

METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE

TENTATIVE AGENDA

Board Room, Metro Counties Government Center

March 25, 2015

1:00 – 3:00 p.m.

MEMBERS:

Ulie Seal, Chair
MN Fire Chiefs Association

Ron Jansen, Vice Chair
Dakota County

Jeff Bjorklund
Metropolitan Airports
Commission

Susan Bowler
Carver County

Chris Caulk
Isanti County

Jon Eckel
Chisago County

Clif Giese
Metro Region EMS

John Gundersen
Hennepin County

Chad LeVasseur
Metropolitan Council

Rod Olson
City of Minneapolis

Chuck Steier
At-large member, U of M
Police

Jake Thompson
Anoka County

Dean Tilley
Washington County

Chris Weldon
Scott County

Scott Williams
Ramsey County

Open
MN Chiefs of Police
Association

1. Call to Order
2. Approval of February 25, 2015 Minutes
3. Agenda Items
 - a. City of Eden Prairie Sponsorship of Towing Radio – Mark VandenBerghe
 - b. City of Minnetonka Sponsorship of Towing Radio – Capt. Shelley Petersen
 - c. City of Bloomington Sponsorship of MOA Radios – Ulie Seal
 - d. COMT Certification for John Sheehan – Jill Rohret
 - e. Carver County Console Upgrade to MCC 7500s – Susan Bowler/Jeff Nelson
 - f. St. Louis Park Console Upgrade to MCC 7500s – Jeff Nelson
 - g. Regions Hospital Console Upgrade to MCC 7500s – Jeff Nelson
 - h. Discussion of 2014 SECB Grant – Jill Rohret
 - i. Discussion: Regional Standard for Roaming/Requested Sites for Metro? – Jill Rohret
4. Moves, Additions & Changes to the System
 - a. Existing/Other Systems
 - i. Washington County
 - b. Update on Removal of Voting from Interoperability System
5. Committee Reports
 - a. Metro Mobility System Usage Update—Chad LeVasseur/Dana Rude
 - b. SMG Update
 - c. Reports from SECB Committees—Jill Rohret
6. Other Business
 - a. Regional Talkgroup Permissions Update – None
7. Adjourn

Ulie Seal, Chair

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
February 25, 2015**

Members Present: Ulie Seal, Chair; Jeff Bjorklund; Susan Bowler; Chris Caulk; Jon Eckel; Clif Giese; John Gundersen; Ron Jansen; Chad LeVasseur; Rod Olson; Chuck Steier; Jake Thompson; Dean Tilley; and Chris Weldon.

Guests Present: Jill Rohret, MESB; Martin Moody, MESB; Steve Pott, PSC Alliance; Rick Juth, ECN; Dana Rude, Metro Mobility; Jeff Frederick, Ridgeview Medical Center; and Tim Lee, MnDOT.

Call to Order: Ulie Seal called the meeting to order at 1:03 p.m.

Minutes of the January 28, 2015 Meeting:

M/S/C- Ron Jansen moved to approve the January 28, 2015 meeting minutes with the name change correction for Chris Weldon. Jake Thompson seconded. The motion carried.

Ridgeview EMS Console Upgrade: Jeff Frederick stated that Ridgeview Medical Center was seeking approval to upgrade their consoles from Gold Elites to MCC 7500s in advance of the 7.15 upgrade. They will do a one for one change, plus a patching console. They will return 135 IDs and use 11 ports on two CCGWs. They will add a redundant pathway to connect their PSAP with Carver County's PSAP. Ridgeview Medical Center requested support for a change in their participation plan.

M/S/C-Clif Giese moved to approve the change of the Ridgeview Medical Center participation plan. Jeff Bjorklund seconded. The motion carried.

Metro VHF Interoperability System – Voting: Jill Rohret reminded committee members that they discussed this at the January meeting. The discussion at that time was that people were supportive of removing the voting from the metro VHF interoperability system, but had some technical questions for Tim Lee. Mr. Lee is in attendance at this meeting to answer questions.

Dean Tilley asked how Washington County will continue to hear Wisconsin without voting.

Tim Lee responded that there are 17 voted sites and 10 transmitter sites in the metro VHF interoperability system. MnDOT would like to drop the voter sites. They will add CCGWs at the transmit sites. To answer Tilley's question, Washington County would have to program the Kingstack site on its consoles. The County may need to add other sites to the consoles.

Tilley asked if there would be interference issues when removing voting from the system.

Lee noted that when separate transmitters are used there is the possibility of interference if two users are using the resource at the same time. However, he noted that at times with the current system configuration people are interfering with each other as well. Lee suggested he work with a small group to determine if the transmitters are at the correct sites and to discuss if we still need ten receive sites for 8CALL/8TACs. He would like to see the system go to CCGWs and clean up the microwave. He would like to include a MRCC rep to discuss needs for VMED28.

M/S/C - Ron Jansen moved to form a subgroup with MNDOT to go through the interoperability system overlay in the metro region to include the voting. Jon Eckel seconded. The motion carried.

Dakota County Sponsorship of Burnsville Center Radios: Ron Jansen said that the City of Burnsville, with approval from Dakota County, is sponsoring one radio located at Burnsville Center. Burnsville Police Department owns and maintains the radio. They are trying to abide by standards. The radio has only one zone with only local resources.

Rohret stated a copy of the letter of agreement with Burnsville Center and Burnsville Police Department is needed in order to comply with standard. The committee may recommend approval contingent upon receipt of the agreement.

M/S/C- John Gundersen moved to approve Dakota County/City of Burnsville sponsorship of a radio at Burnsville Center contingent on the MESB receiving the agreement. Jake Thompson seconded. The motion carried.

Allocation of 2014 SHSP Equipment Funds: Rohret reminded the committee that it approved the general allocation of the grant funds last month. This month the committee needs to make a recommendation on how the equipment funds will be allocated. There is \$243,252.73 allocated for equipment. This grant requires a 50% match. The grant terminates on December 1, 2015. Realistically, agencies would need to complete purchases in October to ensure purchases before the grant terminates. She included one idea for allocation in the meeting materials: allocating it across each county and the City of Minneapolis, as they all have infrastructure affected by the 7.19 upgrade.

Rod Olson asked if CCGWs will need to be purchased for the interoperability system.

Lee responded that MnDOT has some from its original purchase which can be used.

Olson inquired as to the likelihood that ECN's grant program will be approved by the legislature.

Rohret responded that when dealing with the legislature nothing is certain. The MESB has been meeting with legislators and are receiving positive responses. Nothing will be certain until session ends.

Olson asked if there are enough funds to fund a complete subsite.

Rohret responded that since there is a 50% match with this grant, there are enough funds to cover the North Branch subsystem or the Hennepin County SATCOW.

M/S/C- Ron Jansen moved to allocate the equipment funds evenly across the nine metro counties plus the City of Minneapolis. Agencies must respond to Rohret by May 1 indicating whether they can spend the funds and if they can spend more funds by the grant deadline. Dean Tilley seconded. The motion carried.

Regional Logging-Next Steps: Rohret reminded members what was discussed at the joint meeting with the 911 TOC in January. At that meeting it was decided that each individual TOC would discuss next steps at the February meeting. The MESB is seeking input on what the next steps should be. She indicated that the sweet spot when agencies needed to make decisions regarding consoles and logging was missed. Is there sufficient interest to continue? Should the MESB release an RFI?

Martin Moody said that there is a cost to the MESB to pursue an RFI, so the MESB does not want to move forward unless agencies are seriously considering regional logging.

Jon Eckel suggested that the MESB look out to 2019 or 2021 for regional logging since it is too late to do anything prior to the 7.15 upgrade.

Tilley said that agencies continue to be on different cycles from each other regarding logging. The decision is what will we do in the future? What is the cost going to be in the future? The MESB should design a logging solution to be available in the future, say 2020, and then agencies can join it as needed.

Susan Bowler agreed with Eckel. There is merit to looking at partnerships and shared logging solutions for the future, as that is where we need to go. Lessons have been learned from the phone system which could be applied here.

Moody said that on the 911 side, there was urgency which drove the activity; a vendor said it would no longer support some equipment. This is similar to the consoles. The MESB is not trying to push agencies in one direction or another. If there is no urgency, we do not have to pursue anything at this time.

Committee members were polled to see if there was interest in moving forward with regional logging at this time. There was no interest at this time, possibly in the future, after the 7.15 upgrade.

Letter Regarding Interoperability Subcommittee: Jansen stated a draft memo to the Interoperability Subcommittee was included in the packet for committee approval. The memo indicates that there is no need for regular meetings of the Interoperability Subcommittee at this time. If there are any interoperability issues which need to be addressed, a group will be pulled together to discuss. If there are any interoperability issues, they should be send to Jill Rohret or himself.

Moves, Additions & Changes to the System: Jansen indicated that Dakota County is changing its weather notification policies, following AMEM best practice recommendations. He said that the Sperry water tank is going to be dismantled. A new tower will be erected just south of that location.

Metro Mobility Update: Chad LeVasseur stated that Metro Mobility consoles are close to be up and running.

Dana Rude said that things are moving forward, just slowly. Site surveys are being done to modify equipment rooms. Hopefully something will be installed by the March meeting.

SMG Update: Jansen said that there was an issue with the DES server which affects Zone 1. MnDOT and Motorola are looking into it. It should not affect the MSO. Dual links for zones 1, 2, 3 and 6 are complete. The group discussed standards 2.9.0 and 2.11.0 and no one wanted to resolve the conflicting language.

The committee heard about the discussion on standard 2.9.0 at the OTC meeting in February. It is possible that regions can develop stricter standards, however there is question as to whether those from outside the metro region, for example, who use metro sites must abide by a metro standard.

SECB Committee Reports: The committee discussed what was discussed at the OTC meeting regarding whether or not the 7.19 upgrade should be considered a major change. MnDOT states it is a major change, but do they need to do all of the steps involved in a formal technical change management process. Concerns were raised about entities which don't own infrastructure which is affected by this upgrade stating that this isn't a major change. It is for those who are affected.

Other Business

Steve Pott asked if any encryption is being used in EMS. He was told there was not.

Lee told the group that he told Interoperability Conference organizers that a metro representative should be on the panel discussing Standard 2.9.0 and how radios should be programmed.

Adjournment: *M/S/C – Ron Jansen moved to adjourn. Dean Tilley seconded. The motion carried. The meeting adjourned at 2:57 p.m.*



HENNEPIN COUNTY SHERIFF'S OFFICE COMMUNICATIONS

DATE: 3/4/15

TO: Ulie Seal – Chair Metro Technical and Operational Committee,
Jill Rohret - MESB
Metro Region Technical and Operational Committee Members

FROM: Curt Meyer – System Administrator – Hennepin County Sheriff

SUBJECT: **City of Eden Prairie - Non-Governmental Support Letter**

Being the license holder for our layer of the ARMER Interoperable Radio System, Hennepin County Sheriff's Communications is submitting this letter of sponsorship of the City of Eden Prairie for their contractor, Matt's Towing.

The City of Eden Prairie has issued Matt's towing 2 portable radios to allow for direct radio contact with their Public Safety staff during routine and emergency situations that warrant those communications.

All training and maintenance for the supplied radio will be provided by the City of Eden Prairie. Documents included in this packet are:

- Letter from the City of Eden Prairie explaining use.
- 2015 Towing Contract between Eden Prairie and Matt's Towing.

If you have any questions related to this sponsorship feel free to contact me.



OFC 952 949 8300
FAX 952 949 8390
TDD 952 949 8399

8080 Mitchell Rd
Eden Prairie, MN
55344-4485

edenprairie.org

March 4, 2015

Jill Rohret
Regional Radio Services coordinator
2099 University Avenue West, Suite 201
St. Paul, MN 55104

Dear Ms. Rohret:

The Eden Prairie Fire Department has loaned two 800 MHz radios to Matt Strodel from Matts Auto Service. The radios have 8 Eden Prairie Armer Channels programmed in it. These channels allow Fire, Police and Eden Prairie Dispatch Center to communicate with the Matts Auto Service directly during emergencies and major snow events in the City of Eden Prairie.

Eden Prairie Fire Department have the ultimate responsibility of insuring proper radio and legal usage. Matt has used City radios for twenty years without incident. If the radio is used inappropriately or illegally the radio may be disconnected from Hennepin County Radio thus making the radio useless. If an investigation is conducted on any illegal usage the operator may be prosecuted and/or Matts Auto Service loses its privilege to communicate on the radio system. The City reviews and renews contracts with Matt's Auto Service yearly. The Eden Prairie Fire Department will continue to work and train Matt's personnel on its function and capabilities. Contacts are listed below.

Sponsoring Agency:

Eden Prairie Fire Department
14800 Scenic Heights Road
Eden Prairie, MN 55344
Capt. Mark VandenBerghe
952-949-8368

Non-Public Service Organization

Matt's Auto Service
6282 Industrial Dr.
Eden Prairie, MN 55346
Matt Strodel
952-949-2900

Sincerely,

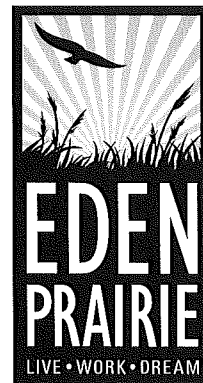
Mark VandenBerghe
Captain, Eden Prairie Fire Dept.

encl: Fleet map and legal binding contract between Matt's Auto Service and the City of Eden Prairie.

Eden Prairie \ Matts Auto Service Fleetmap

POLICE FIRE

EP-PTRL 1	EP-MAIN
EP-PTRL 2	EP-FGND 1
EP-PTRL-3	EP-FGND 2
	EP-FGND 3
	EP-FGND 4



OFC 952 949 8300
FAX 952 949 8390
TDD 952 949 8399

8080 Mitchell Rd
Eden Prairie, MN
55344-4485

edenprairie.org

CITY COUNCIL AGENDA		DATE:
SECTION: Consent Calendar		January 20, 2015
DEPARTMENT/DIVISION: Police, Chief Rob Reynolds	ITEM DESCRIPTION: Approval of 2015 Towing Services Agreement	ITEM NO.:

Requested Action

Move to: Approve renewal of the Agreement for Towing Services between the City of Eden Prairie and Matt's Auto Service for 2015.

Synopsis:

This agreement for Towing Services will provide consistency of towing services and costs.

Background Information:

For 49 years Matt's Auto Service (6282 Industrial Drive, Eden Prairie) has been acting as the official towing agency for the City of Eden Prairie. Matt's Auto Service has consistently provided the City with quality service. Matt's Auto Service provides towing/impoundment services for several other local police departments including Minnetonka, Hopkins, Deephaven, Hennepin County Sheriff, and State Patrol. This is a renewal of the 2014 agreement. The proposed agreement has been reviewed and approved by the City Attorney.

Attachment:

2015 Agreement for Towing Services

COPY

2015
AGREEMENT FOR TOWING SERVICES

THIS AGREEMENT, entered into this 5th day of JANUARY, 2015, between the City of Eden Prairie, 8080 Mitchell Road, Eden Prairie, MN 55344 ("City"), and Matt's Auto Service, Inc., 6282 Industrial Drive, Eden Prairie, MN 55344 ("Contractor").

In consideration of the mutual covenants contained herein, the City and Contractor agree as follows:

1. Contractor's Services. The Contractor agrees to provide all services required by the City for towing of "vehicles", as that term is defined in Minn. Stat. § 169.011, Subd. 92. These services shall be provided in accordance with the terms of this Agreement. The Contractor shall furnish the equipment, personnel, supplies, and facilities sufficient to fulfill all the terms of this Agreement.

2. Personnel. All drivers provided for the towing of vehicles shall be checked for driver's license and warrants by the City of Eden Prairie Police Department (hereinafter, the "Police Department") prior to their assignment. Contractor agrees to train all drivers in the proper towing of vehicles containing hazardous materials in accordance with federal and state laws.

3. Storage Facility. The Contractor shall provide a storage facility for towed vehicles which shall be fenced and locked in a secure manner. The facility shall have space for no fewer than 150 vehicles and shall be located within one mile of the City limits.

4. Operation. No vehicle shall be towed under this Agreement without specific authorization from an employee or agent of the City. All vehicles shall be towed, not driven (except when authorized) without damage to the vehicles, to the storage facility. Contractor shall maintain and provide a telephone answering service 24 hours a day for the purpose of receiving requests for service pursuant to this Agreement, and provide and maintain mobile radio service with all towing units.

5. Notification of Owner. Upon the deposit of a towed vehicle in the storage facility, the Contractor shall, within 72 hours, send to the registered owner a notice by certified mail specifying the date and place of the tow, the year, make, model, and serial number of the vehicle towed, if such information can be reasonably obtained, and the procedure to reclaim the vehicle. A record of this notice shall be retained by the Contractor.

6. Release. No vehicle shall be released without proper proof of ownership. Vehicles ordered held by the Police Department ("Police Hold") shall not be released without written authorization from the Police Department. Vehicles not kept on a Police Hold shall be released by the Contractor after obtaining proper proof of ownership and

proof of current insurance coverage if the vehicle is to be driven out of the storage facility. The Contractor reserves the right to specify the manner of payment for all charges and fees. The Contractor agrees to supply personnel and reasonable hours of operation for the release of vehicles. Minimum hours shall be 8:00 a.m. to 5:00 p.m. Monday through Friday; 10:00 a.m. to 1:00 p.m. Saturdays; and 2:00 p.m. to 3:00 p.m. on Sundays and holidays. Contractor agrees to provide emergency service beyond those hours at the request of the Police Department.

7. Towing and Storage Charges. The 24-hour towing rate schedule for the term of this Agreement for City of Eden Prairie impounded vehicles is:

TOWING RATES

Impounded vehicles	\$115.00
Trailing impounded vehicles (additional)	\$5 minimum
Accidents	\$145.00*
Lowboy & Tractor service	\$95/hour minimum
Dollies (Additional)	\$25.00/45.00
Winching (Additional)	\$45 small truck \$225 big truck*
Semi truck tractors and trailers	\$100 minimum*
On-scene additional labor charges	\$25.00/45.00/hour minimum

*additional labor charges may be imposed depending on the specific equipment or labor needed at the scene.

STORAGE RATES

Cars and pickup trucks	\$30.00/day
Two wheel motor vehicles, mopeds, ATVs, and snowmobiles	\$45.00/day
Inside storage	\$45.00/day
Tractor-trailers, large trucks	\$45-\$65/day

Note: (1) Vehicles not able to be towed by conventional means due to unusual factory or after-market equipment installed will be towed at the lowboy and tractor service rate plus additional labor charges which the Contractor must justify.

Note: (2) Additional labor charges may include, but are not limited to, unlocking vehicles, disconnecting transmission linkages or driveshafts, unusual road clean up, snow shoveling, any additional equipment needed, and vehicles located off the main roadways. Labor charges must be justified by the Contractor.

All towing or storage charges shall be the responsibility of the vehicle owner, except that (a) public safety vehicles requiring towing within the City shall be towed without charge to the City, (b) vehicles towed and/or stored in error (at the request of the City) shall be returned to the owner at no charge, (c) Contractor may charge, in its discretion, a \$25 fee for vehicles impounded by the City and abandoned by the owner that require disposal at the Contractor's expense pursuant to paragraph 10 of this Agreement. Any such fees charged by the Contractor shall be deducted from the administrative fees owed by the Contractor pursuant to paragraph 9 of this Agreement.

8. Forfeited Vehicles. Vehicles towed and stored pursuant to seizure/forfeiture under Minnesota Statutes §§ 609.531 to 609.5318 and § 169A.63 and subsequently released to the registered owner or lien holder shall be towed and stored pursuant to the following guidelines:

(a) Rates

(i) Vehicles released within 15 days of impound (0–15 days) shall be charged the towing and storage fees outlined in paragraphs 6 and 7.

(ii) Vehicles released up to 60 days after impound (16–60 days) shall be charged a \$200.00 flat fee.

(iii) Vehicles released more than 60 days after impound (61+ days) shall be charged a \$200 flat fee plus \$5 per day beginning on the 61st day.

(b) Notification

(i) If the registered owner or lienholder collects the vehicle within 7 days of the date of release of the hold, the Contractor shall charge no additional storage rates beyond those outlined in (a)(i)–(iii), above.

(ii) If the registered owner or lienholder fails to collect the vehicle within 2 days of the date of release of the hold, the Contractor shall send notification to the registered owner or lienholder via certified mail to collect the vehicle. If the registered owner or lienholder does not collect the vehicle within 4 days from the date the Contractor mailed the notification, the Contractor shall charge the applicable storage rate outlined in paragraph 7, beginning on the 5th day after the notification was mailed.

(iii) If the Contractor is required to send notice by certified mail, the Contractor shall also charge to the registered owner or lienholder \$12.00 to cover staff time and materials.

Release of such vehicles shall be governed by Minnesota Statutes §§ 609.531 to 609.5318, § 169A.42, and § 169A.63. Any storage or towing fees paid to the Contractor

by the registered owner or lien holder which have already been paid by the City shall be reimbursed to the City by the Contractor.

9. Records and Reports. The Contractor shall prepare an annual report of all vehicles towed, stored, released, and still held by the Contractor in a form acceptable to the City (the "Annual Towing Report"). The Annual Towing Report shall include the reasons why, if any, vehicles towed have not been released. The Contractor shall file the Annual Towing Report with the Police Department on or before December 31 of each year for the preceding twelve-month period. All records of services provided by the Contractor pursuant to this Agreement shall be available for inspection by the City upon request.

10. Administrative Fees. The Contractor agrees to pay the City \$3.00 for clerical and administrative expenses for each vehicle referenced in the Annual Towing Report filed with the Police Department. The Contractor shall pay these fees annually at the same time that the Contractor files the Annual Towing Report as provided in paragraph 9. Vehicles not claimed and destroyed by the Contractor will be exempt from the administrative fee.

11. Sales and/or Disposal. When the total of all charges for towing, storage, and other charges equals or exceeds the value of the vehicle impounded, the Contractor shall, with the permission of the Chief of Police of the Police Department, sell the vehicle at a sheriff's sale or otherwise dispose of the vehicle by lawful means. The Chief of Police may authorize the lawful sale of other vehicles when so requested by the Contractor after proper notification has been made to the registered owner. The Contractor shall report all transactions of sale or disposal, including the proceeds received, in the Annual Towing Report. The Contractor shall keep records and prepare an annual summary report by January 31, 2016, of all losses and profits from the sale or disposal of vehicles towed pursuant to this Agreement.

12. Liability. The Contractor shall be responsible for the loss of, or damage to, any vehicle, equipment thereon, and contents therein due to the fault of the Contractor or his agent, from the time the Contractor, its employees or agents take custody of the vehicle, including by signing the receipt for the vehicle, by hooking or hoisting the vehicle, or by any other means. The Contractor shall be responsible for the safekeeping of personal property within or on the vehicle as identified on the vehicle impound form.

13. Indemnification. The Contractor shall indemnify, hold harmless, and defend the City, its employees, and agents from and against all claims, damages, losses, and expenses, including attorneys' fees, which the City may suffer or for which it may be held liable because of bodily injury, including death, or damage to property, including loss of use, arising out of any act or omission of the Contractor, its employees, agents, or subcontractors in the performance of this Agreement.

14. Insurance. The Contractor shall obtain and maintain liability insurance for coverage of not less than the following amounts:

Hazardous Load	As required by fed/state laws
Worker's Compensation	Statutory
Employer's Liability	\$100,000/\$500,000/\$100,000
Bodily Injury & Property Damage	\$100,000 each occurrence
Fire & Theft	\$30,000 each occurrence
Garagekeeper Liability	\$30,000 each occurrence

The insurance shall cover all operations under this Agreement, whether undertaken by the Contractor, subcontractors, or anyone employed or retained by them. Coverage for bodily injury and property damage shall be written under comprehensive general and comprehensive automobile liability policy forms, including coverage for all owned, hired, and non-owned motor vehicles. The insurance shall also cover the indemnification liability set forth in paragraph 13. All insurance policies required by this paragraph shall include a provision stating that the policy may not be canceled, terminated, or reduced except upon thirty (30) days written notice to the City.

The insurance company shall deliver to the City certificates of all required insurance on a form provided by the City, signed by an authorized representative. The representative shall have in effect errors and omissions coverage in limits of not less than \$100,000 per occurrence and \$300,000 aggregate.

15. Non-Discrimination. The Contractor agrees during the life of this Agreement not to discriminate against any employee, applicant for employment, or other individual because of race, color, sex, age, creed, national origin, or any other basis prohibited by federal, state, or local laws. The Contractor will include a similar provision in all subcontracts entered into for performance of this Agreement.

16. Subcontractors. The Contractor shall not subcontract all or any portion of this Agreement without the prior written approval of the City, except for assistance in emergency or unforeseen circumstances. All subcontractors shall be bound by and covered by all terms of this Agreement.

17. Agreement Period. This Agreement shall be effective as of January 1, 2015, and terminate on January 15, 2016 or upon commencement of a renewal of this Agreement, whichever first occurs. This Agreement may be renewed from year to year on the same terms and conditions upon the mutual written consent of the City and the Contractor. This Agreement may also be terminated by either party upon fifteen (15) days written notice if the other fails to perform in accordance with the terms of this Agreement through no fault of the terminating party.

18. Independent Contractor. At all times and for all purposes hereunder, the Contractor is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Contractor an employee of the City.

19. Compliance with Laws. In providing services pursuant to this Agreement, the Contractor shall abide by all statutes, ordinances, rules, and regulations pertaining to the performance of this Agreement. Any violation shall constitute a material breach of this Agreement and entitle the City to terminate this Agreement.

20. Audit. The books, records, documents, and accounting procedures and practices of the Contractor or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor as appropriate.

21. Payment to Subcontractors. The Contractor shall pay any subcontractor within ten (10) days of the Contractor's receipt of payment from the City for undisputed services provided by the subcontractor. The Contractor shall pay interest of one and one-half percent (1½%) per month or any part of a month to a subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual amount due to the subcontractor.

22. Data Practices Act Compliance. This Agreement is subject to the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13 ("Data Practices Act"). All government data, as defined in the Data Practices Act Section 13.02, Subd. 7, which is created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing any of the functions of the City during performance of this Agreement is subject to the requirements of the Data Practice Act and the Contractor shall comply with those requirements as if it were a government entity. All subcontracts entered into by Contractor in relation to this Agreement shall contain similar Data Practices Act compliance language.

23. Final Payment. The City may withhold from any final payment due the Contractor such amounts as are incurred or expended by the City on account of the termination of the Agreement.

24. Agreement Review. The Contractor reserves the right to renegotiate certain fees should fuel prices rise significantly during the term of this Agreement.

25. Whole Agreement. This Agreement embodies the entire agreement between the parties including all prior understanding and agreements, and may not be modified, except in writing, signed by all parties.

[signatures on next page]

MATT'S AUTO SERVICE, INC.

By Matt Stodd
Its Owner

Dated: 1-5-15

CITY OF EDEN PRAIRIE

By Nancy Lynne Lukan
Its Mayor

By Nick L...
Its City Manager

Dated: January 20, 2015



HENNEPIN COUNTY SHERIFF'S OFFICE COMMUNICATIONS

DATE: 3/4/15

TO: Ulie Seal – Chair Metro Technical and Operational Committee,
Jill Rohret - MESB
Metro Region Technical and Operational Committee Members

FROM: Curt Meyer – System Administrator – Hennepin County Sheriff

SUBJECT: **City of Minnetonka - Non-Governmental Support Letter**

Being the license holder for our layer of the ARMER Interoperable Radio System, Hennepin County Sheriff's Communications is submitting this letter of sponsorship of the City of Minnetonka for their contractor, Matt's Towing.

The City of Minnetonka has issued Matt's towing 1 portable radio to allow for direct radio contact with their Law Enforcement staff during routine and emergency situations that warrant those communications.

All training for the supplied radio will be provided by the City of Minnetonka. All maintenance for the supplied radio will be provided by Hennepin County Sheriff's Communications.

Documents included in this packet are:

- Letter from the City of Minnetonka explaining radio use.
- 2015 Towing Contract between the City of Minnetonka and Matt's Towing.

If you have any questions related to this sponsorship feel free to contact me.



14600 Minnetonka Boulevard Minnetonka, MN 55345 952-939-8200 Fax 952-939-8244

March 2, 2015

Jill Rohret
Regional Radio Services Coordinator
2099 University Avenue West, Suite 201
St. Paul, MN 55104-3431

Dear Ms. Rohert:

Please consider this our letter of support required by Metro Standard 5.5.0 for radio usage by Matt's Auto Service & Towing. Matt Strodel, owner of Matt's Auto Service has been issued one (1) portable radio. Strodel has used a police radio with the Minnetonka main channel for over twenty years, during that time we have never had an instance of misuse. The radio assigned to Strodel is used only during emergent situations or during snow storms with an extremely high volume of traffic accidents and pullouts. The fleet map programmed in his radio has two (2) talk groups, MTK PD and MTK 911.

The Minnetonka Police Department reviews and renews contracts with Matt's Auto Service and Towing yearly. Matt Strodel receives no financial benefit by using this radio as he is the sole contracted tow company used by the City of Minnetonka. If the contract or agreement between the City of Minnetonka and Matt's Auto Service is terminated, the Minnetonka Police Department will take possession of the radio. Contacts for the City and Matt's Auto Service are listed below.

Sponsoring Agency:

Minnetonka Police Department
14600 Minnetonka Blvd
Minnetonka, MN 55345
Marv Solberg
952-939-8541
msolberg@eminnetonka.com

Non-Public Service Organization:

Matt's Auto Service
6282 Industrial Dr.
Eden Prairie, MN 55346
Matt Strodel
952-949-2900

Sincerely,

Jeffrey J. Sebenaler
Chief of Police

encl: fleet map and legal binding contract between Matt's Auto Service and the City of Minnetonka



14600 Minnetonka Boulevard Minnetonka, MN 55345 952-939-8200 Fax 952-939-8244

March 2, 2015

Re: Matt's Auto Portable Radio

The Minnetonka Police Department, in agreement with Matt Strodel, owner of Matt's Auto Service/Towing has provided an 800 MHz portable radio to Matt Stodel to be used exclusively while conducting business with Minnetonka Police. The radio is to be used by Strodel to monitor the Minnetonka Police main and for transmission during emergent situations and/or when assisting the Minnetonka Police Department.

The Minnetonka Police Department has the ultimate responsibility of the radio and will monitor for proper and legal usage. If the radio is used inappropriately or illegally, the radio may be disconnected from the 800 ARMER system, thus making the radio useless. If an investigation is initiated regarding any illegal usage, the operator may be held liable, possibly prosecuted and stand to lose their privilege to communicate on the radio system.

The Minnetonka Police Department will continue to monitor usage and will work with the user to alleviate any issues should they arise.

Jeffrey J. Sebenaler
Chief of Police

Pos	Zone - A	
1	A-MTK PD	
2	A-MTK911	
3		
4		
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2015
AGREEMENT FOR TOWING SERVICES

THIS AGREEMENT, entered into this 1st day of January 2015, between the City of Minnetonka, 14600 Minnetonka Boulevard, Minnetonka, Minnesota 55345 (City), and Matt's Auto Service, Inc., 6282 Industrial Drive, Eden Prairie, Minnesota 55346 (Contractor).

In consideration of the mutual covenants contained herein, the City and Contractor agree as follows:

1. Contractor's Services. The Contractor agrees to provide all services required by the City for the towing of vehicles, as that term is defined in Minn. Stat. 169.01, subd. 2 in accordance with the terms of this contract. The Contractor must furnish the equipment, personnel, supplies, and facilities sufficient to fulfill all the terms of this contract.

2. Personnel. Every driver provided by the Contractor for the towing vehicles must have a valid driver's license with appropriate endorsements. The City's Police Department may at any time verify that drivers' licenses are current and valid. Contractor agrees to train all drivers in the proper towing of vehicles containing hazardous materials in accordance with federal and state laws.

3. Storage Facility. The Contractor must provide a storage facility for towed vehicles, which must be fenced and locked in a secure manner. The facility must have space for no fewer than 150 vehicles and must be located within one mile of the City limits.

4. Operation. No vehicle may be towed under this agreement without specific authorization from an employee or agent of the City. All vehicles must be towed, not driven (except when authorized) without damage to the vehicles, to the Contractor's storage facility. Contractor must maintain and provide a telephone answering service 24 hours a day for the purpose of receiving requests for service pursuant to this contract, and provide and maintain mobile radio service with all towing units.

5. Notification of Owner. Upon the deposit of a towed vehicle in the storage facility, the Contractor must send, within 72 hours, by certified mail, to the registered owner a notice specifying the date and place of the tow, the year, make, model, and serial number of the vehicle towed, and the procedure to reclaim the vehicle. The Contractor must retain a record of this notice.

6. Release of Impounded Vehicles. The Contractor must not release any vehicle without proper proof of ownership. Vehicles ordered held by the Police Department must not be released without written or verbal authorization from the department. Vehicle impounds that are not kept on a "police hold" must be released by the Contractor after obtaining proper proof of ownership and, if the vehicle is to be driven out of the impound lot, proof of current insurance coverage. The Contractor reserves the right to specify the

manner of payment for all charges and fees. Contractor agrees to supply personnel and reasonable hours of operation for the release of vehicles. Minimum hours shall be 8:00 a.m. to 5:00 p.m., Monday through Friday; 10:00 a.m. to 1:00 p.m., Saturdays; and 2:00 p.m. to 3:00 p.m. on Sundays and holidays. Contractor agrees to provide emergency service beyond those hours at the request of the police department.

7. Towing and Storage Charges. The 24-hour towing rate schedule for 2015 for the City of Minnetonka impounded vehicles is:

TOWING RATES-POLICE IMPOUNDS

Impounded vehicles	\$115
Trailing impounded vehicles \$5 minimum (additional)	
Accidents	\$115 to \$145
Lowboy & Tractor service	\$95/hour minimum
Dollies (Additional)	\$45/\$65 small truck
Winching (Additional)	\$25 to \$45 small truck
	\$225 big truck
Semi truck tractors and trailers	\$100 min. charge
On-scene additional labor charges.	\$25 to \$45/hour minimum

STORAGE RATES-POLICE IMPOUNDS

Two wheel motor vehicles, mopeds, ATV's, and snowmobiles	\$30/day
Other vehicles (ex large trucks)	\$45/day
Inside storage	\$45/day
Tractor-trailers, large trucks	\$45 to \$65/day

Note: (1). Vehicles not able to be towed by conventional means due to unusual factory or after-market equipment installed will be impounded at the lowboy and tractor service rate plus additional labor charges, which the Contractor must justify.

Note: (2). Additional labor charges include, but are not limited to, unlocking vehicles, disconnecting transmission linkages or drive-shafts, unusual road clean up, snow shoveling, any addition-all equipment needed, and vehicles located off the main roadways. Labor charges must be justified by the Contractor.

All towing or storage charges are the responsibility of the vehicle owner, except that (a) public safety vehicles requiring towing within the City of Minnetonka area will be towed without charge to the City, (b) vehicles towed and/or stored in error (at the request of the City) will be returned to the owner at no charge to the owner or City.

8. Forfeited Vehicles. Vehicles towed and stored pursuant to seizure/forfeiture under Minnesota Statutes 609.531 to 609.5318 and 169A.63 will be towed and stored at the following rates:

- Vehicles released within 15 days of the impound and no longer subject to forfeiture will fall under the procedures and fees outlined in paragraphs 6 & 7;
- Vehicles held for forfeiture will be charged a flat fee of \$200.00 for towing and storage for the first 60 days, and \$5.00 per day storage beginning with the 61st day. These fees would apply to vehicles which were held for forfeiture and subsequently released back to the registered owner or lien holder after 15 days from the impound date had passed. Contractor will charge the City of Minnetonka \$10.00 per vehicle for owner notification and \$10.00 per vehicle for lien holder notification to cover staff time and materials related to forfeited vehicles.
- If the owner/lien holder does not pick up the vehicle within 30 days of being notified by the contractor by certified mail to do so, and the vehicle has been in storage over 60 days total, the vehicle may then be subject to the storage rates outlined in paragraph 7, beginning with the 31st day after receiving such notification.

Release of all vehicles shall be governed by Minnesota Statutes 609.531 to 609.5318 and 169A.63. The contractor must reimburse to the City of Minnetonka any storage or towing fees paid by the registered owner, which have already been paid by the City.

9. Administrative Fee. The Contractor agrees to pay the City \$4.00 for clerical and administrative expenses for each vehicle referenced in an impound towing report filed by the Police Department. These fees shall be paid annually by January 15, 2016. Vehicles not claimed and destroyed by the Contractor will be exempt from the administrative fee.

10. Records and Reports. Contractor must prepare an annual report of all vehicles towed, stored, released, and still held, in a form acceptable to the City. This report must be forwarded to the police department at the same time as payment of the administrative fees referenced in paragraph 9. The report must include the reasons why, if any, vehicles towed have not been released. All records of services provided by the Contractor pursuant to this agreement must be available for inspection by the City upon request.

11. Sales and/or Disposal. The contractor may dispose of unclaimed vehicles pursuant to Chapter 168 B, Abandoned Motor Vehicles. The Contractor must report all transactions of sale or disposal, including the proceeds received, in the annual report referenced above in paragraph 10. If the contractor suffers a loss due to disposal of a vehicle, the City agrees to pay up to a \$25.00 disposal fee per vehicle.

12. Liability. The Contractor is responsible for the loss of, or damage to, any vehicle, equipment thereon, and contents due to the fault of the Contractor or his agent, from the time he, or his agent, takes custody of the vehicle, whether that be by signing the receipt for the vehicle or by hooking or hoisting the vehicle. The Contractor is responsible for the safe keeping of personal property, within or on the vehicle, as identified on the vehicle impound form.

13. Indemnification. The Contractor agrees to indemnify and hold harmless the City, its employees and agents from, and against, all claims, damages, losses and expenses, including attorneys' fees, which they may suffer or for which they may be held liable because of bodily injury, including death, or damage to property, including loss of use, as a result of the fault of the Contractor, his employees, agents or subcontractors in the breach or performance of this agreement.

14. Bond. Contractor agrees to obtain and maintain a letter of credit addressed to the City, during the life of the contract, in the amount of \$5,000, to assure the proper and timely performance of this contract.

15. Insurance. The Contractor must obtain and maintain in force liability insurance for coverage of not less than the following amounts:

Hazardous Load	As required by fed/state laws
Worker's Compensation	Statutory
Employer's Liability	\$100,000/\$500,000/\$100,000
Bodily Injury & Property Damage	\$1,000,000 each occurrence
Fire & Theft	\$30,000 each occurrence
Garage keeper Liability	\$30,000 each occurrence

The insurance must cover all operations under this contract, whether undertaken by the Contractor, subcontractors or anyone employed or retained by them. Coverage for bodily injury and property damage must be written under comprehensive general and comprehensive automobile liability policy forms, including coverage for all owned, hired and non-owned motor vehicles. The insurance must also cover the indemnification liability set forth in paragraph 13.

The Contractor must deliver to the City certificates of all required insurance on Acord® Form 25 or other form approved by the City, and signed by an authorized representative of the Contractor's insurance company. The representative must have in effect errors and omissions coverage in limits of not less than \$300,000 per occurrence and \$1,000,000 aggregate.

16. Non-Discrimination. The Contractor agrees during the life of this contract not to discriminate against any employee, applicant for employment, or other individual because of race, color, sex, age, creed, national origin, or any other basis prohibited by

federal, state or local law. The Contractor will include a similar provision in all sub-contracts entered into for performance of this contract.

17. Sub-Contractors. The Contractor may not sub-contract all or any portion of this contract without prior written approval of the City, except for assistance in emergency or unforeseen circumstances. All sub-contractors shall be bound by, and covered by, all terms of this agreement.

18. Agreement Period. This agreement shall be subject to renewal from year to year, and shall commence on January 1, 2015 and terminate on December 31, 2015. This agreement may also be terminated by either party upon 30 days written notice if the other fails to perform in accordance with the terms of this contract through no fault of the terminating party.

19. Independent Contractor. At all times and for all purposes hereunder, the contractor is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Contractor an employee of the City.

20. Compliance with Laws. In providing services pursuant to this agreement, the Contractor agrees to abide by all statutes, ordinances, rules and regulations pertaining to the performance of this contract. Any violation shall constitute a material breach of this agreement and entitle the City to terminate this agreement.

21. Contract Review. The contractor reserves the right to renegotiate certain fees should fuel prices rise significantly during the time frame of this contract.

22. Whole Agreement. This agreement embodies the entire agreement between the parties including all prior understanding and agreements, and may not be modified, except in writing, signed by all parties.

23. Radio Communication. The City of Minnetonka agrees to furnish Matt's Towing Service with one portable Motorola XTS 1500 radio to be used for the sole purpose of scanning Minnetonka PD's radio channel for towing coordination. Matt's Towing Service is responsible for the payment of the annual maintenance fee set by the Metropolitan Radio Board and Hennepin County. The radio remains the property of the City of Minnetonka and must be returned to the city promptly after termination of this agreement.

MATT'S AUTO SERVICE, INC.

CITY OF MINNETONKA

BY

Matt Stuedel
Owner

Guadalupe Barone
City Manager

DATE: 2-5-15

DATE: _____



HENNEPIN COUNTY SHERIFF'S OFFICE COMMUNICATIONS

DATE: 3/4/15

TO: Ulie Seal – Chair Metro Technical and Operational Committee,
Jill Rohret - MESB
Metro Region Technical and Operational Committee Members

FROM: Curt Meyer – System Administrator – Hennepin County Sheriff

SUBJECT: **City of Bloomington - Non-Governmental Support Letter**

Being the license holder for our layer of the ARMER Interoperable Radio System, Hennepin County Sheriff's Communications is submitting this letter of sponsorship of the City of Bloomington for the Mall of America

The City of Bloomington has issued Mall of America Security 1 consolette to allow for direct ARMER radio real time monitoring of the City of Bloomington Public Safety Staff responding to incidents at the mall.

All training for the supplied radio will be provided by the City of Bloomington. All maintenance for the supplied radio will be provided by Hennepin County Sheriff's Communications.

Documents included in this packet are:

- Letter from the City of Bloomington explaining radio use.

At the date of this letter the City of Bloomington is still pursuing a written agreement with the Mall of America. That document will be forwarded when completed.

If you have any questions related to this sponsorship feel free to contact me.



February 20, 2015

Jill Rohret
Regional Radio Services Coordinator
2099 University Avenue West, Suite 201
St. Paul, MN 55104-3431

Jill,

This is our letter of support required by METRO Standard 5.5.0 for the Mall of America Security. We have installed one (1) Consolette in their dispatch center. The radio ID is 329010 with the alias H-BLM-MOA-SEC-B. This radio is used by Mall of America dispatchers to monitor Bloomington Police and Fire Department main talk groups to assist us with emergent incidents on their property. Bloomington Police and Fire work very closely with MOA Security on a daily basis and this is a valued interoperable resource to the City of Bloomington. Contacts for the City and Mall of America for this resource are listed below.

Sponsoring agency:
Bloomington Police Department
1800 West Old Shakopee Road
Bloomington, MN 55431
Butch Gillum, Communications Technician Office: 952-563-4934
bgillum@BloomingtonMN.gov

Non-Public Service Organization:
Mall of America Security
Greg Niles, Security Dispatch Lieutenant
60 East Broadway
Bloomington, MN 55425
Office: 952-883-8878
greg.niles@moa.net

Fleet map is attached. Let me know if you need anything further.

A handwritten signature in blue ink that reads "Ulie Seal".

Ulie Seal
Fire Chief

1.7 120713 BLM PD W7 SPECTRA user handout

	Zone A	Zone B	Zone C	Zone D	Zone ME	Zone MN	Zone 8C
1	BLM-PD	BLM-PD	BLM-PD	BLM-PD	BLM-PD	STAC1	8CALL90
2	BLM CH2	BLM CH2	BLM CH2	BLM CH2	BLM CH2	STAC2	8TAC91
3	BLMTRAF	BLMTRAF	BLMTRAF	BLM911	METAC1	STAC3	8TAC92
4	LTAC1	BLMACO	LTAC1	CM-911	METAC2	STAC4	8TAC93
5	LTAC2	BLBOMB	LTAC2	CVCOMN	METAC3	STAC5	8TAC94
6	LTAC3	BLCREU	LTAC3	EMP911	METAC4	STAC6	8CALL90D
7	LTAC4	BLM-INV	LTAC4	EDN911	METAC5	STAC7	8TAC91D
8	BLMSE1	BLMSE1	HC2C	EPR911	METAC6	STAC8	8TAC92D
9	BLMSE2	BLMSE2	HCOMON	MAC911	METAC7	STAC9	8TAC93D
10	BLM-TAC	BLM-TAC	HTAC-3	MPD911	METAC8	STAC10	8TAC94D
11	BLM-FR	BLMHOS	HTAC-5	MTC-PD	BLANK	STAC11	8SOA1
12	BF-TAC2	CTYCOM	HTAC-6	MTK911	BLANK	STAC12	8SOA2
13	DAKLM2	DAKLM2	HPOOL1	SCT911	BLANK	BLANK	8SOA3
14	DAKLM1	DAKLM1	HPOOL2	SP-CALL	BLANK	BLANK	8SOA4
15	EDICPD1	EDICPD1	HROAM1	BLANK	BLANK	BLANK	BPDCVR
16	EP-PTRL1	EP-PTRL1	HROAM2	BLANK	BLANK	BLANK	BPDCVD

Minnesota COMT Team

Metro Region Communications Unit Leader

Type III COMT CERTIFICATION CHECK OFF

The following items checked are included in this packet

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

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 COMT training
- ☒ Agency Certification (attached) - in task book
- ☒ 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 Radio Services Coordinator review


(Signature)

Jill Rohret

(Printed Name)

- ☐ Regional Radio Board – Technical Operations Committee Review

(Chair of Radio-TOC Signature)

Ulysses Seal

(Printed Name)

- ☐ Statewide Interoperability Program Manager Review

(Statewide Interoperability Program Manager Signature)

(Printed Name)

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JOHN C SHEEHAN

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

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 28th Day of July, 2011



Vilma Schifano Milmo
Vilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JOHN C SHEEHAN

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

IS-00100.LEb

**Introduction to the Incident Command System
(ICS 100) for Law Enforcement**

Issued this 29th Day of July, 2011



Vilma Schifano Milnroe
Vilma Schifano Milnroe
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JOHN C SHEEHAN

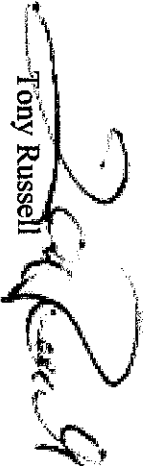
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.b

**ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 27th Day of June, 2012




Tony Russell
Superintendent
Emergency Management Institute

Log-off



Minnesota Division of Homeland Security and Emergency Management



View/Register for Courses

▼ Course Evaluation

Participant History

▼ Participant Profile

Training Transcript

John C Sheehan

ID# 16542

Hennepin County Sheriff's Office - 9300 Naper St. Golden Valley MN 55427

Certification Date:

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

Type

C = Class Room

I = Independent Study or Class Room Course not sponsored by MN HSEM

S = Classroom course taken in conjunction with conference

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

John Sheehan

Completed the All-Hazards Communications Technician (COMT)
Course on this 10th day of August 2012



David G. Boyd, Ph.D.

Director

Command, Control and Interoperability Division
Science & Technology Directorate
U.S. Department of Homeland Security



Chris Essid

Director

Office of Emergency Communications
National Protection and Programs Directorate
U.S. Department of Homeland Security



Homeland Security

Communications Technician All-Hazards (COMT)

Position Task Book

Task Book Assigned To:

Trainee's Name: John C. Sheehan

Home Unit/Agency: Hennepin County Sheriff's Office

Home Unit Phone Number: 763-525-6216

Task Book Initiated By:

Official's Name: Roger Laurence

Home Unit Title: Communications Manager

Home Unit/Agency: Hennepin County Sheriff's Office

Home Unit Phone Number: (612) 596-1920

Home Unit Address: 9300 Naper St. Golden Valley MN 55427

Date Initiated: 1/28/2013

Version 1.1
July 08, 2012

**VERIFICATION / CERTIFICATION OF COMPLETED TASK
BOOK FOR THE POSITION OF ALL- HAZARDS
COMOMUNICATIONS TECHNICIAN (COMT)**

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluators Signature [Signature] Date 9/11/14

Printed Name NATHAN TIMM Agency GOODHUE CO S/O

Phone Number 651-385-3155 Email NATE.TIMM@CO.GOODHUE.MN.US

AGENCY CERTIFICATION

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

Certifying Official's Signature [Signature] Date 10/13/2014

Printed Name JOHN BRUNSON Agency HELMSPER COUNTY SHERIFFS OFFICE

Title Asst Comm Manager Phone Number 612-596-1921

TRAINEE TECHROOM FORM				
Name:	JOHN JHEMAN			
Agency:	HENNEPIN COUNTY SHERIFF			
Date:	7/10/13			
Team:				
	COML	COMT		
STATION 1: TELEPHONE				
TASK:	Create a simple ring down circuit between two phones using Cat 5 cables, RJ11 connectors, 66 block, two biscuits, & ring tone generator. Test & verify operation			
Accomplished Task:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> Yes with assistance	<input type="checkbox"/> Yes with difficulty	<input type="checkbox"/> No
TASK:	Make a single pair telco cable using CAT 5			
Accomplished Task:	YES		NO	
TASK:	Splice a Cat 5 cable with Scot-Lok			
Accomplished Task:	<input checked="" type="checkbox"/> YES		NO	
Comments:	Good			
Station Monitor:	John Johnson			
STATION 2: TELEPHONE				
TASK:	Find dial tone on a 66 block			
Accomplished Task:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> Yes w/ difficulty	<input type="checkbox"/> Yes w/ assistance	<input type="checkbox"/> NO
TASK:	Test line with proper test equipment			
Accomplished Task:	YES		NO	
TASK:	Record the pair color:			
Accomplished Task:				
Comments:	Good			
Station Monitor:	John Johnson			
STATION 3: Telephone - 66 Punch down				
TASK:	Punch down 5 telco pairs in standardized color order.			
Accomplished Task:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> Yes w/ difficulty	<input type="checkbox"/> Yes w/ assistance	<input type="checkbox"/> NO
Comments:				
Station Monitor:	John Johnson			

Good Job JJ

STATION 4: COMPUTER – CAT 5				
TASK:	Make a CAT5 pass through cable using RJ45 connectors, test cable, verify it is good			
Accomplished Task:	<input checked="" type="radio"/> YES	Yes w/ difficulty	Yes w/ assistance	NO
Comments:	Took several tries but got it done			
Station Monitor:	John John —			
STATION 5: Computer – Wireless Router Wireless Router				
TASK:	Reset			
Accomplished Task:	YES		NO	
TASK:	Change router password from default			
Accomplished Task:	YES		NO	
TASK:	Change name of router to COMMEX			
Accomplished Task:	YES		NO	
TASK:	Turn off SSID, verify, turn back on, verify			
Accomplished Task:	YES		NO	
TASK:	Change IP address range from default			
Accomplished Task:	YES		NO	
TASK:	Change channel from default to Ch 1, 6, or 11			
Accomplished Task:	YES		NO	
TASK:	Add an encryption security key & Passphrase			
Accomplished Task:	YES		NO	
TASK:	Limit the # of users to ten			
Accomplished Task:	YES		NO	
Accomplished All Tasks:	<input checked="" type="radio"/> YES	Yes w/ difficulty	Yes w/ assistance	NO
Comments:				
Station Monitor:	John John —			

TRAINEE TECHROOM FORM		
Name:	JOHN SHEEHAN	
Agency:	HERKIMER County Sheriff	
Date:	7/12/13	
Team:		
	COML	COMT
STATION 6: Radio Incident Communications		
TASK:	Draw a simple block diagram of the radio system as defined in the Exercise ICS205. Include frequencies / talkgroups, repeaters, base stations, etc.	
Accomplished Task:	YES	NO
Comments:		
Station Monitor:	John D. L.	
STATION 7: Resources – NIFOG Awareness Resources:		
TASK:	Find VTAC33 and record frequencies Rx - 159.4725 TX 151.1375 CQA 136.5	
Accomplished Task:	YES	NO
TASK:	Find UCALL40 and record frequencies Rx - 453.125 TX = 458.2125	
Accomplished Task:	YES	NO
TASK:	Find 7GTAC77 and record frequencies TX + RX = 804.85625 / 774.85625	
Accomplished Task:	YES	NO
TASK:	Find 8TAC93 and record frequencies Rx = 832.51250 TX = 807.51250 156.7 AWA	
Accomplished Task:	YES	NO
TASK:	Find Marine Channel 16 and record frequencies TX + RX 156.800	
Accomplished Task:	YES	NO
TASK:	What is the purpose for Marine Channel 22A? CGL + MARITIME SAFETY	
Accomplished Task:	YES	NO
TASK:	Find the NOAA radio frequencies - record the page # PG 49	
Accomplished Task:	YES	NO
TASK:	Circle the channels below that must meet the FCC Narrowband mandate? a. LFIRE4 b. VTAC14 c. UCALL40 d. 8TAC93 e. 7CALL50 f. Marine Channel 16 g. MED-9 - CAN OF W, N, or V h. Weather frequency 162.475 MHz	
Accomplished Task:	YES	NO
TASK:	Does the NIFOG authorize me to use any frequencies in the NIFOG? NO	
Accomplished Task:	YES	NO
TASK:	On what page(s) can you find the Federal Incident Response channels? NIFOG pg 29 34-35	
Accomplished Task:	YES	NO
TASK:	On what page can you find out how to wire a RJ45? P 58	
Accomplished Task:	YES	NO

TASK:	On what page can you find telephone block wiring for a 25 pair cable?			P 60
Accomplished Task:	<input checked="" type="checkbox"/> YES			NO
TASK:	What does \$ 293 mean?			NAC CODE
Accomplished Task:	<input checked="" type="checkbox"/> YES			NO
TASK:	From what website can you request copies of the NIFOG?			60.03A, 600/5TL
Accomplished Task:	<input checked="" type="checkbox"/> YES			NO
TASK:	Do you have a GETS card?			NO
Accomplished Task:	<input checked="" type="checkbox"/> YES			NO
TASK:	Do you have WPS on your cell phone?			NO
Accomplished Task:	<input checked="" type="checkbox"/> YES			NO
Comments:	public safety tools . info			
Station Monitor:	John Johns			
STATION 8: Radio System / Incident Communication Systems				
TASK:	Draw the following radio system. Base station on VCALL10; Repeater on UCALL40; Repeater on 8CALL90. Show frequencies. How would you show then in a cross-band configuration?			
Accomplished Task:	<input checked="" type="checkbox"/> YES	Yes w/ difficulty	Yes w/ assistance	NO
Comments:				
Station Monitor:	John Johns			
STATION 9: Gateway Technology				
TASK:	a. Set-up the gateway b. What frequencies / talkgroup(s) are being used in the patch? c. Demonstrate how to set the radio audio levels d. Make a net / patch between a VHF, UHF & 800 MHz radio if all three are available e. How would you check to make sure the frequencies used in the patch do not cause an interference problem in this area? NOTE: If a gateway is not available, use the ACU simulator			
Accomplished Task:	<input checked="" type="checkbox"/> YES			NO
Comments:				
Station Monitor:	John Johns			
STATION 10: Cache Radio Resources Familiarization				
TASK:	a. What is the procedure to request a radio cache? b. Explain your radio cache battery management plan. c. Explain your resource tracking plan for the radio cache. d. Demonstrate / give instruction on usage of a cache radio / radios.			
Accomplished Task:	<input checked="" type="checkbox"/> YES			NO
Comments:	King of CACHES			
Station Monitor:	John Johns			

STATION 11: Optional	
TASK:	Radio Cache/Programming
Accomplished Task:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Comments:	
Station Monitor:	
STATION 12: Optional	
TASK:	Satellite Technology
Accomplished Task:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Comments:	
Station Monitor:	
STATION 13: Optional	
TASK:	Frequency briefing, frequency information resources, FCC license information
Accomplished Task:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Comments:	
Station Monitor:	
STATION 14: Optional (Radio Systems/Incident Communications)	
TASK:	Auxiliary Communications Briefing: HAM radio / MARS / AuxComm support in this area
Accomplished Task:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Comments:	
Station Monitor:	

Competency 1: General

TASK	O or I	EVAL #	EVALUATOR Initial & date upon completion of task
<p>1. Obtain and assemble information and materials needed for a response kit prior to receiving an assignment, including critical items needed for the assignment and items needed for functioning during the first 48 hours. The following items are suggested as basic information and materials kept in a go bag:</p> <ul style="list-style-type: none"> • Appropriate ICS forms and logs • Working knowledge of local TICP • Tactical Interoperable Communications Plan (TICP), if available • Inventories or other lists of local and regional communications response equipment • Preplanned local system coverage maps • Pads of paper, pencils, pens, and tape • Food and beverage to be self-sustained for 48 hours or more • Portable radio(s) as appropriate for the region • Radio programming equipment (cloning cable or computer), adapters, and suitable tools. 	O	1	JT 7-11-13
		2	NT-9/11/14
<p>2. Establish and maintain positive interpersonal and interagency working relationships.</p> <ul style="list-style-type: none"> • Conduct self in a professional manner • Respectful and courteous • Respectful of public and private property 	O	1	JT 7-11-13
		2	NT-9/11/14
<p>3. Provide for the safety and welfare of assigned incident personnel during the entire period of supervision.</p> <ul style="list-style-type: none"> • Obtain the safety briefing • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Provide safety and identifying equipment, such as vests identifying the communications function, flashlights, and glow sticks. • Provide for security of information • Ensure that special precautions are taken when extraordinary hazards exist. 	I	2	NT-9/11/14

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)

Code: 1 = Must be performed on an Incident, *Planned Event, or an *FE/FSE (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

<ul style="list-style-type: none"> Recommend adequate number of personnel to support the communications unit, technicians, technical specialists, etc. to the COML. Assess current tactical communications equipment needs such as power sources for extended operations, report findings to the COML. 		↑	
<p>10. Working with the COML, perform as the technical expert for communications needs.</p> <ul style="list-style-type: none"> Determine the feasibility and required equipment/personnel to provide the required communications support. Provide operational and technical information on communications equipment available for the incident. Provide operational and technical information on communications equipment and systems capabilities and restrictions. 	1	2	NT 9/11/14
<p>11. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs.</p> <ul style="list-style-type: none"> Through the COML, request any additional communications vendor services; e.g., telephone, SATCOM, microwave and help identify costs associated with equipment. Through the chain of command, document the locations for equipment to be installed; e.g., repeaters, satellite telephones, telephone lines, etc. Provide communications support for external and internal data operations. Create/update diagrams of current communication system(s). Assist the COML to determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs. 	1	1 2	JT 7-11-13 NT 9/11/14
<p>12. Install, or provide for the installation of, communications equipment.</p> <ul style="list-style-type: none"> Obtain equipment as needed. Install and test all components of the communications equipment to ensure the incident's systems are operational, for example: <ul style="list-style-type: none"> o Repeaters o Links (radio and wire-based) o Remotes o Gateways o Telephones o FAX o Data o Aircraft and other special needs In cooperation with the COML develop installation 	1	#1 2	4/28/13 NT 9/11/14

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)

Code: 1 = Must be performed on an Incident, *Planned Event, or an *FE/FSE (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Competency 3: Demobilization

TASK	O or I	EVAL#	EVALUATOR Initial & date upon completion of task
17. Demobilization and check out. <ul style="list-style-type: none"> • Submit all required information to the COML. • Receive demobilization instructions from the COML. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. • Complete required ICS form(s) and turn in to the appropriate person. • Ensure that personnel in the unit are demobilized correctly. • Document lost equipment on agency specific forms. 	1	1 2	ST 7-11-13 NT 9/11/14

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)

Code: 1 = Must be performed on an Incident, *Planned Event, or an *FE/FSE (*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

EVALUATION RECORD

TRAINEE NAME

TRAINEE POSITION

#1	Evaluator's name: <u>Jake Thompson</u>		
	Incident/office title & agency: <u>Anoka County</u> <u>Radio System Coordinator</u>		
Evaluator's home unit address & phone:			
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Name & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
<u>MNCOMMEX</u>	<u>Train Derailment</u>	<u>T3</u> <u>5 units</u>	<u>0730 To 1700</u>
<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 type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input checked="" 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>			
Recommendations: <u>Review uncompleted tasks.</u>			
Date: <u>07-01-2013</u> Evaluator's initials: <u>JT</u>			
Evaluator's relevant agency certification or rating: <u>BML/COMT</u>			

EVALUATION RECORD

#3	Evaluator's name: Incident/office title & agency:		
Evaluator's home unit address & phone:			
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Name & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)
			To
<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>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>			

ICS Form 205 Incident Radio Communications Plan

Ops Panel

1. Incident Name: TIGAN

2. Date/Time Prepared: 9/11/14

3. Operational Period: 9/11/14

Date: 9/11/14

Date From: 9/11/14

Date to: 9/11/14

Time: 1357

Time From: 0700

Time To: 1900

4. Basic Radio Channel Use:

Zone Gp.	Ch #	Function	Channel Name/ Trunked Radio System Talk group	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
1		COMMAND		COMMAND						
2		LE ZONE A		SECURITY + REUNITE						
3		LE ZONE B								
4		LE ZONE C		↓						
5		FD Rescue		PANOL						
6		FD MAINT		MAINT						
7		FD HAZMAT		HAZMAT						
8		FD MAINT		MAINT						
9		PW-CLEANUP		REUNITE + REUNITE						
10		FD DIV A		REUNITE						
11		FD DIV B		REUNITE						
12		FD DIV C		REUNITE						
13										
14										
15										
16										

5. Special Instructions:

6. Prepared by (Communications Unit Leader) Name: JACK SHEEHAN

Signature: [Signature]

ICS 205

LAP Page

Date/Time: 9/11/14 1405

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 (Project 25)

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

Final Evaluator's Verification

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

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

Final Evaluators Signature U.S. Seal Date 3/10/2005

Printed Name Ulysses Seal Agency Bloomington Fire Department / MN AHIMT

Highest NIMS Qualification Type 3 IC / NIMS ICS Trainer Type 4 IMTS

Phone Number 952-563-4801 email address useal@bloomingtonmn.gov

Compiled training information:

Number and Type of Resources: 5 Units
Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: 6 hours
Enter the inclusive dated during which the trainee was evaluated.

Management Level or Fire Complexity Level: T3
Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command.

Date: 9/11/2014
List the date the record is being completed.

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

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



7900 International Drive – Suite 300
Bloomington, MN 55425

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Voice 612.216.1502

FAX 888.384.9171

Updated Technical Plan

for ARMER

800 MHz Trunked Radio System Participation

by

Carver County Sheriff's Office

Submitted to:
Metropolitan Emergency Services Board

March, 2015



Allied Radio Matrix for Emergency Response



This document has been prepared under contract by PSC Alliance Inc. for the benefit of Carver County. Questions concerning content of the plan may be directed to: Jeff Nelson, PSC Alliance Inc. at the address shown above or via email: jeff.nelson@pscalliance.com.

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Executive Summary & Overview of Carver County's Updated Participation Plan

Below is a high level synopsis of the plan being proposed by Carver County to update their consoles from the existing Gold Elite model to the MCC 7500 series at their Public Safety Answering Point (PSAP) in Chaska. Further narrative is contained later in this document describing the topics which are summarized below. Carver County and local communities have been users of the ARMER system since the system's original deployment. Carver County now seeks approval to replace its Motorola Gold Elite Consoles with seven (7) MCC 7500 consoles plus a patch position. This plan update only modifies aspects of previously approved plans relating to dispatch consoles.

The primary PSAP site in Chaska will be equipped with a Conventional Site Controller, two 8 port CCGW's interfaced to existing control stations, a simulcast fire paging system, and selected legacy VHF resources (sirens controls and backup VHF repeaters) in the event of a network failure.

Two (2) DS1 circuits will be needed to support the console connection at the Chaska PSAP location. A combination of Fiber and Microwave links with diverse paths will be used between the PSAP and the Shakopee ARMER site and the Norwood/Young America ARMER site. The Motorola console architecture would be integrated with the ARMER Zone 1 controller at Waters Edge.

Radio ID loading on the ARMER would significantly decrease based upon efficiencies available from the MCC 7500 console architecture.

The target in-service date for the MCC7500 console equipment is May 2015.

SECTION 1 - BACKGROUND

Introduction

This document is prepared as the technical plan for Carver County's console upgrade initiative for use in conjunction with the Minnesota ARMER 800 MHz trunked radio system. The primary audience for this plan is the Metropolitan Emergency Services Board (MESB) Technical Operations Committee (TOC) and the Statewide Emergency Communications Board Operations and Technical Committee (SECB-OTC).

Project Funding

Carver County has identified local funding to accomplish the construction and system upgrade objectives identified in this document.

SECTION 2 – ELEMENTS OF THE TECHNICAL PLAN

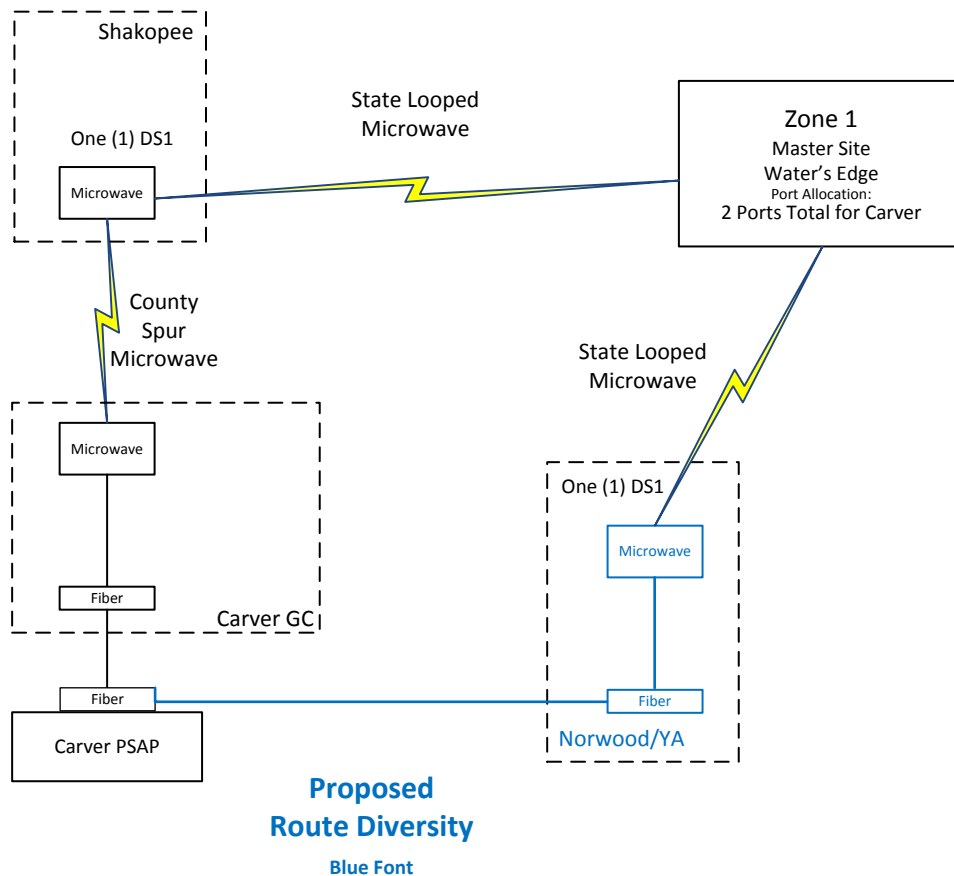
Carver County PSAP Location & Resources

Carver County's PSAP is located in the Carver County Sheriff's Office located at 606 E. Fourth Street, Chaska, MN 55318. The PSAP is currently equipped with existing Motorola Gold Elite consoles which are connected through a local Central Electronic Bank with LORI/LOMI recording. This plan includes the replacement of the existing consoles with MCC 7500 workstations. Two (2) DS1 ports are requested to connect the center to the Water's Edge Zone 1 controller.

Carver PSAP Connectivity

Carver County currently operates an 11 GHz microwave link from the PSAP to the Shakopee ARMER site. Failure of this link interrupts primary console capabilities for Carver County and causes local control stations to be used. In a prior improvement project, Carver County installed optical fiber into several ARMER trunked radio sites including the Chanhassen simulcast site, the Hollywood site, and the Norwood/Young America site. By approval of this plan, one (1) DS 1 circuit for PSAP connectivity would link through to Shakopee via microwave and one (1) DS 1 circuit for PSAP route redundancy would link through to the Norwood/Young America site via County's fiber. A total of two (2) DS 1 circuits (and ports at Water's Edge) are requested on the MnDOT microwave loop that connects Shakopee and Norwood/YA to Zone 1. A future request will be brought forward to enhance site connectivity route diversity at the Chanhassen ARMER site.

Figure 1 – T1 Connectivity



PSAP Logging

Audio logging at the Carver PSAP is presently accomplished via local LORI/LOMI presentation from the Gold Elite CEB. Carver County will be implementing a new logging system not later than the second quarter (Q2) of 2016 but presently does not have full funding to entirely replace its existing logging system. Therefore, Carver County requests that certain legacy logging available via the Gold Elite CEB be preserved until the first quarter (1Q) of 2016. At that time the Carver Gold Elite CEB would be decommissioned and removed.

PSAP Backup & Redundancy

Local control stations are already installed at the Carver PSAP and will be interfaced to the new MCC 7500 CCGWs. These backup control stations will permit access to the ARMER system in the event that the dual DS1 links to the Zone 1 controller are lost. Each of the MCC 7500 console positions will have access to the backup control stations.

Carver County Sheriff's Office

Carver County also maintains a backup PSAP arrangement with Ridgeview Medical Center (RMC) in Waconia. Certain Carver County dispatch resources will appear on the recently approved RMC consoles in the event that staff need to abandon the PSAP in Chaska.

Subscriber Radio Fleet/Radio ID's

The table below depicts the County's current subscriber radio population and radio ID allocations. Since each talk group at every console will no longer require a separate ID in the MCC 7500 environment, it is estimated that approximately system 500 IDs can be relinquished when this migration is ultimately complete.

Carver County	Total County	Active Count	TG Approved	TG Found	Radios
Existing	832	771	75	74	1262
Radios Approved					1373
Estimated IDs Returned	500				

Table 1: Carver Talk Group and System ID Census

Note: Information based on data supplied by MnDOT OEC on February 9, 2015.

Interoperability

Primary interoperability will be achieved via shared use of the common 800 MHz digital trunked infrastructure. Carver County intends to preserve its VHF paging, siren activation, backup control stations, and backup repeaters.

Fleet Map

Carver County will incorporate statewide, regional and neighboring talk groups in console and subscriber radios consistent with requirements established for use of the ARMER system and as agreed to by the County.

Schedule

Carver County seeks to migrate to the MCC 7500 consoles in May 2015 with decommissioning of the existing Central Electronics Bank after the logging conversion completes as identified above. The County has been working steadily toward that goal for several months.

Training

The Carver County staff received initial ARMER training when they went live on the system. The Supervisor and staff strive to remain current on ARMER policies and practices through policy review and informal training.

System Maintenance

Carver County intends to coordinate the maintenance and support of the console equipment, link equipment, VHF equipment, and other specialty systems through suitable agreement(s) with a qualified service provider(s).

System Administration

No change to the existing County network management client is contemplated via this plan.

SUMMARY

Carver County looks forward to approval of this plan with expected preliminary migration to the MCC 7500 consoles in May, 2015.



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Technical Plan

for ARMER

800 MHz Trunked Radio System Participation

by

Regions Hospital

East Metro Medical Resource Control Center (EMRCC)

Submitted to:
Metropolitan Emergency Services Board

March, 2015



Allied Radio Matrix for Emergency Response



This document has been prepared under contract by PSC Alliance Inc. for the benefit of Regions Hospital/MRCC - East. Questions concerning content of the plan may be directed to: Jeff Nelson, PSC Alliance Inc. at the address shown above or via email: jeff.nelson@psc Alliance.com.

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Regions Hospital/East Metro MRCC Technical Plan

Executive Summary & Overview of Regions Hospital/East Metro MRCC 800 MHz Plan

Below is a high level synopsis of the plan being proposed by Regions Hospital/East Metro Medical Resource Control Center for use of the ARMER 800 MHz system. Further narrative is contained later in this document describing the topics which are summarized below. Regions Hospital and East Metro MRCC have been users of the ARMER system since 2008. In 2011, Regions Hospital received approval to operate up to 15 radios to support their operations related to Emergency Medical Services. East Metro MRCC has been operating 2 Gold Elite dispatch console positions, as remote positions connected to the Ramsey County CEB. MRCC has also been given authorization for radios used for console backup and adjuncts for the provision of emergency medical control. To date, Regions Hospital and East Metro MRCC have operated under authority of the Ramsey County Participation Plan. Regions Hospital/East Metro MRCC and Ramsey County intend to continue their business relationship for some technical support and resource sharing, but the migration to MCC7500 consoles removes the dependence East Metro MRCC had on Ramsey County for CEB resources, making it a good time to submit an independent Participation Plan.

Via this plan, Regions Hospital/East Metro MRCC proposes to replace their two existing Gold Elite Consoles with four MCC7500 consoles at their primary facility within the Regions Hospital building in St. Paul, as well as adding two MCC7500 consoles at their backup communications facility located in Mendota Heights. The primary site will be equipped with a Conventional Site Controller, three 4 port CCGW's, eight 800 MHz APX consolettes, and a VHF station operating on the VMED channel, in the event of a network failure.

Two (2) DS1 circuits will be needed to support the console connection at the Regions Hospital location. A combination of Fiber and Microwave links with diverse paths will be used between the Regions Hospital/East Metro MRCC communications center and the Zone Controller. The Motorola console architecture would be integrated with the ARMER Zone 1 controller at Waters Edge.

The MCC7500 consoles at the Mendota Heights backup location will be connected to the system via a single DS1 connection to the Zone Controller. The site will not be equipped with a Conventional Site Controller, nor will it have any CCGW's. In the event of a network failure, the backup site will operate using two stand alone 800 MHz APX consolettes, and a VHF control station.

Subscriber loading onto the ARMER system resulting from Regions Hospital/East Metro MRCC's upgrade will be 31 radio ID's. Projected future additions could result in an additional 20 radios on the ARMER 800 MHz network.

The target in-service date for the MCC7500 console equipment is July 2015.

SECTION 1 - BACKGROUND

Introduction

This document is prepared as the technical plan for Regions Hospital/East Metro MRCC's (EMRCC) full participation on the Minnesota ARMER 800 MHz trunked radio system. The primary audience for this plan is the Metropolitan Emergency Services Board (MESB) Technical Operations Committee (TOC) and the Statewide Emergency Communications Board Operations and Technical Committee (SECB-OTC).

Project Funding

Regions Hospital/East Metro MRCC has identified local funding to accomplish the construction objectives identified in this document.

SECTION 2 – ELEMENTS OF THE TECHNICAL PLAN

EMRCC Location & Resources

East Metro MRCC's Communications Center is located in the Regions Hospital building located at 640 Jackson Street, St. Paul, MN 55101. The communications center is currently equipped with existing Motorola Gold Elite consoles which are connected as remote operator positions on the Ramsey County CEB. This plan includes the replacement of the existing consoles with MCC 7500 workstations. Two (2) DS1 ports are requested to connect the center to the Water's Edge Zone 1 controller.

EMRCC Connectivity

East Metro MRCC currently has a link to the Ramsey County Dispatch Facility, which connects the consoles to the Ramsey County CEB. East Metro MRCC does not have an independent connection to the Zone Controller, but with the installation of the MCC7500 equipment, they are requesting dedicated DS1 connections to the Zone Controller. Based on prior conversations with MnDOT and Ramsey County, one of the connections will be established using new 11 GHz microwave from the Regions Hospital building to the John Ireland MnDOT site. That DS1 connection will utilize available MnDOT capacity from John Ireland to Waters Edge. The other DS1 connection will be made through the Ramsey County Dispatch Center. A new 11 GHz connection will be established from the Regions Hospital building to Ramsey County to achieve route diversity. From Regions it will utilize the established fiber utilizing Ramsey County and MnDOT Traffic Management fiber. See Figure 1 on the following page for more detail.

The backup East Metro MRCC will be connected to the system utilizing a temporary connection to the HealthPartners ARMER site in Bloomington, utilizing a leased T1 circuit or a low capacity microwave link. When the replacement tower is built at the Dakota County Sperry site, a permanent connection to the system will be established utilizing a suitable microwave link.

Regions Hospital/East Metro MRCC Technical Plan

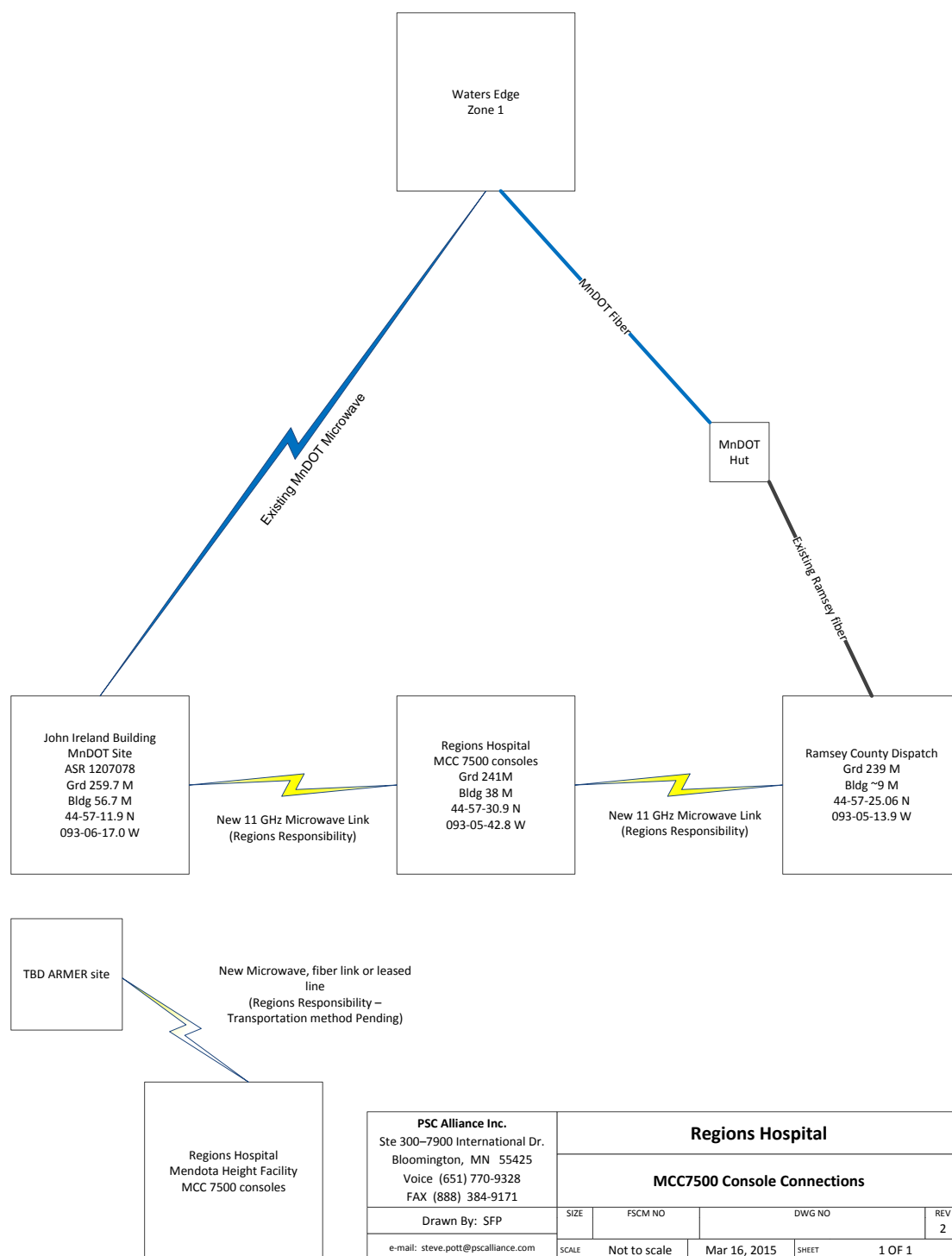


Figure 1 – T1 Connectivity

EMRCC Audio Logging

Audio logging at the East Metro MRCC will be accomplished via local, analog recording using control stations. East Metro MRCC has also made arrangements with Ramsey

Regions Hospital/East Metro MRCC Technical Plan

County to access recordings to talk groups not recorded by EMRCC, particularly regional and statewide interop talkgroups, when needed.

ATIA Data Requirement

No ATIA data taps are contemplated if this plan is approved.

EMRCC Backup & Redundancy

Eight (8) backup ARMER control stations will be installed at the Regions Hospital/East Metro MRCC. These backup control stations will permit access to the ARMER system in the event that the dual DS1 links to the Zone 1 controller are lost or the communications center at Regions Hospital is inoperable or inaccessible. Each of the console positions will have access to the backup control stations. EMRCC will also be equipped with a VMED base station which can be accessed by each of the console positions.

East Metro MRCC will also equip their existing backup location in Mendota Heights with two MCC7500 consoles. These consoles will be connected to Zone 1 via a single DS1 connection. The backup site will also be equipped with two stand-alone ARMER control stations that will be utilized in the event the DS1 link to the Zone 1 controller is lost. The site is also equipped with a stand-alone VHF control station on the VMED channel.

Subscriber Radio Fleet/Radio ID's

The table below depicts the current Regions Hospital/East Metro MRCC subscriber radio population. The additional radios identified in the "Growth Projections" row will be needed incrementally over the next few years, and the allocation of those additional 20 ID's, for a total of 51, is requested as part of this plan submission.

Regions Hospital/EMRCC	Mobiles	Portables	Stationary	Totals
Existing	7	14	10	31
Growth Projections	5	15	0	20
Existing & Growth	12	29	10	51

Table 1: Regions Hospital/East Metro MRCC Voice Radio Equipment Census

The two existing Gold Elite consoles are each configured with 73 radio resources, resulting in nearly 150 radio ID's needed to support their operation. The MCC7500 consoles each only need one radio ID, for a total of 6, which will reduce the number of active radio ID's by about 140.

Interoperability

Primary interoperability will be achieved via shared use of the common 800 MHz digital trunked infrastructure. Regions Hospital/East Metro MRCC intends to preserve its

Regions Hospital/East Metro MRCC Technical Plan

VMED fixed radio capabilities to supplement the regional VMED channel supported by the system.

Fleet Map

Regions Hospital/East Metro MRCC will incorporate statewide, regional and neighboring talk groups in appropriate zones of its subscriber radios and console equipment. Regions Hospital/EMRCC is requesting one talk group for use in coordinating its' EMS Medical Direction tasks.

Schedule

East Metro MRCC needs to migrate to the MCC7500 consoles prior to Ramsey de-commissioning the CEB that controls the existing MRCC consoles. The goal is to have the MCC7500 consoles commissioned by July 1, 2015 in Mendota Heights. East Metro MRCC has been working steadily toward that goal for several months.

Training

The East Metro MRCC staff received initial ARMER training when they went live on the system. The Supervisor and staff strive to remain current on ARMER policies and practices through policy review and informal training. As part of the console upgrade project, MRCC is planning to utilize an outside trainer to become familiar with the MCC7500 consoles, as well as provide a refresher on State Emergency Communications Board policies. End user training will utilize methods of classroom explanation/demonstration with both visual aids and functioning radio equipment.

System Maintenance

Regions Hospital/East Metro MRCC intends to coordinate the maintenance and support of the console equipment, link equipment, VHF equipment, and other specialty systems through suitable agreement(s) with a qualified service provider(s).

System Administration

No network management client is contemplated for installation within Regions Hospital/East Metro MRCC. System administration, including ongoing fleet map modifications and network performance monitoring is expected to be performed through a collaborative agreement established between Regions Hospital/East Metro MRCC and Ramsey County.

SUMMARY

Regions Hospital/East Metro MRCC looks forward to approval of this plan with expected preliminary migration to the MCC7500 consoles in July, 2015.



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SUITE 201
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
FAX 651-603-0101
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Memo

To: Radio TOC
Fr: Jill Rohret
Date: March 12, 2015
RE: 2015 SECB Grant

In November 2014, the SECB authorized a bi-annual \$1 million competitive grant program funded via the SECB's statutorily provided discretionary funds via the 911 fee.

In early March, the SECB Grants Workgroup met. At that meeting ECN stated that the 2014 SECB grant would be allocated equally across each region. There is not enough time to do the 2014 grant competitively. These grant funds can be used to fund regional priorities. If used for equipment, there is a 50% matching requirement. These grant funds expire June 30, 2016; the MESB must tell ECN whether or not the funds will be spent by December 31, 2015, if the MESB accepts the grant. The allocation would be approximately \$142,857.00.

The Radio TOC needs to advise the MESB whether or not the grant should be accepted. Like the 2014 SHSP grant, this is a relatively short time to spend grants and for equipment matching funds are required. There is already uncertainty that agencies can make the matching requirements for the SHSP grant. Many agencies would not know if they could spend a match in 2016 until January 2016, which is after the ECN notification deadline.

Should the MESB accept the grant? If so, how will it be allocated and on what will it be spent?

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

Document Section 2	Configuration and Allocation	Status: Complete
State Standard Number	State 2.9.0	
Standard Title	800 MHz Statewide Wide Area Talkgroup Access and Management	
Date Established		SRB Approval: 4/14/2014
Replaces Document Dated	6/20/2012	
Date Revised	4/14/2014	

1. Purpose or Objective

The purpose of this standard is to establish a policy that provides radio connectivity throughout the ARMER system while minimizing roaming and excess system loading.

2. Technical Background

▪ Capabilities

On the ARMER system, it is possible to allow all radios and talkgroups to operate and “roam” throughout the system. It is also possible to restrict radios and/or talkgroups from operating on particular sites and sub-systems. It is also possible for users to leave one or more radios selected to an interoperability talkgroup on a long-term basis solely for the purpose of monitoring. This is commonly referred to as “parking on the talkgroup” and will unnecessarily consume system capacity.

For a radio to access a radio frequency (RF) site, it is an “AND” relationship between the Radio User Site Access Profile and the Talkgroup Site Access Profile. Typically, agencies set their radio access to all sites and manage the access through the Talkgroup Access Profiles.

▪ Constraints

Sites and subsystems can only support a specific number of concurrent, active talkgroups. It is possible that a large number of “roaming” or other talkgroups with busy traffic could overload a site or sub-system. Similarly, users switching to an interoperability talkgroup during an emergency incident they are not assigned solely to monitor the incident will also unnecessarily consume system capacity.

Talkgroups across regions/zones use “backbone infrastructure” capacity (microwave or similar). These resources are finite and must be carefully allocated.

The site access rules are implemented from the Zone Controller. If the site loses connectivity with the Zone Controller, the rules are suspended until connectivity is restored.

The system has a limit of 500 Talkgroup Site Access Profiles. With the number of agencies using the system, profile quantities should be minimal but still meet the need.

The system is capable of “Requested Site”, where a talkgroup’s traffic is pushed to a site regardless of the radio affiliations at the site. This consumes channel capability and should be minimally used.

3. Operational Context

System functionality must be maintained by ensuring that only talkgroups and users with a legitimate business need on a site or subsystem are allowed priority access.

4. Recommended Protocol/Standard

Statewide interoperability, tactical, and special operations talkgroups would be allowed access to all sites and subsystems. Examples of these would be statewide tactical talkgroups (STACs), statewide SYS-TECH talkgroup, Law Enforcement Special Investigations Unit talkgroups (LESIUs), State Fire Marshal’s talkgroup, and special operations talkgroups for statewide task forces, strike teams, and units.

Regional talkgroups would be allowed on all sites and subsystems within the region, as well as sites and subsystems directly adjacent to the region.

Special roaming-only talkgroups could be used statewide by agencies leaving their primary response/service area. These talkgroups would be used only for communicating while roaming outside their standard coverage footprint. Other than for special circumstances, standard operational and tactical radio traffic would not be allowed on these talkgroups, nor would these talkgroups be permitted to be patched to standard operational talkgroups. Special roaming-only talkgroups shall be assigned priority level 7.

To prevent overloading of sites and subsystems from distant, unrelated incidents, it is recommended that users not channel select region wide and statewide interoperability talkgroups to monitor activities they are not assigned to. This recommendation does not restrict the scanning of regional and statewide talkgroups while radios are channel selected on their local talkgroups.

Main dispatch talkgroups would be allowed on sites and subsystems that are within and directly adjacent to the talkgroup owner’s agency response/service area.

5. Recommended Procedure

Statewide Access

Statewide talkgroups shall be approved by the Statewide Emergency Communications Board (SECB) Operations and Technical Committee (OTC) and be allowed on all ARMER sites and systems.

In an emergency, an authorized user may request the Statewide System Administrator to temporarily allow a talkgroup statewide access. The Statewide System Administrator or designee will notify and obtain concurrence from one of the following individuals, in the order indicated, prior to implementing the emergency access: Chair of the SECB, Vice Chair of the SECB, Secretary of the SECB, Chair of the OTC, or Vice Chair of the OTC. If none of the above can be contacted, the Statewide System Administrator may honor the request and notify one of the individuals listed above as soon as possible. The temporary access may be granted for up to 60 days. If the approval is for more than 60 days, the Chair of the OTC shall send the request to the OTC for the next available meeting.

Regional Access

Regional talkgroups shall be approved by each region's radio board and be allowed on all ARMER sites and systems within that region. Coordination with adjacent regions shall be between Regional Radio Boards (RRBs), with approval by the OTC.

Adjacent Site Access

Main dispatch talkgroups would be allowed on sites and subsystems that are within and directly adjacent to the talkgroup owner's agency response/service area.

The agency responsible for this main dispatch talkgroup shall ensure that all radios programmed with this talkgroup have the site preferences programmed to minimize traffic on the adjacent sites with talkgroup access. The agency responsible for the main dispatch talkgroup will notify the appropriate, adjacent site's system owner before adding the talkgroup to the adjacent site.

The agency responsible for the main dispatch talkgroup will work with the appropriate, adjacent site's system owner to correct issues with excessive traffic to the adjacent site. If the adjacent site's system owner has issues that are not resolved, they should notify the RRB or the Chair of the OTC.

Other than main dispatch, talkgroups shall be approved by the site/subsystem owner(s) within the agency's response/service area.

Use of adjacent sites shall be approved by:

- Owner(s) of the adjacent site(s)/sub-system(s); for state owned sites, this request needs to be approved by the OTC.
- The RRB.

- The bordering RRB, if any of the adjacent sites are outside the user's primary region.

Requested Site Access

This capability of the system should be used as minimally as possible, with the minimum number of talkgroups and the minimum number of sites.

Counties may use the Requested Site function on sites with permission from the RRB and the site owner. For state owned sites, this request needs to be approved by the OTC.

If site loading becomes an issue, any requested traffic at the site will have to be reviewed and possibly removed, or additional channel capacity can be added to the site. For the purpose of channel loading discussions, ownership is recognized by the agencies that have provided the channel capacity.

Radio User Initiated System Loading

In the event that radio system user(s) "parking on a talkgroup" or switching to an interoperability talkgroup during an emergency incident they are not assigned to solely to monitor the incident is currently causing excessive busy conditions on a site or subsystem, the local Subsystem Administrator may choose to immediately shed load by contacting the radio user(s) violating this practice and request them to move off of the selected talkgroup.

If the user cannot be reached by telephone or by calling them on the selected talkgroup or is unwilling to move from the talkgroup, the Subsystem Administrator may contact the Administrator having security rights for the radio who may, at their discretion, Dynamically Regroup or Selectively Inhibit the radio to remove the traffic load from the subsystem.

A radio that is Dynamically Regrouped shall only be regrouped to the user's main dispatch talkgroup or other primary talkgroup. Dynamic Regrouping and Selectively Inhibiting a radio without the user's consent due to a violation of this standard should only be done as a last resort.

6. Management

The Statewide System Administrator will be responsible for the usage of this resource.

The Statewide System Administrator will provide periodic system usage and loading reports to the local site System Administrators so system traffic patterns can be reviewed and corrections made, if required.