



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

December 17, 2025, 1:00 p.m.

This meeting will be conducted in-person at the **MESB Board Room, 2099 University Ave W, St. Paul** and online at [WebEx link](#). If prompted, please use meeting number 2559 388 2227 and password Radio. To call in by phone, dial 408.418.9388.

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Roll Call (if needed)** – Tracey Fredrick
3. **Approval of Agenda** – Thompson
4. **Approval of Minutes of October 22, 2025 Meeting** – Thompson
5. **Action Items**
 - A. COMU Recognitions/Renewals – Fredrick
 - i. Melissa Peers COML Recognition
 - ii. Brandon Buckley COMT Recognition
 - iii. Lindsay Stambaugh INTD/COMT Renewal
 - B. April 2026 Meeting Date – Fredrick
6. **Discussion Items**
 - A. 2026 Training – Fredrick
 - B. Possible Stier Bill – Jill Rohret
 - C. Regional Needs Document List – Open Discussion
7. **Adjourn**

Reminder: Next meeting scheduled for January 28, 2026

Metropolitan Emergency Services Board

Radio Technical Operations Committee

October 22, 2025
Draft Meeting Minutes

Members

Airport – Jeff Bjorklund
Anoka County – Cory DeMuth
Carver County – Peter Sauter
Chisago County – Mike Parker
Dakota County – Ron Jansen
Hennepin County – Jake Thompson
Isanti County – **absent**
Metro Region EMS – Victoria Vadnais

Metro Transit – **absent**
Minneapolis – Rod Olson
Minnesota Fire Chiefs – **absent**
Ramsey County – Mike Mihelich
Scott County – Scott Haas
Sherburne County – Derek Baas
Washington County – Nate Timm
U of M – Jeff Lessard

Guests: Kristen Aronen, *Hennepin (online)*; Paul Botnen, *CentraCare*; Dalton Gruber, *Bloomington PD (online)*; Andrew LaVenture, *Edina (online)*; Tony Martin, *Hennepin (online)*; Kris Massie, *Hennepin County (online)*; and Mike Melby; *North Memorial*.

MESB Staff: Tracey Fredrick; Jacob Kallenbach; and Jill Rohret.

1. Call to Order

The meeting was called to order at 1:00 p.m.

2. Roll Call – Not Needed

3. Approval of Agenda

Tracey Fredrick asked for agenda item “5F: November 2025 Radio TOC Meeting”, “6C: State Patrol LSEC Talkgroup Access”, and Chair Thompson requested “6D: Data Requests” to be added to the October 2025 Radio TOC meeting agenda.

Motion made by Ron Jansen, seconded by Jeff Bjorklund to approve the October 2025 Radio TOC meeting agenda with the mentioned additions. Motion carried.

4. Approval of Minutes of September 24, 2025 Meeting

Motion made by Jansen, seconded by Cory DeMuth to approve the September 24, 2025 Radio TOC meeting minutes. Motion carried.

5. Action Items

A. COMU Recognitions/Renewals

i. Esther Hauss COML Recognition

Fredrick said Esther Hauss is seeking an initial COML recognition. Esther works for the Anoka County Emergency Communications Center. Hauss has attended the COMMEX at Camp Ripley this past August and has also assisted in events around Anoka County to complete the COML task book. The meeting packet includes all ICS certificates and the COML course certificate. Hauss has agency support to be recognized as a COML.

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ii. Mike Parker COML Recognition

Fredrick said Mike Parker is seeking an initial COML recognition. Mike works for Chisago County. Parker has attended the recent COMMEX at Camp Ripley to complete the task book. The meeting packet includes all ICS certificates and the COML course certificate. Parker has agency support to be recognized as a COML.

iii. Gino Messina COML Recognition

Fredrick said Gino Messina is seeking an initial COML recognition. Gino works for Dakota 911. Messina attended the recent COMMEX at Camp Ripley to complete the task book. The meeting packet included all ICS certificates and the COML course certificate. Messina has agency support to be recognized as a COML.

iv. James Mitchell COML Recognition

Fredrick said James Mitchell is seeking an initial COML recognition. James works for Dakota 911. Mitchell attended the recent COMMEX at Camp Ripley and assisted with events in Dakota County to complete the task book. The meeting packet included all ICS certificates and the COML course certificate. Mitchell has agency support to be recognized as a COML.

v. Jim Zgoda COML Recognition

Fredrick said Jim Zgoda is seeking an initial COML recognition. Jim works for Dakota 911. Zgoda attended the recent COMMEX at Camp Ripley to complete the task book. The meeting packet included all ICS certificates and the COML course certificate. Zgoda has agency support to be recognized as a COML.

vi. Alex Babcock COML Recognition

Fredrick said Alex Babcock is seeking an initial COML recognition. Alex works for Dakota 911. Babcock attended the recent COMMEX at Camp Ripley and assisted with events in Dakota County to complete the task book. The meeting packet included all ICS certificates and the COML course certificate. Babcock has agency support to be recognized as a COML.

vii. Mallory Blaiser COML Recognition

Fredrick said Mallory Blaiser is seeking an initial COML recognition. Mallory works Ramsey County Emergency Communications. Blaiser attended the recent COMMEX at Camp Ripley to complete the task book. The meeting packet included all ICS certificates and the COML course certificate. Blaiser has agency support to be recognized as a COML.

*Motion made by Nate Timm, seconded by DeMuth to approve all the COML recognitions.
Motion carried.*

B. Regional Funding Priority List for 2026

Fredrick said the Regional Funding Priority List is annually approved. The list ranks funding priorities for when grant funding becomes available. The current SECB grant has a lower dollar amount available in total, \$575,000, over the biennium. The priorities are listed as follows: governance/planning, training/exercise, and equipment. Equipment will still include a local match at 50%. Regional Asset management has been mentioned in the past alongside CRTF training, and public safety conference attendance. The 9-1-1 TOC chose to move forward with a Workload Study and Resiliency Training. The Radio TOC needs to choose the top two or three items to apply for; other items that don't end up on the list should be added to the Regional Needs Document.

Jansen asked if the Public Safety Communications Conference is going to be held and if it is worthwhile to apply for funding for this purpose.

Fredrick responded that at this time, there has not been any planning for an event in 2026, but the group has asked for this item to be more open to any public safety communications training

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or conference, and not be limited to the PSCC that the State of Minnesota hosts.

Jansen asked if the MESB cache radios needed to be updated or replaced.

Fredrick responded and said the radios were replaced throughout 2023 and 2024. The cache radios are also in the Radio budget and would not need grant money.

Motion made by Jansen, seconded by Victoria Vadnais to approve the CRTF Training and the Conference Funding as the top two priorities on the Regional Funding Priority List for 2026. Motion carried.

C. Radio TOC 2026 Meeting Dates

Fredrick said the 2026 Radio TOC meeting dates will remain on the 4th Wednesday of the month. The November and December 2026 Radio TOC meeting dates will move to the 3rd Wednesday of the month.

Motion made by Bjorklund, seconded by Scott Haas to approve the 2026 Radio TOC Meeting dates. Motion carried.

D. Election of 2026 Radio TOC Chair and Vice Chair

Fredrick said the Radio TOC needs to elect a Chair and Vice Chair for 2026.

Mike Mihelich nominates the incumbents, Chair Jake Thompson, and Vice Chair Ron Jansen, to remain in their roles for 2026; Scott Haas seconds the nominations.

Motion made by DeMuth, seconded by Bjorklund to elect Jake Thompson as Chair, and Ron Jansen as Vice Chair for 2026. Motion carried.

E. Nomination of Representation to SECB Committees

Fredrick said the Radio TOC needs to nominate their representatives to the SECB committees.

2025 SECB Land Mobile Radio

Primary: Mike Mihelich

Alternate: Nate Timm

Vadnais and DeMuth nominate the incumbents.

2025 SECB Interoperability

Primary: Ron Jansen

Alternate: Nate Timm

Vadnais and Olson nominate the incumbents.

2025 SECB Wireless Broadband and Applications

Primary: Rod Olson

Alternate: Cory DeMuth

Vadnais and Jansen nominate the incumbents.

Motion made by Vadnais, seconded by Bjorklund to elect the 2025 incumbents and have them remain in their positions for 2026. Motion carried.

F. November 2025 Meeting

Fredrick said she and Director Rohret will not be available for the November 2025 meeting. Fredrick asks the Radio TOC if they would like to cancel or reschedule the meeting.

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Motion made by Jansen, seconded by Jeff Lessard to cancel the November 2025 Radio TOC meeting. Motion carried.

6. Discussion Items

A. CRTF Discussion

Fredrick gave an overview of the MESB Communications Response Task Force and highlighted some of the issues related to lack of commitment, training, and new membership. Fredrick said the 9-1-1 TOC was adamant about keeping the group active. The CRTF will use 2026 as a year to improve participation before making a final decision.

B. Regional Radio Technician – Open Discussion

Timm mentioned discussion with system administrators and the possibility of having a Memorandum of Understanding between counties to have a floating technician. The committee discussed some other possible upcoming opportunities.

C. State Patrol LSEC Talkgroup Access

Fredrick said she received a call from State Patrol asking for access to LSEC talkgroups for Capitol Security staff. They are not sworn staff, but radios being utilized for this purpose would remain at the workstation, not taken home. Previously, the Radio TOC had decided to only allow LSEC talkgroup access to sworn staff of the State Patrol and wanted to see if the group would reconsider that position before asking the State Patrol to come back and present.

Jansen said the LSEC talkgroups were created for sworn law enforcement only and should remain that way.

Timm said the staff in question are uniformed members of the state patrol. Granting access could help with elevated protection functions and would support communication.

Fredrick will invite the State Patrol representative to a future meeting.

D. Data Requests

Thompson asked if anyone has had requests/anonymous requests for fleet maps. Each county/organization has its own definition. Err on the side of caution and discuss with your attorneys prior to any authorization.

DeMuth said he provides the talkgroup name only, and if the requester wants any additional information, they need to go through the County Attorney.

7. Moves, Additions, and Changes to the System – None

8. Committee Reports

A. Metro Mobility Update

Chad LeVasseur was not present to give an update.

B. System Managers Group/Metro Administrators

System Managers did not meet this month.

C. MnDOT ARMER System Update

MnDOT representatives were not present to give an update.

D. SECB Committees

i. Steering

Fredrick said the committee met in October and discussed the workgroup formation policy for the SECB Policy and Procedure Manual, SCIP Planning, and SECB Bylaws. The committee

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will meet again in November 2025.

ii. LMR

Mihelich said the committee met in October. Chair Dave Thompson is retiring, and Mihelich was made the active temporary Chair. The committee reviewed participation plans and discussed the Motorola SUA. The committee will meet again in November 2025.

iii. WBBA

Olson said the committee met in October. The group viewed a Radio and IP Technology, Verizon Satellite, and Cellular Talkgroup for Public Safety Broadband presentations.

iv. IOC/ICT Branch Workgroup

There is no new update.

v. IPAWS

Haas said the committee met and discussed the development of two new standards.

vi. Finance/Grants Workgroup

Fredrick said both groups met in October. The Grants Workgroup continues to discuss the details of the 2026-2027 SECB Grant RFP and gets quarterly updates on the ARMER Grant progress and refining of financial standards. The Finance Committee made a recommendation on updates to Standard FIN-1, and reviewed items for the Policy and Procedure Manual. Both groups are scheduled to meet again in November.

9. Other Business

A. ME TAC Permissions Update

There are no new permission requests.

10. Adjournment

The meeting was adjourned at 2:37 p.m.

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Peers, Melissa Ann

Certifying Agency Dakota 911

County Dakota ECB/ESB Region Metro

Agency Address 2860 160th St. W.

24/7 Telephone 651-216-8992 Business Telephone 651-322-2323

Email Address MPeers@dakota911mn.gov

Signature  Date 10/30/25

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 providing the Agency Certification.

Name & Title Andy Schoo Public Safety Telecommunicator Supervisor (COM-L)

Agency Dakota 911

Signature  Date 11/03/2025

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 _____

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

The SECB Interoperability Committee and the SWIC have reviewed and approved this request for state recognition.

SWIC Signature _____ Date _____



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This is to certify that

Melissa Peers

successfully completed

**NIMS ICS All-Hazards Communications Unit Leader
Minneapolis, Minnesota**

2.5 IACET CEU

January 13 - 16, 2025



Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MELISSA A PEERS

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

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 28th Day of May, 2016



0.3 IACET CEU



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that
MELISSA A PEERS
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 17th Day of June, 2016




Tony Russell
Superintendent
Emergency Management Institute



FEMA

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

Melissa A. Peers

has successfully completed

Intermediate ICS-300 for Expanding Incidents

Minneapolis, Minnesota, United States
20 Hours
August 21 - 23, 2018

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

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

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MELISSA A PEERS

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

IS-00700.a

**National Incident Management System (NIMS)
An Introduction**

Issued this 7th Day of July, 2016



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MELISSA A PEERS

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 30th Day of October, 2016

A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell
Superintendent
Emergency Management Institute



FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1


Type 2

Type 3


POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	Melissa Peers
DUTY STATION:	Dakota 911
PHONE NUMBER:	651-216-8992
E-MAIL:	mpeers@Dakota911MN.GOV
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	NATE TIMM
TITLE:	RADIO SYS MANAGER
DUTY STATION:	WASHWOTON COUNTY SHERIFF'S OFFICE
PHONE NUMBER:	651-430-7863
E-MAIL:	NATE.TIMM@WASHWOTONCOUNTYMN.GOV
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	CAMP RIPLEY "NORTH STAR 3"
DATE:	8/19/2025

Evaluator Verification

(Do not complete this form unless you are recommending the trainee for all-hazards certification.)

FINAL EVALUATOR VERIFICATION	
I verify that	<u>MELISSA PEERS</u>
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>8/11/25</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>NATE TUMM</u>
TITLE:	<u>Public Safety Manager</u>
DUTY STATION:	<u>WASHINGTON CO SHERIFF'S OFFICE</u>
PHONE NUMBER:	<u>651-430-7863</u>
E-MAIL:	<u>NATE.TUMM@CO.WASHINGTON.MN.US</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	<u>Melissa Peers</u>
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	<u>09/11/2025</u>
OFFICIAL'S NAME:	<u>Andy Schoo</u>
TITLE:	<u>Public Safety Telecommunicator Supervisor (COM-2)</u>
DUTY STATION:	<u>Dakota 911</u>
PHONE NUMBER:	<u>651-322-8666</u>
E-MAIL:	<u>aschoo@dakota911mn.gov</u>

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.
- Evaluators complete an Evaluation Record Form after each evaluation period by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.
- The final evaluator is a leader who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.
- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

Transferring Qualifications

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.
- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

Position Task Book Competencies, Behaviors, and Tasks

The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary.

The PTB covers all type levels for a given position, but a trainee may check only one “Type” box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

Behavior: An observable work activity or a group of similar tasks necessary to perform the activity.

Task: A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- All tasks require evaluation; however, bullet statements within a task are examples.

PTB Task Codes

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all of the listed circumstances.

Code C: Task performed in training or classroom setting, including seminars and workshops.

Code E: Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

Code F: Task performed during a functional exercise managed under the ICS.

Code I: Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

Code J: Task performed as part of day-to-day job duties.

Code T: Task performed during a tabletop exercise.

Code R: Task performed very rarely and required only if applicable to the event.

How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

Complete these items AT THE START of the evaluation period:

Evaluation Record Number: Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

Evaluator's name; Incident/office title and agency: List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.

Evaluator's home unit address and phone: List evaluator's home unit address and phone number.

Name and location of incident or simulation/exercise: Identify the name (if applicable) and location where the trainee performed the tasks.

Incident kind: Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

Complete these items AT THE END of the evaluation period:

Number and kind of resources: Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

Evaluation period: Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

Recommendation: Check the appropriate line and make comments below regarding the trainee's future development needs.

Additional recommendations/comments: Provide additional recommendations and comments about trainee, as necessary.

Date: List the current date.

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

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

Evaluation Record Form

TRAINEE NAME: MELISSA PEERS
TRAINEE POSITION: COML
Evaluation Record Number: 1
Evaluator's name: NATE TUMM
Incident/office title and agency: WASHINGTON CO SHERIFFS OFFICE
Evaluator's home unit address and phone: 15015 62nd ST N STEWART / 651-438-7863
Name and location of incident or simulation/exercise: NORTH STAR 3 - CAMP RIPLEY
Incident kind: FUNCTIONAL EXERCISE (F)
Number and kind of resources: CIVILIAN AND NATIONAL GUARD - TYPE III
Evaluation period: 8/18/25 - 8/21/25
Position type: COML (T)
<p>Recommendation:</p> <p>The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
<p>Additional recommendations/comments: IF INTERESTED CONSIDER TECHNICIAN CLASS HAM RADIO CLASS FOR GENERAL RADIO THEORY, ETC. ALSO CONSIDER FIELD (PORTABLE) RADIO USER CLASS. PARTICIPATE IN A STR TOWER TRAILER SET UP. PUBLIC SAFETY KNOWLEDGE IS GREAT AND SUPERVISOR SKILLS ARE GREAT!</p>
Date: 8/26/25
Evaluator's initials: NT
Evaluator's relevant qualification: COML/AUXL-TRAINER; COMT

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of COML and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ✓ ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: ✓ <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ✓ ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ✓ ○ First aid kit ✓ • Personal Protective Equipment (PPE) and security measures 	C, E, F, I, J, T F	1	NT 8/20/25

1b. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include: <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans 	E, F, I F	1	NT 8/20/25

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.	E, F, I F	1	NT 8/20/25

STATUS BOARD,

2. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities.	E, F, I, J F	1	NT 8/20/25
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	E, F, I, J F	1	NT 8/20/25
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F, I, J F	1	NT 8/20/25

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> • Receive and transmit current and accurate information ✓ • Communicate changes to the Incident Action Plan (IAP) or relevant plans 205 ✓ • Inform appropriate team members of significant changes in operations ✓ • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports ✓ • Coordinate with operations regarding system coverage and needs • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs 	E, F, J E, F, J	1	NT 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident:</p> <ul style="list-style-type: none"> • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate <i>STATUS BOARD</i> ✓ • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate ✓ • Identify resources by type/qualifications, quantity, and location • Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts ✓ 	<p>E, F, I <i>E</i></p>	<p>1</p>	<p><i>NT 8/20/25</i></p>
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.</p> <p><i>STATUS BOARD</i></p>	<p>E, F, I <i>F</i></p>	<p>1</p>	<p><i>NT 8/20/25</i></p>

3. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

3a. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ✓ • Ensure all personnel and equipment time records are complete ✓ and submitted at the end of each operational period ✓ 	E, F, I F	1	NT 8/20/25
<p>11. Initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources ✓ • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) ✓ • Keep records for local and national resources to ensure return to proper locations ✓ 	E, F, I F	1	NT 8/20/25

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>12. Design communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan ✓ • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment ✓ • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations ✓ • Order frequencies following the proper procedures ✓ • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs 	E, F, I F	1	NT 9/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: <ul style="list-style-type: none"> Determine locations for telephone/data networks to be installed <i>Simulator (COMT)</i>	E, F, I F	1	NT 8/20/25
14. Request additional telephone communications services: <ul style="list-style-type: none"> Identify cost and options associated with equipment/services Determine whether service can be provided in a timely manner <i>Simulator (COMT)</i>	E, F, I F	1	NT 8/20/25
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner <i>Vendors Vendors Day 2</i>	E, F, I F	1	NT 8/20/25
16. Request additional data/internet communications services: <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner <i>Vendors Day 2</i>	E, F, I F	1	NT 8/20/25
17. Provide basic training as needed for equipment being deployed ✓	E, F, I F	1	NT 8/20/25

4. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

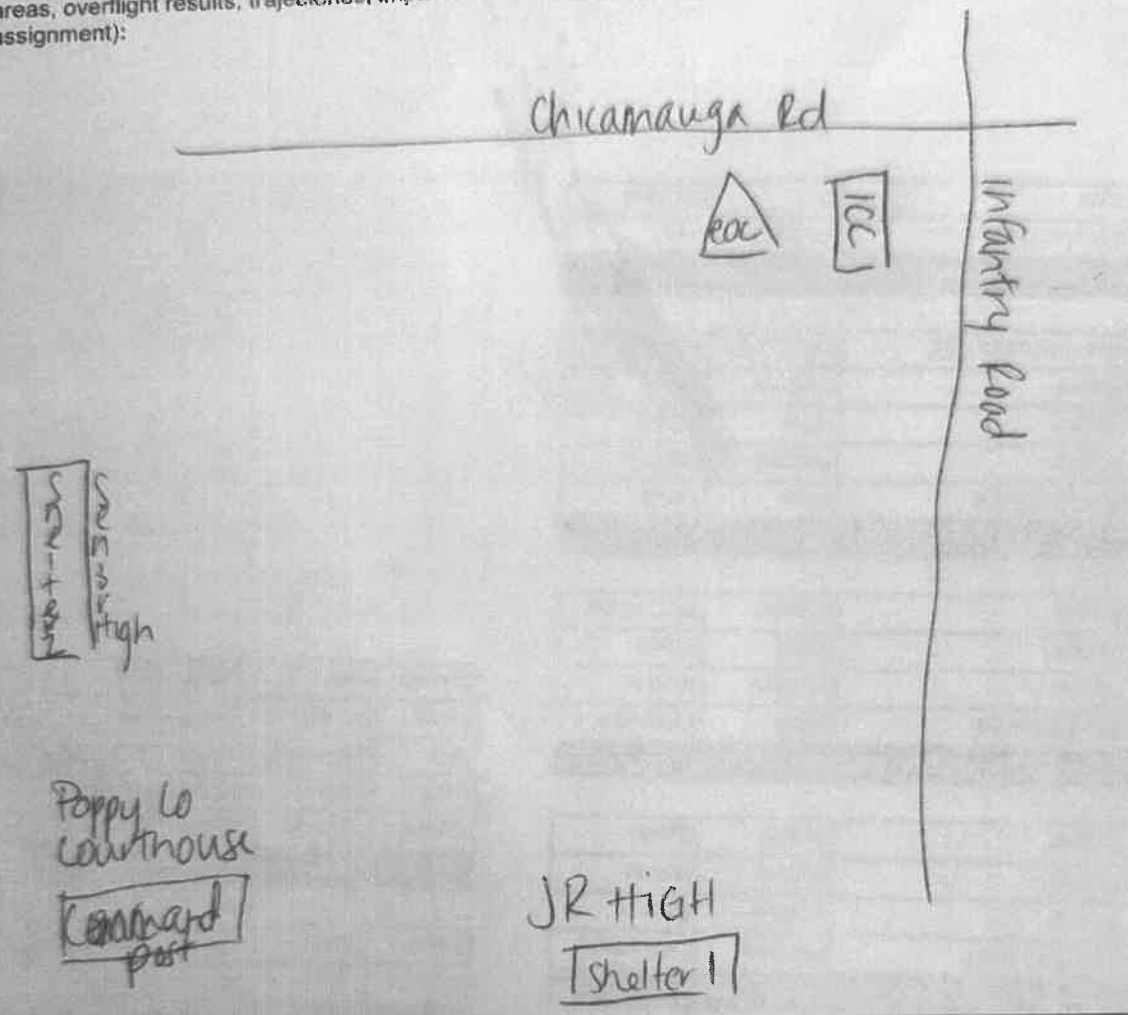
TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size. ✓	E, F, I F	1	NT 8/20/25
19. Install communications equipment: <ul style="list-style-type: none"> • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: ✓ <ul style="list-style-type: none"> ○ Command repeater ✓ ○ Logistics repeater ○ Links (radio and wire-based) ○ Remotes ○ Gateways ✓ ○ Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel • Clone or program radios, as necessary and authorized 	E, F, I F	1	NT 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>20. Assign communications equipment:</p> <ul style="list-style-type: none"> Identify kind and number of communications equipment to be distributed to specific units according to the communications plan Provide resources and unit leaders with appropriate equipment based on the communications plan Provide basic training as needed on equipment being fielded ✓ Maintain equipment inventory to provide accountability ✓ 	E, F, I F	1	NT 8/26/25
<p>21. Establish Incident Communications Center (ICC): ✓</p> <ul style="list-style-type: none"> Coordinate location of ICC with Facilities Unit Leader ✓ Locate ICC close to the Incident Command Post and away from high-traffic areas and noise Locate ICC away from radio frequency and electronic noise Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements ✓ Obtain necessary supplies for ICC to function properly 	E, F, I, R F	1	NT 8/26/25
<p>22. Manage operations of the ICC:</p> <ul style="list-style-type: none"> Document radio/telephone activities on appropriate forms ✓ Set up filing system for ICC documentation ✓ Direct radio/telephone traffic to proper destinations ✓ Establish notification procedures for emergency messages Identify system problems, both technical and operational, and determine appropriate solutions ✓ Follow established routing procedures for messages ✓ 	E, F, I, R F	1	NT 8/26/25
<p>23. Perform operational tests of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment Monitor all gateways in use Plan for battery replacement ✓ CACHE RADIOS Act decisively to minimize interruptions in system operation 	E, F, I F	1	NT 8/26/25

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Poppy County Earthquake	2. Incident Number:	3. Date/Time Initiated: Date: 8/20/25 Time: 1035
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4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):



5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

Be aware of wildlife. Ticks, bugs, bears. There is a large sinkhole in front of Poppy County Courthouse. We are also expecting severe weather this evening with heavy winds + rain. Be aware of hazards around ICC and EOC such as cords, generators, environmental hazards. Bottled water only. Contact emergency services at 320-632-7375, do not dial 911.

6. Prepared by: Name: Melissa Peery	Position/Title: Com-L-1	Signature: <i>[Signature]</i>
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ICS 201, Page 1	Date/Time: 8/20/25 1050
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INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:
 Poppy County Earthquake
 THIS IS AN EXERCISE

2. Date/Time Prepared:
 Date: 8/20/25
 Time: 1240

3. Operational Period:
 Date From: 8/20/25
 Date To: 8/21/25
 Time From: 1240
 Time To: 1700

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
	1	COMMAND	CM-12	COMMAND	ARMER				D	
	2	TACTICAL	8TAC91	LE/FIRE	851.512 5 N	156.7	806.512 5 N	156.7	A	REGIONAL STR LOCATED AT HENWOOD
	3	TACTICAL	STAC92	WIDE AREA ALT	852.012 5 N	156.7	807.012 5	156.7	A	NG STR LOCATED BETWEEN HENWOOD AND POPPY EOC
	4	STAGING	8SOA3	STAGING	853.962 5 N	156.7	853.962 5 N	156.7	A	EOC STAGING AREA TO EOC
	5	SUPPORT	NY9D	SHELTER OPS	442.700 W		447.700 W	100.0	A	AMATUER RADIO REPEATER
	6	SUPPORT	SDA0						A	SEOC VOICE NET - SHARES
	7	SUPPORT	SHARES WINLINK						A	SEOC - DATA SHARES
	8	TACTICAL	CM-9	PUBLIC WORKS	ARMER					DISASTER SITE CLEAN UP

5. Special Instructions:

6. Prepared by (Communications Unit Leader) Name: MEI ISSA PEERS

Signature:

ICS 205

IAP Page _____

Date/Time: 8/20/25 1240

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): <u>Poppy w earthquake</u>		
2. To (Name and Position): <u>Nate Timms - Logistics chief</u>		
3. From (Name and Position): <u>Melissa Reen - COM-LT</u>		
4. Subject: <u>resource request</u>	5. Date: <u>8/20/25</u>	6. Time: <u>0830</u>
7. Message: <u>delivery needed of one mobile command vehicle equip with communicator + data hook-up capabilities. Will need staffed with 2 individuals to deliver and set-up. We will direct staff where to park for ICC needs.</u>		
8. Approved by: Name: <u>Melissa Reen</u> Signature: <u>[Signature]</u> Position/Title: <u>COM-LT</u>		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:
Poppy county Earthquake

2. Date/Time
8/20/25 0945

3. Resource Request Number:
1

4. Order (Use additional forms when requesting different resource sources of supply.):

Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
				Requested	Estimated	
3			INTD with cache radios equipt with ARMER and UHF/VHF programming	8/20/25 ASAP		
1			INCM with cache radios equipt with ARMER and UHF/VHF programming	8/20/25 ASAP		
1			COM-T with cache radios equipt with ARMER and UHF/VHF programming	8/20/25 ASAP		
1			AUXCOMM with ham radios	8/20/25 ASAP		
3			INTD with cache radios equipt with ARMER and UHF/VHF programming	8/20/25 1630		
1			INCM with cache radios equipt with ARMER and UHF/VHF programming	8/20/25 1630		
1			COM-T with cache radios equipt with ARMER and UHF/VHF programming	8/20/25 1630		
1			AUXCOMM with ham radios	8/20/25 1630		

5. Requested Delivery/Reporting Location:
ICC at Chicaununga/Infantry rd

6. Suitable Substitutes and/or Suggested Sources:
Will take an extra INTD if INCM is not available. Will also take 1 INTD trainee per operational period.

7. Requested by Name/Position:
Melissa Peers - COM-L-T

8. Priority: Urgent Routine Low

9. Section Chief Approval:

10. Logistics Order Number:

11. Supplier Phone/Fax/Email:

12. Name of Supplier/POC:

13. Notes:

Logistics

14. Approval Signature of Auth Logistics Rep:

15. Date/Time:

16. Order placed by (check box): SPUL PROC

17. Reply/Comments from Finance:

Finance

18. Finance Section Signature:

19. Date/Time:

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:
POPPY COUNTY EARTHQUAKE

2. Date/Time
8/20/25 1230

3. Resource Request Number:
2

4. Order (Use additional forms when requesting different resource sources of supply.):

Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
				Requested	Estimated	
4			VOIP TELEPHONES WITH INCLUDED CONNECTIVITY EQUIPMENT	8/20/25 1430		
1			ITSL	8/20/25 1430		

5. Requested Delivery/Reporting Location:

POPPY COUNTY ICC AT CHICAMAUGA/INFANTRY RD

6. Suitable Substitutes and/or Suggested Sources:

WILL TAKE ALTERNATIVE TELEPHONE OPTIONS IF NEEDED

7. Requested by Name/Position:
MELISSA PEERS

8. Priority: Urgent Routine Low

9. Section Chief Approval:

11. Supplier Phone/Fax/Email:

10. Logistics Order Number:

12. Name of Supplier/POC:

13. Notes:

Logistics

14. Approval Signature of Auth Logistics Rep:

15. Date/Time:

16. Order placed by (check box): SPUL PROC

17. Reply/Comments from Finance:

Finance

18. Finance Section Signature:

19. Date/Time:

ACTIVITY LOG (ICS 214)

1. Incident Name: <i>Poppy County earthquake</i>		2. Operational Period: Date From: <i>8/20/25</i> Date To: <i>8/21/25</i> Time From: <i>0800</i> Time To:	
3. Name: <i>Melissa Peers</i>		4. ICS Position: <i>COM-LT</i>	5. Home Agency (and Unit): <i>Dakota 911</i>
6. Resources Assigned:			
Name	ICS Position	Home Agency (and Unit)	

7. Activity Log:	
Date/Time	Notable Activities
0800	check-in
0800-0815	incident briefing
0815-0850	go bags/team assignments
0850-0900	relieved to postings
0900-0920	set-up ICC
0920-0935	briefing from EOC
0935-	update 205 + 2135
0945	sent 205 to EOC
1005	sent 213PR
1015	the ICC staff arrival/setup
1050	completed 201
1105	infd diabetic incident - medics cancelled
1130	dispersed cache radios to PW
1145-1215	lunch break
1230	town request for Stephanie
1235	sent 213PR for phones
1245	update @ EOC
1315	update PSAPS about tomorrow
1330	debrief with replacement staff
1410	205 sent
1415	demob
1500-1530	small group hot wash
1545-1600	large group hot wash

8. Prepared by: Name: <i>Melissa Peers</i>	Position/Title: <i>COM-LT</i>	Signature: <i>Melissa Peers</i>
ICS 214, Page 1	Date/Time: <i>8/20/25</i>	

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT						
1. Name: Stephanie McNeil		2. Incident Name: Poppy County Earthquake		3. Incident Number: THIS IS AN EXERCISE		
4. Home Unit Name and Address: HENNEPIN COUNTY			5. Incident Agency and Address: HCEM			
6. Position Held on Incident: INTD	7. Date(s) of Assignment: From: 8/20/25 To: 8/20/25		8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		9. Incident Definition: FUNCTIONAL EXERCISE	
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	<input type="checkbox"/>	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	<input type="checkbox"/>	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	<input checked="" type="checkbox"/>	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	<input type="checkbox"/>	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	<input type="checkbox"/>	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	<input checked="" type="checkbox"/>	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	<input type="checkbox"/>	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	<input type="checkbox"/>	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	<input checked="" type="checkbox"/>	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	<input type="checkbox"/>	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	<input type="checkbox"/>	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	<input checked="" type="checkbox"/>	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	<input type="checkbox"/>	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	<input checked="" type="checkbox"/>	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	<input type="checkbox"/>	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	<input type="checkbox"/>	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	<input checked="" type="checkbox"/>	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	<input type="checkbox"/>	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives.

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name: Stephanie McNeil		2. Incident Name: Poppy County Earthquake			3. Incident Number: THIS IS AN EXERCISE	
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	<input type="checkbox"/>	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	<input checked="" type="checkbox"/>	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	<input type="checkbox"/>	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	<input checked="" type="checkbox"/>	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	<input type="checkbox"/>	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	<input type="checkbox"/>	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	<input checked="" type="checkbox"/>	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	<input type="checkbox"/>	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	<input type="checkbox"/>	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	<input type="checkbox"/>	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	<input type="checkbox"/>	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	<input checked="" type="checkbox"/>	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking.
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	<input type="checkbox"/>	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	<input checked="" type="checkbox"/>	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	<input type="checkbox"/>	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	<input type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input checked="" type="checkbox"/>	Ensured that safe operating procedures were followed.	<input type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.
24. Remarks: Stephanie arrived to the incident knowing she had conflicting events and was not able to carry out her commitment.						
25. Rated Individual (This rating has been discussed with me):						
Signature: _____			Date/Time: _____			
26. Rated by: Name: <u>Melissa Peers</u>			Signature: _____			
Home Unit: <u>Dakota 911</u>			Position Held on This Incident: <u>COM-L-T</u>			
ICS 225			Date/Time: <u>8/20/25 1415</u>			

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Brandon Buckley

Certifying Agency South Metro Fire

County Dakota ECB/ESB Region Metro

Agency Address 1650 Humboldt Ave

24/7 Telephone 612-363-4548 Business Telephone 651-552-4176

Email Address bbuckley@smfdmn.gov

Signature 

Date 10/2/25


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 providing the Agency Certification.

Name & Title Mark Erickson, Deputy Fire Chief

Agency South Metro Fire

Signature 

Date 09/09/2025

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 _____

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

The SECB Interoperability Committee and the SWIC have reviewed and approved this request for state recognition.

SWIC
Signature _____

Date _____



FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

**POSITION TASK BOOK
FOR THE POSITION OF**

COMMUNICATIONS TECHNICIAN (COMT)

Version: September 2017

Check the appropriate position type:

Single Type Type 1 Type 2 Type 3

POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME: Brandon Buckley
DUTY STATION: South Metro Fire Department
PHONE NUMBER: 612-363-4548
E-MAIL: bbuckley@smfdmn.gov
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME: Sam Seal <i>US</i>
TITLE: Training Chief
DUTY STATION: South Metro Fire Department
PHONE NUMBER: 612-237-9212
E-MAIL: sseal@smfdmn.gov
POSITION TASK BOOK WAS INITIATED:
LOCATION: 1650 Humboldt Ave, West St Paul MN 55118
DATE: August 11, 2025

Evaluator Verification

(Do not complete this form unless you are recommending the trainee for all-hazards certification.)

FINAL EVALUATOR VERIFICATION	
I verify that <u>Brandon Buckley</u>	
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	<u>Bret Ericson</u>
DATE:	<u>8-20-25</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>Bret Ericson</u>
TITLE:	<u>COMT</u>
DUTY STATION:	<u>Miller Lucas County Sheriff's Office</u>
PHONE NUMBER:	<u>612-390-0426</u>
E-MAIL:	<u>Bret.Ericson@millerc Lucas.mn.gov</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that <u>BRANDON BUCKLEY</u>	
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	<u>[Signature]</u>
DATE:	<u>09/09/2025</u>
OFFICIAL'S NAME:	<u>MARK ERICKSON</u>
TITLE:	<u>DEPUTY FIRE CHIEF</u>
DUTY STATION:	<u>SOUTH METRO FIRE</u>
PHONE NUMBER:	<u>651-552-4173</u>
E-MAIL:	<u>MERICKSON@SMFD.MN.GOV</u>

Evaluation Record Form

TRAINEE NAME: Brandon Buckley
TRAINEE POSITION: COMT
Evaluation Record Number: #1
Evaluator's name: Andrew LaVenture
Incident/office title and agency: COML - Edina Fire Department
Evaluator's home unit address and phone: 6250 Tracy Ave, Edina, MN 55436. 952-826-0343
Name and location of incident or simulation/exercise: NorthStar III COMMEX - Full Scale Exercise - Camp Ripley, MN
Incident kind: Earthquake. USAR recon team deployment to remote village.
Number and kind of resources: 9 MN-TF1 USAR Personnel, Comms Trailer, & Comms Equipment Cache.
Evaluation period: Tuesday 19-AUG-2025
Position type: 3
Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input checked="" type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments:
Date: 19-AUG-2025
Evaluator's initials: AL
Evaluator's relevant qualification: COML

Evaluation Record Form

TRAINEE NAME: Brandon Bockley
TRAINEE POSITION: COM T
Evaluation Record Number: 2
Evaluator's name: Bret Erickson
Incident/office title and agency: North Star III COM T mille lacs counts Sheriff
Evaluator's home unit address and phone: 640 3rd St. S.E. MIRA, MN 56353 MESA 320-983-8250
Name and location of incident or simulation/exercise: North Star III Camp Ripley
Incident kind: Earth quake / Functional exercise
Number and kind of resources: 2 - Equipment trailer & STR
Evaluation period: 4 hrs ^{20th} Aug 2025
Position type: COM T 3
<p>Recommendation:</p> <p>The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
Additional recommendations/comments:
Date: 8-20-2025
Evaluator's initials: B.E.
Evaluator's relevant qualification: COM T, Aux com

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.
- Evaluators complete an Evaluation Record Form after each evaluation period by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.
- The final evaluator is a leader who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.
- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

Transferring Qualifications

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.
- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

Position Task Book Competencies, Behaviors, and Tasks

The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary.

The PTB covers all type levels for a given position, but a trainee may check only one “Type” box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

Behavior: An observable work activity or a group of similar tasks necessary to perform the activity.

Task: A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- All tasks require evaluation; however, bullet statements within a task are examples.

PTB Task Codes

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all of the listed circumstances.

Code C: Task performed in training or classroom setting, including seminars and workshops.

Code E: Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

Code F: Task performed during a functional exercise managed under the ICS.

Code I: Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

Code J: Task performed as part of day-to-day job duties.

Code T: Task performed during a tabletop exercise.

Code R: Task performed very rarely and required only if applicable to the event.

How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

Complete these items AT THE START of the evaluation period:

Evaluation Record Number: Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

Evaluator's name; Incident/office title and agency: List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.

Evaluator's home unit address and phone: List evaluator's home unit address and phone number.

Name and location of incident or simulation/exercise: Identify the name (if applicable) and location where the trainee performed the tasks.

Incident kind: Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

Complete these items AT THE END of the evaluation period:

Number and kind of resources: Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

Evaluation period: Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

Recommendation: Check the appropriate line and make comments below regarding the trainee's future development needs.

Additional recommendations/comments: Provide additional recommendations and comments about trainee, as necessary.

Date: List the current date.

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

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

Communications Technician (COMT)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of COMT and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional COMT and Communications Specialists ○ National Interoperability Field Operation Guide (NIFOG) • Forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ Portable radio(s) as appropriate for the region ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures 	C, E, F, I, J, T	#2	B.E. 8-20-25

1b. Behavior: Successfully assume the role of COMT and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Determine communications requirements as the Communications Unit Leader (COML) directs.	E, F, I	#1	AL 8/19/25

1c. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Review the Incident Radio Communications Plan, watching for important information such as: <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use 	E, F, I	#1	AL 8/19/25

1d. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Evaluate needs and order supplies, materials, and personnel to provide necessary communications: <ul style="list-style-type: none"> • Recommend to the COML materials and supplies required • Manage levels of supplies and materials to prevent shortage of basic necessities and report shortages to the COML • Recommend to the COML an adequate number of technicians, technical specialists, and personnel to support the Communications Unit and other functions • Assess current tactical communications equipment needs, such as power sources for extended operations, and report findings to the COML 	E, F, I	#1	AL 8/19/25

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Record Activities of the Unit

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Maintain a current, legible activity log for the COML, if requested, documenting all major activities, including: <ul style="list-style-type: none"> • Equipment locations • Personnel changes 	E, F, I	#1	AL 8/19/25

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>6. Working with the COML, perform as the technical expert for communications needs:</p> <ul style="list-style-type: none"> Determine the feasibility of providing required communications support and necessary equipment/personnel Provide operational and technical information on communications equipment available for the incident Provide operational and technical information on communications equipment and systems capabilities and restrictions 	E, F, I	#1 #2	AL 8/19/25 B.E. 8-20-25
<p>7. Working at the direction of the COML, install or arrange for the installation of communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> Through the COML, request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and help identify costs associated with equipment Through the chain of command, document the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) Provide communications support for external and internal data operations Create/update diagrams of current communications systems Help the COML determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs 	E, F, I	#1 #2	AL 8/19/25 B.E. 8-20-25

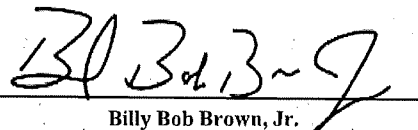
TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Arrange the installation of communications equipment:</p> <ul style="list-style-type: none"> • Obtain equipment as necessary • Install and test all components of the communications equipment to ensure the incident's systems are operational, including: <ul style="list-style-type: none"> ○ Repeaters ○ Links (radio and wire-based) ○ Remotes ○ Gateways ○ Telephones ○ Fax machines ○ Data ○ Aircraft and other special needs • In cooperation with the COML, develop installation priorities (for example, operations before logistics) while adhering to safety standards regarding communications needs of tactical personnel • Clone or program radios 	E, F, I	#1 #2	AL 8/19/25 BE 8-20-25
<p>9. Assign communications equipment:</p> <ul style="list-style-type: none"> • Provide resources and unit leaders with appropriate equipment based on the communications plan • Provide basic training as needed on equipment being fielded • Maintain equipment inventory to provide accountability 	E, F, I	#1 #2	AL 8/19/25 BE 8-20-25
<p>10. Help the COML initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • Maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, address, or access instructions) • Keep records for local and national resources to ensure return to proper locations 	E, F, I	#1	AL 8/19/25
<p>11. Monitor operational performance of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment • Monitor all gateways in use • Plan for battery replacement • Plan for generator refueling • Act decisively to minimize interruptions in system operation 	E, F, I	#1	AL 8/19/25

CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Brandon J. Buckley

Successfully completed the
All-Hazards Communications Technician (COMT) Course
during 14-18 April 2025, at the Flagler County EOC
in Bunnell, Florida

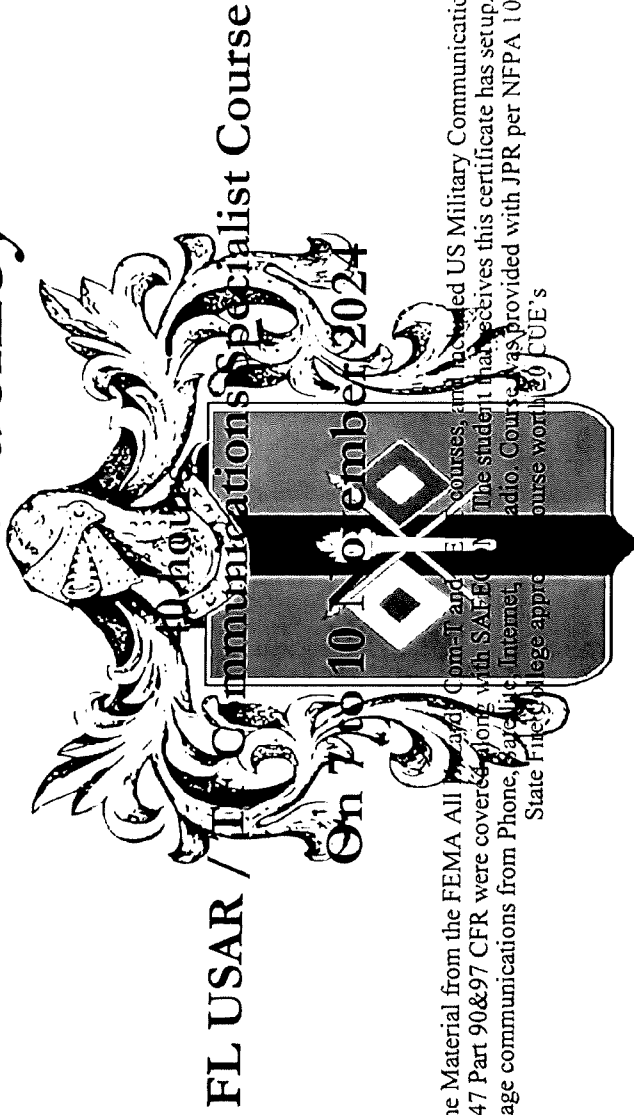


Billy Bob Brown, Jr.
Executive Assistant Director for Emergency Communications
Cybersecurity and Infrastructure Security Agency

Disaster and Tactical
Communications, LLC

Awards a certificate of successful completion to:

Brandon Buckley



This course covered all the Material from the FEMA All Hazard Com-It and courses, and included US Military Communications standards. FCC Regulations and Rules Title 47 Part 90&97 CFR were covered along with SAFFC. The student that receives this certificate has setup, powered, and has been trained to build or manage communications from Phone, Battery, Internet, radio. Course was provided with JPR per NFFPA 1006 and 1670. A Florida State Fire College approved course worth 20 CEU's

Course: FL-USAR Comm Spec Hosted By SUSAR
Student Number: 1007004
FSFC Course ID: RN16032/136615

John Wright
Lead Instructor Signature:
John Wright Owner / Lead instructor
FL Instructor 124925

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

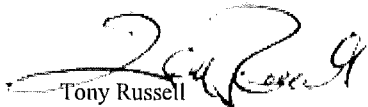
BRANDON BUCKLEY

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

**IS-00100
Introduction to the Incident Command System,
(ICS 100)**

Issued this 2nd Day of April, 2008




Tony Russell
Superintendent
Emergency Management Institute

0.3 IACET CEU

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

BRANDON J BUCKLEY

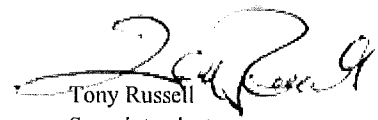
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

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

Issued this 4th Day of June, 2010



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

BRANDON J BUCKLEY

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

IS-00700.a

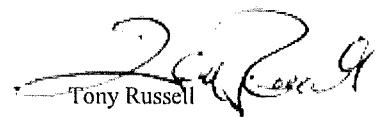
National Incident Management System (NIMS)

An Introduction

Issued this 7th Day of June, 2010



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

BRANDON J BUCKLEY

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

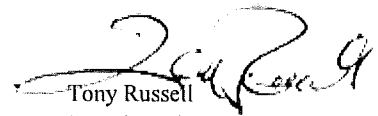
IS-00800.b

National Response Framework, An Introduction

Issued this 7th Day of June, 2010



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute



FEMA

National Fire Academy

Brandon John Buckley

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

ICS 300, INTERMEDIATE ICS FOR EXPANDING INCIDENTS FOR OPERATIONAL FIRST RESPONDERS

a handoff delivery

this 11th day of February, 2009

This course meets the NIMS requirements for ICS 300

A handwritten signature in cursive script, appearing to read "Chris E. D.", written over a horizontal line.

Superintendent
National Fire Academy



FEMA

National Fire Academy

Brandon John Buckley

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

**ICS-400 ADVANCED ICS FOR COMMAND AND GENERAL STAFF
COMPLEX INCIDENTS AND MACS FOR OPERATIONAL FIRST RESPONDERS**

a handoff delivery

this 9th day of May, 2008

Chris G. Orment Sr. D.

Superintendent
National Fire Academy

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Stambaugh, Lindsay A.

Certifying Agency MAC MSP Airport ECC

County Hennepin ECB/ESB Region MESB

Agency Address 6920 34th Ave S, Minneapolis MN 55450

24/7 Telephone 612-726-5577 Business Telephone

Email Address lindsay.stambaugh@mspmac.org

Signature  Date 11/1/2025

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 providing the Agency Certification.

Name & Title Thomas J. Groninger Asst Mgr COML

Agency MSP Airport ECC

Signature  Date 11/3/25

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 _____

SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

The SECB Interoperability Committee and the SWIC have reviewed and approved this request for state recognition.

SWIC

Signature _____ Date _____

COMU Experience Record

Name **Stambaugh, Lindsay A.**
 (Last, First Middle)

Agency **MAC MSP Airport ECC**

ECB/ESB Region **MESB**

Position:

COML
 INTD

COMT
 RADO

INCM
 AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
3	September 2025	2025 Sibley State Park COMDEX with the CN MN COMU team. Assisted in coordinating and deploying the Airport IDT MCC and team members to provide additional resources and exercise support throughout a pre-planned exercise.
3	4/24/2024	2024 CRASH-EX TTX participant. Provided communications specific feedback and coordination insight, guidance, and challenges to be aware of during and post-event.
3	Multiple dates/sessions conducted over past 3 years.	Present radio user education and training for APD staff members as requested, incorporating an understanding of interoperability, best practices, and the ARMER radio system. Typical training lasts 2 hours for an audience comprised of new staff with varied backgrounds/skill levels.
1	7/7/2025	Completed "Improving Performance Through Strength-Based Leadership" training through NENA
1	6/21/2024	Completed "Radio Ethics & Etiquette" training through Denise Amber Lee
1	4/25/2024	Completed "Instructional Design Basics" training through Denise Amber Lee
1	2/18/2024	Completed "Adult Learning Theories" training through Denise Amber Lee
1	8/24/2025	Completed "Disaster Preparedness of 9-1-1 Technology Infrastructure" training through NENA

I certify that the above information is an accurate portrayal of my participation in the activities.

Signature 

Date: 11/6/2025

On September 10, members of the MSP Airport Emergency Communications Center's Incident Dispatch Team (ECC IDT), joined by a colleague from MAC's Public Safety Systems IT department, participated in a full-scale communications training exercise at Sibley State Park in central Minnesota.

Effective communications are a cornerstone of emergency response, operational readiness, and overall incident success. Training alongside regional partners allows the ECC to strengthen operational readiness, ensure familiarity with specialized resources, and build relationships that matter in real-world incidents.

The ECC team deployed the Mobile Command Center and supported the Central Minnesota Communications Unit in setting up and operating key technologies, including one of Minnesota's Strategic Technology Reserve Transportable Tower and Repeater systems. These resources helped ensure reliable communications throughout the day-long search and rescue scenarios in an environment normally very complicated to successfully transmit cell phone signals or radio frequencies in. Utilizing antennas, repeaters, and newer satellite technologies, responders were able to work together and search a wide area for "lost hikers" (teenagers recruited as role-players who greatly enjoyed pretending to be injured) and even helped to coordinate with the Minnesota Air Rescue Team's helicopter tactical rescue scenarios.

With the support of MAC IT's Mike Lounsbery, the ECC's Travis Belisle, Kya Wagner, and Lindsay Stambaugh worked together to assess communication system readiness, provide support to Incident Command, and deploy a variety of resources and systems not typically used in daily operations. They also mentored responders new to incident communications, reinforcing training, technical skills, and the collaborative spirit that underpins successful deployments.

The exercise brought together partners from the Department of Natural Resources, Kandiyohi County Sheriff's Department, the Minnesota Air Rescue Team, and the Central Minnesota Communications Unit. We are grateful for the opportunity to take part, to put our equipment and training into practice, and to strengthen relationships that enhance regional preparedness.

Certificate of Educational Achievement

This certificate is awarded to

Lindsay Stambaugh

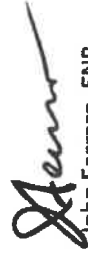
for the successful completion of
the National Emergency Number Association webinar

Improving Performance Through Strength-Based Leadership

on July 7, 2025

NEENA

THE 9-1-1 ASSOCIATION



John Ferraro, ENP
Education Advisory Board Chair



Charles Cullen, ENP
President



Brian Fontes, Ph.D.
Chief Executive Officer

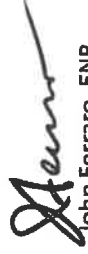
Certificate of Educational Achievement

This certificate is awarded to
Lindsay Stambaugh
for the successful completion of
the National Emergency Number Association webinar

*Disaster Preparedness of 9-1-1
Technology Infrastructure*

on August 24, 2025

NEENA
THE 9-1-1 ASSOCIATION



John Ferraro, ENP
Education Advisory Board Chair



Charles Cullen, ENP
President



Brian Fontes, Ph.D.
Chief Executive Officer

Denise Amber Lee Foundation Online

Certificate of Completion

This certificate is awarded to

Lindsay Stambaugh

For successfully completing the course

Radio Ethics & Etiquette

for 1 Hour of Continuing Education

04/09/2024

Issued Date

Never

Expiration Date

Denise Amber Lee Foundation Online

Certificate of Completion

This certificate is awarded to

Lindsay Stambaugh

For successfully completing the course

Instructional Design Basics

for 1 Hour of Continuing Education

04/25/2024

Issued Date

Never

Expiration Date

Denise Amber Lee Foundation

Certificate of Completion

This certificate is awarded to

Lindsay Stambaugh

For successfully completing

Adult Learning Theories

02/18/2024

Issued Date

Never

Expiration Date



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: December 17, 2025
Agenda Item: 5B. April 2026 Radio TOC Meeting Date
Presenter: Fredrick

RECOMMENDATION

Staff recommends a change to the date of the April 2026 Radio TOC meeting date.

BACKGROUND

Staff were alerted to meeting conflicts for some members for the April 22, 2026 Radio TOC meeting date. Holding the April 2026 meeting one week later, on April 29, 2026, appears to be a viable option.

ISSUES & CONCERNS

Members indicated to staff that the April 29, 2026 would be feasible. Other options could include other dates, which would need to be identified, or cancellation of the April meeting.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

**Regional Needs Assessment Summary by Region
December 1, 2025**

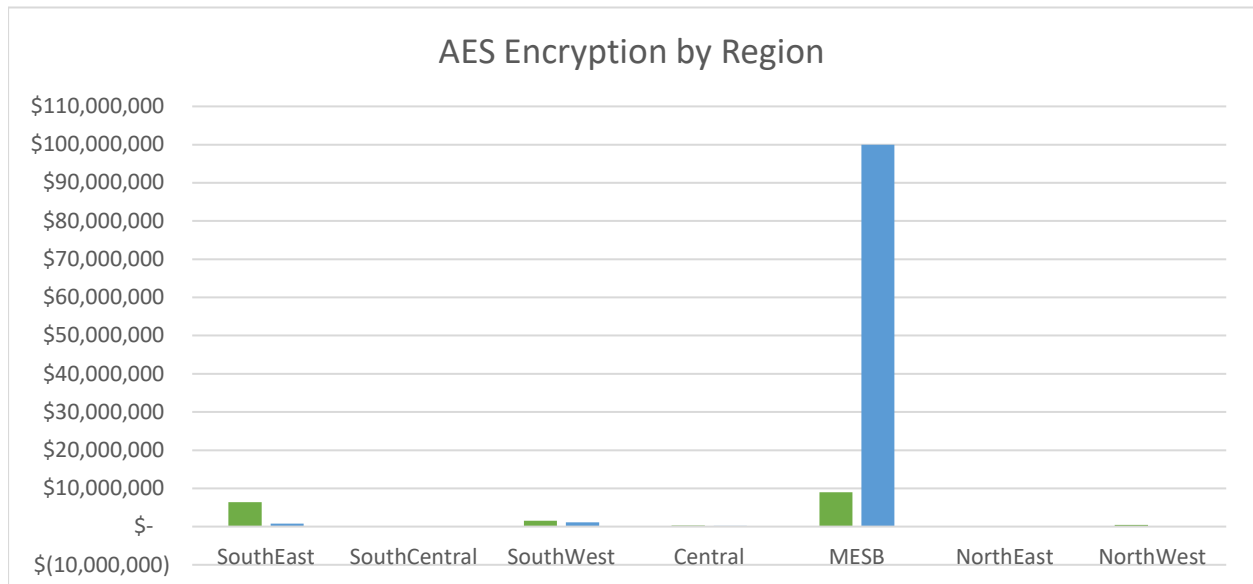
Type of Cost	12 Members SouthEast	11 Members SouthCentral	15 Members SouthWest	19 Members Central	11 Members MESB	16 Members NorthEast	17 Members NorthWest	Totals By Type of Cost
Local Coverage Gaps	\$ 1,000,000	\$ 200,000	\$ 1,425,000	\$ 3,082,437	\$ 48,840,000	\$ -	\$ 665,000	\$ 55,212,437
BDA						\$ 1,300,000		
Radio Sites						\$ -		
Repeaters						\$ -		
Emergency Responding Paging	\$ 780,000	\$ 158,200	\$ 522,300	\$ 1,463,485	\$ 660,000	\$ 560,000	\$ 543,000	\$ 4,686,985
PSAP Equipment	\$ 1,619,200	\$ 1,958,145	\$ 175,000	\$ 457,393	\$ 53,038,747	\$ -	\$ 1,975,349	\$ 59,223,834
Call Handling Equipment	\$ 587,500		\$ 390,000			\$ 100,000		
Consoles - Additions/Replacements			\$ 3,000,000					
Consolettes	\$ 12,000							
NG911 PSAP Readiness Equip.			\$ 30,000					
Regional PSAP Backup Facility	\$ 5,200,000	\$ 2,000,000						
CAD Software	\$ 591,000		\$ 1,060,000					
Voice Logger	\$ 145,000		\$ 165,000					
Subscriber EQ	\$ 900,000	\$ 16,858,403	\$ 4,848,500	\$ 22,517,777	\$ 52,070,000	\$ 37,127,792	\$ 7,819,308	\$ 142,141,780
Local Infrastructure	\$ 950,000	\$ 390,000	\$ 940,000	\$ 1,480,050	\$ 101,910,000	\$ -	\$ 41,462	\$ 105,711,512
Fiber - Subsite Connectivity								
Tower Site and Fiber								
ARMER Site Enhancements (Power & Bldg)								
ARMER Programming Terminals								
Microwave Links								
VPM Replacement								
Regional Channel Capacity								
Simulcast Controlers								
Transportable BDA								
Site HVAC								
Tower AMPS								
AES Encryption	\$ 750,000	\$ 142,310	\$ 1,130,000	\$ 159,448	\$ 100,000,005	\$ -	\$ 109,838	\$ 102,291,601
Training	\$ 200,000	\$ -	\$ 455,000	\$ -	\$ 155,000	\$ 121,000	\$ 10,000	\$ 941,000
CRTF								
ARMER - Train the Trainer								
ARMER - Console								
Comm's Training								
COML								
COMT								
ARMER CPS								
ARMER System Admiin								
IPAWS								
ARMER CPS								
Mental Health	\$ 34,000							
ARMER System Admiin								
Cybersecurity			\$ 25,000					
Other Equipment/Software	\$ 350,000	\$ -	\$ -	\$ -	\$ 35,500,000	\$ 4,324,000	\$ 651,433	\$ 40,825,433

Regional Needs Assessment Summary by Region
May 31, 2025

Type of Cost	12 Members SouthEast	11 Members SouthCentral	15 Members SouthWest	19 Members Central	11 Members MESB	16 Members NorthEast	17 Members NorthWest	Totals By Type of Cost
CAD to CAD Interoperability								
GIS Mapping Indoor/Outdoor								
IPAWS Software	\$ 75,000							
Cybersecurity Monitoring			\$ 70,000					
Interoperability			\$ 100,000					
911 Reliability Improvements (Towers, Fiber Backhaul, other Infrastructure)						\$ 500,000.00		
WiFi Go Box								
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 8,353,000	\$ -	\$ -	a
ARMER Maintenance								
GIS School Mapping	\$ 95,200	\$ 74,400	\$ 126,000	\$ 116,800	\$ 522,000	\$ 90,000	\$ 78,000	
Governance			\$ 80,000					
Professional Services/Consulting					\$ 700,000			
Totals By Region	\$ 13,288,900	\$ 21,781,458	\$ 14,541,800	\$ 29,277,390	\$ 401,748,752	\$ 44,122,792	\$ 11,893,390	\$ 511,034,582

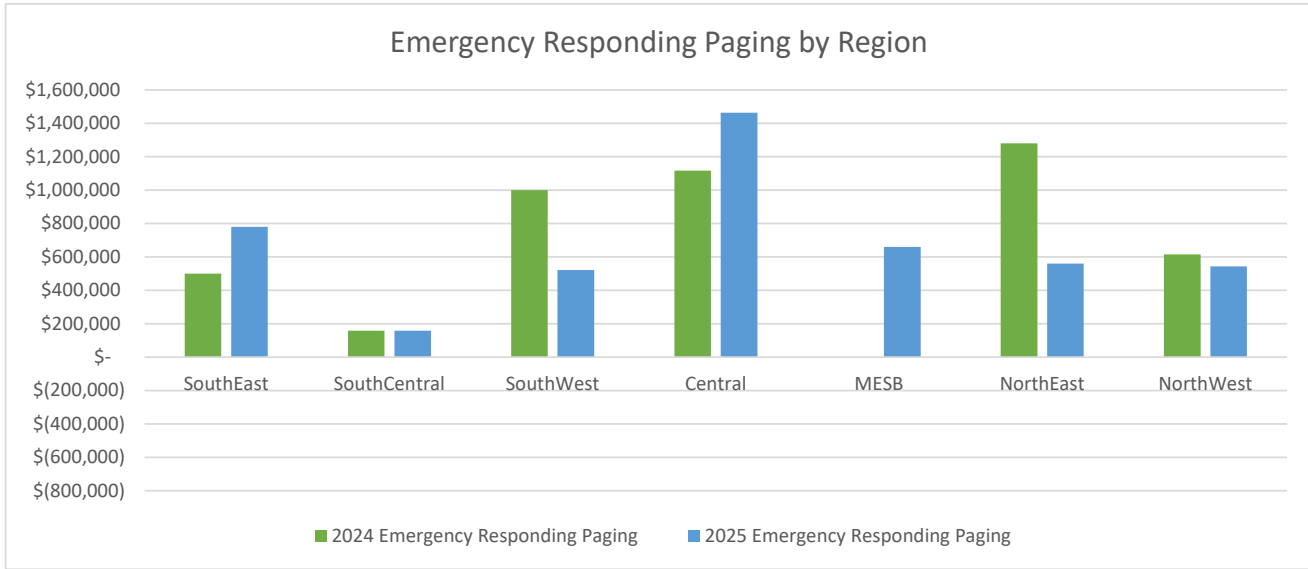
AES Encryption

Region Name	2024 AES Encryption	2025 AES Encryption	Difference
SouthEast	\$ 6,427,000	\$ 750,000	\$ (5,677,000)
SouthCentral	\$ 142,310	\$ 142,310	\$ -
SouthWest	\$ 1,500,000	\$ 1,130,000	\$ (370,000)
Central	\$ 268,000	\$ 159,448	\$ (108,552)
MESB	\$ 9,000,000	\$ 100,000,005	\$ 91,000,005
NorthEast	\$ -	\$ -	\$ -
NorthWest	\$ 438,428	\$ 109,838	\$ (328,590)
Tribal Communities	\$ -	\$ -	\$ -
MN DOT	\$ -	\$ -	\$ -
	\$ 17,775,738	\$ 102,291,601	\$ 84,515,864



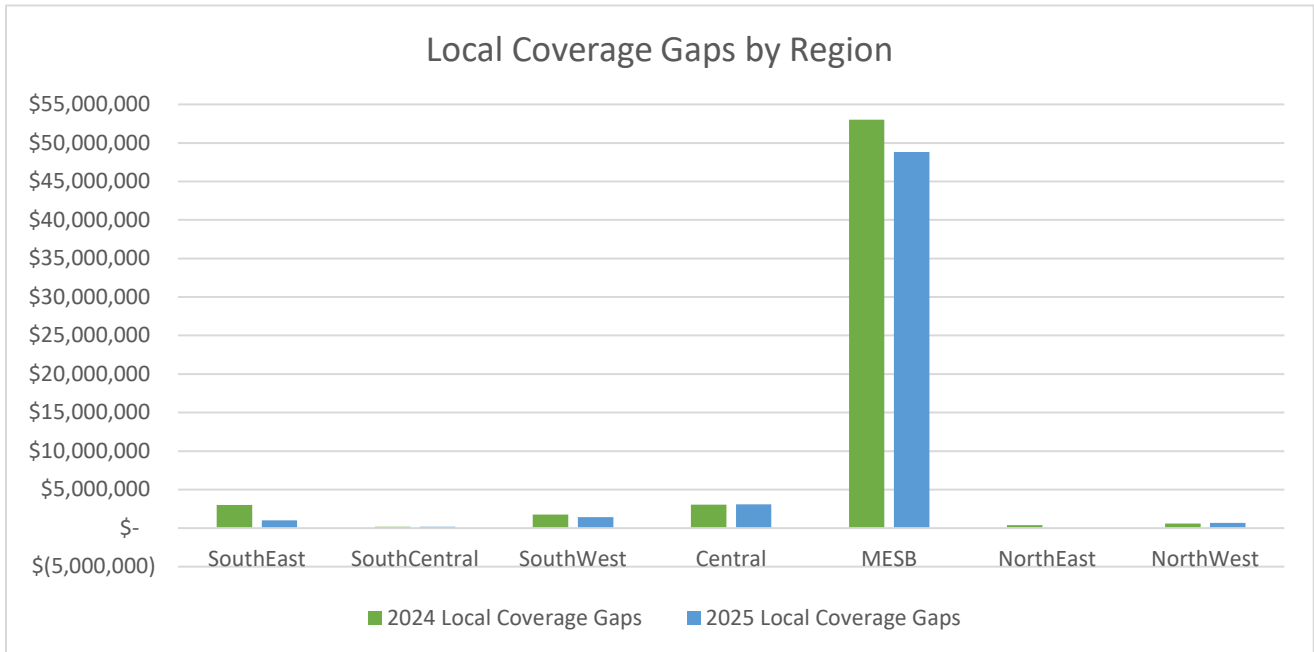
Emergency Responding Paging

Region Name	2024 Emergency Responding Paging	2025 Emergency Responding Paging	Difference
SouthEast	\$ 500,000	\$ 780,000	\$ 280,000
SouthCentral	\$ 158,200	\$ 158,200	\$ -
SouthWest	\$ 1,000,000	\$ 522,300	\$ (477,700)
Central	\$ 1,116,805	\$ 1,463,485	\$ 346,680
MESB	\$ -	\$ 660,000	\$ 660,000
NorthEast	\$ 1,280,000	\$ 560,000	\$ (720,000)
NorthWest	\$ 615,000	\$ 543,000	\$ (72,000)
Tribal Communities	\$ -	\$ -	\$ -
MN DOT	\$ -	\$ -	\$ -
	\$ 4,670,005	\$ 4,686,985	\$ 16,980



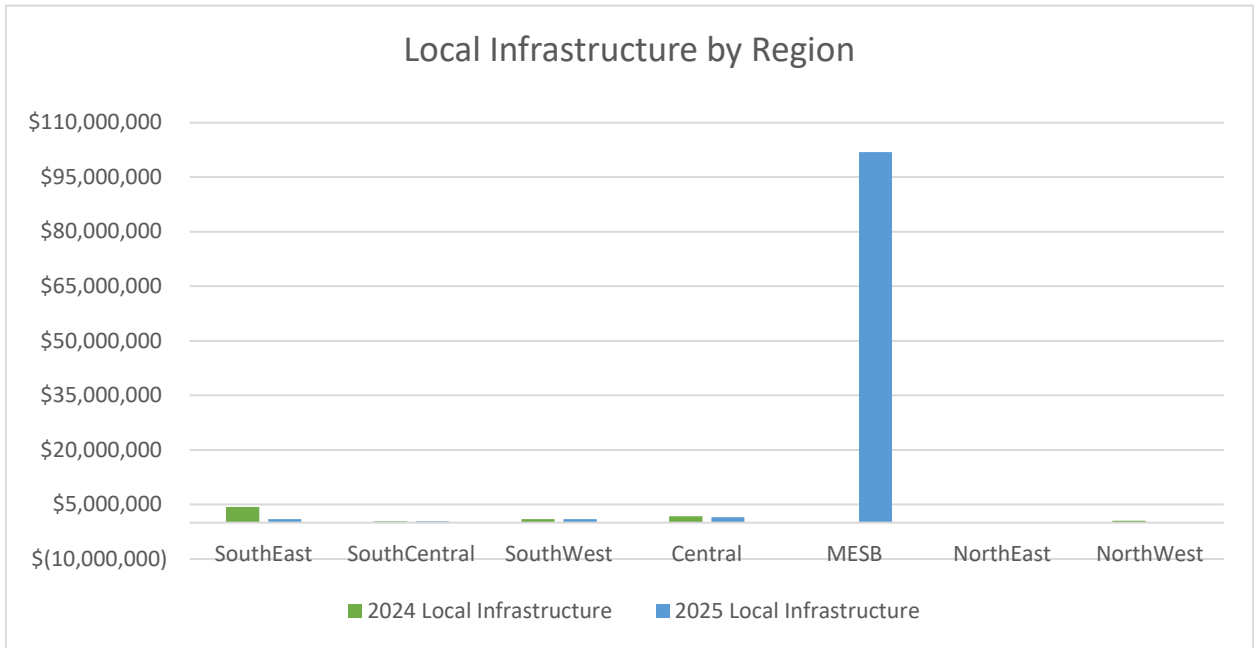
Local Coverage Gaps

Region Name	2024 Local Coverage Gaps	2025 Local Coverage Gaps	Difference
SouthEast	\$ 3,000,000	\$ 1,000,000	\$ (2,000,000)
SouthCentral	\$ 200,000	\$ 200,000	\$ -
SouthWest	\$ 1,750,000	\$ 1,425,000	\$ (325,000)
Central	\$ 3,036,320	\$ 3,082,437	\$ 46,117
MESB	\$ 53,000,000	\$ 48,840,000	\$ (4,160,000)
NorthEast	\$ 370,000	\$ -	\$ (370,000)
NorthWest	\$ 575,000	\$ 665,000	\$ 90,000
Tribal Communities	\$ -	\$ -	\$ -
MN DOT	\$ -	\$ -	\$ -
	\$ 61,931,320	\$ 55,212,437	\$ (6,718,883)



Local Infrastructure

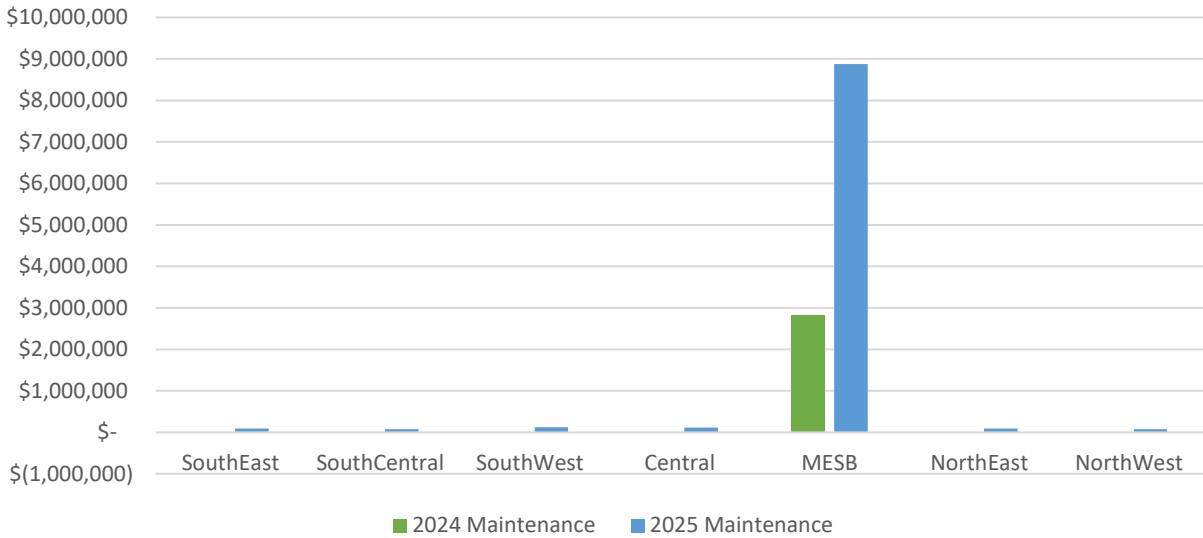
Region Name	2024 Local Infrastructure	2025 Local Infrastructure	Difference
SouthEast	\$ 4,332,475	\$ 950,000	\$ (3,382,475)
SouthCentral	\$ 390,000	\$ 390,000	\$ -
SouthWest	\$ 1,000,000	\$ 940,000	\$ (60,000)
Central	\$ 1,730,050	\$ 1,480,050	\$ (250,000)
MESB	\$ 42,000	\$ 101,910,000	\$ 101,868,000
NorthEast	\$ -	\$ -	\$ -
NorthWest	\$ 568,462	\$ 41,462	\$ (527,000)
Tribal Communities	\$ -	\$ -	\$ -
MN DOT	\$ -	\$ -	\$ -
	\$ 8,062,987	\$ 105,711,512	\$ 97,648,525



Maintenance

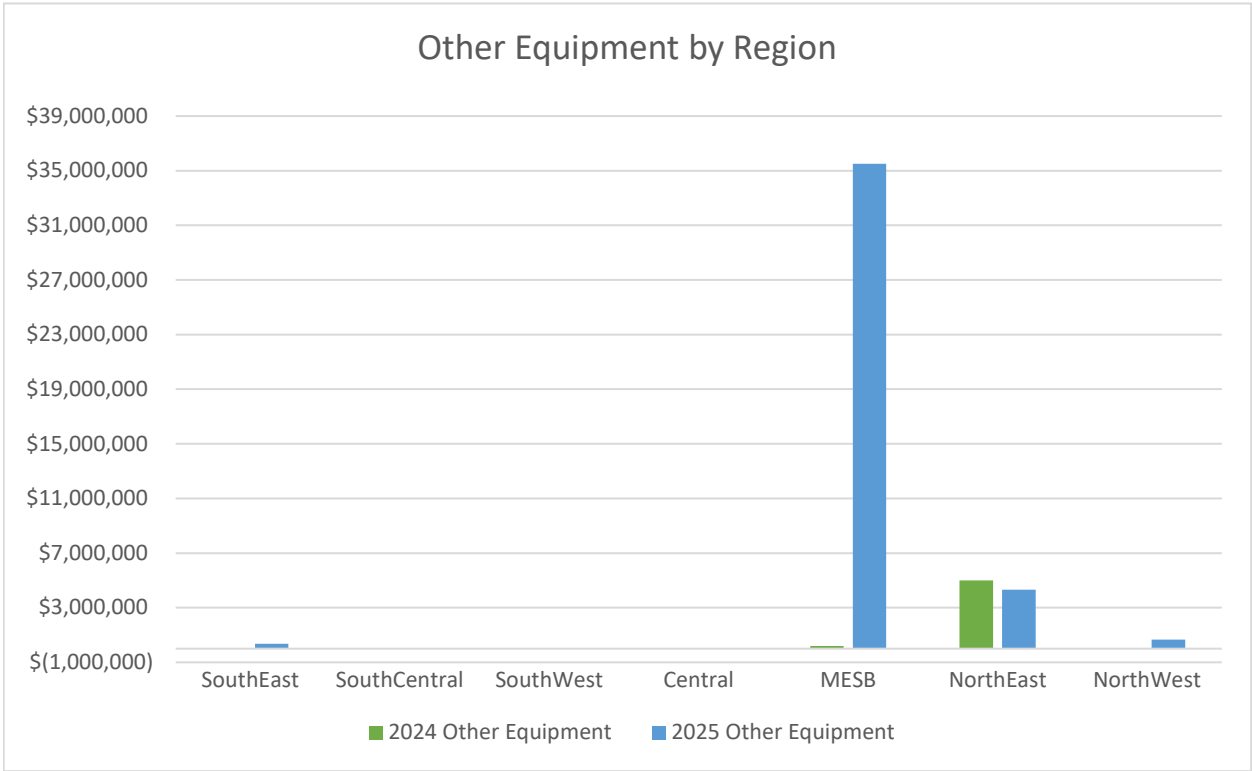
Region Name	2024 Maintenance	2025 Maintenance	Difference
SouthEast	\$ -	\$ 95,200	\$ 95,200
SouthCentral	\$ -	\$ 74,400	\$ 74,400
SouthWest	\$ -	\$ 126,000	\$ 126,000
Central	\$ -	\$ 116,800	\$ 116,800
MESB	\$ 2,830,350	\$ 8,875,000	\$ 6,044,650
NorthEast	\$ -	\$ 90,000	\$ 90,000
NorthWest	\$ -	\$ 78,000	\$ 78,000
Tribal Communities	\$ -	\$ -	\$ -
MN DOT	\$ -	\$ -	\$ -
	\$ 2,830,350	\$ 9,455,400	\$ 6,625,050

Maintenance by Region



Other Equipment

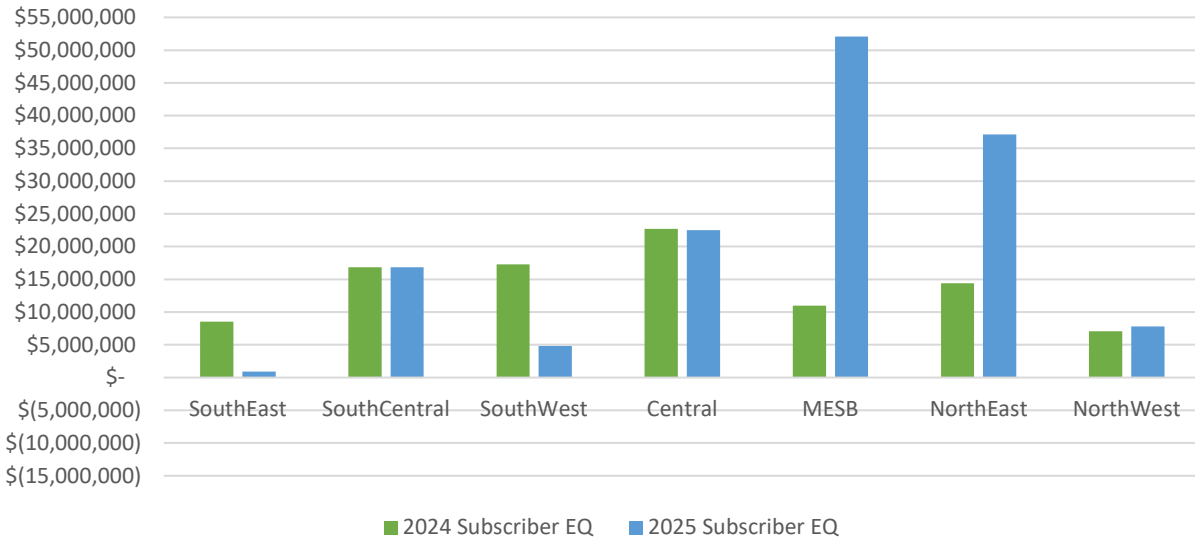
Region Name	2024 Other Equipment	2025 Other Equipment	Difference
SouthEast	\$ -	\$ 350,000	\$ 350,000
SouthCentral	\$ -	\$ -	\$ -
SouthWest	\$ -	\$ -	\$ -
Central	\$ -	\$ -	\$ -
MESB	\$ 200,000	\$ 35,500,000	\$ 35,300,000
NorthEast	\$ 5,006,000	\$ 4,324,000	\$ (682,000)
NorthWest	\$ -	\$ 651,433	\$ 651,433
Tribal Communities	\$ -	\$ -	\$ -
MN DOT	\$ -	\$ -	\$ -
	\$ 5,206,000	\$ 40,825,433	\$ 35,619,433



Subscriber EQ

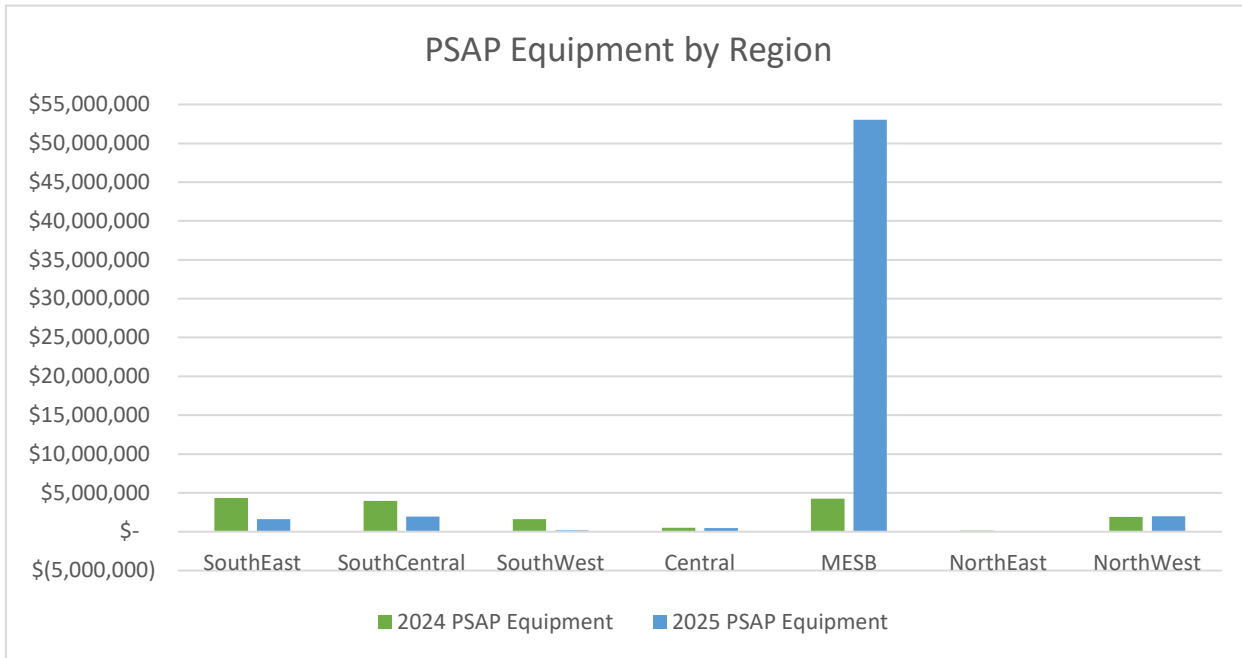
Region Name	2024 Subscriber EQ	2025 Subscriber EQ	Difference
SouthEast	\$ 8,529,500	\$ 900,000	\$ (7,629,500)
SouthCentral	\$ 16,858,403	\$ 16,858,403	\$ -
SouthWest	\$ 17,300,000	\$ 4,848,500	\$ (12,451,500)
Central	\$ 22,727,929	\$ 22,517,777	\$ (210,152)
MESB	\$ 11,000,000	\$ 52,070,000	\$ 41,070,000
NorthEast	\$ 14,400,000	\$ 37,127,792	\$ 22,727,792
NorthWest	\$ 7,068,853	\$ 7,819,308	\$ 750,455
Tribal Communities	\$ -	\$ -	\$ -
MN DOT	\$ -	\$ -	\$ -
	\$ 97,884,685	\$ 142,141,780	\$ 44,257,095

Subscriber EQ by Region



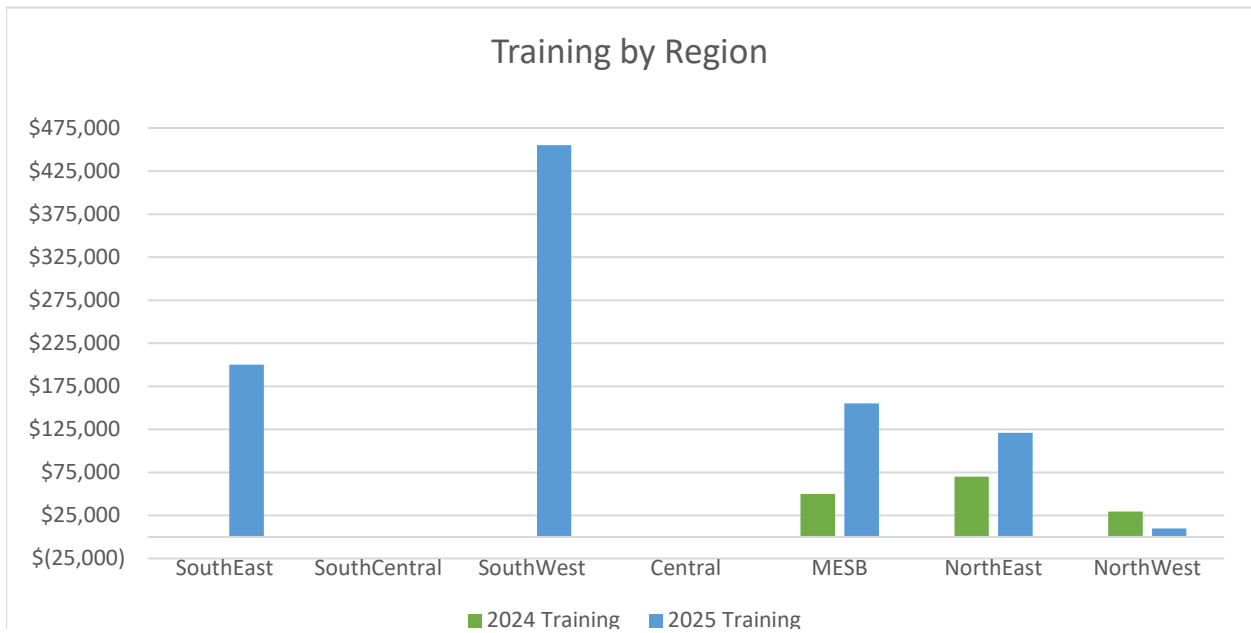
PSAP Equipment

Region Name	2024 PSAP Equipment	2025 PSAP Equipment	Difference
SouthEast	\$ 4,340,500	\$ 1,619,200	\$ (2,721,300)
SouthCentral	\$ 3,958,145	\$ 1,958,145	\$ (2,000,000)
SouthWest	\$ 1,600,000	\$ 175,000	\$ (1,425,000)
Central	\$ 500,024	\$ 457,393	\$ (42,631)
MESB	\$ 4,262,409	\$ 53,038,747	\$ 48,776,338
NorthEast	\$ 130,000	\$ -	\$ (130,000)
NorthWest	\$ 1,895,665	\$ 1,975,349	\$ 79,684
Tribal Communities	\$ -	\$ -	\$ -
MN DOT	\$ -	\$ -	\$ -
	\$ 16,686,742	\$ 59,223,834	\$ 42,537,092



Training

Region Name	2024 Training	2025 Training	Difference
SouthEast	\$ -	\$ 200,000	\$ 200,000
SouthCentral	\$ -	\$ -	\$ -
SouthWest	\$ -	\$ 455,000	\$ 455,000
Central	\$ -	\$ -	\$ -
MESB	\$ 50,000	\$ 155,000	\$ 105,000
NorthEast	\$ 70,000	\$ 121,000	\$ 51,000
NorthWest	\$ 29,433	\$ 10,000	\$ (19,433)
Tribal Communities	\$ -	\$ -	\$ -
MN DOT	\$ -	\$ -	\$ -
	\$ 149,433	\$ 941,000	\$ 791,567



Regional Needs Assessment MESB Region Yearly Comparison

Type of Cost	2024 MESB (11 Mbrs)	2025 MESB (11 Mbrs)	Difference
Local Coverage Gaps	\$ 53,000,000	\$ 48,840,000.00	\$ (4,160,000)
Strategic Coverage Enhancements		\$ 50,000	
In-Building Coverage		\$ 40,000	
Carver County Additional Site		\$ 1,500,000	
Dakota Additional Site		\$ 1,500,000	
Hennipen Additional Site		\$ 2,500,000	
Scott Additional Site		\$ 1,750,000	
Washington Additional Site		\$ 1,500,000	
BDA		\$ 40,000,000	
Emergency Responding Paging	\$ -	\$ 660,000	\$ 660,000
Chisago Fire Paging		\$ 300,000	
Sherburne Fire & EMS Paging		\$ 360,000	
PSAP Equipment	\$ 4,262,409	\$ 53,038,747	\$ 48,776,338
Backup PSAP Equipment			
Console Replacement		\$ 36,800,000	
Eden Prairie Console		\$ 901,747	
St. Louise Park Console		\$ 1,500,000	
MSP Console Addition		\$ 600,000	
MSP Console Replacement		\$ 900,000	
Hennipen EMS Console		\$ 1,080,000	
M Health Console		\$ 100,000	
Metro Transit Console		\$ 750,000	
GEO Diverse Call Handling Equipment (CHE)		\$ 216,000	
Carver Call Handling Equipment		\$ 650,000	
Chisago Call Handling Equipment		\$ 500,000	
Dakota Call Handling Equipment		\$ 825,000	
Washington Call Handling Equipment		\$ 1,000,000	
Metro Transit Call Handling Equipment		\$ 1,000,000	
CAD Replacements			
Carver CAD Replacement		\$ 1,000,000	
Dakota CAD Replacemnt		\$ 3,000,000	
Bloomington CAD Replacement		\$ 1,000,000	
St. Louis Park CAD Replacement		\$ 450,000	
Logger			
Carver Logger Replacement		\$ 400,000	
Dakota Logger Replacement		\$ 268,000	
Cybersecurity Equipment			
Chisago 9-1-1 Cybersecurity Equipment		\$ 100,000	
Subscriber EQ	\$ 11,000,000	\$ 52,070,000	\$ 41,140,000
St. Louis Parke Consolette		\$ 70,000	
Local Infrastructure	\$ 42,000	\$ 101,910,000	\$ 101,868,000
Transportable BDA			
Tower Sites			
Carver County Replacement Site		\$ 1,500,000	
Chisago Site HVAC Replacement		\$ 275,000	
Chisago Site Back-up Battery Replacement		\$ 175,000	
Ramsey Prime Site Controller and Base Radios		\$ 10,000,000	
Base Station Replacements		\$ 89,680,000	
Bloomington Microwave Upgrade		\$ 130,000	
MSP Microwave Upgrade		\$ 150,000	
AES Encryption	\$ 9,000,000	\$ 100,000,005	\$ 91,000,005
Training	\$ 50,000	\$ 155,000	\$ 105,000
CRTF		\$ 10,000	
Telecommunicator Resiliency Training		\$ 100,000	
ARMER Training		\$ 45,000	
Other Equipment/Software	\$ 200,000	\$ 35,500,000	\$ 35,300,000
CAD to CAD Interoperability		\$ 3,500,000	
GIS Mapping Indoor/Outdoor			
Back-up PSAP Center		\$ 2,000,000	
Metro Transit Joint Operations Center		\$ 30,000,000	
Maintenance	\$ 2,830,350	\$ 8,875,000	\$ 6,044,650
ARMER Maintenance		\$ 4,000,000	
BDA Maintenance		\$ 4,000,000	
GIS School Mapping		\$ 522,000	
GIS Mapping		\$ 353,000	
Professional Services/Consultant		\$ 700,000	\$ 700,000
PSAP Staffing Study		\$ 250,000	
PSAP Continuity of Operations Study		\$ 250,000	
PSAP Regional Purchases Feasibility Study		\$ 200,000	
Totals By Region	\$ 80,384,759	\$ 401,748,752	\$ 320,733,993
	2		

