METROPOLITAN EMERGENCY SERVICES BOARD

RADIO TECHNICAL OPERATIONS COMMITTEE
TENTATIVE AGENDA
Board Room, Metro Counties Government Center
August 26, 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

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

Nate Timm
  Washington County

Tim Walsh
  Carver County

Chris Weldon
  Scott County

Scott Williams
  Ramsey County

Open
  MN Chiefs of Police
  Association

1. Call to Order

2. Approval of July 22, 2015 Minutes

3. Agenda Items
    a. COML Certification for Scott Huppert, Hennepin EMS – Jill Rohret
    b. White Bear Lake County Console Addition/Upgrade to MCC 7500s – John Sells
    c. Edina Console Addition/Upgrade to MCC 7500s – Tony Martin

4. Moves, Additions & Changes to the System
    a. Existing/Other Systems
    b. Update on Removal of Voting from Interoperability System

5. Committee Reports
    a. Metro Mobility System Usage Update—Chad LeVasseur/Dana Rude
    b. System Manager's Group/Metro Owner's Group Update
    c. Reports from SECB Committees—Jill Rohret

6. Other Business
    a. Regional Talkgroup Permissions Update – None
    b. Reminder: September meeting cancelled

7. Adjourn

Ulie Seal, Chair

Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
July 22, 2015

Members Present: Ulie Seal, Chair; Jeff Bjorklund; Jon Eckel; Clif Giese; John Gundersen; Ron Jansen; Rod Olson; Chuck Steier; Jake Thompson; Nate Timm; Tim Walsh; and Chris Weldon.

Guests Present: Jill Rohret, Metropolitan Emergency Services Board; Martha Ziese, Metropolitan Emergency Services Board; Jeff Nelson, PSC Alliance; Jim Stromberg, ECN; Dana Rude, Metro Mobility; and Victor Wanchena, Department of Corrections.

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

Minutes of the June 24, 2015 Meeting:
M/S/C- Ron Jansen moved to approve the June 24, 2015 meeting minutes. Clif Giese seconded. The motion carried.

Anoka County Console Upgrade to MCC 7500s: Jake Thompson said that Anoka County would like to upgrade its current nine Gold Elite consoles to 11 MCC 7500 consoles, plus a patching console. They will turn in four T1s. They will use 11 ports on four CCGWs, and will reserve the remaining ports for future use. Anoka County will not yet turn back any IDs; they will use the IDs during their subscriber replacement process. The County will purchase an AIS and will remove their CEBs during the console upgrade process. They have not yet determined their logging solution, but will be purchasing one.

M/S/C – Ron Jansen moved to approve the Isanti console upgrade. Tim Walsh seconded. The motion carried.

Minnetonka Console Upgrade to MCC 7500s: Jeff Nelson said that the City of Minnetonka would like to upgrade their current four Gold Elite consoles to four MCC 7500 consoles, plus a patching position. The equipment has been ordered and will be installed in early fall. They will use two T1s; the MESB and SECB approved a diverse route last year. They will turn back 265 IDs. They will use 8 ports on one 8-port CCGW and log over the air.

M/S/C – Ron Jansen moved to approve the Anoka console upgrade. Jeff Bjorklund seconded. The motion carried.

Moves, Additions & Changes to the System: Ron Jansen said that the removal of voting from the interoperability system was discussed at the Metro Owners Group; they will have something ready for the next TOC meeting. The removal will be done after the 7.15 upgrade and will be coordinated with the punchlist.

Metro Mobility Update: Dana Rude stated all of the consoles are installed and functioning, though modifications continue to be made. He noted that radio usage is twice as much as it should be. Training has been provided, as well as instructions and technology to both providers and employees. This is a behavioral issue. Official policy has been sent out. Management is reacting favorable and Metro Mobility is trying to ensure continued management involvement. Dispatchers are being asked to monitor and record calls for training and enforcement. Motorola and Trapeze continue to work to see if the previously discussed technology is possible. It appears the primary issue is licensing. He hopes to get this tested yet this year.

Ron Jansen offered to help run IDs to identify individuals.

SMG/MOG Update: Jansen said that the SMG did not meet in July, but the Metro Owner's Group (MOG) did. It discussed the 7.15 upgrade and where the console transition stands. They also discussed the status of CEB removal; some agencies are holding on to CEBs for logging.

Rohret said she would send a reminder email out to PSAPs.

Jansen said that the 7.19 upgrade was discussed as well as some potential costly changes to the microwave system if a core router change is mandated in the 7.17 upgrade. Motorola has stated that the core router replacement in 7.17 was listed in error; the routers will be supported by Motorola until 2022. MnDOT is currently working with the Department of Administration on the SUAII and SUAII Plus options. The installation costs for 7.19 have been refined since the meeting in early July.

Jansen said that as far as the removal of voting for the interoperability system, there is some concern that EMS needs are not being heard because EMS is not attending the meetings. MnDOT will reach out to the MRCCs.

SECB Committee Reports: Rohret said that the Finance and Interoperability Committees were cancelled in July. The Legislative Committee discussed goals and membership. The Steering Committee met and primarily discussed the findings of the Televate FirstNet Governance Report.

Seal stated the IPAWS Committee met but did not have any action items.

Jake Thompson said that the Interoperable Data Committee met and reviewed comments for the FirstNet draft RFP. There are remaining questions including sustainability of the system.

Rohret said that the OTC met and discussed changes to the Status Board standard.

Other Business: Rohret reminded members of the Regional FirstNet meeting next Tuesday at the Bloomington Fire Station. She said that a candidate has been offered and has accepted the vacant Radio Services Coordinator positon. This person will start on August 31, 2015.

Rohret stated that if there is a need for an August Radio TOC meeting, she will need any items for the packet by Friday, August 14, as she will be at the APCO meeting all of the next week. The September meeting will likely be cancelled due to staff scheduling.

Adjournment:
M/S/C – Ron Jansen moved to adjourn. Jeff Bjorklund seconded. The motion carried.

The meeting was adjourned at 2:17 p.m.

Huppert

Minnesota COML Team
Metro Region Communications Unit Leader
Type III COML CERTIFICATION CHECK OFF

The following items checked are included in this packet

☑ **All Prerequisite Training Completed**

    ☑ ICS 700 (Printout attached)

    ☑ ICS 800 (Printout attached)

    ☑ ICS 100 (a or b) (Printout attached)

    ☑ ICS 200 (Printout attached)

    ☑ ICS 300 (Printout attached)

    If you are part of the Minnesota training Website, A print of the HSEM Certification Record Completed courses main page with the above courses listed will be sufficient.
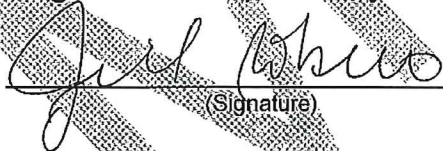
☑ **Copy of Certificate from COML training**

☑ **Agency Certification (attached)** – in taskbook

☑ **Completed Task Book (with evaluator reviews)**

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

☑ **Final Evaluator Certification (attached)**

☑ **Regional Interoperability Coordinator review**

_____   **Jill Rohret**
(Signature)   (Printed Name)

☑ **Regional Radio Board – Technical Operations Committee Review**

_____   **Ulysses Seal**
(Chair of Radio-TOC Signature)   (Printed Name)

☐ **Statewide Interoperability Program Manager Review**

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

Attachment B

Emergency Management Institute

This Certificate of Achievement is to acknowledge that

FEMA

SCOTT HUPPERT

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 17th Day of April, 2014

Tony Russell
Superintendent
Emergency Management Institute

0.3 IACET CEU

AUTHORIZED IACET PROVIDER

Emergency Management Institute

This Certificate of Achievement is to acknowledge that

FEMA

SCOTT HUPPERT

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

IS-00200
ICS for Single Resources and
Initial Action Incidents, ICS-200

Issued this 24th Day of May, 2006

0.3 IACET CEU

AUTHORIZED
IACET
PROVIDER

Tony Russell
Superintendent
Emergency Management Institute

Minnesota Department of Public Safety
Division of
Homeland Security and Emergency Management

Certificate of Training

Presented to

Scott Huppert

This certificate acknowledges and affirms a dedication to homeland security and emergency management through professional development and satisfactory completion of the following course:

ICS300 ICS-300 Intermediate ICS for Expanding Incidents
Blaine, MN - 18.00 hrs
5/13/2014 - 5/15/2014

TX Engineering Ext. Service Instructors
Instructor

Joe Kelly, Director

HSEM

Minnesota Department of Public Safety
Division of
Homeland Security and Emergency Management

Certificate of Training
Presented to

Scott Huppert

This certificate acknowledges and affirms a dedication to homeland security and emergency management through professional development and satisfactory completion of the following course:

ICS400   ICS-400 Advanced ICS Command and General Staff - Complex Incidents
Bloomington, MN - 16.00 hrs
6/23/2014 - 6/24/2014

Lance Ross
Instructor

Joe Kelly, Director

HSEM

Emergency Management Institute

FEMA

U.S. DEPARTMENT OF HOMELAND SECURITY

This Certificate of Achievement is to acknowledge that
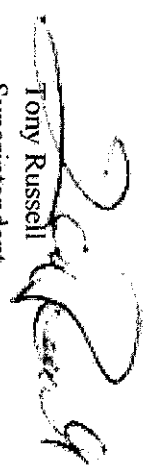
SCOTT HUPPERT

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

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

Issued this 18th Day of August, 2005

AUTHORIZED
IACET
PROVIDER

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that
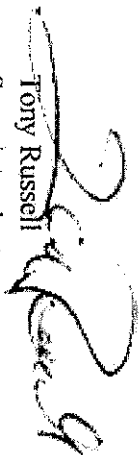
SCOTT HUPPERT

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

IS-00800.b
National Response Framework, An Introduction

Issued this 11th Day of February, 2011

AUTHORIZED
IACET
PROVIDER

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute

FEMA

This is to certify that

Scott T Huppert

successfully completed

NIMS ICS All-Hazards Communications Unit Leader
Saint Cloud, Minnesota

2.80 IACET CEU

June 4 - 6, 2014

Superintendent
Emergency Management Institute

AUTHORIZED IACET PROVIDER

Homeland Security

ALL-HAZARD COMMUNICATIONS UNIT LEADER (COML)

Position Task Book

Task Book Assigned To:

Trainee's Name: ~~Scott Hppeat~~

Home Unit/Agency: ~~COTTAGE GROVE, MN~~ HENNEPIN EMS

Home Unit Phone Number: ~~651-755-4547~~ 612-873-3839

Task Book Initiated By:

Official's Name: NATE TIMM

Home Unit Title:

Home Unit/Agency: WASHINGTON COUNTY SHERIFFS OFFICE

Home Unit Phone Number: 651-430-7863

Home Unit Address: 15015 62ND ST N STILLWATER

Date Initiated: 8/4, 8/5/15

Version 2.1
June, 2012

___

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF ALL- HAZARDS COMOMUNICATIONS UNIT LEADER (COML)

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluators Signature _Nath_____ Date 8/5/15

Printed Name_NATHAN TIMM_ Agency_WASHINGTON COUNTY SHERIFF_

Phone Number_651-430-7863_ Email _NATE.TIMM@CO.WASHINGTON.MN.US_

AGENCY CERTIFICATION

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

Certifying Official's Signature_Wendy Lynch_ Date 8/5/2015

Printed Name_WENDY LYNCH_ Agency_HENNEPIN EMS_

Title_EMS CHIEF OF COMMUNICATIONS_ Phone Number _612-369-8123_

HISTORICAL RECOGNITION

Historical recognition is a process that provides a means by which incident management personnel who have either:

- Documentation of previous ICS training, education, and experience in an ICS position(s); or
- Documentation of previous extensive on-the-job incident response experience, may receive credit for that previous experience, training, or qualification(s) and be considered as meeting the minimum requirements of this guide in the categories of:
    - Education;
    - Training; and
    - Experience,

for an ICS position(s) until they have successfully completed the actual minimum requirements for that position. Historical Recognition does not apply to the categories of Physical/Medical Fitness, Currency, or certification. The minimum requirements within those categories must be met regardless of any historical recognition process.

HISTORICAL RECOGNITION PROCESS

If an Authority Having Jurisdiction (AHJ) does not form a Qualifications Committee to assist with the management of the overall qualifications process, AHJ's should give strong consideration to at least forming a committee for the purposes of reviewing and processing applications for Historical Recognition. Because of the time commitment involved and the potential for perceptions of favoritism and unequal treatment during the process, other ICS qualifications processes currently used by Federal and State agencies that included a historical recognition provision used review committees to accomplish that process.

The AHJ should develop a process to provide for the following:

- Developing a method to provide for historical recognition when there is sufficient documentation available to substantiate the experience;
- Developing a standardized method for any individual to submit documentation of the experience and training for review by the AHJ or the appropriate review committee established by the AHJ;
- Developing a method to determine if the previous experience or training is appropriate for the position, keeping in mind the required criteria for the position and the competencies necessary for safe and successful performance;
- Providing for Historical Recognition only when the individual has most recently performed the position within the last five years;
- Requiring the individual meet all minimum requirements in this guide for a position if the individual seeks an ICS position other than the position they were historically recognized for;
- Encouraging all individuals who are historically recognized into a position to complete the minimum requirements for the positions within five years of being historically recognized.

objectives may be attained.

- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of each PTB.

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

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

- Issuing the PTB to document task performance.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

Competency 1: General

Task	Code	Evaluator # and Initials	Date
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: **Reference Materials** • Appropriate ICS forms and logs. • Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available. • Inventories or other lists of local and regional communications response equipment. • Preplanned local system coverage maps. • Contact, capability, and availability information for local and regional Communications Technicians and Specialists. • Field Operation Guide (NIFOG). • COML Mobilization Guide (specific to locality). **Supplies** • Pads of paper, pencils, pens, and tape. • Portable radio(s) as appropriate for the region. • Personal items (including medicine and cash), food and beverage to be self-sustained for 48 hours or more. • Radio programming equipment (cloning cable or computer), adapters, and suitable tools. • GPS. • First-aid kit. • 24-hour clock. • Multi-purpose knife.	O	#1 VW	9/10/14

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)

Task	Code	Evaluator # and Initials	Date
2. Establish and maintain positive interpersonal and interagency working relationships. • Through briefings, discuss EEO, civil rights, sexual discrimination, and other sensitive issues, with assigned personnel. • Create a work environment that provides diversity and equal opportunity for all personnel assigned to the incident. • Provide equal assignment opportunities based on individual skill level. • Monitor and evaluate progress based on expected work standards.	O	~~ewwww~~ #1 NT	~~aaatoo~~ VW 8/5/15
3. Provide for the safety and welfare of assigned personnel during the entire period of supervision. • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Provide safety and identifying equipment, such as vests identifying the communication's function, flashlights, and glow sticks. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest, hydration, and nutrition is provided to all unit personnel. • Recognize any special medical needs of all unit personnel.	1	~~aaooto~~ #1 NT	~~aaatoo~~ VW 8/5/15

Competency 2: Mobilization

Task	Code	Evaluator # and Initials	Date
4. Obtain complete information from the public safety communications center(s) serving the area and incident upon initial activation, including: • Incident name and, as appropriate, an order, request, or other unique number identifying the incident for tracking purposes. • Reporting location. • Reporting time. • Transportation arrangements/travel routes. • Contact procedures during travel (telephone/radio).	1	# 1 VW #2 NT	9/10/14 8/5/15

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)
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Task	Code	Evaluator # and Initials	Date
5. Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS Form 205). Examples of important information include: • Frequencies and/or talkgroups already assigned. • Other mutual aid channels or equipment already in use. • Gateway or other interoperability devices already in use. • Other current incidents or events that may create conflicts communications plans or tax resources.	I	#1 VW #2 NT	9/10/14 8/5/15
6. Contact Local Communications Coordinator or Communications Duty Officer (CDO) at NIFC or any local or state resources as necessary to determine frequencies and equipment assigned to the incident. If appropriate for this incident.	I	#1 VW #2 NT	9/10/14 8/5/15
7. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	#1 VW #NT	9/10/14 8/5/15
8. Obtain briefing from supervisor. Examples of briefing items are: • Work space. • Work schedule. • Policies and operating procedures. • Current resource commitments and expectations. • Current situation. • Expected duration of assignment. • Special needs. This list is not all inclusive; COML is responsible for asking adequate questions.	I	#1 VW #NT	9/10/14 8/5/15
9. Receive Incident Action Plan (IAP) or Incident Briefing Form (ICS Form 201), if developed. Determine support needs to meet the IAP.	I	#1 VW #2 NT	9/10/14 8/5/15

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Task	Code	Evaluator # and Initials	Date
10. Determine requirements for communications to be established and place the initial order. Using information obtained from IAP, section briefings, and agency briefings; immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	I	#1 VW #2 NT	9/10/14 8/15/15
11. Evaluate needs and order supplies, materials, and personnel to keep unit operating. • Order materials and supplies using procedures established by the section chief. • Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. • Ensure adequate personnel to support the communications unit, technicians, radio operators, etc. • Coordinate with the participating agencies for any or additional interoperability resources that may be needed. • Assess current tactical communications equipment needs such as power sources for extended operations.	I	#1 VW #2 NT	9/10/14 8/5/15
12. Organize and supervise unit. • Brief and keep subordinates informed and updated. • Establish unit time frames and schedules. • Assign and monitor work assignments. • Review and approve time. • Develop team work. • Provide counseling and discipline as needed. • Follow established procedures for reporting inappropriate actions involving contractors, military, or other personnel. • Brief relief personnel.	I	#1 VW #2 NT	9/10/14 8/5/15

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Task	Code	Evaluator # and Initials	Date
13. Participate in incident planning meetings as the technical expert for communications needs. • Determine the feasibility of providing the required communications support. • Provide operational and technical information on communications equipment available for the incident. • Provide operational and technical information on communications equipment and systems capabilities and restrictions. Coordinate with other Communications Unit Leaders under any Area Command established to share information and assure communications interoperability.	I	#1 VW #2 NT	9/10/14 8/5/15
14. Design communications systems to meet incident operational needs. 1 • Determine additional resource needs and order necessary equipment and personnel. 2 • Prepare Incident Radio Communications Plan, ICS Form 205. 3 • Request any additional communications vendor services (e.g., telephone, SATCOM, microwave) and identify costs associated with equipment. 4 • Coordinate, through the chain of command, the locations for equipment to be installed (e.g., repeaters, satellite telephones, telephone lines, etc.). 5 • Provide communications support for external and internal data operations. 6 • Order frequencies following the proper procedures. 7 • Create diagrams of current communication system(s). 8 • Determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs.	I	#2 NT ALL GOOD FRom #1 EXCEPT 5. GOOD DEMONSTRATION ON DATA w/ MN NATL GUARD; DATA TO CP	8/4/15

Good, VITAL CONNECTION DRILL 8/4/15 NT

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Task	Code	Evaluator # and Initials	Date
15. Install communications equipment. • Obtain equipment from supply unit, if one exists and/or from authorized sources. • Provide for the installation of and test all components of the communications equipment to ensure the incident's systems are operational, for example: – Command repeater. – Logistics repeater. – Links (radio and wire-based). – Remotes. – Gateways. – Aircraft and other special needs. • Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics.). • Clone or program radios as necessary and authorized. N/A on XTL/XTS OK on MINITOR	1	NT #2 ACC OK	8/4/15
16. Assign communications equipment. • Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan. • Provide resources and unit leaders with appropriate equipment based on the communications plan. • Provide basic training as needed on equipment being fielded. • Maintain equipment inventory to provide accountability	1	#1 VW #2 NT	9/10/14 8/5/15
17. Establish Incident Communications Center (ICC). • Coordinate location of ICC with Facilities Unit Leader. • Locate ICC close to the incident command post and away from high traffic areas and noise. • Locate ICC away from radio frequency and electronic noise. • Verify Estimated Time of Arrival (ETA) of communications personnel and establish assignments based on incident requirements. Set schedules around operations requirements. • Obtain necessary supplies for ICC to function properly.	1	#1 VW #2 8/4/15	9/10/14

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Task	Code	Evaluator # and Initials	Date
18. Manage operations of the ICC. • Document radio/telephone activities on appropriate forms. • Set up filing system for ICC documentation. • Direct radio/telephone traffic to proper destinations. • Establish notification procedures for emergency messages. • Identify system problems, both technical and operational, and determine appropriate solutions. • Follow established routing procedures for messages.	I	#1 VW #2 NT	9/10/14 8/5/15
19. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident. • Contact communications coordinators and notify them of incident frequency, talkgroup, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate. • Identify communications equipment and personnel that are excess to incident needs and demobilize if appropriate. • Identify resources as to type/qualifications, quantity, and location. • Provide a copy of the ICS Form 205 to other agencies or to the COML at any nearby incidents as necessary to avoid interference or other conflicts.	I	#1 VW #2 NT	9/10/14 8/5/15
20. Notify appropriate local, county, regional, State and/or Federal agencies on adjacent incident(s) of system design and frequency allocations.	I	#1 VW #2 NT	9/10/14 8/5/15
21. Initiate and maintain accurate records of all communications equipment • Initiate and maintain accountability system for issuing hand-held radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal). • Keep records for local and national resources to ensure return to proper locations.	I	#1 VW #2 NT	9/10/14 8/5/15

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Task	Code	Evaluator # and Initials	Date
22. Perform operational tests of communications systems throughout the duration of the incident. • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment. • Monitor all gateways in use. • Plan for battery replacement. • Act decisively to minimize interruptions in system operation. Good F1K Brown Acu Patcu.	I	#2 NT	8/4/15
23. Interact and coordinate with appropriate unit leaders and operations personnel. • Coordinate with operations regarding system coverage and needs. • Coordinate with first responders and public safety support organizations regarding needed support (e.g., medical unit for medical evacuation plan). • Coordinate with special units (air operations, EOD, SWAT, etc.) for special frequency needs. • Participate in planning meetings and briefings. Know what other resources may be coming to the incident, such as those from Urban Search and Rescue (USAR), National Interagency Fire Center (NIFC), FEMA, Coast Guard, etc.	I	#1 VW #2 NT	9/10/14 8/5/15
24. Identify for release any excess unit resources. Coordinate with unit managers and provide a list of excess personnel and facilities. List will include: • Who or what is excess. • Time and date of excess. The list will be reviewed daily for accuracy. Follow the established demobilization process, including notification to communications resource coordinators.	I	#1 VW #2 NT	9/10/14 8/5/15
25. Maintain ICS Unit Log. Unit Log will be kept current, legible, and will document all major activities, which may include: • Equipment locations. • Medical evacuations. • Personnel changes.	I	#1 VW #2 NT	9/10/14 8/5/15

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Task	Code	Evaluator # and Initials	Date
26. Evaluate performance of subordinates as required by agency policy and/or permitted by agreement. • Discuss performance evaluations with individual(s). • Maintain accuracy and fairness. • List training if needed or desired.	l	#1 VW #2 NT	9/10/14 8/5/15

Competency 3: Demobilization

Task	Code	Evaluator# Initials	Date
27. Demobilization and check out. • Submit all required information to the Documentation Unit Leader. • Receive demobilization instructions from work supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. • Complete required ICS form(s) and turn in to the appropriate person. • Ensure that personnel in the unit are demobilized correctly. • Document lost equipment on agency specific forms.	l	#1 VW #2 NT	9/10/14 8/5/15

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)

All-Hazard Communication Unit Leader
INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents (may include preplanned events and full scale exercises), simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

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

Evaluator's home agency, address and phone: Self explanatory

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

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION ERRIOD:

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

Duration: Enter inclusive dates during which the trainee was evaluated.

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

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

Date: List the date the record is being completed.

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

Evaluator's relevant rating: List your certification relevant to the trainee position you supervised.

EVALUATION RECORD

TRAINEE NAME   TRAINEE POSITION

#1	Evaluator's name: Victor Wanchena Incident/office title & agency: COMMEX-Train COML /MNDOC

Evaluator" home unit address & phone: victor.wanchena@state.mn.us 651-361-7252

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)
MN-CM	COMMEX-Train	Type III	9/10/14 To 9/10/14 0800 1800

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee

_____ The individual has successfully performed all tasks for the position and should be considered for certification.

___X___ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Recommendations: Continue to work on incident communication skills

Date: 9/10/14 _____ Evaluator's initials: VW

Evaluator's relevant agency certification or rating: COML

EVALUATION RECORD

#2	Evaluator's name: NATHAN TIMM, WASHINGTON CO SO
	Incident/office title & agency: VITAL CONNECTIONS DRILL 2015-ARDEN HILLS

Evaluator" home unit address & phone: 15015 62nd ST N STILLWATER

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)
VITAL CONNECTIONS ARDEN HILLS	COM DRILL	TYPE III	8/4/15 TO 8/6/15

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee

___✓___ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Recommendations: _TAKE ACU PATCHING CLASS IF_
POSSIBLE.

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

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

TUESDAY 8/4/15 DRILL
WEDNESDAY 8/5/15 EXERCISE/ COMMEX

INCIDENT RADIO COMMUNICATIONS PLAN

1. Incident Name/Location	2. Date/Time Prepared/Updated	3. Operational Period Date/Time
MNNG-/ VITAL CONNECTIONS	07-29-2015 /1200	08-03 through 08-06-2015 0700-1700 daily

4. Basic Radio Channel & Talk Group Utilization

Radio Type/Cache/ Band - VHF/800, etc.	Channel and/or Talk Group Name	Function - LE/Fire/EMS/ Pub. Wks, Transit, etc.	Frequency/Tone/ Talk Group ID	Operational Assignment: Division, Group, Unit	Remarks: Gateway/Patches/Portable Repeaters, etc.
ARMER 800MHZ DIGITAL P25	STAC12	Command (wide area)	ARMER STAC12	Command and Staging	Main command net. SIM Cell Command Net from Ripley to AHATS
ARMER 800MHZ DIGITAL P25	ME-TAC8	Command (DIVISION A)	ARMER ME-TAC8	Command and Staging, DIV A, B	Metro Minnesota Regional 800MHz Interop Channel
ARMER 800MHZ DIGITAL P25	CM TAC12	Command (DIVISION C)	ARMER CM TAC12	Command and Staging, DIV C	Central Minnesota Regional 800MHz Interop Channel
VHF Analog Conventional	~~TAC1HR~~ IR2	TACTICAL	RX: 159.4725 PL.156.7 TX: 154.6875 PL.156.7	Tactical Command Net, VHF Users	Metro S TR VHF Repeater (AHATS)
VHF Analog Conventional	NGRPTR	TACTICAL	RX: 149.3875 PL.118.8 TX: 142.4000 PL.118.8	Tactical Command Net VHF Users	MNNG VHF RGP4 Repeater (Ripley)
800MHz DIGITAL	8SOA1	TACTICAL	RX/TX: 853.9250 NAC.S293	Local 800MHz Users non-trunked	Local 800MHz operations in/around incident site at AHATS or RIPLEY
800MHz DIGITAL SIMPLEX	8TAC92	TACTICAL	RX: 852.0125 PL.156.7 TX: 807.0125 PL.157.7	Local 800MHz Users non-trunked DIV A, B, C	800MHz Repeater - MNNG RGP2 - AHATS 800MHz Repeater - MNNG RGP4 - RIPLEY
800MHz Analog Repeater	NG3A1	TACTICAL	RX: 396.325 PL.97.0 TX: 385.325 PL.67.0	Local UHF National Guard Users DIV A, B, C	UHF Repeater - MNNG RGP2 - AHATS UHF Repeater - MNNG RGP4 - RIPLEY
UHF ANALOG RPT	U TAC 43	TAC	153.8625 /-5 /R 156.7	UHF DIV A+B	
UHF SIMPLEX	U TAC 43D	TAC	453.8625 /156.7	UHF DIV A+B	
800 ANALOG	8 TAC 91D	TAC	851.5125 /156.7	KEITH PETERSON	
800 ANALOG	8 TAC 94D	TAC	853.6125 /156.7	NATE TIPPS	SIMPLEX
VHF Analog Cnv IR2	IR2	TAC	RX 170.4125 /PL1679 TX 165.4625 /PL.4679		

5. Prepared By:	
Agency: MINNESOTA NATIONAL GUARD	
COML: Sergeant Troy P. Tretter cell 612-598-3179	Signature:

6. Continuation Pages
Page Number 1 of 2

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

Final Evaluator's Verification

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

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

Final Evaluators Signature ___U. S. Seal___ Date ___8/13/2015___

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: ___1 Public Safety Unit and 5 Military Units,___

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

Duration: _____

Enter the inclusive dated during which the trainee was evaluated.

Management Level or Fire Complexity Level: Area Command – Communications Unit

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

Date: 6-August-2015

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 COML (All Hazards) Task Book

Attachment D

White Bear Lake Police Department

4701 Highway 61 North • White Bear Lake, Minnesota 55110

August 3, 2015

Ms. Jill Rohret
Regional Radio Services Coordinator
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN 55104

Dear Ms. Rohret,

The City of White Bear Lake is respectfully requesting a change to our Participation Plan. We are planning to upgrade our 2 Motorola Gold Elite Consoles at our PSAP, to 3 Motorola MCC 7500 Consoles, plus 1 Patch Console.

White Bear Lake currently has 2 Motorola Gold Elite dispatch positions on one Central Electronics Bank (CEB) and will be replacing this system with a Motorola MCC 7500 system, with a total of 3 dispatch positions and one patch position.

Our MCC 7500 design includes one 8-port CCGW. We intend to make use of 4 of these Ports for connectivity to existing VHF resources and backup control stations. This design will also require only 4 radio ID's, so we will be returning any remaining unused radio ID's.

We do not intend to make any connectivity changes with this upgrade.

Thank you for your consideration.

Sincerely,

John Sells
Support Services Supervisor/PSAP Manager

City of Edina
Updated Participation Plan for the
ARMER 800 MHz Trunked Radio System

City of Edina
Police/Fire Communications

Submitted to:
Metropolitan Emergency Services Board

August 13, 2015

This document was created by Tony Martin, Dispatcher Manager/Supervisor
Edina Emergency Communications Center – Questions/Comments can be directed to:
Tony Martin- 4801 50th St W, Edina MN 55424-Email: TMartin@EdinaMN.gov-Office Phn: 952-833-9523

Table of Contents

<u>Edina Communications Center Participation Plan Overview</u>

The following is an overview of the City of Edina's involvement within the State of Minnesota's ARMER system and request to change radio consoles from the Motorola Gold Elite model to the Motorola MCC 7500 series within the Edina Communications Center PSAP.

The City of Edina joined the ARMER system in 2004 and has operated with three Motorola Gold Elite Consoles since. Edina is seeking approval to replace our three Motorola Gold Elite Consoles with three Motorola MCC 7500 consoles and one MCC 7500 patch position totaling four consoles. This participation plan is an update to any approved plan relating to the Edina PSAP.

The Edina Police Department will be the primary site for the Edina PSAP. The MCC 7500 Console for Edina will be equipped with a Conventional Site Controller, one 8 port CCGW interface to existing auxiliary interfaces, fire paging equipment and backup control stations in the event of a complete network failure.

Two DS1 circuits will be needed to support the console connection at the Edina PSAP location. The existing, City Provisioned, microwave link now connecting the PSAP to the Zone 2 master site will continue to be used for one route of connectivity. City of Edina staff and Motorola staff are currently in the process of identifying possible alternate paths for a redundant connection.

The Motorola MCC 7500 Console's architecture would significantly decrease the amount of Radio ID's that are being used by Edina's current Gold Elite configuration.

The target in service date for their MCC 7500 console equipment is the fourth quarter of 2015.

Background of Participation Plan

This document was created as the technical overview for the City of Edina's console upgrade to use in conjunction with the State of Minnesota ARMER 800 MHz trunked radio system. It's intended audience is the Metropolitan Emergency Services Board (MESB), Technical Operations Committee (TOC) and the Statewide Emergency Communications Board Operations and Technical Committee (SECB-OTC).

Funding

The City of Edina has allocated local funds in preparation of the upgrade. Local funds will also be used for the current infrastructure and possible redundant connection.

Edina PSAP Location

Edina Police Department
4801 50th St W
Edina, MN 55424

The City of Edina's Communication's Center is physically located within the Edina Police Department/City Hall Facility located at 4801 50th St W, Edina MN 55424. The PSAP currently operates with three Motorola Gold Elite radio consoles. This plan will replace the existing Gold Elite with Motorola MCC 7500 workstations. Two DS1 ports are requested to connect the center to the Zone 2 Controller.
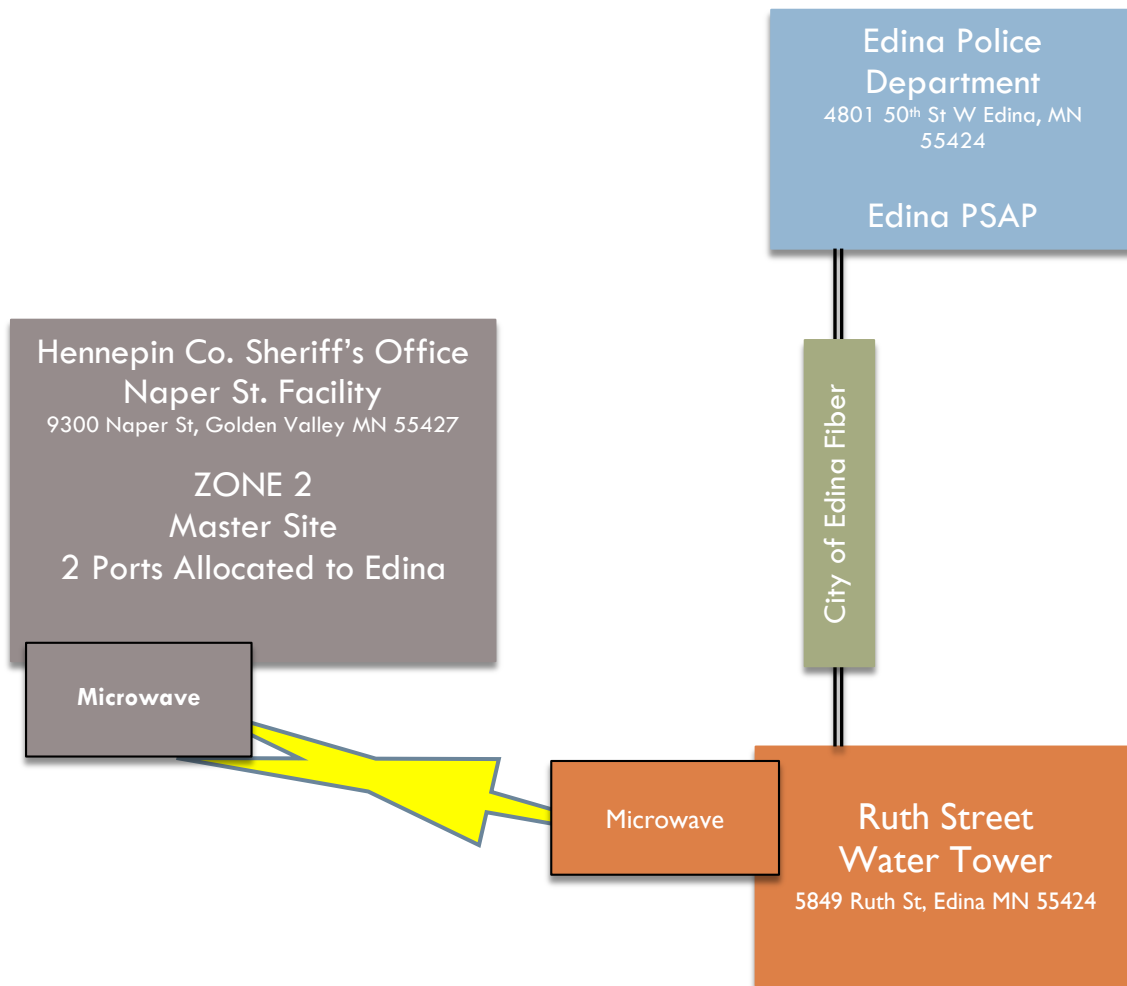
Microwave Location

City of Edina Water Tower
5849 Ruth St.
Edina, MN 55424

The City of Edina uses City owned fiber which connects the PSAP to our Ruth Street water tower located at 5849 Ruth St, Edina, MN 55424. At the water tower, we connect to a City owned 11 gHz microwave link that connects to the Hennepin County Sheriff's Office Naper Street facility in Golden Valley, MN.

In the event of this connection being lost, the PSAP would then operate off four local control stations connected to our MCC 7500 consoles.

As stated before, City of Edina staff and Motorola are looking at possible alternate routes that could be used as either a primary route or a secondary route, whether it is a direct fiber connection or a secondary microwave connection.

City of Edina PSAP Connectivity Diagram to State of MN ARMER System

Edina Police Department
4801 50th St W Edina, MN 55424

Edina PSAP

Hennepin Co. Sheriff's Office Naper St. Facility
9300 Naper St, Golden Valley MN 55427

ZONE 2
Master Site
2 Ports Allocated to Edina

City of Edina Fiber

Microwave

Microwave

Ruth Street Water Tower
5849 Ruth St, Edina MN 55424

PSAP Logging
Audio logging at Edina currently is, and will continue to be, done by the use of mobile radios assigned to specific Talkgroups and is done over-the-air. These Talkgroups are then connected directly into our logging software. We currently have 10 mobile radios allocated for this and will be adding 5 additional for the City of Richfield to log audio in an attempt to share resources.

PSAP Backup
The Edina PSAP has four local APX 7500 Control Stations currently installed at the Edina PSAP and will be connected to the new MCC 7500 CCGW. These control stations permit access to the ARMER system in the event connection is lost to the Zone 2 controller. Each MCC 7500 console has access to the four control stations and will have the ability to transmit and receive, along with the ability to change Talkgroups.

Radio ID's
Currently the Edina PSAP Gold Elite consoles are authorized a total of 252 Radio ID's. When Edina transitions to the MCC 7500's consoles, only four radio ID's will be required to function. This transition would release 248 radio ID's to be available on the ARMER system.

Interoperability
The Edina PSAP intends to continue use on the ARMER 800 MHz system for primary interoperability functions to communicate with local and state agencies. Edina will continue to utilize the VHF paging for both Edina and Richfield fire departments.

Radio Talkgroups/Resources and Operation
Edina PSAP continues to maintain and follow required, recommended and optional statewide, regional and local Talkgroups on our radio consoles for the ARMER system. Edina PSAP received training on the ARMER system when our agency went live. Current staff is fluent in full operations of the Gold Elite Consoles and will be trained in any changes the MCC 7500 consoles will have.

System Maintenance and Administration
The City of Edina does not perform any network management of the ARMER system. Edina PSAP has agreements and contracts in place with Hennepin County for our infrastructure and with a qualified/authorized service provider.

Acceptance Plan Closing
The City of Edina appreciates the time and attention you have given to this plan. We look forward to your approval with possible integration of the MCC 7500 consoles in the fourth quarter of 2015.