



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

July 24, 2019, 1:00 p.m.

1. **Call to Order** – Committee Chair, Captain Scott Haas
2. **Approval of Agenda** – Haas
3. **Approval of Minutes of May 22, 2019 Meeting** – Haas
4. **Action Items**
 - A. COMU Position Approvals – Tracey Fredrick
 - i. Shane Sheets INCM Approval
 - ii. Bob Beem COMT Approval resubmitted
 - B. Metro Standard Updates – Fredrick
 - i. Appendix C – Talkgroup Permission Template
 - ii. Appendix 2 – Definitions and Acronyms
 - iii. 3.17.4 – Metro Event & Exercise Communications Planning
 - C. Metro Transit BDA Request – Chad LeVasseur
 - D. MN Dept. of Corrections ARMER Project Plan Regional Recommendation - Fredrick
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility System Usage Update – LeVasseur/Clay Stenbeck
 - B. System Managers/Metro Owners Group Update – Ron Jansen
 - C. SECB Committees
 - i. Steering – Jill Rohret
 - ii. LMR (OTC) – Nate Timm/Mike Mihelich
 - iii. WBBA (IDC) – Rod Olson/Jake Thompson
 - iv. IOC & Workgroups – Thompson/Timm; Jansen; Timm/Dan Anderson
 - v. IPAWS – Haas
 - vi. Finance/Grants Workgroup – Rohret/Fredrick
7. **Other Business**
8. **Adjourn**

Reminder: Next meeting scheduled for August 28, 2019

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
May 22, 2019**

Members Present:

Derek Baas, Sherburne
Jeff Bjorklund, Metro Airports
Jon Eckel, Chisago County
Scott Gerber, MN State Fire Chiefs
John Gundersen, Hennepin County
Scott Haas, Scott County
Ron Jansen, Dakota County
Chad LeVasseur, Metropolitan Transit

Wendy Lynch, Metro EMS
Mike Mihelich, Ramsey County
Rod Olson, City of Minneapolis
Peter Sauter, Carver County
Bob Shogren, Isanti County-**absent**
Chuck Steier, U of M Police
Jake Thompson, Anoka County
Nate Timm, Washington County

Guests Present:

Nick Schatz, Scott County (alternate member); Curt Meyer, Hennepin County (alternate member); Marcus Bruning, ECN; Jeff Lessard, Katie Kulik, U of M; Tony Martin, Edina PD; Clay Stenbeck, Metro Mobility; Dave Thomson, Rochester PD; Mark VandenBerghe, Eden Prairie FD; Jill Rohret, Tracey Fredrick, Martha Ziese, MESB

1. Call to Order:

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

2. Approval of Agenda

M/S/C – Ron Jansen moved to approve the agenda for May 22, 2019. Jeff Bjorklund seconded. Motion carried.

3. Approval of Minutes

M/S/C – Jon Eckel moved to approve minutes from April 24, 2019. Mike Mihelich seconded. Motion carried.

4. A. Action Items

A. Edina Police Department ME TAC Waiver Request to Metro Region Radio Standard 3.14.0 and State Standard 3.19.0

Tony Martin said the Edina Police and Fire Departments are seeking a waiver to place the encrypted ME TACs with four fulltime Fire Fighters who are members of the Edina SWAT team. These encrypted radios will not be shared with the other fire fighters. They will be used because of joint operations with other SWAT consortiums we talk to.

M/S/C — Motion by Jansen to approve the Edina Police Department ME TAC Waiver Request. John Gundersen seconded. Motion carried.

B. Metro Standard Updates

Tracey Fredrick said with the exception of 3.30.0 and 3.33.2 only have minor language changes.

On page two of Metro Standard 3.30.0 it states: “Use during emergent need only; no daily monitoring”, and “PSAPs with a waiver must not use for daily monitoring”. Fredrick asked group if this correct.

Scott Haas asked if this was meant for only portables. Jansen said it was intended to refer to consoles.

Gundersen suggested the language be changed to clarify the intention of this amendment.

With Metro Standard 3.33.2, the concerns were: specific names are mentioned as contacts, and it also states the STR tower and repeater system is exercised once every six months, which is probably not the case.

Jansen said it was being exercised once a year at the CRTF. Nate Timm suggested "tower coordinator" be used instead of a particular individual.

Rod Olson suggested was possibly "housed by the agency holding the MOU", or "for contact information contact the MESB".

Jill Rohret said that they should be contacting the Duty Officer if it is an emergent need. A new MOU might be needed.

Timm said there is a typo in the table on page five.

M/S/ C — Motion by Gundersen to approve Metro Standards 1.8.0, 1.8.1, 3.28.1, 3.42.0, 6.2.0, 7.2.0, 7.3.0 and to take 3.30.0 and 3.33.2 back to workgroup. Eckel seconded. Motion carried.

5. Moves, Additions & Changes to the System Move, Additions & Changes to the System:

Jansen said Dakota County is working on its microwave.

Timm said due to weather the King Stack move is delayed several days

Peter Sauter said the Chanhassen water tank is being painted and have moved everything off temporarily.

6. Committee Reports:

A. Metro Mobility System Usage Update

Chad LeVasseur said radios are programmed. Consoles are next. Timm and Olson could assist with the console loading.

Haas asked what the delay is for console changes. LeVasseur explained that there has been a delay from Motorola, and are waiting for expertise training.

Gundersen said that last week the Hennepin subsystem administrator gave them the Metro Mobility usage through April of this year was 354. They are the second biggest user. Usage runs about one million per channel.

Next month Metro Mobility is to give a presentation on how to rectify this problem.

B. System Managers/Metro Owners Group

Jansen stated Motorola went through the upgrade. Group discussed Push-to-Talk over Cellular (POC). A possible standard for POC was discussed and the possibility of bringing an engineer to the LMR group.

C. Reports from SECB Committees:

Steering

Rohret said the bylaws continues to be discussed. A draft standard for IV&D was presented.

OTC(LMR)- No meeting

M/S/C Motion made by Jansen to appoint Nate Timm as Primary Member to replace John Gundersen and appoint Mike Mihelich as Alternate Member. Eckel seconded. Motion carried. Approval will go before the MESB.

WBBA (IDC):

Olson said the WBBA had met. FirstNet Uplift Managers approvals were discussed. Today and tomorrow is the FirstNet Oakridge User Forum. There was a general knowledge discussion of what first responders know about FirstNet. The PSCR conference will be held in Chicago in July and there is still room available for a Metro region participant to with ECN. On June 19, a tour of the FirstNet lab in Boulder, CO and a demo seat is available. The WBBA Committee now also has a Standards workgroup and an Applications workgroup and are looking for volunteers to both.

IOC & Workgroups:

Thompson said that the IOC had met the day before. Updates to the COMU SOG and POC standards were discussed. More information about the new Information Technology Service Leader (ITSL) position was given, and some training dates are available through CISA. Two positions were approved for initial recognition and renewal. There was also a discussion on Committee Membership, as reviewed by the Steering Committee.

Fredrick added that the Steering Committee has asked each SECB Committee to review membership content, and each Committee will be expected to have a workgroup to review. The IOC has established this workgroup for review.

IPAWS: No Report.**Finance/Grants Workgroup: No Report.****Other Business****Update on Subscriber Training**

Fredrick said she has received quotes for Motorola Subscriber training. CPS Programming is a necessary requirement prior. 12 seats will be available for this training, and it can be in-person, online, or hybrid.

WBBA Applications Workgroup Discussion

Marcus Bruning said the SECB put together two workgroups under the Wireless Broadband and Applications Committee; the Standards Workgroup and the Applications Workgroup. If anyone is interested in serving on either to reach out to Melinda Miller or the RICs.

Retirement Farewell for John Gundersen

M/S/C: Gundersen made a motion to adjourn the meeting. Jansen seconded. Motion carried.

Meeting adjourned at 1:58 p.m.

July 24, 2019 Radio TOC

COMT Approval										
Name	ICS 100	ICS 200	ICS 700	ICS 800	Completion of DHS COMT course	Task Book Complete				
Bob Beem	x	x	x	x	x	x				
INCM Approval										
Name	Pub. saf. bckgrd (3 yrs in disp or recog. RADO for 1yr)	Awareness of pub. saf. comms. technology	ICS 100	ICS 144	ICS 200	ICS 700	ICS 800	Completion of DHS INCM course	Desired: ICS 300	Task Book Complete
Shane Sheets	x	x	x	x	x	x	x	x	x	x

Minnesota Communications Unit Standard Operating Guidelines Forms



November 30, 2017

COMU Position Recognition Application

Application Type:

☒ Initial Application

☐ Renewal

☐ Change of Status

Position (check only one unless changing status):

☐ COML

☐ COMT

☒ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

Sheets, Shane Philip

Certifying

Agency

Carver County Sheriff's Office

County

Carver

ECB/ESB

Region

Agency Address

606 E. 4th St, Chaska, MN, 55318

24/7

Telephone

952-361-1231

Business

Telephone

952-361-1212

Email Address

ssheets@co.carver.mn.us

Signature



Date

Agency Certification (this section must be completed even if PTB Agency Certification form was completed)

The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers Compensation, liability, and all other liability-related protections afforded employees of the agency, when activated for duty.

When the above named person serves in the COMU position(s), whether within the agency's jurisdiction, or outside, the person serves as an employee/representative of the agency.

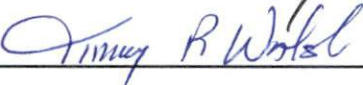
Name & Title

Timothy Walsh, Communication Services Manager

Agency

Carver County Sheriff's Office

Signature



Date

JUNE 20, 2019

Regional Recognition

The ECB/ESB region has reviewed the request for state recognition and supports state recognition of this person.

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

The COMU Subcommittee and the SWIC have reviewed the request for state recognition and supports state recognition of his person.

SWIC

Signature

Date

COMU Experience Record

Name
(Last, First Middle)

Sheets, Shane Philip

Agency

Carver County Sheriff's

ECB/ESB

Region

MESB

Position:

☐ COML

☐ COMT

☒ INCM

☐ INTD

☐ RADO

☐ AECS

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

POINTS	DATE(S)	SUMMARY
		(location, activity, participants, who can verify, general summary)
30	06/18/19 - 06/23/19	Hazeltine National Golf Club - KPMG Women's PGA Championship 1900 Hazeltine Blvd, Chaska, MN, 55318 Chaska Police, Chaska FD, Ridgewood EMS - IC = Chaska Fire Chief Tim Wiebe

I certify that I participated in the above activities.

Signature

 #315

Date:

06/24/19



Homeland Security

All-Hazards INCIDENT COMMUNICATIONS CENTER MANAGER (INCM)

Position Task Book

Task Book Assigned To:

Trainee's Name: Shane Sheets
Trainee's Email Address: ssheets@co.carver.mn.us
Home Agency: Carver County Sheriff's Office
Home Agency Phone Number: 952-361-1231

Task Book Initiated By:

Official's Name: Timothy Walsh
Agency Official's Title: Emergency Communications Services Manager
Agency: Carver County Sheriff's Office
Agency Phone Number: 952-361-1231
Agency Address: 606 E 4th St.
Chaska, MN, 55318
Date Initiated: 06/19/2019

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

Version 1.0
October 2015

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF INCIDENT COMMUNICATIONS CENTER MANAGER

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluator's Signature Timothy R Walsh Date JUNE 20, 2019
Printed Name Timothy Walsh
Title Communication Services Manager
Agency Carver County Sheriff's Office
Phone Number 952.361.1231 Email twalsh@co.carver.mn.us

AGENCY CERTIFICATION

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

Certifying Official's Signature Timothy R Walsh Date JUNE 20, 2019
Printed Name Timothy Walsh
Title Communication Services Manager
Agency Carver County Sheriff's Office
Phone Number 952.361.1231 Email twalsh@co.carver.mn.us

NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

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

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

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

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Trainee** is responsible for:

- Fulfilling the pre-requisite requirements:¹
 - Awareness of fundamental public safety communications technology
 - Awareness of the ICS Communications Unit function
 - Completion of IS-100.b, IS-144, IS-200.b, IS-700.a, and IS-800.b
- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Requesting Agency Head to initiate the PTB; putting name on cover and second page, initials on subsequent pages.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years of the Date Initiated.
- Assuring the evaluation record is complete.
- Notifying their agency head when the PTB is completed, and obtaining their signature recommending certification.
- Keeping the original PTB in personal records.
- Providing copies of their completed PTB to the designated authorities within their home agency, jurisdiction, region, or state in accordance with applicable SOPs for recognition of Communications Unit (COMU) positions.

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

¹ ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

- Being qualified and proficient in the position being evaluated, or higher ICS position (e.g. IC, COML, IDT, etc.).
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing an Evaluation Record found at the end of each PTB.
3. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
4. The **Agency Head** or designee is responsible for:
- Selecting trainees based on the needs of their organization or area Incident Management Teams.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
 - Initiating the PTB to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
 - Tracking progress of the trainee.
 - Identifying incident evaluation opportunities.
 - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
 - Providing trainees the opportunity to attend the applicable training course(s).

Competency: INCM Preparedness

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure readiness prior to assignment			
<p>1. Obtain and assemble information and materials for an INCM response kit prior to receiving an assignment, including critical items needed for the assignment over multiple operational periods. The following items are suggested as basic information and materials needed for an INCM response kit:</p> <ul style="list-style-type: none"> • ICS Forms • Office Supplies (e.g. clipboard, tape, paper, pencil, etc.) • First Aid Kit/Safety Gear • Multi-purpose tool/Flashlight • Clock/Watch/Cellphone & charger • Portable radio • Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.) • Voice recording device 	O	1	06/19/19 JAW
<p>2. Obtain and assemble information and materials for a personal kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal response kit:</p> <ul style="list-style-type: none"> • Change of clothing (as appropriate for anticipated weather conditions) • Toiletries • Medicine • Money (Cash/Plastic) • Alarm clock • Food/Water 	O	1	06/19/19 JAW

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: INCM Mobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Obtain complete information for response			
3. Obtain complete information for assignment and initiate documentation (ICS 214 – Activity Log): <ul style="list-style-type: none"> • Incident name • Incident number • Calling channel/phone number • Reporting time/Check-in location • Transportation arrangements/travel routes • Contact procedures during travel (telephone/radio) • Specific equipment/supplies needed 	I	I	06/19/19 TRW
4. Gather information to assess the type of assignment: <ul style="list-style-type: none"> • Incident, planned event, exercise, etc. • Size and complexity • Initial and requested resources • Duration 	I	I	06/19/19 TRW

Behavior: Ensure check-in is recorded and accountability is activated			
5. Arrive and check in: <ul style="list-style-type: none"> • Arrive properly equipped at assigned location within acceptable time limits • Check in to the Incident, and have the information needed to check in <ul style="list-style-type: none"> ○ Incident # ○ Leader's name ○ Incident assignment, etc. 	I	I	06/19/19 TRW

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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Competency: INCM Mobilization (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather and apply situational information relevant to the assignment and order any additional resources			
<p>6. Obtain initial briefing from the Communications Unit Leader or immediate supervisor (Use an ICS 201 – Incident Briefing to gather information):</p> <ul style="list-style-type: none"> • Situation Summary • Safety Briefing • Current and Planned Goal/Objectives • Current and Planned Actions, Strategies and Tactics • Current Organization (ICS 207 – Incident Organization Chart) • Current and Planned communications plan <ul style="list-style-type: none"> ○ Communications Nets, e.g., Command, Tactical, Logistics, etc. ○ Map Sketch of communication system • Current and Planned Resource Summary 	I	I	06/19/19 JPN
<p>7. Evaluate needs and order supplies, equipment and personnel to keep the ICC operating</p> <ul style="list-style-type: none"> • Order supplies, equipment, and personnel using procedures established by your supervisor. • Maintain resource quantities at a level to prevent shortage of any basic needed items • Coordinate with the participating agencies for any or additional communication resources that may be needed. • Assess current communications equipment needs such as power sources for extended operations 	I	I	06/19/19 JPN

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Competency: Communications Unit INCM Operations

Task	Code	Evaluator # and Initials	Date
Behavior: Initiate/Assume Incident Communications Center Management Activities			
<p>8. Establish an Incident Communications Center (ICC):</p> <ul style="list-style-type: none"> Identify/determine the most appropriate available facility/vehicle to serve as an ICC to support needs of the incident/planned event Establish location of ICC <ul style="list-style-type: none"> Safe/secure area near the ICP, but away from public access, heavy traffic, noise, sources of interference, etc. Verify ICC location with the COML or Facilities Unit Leader (FACL) Verify Estimated Time of Arrival (ETA) of ICC personnel and establish assignments based on incident requirements and personnel qualifications Set schedules around operational requirements Identify potential communications equipment limitations (e.g., telephone lines, remotes or power need) Set up filing system for ICC documentation 	I	I	06/20/19 gfw
<p>9. Conduct self in a professional manner:</p> <ul style="list-style-type: none"> Be respectful and courteous Respect public and private property Establish and maintain positive interpersonal and interagency working relationships. Provide reasonable accommodations for personal welfare issues (e.g. special medical needs, etc.) Develop and maintain team environment Provide counseling and discipline as needed Follow established procedures to correct or resolve and report any inappropriate actions Report any situations of concern to your supervisor 	O	I	06/20/19 gfw

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Competency: Communications Unit INCM Operations

Task	Code	Evaluator # and Initials	Date
Behavior: Initiate/Assume Incident Communications Center Management Activities (continued)			
10. Brief ICC personnel as appropriate (e.g. RADOs, Runners, Technical Specialists, etc.) <ul style="list-style-type: none"> Convey goal and objectives of the ICC Provide current information using an ICS 201 – Incident Briefing <ul style="list-style-type: none"> ICC operations, etc. ICS 205 – Incident Radio Communications Plan Map Sketch Incident/Planned Event organization Resources Brief ICC timeframes and schedules Brief work assignments Brief Medical Plan Direct ICC personnel to log information into their ICS 214 – Activity Log 	I	I	06/19/19- 06/22/19 [Signature]
11. Establish and maintain safety awareness: <ul style="list-style-type: none"> Identify location of First Aid kit and equipment Report, document and ensure treatment is provided for all injuries Identify and mitigate potential hazards and risks Ensure adequate rest, hydration, and nutrition is provided to all ICC personnel Ensure proper safety equipment is used 	I	I	06/19/19 [Signature]
12. Assist in maintaining Security of the ICC <ul style="list-style-type: none"> Keep ICC entry/access points secured/locked in accordance with established policies Notify COML/supervisor of any security concerns 	I	I	06/19/19- 06/22/19 [Signature]
13. Identify and request vendor services to meet ICC operational needs (e.g., telephone, SATCOM, microwave, etc.), coordination of COML/supervisor, <ul style="list-style-type: none"> Coordinate approval of vendor service requests through the chain of command Coordinate locations for equipment to be installed (e.g., COW, satellite telephones, telephone lines, etc.) 	I	I	06/19/19- 06/22/19 [Signature]

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Initiate/Assume Incident Communications Center Management Activities (continued)			
14. Coordinate with COML/supervisor to support implementation of data systems to meet ICC operational needs: <ul style="list-style-type: none"> • Data Terminals • CAD • Video/Surveillance • LAN/Hotspot • GIS/Mapping • IP transport systems • Emergency management software applications 	I		06/19/19 - 06/22/19 TAW
15. Coordinate with COML/supervisor to support implementation of voice systems to meet ICC operational needs: <ul style="list-style-type: none"> • Gateways • Radio programming (as necessary and authorized) • Cache radio issue/return • Mobile Relays (repeaters) 	I		06/19/19 - 06/22/19 TAW

Behavior: Comply with NIMS/ICS concepts and principles

16. Use NIMS/ICS COMU conventions: <ul style="list-style-type: none"> • Plain language/common terminology • ICS terminology <ul style="list-style-type: none"> ○ Unit identification ○ Position titles ○ Resource naming • ICS map symbols, designators, and mnemonics 	I		06/19/19 - 06/22/19 TAW
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Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS/ICS concepts and principles (continued)			
17. Obtain, and correctly fill out the NIC-approved ICS forms needed to perform INCM functions within the ICC. <ul style="list-style-type: none"> ICS 205 – Incident Radio Communications Plan ICS 205A – Communications List ICS 211 – Incident Check-in List ICS 213 – General Message ICS 213RR – Resource Request Message ICS 214 – Activity Log ICS 219-7- Equipment Resource Status Card (T-Card) 	I		06/19/19- 06/20/19 JAW
18. Demonstrate knowledge of the following NIC-approved ICS forms: <ul style="list-style-type: none"> ICS 201 – Incident Briefing ICS 203 – Organization Assignment List ICS 204 – Assignment List ICS 206 – Medical Plan ICS 207 – Incident Organization Chart ICS 208 – Safety Message/Plan ICS 209 – Incident Status Summary ICS 210 – Resource Status Change 	I		06/19/19- 06/20/19 JAW
18a. Demonstrate knowledge of the following forms: <ul style="list-style-type: none"> Form 217A – Communications Resource Availability Worksheet Form 309 – Communications Log 	I		06/19/19- 06/20/19 JAW

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient			
19. Communicate information effectively to incident personnel: <ul style="list-style-type: none"> • <i>Speak clearly and use concise language</i> • <i>Type/write information in a manner which is clear and easily understood by others</i> • <i>Acknowledge requests and provide feedback/information (e.g. Internet, CAD, RMS, GIS, etc.)</i> • <i>Obtain and relay emergent information to incident personnel</i> <ul style="list-style-type: none"> ○ <i>Weather reports</i> ○ <i>Status changes</i> ○ <i>Loss of communication assets</i> ○ <i>Safety updates</i> ○ <i>Situation reports, etc.</i> 	I	I	06/19/19 - 06/22/19 JAW
20. Supervise appropriate use of communication protocol when responding to routine requests: <ul style="list-style-type: none"> • <i>Routine/non-emergency radio traffic to and from incident/event personnel on assigned radio channels/talkgroups</i> • <i>Status, location, accountability information for incident/event personnel</i> • <i>Supply orders (e.g., Operations, Logistics, etc.)</i> • <i>Phone calls</i> 	I	I	06/19/19 - 06/22/19 JAW

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)			
21. Supervise appropriate use of ICC communication protocol when responding to emergency situations: <ul style="list-style-type: none"> • Ensure notification procedure for emergency situations <ul style="list-style-type: none"> ○ Medical transport/ Medevac request ○ Aircraft emergency ○ Evacuation ○ Search and Rescue ○ Serious injury/fatality • Requests for emergency/urgent assistance or additional resources/support • Monitor radio channels for communication saturation • Restrict or move unrelated radio traffic during emergency situations • Document of all important information in the designated format (e.g. ICS Forms, Radio Log, CAD, etc.) 	I	I	06/19/19- 06/22/19 TRW

Behavior: Manage ICC Operations			
22. Manage ICC personnel. <ul style="list-style-type: none"> • Keep subordinates informed and updated • Maintain ICC timeframes and schedules • Adjust and monitor ongoing work assignments • Review and approve time • Provide basic training as needed on ICC equipment 	I	I	06/19/19- 06/22/19 TRW
23. Ensure ICC compliance with communication policies and procedures: <ul style="list-style-type: none"> • Regulations (e.g. FCC, NTIA, etc.) • ICC resource accountability procedures • Hazardous material disposal/recycling • Agreements (e.g. EMAC, State/local Mutual Aid, etc.) 	I	I	06/19/19- 06/22/19 TRW

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: Communications Unit INCM Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Manage ICC Operations (continued)			
24. Supervise proper use of ICC equipment: <ul style="list-style-type: none"> • Radio systems & equipment • Data systems & equipment • Telephone systems & equipment • Video systems & equipment • Ancillary systems & equipment 	I	i	06/19/19 - 06/22/19 JW
25. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> • Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.) using an ICS 214 – Activity Log and any other information sources for reference 	I	I	06/19/19 - 06/22/19 JW
26. Supervise proper organization and filing of ICC documentation: <ul style="list-style-type: none"> • Radio logs • Activity logs • Telephone logs • Equipment check-in/check-out information • Inventory • Lost/Damaged equipment 	I	I	06/19/19 - 06/22/19 JW

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: INCM Demobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Transfer INCM position duties, ensuring continuity of authority and knowledge, while taking into account increasing or decreasing incident complexity			
27. Identify excess ICC resources for release <ul style="list-style-type: none"> Provide supervisor with list of excess personnel, equipment and facilities <ul style="list-style-type: none"> Time and date of excess Identify resources as to type, qualifications, quantity, and location 	I	I	06/22/19 TPW
28. Coordinate a safe and efficient transfer of position duties when demobilizing: <ul style="list-style-type: none"> Coordinate demobilization actions with supervisor Prepare to brief relief personnel Coordinate with incident/planned event personnel as necessary Coordinate final documentation with supervisor 	I	I	06/23/19 TPW

Behavior: Complete demobilization procedures and restore response-readiness			
29. Demobilize from assignment: <ul style="list-style-type: none"> Obtain demobilization instructions from supervisor Check in equipment Implement safe return policies for demobilizing ICC personnel Brief relief personnel 	I	I	06/23/19 TPW
30. Complete and submit demobilization documentation <ul style="list-style-type: none"> Obtain ICS 225 – Incident Personnel Performance Rating from supervisor Obtain acknowledgement documentation for completed PTB tasks Complete ICS 225 – Incident Personnel Performance Rating on subordinates Submit final documentation to Supervisor 	I	I	06/23/19 TPW

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

Competency: INCM Demobilization (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Complete demobilization procedures and restore response-readiness (continued)			
31. Prepare for next operational period/incident <ul style="list-style-type: none"> • Inventory and restock ICC supplies • Obtain and submit documentation for any lost or damaged ICC equipment • Inventory and restock INCM response and personal sustainment kits • Attend applicable post-assignment debriefings: <ul style="list-style-type: none"> ○ Hotwash ○ Critical Incident Stress Management/Debriefing (CISM/CISD) 	I	1	06/23/19 JW

Evaluate **ALL** numbered tasks. **ONLY** evaluate bullets with action verbs.

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

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

RECORD OF EVALUATION

Shane Sheets Emergency Communications Supervisor
 TRAINEE NAME TRAINEE POSITION

Evaluation Record #1	Evaluator's name: Tim Walsh	Evaluator's Title: Communication Services Manager	Evaluator's Agency: Carver County Sheriff's Office	
Evaluator's agency address: 606 E. 4th St, Chaska, MN, 55318				
Evaluator's e-mail: twalsh@co.carver.mn.us				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
KPMG PGA Championship Carver County SO Chaska, MN	Pre-Planned Event	1 mobile Command post	06/18/2019 thru 06/22/2019	1 rated
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>Date: JUNE 20, 2019 Evaluator's initials: JFW</p> <p>Evaluator's relevant agency certification or rating: Manager</p>				

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Shane Sheets

Completed the Incident Communications Center Manager (INCM)
Course during 13-14 October 2018 at the
St. Cloud Fire Station #2 in St. Cloud, Minnesota



Ronald T. Hewitt

Ronald T. Hewitt
Director,

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

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SHANE P SHEETS

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

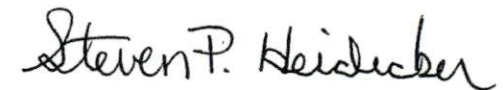
IS-00100.c

Introduction to Incident Command System, ICS-100

Issued this 12th Day of September, 2018



0.2 IACET CEU



Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SHANE P SHEETS

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

IS-00144

**Telecommunicators Emergency Response Taskforce
(TERT) Basic Course**

Issued this 18th Day of August, 2015

0.3 IACET CEU



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SHANE P SHEETS

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 14th Day of August, 2014



0.3 IACET CEU

Tony Russell
Superintendent
Emergency Management Institute



FEMA

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Rescue Training Center

in cooperation with the

Department of Homeland Security

Federal Emergency Management Agency

Shane P. Sheets

has successfully completed

Intermediate ICS-300 for Expanding Incidents

Minneapolis, Minnesota, United States

20 Hours

September 21 - 23, 2015

Gary F. Sera, Director
Texas A&M Engineering Extension Service

H. Lawson, Jr., Director
National Emergency Response and Rescue Training Center
Texas A&M Engineering Extension Service

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SHANE P SHEETS

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

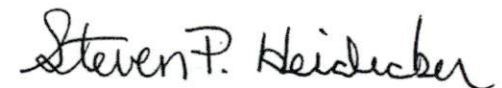
IS-00700.b

An Introduction to the National Incident Management Sys

Issued this 12th Day of September, 2018



0.4 IACET CEU



Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SHANE P SHEETS

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

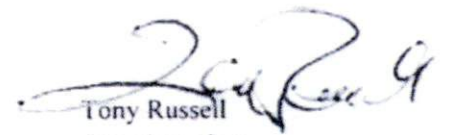
IS-00800.b

National Response Framework, An Introduction

Issued this 14th Day of August, 2014



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute



KPMG WOMEN'S PGA CHAMPIONSHIP

JUNE 18 - 23, 2019

Hazeltine National Golf Club

Chaska, Minnesota

PROPOSED STARTING TIMES

As of: 1/31/19

SUNRISE: 5:28 AM

SUNSET: 9:04 PM

Tuesday Pro-Am (#1 & #10 Tee) (Groups of 4)	Thursday & Friday Tee #1 and #10 (Groups of 3)	Saturday & Sunday Tee #1 (Groups of 2)
7:30	7:40	6:57++ (if 73-74)
7:50	7:51	7:06+ (if 71-72)
8:00	8:02	7:15
8:10	8:13	7:24
8:20	8:24	7:33
8:30	8:35	7:42
8:40	8:46	7:51
8:50	8:57	8:00
9:00	9:08	8:09
9:10	9:19	8:18
9:20	9:30	8:27
	9:41	8:36
	9:52	8:45
		8:54
		9:03
		9:12
		9:21
		Starter's Time
12:35	1:05	9:39
12:45	1:16	9:48
12:55	1:27	9:57
1:05	1:38	10:06
1:15	1:49	10:15
1:25	2:00	10:24
1:35	2:11	10:33
1:45	2:22	10:42
1:55	2:33	10:51
2:05	2:44	11:00
2:15	2:55	11:09
2:25	3:06	11:18
2:35	3:17	11:27
		11:36
		Starters Time
		11:54
		12:03
		12:12
		12:21
		12:30
		12:39

Play Off: In the event of a tie for the Championship there will be a hole by hole play-off starting on hole #18 and, if needed, on to holes #10, #17 and #18 repeated until a winner is determined.

Gate Hours

Tues	7:00 a.m. - 7:45 p.m.
Wed	7:00 a.m. - 7:15 p.m.
Thurs/Fri	7:00 a.m. - 8:45 p.m.
Saturday	6:30 a.m. - 6:30 p.m.
Sunday	6:30 a.m. - 6:30 p.m.

Golf Shop Hours

Tues	7:00 a.m. - 7:45 p.m.
Wed	7:00 a.m. - 7:15 p.m.
Thurs/Fri	7:00 a.m. - 8:45 p.m.
Saturday	6:30 a.m. - 6:30 p.m.
Sunday	6:30 a.m. - 6:30 p.m.

Playing Times (TBC)

Tuesday	7:30 a.m. - 7:30 p.m.
Wed	7:30 a.m. - 7:00 p.m.
Thurs/Fri	7:40 a.m. - 8:30 p.m.
Saturday	6:50 a.m. - 5:00 p.m.
Sunday	6:50 a.m. - 5:00 p.m.

Shuttle Bus Times

Tuesday	6:45 a.m. - 8:00 p.m.
Wed	6:45 a.m. - 7:30 pm
Thurs-Fri	6:30 a.m. - 9:00 p.m.
Saturday	6:15 a.m. - 6:30 p.m.
Sunday	6:15 a.m. - 6:30 p.m.

APPROXIMATE Saturday and Sunday Starting Times will not be final until Friday/Saturday nights.

TV Times (Central Time)

Golf Channel

Thurs:	5:00pm - 8:00 pm
Friday:	5:00pm - 8:00 pm

NBC

Saturday:	2:00 pm - 5:00 pm
Sunday:	2:00 pm - 5:00 pm

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
			KPMG Women's PGA Championship			June 10th, 2019 0630		June 18, 2019 - June 23, 2019, 0530-2000	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	COMMAND	ME TAC8	UNIFIED COMMAND	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	On site law, fire & EMS command/dispatch
2	TACTICAL	ME-TAC9	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Law enforcement coordination
3	TACTICAL	ME-TAC10	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Fire/EMS response
4	TACTICAL	CV-FG5	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Fire/EMS response
5	TACTICAL	CV-FG6	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Fire/EMS response
6	TACTICAL	S-TAC11	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Traffic & security coordination
7	TACTICAL	S-TAC12	INTEROP	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Federal/state agency interop
8	SUPPORT	CV-CPD1	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Chaska PD Logistics
9	SUPPORT	CV-CPD2	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Chaska PD Logistics
10	SUPPORT	CV-CHAFD	FIRE/EMS	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Chaska FD Logistics
11	COMMAND	952-777-2390	LAW	N/A	N/A	N/A	N/A	N/A	Hazeltine Police Command
12	SUPPORT	952-777-2391	LAW	N/A	N/A	N/A	N/A	N/A	Chaska PD Chief Scott Knight
13	SUPPORT	952-777-2392	LAW	N/A	N/A	N/A	N/A	N/A	Chaska PD Deputy Chief Ben Anderson
14	SUPPORT	952-777-2394	FIRE/EMS	N/A	N/A	N/A	N/A	N/A	Chaska Fire Department
15	SUPPORT	952-777-2397	DISPATCH	N/A	N/A	N/A	N/A	N/A	Hazeltine Dispatch Command
16	SUPPORT	952-361-1231	DISPATCH	N/A	N/A	N/A	N/A	N/A	Carver County Sheriff's Dispatch
17	SUPPORT	651-582-1511	DISPATCH	N/A	N/A	N/A	N/A	N/A	State Patrol Dispatch
18	SUPPORT	952-442-4222	DISPATCH	N/A	N/A	N/A	N/A	N/A	Ridgeview Ambulance Dispatch
SPECIAL INSTRUCTIONS									
COML: Peter Sauter AGENCY: Carver County Sheriff's Office PHONE: 952-361-1125 / 952-457-7307 EMAIL: psauter@co.carver.mn.us					INCIDENT/EVENT LOCATION Hazeltine National Golf Club / 1900 Hazeltine Blvd, Chaska MN				

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 1.0, 11/2015)

e Blvd


NATIONAL
E 23, 2019

MAP



ion

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PLAYER & COMPETITION

- Caddy Headquarters
- Practice Range
- LB Leader Board
- TB Thru Board
- MB Monster Board
- Player Parking
- Short Game Practice

MEDIA

- Interview Room
- Media Center
- Media Shuttle

OPERATIONS

- Broadcast
- Cart Barn
- Volunteer HQ
- Staff Parking
- Vendor Compound

SPECTATOR FACILITIES

- Disability Seating Area
- Admissions
- ATM
- Bleacher Seating
- The Championship Shop
- Concessions
- Crosswalk
- Information
- Restrooms
- Spectator Entry
- Spectator Shuttle
- SZ KPMG Social Zone

SAFETY

- First Aid
- Scan Gate

Z4

Z2

Z1

Z3

All-Hazards Communications Technician (COMT)

Training Course

COMT Position Task Book (PTB)

U.S. Department of Homeland Security



Homeland
Security

OEC/ICTAP

Office of Emergency Communications / Interoperable Communications Technical Assistance Program

COMU Position Recognition Application

Application Type:

☒ Initial Application

☐ Renewal

☐ Change of Status

Position (check only one unless changing status):

☐ COML

☒ COMT

☐ INCM

☐ INTD

☐ RADO

☐ AECS

Name

(Last, First Middle)

BEEM, ROBERT, MERLE

Certifying

Agency

HENNEPIN COUNTY SHERIFFS OFFICE

County

HENNEPIN

ECB/ESB

Region

Agency Address

1245 SHENANDOAH LANE PLYMOUTH, MN. 55447

24/7

Telephone

612-596-1957

Business

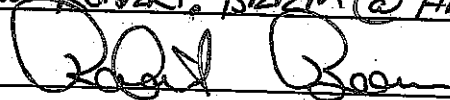
Telephone

612-919-0550

Email Address

ROBERT.BEEM@HENNEPIN.US

Signature



Date

11/26/2018

Agency Certification (this section must be completed even if PTB Agency Certification form was completed)

The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers Compensation, liability, and all other liability-related protections afforded employees of the agency, when activated for duty.

When the above named person serves in the COMU position(s), whether within the agency's jurisdiction, or outside, the person serves as an employee/representative of the agency.

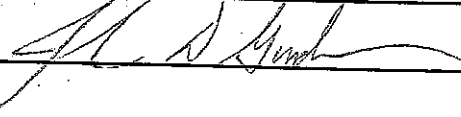
Name & Title

JOHN GUNDERSEN - RADIO SYSTEMS MANAGER

Agency

HENNEPIN COUNTY SHERIFFS OFFICE

Signature



Date

12/14/2018

Regional Recognition

The ECB/ESB region has reviewed the request for state recognition and supports state recognition of this person.

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

The COMU Subcommittee and the SWIC have reviewed the request for state recognition and supports state recognition of this person.

SWIC

Signature

Date



Homeland Security

ALL-HAZARDS COMMUNICATIONS TECHNICIAN (COMT)

Position Task Book

Task Book Assigned To:

Trainee's Name: ROBERT BEEM
Home Unit/Agency: HENNINGEN COUNTY SHERIFFS OFFICE
Home Unit Phone Number: 612-596-1957

Task Book Initiated By:

Official's Name: JOHN GUNNARSEN
Home Unit Title: RADIO SYSTEMS MANAGER
Home Unit/Agency: HENNINGEN COUNTY SHERIFFS OFFICE
Home Unit Phone Number: 612-596-1921
Home Unit Address: 1245 SEWANDOGAN LAKE PLYMOUTH, MN 55447
Date Initiated: 10/25/16

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

FINAL EVALUATOR'S VERIFICATION

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

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

Final Evaluator's Signature [Signature] Date 6/10/19

Printed Name JOHN GUNDERSEN Agency HEMLOCK COUNTY SHERIFF'S OFFICE

Phone Number 612-384-1580 Email (JOHN.GUNDERSEN)@HEMLOCK.WA

AGENCY CERTIFICATION

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

Certifying Official's Signature [Signature] Date 2/26/19

Printed Name JOHN GUNDERSEN Agency HEMLOCK CO. SHERIFF'S OFFICE

Title RADIO SYSTEMS MGR Phone Number 612-596-1921

COM L

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

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

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

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:

- Selecting trainees based on the needs of their organization or area Incident Management Teams.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.

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

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
- Assuring the evaluation record is complete.
- Notifying the local agency head when the PTB is completed, and obtaining their signature recommending certification.
- Keeping the original PTB in personal records.

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

- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which

objectives may be attained.

- Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Record of Evaluation.
 - Completing the Record of Evaluation 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: <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 JS	2/26/19
2. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> • Conduct self in a professional manner • Respectful and courteous • Respectful of public and private property 	O	#1 JS	2/26/19
3. Provide for the safety and welfare of assigned incident personnel during the entire period of supervision. <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	#1 JS	10/26-27/16

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

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

Competency 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: <ul style="list-style-type: none"> 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). 	I	#1 <i>JS</i>	10/26-27/16
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: <ul style="list-style-type: none"> 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 with communications plans or tax resources. 	I	#1 <i>JS</i>	10/26-27/16
6. Arrive at incident and check in. Arrive properly equipped at the assigned incident location within acceptable time limits.	I	#1 <i>JS</i>	10/26-27/16
7. Obtain briefing from supervisor. Examples of briefing items are: <ul style="list-style-type: none"> 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; COMT is responsible for asking adequate questions.	I	#1 <i>JS</i>	10/26-27/16
8. Determine requirements for communications as directed by the COML.	I	#1 <i>JS</i>	10/26-27/16

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

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

Task	Code	Evaluator # and Initials	Date
9. Evaluate needs and order supplies, materials and personnel to keep/provide necessary communications, as required. <ul style="list-style-type: none"> • Recommend to COML materials and supplies required. • Monitor levels of supplies and materials at a level to prevent shortage of any basic needed items. Report shortages to the COML. • 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. 	I	#1 JB	10/26-27/16
10. Working with the COML, perform as the technical expert for communications needs. <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. 	I	#1 JB	10/26-27/16
11. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs. <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 communications 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. 	I	#1 JB	10/26-27/16

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

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

Task	Code	Evaluator # and Initials	Date
12. Install, or provide for the installation of, communications equipment. <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 priorities while adhering to safety standards regarding communications needs of tactical personnel; i.e., operations before logistics. • Clone or program radios. 	I	#1 JS	10/26-27/16
13. Assign communications equipment. <ul style="list-style-type: none"> • 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. 	I	#1 JS	10/26-27/16
14. Assist the COML to initiate and maintain accurate records of all communications equipment. <ul style="list-style-type: none"> • Maintain accountability system for issuing hand-held radio resources. • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, address, or access instructions). • Keep records for local and national resources to ensure return to proper locations. 	I	#1 JS	10/26-27/16

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

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

Task	Code	Evaluator # and Initials	Date
15. Monitor operational performance of communications systems throughout the duration of the incident. <ul style="list-style-type: none"> 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. Plan for generator refueling. Act decisively to minimize interruptions in system operation. 	I	#1 JB	10/26-27/16
16. Maintain a 214 for the COMT when required. Unit Log will be kept current, legible, and will document all major activities, which may include: <ul style="list-style-type: none"> Equipment locations. Personnel changes. 	I	#1 JB	10/26-27/16

Competency 3: Demobilization

Task	Code	Evaluator # and Initials	Date
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. 	I	#1 JB	10/26-27/16

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

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

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All-Hazards Communications Technician**INSTRUCTIONS FOR COMPLETING THE RECORD OF EVALUATION**

There are four separate pages allowing evaluations to be made. These evaluations may be made on incidents, planned events, Full Scale Exercises (FSE), Functional Exercises (FE), 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 evaluation opportunities are needed, a page can be copied from a blank task book and attached. (Remember to change the Evaluation Record # to the next sequential number.)

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

Date: List the date the record is being completed.

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

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

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RECORD OF EVALUATION

ROBERT BGGM

COMT

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's Name: JOHN GUNDERSEN	Evaluator's Title: RADIO SYSTEMS MGR COML	Evaluator's Agency: NEWNOMIN COUNTY SHERIFFS OFFICE	
Evaluator's agency address: 1245 SHENANDOAH LANE PLYMOUTH MN 55447				
Evaluator's e-mail: JOHN.GUNDERSEN@NEWNOMIN.US			Phone: 612-596-1921	
Name and Location of Incident or Situation (agency & area)	Incident Kind (Hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Comex-St. Peter	EXERCISE	MOBILE CP'S, MOBILE RTR GATEWAY	10/26-27/2016	COMPLEX
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed in order to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: 2/26/2019 Evaluator's initials: JS</p> <p>Evaluator's relevant agency certification or rating: COML</p>				

RECORD OF EVALUATION**TRAINEE NAME****TRAINEE POSITION**

Evaluation Record #2	Evaluator's Name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:			Phone:	
Name and Location of Incident or Situation (agency & area)	Incident Kind (Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed in order to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

RECORD OF EVALUATION**TRAINEE NAME****TRAINEE POSITION**

Evaluation Record #3	Evaluator's Name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:			Phone:	
Name and Location of Incident or Situation (agency & area)	Incident Kind (Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed in order to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

RECORD OF EVALUATION**TRAINEE NAME****TRAINEE POSITION**


Evaluation Record #4	Evaluator's Name:	Evaluator's Title:	Evaluator's Agency:	
Evaluator's agency address:				
Evaluator's e-mail:			Phone:	
Name and Location of Incident or Situation (agency & area)	Incident Kind (Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed in order to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				



This certificate recognizes that

Robert Beem

Completed the All-Hazards Communications Technician (COMT) Course
July 11-15, 2011


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

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Robert Beem

Completed the Office of Emergency Communications
All-Hazards Communications Technician (COMT) Course
during 29 October – 2 November, 2018 at the
St. Louis County Emergency Operations Center
in Duluth, Minnesota



Ronald J. Hewitt

Ronald J. Hewitt
Director,
Office of Emergency Communications
National Protection and Programs Directorate
U.S. Department of Homeland Security

Emergency Management Institute



FEEMIA

This Certificate of Achievement is to acknowledge that

ROBERT M BEEM JR

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 4th Day of June, 2015



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBERT M BEEM JR

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 July, 2015



Tony Russell
Superintendent
Emergency Management Institute



FEMA

National Fire Academy

Robert Merle Beem

is awarded this certificate in recognition of completion
of the NFA State/Local Partner-Sponsored Training

ICS 300, Intermediate ICS for Expanding
Incidents for Operational First Responders
St Paul, Minnesota

March 2 - 4, 2016

This course meets the NIMS requirements for ICS-300.


Superintendent
National Fire Academy

Emergency Management Institute



FEMIA

This Certificate of Achievement is to acknowledge that

ROBERT M BEEM JR

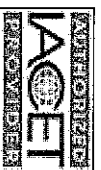
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 21st Day of January, 2016



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBERT M BEEM JR

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

IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 21st Day of January, 2016




Tony Russell
Superintendent

Emergency Management Institute

Emergency Management Institute



FEMIA

This Certificate of Achievement is to acknowledge that

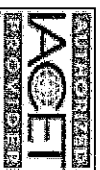
ROBERT M BEEM JR

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 3rd Day of June, 2015



Tony Russell
Superintendent
Emergency Management Institute

APPENDIX C – TALK GROUP PERMISSION LETTER TEMPLATE

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

Document Section:	Appendices	Radio TOC Approval – Signature:
Sub-Section:	METRO Appendix C	
Procedure Title:	TALK GROUP PERMISSION LETTER TEMPLATE	
Date Established:	5/12/01	
Replaces Document Dated:	5/21/01	MESB Approval - Signature:
Date Revised:	2/25/09	

1. Purpose or Objective

The purpose of this template is to provide a guide for requesting the use of another owner's talkgroup resources. Note that this is a two-sided, one sheet document. Procedure for use of this letter is found in ARMER Standard 2.7.0—*Use of Shared Talk Groups*.

(See next page)

Metropolitan Emergency Services Board - ARMER System
AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Date: _____

Requesting Agency: _____

Authorizing Agency: _____

Reason for Request

☐ Add Talk Group(s) to Radios

☐ Scan Talk Group(s)

☐ Other _____

I. Request permission to ADD the following talk groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	For the following Work Units:

II. Request permission to SCAN/ MONITOR the following talk groups

Talk Group	To Be Installed in: (i.e., Portable, Mobile, Command Post)	To be monitored by the following positions:	Request for Receive Only

III. Other Request/ Requirements (Explain)

IVI. Reason for Request

(Attach supporting documentation)

Name of individual completing application _____

Address _____

Phone _____ E-mail address _____

FINAL

FINAL

This Side for Authorizing Agency use Only

Metropolitan Emergency Services Board - ARMER System
AUTHORIZATION TO USE TALK GROUPS
NOT OWNED BY THE REQUESTING AGENCY

Request Approved_____ Approved with Conditions_____ Denied_____

Conditions:

Authorized Signature: _____

Name of Authorizing Individual _____

Address_____

Phone_____ E-mail address_____

APPENDIX 2 – DEFINITIONS & ACRONYMS

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

Document Section:	Appendices	Radio TOC Recommendation:
Sub-Section:	METRO Appendix 2	Date: 5/24/01
Procedure Title:	DEFINITIONS & ACRONYMS	MESB Approval - Signature:
Date Established:	12/17/00	
Replaces Document		
Dated:	12/16/15	Date: 1/13/16
Date Revised:	12/21/16	

1. Purpose or Objective

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

2. Management

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

3. DEFINITIONS (in alphabetical order)

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

APPENDIX 2 – DEFINITIONS & ACRONYMS

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

APPENDIX 2 – DEFINITIONS & ACRONYMS

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

APPENDIX 2 – DEFINITIONS & ACRONYMS

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

APPENDIX 2 – DEFINITIONS & ACRONYMS

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

4. ACRONYMS (in alphabetical order)

ALS	Advanced Life Support
APCO	Associated Public Safety Communications Officials
ARMER	Allied Radio Matrix for Emergency Response
AVL	Automatic Vehicle Locator
BLS	Basic Life Support

APPENDIX 2 – DEFINITIONS & ACRONYMS

CCGW	Conventional Channel Gateway
CPS	Customer Programming Software
CTCSS	Continuous Tone Coded Squelch System
DIU	Digital Interface Unit
DTMF	Dual Tone Multiple frequency
EMH	Emergency Medical Hospital
EMRS	Emergency Medical Radio Service
EMS	Emergency Medical Services
FCC	Federal Communications Commission
LTACEs	Law Enforcement-only Encrypted Tactical talkgroups (allowed on consoles) Ex: LTAC5E-8E
LTACs	Law Enforcement only Tactical talkgroups (statewide) Ex: LTAC1-4
MACs	Moves, additions and changes
MCI	Multiple Casualty Incident
MDH	MN Department of Health
ME TAC	Metro-wide interoperability talkgroups. Ex: ME TAC1 through ME TAC 10
ME TACE's	Metro-wide encrypted interoperability talkgroups (Law Enforcement-only) Ex: ME TAC11E & ME TAC12E
MESB	Metropolitan Emergency Services Board
METCOM	Metropolitan region PSAP to PSAP talkgroup (not allowed in subscriber units)

APPENDIX 2 – DEFINITIONS & ACRONYMS

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

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

Document/ Section:	3. Interoperability Guidelines	Radio TOC Recommendation
Sub-Section:	METRO 3.17.4	Date: 1/25/2012
Procedure Title:	Event & Exercise Communications Planning	
Date Established:	12/5/2011	MESB Approval - Signature:
Replaces Document Dated:	10/8/2014	
Date Revised:	4/18/2018	Date: 3/14/2012

1. Purpose and Objective:

The intent of this standard is to establish protocols and procedures to be used for planning communication for large planned events or exercises that effect multiple agencies or jurisdictions.

2. Operational Background:

During large scale events, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To ensure this gap is covered, an All-Hazards Type III COML should be used to establish a communication plan.

COML responsibilities include developing plans for the effective use of incident communications equipment and facilities, managing the distribution of communications equipment to incident personnel, and coordinating the installation and testing of communications equipment.

3. Operational Context:

Planned events and exercises can include complex communications issues. In addition, there is also a potential for the event to grow quickly into a large-scale incident. It is imperative that all disciplines are aware and prepared to communicate effectively.

A COML can also ensure that the event does not inadvertently affect normal daily operational needs by over-utilization and/or over-loading of ARMER system resources.

4. Recommended Procedure:

During large scale events, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. An individual that has completed official COML training and is a recognized COML(t) or Minnesota Certified COML should be utilized to complete an ICS 205 Communication Plan.

When more than one regional interoperability talkgroup is used, the ICS 205 must be sent to the MESB Radio Coordinator for distribution to the region.

An agency desiring to implement a patch for a pre-planned event where an ICS 205 is required, the resources to be patched shall be included on the ICS 205.

The StatusBoard calendar schedule feature must be utilized. When the exercise or event is planned farther out than seven days, the requested resource will be reserved on the StatusBoard at least one week in advance.

Exercise or event planners will include the local city or county radio system manager in the exercise development process from the beginning so local system resources are properly utilized.

5. Recommended Procedure:

When it becomes apparent that interagency coordination of personnel from different agencies or disciplines will be needed, a COML or COML(t) should be requested by the event or exercise planner or planning team to coordinate and document communications for the event.

The event or exercise planner or planning team may utilize COML(t) or COML personnel from an agency that is participating in the event/exercise. It is recommended that the lead agency COML be utilized and work in conjunction with other agencies COML's as appropriate and necessary.

If the event or exercise COML is a COML(t), the communications plan should be reviewed by a COML.

If the event or exercise planner does not have access to a COML, they will contact the MESB Radio Coordinator, who will utilize CRTF resources to assist.

6. Management:

The system managers, administrators and users will be responsible to see that this policy is implemented as defined.

The Metro Region Communications Response Taskforce (CRTF) Steering Workgroup will review all metro region ICS205 documents for adherence to both state and metro standards, policies and best practice, and provide feedback as needed to the COML that created or approved the document. This review and feedback is to be done after the fact and is not considered an approval, rather, it is a mechanism to ensure shared resources and regional communications operations are used and impacted appropriately, applied uniformly, and issues can be addressed in a timely and efficient manner to mitigate problems.

The CRTF Steering Workgroup will create a summary of its reviews and will report it to the Radio Technical Operations Committee.

June 18, 2019

Scott Haas, Chairman
Radio Technical Operations Committee
Bi Directional Amplifier Request

Metro Transit is seeking permission to add Bi Directional Amplifiers at two of its facilities.

The first unit will be installed in the Brooklyn Center Transit Center located at 2900 County Rd 10 in the city of Minneapolis. This unit is needed to enhance the coverage in the hallway, bathrooms, and Police Department office where there is little to no coverage.

The second unit will be installed at Metro Transit's new Police Department Headquarters located at 560 6th Ave N in the city of Minneapolis. This building is currently being built and was determined to have minimal to no coverage in the first three floors.

These units will utilize the City Center site just like the rest of Metro Transit's BDA's. Metro Transit is currently in the process of getting these units registered with the FCC.

Sincerely,

Chad LeVasseur
Manager of Communication Systems
Metro Transit

MN Department of Corrections | Field Services

ARMER Interoperability Communications Plan

Description

The Minnesota Department of Corrections (MN DOC), Field Services Division, will be assigning Motorola APX 1000 subscriber units (portable radios) to 59 DOC supervision agents located throughout the state. The DOC agents conduct supervisory visits to offenders whom reside in neighboring communities most any time of day. These interactions may place the agent at risk without a direct mode of communications, due to spotty cellular coverage, to support them in the event of an emergency. MN DOC Field Services is asking for support from 82 Public Safety Access Points (PSAP) to perform safety checks for DOC Agents, while visiting offenders within the PSAP's jurisdiction, to help reduce risk and improve the safety for our staff and the general public.

MN Field Services personnel will be contacting the PSAP's Approving Authority to secure an Interoperability Agreement for the purpose of sharing a PSAP owned talkgroup to conduct safety checks on. The MN DOC ARMER Administrator will draft the Interoperability Agreement which includes: a signature block approving the request, information for the point of contact, a line for the PSAP to identify the shared talkgroup alias and talkgroup ID, and a notes section for any additional direction or requirements identified by the Approving Authority regarding communications protocols.

Anticipated frequency of 3 to 4 agents reaching out on 5 to 10 home visits per agent daily check-ins to a PSAP for a which may last up to 10 seconds each for a total of 150 to 400 seconds of check-in daily and 3 to 4 agents reaching out on 5 to 10 home visits per agent daily check-outs daily to a PSAP which may last up to 7 seconds each for a total of 105 to 280 seconds of checkout for a total talk-time of 150 to 400 seconds daily in addition to any emergency contacts to PSAP bandwidth (anticipated at less than 15% of daily total time or less than an additional 60 seconds per day).

MN DOC Administration

The MN DOC ARMER Administrator will:

- be responsible for managing the MN DOC ARMER network and MN DOC subscriber units;
- act as a liaison between Field Services and jurisdictions/ PSAP's to provide agency level support;
- assign the radio alias and ID to MN DOC Field Services subscriber units from the existing agency pool;
- support preventative maintenance, programming and commissioning of subscriber units;
- support Field Services Initial User and Annual Refresher training plan.

MN DOC Field Services

The Field Services division will be responsible for designating a Communications Team Supervisor, Communications Liaison Agent/ Officer, and a Communications Electronics Technician to support their work unit whom will work with the MN DOC ARMER Administrator to support their radio program including preventative maintenance tasks, training, reporting, and enforce the standards and best practices identified in MN DOC Policy 301.067 and all SECB standards.

Operations

An agent operating within a jurisdiction will contact the local PSAP and check-in upon arrival at an offender's residence. The agent will report their agency, work unit/own ID, which talkgroup you are speaking on, address of the visit, and anticipated departure time. (eg. MN DOC, CCA1234, to Benton County Dispatch, on BN ADMIN 2, arrive 789 main street, Princeton, depart thirteen-forty-five);

PSAP will document and reply affirmatively or ask for clarification;

Agent will report "clear" prior to the anticipated departure or report an extension of time;

If agent does not report an extension or "clear" within five minutes of anticipated departure time, the PSAP will conduct a safety check by attempting to contact the agent;

If the agent does not respond the PSAP will initiate a response by a local public safety unit to verify status;

An "Emergency Word" will be established to initiate a response in the event an agent is under duress;

Field Services will not be using the man-down feature;

Field Services will not be using the Emergency Mode feature;

Radio communications will not be encrypted.

ARMER Project plan provided to decision maker:

Circle one: in person via email via mail

Approver Name: _____

Approver Email: _____

Approver Phone: _____