METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TOC MEETING AGENDA
REVISED AGENDA
October 24, 2018, 1:00 p.m.

1. **Call to Order** – Committee Chair, Captain Scott Haas

2. **Approval of Agenda** – Haas

3. **Approval of Minutes of September 26, 2018 Meeting** – Haas

4. **Agenda Items**
   A. Approval of INCM for Gordon Hanson _____ Rohret
   B. Approval of Amendments to Metro Standard 3.14.0 – ME TACS_____ Rohret
   C. Approval of Carver County Request for Requested Site _____ Rohret
   D. Approval of 2019 Regional Funding Priorities _____ Rohret
   E. Approval of Metro Transit Request for Talkgroup IDs _____ LeVasseur
   F. Election of 2019 Chair and Vice-Chair _____ Haas
   G. Appointment of MESB Representative to SECB STR Subcommittee _____ Haas
   H. Follow-up: Discussion of State Standard 5.1.0 – Media Access _____ Rohret

5. **Moves, Additions & Changes to the System**

6. **Committee Reports**
   A. Metro Mobility System Usage Update _____ LeVasseur
   B. System Manager's/Metro Owners Group Update _____ Jansen
   C. SECB Committees
      i. Steering _____ Rohret
      ii. OTC _____ Gundersen/Timm
      iii. Interoperable Data Committee _____ Olson/Thompson
      iv. IOC & Subcommittees _____ Thompson/Timm; Gundersen; Timm/Anderson
      v. IPAWS _____ Haas
      vi. Finance/Grants Workgroup _____ Rohret

7. **Other Business**
   A. Changes to SECB Standards Format and Numbering _____ Rohret

8. **Adjourn**

Reminder: next meeting is November 28, 2018.

METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TOC MEETING AGENDA
REVISED AGENDA
October 24, 2018, 1:00 p.m.

Radio Technical Operations Committee Members

Name	Representing
Jake Thompson	Anoka County
Tim Walsh	Carver County
Jon Eckel	Chisago County
Rod Olson	City of Minneapolis
Ron Jansen, 2018 Vice-Chair	Dakota County
John Gundersen	Hennepin County
Bob Shogren	Isanti County
Wendy Lynch	Metro Region EMS
Jeff Bjorklund	Metropolitan Airports Commission
Chad LeVasseur	Metropolitan Council, Metro Transit
Scott Gerber	Minnesota State Fire Chiefs Association
Daniel Palmer	Ramsey County
Scott Haas, 2018 Chair	Scott County
Chuck Steier	University of Minnesota, At-Large Member
Nate Timm	Washington County

**Metropolitan Emergency Services Board
Radio Technical Operations Committee
Meeting Notes
September 26, 2018**

Members Present:

Name	Representing	Present
Jake Thompson	Anoka County	X
Tim Walsh	Carver County	
Jon Eckel	Chisago County	X
Rod Olson	City of Minneapolis	X
Ron Jansen, 2018 Vice-Chair	Dakota County	X
John Gundersen	Hennepin County	X
Bob Shogren	Isanti County	X
Wendy Lynch	Metro Region EMS	
Jeff Bjorklund	Metropolitan Airports Commission	X
Chad LeVasseur	Metropolitan Council, Metro Transit	X
Scott Gerber	Minnesota State Fire Chiefs Association	X
Daniel Palmer	Ramsey County	X
Scott Haas, 2018 Chair	Scott County	X
Chuck Steier	University of Minnesota, At-Large Member	X
Nate Timm	Washington County	X

Guests Present:
Mike Mihelich, Ramsey County; Dan Anderson, Hennepin County; Heidi Hieserich, Metropolitan Airports Commission; Clay Stenbeck, Metro Mobility; and Martha Ziese, MESB.

Call to Order: Scott Haas called the meeting to order at 1:00 p.m. Haas noted that there was an amendment to the agenda to add a Metro Transit request as action item Q.

M/S/C – Jon Eckel moved to amend the agenda. John Gundersen seconded. Motion carried.

Approval of Minutes:
John Gundersen moved to approve minutes from June 27, 2018. Eckel seconded. Motion carried.

Approval of COML/COMT Renewal for Jake Thompson:
Haas stated Jake Thompson was seeking approval for renewal of his COML and COMT designations.

M/S/C – Nate Timm moved to approve the renewal of Jake Thompson's COML and COMT designations. Rod Olson seconded. Motion carried.

Approval of COML Renewal for Sara Boucher-Jackson:
Haas stated Sara Boucher-Jackson was seeking approval for renewal of her COML designation.

M/S/C – Timm moved to approve the renewal of Sara Boucher-Jackson's COML designation. Olson seconded. Motion carried.

Approval of Incident Tactical Dispatcher (INTD) for Sara Boucher-Jackson:
Haas stated Boucher-Jackson was seeking approval of an Incident Tactical Dispatcher (INTD) designation.

M/S/C – Ron Jansen moved to approve Sara Boucher-Jackson's Incident Tactical Dispatcher designation. Timm seconded. Motion carried.

The committee then considered agenda items D. – K. under one motion.

M/S/C – Jansen moved to approve the communications unit designations in agenda items D – K. Bob Shogren seconded. Motion carried.

Approval of Amendments to Metro Standard 3.35.0 – National Weather Service ARMER Radio Operations:
Haas presented the proposed amendments to the standard. The first occurs under section 3, which had previously described the process in paragraph form; the amendments put the process in a bulleted list. He noted the process itself did not change.

M/S/C – Eckel moved to approve the amendments to Metro Standard 3.35.0 – National Weather Service ARMER Radio Operations. Jake Thompson seconded. Motion carried.

Approval of a U.S. Customs and Border Patrol Request for ME TAC 11E & 12E:
Haas stated that U.S. Customs and Border Patrol (US CBP) have requested approval to have ME TAC 11E and 12E in their radios for interoperability. The Radio TOC had previously approved US CBP's request for ME TAC 1-10.

Jansen noted that ME TAC 11E and 12E are reserved for use by law enforcement only. He would like to hear from US CBP how they will use the resources.

Gundersen stated that US CBP acts as law enforcement at the Minneapolis/St. Paul airport.

Timm suggested a stipulation be placed on US CBP's use of the talkgroups.

M/S – Timm oved to approve the U.S. Custom and Border Patrol's request for use of ME TAC 11E & 12E. Gundersen seconded.

Heidi Hieserich noted that US CBP had been using Airport Police Department's main police talkgroup. She thought that the request may deal with interoperability at the airport.

Gundersen noted that the U.S. Secret Service, FBI and other federal agencies are not considered licensed peace officers in the state.

Motion carried.

Appointment of Representative to SECB STR Subcommittee:
Haas asked for nominations for a representative to the SECB STR Subcommittee to replace Troy Tretter.

Jansen asked if this was a temporary appointment until the Radio Services Coordinator position was filled. He offered to serve as the alternate representative.

Gundersen offered to serve as the alternate if Jansen was the primary representative.

Timm suggested Butch Gillum be the representative since Bloomington houses the MESB STR trailer.

Jansen said he would sit on the STR Subcommittee.

Appointment of Representative to SECB Cross-Spectrum Interoperability System Workgroup
Haas asked for nominations for a representative to a new SECB workgroup, the Cross-Spectrum Interoperability System Workgroup.

Timm volunteered.

M/S/C – Thompson moved to appoint Nate Timm as the MESB representative on the SECB Cross-Spectrum Interoperability System Workgroup. Jansen seconded. Motion carried.

Discussion: SECB Standard 5.1.0 – Media Access:
Haas said that the SECB OTC discussed the number of media users which continue to use radios versus scanners and decided to send it to the MESB Radio TOC because all of those users are in the metro.

Gundersen noted that this was sent to the Radio TOC after the OTC considered a motion to sunset and MnDOT noted that some media agencies in the metro area continue to use radios. The OTC wanted the Radio TOC's opinion as to whether to sunset the state standard. He said that MnDOT said they might be willing to provide more radios in the future if there were more encryption.

Timm said that at the July OTC meeting, Tretter had identified the media agencies with subscriber agreements with the MESB and MnDOT: KSTP, WCCO, Star Tribune, and Metro Networks. Additional agreements with KMSP and KARE11 have been terminated. These agreements were executed between 2003 – 2005. MnDOT is the authorized programmer for these radios, which do not have encryption.

Gundersen added that owners of talkgroups determine if they may be monitored by the media.

Haas noted that the standard does state that use could be revoked for non-compliance. Radios were purchased because at that time a trunked scanner did not exist, and once they were available they were too expensive. Those scanners are now affordable and there are legal requirements to get scanning licenses.

Jansen noted that scanners would provide more access to talkgroups than radios do. He said he doesn't see a need for a workgroup.

Timm offered to run a usage report.

Gundersen said that section 6 of the standard states that it is up to regional radio boards to determine which agencies get access and that it is up to the state to determine who will program the radios. MESB staff could research the initial agreements to determine who was given permission for which talkgroups, as well as asking metro agencies what conditions they have for media users. All agreements should be updated. He did not see a need for encryption.

Timm said that he thought there was a precedent in the Freedom of Information Act for giving key access to encrypted talkgroups.

Haas noted that recorded radio traffic is classified as public information even if encrypted.

Jansen thought that the MESB Radio Services Coordinator should review the standard and make necessary updates.

M/S/C – Jansen moved to have Haas draft a letter to send to MnDOT stating the Radio TOC did not see a need to sunset Standard 5.1.0 but will task the MESB Radio Services Coordinator with the review and update of the metro agreements with media users. Gundersen seconded. The motion carried.

Approval of Metro Transit Request for Additional Talkgroup IDs:
Chad LeVasseur said that due to the anticipated light rail transit expansion, Metro Transit Police would like to add two additional talkgroups to separate its east and west metro traffic. The talkgroups will have the same personalities as current Metro Transit Police talkgroups. This increase will result in a total of 58 talkgroups for Metro Transit, of which seven would be for police.

Jansen asked if the provides have statewide access.

Haas asked at which tower sites would the talkgroups have permissions.

LeVasseur confirmed statewide access. He said they would first try City Center but would have permissions across the metro. The talkgroups would be named 1-7 rather than east and west.

Haas expressed concern that this was designed like Metro Mobility and could create problems. A stronger plan is needed.

Jansen noted that Metro Transit is the third highest user of the Dakota subsystem. He concurred that a more defined plan was needed and that statewide access should be reconsidered.

Eckel suggested that the plan be limited to Metro Transit's service area.

M/S/C – Jansen moved to table Metro Transit's talkgroup request to allow for further plan refinement. Eckel seconded. Motion carried.

Move, Additions & Changes to the System:
IP Simulcast Conversion – City of Minneapolis: Olson said Minneapolis' conversion to IP simulcast is complete and will cut over in mid-October.

Committee Reports:
Metro Mobility System Usage Update
LeVasseur introduced Metro Mobility Operations Manager, Clay Stenback, who replaced Dana Rude. He noted that Metro Mobility's usage numbers are holding steady, except on Anoka.

System Manager's Group/Metro Owner's Group Update
Jansen said that this morning the SMG only discussed the 7.17.3 upgrade which will occur the weeks of November 3 and 12.

Reports from SECB Committees:
Steering: No report.

OTC: Timm said there were discussions on standards, participation plan changes and media access.

Interoperable Data Committee: Rod Olson said the committee added a member-at-large seat and discussed E-Chat. Thompson said they also discussed an article of Verizon's service.

Interoperability Committee: No report.

<u>IPAWS</u>: Haas said the committee discussed the nationwide emergency alert test and approved two standards.

<u>Finance/Grants Workgroup</u>: No report.

Adjournment
M/S/C – Jansen moved to adjourn. Eckel seconded. Motion carried.

Meeting adjourned at 2:15 p.m.

Requirements Summary for COMU Applications
October 24, 2018 Radio TOC

INCM Approval										
Name	Public Safety background with 3 yrs exp. in dispatch operations or RADO plus 1 yr. in dispatch operations	Awareness of fundamental public safety communications technology	ICS 100	ICS 144	ICS 200	ICS 700	ICS 800	Completion of DHS INCM course	Desired: ICS 300	Not required or desired: Task Book Complete
Hanson, Gordon		X	X	X	X	X	X	X	X	X

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): HANSON, GORDON A

Certifying Agency: MAPLE GROVE EMERGENCY MANAGEMENT

County: HENNEPIN   **ECB/ESB Region:** METRO
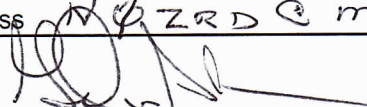
Agency Address: 12800 Arbor Lakes Parkway

24/7 Telephone: 612-816-4422   **Business Telephone:**

Email Address: MGZRD@MNYARC.ORG

Signature: _(signed)_   **Date** 13 Aug 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.
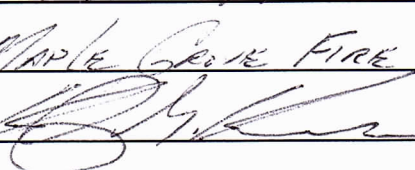
Name & Title: KURT KRAMER, DEPUTY FIRE CHIEF

Agency: MAPLE GROVE FIRE DEPARTMENT - EMERGENCY MGMT.

Signature: _(signed)_   **Date** 8/13/18

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** _____

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that
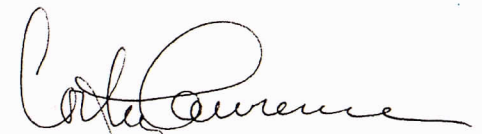
GORDON A HANSON

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

IS-00100.HC
Introduction to Incident Command System,
I-100 for Health Care/Hospitals

Issued this 9th Day of July, 2007

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

GORDON A HANSON

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 5th Day of September, 2018

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

0.2 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

GORDON A HANSON

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 3rd Day of December, 2017

AUTHORIZED
IACET
PROVIDER

Tony Russell
Superintendent
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

GORDON A HANSON

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

IS-00200.HC
Applying ICS to Healthcare Organizations
I-200 for Health Care/Hospitals

Issued this 9th Day of July, 2007

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 CEU

Emergency Management Institute

FEMA

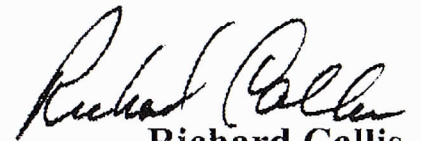This Certificate of Achievement is to acknowledge that

GORDON A HANSON

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 13th Day of October, 2018

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

GORDON A. HANSON

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

IS-00700

National Incident Management System

(NIMS) an Introduction

Issued this 18th Day of April, 2006

Richard Callis

Acting Superintendent

Emergency Management Institute

0.3 CEU

Emergency Management Institute

FEMA

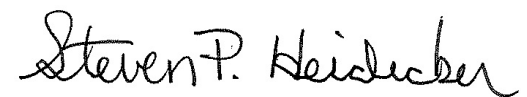This Certificate of Achievement is to acknowledge that

GORDON A HANSON

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 1st Day of October, 2018

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

0.4 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

GORDON A HANSON

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 25th Day of September, 2016

Tony Russell
Superintendent
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

GORDON A HANSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:
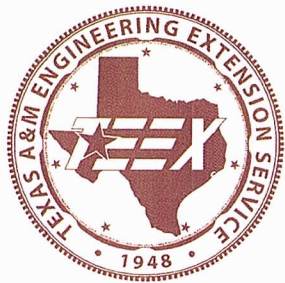
IS-00800.c
National Response Framework, An Introduction

Issued this 14th Day of October, 2018

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

0.3 IACET CEU

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

in cooperation with the

Department of Homeland Security

Federal Emergency Management Agency

FEMA

Gordon A. Hanson

has successfully completed

Intermediate ICS-300 for Expanding Incidents

Little Falls, Minnesota, United States
20 Hours
June 5 - 7, 2018

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

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

State Board for Educator Certification #500132

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Gordon Hanson

Completed the Incident Communications Center Manager (INCM)
Course during 5 - 7 December 2017 at the
Emergency Operations Training Facility
in Minneapolis, Minnesota

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

AUXILIARY COMMUNICATIONS COURSE

Gordon Hanson

Completed the Office of Emergency Communications Auxiliary
Communications Course during 8-9 October, 2016 at
Hennepin County Public Works in Medina, Minnesota

Ronald T. Hewitt

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

FEMA
Student Identification (SID) Number

Gordon A Hanson,

Below is an ID card that you can cut out and keep with you. Your FEMA SID is included on the card. Some training facilities may be able to use the barcode to identify you as well.

You can get another card or make changes to your profile by visiting https://cdp.dhs.gov/femasid/ and logging in with your FEMA SID and the password that was emailed to you.

FEMA STUDENT IDENTIFICATION NUMBER

Gordon A Hanson
0002498606

https://cdp.dhs.gov/femasid/
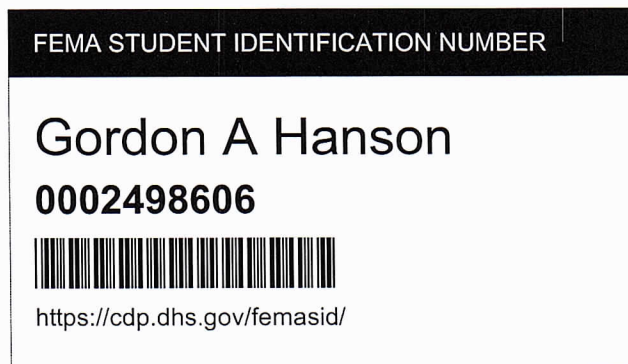
For best results set Page Scaling to None when printing.

![Homeland Security] Homeland Security

All-Hazards
INCIDENT COMMUNICATIONS CENTER MANAGER (INCM)

Position Task Book

Task Book Assigned To:

Trainee's Name: _Gordon Hanson_

Trainee's Email Address: _hØzrd @ mnyarc.org_

Home Agency: _____

Home Agency Phone Number: _____

Task Book Initiated By:

Official's Name: _Kurt G. Kremmer_

Agency Official's Title: _DEPUTY FIRE CHIEF_

Agency: _Maple Grove Fire And Emergency Mgt._

Agency Phone Number: _763-494-6304_

Agency Address: _12800 Arbor Lakes Pkwy_
Maple Grove, MN 55369

Date Initiated: _____

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 _Gordon Hansen_
has performed as a trainee and should therefore be considered for recognition in this position.

Final Evaluator's Signature _____ Date _6-27-18_

Printed Name _Duane Johnson_

Title _Emergency Management Coordinator_

Agency _St. Louis County Sheriff's Office_

Phone Number _218-726-2136_ Email _Johnsond@stlouiscountymn.gov_

AGENCY CERTIFICATION

I certify that_ Gordon Hansen_
has met all requirements for qualification in this position and that such qualification has been issued.

Certifying Official's Signature _____ Date _7/12/18_

Printed Name _Kurt G. Kramer_

Title _Deputy Fire Chief_

Agency _Maple Grove Fire And Emergency Management_

Phone Number _763-494-6304_ Email _KGKramer@mapleGrove MN.Gov_

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:

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[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			
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: • *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	7 ACO	1/30/19
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: • *Change of clothing (as appropriate for anticipated weather conditions)* • *Toiletries* • *Medicine* • *Money (Cash/Plastic)* • *Alarm clock* • *Food/Water*	O	7 ACO	1/30/19

*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): • 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	7. JCO	1/30/19
4. Gather information to assess the type of assignment: • Incident, planned event, exercise, etc. • Size and complexity • Initial and requested resources • Duration	I	7 JCO	1/30/19

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure check-in is recorded and accountability is activated			

5. Arrive and check in:
• Arrive properly equipped at assigned location within acceptable time limits
• Check in to the Incident, and have the information needed to check in
   o Incident #
   o Leader's name
   o Incident assignment, etc.
	I	7 JCO	1/30/19

*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 (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather and apply situational information relevant to the assignment and order any additional resources			

6. Obtain initial briefing from the Communications Unit Leader or immediate supervisor (Use an ICS 201 – Incident Briefing to gather information):
• *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*
  ○ *Communications Nets, e.g., Command, Tactical, Logistics, etc.*
  ○ *Map Sketch of communication system*
• *Current and Planned Resource Summary*
	I	7 SCO	1/30/19

7. Evaluate needs and order supplies, equipment and personnel to keep the ICC operating • *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	7 SCO	1/30/19

*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
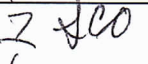
Task	Code	Evaluator # and Initials	Date
Behavior: Initiate/Assume Incident Communications Center Management Activities			

8. Establish an Incident Communications Center (ICC):
• *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*
   ○ *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	7 ꞩCO	1/30/18

9. Conduct self in a professional manner: • *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	7 ꞩCO	1/30/18

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

Code: O = Can be completed in any situation (Drill, Simulation, Classroom, Daily Job)
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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.)*
• *Convey goal and objectives of the ICC*
• *Provide current information using an ICS 201 – Incident Briefing*
   o *ICC operations, etc.*
   o *ICS 205 – Incident Radio Communications Plan*
   o *Map Sketch*
   o *Incident/Planned Event organization*
   o *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	1 &CO	1/30/14

11. Establish and maintain safety awareness: • *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	1 &CO	1/30/14
12. Assist in maintaining Security of the ICC • *Keep ICC entry/access points secured/locked in accordance with established policies* • *Notify COML/supervisor of any security concerns*	I	2 &CO	1/30/14
13. Identify and request vendor services to meet ICC operational needs (e.g., telephone, SATCOM, microwave, etc.), coordination of COML/supervisor, • *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		6/27/18

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

Code: O = Can be completed in any situation (Drill, Simulation, Classroom, Daily Job)
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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: • *Data Terminals* • *CAD* • *Video/Surveillance* • *LAN/Hotspot* • *GIS/Mapping* • *IP transport systems* • *Emergency management software applications*	I	7 JCO	1/30/19
15. Coordinate with COML/supervisor to support implementation of voice systems to meet ICC operational needs: • *Gateways* • *Radio programming (as necessary and authorized)* • *Cache radio issue/return* • *Mobile Relays (repeaters)*	I	7 JCO	1/30/19

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS/ICS concepts and principles			
16. Use NIMS/ICS COMU conventions: • *Plain language/common terminology* • *ICS terminology* o *Unit identification* o *Position titles* o *Resource naming* • *ICS map symbols, designators, and mnemonics*	I	7 JCO	1/30/19

*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: 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. • *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	I SCO	1/30/19
18. Demonstrate knowledge of the following NIC-approved ICS forms: • *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	I SCO	1/30/19
18a. Demonstrate knowledge of the following forms: • *Form 217A – Communications Resource Availability Worksheet* • *Form 309 – Communications Log*	I	I SCO	1/30/18

*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: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient			
19. Communicate information effectively to incident personnel: • *Speak clearly and use concise language* • *Type/write information in a manner which is clear and easily understood by others* • *Acknowledge requests and provide feedback/information (e.g. Internet, CAD, RMS, GIS, etc.)* • *Obtain and relay emergent information to incident personnel* o *Weather reports* o *Status changes* o *Loss of communication assets* o *Safety updates* o *Situation reports, etc.*	I	2 JCO	1/30/18
20. Supervise appropriate use of communication protocol when responding to routine requests: • *Routine/non-emergency radio traffic to and from incident/event personnel on assigned radio channels/talkgroups* • *Status, location, accountability information for incident/event personnel* • *Supply orders (e.g., Operations, Logistics, etc.)* • *Phone calls*	I	2 JCO	1/30/18

*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: 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: • *Ensure notification procedure for emergency situations* o *Medical transport/ Medevac request* o *Aircraft emergency* o *Evacuation* o *Search and Rescue* o *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	1 JCO	1/30/14
Behavior: Manage ICC Operations			
22. Manage ICC personnel. • *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	1 JCO	1/30/14
23. Ensure ICC compliance with communication policies and procedures: • *Regulations (e.g. FCC, NTIA, etc.)* • *ICC resource accountability procedures* • *Hazardous material disposal/recycling* • *Agreements (e.g. EMAC, State/local Mutual Aid, etc.)*	I	1 JCO	1/30/14

*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: • Radio systems & equipment • Data systems & equipment • Telephone systems & equipment • Video systems & equipment • Ancillary systems & equipment	I	7 ∆00	1/30/1⁄
25. Participate in all COMU briefings during each operational period: • 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	7∆CO	1/30/14
26. Supervise proper organization and filing of ICC documentation: • Radio logs • Activity logs • Telephone logs • Equipment check-in/check-out information • Inventory • Lost/Damaged equipment	I	7∆CO	1/30/14

*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
  • *Provide supervisor with list of excess personnel, equipment and facilities*
    ○ *Time and date of excess*
    ○ *Identify resources as to type, qualifications, quantity, and location*
	I	1 SCO	1/31/18

28. Coordinate a safe and efficient transfer of position duties when demobilizing:
  • *Coordinate demobilization actions with supervisor*
  • *Prepare to brief relief personnel*
  • *Coordinate with incident/planned event personnel as necessary*
  • *Coordinate final documentation with supervisor*
	I	1 SCO	1/31/18

Behavior: Complete demobilization procedures and restore response-readiness			

29. Demobilize from assignment:
  • *Obtain demobilization instructions from supervisor*
  • *Check in equipment*
  • *Implement safe return policies for demobilizing ICC personnel*
  • *Brief relief personnel*
	I	1 SCO	1/31/18

30. Complete and submit demobilization documentation
  • *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	1 SCO	1/31/18

*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
• *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:*
   o *Hotwash*
   o *Critical Incident Stress Management/Debriefing (CISM/CISD)*
	I	I 2CO	1/31/18

*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)

All-Hazards INCIDENT COMMUNICATIONS CENTER MANAGER

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

There are four separate pages provided to allow evaluations to be made during four separate occasions. These evaluations may be made on Incidents, Planned Events, Functional Exercises, Full Scale Exercises, Simulations, Drills, Classroom, or Daily Job functions (as specified in the Task tables). This should be sufficient for qualification in the position if the individual is adequately prepared. If additional evaluation pages are needed, they 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 END 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 "Evaluation Record #" 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, preplanned 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 rating: Evaluator lists their certification relevant to the trainee position they supervised.

RECORD OF EVALUATION

Gordon Hanson   _INCm_
TRAINEE NAME   TRAINEE POSITION

Evaluation Record #1	Evaluator's name: _STEVE OLSON_	Evaluator's Title: _CoML_	Evaluator's Agency: _LAKE Co SO_
Evaluator's agency address: _613 3RD AVE, TWO HARBORS, MN 55616_			
Evaluator's e-mail: _STEVE.OLSON@Co.LAKE.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
2014 BEARGREASE SLED DOG MARATHON	_MARATHON_	_AMATEUR RADIO, ARMER RADIO_	_1/27/18 - 2/1/18_	

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

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

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

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

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

Comments: _____

_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant agency certification or rating: _____

RECORD OF EVALUATION

Gordon Henson   I N C M
_____   _____
TRAINEE NAME   **TRAINEE POSITION**

Evaluation Record #2	Evaluator's name: Dewey Johnson	Evaluator's Title: Emergency Mgmt Coordinator	Evaluator's Agency: St. Louis Co. S.O.
Evaluator's agency address: 5735 old Miller trunk Hwy			
Evaluator's e-mail: Johnsond @ st louis county mn. gov			

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
MS 150	150 mile bike race across MN	communication coordinator, Amateur Radio resources	2 days June 10-12, 2018	

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

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

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

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

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

Comments: Gordon is Knowledgable & understands the challenge of communication!

Date: 6/27/18 _____ Evaluator's initials: D. J.

Evaluator's relevant agency certification or rating: _____

Hello, Gordy. I'm not sure I understand the question but, if you are trying to justify the first and second bullets of the INCM prerequisites, I would suggest that you list the items and then offer why you think that the items satisfy the prerequisites. Frankly, I interpret "experience in dispatch operations" to mean the work of a paid, full-time emergency dispatchers and do not think that the items in your list satisfy the first bullet.

I know I am always the bearer of bad news for you but I don't want to give false expectations.

Jim Stromberg
ARMER Program Manager / Statewide Interoperability Coordinator
State of Minnesota, Department of Public Safety, Division of Emergency Communication Networks
445 Minnesota Street, Suite 137, Saint Paul, Minnesota 55101
651-201-7557
James.Stromberg@state.mn.us
Emergency Communication Networks
Statewide Emergency Communications Board

From: Gordon Hanson [mailto:n0zrd@mnyarc.org]
Sent: Tuesday, October 16, 2018 1:03 PM
To: Stromberg, James (DPS) <james.stromberg@state.mn.us>
Subject: Fwd: RE: INCM Position Application

What do I list for this?

20 Years in Skywarn net control
14 years with MS Bike events
10 years with John Beargrease Net Control
25 years as a ham working public service events

Thanks for your input.

Gordy Hanson N0ZRD AUXCOMM INCM(t)

-------- Forwarded Message --------
Subject: RE: INCM Position Application
   Date: Tue, 16 Oct 2018 16:28:26 +0000
   From: Jill Rohret <JRohret@mn-mesb.org>
      To: Gordon Hanson <n0zrd@mnyarc.org>

```
Gordon:

Thank you for sending this.

The one thing that is missing is proof that you have been a dispatcher for 3 years or proof that you are a
RADO and have been a dispatcher for 1 year.  This is a listed requirement for the INCM designation; the
list of prerequisites is attached.  The full COMU Standard Operating Guidelines can be found here:
https://dps.mn.gov/divisions/ecn/programs/interoperability/Documents/COMU%20SOG%20and%20forms/COMU%20SOG%20-
-%20V1-1%20--%202018-07-17.pdf

Thanks.

Jill

Jill Rohret
Executive Director
Metropolitan Emergency Services Board
2099 University Avenue West
St. Paul, MN  55104
(651) 643-8394
jrohret@mn-mesb.org

-----Original Message-----
From: Gordon Hanson <n0zrd@mnyarc.org>
Sent: Monday, October 15, 2018 11:17 AM
To: Jill Rohret <JRohret@mn-mesb.org>
Subject: INCM Position Application

Jil,
```

Tried to send this to Troy but found that he has moved on.

Attached is my application for INCM.

Included:
COMU Position Recognition Application
Signed off position taskbook
Copies of all related certificates
ICS205 for the 2018 Beargrease Sled Dog Race where I functioned as INCM

Anything else you need from me?

Thanks.

Gordon Hanson N0ZRD, AUXCOMM, INCM(t)
Maple Grove Emergency Management Communications Specialist

Jill

I have been involved for decades in public safety communications
primarily through amateur radio but often in a mixed mode environment of
interoperable communications using many modes including ARMER. The
ICS205 that was submitted is an example of that. As you probably know,
amateur radio operators can not be paid while doing that function.

Here is a partial list of experience:

20 Years in Skywarn net control
14 years providing communications leadership for Minnesota MS Bike events
Almost 20 years providing leadership for support communications for
hospitals in the Metro Compact
10 years with John Beargrease Net Control as an operator and supervisor
25 years as a ham working public service events

In all of these examples the safety of the participants and the general
public is our primary concern. Skywarn is the the only event listed
where direct dispatch is not done as this would violate Metro Skywarn
written policy.

I am most willing to discuss this in further detail either in person or
by phone.

Gordon Hanson N0ZRD, AUXCOMM, INCM(t)
Maple Grove Emergency Management Communications Specialist
612-816-4422 cell

On 10/16/2018 11:28 AM, Jill Rohret wrote:
> Gordon:
>
> Thank you for sending this.
>
> The one thing that is missing is proof that you have been a dispatcher for 3 years or proof that you are a RADO and have been a
dispatcher for 1 year. This is a listed requirement for the INCM designation; the list of prerequisites is attached. The full COMU
Standard Operating Guidelines can be found here: https://url.emailprotection.link/?
a6Ys13SB3vjfeIz08_-1K2bOCg1h5Mn2s38sJtXVS8IulLBHdsb2_FJOtKb7YogU8JtoARkedwmpqfly6yCwGB9hFM1_6-
jWTX8IsNfsdn6Y0mXu_BoHXySRGKAc6NGONxgavJZYSpe82UaFO8bT8amKGdlTTtDlQ_b9FJCcZYHkANvF47IlvlXRTZQyR5F-
iI7sdnxidFIP_yYMZNzjpOQ~~
>
> Thanks.
>
> Jill
>
> Jill Rohret
> Executive Director
> Metropolitan Emergency Services Board
> 2099 University Avenue West
> St. Paul, MN 55104
> (651) 643-8394
> jrohret@mn-mesb.org
>
> -----Original Message-----
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> Sent: Monday, October 15, 2018 11:17 AM
> To: Jill Rohret <JRohret@mn-mesb.org>
> Subject: INCM Position Application

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>
> Anything else you need from me?
>
> Thanks.
>
> Gordon Hanson N0ZRD, AUXCOMM, INCM(t)
> Maple Grove Emergency Management Communications Specialist
>
>

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

Document Section:	**3. Interoperability Guidelines**	Radio TOC Recommendation
Sub-Section:	**METRO 3.14.0**	Date: 5/24/01
Procedure Title:	**Use of Metro ARMER ME TACs**	
Date Established:	**1/6/2001**	MESB Approval - Signature:
Replaces Document Dated:	~~11~~12/~~18~~21/~~2015~~2016	
Date Revised:	~~12~~10/~~21~~9/~~2016~~2018	06/01/01

1. Purpose or Objective

To establish policy & procedures for use of the metro region ARMER ME TAC 1-12E talkgroups. These talkgroups are a region-wide resource to facilitate communications between agencies that typically do not communicate with each other on a regular basis. This policy will serve to minimize usage conflicts when an interoperability talkgroup is needed for an event.

2. Technical Background:

▪ **Capabilities**

It is possible to have access to ME TAC talkgroups in radios used by metro agencies that share use of the ARMER system. These common talkgroups can be used for a wide range of intercommunication when coordination of activities between personnel of different agencies is needed on an event. Patching of the talkgroups can be done to any single non-hard patched conventional resource, other common talkgroups or to private talkgroups as needed to facilitate communications for an event.

▪ **Constraints**

Some of these talkgroups may be used as part of a soft patch to common VHF channels that are restricted for use by personnel of specific services such as the VLAW31 VHF frequency may only be used by law enforcement and EMS personnel. The dispatch center creating the patch is responsible for checking for proper talkgroup authorizations when creating soft patches.

Because many different agencies may be communicating with one another, for purposes of safety, plain English/common terminology must be used when communicating on these regional resources. ***The use of ten codes is not permitted***. This pertains to direct or indirect (when in soft patch) use of these regional resources.

The availability of and the use of these talkgroups should be easily understood by radio user personnel who are primarily concerned with their mission.

ME TACs are not to be used for an internal event. Private, other tactical, administrative or common talkgroups are for internal agency communications. ME TACs should be used only when interoperability with external agencies is needed or is likely.

ME TAC's 1-10 shall not be encrypted.

ME TAC's 11E & 12E are always encrypted.

Metro region-wide ARMER talkgroups may only be in one patch at a time.

3. Operational Context:
These talkgroups are metro region resources to facilitate communications between agencies that typically do not communicate with each other on a regular basis.

ME TAC1-10 are available for use by all users.

ME TAC11E-12E are only available for use by law enforcement.

Agencies not included under the MESB joint powers agreement require written permission from the MESB for use of the ME TAC E talkgroups.

4. Recommended Protocol/ Standard:

ME TAC 1-10 TALKGROUPS

TG Requirements	For Whom?
Highly Recommended	All public safety and public service mobiles, portables, PSAPs
Recommended	All public safety and public service mobiles, portables, PSAPs
Optional	None
Not Allowed	None

Cross Patch Standard	YES / NO	To Talkgroups
Soft Patch	Optional	As Needed
Hard Patch	No	

In order to meet the communications needs for an event, the ME TAC1-10 talkgroups may be patched to:
- Conventional RF resources, such as VHF, UHF etc.
- Private agency talkgroups, such as dispatch mains, tactical talkgroups etc.
- Direct patches between the ME TAC talkgroups, although this would not be preferred as a method of resolving communications needs.

ME TAC11E-12E TALKGROUPS

TG Requirements	For Whom?
Highly Recommended	All law enforcement mobiles, portables, and PSAPs which primarily support law enforcement
Recommended	All law enforcement mobiles, portables, and PSAPs which primarily support law enforcement
Optional	None
Not Allowed	Non-law enforcement users

Cross Patch Standard	YES / NO	To Talkgroups
Soft Patch	Optional	As Needed*
Hard Patch	No	

ME TAC11E & 12E talkgroups may only patched to another talkgroup encrypted by ADP, DES, or AES encryption.

The "Status Board" application will be used to manage the talkgroup resources.

The ME TAC talkgroups shall only be used when there is a significant need for interagency communications and other suitable means for interagency communications are unavailable, to avoid a reduction in availability of these resources when needed for important events.

None of the ME TAC talkgroups shall be part of any system-configured multi-group.

The ME TAC recording procedure falls under Statewide ARMER Standard 3.7.0—Recording Interoperability Channels and Talkgroups.

It is highly recommended that metro region ARMER system public safety dispatch consoles have all the ME TAC talkgroups available for patching.

If an agency elects to not program a sufficient quantity of these tactical talkgroups, it is the individual agency's responsibility to understand that it will be limiting its ability to communicate with other agencies during an emergency event. The agency will be responsible to resolve its interagency communications methods during an event.

5. Recommended Procedure:
The pool talkgroups may either be used directly, or be patched to other resources to meet the communications needs of an event.

~~The usage of ME TAC 1-10 will be reserved for public safety use only.~~ The usage of ~~these~~ ME TAC 1-10 talkgroups for **EMERGENCY or IN PROGRESS** interoperability events should be ME TAC 1, 2, 3, 4…10 in that order.

The usage of ME TACs for **PREPLANNED NON-EMERGENCY** interoperability events should be ME TAC 10, 9, 8, 7…1 in that order. ***ME TAC 1 will not be reserved for planned events.***

When formulating communications plans, COMLs should check with the agencies involved in interoperability events to see what shared resources are available.

When a resource is needed, the requesting agency will contact the appropriate metro region ARMER dispatch center to have the next preferred available talkgroup granted. The dispatch center will utilize the Status Board application to identify the status of the resource.

At the conclusion of the event the ARMER dispatch center will remove any patches that were used for the event, and update the Status Board.

Resources that are patched to these talkgroups, such as VLAW31, VFIRE23, and VMED28 VHF radio frequencies shall continue to adhere to the rules set forth by the groups that govern the use of their respective conventional radio resources.

NOTE: Dispatch centers initiating any soft patches must announce the patch after it is set up AND prior to it being taken down.

6. Management

Metro region dispatch center managers & supervisors for agencies on the ARMER system shall insure that this procedure for usage and assignment of the ME TAC talkgroups be adhered to, as well as the setting up of soft patches for which they are responsible.

The Minnesota Status Board System Administrator shall be responsible for the Status Board application.

Dispatch center operators shall receive initial and continuing training on the use of this procedure.

The Metropolitan Emergency Services Board will be responsible for the ME TACE encryption key.

Office of County Sheriff
Carver County Government Center
Justice Center
CARVER 606 East Fourth Street
COUNTY Chaska, Minnesota 55318-2102

Jim Olson, Sheriff
Emergency: 911
Sheriff Admin: (952) 361-1212
Admin. Fax: (952) 361-1229
Dispatch: (952) 361-1231
(Non-Emergency)

August 7, 2018

Mr. Curt Meyer
Hennepin County Sheriff's Communications
Hennepin County Sheriff's Office
1245 Shenandoah Ln
Plymouth, MN 55447

Curt,

Carver County is requesting a change to the talkgroup site access permission for a talkgroup with access to the Hennepin West simulcast subsystem.

We are in the process of implementing trunked paging for our county's fire departments. Presently the paging only utilizes the Norwood simulcast subsystem. Chanhassen Fire has been testing pagers and has experienced coverage gaps in northeast Chanhassen that are better covered by Hennepin West (Glen Lake).

Our fire main, CV-FIRE, has a talkgroup site access profile that consists of Norwood and Hennepin West. We are requesting a change to add Hennepin West as a Requested Site. This change would allow the pages to be sent on Hennepin West even when a radio isn't affiliated to it. CV-FIRE would be the only talkgroup with that site access profile.

Please contact me with questions or concerns.

Thank you.

Peter Sauter
Emergency Communications Coordinator

HENNEPIN COUNTY
SHERIFF'S OFFICE

DATE: September 11, 2018

TO: Peter Sauter

FROM: Curt Meyer
SUBJECT: Hennepin West Sub-System Access

Peter, after much research and studying the results, and also taking into account that your system is a neighboring/adjacent system we have decided to allow you access to the Hennepin West sub-system as a requested site for the Carver County Fire Main. Approval from Mn-DOT and the ARMER Operations and Technical Committee (OTC) will also be a requirement as Mn-DOT is a partial owner of Hennepin West.

We would be remiss if we did not make you aware that during the last calendar year there were 1068 busies on Hennepin West. What this means is that since Hennepin West will be a requested site for your talk group, and even though it will have a higher priority in the system, your agency and/or our agency, during peak activity, may be prevented from paging our dependent fire agencies to notify them of an event. If this occurs we may have to reevaluate this configuration.

We are currently researching, without much luck, 800MHZ frequencies to expand Hennepin West.

ARMER Standard (2.9.1) was written and accepted allowing system owners to use adjacent sites for wide area coverage. This standard was created to provide for coverage for ARMER radios, not necessarily for Unication paging. Should this proposed configuration create any significant unforeseen issues we may be required to revoke this permission.

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

Document Section 2	**Configuration and Allocation**	**Status:**
State Standard Number	**2.9.1**	**Approved**
Standard Title	**Talkgroup Site Access and Roaming**	
Date Established	**12/22/2016**	**SRB Approval:**
Replaces Document Dated	**2.9.0 (03/26/2015) and 2.11.0 (06/27/2013)**	**12/22/2016**
Date Revised	**n/a**	

1. Purpose or Objective

This standard establishes a policy for system and subscriber unit programming to provide ARMER users with wide area access, as needed, while minimizing roaming and preventing unnecessary system loading.

2. Technical Background

- **Capabilities**

The ARMER network and subscriber radios may be programmed to allow a talkgroup or radio to affiliate with all ARMER repeater sites and to roam between them or to restrict a talkgroup or radio from specific repeater sites.

- **Constraints**

Each ARMER repeater site has a limited number of channels able to provide talkpaths available to carry radio transmissions. If care is not taken to program talkgroups and radios to be allowed only on certain sites or prefer certain sites, radio traffic could unnecessarily overburden a site preventing some radio messages from being sent.

3. Operational Context

Radio users have no control over where their public safety responsibilities take them nor do they have the ability to control to which repeater sites their radios affiliate. Site affiliation permission must be proactively managed by sound system and radio programing guidelines. Not all scenarios can be defined by standard so system administrators should communally develop and share best practices.

4. Recommended Protocol/ Standard

MnDOT shall keep a Best Practices Guide to provide programming guidance for questions not clearly defined in this standard. The guide shall be available to all System Administrators and kept current through a collective process.

Site Access Profiles define talkgroup access to ARMER repeater sites. They serve as the preferred tool for managing repeater site access. The following Site Access Profiles are established:

- In-County Operations: Includes all sites within a county and may include sites outside of the physical boundaries of the county but engineered to serve the county. Talkgroup examples: Administrative, Car-to-Car/Truck-to-Truck, and Public Works.
- Border (aka Adjacent Site): Includes all sites included in the In-County Operations profile plus one ring of sites encircling the In-County Operations profile. Talkgroup examples: Law/Fire/EMS mains.
- Regional Sites: Includes all sites within an Emergency Communications/Services Board region plus one ring of sites encircling the Regional Sites profile. Talkgroup examples: NE 2-12, SR 2-12, and ME TAC 1-10.
- Statewide Sites: Includes all ARMER sites. Talkgroup examples: STACs, LTACs, SIUs, and ROAMs.
- Custom Sites: Certain entities with atypical geographic boundaries may require a custom Site Access Profile. These profiles must be approved by the impacted site's owner and the Operations and Technical Committee.
- Requested Site profiles will always broadcast specified radio traffic regardless of site affiliation with the repeater site. Example: A rural county relies on another county's repeater sites for coverage in a border area and car-to-car traffic (utilizing an In-County Operations profile) is not carried through that neighboring county's repeater. Requested Site profiles must be approved by the neighboring site's owner and the Operations and Technical Committee.

Deviations from these Site Access Profiles must be approved in writing by the site owner(s). Ownership is defined as who owns the physical site and who purchased RF channels found on that site. In the case of state-owned sites, approval must come from the Operations and Technical Committee.

The following Site Preference procedures are established to define individual radio access to ARMER repeater sites:
- Generally, talkgroup personalities should not have special site access permissions as site access should primarily be managed by Site Access Profiles.
- Generally, talkgroup personalities should be set to prefer the home infrastructure of the radio owner over that of non-home infrastructure.
- Generally, talkgroups with wide area access (e.g. statewide) should be set not to prefer one repeater site over another.

Deviations from these Site Preferences must be approved in writing by the impacted site owner(s). Ownership is defined as who owns the physical site and who purchased RF channels

found on that site. In the case of state-owned sites, approval must come from the Operations and Technical Committee.

The following is a <u>Prohibited Action</u>:
- Selecting a talkgroup (by choosing it as the transmit channel on a radio) for which one has no reasonable need to monitor (as defined by the impacted system administrator) is known as "parking on a talkgroup" and is prohibited. This does not prohibit one from including a talkgroup in a scan list while the radio is legitimately affiliated to another talkgroup.

Exceptions to any item in this standard should be decided on a case-by-case basis by either the Operations and Technical Committee or the Interoperable Committee of the Statewide Emergency Communications Board and are subject to the Board's approval.

Emergency exceptions to this standard or emergency resolutions of site access issues may be temporarily authorized by agreement between a Level One System Administrator and the Chair (or Vice Chair if unable to reach the Chair) of the Statewide Emergency Communications Board (SECB) or the Chair (or Vice Chair if unable to reach the Chair) of the SECB's Operations and Technical Committee (OTC). Temporary authorization may exist until the next meeting of the OTC or sixty days, no longer.

5. Recommended Procedure

System Administrators are responsible for ensuring that radios and infrastructure under their control comply with this standard and that all Best Practices established by the Minnesota Department of Transportation are, when possible, implemented.

The Statewide System Administrator will provide regular reports detailing site capacity, consumption, roaming, and similar.

6. Management

ARMER System Managers are expected to self-police this standard. Conflicts should be handled through the Compliance and Conflict Resolutions processes established in Section seven of the ARMER standards.

METROPOLITAN

EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
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MEMO

To: Radio TOC Members
Fr: Jill Rohret
Date: October 19, 2018
RE: 2019 Regional Funding Priorities

Per ECN Director Dana Wahlberg, annually each radio region must establish regional funding priorities for the next grant cycle.

Types of grants available for the Metro Region:
- SECB (State Emergency Communications Board): This is a state grant paid though state 9-1-1 fees, we cannot buy radios with this grant.
- SHSP (State Homeland Security Grant Program): This is a federal grant that ECN applies for yearly, priorities are set by the federal government each grant. The FY2018 grant which will be available in 2019 will focus on training and exercises.

MESB staff did not receive any funding priorities prior to the writing of this memo. The list below is based off of the priorities presented to the Radio TOC in 2017.
- Vendor-provided training (TOC needs to determine a couple of class options; Motorola and Genesis?)
- Communications Response Task Force (CRTF) training
- Unlicensed portable tower microwave dish
- Minnesota Public Safety Communications Conference attendance assistance

The Radio TOC needs to prioritize and finalize this list of funding priorities at its October 2018 meeting.

Sept

	1	2	3	4	5	6	9
PD C-C	1:11:54	0:02:22	0:01:16	0:00:00	0:00:00	0:00:00	0:01:23
PD Data	28:42:23	0:27:52	0:03:46	0:00:00	0:01:26	0:00:06	0:38:18
PD East	14:52:07	0:31:35	0:44:45	0:54:36	0:31:55	0:01:50	2:27:15
PD Tac 1	0:16:31	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:01:02
PD West	64:39:47	15:02:23	10:18:33	3:23:03	4:35:29	0:00:00	29:22:37

Aug

	1	2	3	4	5	6	9
PD C-C	1:17:14	0:01:08	0:00:54	0:00:00	0:00:00	0:00:00	0:04:06
PD Data	31:36:10	0:24:22	0:07:03	0:00:01	0:12:17	0:00:00	0:31:39
PD East	17:40:47	0:19:41	0:55:01	1:43:47	1:33:41	0:05:32	2:20:28
PD Tac 1	1:18:56	0:00:08	0:01:58	0:00:00	0:00:00	0:00:00	0:07:33
PD West	71:10:51	14:56:52	7:24:35	1:15:27	5:22:57	0:06:33	38:27:38

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

Document Section 5	**System Access by Non- Governmental Organizations (NGOs)**	**Status:** Complete
State Standard Number	**5.1.0**	
Standard Title	**Media Access**	
Date Established	**10/30/2001**	**SECB Approval:**
Replaces Document Dated	**12/12/2007**	01/24/2008
Date Revised	**1/9/2008**	

1. Purpose or Objective

The purpose of this standard is to establish a policy that will provide for news media and others to access certain voice communications over the ARMER system.

2. Technical Background

▪ **Capabilities**

The ARMER system provides enhanced communications and interoperability using state-of-the-art technology for system users such as police, fire, Emergency Medical Services (EMS), and public works agencies.

▪ **Constraints**

Under the provisions of State Standard 2.3.0, "Talkgroup and Multigroup Names," talkgroups are the property of the primary agency using them, and the agencies shall control access to those talkgroups. The Statewide Emergency Communcications Board (SECB) shall control access to talkgroups used for interoperability between and among agencies.

3. Operational Context

Members of the public and media who currently monitor public safety communications can continue to monitor agencies moving to the ARMER system by using a radio programmed to scan selected talkgroups in a receive-only mode.

Anyone using radios or other scanning equipment to monitor shall comply with all Federal and Minnesota Statutes and Rules regarding the use of that equipment.

4. Recommended Protocol/ Standard

Media agencies wishing to monitor communications may purchase radios compatible with the ARMER system. The radios shall only be programmed by staff authorized by the Statewide Emergency Communications Board. Before the radios are programmed, users must complete a signed agreement to abide by standards regarding use of the equipment, as determined by the appropriate Regional Radio Board (RRB). This agreement shall state the radios will be used only for receiving communications and will not be reprogrammed by unauthorized personnel. Violation of the agreement shall result in the user's radios being removed from the system.

5. Recommended Procedure

Each agency using the ARMER system shall submit a list of the talkgroups that are open for monitoring to the appropriate Regional Radio Board.

The agreement shall include terms and conditions for use of radios on the system, requirement of compliance with state and federal law, and a list of the talkgroups to be monitored. These talkgroups shall be among those the owner agencies have indicated may be monitored. Users may then purchase radios to be used for scanning purposes only of talkgroups that have been authorized for monitoring. Violation of the agreement shall result in the user's radio being removed from the system.

6. Management

The appropriate Regional Radio Board shall manage the agreement process and maintain a list of users with radios for scanning purposes and what talkgroups are monitored. The Statewide Radio Board shall designate entities authorized to program radios. Billing users for the cost of programming shall be the responsibility of the programming entity.

	A	B	C	D	E	F
1						
2	1 - GOV	2 - 911	3- GIS	4- LMR	5 - BBD	6 - IPW
3	GOVERNANCE	9-1-1	GIS	ARMER	BROADBAND	IPAWS
4						
5	GOV-1 Variances and Waivers (1.5.3)	911-1 Text-to-9-1-1 Statewide Operational Standard (9-1-1, 1.3.0)	GIS-1	LMR-1 Talkgroup/Multigroup Ownership (3.12.0)	BBD-1	IPW-1 IPAWS Alerting Authorities
6	GOV-2 Operational Management (1.1.0)	911-2 Technical Requirements for PSAP CPE to Interface with NG911 Network in Deploying Text-to-911		LMR-2 Radio Aliases (2.2.0)		IPW-2 Subjurisdictional Alerting Agreements
7	GOV-3 Network Management (1.2.0)	911-3 PSAP Call Taking		LMR-3 Talkgroup/Mulitgroup Names (2.3.0)		IPW-3 IPAWS Tribal Alerting Authorities
8	GOV-4 Database Management (1.3.0)	911-4 Emergency Call Processing		LMR-4 Talkgroup/Radio User Priority (2.8.0)		
9	GOV-5 System Login Naming Maintenance (1.4.0)	911-5 Fire Dispatching Protocol		LMR-5 Scanning (2.12.0)		
10	GOV-6 Maintenance of Alias List (1.4.2)	911-6 EMS Dispatching Protocol		LMR-6 Emergency Button (2.16.0)		
11	GOV-7 System Security Groups (1.6.1)	911-7 LE Dispatching Protocol		LMR-7 Agency Maintenance (4.1.0)		
12	GOV-8 Security Equipment Sites (1.6.2)			LMR-8 Preventative Maintenance (4.2.0)		
13	GOV-9 System Administrators Definition (1.11.1)			LMR-9 SYS-TECH Talkgroups (3.2.0)		
14	GOV-10 Training Technical Staff (1.11.2)			LMR-10 Record Keeping Requirements (4.3.0)		
15	GOV-11 Training Radio Telecommunicators (1.11.3)			LMR-11 Equipment Configuration Information (4.6.0)		
16	GOV-12 Training ARMER End Users (1.11.4)			LMR-12 Software Location (4.7.0)		
17	GOV-13 Regional Development & Responsible Entity (1.9.0)			LMR-13 Mulitgroup/Announcement (2.17.0)		
18	GOV-14 Excess Capacity Allocation (1.12.0)			LMR-14 Private Call (2.14.0)		
19	GOV-15 Standard of Standards - Development and Maintenance of Regional Standards (1.5.0)			LMR-15 Telephone Interconnect (2.10.0)		
20	GOV-16 Infrastructure Security: Data Classification (1.6.6)			LMR-16 Use of Shared Talkgroups (2.7.0)		
21	GOV-17 ARMER Aircraft Radio Installations & Operations (1.13.0)			LMR-17 Notification for System Changes and Outages (4.8.0)		
22	GOV-18 Requesting Participation & Plan Changes (1.10.0)			LMR-18 Outage Responsibility (4.9.0)		
23	GOV-1.19 Subscriber Security (1.6.3)			LMR-19 Subscriber Radio Standards (1.7.0)		
24	GOV-20 Prioritization of Radio Frequency Resource Port Assignment (1.15.0)			LMR-20 Media Access (5.1.0)		
25	GOV-21 Requesting Participation by Non-Public Safety/Non-Public Serivce Organizations (1.10.2)			LMR-21 System Maintenance-Programming/Qualifications (4.10.0)		
26	GOV-22 Change Management (1.8.1)			LMR-22 Computer Access to ARMER Network (4.11.0)		
27	GOV-23 Encryption Key Security (1.6.4)			LMR-23 Hospital Access (5.4.0)		
28				LMR-24 Computer Aided Dispatch/ATIA Connectivity (2.18.0)		
29				LMR-25 ARMER System Vendor Support Services Contract (4.12.0)		
30				LMR-26 Higher Educational Institution Access (5.6.0)		
31				LMR-27 Disaster Relief Organization (5.2.0)		

	A	B	C	D	E	F
32				LMR-28 Talkgroup Site Access and Roaming (2.9.1)		
33				LMR-29 Subscriber Surplus Radio Disposal (1.7.1)		
34						
35						

	G	H	I	J
1				
2	7 - IOP	8 - FIN	9 - CCR	10 - MIS
3	INTEROPERABILITY	FINANCE	COMPLIANCE/CONFLICT RESOLUTION	MISCELLANEOUS
4				
5	IOP-1 PSAP Interoperability (3.24.0)	FIN-1 Prioitizing Capital and Other Spending (6.5.0)	CCR-1 Audit/Monitoring Process (7.1.0)	MIS-1 Greater MN Regional Radio Board SW ECB Member Selection (8.1.0)
6	IOP-2 Radio-to-Radio Cross Band Repeaters (3.25.0)		CCR-2 Response to Non-Compliance (7.2.0)	MIS-2 P25 Digital Standard for PS Infrastructure and Subscriber Equip in the State (8.2.0)
7	IOP-3 Use of Statewide Emergency Management Talkgroup SEMTAC (3.28.0)		CCR-3 The Appeal Process (7.3.0)	
8	IOP-4 Use of Statewide 800 MHz STAC 1-12 Talkgroups - Air Ambulance LZ Coord (3.16.2)		CCR-4 System Loading Conflict Resolution (7.4.0)	
9	IOP-5 StatusBoard (3.31.0)			
10	IOP-6 Use of 700 MHz/800 MHz SOA Channels (3.15.0)			
11	IOP-7 Statewide interoperable Plain Language Policy (3.32.0)			
12	IOP-8 Satellite Enabled ARMER Base Radio Site (3.33.3)			
13	IOP-9 Use of 800 MHz Statewide LTAC/SIU Interoperability Talkgroups (3.19.0)			
14	IOP-10 EMS_COORD Talkgroup (3.29.0)			
15	IOP-11 EMS-SMRCC, EMS-MRCXP1, EMS-MRCXP2 (3.36.0)			
16	IOP-12 Establishment of STR (3.33.0)			
17	IOP-13 STR-Radio Cache (3.33.1)			
18	IOP-14 STR Transportable Tower/Repeater (3.33.2)			
19	IOP-15 S-COML Talkgroup (3.17.2)			
20	IOP-16 Event/Exercise Communications Planning (3.17.4)			
21	IOP-17 EMH-SED (3.37.0)			
22	IOP-18 CASM Standard for Administration, Data Entry, Maintenance (3.40.0)			
23	IOP-19 Statewide Pursuit Communications (3.44.0)			
24	IOP-20 Use of Duty Officer Talkgroup, MNDO (3.28.2)			
25	IOP-21 CSIS 800 MHz National Mutual Aid Resources (3.16.3)			
26	IOP-22 CSIS VLAW 31 Resources (3.16.4)			
27	IOP-23 CSIS VHF VFS Resources (3.16.5)			
28	IOP-24 NWS ARMER Operations (3.35.0)			
29	IOP-25 800 MHz Statewide STAC Interoperability Talkgroups (3.16.0)			
30	IOP-26 800 MHz Statewide Uniform Interoperability Radio Zones (3.16.6)			
31	IOP-27 EMSAIRCOM (3.29.1)			

	G	H	I	J
32	IOP-28 Ontario-Minnesota Interoperability (3.46.0)			
33	IOP-29 Conventional Resource ARMER Enhancement (3.47.0)			
34	IOP-30 COMU (3.48.0)			
35	IOP-31 Non-Federal Use of Federal Interop Channels (3.49.0)			

Standard GOV-11
TRAINING RADIO TELECOMMUNICATORS

Purpose

This Standard establishes the minimum training standards for all radio telecommunicators. This will ensure that system dispatch operations, as they apply to each agency, are performed by properly and consistently trained dispatch personnel.

Radio Telecommunicator is defined as those individuals whose sole or primary job responsibility is utilizing either ARMER or interoperability radio equipment in the capacity of a public safety dispatcher.

Statement of Standard

Each agency operating on the ARMER System is responsible for the training of their personnel and compliance with State, Regional, and Local Operating Standards.

Dispatch personnel shall successfully complete, at a minimum, training on the console or interoperability equipment installed by the user agency, as well as each topic listed below.

The following topics will be the minimum required training for Radio Telecommunicators in the state of Minnesota, if applicable.   The level of detail of each topic should be tailored to the audience.

- Agency console configurations
- Agency radio profiles
- Agency paging procedures
- Agency backup radio plan
- Agency Standard Operating Procedures (SOPs)
- Agency unit numbering convention
- Alert tone
- Cross band repeaters, if applicable
- Duplex audio
- Elevating talkgroup priority
- Emergency button operation
- Encryption
- Failsoft
- Fleetmaps of dependent agency or agencies (as it affects interoperability within and outside agency's jurisdiction)
- Incident Command System (ICS) form 205
- Interagency hailing talkgroups
- Use of talkgroups
    - Talkgroup priority levels
    - Dispatcher's role in selection of talkgroups
    - Dispatcher's role in directing responders to talkgroups
- Minnesota Public Safety VHF Interoperability Frequency Plan

- Motobridge use as it relates to establishing interoperability between disparate radio systems
- Multi-select
- NIMS ICS training
- Patching
- Radio Alias
- Radio frequency (RF) control
- Scene-of-Action (SOA) channels
- StatusBoard (see Statewide Emergency Communications Board (SECB) Standard 3.31.0)
- Site trunking - agency operation
- Talkgroup affiliation
- Talkgroup assignments and their impact on:
  -System loading (i.e., number of simultaneous transmissions and varying capabilities of different subsystems)
  -Interoperability
  -Limiting availability of talkgroups for use by other agencies
- Talkgroup naming process

In addition to the above topics, the following SECB standards are required for dispatcher training, if applicable:

- 3.16.0 – 800 MHz Statewide STAC Interoperability Talkgroups
- 3.16.2 – Use of Statewide 800 MHz STAC 1-12 Talkgroups – Air Ambulance Emergency Landing Zone Coordination
- 3.17.4 – Event and Exercise Communications Planning
- 3.32.0 - Statewide Interoperable Plain Language
- 3.44.0 - Statewide Pursuit Communications
- 3.35.0 – National Weather Service ARMER Operations

Training should involve interactive scenarios, whether tabletop or software simulation. Scenarios should include Local Interoperability, County Interoperability, Regional Interoperability, Statewide Interoperability, National Interoperability Channels, and ARMER to non-ARMER Interoperability.

Each agency is responsible to communicate policy changes to their Radio Telecommunicators as they occur.

Each agency shall be responsible for maintaining adequate records documenting compliance with the provisions of this standard. These records will include the following information:

   a) End user roster
   b) Training syllabus
   c) Online certification - optional

It is highly recommended that agencies keep accurate and complete records, which will be produced at the request of the Local System Administrator within a reasonable amount of time.

For Radio Telecommunicators in agencies migrating to ARMER or implementing interoperability measures with ARMER users from other systems, training for agency-specific dispatch consoles, if applicable, is required prior to completing field training and operating independently. Additionally, the following modules shall be viewed:

History of ARMER
Interoperability 101
Interoperability – How to Communicate Outside of Your Agency

These courses, created on behalf of the SECB and reviewed and approved by subject matter experts, are hosted through the Alexandria Technical & Community College online website. They can be accessed from ECN's website.

A user name and password will be needed for these training modules, and instructions for obtaining these are posted on ECN's website. While web-based training is supplemental, except for the Minimum Training requirements, all users must attend formal training for the ARMER system.

Radio Telecommunicators shall receive refresher training every two years, at a minimum, or any time there is a significant change to procedure or equipment being used. Refresher training shall ensure competency of all skills taught in initial training and should specifically include skills that are infrequently used.

It is highly recommended that all Radio Telecommunicators read and familiarize themselves with the Dispatchers Best Practice Guide and all applicable SECB Standards as part of their training. Best Practice Guides can be found under the Interoperability section on the Emergency Communication Networks (ECN) website.

Authority

Dispatch agency management will be responsible to ensure that:

- Radio Telecommunicators personnel have received all necessary training.
- Only qualified personnel perform dispatch functions.
- Radio Telecommunicators personnel are familiar with all applicable sections of the ARMER Standards.

Document History

Approved 8/23/2018

Reviewed 6/4/2018, added Standard 3.32.0 for dispatcher awareness and info regarding agency radio profiles.

Standard LMR-11
SYS-TECH TALKGROUPS

Purpose

This Standard defines the function, purpose, and operation of the SYS-TECH Talkgroups.

Statement of Standard

SYS-TECH Talkgroups are system wide and are to be used for coordination and communication of repair and maintenance activities supporting the ARMER system.

All agencies responsible for repair and maintenance activities, along with all System Managers, System Administrators, and System Technical Support Staff, should have the appropriate regional SYS-TECH talkgroup available for communications between agencies when providing support for the system. All radios used for repair and maintenance activity coordination on the system will have encryption capability with the same encryption key loaded.

Any technician performing work on the system shall announce on appropriate SYS-TECH talkgroup(s) for the area(s) being affected what maintenance is being performed and at what agency/site. This announcement must be made prior to the commencement of work.

Upon request, the Radio Operations Center (ROC) will make an announcement on the appropriate SYS-TECH talkgroup of entry being made to a specific site.

Geographic SYS-TECH areas are generally defined by the Regional Advisory Committee (RAC) boundaries, with some adjustments for factoring in Zone Controller coverage areas, shown in the attached map.

SYS-TECH talkgroups are regionalized as follows, due to the amount of voice traffic and the large geographic size of the ARMER system:

Talkgroups	Regions
SYS-TECH ME	Metropolitan area
SYS-TECH NE	Northeast area of the state
SYS-TECH NW	Northwest area of the state
SYS-TECH CM	Central area of the state
SYS-TECH SE	Southeast AND South Central area of the state
SYS-TECH SW	Southwest area of the state
SYS-TECH ALL	Announcement group containing all SYS-TECH talkgroups

Talkgroup Requirements	For Whom
Mandatory	None
Recommended	System Managers, System Admins, and System Support Staff, along with any personnel needing access to ARMER
Optional	PSAP Personnel for coordination / PSAP console sites as needed
Not Allowed	Non-ARMER Infrastructure Support Staff

Cross Patch Standard	Yes/No	To Talkgroup(s)
Soft Patch	Yes, As directed by a System Admin	As needed
Hard Patch	No	NA

- SYS-TECH talkgroups will be programmed in the system to have site access/roaming privileges at all radio frequency (RF) sites on the system statewide.
- SYS-TECH talkgroups will be programmed for encrypted-only communications, with one commonly shared encryption key used for all SYS-TECH talkgroups.
- If an encryption-capable radio is not available, cell phone communications are an option to inform an agency of activities or to have another agency make a SYS-TECH announcement.
- In Radios where the emergency button is used, the Emergency Call should never be directed to a SYS-TECH talkgroup.

Authority

System and Subsystem Managers/Administrators are responsible for the management of SYS-TECH talkgroups.
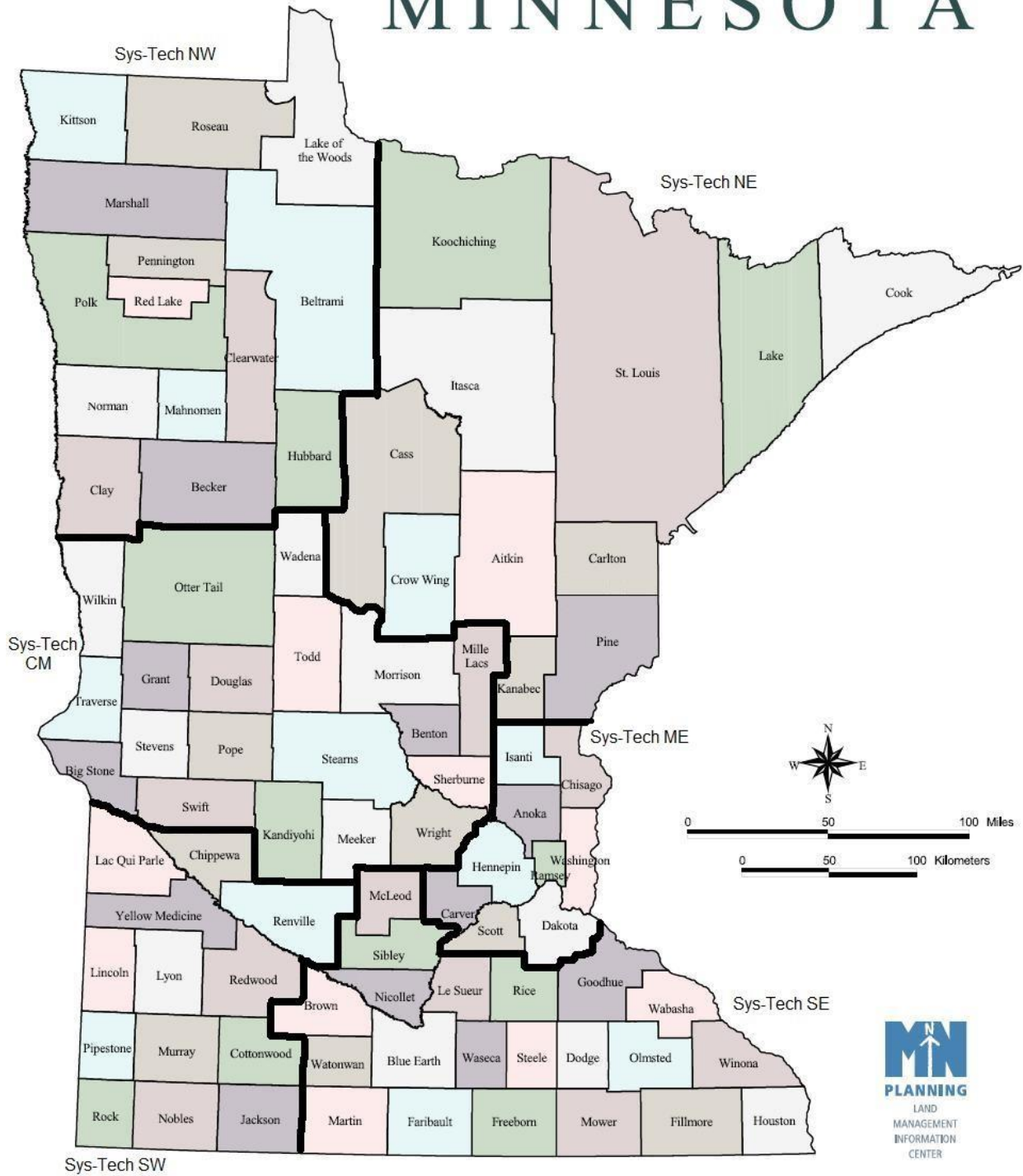
Interagency issues involving the operation and use of the SYS-TECH talkgroups are open for review by the System Manager's Group (SMG) and resolution by the SECB Operations and Technical Committee (OTC).

Document History

Last Approved/Reviewed 4/23/2018. Added: Minor verbiage changes

MINNESOTA

Sys-Tech NW

Sys-Tech NE

Sys-Tech CM

Sys-Tech ME

Sys-Tech SE

Sys-Tech SW

Kittson
Roseau
Lake of the Woods
Koochiching
Cook
Marshall
Pennington
Polk
Red Lake
Beltrami
St. Louis
Lake
Clearwater
Norman
Mahnomen
Itasca
Hubbard
Cass
Clay
Becker
Wadena
Aitkin
Carlton
Wilkin
Otter Tail
Crow Wing
Mille Lacs
Pine
Todd
Morrison
Kanabec
Grant
Douglas
Traverse
Benton
Stevens
Pope
Stearns
Isanti
Chisago
Sherburne
Big Stone
Swift
Anoka
Kandiyohi
Meeker
Wright
Washington
Lac Qui Parle
Chippewa
Hennepin
Ramsey
McLeod
Yellow Medicine
Renville
Carver
Dakota
Scott
Sibley
Lincoln
Lyon
Redwood
Nicollet
Le Sueur
Rice
Goodhue
Brown
Wabasha
Pipestone
Murray
Cottonwood
Watonwan
Blue Earth
Waseca
Steele
Dodge
Olmsted
Winona
Rock
Nobles
Jackson
Martin
Faribault
Freeborn
Mower
Fillmore
Houston

N
W   E
S

0   50   100 Miles

0   50   100 Kilometers

MN PLANNING
LAND MANAGEMENT INFORMATION CENTER

Metropolitan Emergency Services Board
Radio Technical Operations Committee

2019 Meeting Dates

Wednesday, January 23, 2019

Wednesday, February 27, 2019

Wednesday, March 27, 2019

Wednesday, April 24, 2019

Wednesday, May 22, 2019

Wednesday, June 26, 2019

Wednesday, July 24, 2019

Wednesday, August 28, 2019

Wednesday, September 25, 2019

Wednesday, October 23, 2019

Wednesday, November 20, 2019*

Wednesday, December 18, 2019*

All meetings will be at 1:00 p.m. at the Metropolitan Counties Government Center,
2099 University Avenue, St. Paul

*Meetings in these months on the third Wednesday due to holidays.