the Incident Communications Center, reporting to the COML.

As representatives of the Minnesota public safety community complete INCM, the federal government has left it up to each state as to determine how the INCM will be certified. This standard will lay out the certification process for Minnesota.

3. Recommended Procedure:

The following procedure shall be followed in order to be initially certified as an Incident Tactical Dispatcher and in order to be recertified:

Prerequisite Experience/Training:

- State of Minnesota INCM Certification
- ICS-300, Intermediate Incident Command System (ICS) for Expanding Incidents, is recommended.

Certification Process:

1. Attend and successfully complete a three day DHS-OEC all-hazards INCM (TRG-INCM) training session taught by a DHS-OEC certified INCM instructor.
2. Complete the INCM Task Book by demonstrating satisfactory performance of each of the tasks as witnessed by qualified evaluator(s) within three years of INCM training. It is acceptable to use an incident that occurred up to three years prior to the INCM training. (See attachment "A" Evaluation Form). Experienced Incident Dispatchers, previously trained before the formal DHS-OEC TRG-INCM was available can use tasks completed since recognized IDT training was completed.
3. Participate as an INCM in at least one NIMS Type III training drill, functional exercise, full scale exercise, incident or preplanned event. Provide a copy of one of the following: (1) Incident Action Plan; (2) Incident Communications Plan; or (3) After Action Report.
4. Obtain the "Final Evaluator's Verification" from one of the following: (1) A NIMS trained COML; (2) A Designated Agency Head; or (3) An Incident Commander. (See attachment "D" Verification / Certification of completed task book Form)
5. Obtain "Agency Certification" from the Designated Agency Head employing the candidate indicating that the candidate has met all qualifications for IDT certification. (See attachment "C" Agency Certification Form)
6. Submit the signed-off Task Book, NIMS course certificates (a printout from the Homeland Security Emergency Management (HSEM) training repository will suffice) and copies of relevant IAPs, ICPs, and AARs to your Regional Interoperability Coordinator (RIC). For the Metropolitan Emergency Services Board (MESB) Region, the documents will be submitted to the Regional Radio Services Coordinator and be brought before the MESB Radio Technical Operations Committee (RTOC) for approval.
7. The RIC or the Regional Radio Services Coordinator will review the qualification documents to make sure they meet the requirements set forth in this certification process. They will then go before the Regional Advisory Committee (RAC), Regional Radio Board (RRB), Emergency Services Board (ESB) or the MESB RTOC, presenting the INCM 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 INCM. This will serve as State Certification of the INCM 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 INCM 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 INCM 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 INCMs with their certification expiration date will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER tab.



August 17, 2016

MESB Radio TOC

Subject: MCC7500 Interface Request

The LOGIS consortium is moving to a TriTech system for Computer Aided Dispatch and we have a desire to interface to the MCC7500 consoles for our member PSAPS. I've attached a diagram provided by LOGIS network staff after consultation with John Anderson. Below is the description of the interface provided by TriTech.

TriTech – Motorola MCC 7500 Interface Description

The Interface will function with 4 public safety answering points, Bloomington, Minnetonka, Rice and Steele 911 Center and the Dakota Communications Center. The interface calls for the installation of a small executable on the consoles. The TriTech executable running on the console exists to receive communication via TCP and call the corresponding function calls. The executable also receives the API messages, which can be sent back to our interface server via the TCP connection.

The interface shall generate alerting/notification messages for stations upon unit dispatch events.

Alerting/Notification: The interface shall generate alerting/notification messages for stations upon unit dispatch events. Alert messages will correspond to a "Page Alias" or "Page Alias Group" identified in the console as a representation of a station.

LOGIS is requesting MESB approval.

