



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

January 24, 2024, 1:00 p.m.

This meeting will be conducted in-person at the MESB Office, 2099 University Ave W, St Paul ONLY

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of November 29, 2023 Meeting** – Thompson
4. **Action Items**
 - A. COMU Recognitions/Renewals – Tracey Fredrick
 - i. Joni Hodne COML Recognition
 - ii. Rod Olson COML/COMT Renewal
 - iii. Peter Sauter COML Renewal
 - iv. Don Smiley COML/INCM Renewal
 - v. Amy Sizer INTD Renewal
 - vi. Jennifer Geiselhart COML/INTD Renewal
 - vii. Kristyn Warnke INTD Renewal
 - B. Sherburne County Participation Plan Amendment – Derek Baas
 - C. Workgroup formation for Radio TOC Bylaw Review – Fredrick
 - D. Use of Training Budget for 2024 – Fredrick
 - E. LSEC Standard and Change Management Plan – Fredrick/Workgroup
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility Status Update – Chad LeVasseur
 - B. System Managers Group – Ron Jansen
 - C. MnDOT ARMER System Update – John Anderson/Nick Schatz/Shane Chatleain
 - D. SECB Committees
 - i. Steering – Fredrick/Jill Rohret
 - ii. LMR – Nate Timm/Mike Mihelich
 - iii. WBBA – Rod Olson/Cory DeMuth
 - iv. IOC & Workgroups
 - a. IOC – Thompson/Timm
 - b. STR Workgroup – Thompson/Jansen
 - c. COMU Workgroup – Timm/Dan Anderson
 - v. IPAWS – Scott Haas
 - vi. Finance/Grants Workgroup – Fredrick/Rohret
7. **Other Business**
 - A. METAC Permission update – Fredrick
 - B. Discussion on Regional ARMER Needs – Fredrick
 - C. State ARMER Equipment Grant Update – Fredrick
 - D. Use of ME RVR TGs Inquiry – Fredrick



**METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA**

January 24, 2024, 1:00 p.m.

8. Adjourn

Reminder: Next meeting scheduled for February 28, 2024

Metropolitan Emergency Services Board

Radio Technical Operations Committee

**November 29, 2023
Draft Meeting Minutes**

Members

Airport – **absent**

Anoka County – Cory DeMuth

Carver County – **absent**

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 – Patrick Maynard

Ramsey County – **absent**

Scott County – **absent**

Sherburne County – Derek Baas

Washington County – **absent**

U of M – Jeff Lessard

Guests: Elias Charif, *M Health*; Ryan Eickhoff, *FBI*; Frank Jarman, *Motorola*; Mike Melby, *North Memorial*; Nick Schatz, *MnDOT*; Jim Schnoor, *Met Council*; Jared Steen, *FBI*; and Dave Theis, *University of Minnesota*

MESB Staff: Jacob Kallenbach; and Jill Rohret

1. Call to Order

Jake Thompson, Chair called the meeting to order at 1:05 p.m.

2. Approval of Agenda

Motion by Ron Jansen, seconded by Cory DeMuth to approve the November 29, 2023 agenda. Motion carried.

3. Approval of September 27, 2023 Minutes

Motion by Victoria Vadnais, seconded by Ron Jansen to approve the September 27, 2023 meeting minutes. Motion carried.

4. Action Items

A. COMU Recognitions/Renewals

i. Andrew LaVenture COML/AECS Renewal

Jill Rohret presented renewal information for COML and AECS Recognitions for Andrew LaVenture. LaVenture works for the Edina Fire Department and is due for the three-year renewal of both designations. He is well over the five points needed for the renewal by being involved with Metro CRTF training, authoring ICS-205s, deployments during civil unrest, and serving as an evaluator for AUXCOMM exercises. LaVenture has support from his home agency, Edina Fire Department.

Motion made by Ron Jansen, seconded by Rod Olson to approve the COML/AECS renewal for Andrew LaVenture. Motion carried.

B. University of Minnesota Participation Plan Amendment

Dave Theis said the University of Minnesota is adding another connected dispatch consoles. An emergency operations center on the second floor of the dispatch center has been built and will be mobilized as events occur and as needed. The total of connected consoles with this addition will come to eight. It is in a secure room with very limited access.

Rod Olson asked if this would be an extension of the current console site.

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Theis said it is an extension of the current site. Probably between 50-75 feet away from the existing site.

Motion made by Rod Olson, seconded by Cory DeMuth to approve the University of Minnesota Participation Plan Amendment. Motion Carried, with an abstention from Jeff Lessard.

C. Hennepin County/St Louis Park FD Talkgroup Request

Jake Thompson stated that St Louis Fire Department has members on the task force team that are looking to utilize some of the LTAC, LTACE, and LSEC radios. This would be for a few specific members of the team and would not be department-wide access. This is a waiver similar to what other counties have done in the past for providing radio access to specific task force teams.

Motion made by Ron Olson, seconded by Patrick Maynard to approve the Hennepin County/St Louis Park FD Talkgroup Request. Motion carried, with an abstention from Jake Thompson.

D. M Health Fairview/South Metro SWAT IOP-11 Waiver Request

Eli Charif stated that M Health Fairview is submitting the waiver request for METAC and LTAC encrypted talkgroups on four portable radios that would be specifically assigned to the four M Health Fairview SWAT Medics who are currently embedded with the South Metro SWAT Team. If approved, these will be programmed with the Dakota County SWAT Zone to provide a consistent channel layout while deployed. These four radios would be solely assigned to those individuals and will not be shared with other members of the department. Charif has also provided a letter of support from the South Metro, which is attached to the meeting materials.

Motion made by Victoria Vadnais, seconded by Jeff Lessard to accept the M Health Fairview/South Metro SWAT IOP-11 Waiver Request. Motion carried.

E. Allina Participation Plan Request

Jill Rohret provided an update and stated that the MESB spoke with MnDOT and that there is no issue with the legality around Allina's request and it would fall within the allowable distance.

Motion made by Ron Jansen, seconded by Cory DeMuth to approve the Allina Participation Plan Request. Motion carried, with an abstention from Victoria Vadnais.

F. Anoka County Participation Plan Amendment

Cory DeMuth stated that Anoka County is formally requesting to approve the amendment to their current participation plan by adding 44 new MCC7500E consoles to its new emergency communications center. The county has been working in conjunction with MnDOT and the Motorola design team.

Ron Jansen asked if this will be hooked up on the core of zone 2.

Nick Schatz of MnDOT responded by saying this will be hooked up to the core of zone 2.

DeMuth added saying that the primary and secondary dispatch centers will remain on zone 1.

Jake Thompson asked if the county would be using paging IDs on the new consoles.

DeMuth stated that this has not been discussed but will readdress with MnDOT.

Schatz asked how many consoles Anoka County will have.

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DeMuth responded by saying there are 44 consoles on the main, and 12 consoles on the alternate for a total of 56.

Motion made by Ron Jansen, seconded by Victoria Vadnais to approve the Anoka County Participation Plan Amendment. Motion carried, with an abstention from Cory DeMuth.

G. Nominations and Vote for 2024 Radio TOC Chair and Vice Chair

Radio TOC Chair

Motion made by Rod Olson, seconded by Victoria Vadnais to nominate Jake Thompson as the 2024 Radio TOC Chair. Motion carried.

Vice Chair

Motion made by Rod Olson, seconded by Victoria Vadnais to nominate Ron Jansen as the 2024 Radio TOC Vice Chair. Motion carried.

H. Nominations and Vote for SECB Committee Representation

SECB Land Mobile Radio

Primary: Nate Timm

Alternate: Mike Mihelich

SECB Interoperability

Primary: Jake Thompson

Alternate: Nate Timm

SECB Wireless Broadband and Applications

Primary: Rod Olson

Alternate: Cory DeMuth

SECB COMU Workgroup

Primary: Dan Anderson

Alternate: Nate Timm

SECB STR Workgroup

Primary: Jake Thompson

Alternate: Ron Jansen

Motion made by Ron Jansen, seconded by Cory DeMuth to nominate all current primaries and alternates (as seen above) to retain their roles and to look at discussing the possibility of changing the bylaws to make these appointments rotational in 2025. Motion carried.

I. 2024 Radio TOC Meeting Dates

Upcoming 2024 meeting dates are attached to the meeting packet.

Motion made by Victoria Vadnais, seconded by Jeff Lessard to approve the 2024 Radio TOC Meeting Dates. Motion carried.

5. Moves, Additions & Changes to the System

Jake Thompson said that Hennepin County is working on changing one of its links. Work on Brightcell continues to move slowly.

Ron Jansen said MnDOT is working on the south loop microwave.

6. Committee Reports

A. System Managers Group

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Jansen said that the meeting took place on November 15. Motorola provided some updates for its next scheduled upgrades in June 2024. A significant discussion on Smart Connect occurred. M Health BDAs are starting to be installed. Site zone ethernet update was given as only two sites are left on that agenda.

B. MnDOT ARMER System Update

Nick Schatz said two sites are still needed for the ethernet conversion. Some core router conversions will be occurring in early 2024. If there are any questions on anything, please reach out to Nick or John Anderson.

Jill Rohret asked which Motorola upgrade will require significant hardware upgrades.

Schatz said the 2028 Motorola upgrade will need significant hardware updates. As that year moves closer, documentation, notice, and discussion over the upgrades will occur.

C. SECB Committees

i. Steering

Jill Rohret said the committee met on November 8 and discussed the membership and standards processes. Governance planning has continued. The Steering committee has asked other committees to gather and/or create fact sheets for what the committees are/do. SECB bylaws review will occur in early 2024. The committee also reviewed the SCIP review process.

ii. LMR

No update was given, as both committee members were not able to attend this meeting.

iii. WBBA

Rod Olson said the committee did not meet this past month.

iv. IOC & Workgroups

a. IOC

Jake Thompson said the workgroup reviewed COML, COMT, and INTD recognitions and renewals. The workgroup reviewed its SCIP goals. Discussion on the MN/WI cross border communications exercise occurred. Jim Stromberg from CISA also discussed the key 5 issue.

b. STR Workgroup

Jake Thompson said the workgroup did not meet this past month.

c. COMU Workgroup

No update was given, as both workgroup members were not able to attend this meeting.

v. IPAWS

Jill Rohret gave an update on behalf of Scott Haas. Discussion on FEMA changes occurred. The ability to alert in multiple languages was also a topic of interest and will continue to be discussed.

vi. Finance/Grants Workgroup

Jill Rohret said the Finance Committee will be meeting tomorrow (11/30) and will review the SECB proposal for grant funding. The grant workgroup also reviewed SECB grant proposals and made a recommendation for funding.

7. Other Business

A. METAC Permission Update

No update was given.

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B. Workgroup for Rotating Appointments

Discussion over the creation of a rotating cycle for SECB appointments will continue to occur into the new year. 2024.

C. Transmitting Discussion

Discussion on the radio process for correctional offices occurred.

8. Adjourn

Chair Thompson called the meeting adjourned at 1:49 p.m.

COMU Position Recognition Application

Application Type:

- Initial Application Renewal Change of Status

Position (check only one unless changing status):

- COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Hodne, Joni Kaye

Certifying Agency Minneapolis

County Hennepin ECB/ESB Region

Agency Address 350 S 5th St.

24/7 Telephone 612-759-9144 Business Telephone 612-673-5935

Email Address Joni.Hodne@minneapolis.mn.gov

Signature Joni K Hodne Date 1/10/23


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

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

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

Name & Title Leticia Cardenas, 911 Assistant Director

Agency City of Minneapolis

Signature  Date 1/10/23

Regional Recognition

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

Name & Title Region

Signature Date

COMU Subcommittee & SWIC Recognition

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

SWIC Signature Date



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:	Joni Hodne
DUTY STATION:	Minneapolis Emergency Communications Center
PHONE NUMBER:	612-759-9144
E-MAIL:	Joni.hodne@minneapolismn.gov
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Leticia Cardenas
TITLE:	Assistant Director
DUTY STATION:	Minneapolis Emergency Communications Center
PHONE NUMBER:	612-388-9534
E-MAIL:	Leticia.Cardenas@minneapolismn.gov
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Minneapolis Emergency Communications Center
DATE:	August 30,2021

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that	Joni Hodne
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:	12/1/2023
FINAL EVALUATOR'S PRINTED NAME:	Leticia Cardenas
TITLE:	911 Assistant Director
DUTY STATION:	Minneapolis Emergency Communications Center
PHONE NUMBER:	612-388-9534
E-MAIL:	Leticia.Cardenas@minneapolismn.gov

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	Joni Hodne
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:	12/1/23
OFFICIAL'S NAME:	Leticia Cardenas
TITLE:	911 Assistant Director
DUTY STATION:	Minneapolis Emergency Communications Center
PHONE NUMBER:	612-388-9534
E-MAIL:	Leticia.Cardenas@minneapolismn.gov

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: Joni Hodne
TRAINEE POSITION: Director/COML (t)
Evaluation Record Number: 1
Evaluator's name: Leticia Cardenas
Incident/office title and agency: 911 Assistant Director
Evaluator's home unit address and phone: 204 Baker St E, St. Paul MN 55107, 612-388-9534
Name and location of incident or simulation/exercise: Minneapolis Emergency Communications Center
Incident kind: Classroom, On the Job and Functional exercises
Number and kind of resources:
Evaluation period: 9/3/21 to 10/6/23
Position type: COML
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 checked="" 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 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: 9/3/21-10/6/23
Evaluator's initials: LAC
Evaluator's relevant qualification: COML

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	1	9/3/2021

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 	I	3	10/24/2022
	I	4	10/1/2023

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.	I	3	10/24/2022
	I	4	10/1/2023

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.	J	2	6/7/2020 to 10/6/2023
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	J	2	6/7/2020 to 10/6/2023
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	J	2	6/7/2020 to 10/6/2023

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 • 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 	I	3	10/24/2022
	I	4	10/1/2023
	I	6	01/24/23
	I	7	

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident: <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 • 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 	I	3	10/24/2022
	I	4	10/1/2023
9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.	I	3	10/24/2022
	I	4	10/1/2023

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
10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <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 	I	3	10/24/2022
	I	4	10/1/2023
	I	6	1/24/2023
	I	7	05/22/2023
11. Initiate and maintain accurate records of all communications equipment: <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 	I	3	10/24/2022
	I	4	10/1/2023

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Design communications systems to meet incident operational needs: <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 	I	3	10/24/2022
	I	4	10/1/2023
	I	7	5/22/2023

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	3	10/24/2022
	I	4	10/1/2023
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	3	10/24/2022
	I	4	10/1/2023
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 	F	5	2/03/2023
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	3	10/24/2022
	I	4	10/1/2023
17. Provide basic training as needed for equipment being deployed	I	3	10/24/2022
	I	4	10/1/2023

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.	F	8	2/15/2023
	F	9	3/3/2023
	C	10	6/12/2023
	E	11	7/27/2023
	F	12	7/31/2023
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 	F	8	2/15/2023
	F	9	3/3/2023

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Assign communications equipment: <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 	F	8	2/15/2023
	F	9	3/3/2023
	C	10	6/12/2023
	E	11	7/27/2023
	F	12	7/31/2023
21. Establish Incident Communications Center (ICC): <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 	F	8	2/15/2023
	F	9	3/03/2023
	F	12	7/31/2023
22. Manage operations of the ICC: <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 	F	8	2/15/2023
	F	9	3/03/2023
	C	10	6/12/2023
	F	12	7/31/2023
23. Perform operational tests of communications systems throughout the duration of the incident: <ul style="list-style-type: none"> • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment • Monitor all gateways in use • Plan for battery replacement • Act decisively to minimize interruptions in system operation 	F	8	2/15/2023
	F	9	3/03/2023

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN SECURITY DATA - L.E. SENSITIVE	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	Trial for 2 MPD Officers Response to death of George Floyd	DRAFT: 10/10/22 1200	10/24/2022 - 12/24/2022

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	TACTICAL	ME TAC 11E	LAW	ARMER		(Encrypted Talkgroup)		D	Hennepin Co. Government Center Exterior Primary Ops
2	TACTICAL	ME TAC 12E	LAW	ARMER		(Encrypted Talkgroup)		D	Hennepin Co. Government Center Exterior Secondary Ops
3	TACTICAL	STAC 10	LAW	ARMER		(Clear Talkgroup)		D	Reserved As needed - Clear Talkgroup Response with statewide resources
4	TACTICAL	STAC 13E	LAW	ARMER		(Encrypted Talkgroup)		D	Reserved As needed Response with statewide resources
5									
6	TACTICAL	HCSO 3E	LAW	ARMER		(Encrypted Talkgroup)		D	Henn. Co. Court, HC Security, and Juror Transportation
7	TACTICAL	ME TAC 7	LAW	ARMER		(Clear Talkgroup)		D	Clear Talkgroup Response
8									
9	Support	(952) 258-5323	Communications	Landline					HCSO Dispatch Police Only
10	Support	(763) 249-0883	Communications	Landline					HCSO Dispatch Supervisor
11	Support	(612) 348-2345	Communications	Landline					Minneapolis Dispatch
12	Support	(612) 348-5111	Communications	Landline					Henn. Co. Security Dispatch
13									
14									
15									

SPECIAL INSTRUCTIONS


This is the second state trial in response to the death of George Floyd. Two Minneapolis Police Officers will be tried at the Hennepin County Government Center surrounding his death. The trial is expected to take up to 2 month and finish prior to the 1st of the year. HCSO is primary agency with Minneapolis and Other agencies only assisting as needed.

Prepared By: Tony Martin and Joni Hodne COML (t) Approved By: Leticia Cardenas (COML) Agency: Hennepin County Sheriff Phone: 612-596-1907 Email: tony.martin@hennepin.us	INCIDENT/EVENT LOCATION
	Hennepin County Government Center Campus, 300 S 6th St, Minneapolis

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

Metro Region ICS205 Instructions (Version 1.0, 11/2015)

Purpose	The Incident Communications Plan (ICS 205) provides information on all radio frequency, trunked radio system talkgroup assignments and possibly phone numbers for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders or event personnel. Information from the Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).
Preparation	The ICS 205 is prepared by the Communications Unit Leader (COML) or designee. The ICS 205 must be approved by a COML if not completed by a COML. If it will be included in a full IAP, it should be given to the Planning Section Chief. When completing the document, the COML must keep the audience in mind and ensure the document is easily understood. A signature may be required if part of a full Incident Action Plan.
ARMER Status Board	The COML or designee completing the ICS205 is responsible to ensure the necessary talkgroup resources are available and reserved on the ARMER System Status Board. This should be completed before the document is formally distributed for use. This becomes an important issue when there are multiple planned events or exercises for the same date and timeframe, and should be done to avoid overlap and assist other COML's who may be engaged in communications planning.
Distribution	The ICS 205 may be distributed as a stand-alone document or it is attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.
Incident Event Name	Enter the name assigned to the incident or event. This should reflect accurately and make sense. Avoid acronyms. If the plan will be part of an Incident Action Plan (IAP), the name should reflect the name on the cover of the IAP and carry throughout the IAP.
Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock). If several iterations of the document will take place due to extensive planning, the COML may choose to use version numbers as well. This should clearly indicate the last known version as an easy reference for the end user.
Operational Period Date/Time	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. If the plan will not change, it may be acceptable to list more than one operational period. This may be dependent on the incident, event or the planning section desire for the IAP.
Line Number	Enter the actual line number in sequence for ease of reference by other personnel when viewing the document. Do not use this to refer to talkgroup position within a radio, this can be done in the remarks section.
Function	Do not confuse this with assignment. Enter the communications Network (Net) function each channel or talkgroup will be used for (Command, Tactical, Support, Air (may also use: Ground-to-Air, Air-to-Air, Dispatch). All 205's should have a Command Net, at the very least, even if the operation is an event with no specific IC.
Talkgroup/Channel/Phone	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (NIFOG). Add pertinent phone numbers as appropriate. If there are too many phone numbers to add, consider using a 205A.
Assignment	Do not confuse this with function. Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned. A command assignment should exist in all cases, even if the event does not necessarily have a designated IC.
Rx Frequency	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
Rx Tone	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Tx Frequency	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
Tx Tone	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Mode	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Remarks	Enter miscellaneous information concerning the specific line of the remarks. This may include agency involved, talkgroup location within the radio, patched talkgroups, responsible dispatch center, specific agencies that will use the resource for interop, etc.
Special Instructions	Enter any special instructions for the overall document (e.g., description of the event or exercise, agencies involved, dispatch centers involved, using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs. If needed, also include any special instructions for handling an incident/event within an incident/event.
COML Contact Information	Enter the name and contact of the person preparing the form, typically the Communications Unit Leader or designee. It should be approved by a COML. If part of an overall IAP, it may need to be signed.
Location	Enter the location as appropriate. Sometimes this may be sensitive information, but the end user should be able to know and understand the location, regardless. If the location may also require technical programming, FCC frequency interference checks or similar technical issues, it is also prudent to include GIS information such as lat/lon of the National Grid.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN		INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
		Twin Cities Marathon			9/22/23 1700		10/1/2023 0400-1500		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	952-913-6146	East EMS Branch	Cell Phone					SPFD Asst. Chief Sampson
2	Command	612-271-6462	West EMS Branch	Cell Phone					HEMS Batt. Chief Lupkes
3	Command	612-990-6846	Incident Command	Cell Phone					MPD IC Lt. Klukow
4	Command	HCTAC-4	EMS	ARMER 800 MHz		ARMER 800 MHz		D	West EMS Command
5	Tactical	METAC-7	EMS	ARMER 800 MHz		ARMER 800 MHz		D	West EMS Operations
6	Tactical	METAC-8	EMS	ARMER 800 MHz		ARMER 800 MHz		D	East EMS Operations
7	Tactical	WMRCC/EMRCC	EMS	ARMER 800 MHz		ARMER 800 MHz		D	Patient Information Relays / Transport Information
8	Tactical	METAC-6	Law	ARMER 800 MHz		ARMER 800 MHz		D	SPPD Operations
9	Tactical	MPPD 10	Law	ARMER 800 MHz		ARMER 800 MHz		D	SPC Events (Special Events) 10
10	Support	612-501-9914	EMS EOC	Cell Phone					EMS Coord. Greg Hayes
11	Support	651-266-7703	Communications	Landline					RECC Duty Supervisor
12	Support	612-348-7240	Communications	Landline					MECC Duty Supervisor
13	Support	612-475-6479	MACC	Cell Phone					MPD Sgt. Thorsten @ MACC Veterans Service Building 20 W 12th St, St. Paul
14									
15									
SPECIAL INSTRUCTIONS									
		PREPARED BY: Joni Hodne, COML (T)			INCIDENT/EVENT LOCATION				
		APPROVED BY: Leticia Cardenas, COML							
		AGENCY: Minneapolis Emergency Communications Center			Twin Cities Marathon Minneapolis and St. Paul, Mn				
		PHONE: 612-875-4330							
EMAIL: joni.hodne@minneapolismn.gov									

**Minnesota
Communications Unit
Standard Operating
Guidelines
Forms**



September 20, 2019

COMU Position Recognition Application

This form is used to apply for, renew, or change status of Communications Unit (COMU) recognition.

Application Type:

Check the correct box:

- Applying for new recognition
- Renewing recognition
- Change recognition status (e.g. new employer, retirement, etc.)

Position

- Initial Recognition: Check only one position box
- Recognition Renewal: Check only one position box, unless expiration dates are the same
- Change of Recognition Status: Check all applicable position boxes

Demographics

- Name: Your full, legal name
- Certifying Agency: The agency providing Workers Compensation and other liability-related protections
- County: If you serve in multiple counties, list them or write "multiple"
- ECB/ESB Region: List the ECB/ESB region in which you serve. If the state, write "state"
- Telephones: The numbers provided will be used to populate or update a federal COMU resource database (CASM)

Agency Certification

- This section *certifies* you to serve in a COMU position as an agent of your agency.
- This section assures an incident commander that the deployed person is covered by employment-related protections such as workers compensation and liability insurance.
- This section should be completed and signed by an authorized representative from your agency.

Submission

- The completed form should be submitted to the Emergency Communications/Services Board (ECB/ESB) region where recognition is requested. When regionally approved, the region may forward to the Statewide Interoperability Coordinator for state recognition consideration.
- State employees may submit the form to the SWIC or to an ECB/ESB region. Regional recognition is necessary for inclusion on a regional team.

COMU Experience Record

Points

- Using the chart from the Standard Operating Guidelines (SOG), enter the number of points that you believe should be recorded for the event.

Date

- Enter the date or dates you provided the service or activity.

Summary

- Summarize the activity by providing information such as:
 - General Summary
 - Location
 - Activity – what specific role did you play at the event?
 - Participants – identify the main agencies participating in the event
 - Who Can Verify – who can verify your activities at the event (name & contact info)?

Submission

- The completed form should be submitted along with the *COMU Position Recognition Application* and supporting documents to the ECB/ESB region where recognition is requested. When regionally approved, the region may forward to the Statewide Interoperability Coordinator for state recognition consideration.
- State employees may submit the form to the Statewide Interoperability Coordinator (SWIC) or to an ECB/ESB region.

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Olson, Rodney A

Certifying Agency City of Minneapolis, MN

County _____ ECB/ESB Region Metro

Agency Address 661 5th Ave North, Minneapolis, MN. 55405

24/7 Telephone 612-209-3313 Business Telephone 612-673-5672

Email Address Rodney.Olson@MinneapolisMN.Gov

Signature Rob Olson Date 11/27/2023

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 Barbara OBrien, Director of Property Services

Agency City of Minneapolis, MN

Signature B. O'Brien Date 12.20.2023

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 Olson, Rodney A
(Last, First Middle)

Agency City of Minneapolis, MN

ECB/ESB Region Metro

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)
1	Feb. 25-2020	CATF Training
1	Feb. 23-2021	CRTF Training
1	Sept. 16-2021	CRTF Equipment Show/Training
1	Feb. 27-2022	CATF Training
1	May 23-2022 Morning	CRTF Tabletop Training Ex. (5-23 Morning)
1	May 25-2022 Evening	CRTF Tabletop Training Ex. (5-25 Evening)

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

Signature

Rod Olson

Date: 11/28/2023

METROPOLITAN EMERGENCY SERVICES BOARD

PHONE: (651) 643-8395; FAX: (651) 603-0101

www.mn-mesb.org

COMMUNICATIONS RESPONSE TASK FORCE TRAINING

Tuesday, February 25, 2020

1000-1200

MESB Office, Room 205

ATTENDANCE

Name

Organization

Jake Thompson	Anoka Co.
✓ Rod Olson	Minneapolis
Erin Wegner	Dodge County
Andrew LaVenture	Edina
Curt Meyer	HCSO
Bob Beaman	HCSO
Travis Belisle	Airport
Andy Beckson	Airport
CHAD STEFFEN	GOODHUE S.D.
Steve Crozier	HCMC
Alissa Baker	Scott Co. Dispatch
Ron Jansen	Delora
Jake Pronger	Alina EMS
Denise Mathellan	RCECC
Jon Whitlins	airport
Dawn Spencer-Marks	RCECC
NATE TUMM	WASHINGTON CO S/O
Mark VanDerAa	SP FIRE
Bob Leibeler	HCMC

CRTF Quarterly Training Attendance – February 2021

Day session – Tuesday, February 23

Travis Belisle, Airport
Don Smiley, Ramsey
Dawn Spencer-Marks, Ramsey
Andrew LaVenture, Edina
Candy Capra, Airport
Chad Steffen, Goodhue
Craig Brekke, Airport
Erin Wegner, Dodge
Jake Prager, Allina
Jerry Erickson, North Memorial
Jon Whitling, Airport
Bob Beem, Hennepin
Nate Timm, Washington
Mark VandenBerghe, Eden Prairie
Mike Ostlund, Hennepin
Ron Jansen, Dakota
Scott Huppert, Airport?
Alissa Baker, Scott
Curt Meyer, Hennepin
Autumn Stark, Scott
✓ Rod Olson, Minneapolis
Al Jankovich, Isanti
Melissa Engley, Scott
Brad Winger, HSEM
Jeff Bjorklund, Airport

Evening Session – Thursday, February 25

Vicki Vadnais, Allina
Tyler Lupkes, HCMC
Wade Johnson, HCMC
Dan Anderson, Hennepin
Sara Boucher-Jackson, Minneapolis
Dan Klawitter, HCMC
Tim Albrecht, HCMC?
Denise McMullan, Ramsey
Dan Motley, Allina

CRTF February 2022 (Winter Quarter) Training

Day Session – Tuesday, February 22

Presenter – Chris Breitbach

Mike Ostlund, Hennepin Co Emergency Management

Craig Brekke, Airport

Adam Vnuk, Airport

Ky Wagner, Airport

Ron Jansen, Dakota County

Travis Belisle, Airport

Brad Winger, HSEM

Andrew LaVenture, Edina FD

Jon Whitling, Airport

Chad Steffen, Goodhue County

Vikki Vadnais, Allina EMS

Bryan Mayer, Ramsey County

Al Jankovich, Isanti FD

Dan Klawitter, Hennepin Healthcare

LaVae Robinson, Bloomington

Tyler Lupkes, Hennepin Healthcare

Nate Timm, Washington County

✓ Rod Olson, Minneapolis

Curt Meyer, Hennepin County

Bob Beem, Hennepin County

Denise McMullan, Ramsey County

Evening Session – Thursday, February 24

Phil Ozmun, Airport

Ron Jansen, Dakota County

Don Smiley, Ramsey County

Carrie Johnson, Airport

Dan Anderson, Hennepin Co Emergency Man

Sara Boucher-Jackson, Airport

Tara Vadnais, Allina EMS

Melissa Engley, Scott County

Jerry Erickson, North Memorial

Lindsay Stambaugh, Hennepin County

Tim Albrecht, Hennepin Healthcare

Dawn Spencer-Marks, Ramsey County

Table top EX. May, 2022

5-23-22 morning

NAME	AGENCY
RON JANSEN	DAKOTA
BOB BEHRE	HENNEPIN
Andrew LaVenture	Edina
Lavae Robinson	Bloomington
NATE TURN	WASHTON
BRAID WINGER	DPS. HSEM
Carrie Johnson	MAC APD
Kristen Aronen	Hennepin
JERRY CRACON	NORTH MEMPHIS
✓ ROD OLSON	Minneapolis
MIKE PARKER	HENNEPIN
Don Smiley	Ramsey Co.
Jacob Payer	Allina
Phil Ozmun	MAC
CHAD STEFFEN	Goodhue Co S.O.

Tabletop Ex May 2022

5-25-2022 evening

SIGN IN

RON JANSEN

Ron.Jansen@co.dakota.mn.us

DAN MOTLEY

DAN.MOTLEY@ALLINA.COM

Melissa Engley

Mengley@co.Scott.MN.US

Tom Groninga

TOM.GRONINGA@MSPMAC.ORG

✓ Rod Olson

Rodney.Olson@MinneapolisMN.GOV

Victoria Vadnais

Victoria.Vadnais@allina.com

Denise McMullan

Denise.McMullan@co.wabseg.mn.us

Lindsay Stambaugh

lindsay.stambaugh@mspmac.org

Al Jankovich

AlJankovich@scoutfiredistrict.org

✓ Dan Anderson

dan.anderson@hempin.us

✓ Mike Orsini

Mike.Orsini@stamnet.us -

COMU Position Recognition Application

Application Type:

- Initial Application Renewal Change of Status

Position (check only one unless changing status):

- COML COMT INCM
 INTD RADO AECS

Name
(Last, First Middle)

SALTER, PETER

Certifying
Agency

CARVER COUNTY SHERIFF

County

CARVER

ECB/ESB
Region

METRO

Agency Address

606 4th St E CHASKA MN 55318

24/7
Telephone

952-361-1031

Business
Telephone

952-361-1105

Email Address

PSALTER@CO.CARVER.MN.US

Signature

Peter Salter

Date

12-21-23

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

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

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

Name & Title

Susan Bowler, Communication Services Manager

Agency

Carver County Sheriff's Office

Signature

Susan Bowler

Date

12/21/23

Regional Recognition

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

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

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

SWIC

Signature

Date

Incident Communications Plan		INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
		Chanhassen 4th of July			6-22-22 / 1300 Hrs		7/2/22 1700 - 7/4/22 0000		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	CVCWIDE1	Unified Command	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Carnival 7-2-22 1700-2200 City Center Park 7-3-22 1600-0100 Parade 7-4-22 1230-1630 Fireworks 7-4-22 1630-0000
2	Tactical	CV-PTRL-E	Law	Armer 800 MHZ	NA	Armer 800 MHZ	N/A	D	Kiddie parade 7-3-22 1630-1830
3	Operations	CV-MAIN	Law	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	LE calls for service
4	Operations	CV-FIRE	Fire	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Fire calls for service
	Operations	CV-CHNFD	Fire	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	(CHAN-OPS) Chanhassen FD coordination
5	Dispatch	952-361-1231							
6									
7									
8									
9									
10									
11									
12									
13									
14									
16									
SPECIAL INSTRUCTIONS									
COML: Peter Sauter AGENCY: Carver County Sheriff's Office PHONE: Office 952-361-1125 Cell 952-457-7307 EMAIL: psauter@co.carver.mn.us						INCIDENT/EVENT LOCATION Lake Ann & City Center Parks, Chanhassen			

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

Incident Communications Plan	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	Chanhassen High School Homecoming	10-3-22 1030	10/7/2022 1500-1800

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	CVCWIDE1	Unified Command	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Parade detail
2	Tactical	CV-PTL-E	Law	Armer 800 MHZ	NA	Armer 800 MHZ	N/A	D	LE talkaround
3	Operations	CV-MAIN	Law	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	LE calls for service
4	Operations	CV-FIRE	Fire	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Fire calls for service
5	Dispatch	952-361-1231							
6									
7									
8									
9									
10									
11									
12									
13									
14									
16									

SPECIAL INSTRUCTIONS

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COML: Peter Sauter AGENCY: Carver County Sheriff's Office PHONE: Office 952-361-1125 Cell 952-457-7307 EMAIL: psauter@co.carver.mn.us	INCIDENT/EVENT LOCATION Downtown Chanhassen
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The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 1.0, 11/2015)

Incident Communications Plan			INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
			Chanhassen 4th of July			6-13-23 / 1300 Hrs		7/2/23 1700 - 7/4/23 0000	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	CVCWIDE1	Unified Command	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Carnival 7-2-23 1700-2200 City Center Park 7-3-23 1600-0100 Parade 7-4-23 1230-1630 Fireworks 7-4-23 1630-0000
2	Tactical	CV-PTL-E	Law	Armer 800 MHZ	NA	Armer 800 MHZ	N/A	D	Kiddie parade 7-3-23 1630-1830
3	Operations	CV-MAIN	Law	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	LE calls for service
4	Operations	CV-FIRE	Fire	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Fire calls for service
	Operations	CV-CHNFD	Fire	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	(CHAN-OPS) Chanhassen FD coordination
5	Dispatch	952-361-1231							
6									
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12									
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14									
16									
SPECIAL INSTRUCTIONS									
COML: Peter Sauter AGENCY: Carver County Sheriff's Office PHONE: Office 952-361-1125 Cell 952-457-7307 EMAIL: psauter@co.carver.mn.us						INCIDENT/EVENT LOCATION Lake Ann & City Center Parks, Chanhassen			

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

Incident Communications Plan	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	Chanhassen Mass Casualty Functional Exercise	Thursday, May 05, 2022	May 21, 2022 0700-1300

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Operations	ME TAC 10	All	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Operations
2	Operations	ME TAC 9	Safety	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Controllers/Safety Officers
3	Operations	ME TAC 8	All	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	Operations Backup
4		952-361-1231	Dispatch						Carver County Dispatch
5		952-607-7244	Chief Johnson						Chanhassen Fire Dept.
6									
7									
8									
9									
10									
11									
12									
13									

SPECIAL INSTRUCTIONS

Participants: Chanhassen Fire, Chaska PD, Eden Prairie PD, Ridgeview Ambulance, Carver County Sheriff, South Lake Minnetonka PD

COML: Peter Sauter
AGENCY: Carver County Sheriff's Office
PHONE: Office 952-361-1125 Cell 952-457-7307
EMAIL: psauter@co.carver.mn.us

INCIDENT/EVENT LOCATION

Chanhassen

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

Incident Communications Plan		INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
		Watertown Mock Crash			April 5th, 2022		4/22/2022 0800-1000		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	COMMAND	CVCWIDE-1	Operations	ARMER				D	Scene operations
2	TACTICAL	CVCWIDE-2	Administration	ARMER				D	Operation admin
3	TACTICAL	S-TAC12	Air Ambulance	ARMER				D	Helicopter landing coordination
4									
5	SUPPORT	Carver County Sheriff's Dispatch	952-361-1231						
6	SUPPORT	North Air Ambulance Dispatch	800-247-0229						
7	SUPPORT	Ridgeview Ambulance Dispatch	952-442-4222						
8									
9									
10									
10									
11									
12									
13									
14									
15									
SPECIAL INSTRUCTIONS									
COML: Peter Sauter AGENCY: Carver County Sheriff's Office PHONE: 952-361-1125 EMAIL: psauter@co.carver.mn.us					INCIDENT/EVENT LOCATION				
					Watertown-Mayer Middle School / 1001 Highway 25 NW / Watertown, MN 55388				

Metro Region ICS205 Instructions (Version 1.0, 11/2015)

Purpose	The Incident Communications Plan (ICS 205) provides information on all radio frequency, trunked radio system talkgroup assignments and possibly phone numbers for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders or event personnel. Information from the Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).
Preparation	The ICS 205 is prepared by the Communications Unit Leader (COML) or designee. The ICS 205 must be approved by a COML if not completed by a COML. If it will be included in a full IAP, it should be given to the Planning Section Chief. When completing the document, the COML must keep the audience in mind and ensure the document is easily understood. A signature may be required if part of a full Incident Action Plan.
ARMER Status Board	The COML or designee completing the ICS205 is responsible to ensure the necessary talkgroup resources are available and reserved on the ARMER System Status Board. This should be completed before the document is formally distributed for use. This becomes an important issue when there are multiple planned events or exercises for the same date and timeframe, and should be done to avoid overlap and assist other COML's who may be engaged in communications planning.
Distribution	The ICS 205 may be distributed as a stand-alone document or it is attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.
Incident Event Name	Enter the name assigned to the incident or event. This should reflect accurately and make sense. Avoid acronyms. If the plan will be part of an Incident Action Plan (IAP), the name should reflect the name on the cover of the IAP and carry throughout the IAP.
Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock). If several iterations of the document will take place due to extensive planning, the COML may choose to use version numbers as well. This should clearly indicate the last known version as an easy reference for the end user.
Operational Period Date/Time	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. If the plan will not change, it may be acceptable to list more than one operational period. This may be dependent on the incident, event or the planning section desire for the IAP.
Line Number	Enter the actual line number in sequence for ease of reference by other personnel when viewing the document. Do not use this to refer to talkgroup position within a radio, this can be done in the remarks section.
Function	Do not confuse this with assignment. Enter the communications Network (Net) function each channel or talkgroup will be used for (Command, Tactical, Support, Air (may also use: Ground-to-Air, Air-to-Air, Dispatch). All 205's should have a Command Net, at the very least, even if the operation is an event with no specific IC.
Talkgroup/Channel/Phone	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (NIFOG). Add pertinent phone numbers as appropriate. If there are too many phone numbers to add, consider using a 205A.
Assignment	Do not confuse this with function. Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned. A command assignment should exist in all cases, even if the event does not necessarily have a designated IC.
Rx Frequency	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
Rx Tone	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Tx Frequency	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
Tx Tone	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Mode	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Remarks	Enter miscellaneous information concerning the specific line of the remarks. This may include agency involved, talkgroup location within the radio, patched talkgroups, responsible dispatch center, specific agencies that will use the resource for interop, etc.
Special Instructions	Enter any special instructions for the overall document (e.g., description of the event or exercise, agencies involved, dispatch centers involved, using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs. If needed, also include any special instructions for handling an incident/event within an incident/event.
COML Contact Information	Enter the name and contact of the person preparing the form, typically the Communications Unit Leader or designee. It should be approved by a COML. If part of an overall IAP, it may need to be signed.
Location	Enter the location as appropriate. Sometimes this may be sensitive information, but the end user should be able to know and understand the location, regardless. If the location may also require technical programming, FCC frequency interference checks or similar technical issues, it is also prudent to include GIS information such as lat/lon of the National Grid.

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Smiley, Donald, Pearce

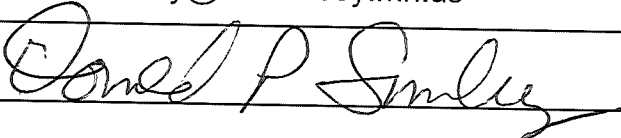
Certifying Agency Ramsey County Emergency Communications

County Ramsey ECB/ESB Region Metro

Agency Address 388 13th St E St. Paul, MN. 55101

24/7 Telephone 651-291-1111 Business Telephone 651-266-7716

Email Address Don.smiley@co.ramsey.mn.us

Signature  Date 1


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 Nancie Pass Director

Agency Ramsey County Emergency Communications

Signature  Date 01/08/24

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 Smiley, Donald, Pearce
 (Last, First Middle)

Agency Ramsey Co Emergency Communications ECB/ESB Region Metro

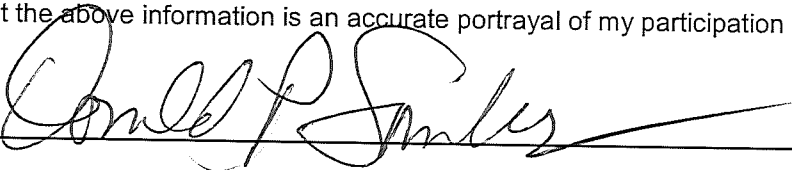
Position:

COML COMT INCM
 INTD RADO AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	8/21/2023	ICS 205 FOR THE 2023 MN STATE FAIR
1	6/29/2023	ICS 205 FOR ST PAUL POLICE GUN VIOLENCE DETAIL. SPPD COMMANDER JOHN LINSSSEN
1	6/15/2023	ICS 205 FOR BACK TO THE 50'S AT THE MN STATE FAIR GROUNDS
1	1/13/2022	ICS 205 FOR MULTIPLE TRIALS AT THE ST PAUL FEDERAL COURT HOUSE
1	3/23/2023	ICS 205 FOR ST PAUL RESPONSE TO MISSISSIPPI RIVER FLOODING
1	6/7/2023	ICS 205 FOR WHITE BEAR LAKE ANNUAL 4TH OF JULY ACTIVITIES
1	3/16/2023	ICS 205 FOR EAST METRO RESPONSE GROUP TRAINING MN STATE FAIR GROUNDS
3	5/2/2023	SET UP AND MANAGED TEMP DISPATCH AT EAST METRO RESPONSE GROUP TRAINING AT MN STATE FAIR GROUNDS MAY 2 1200 TO 2300 HOURS

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

Signature 

Date: 1/8/2024

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	Back to the 50's	06/15/22 0900	6/16/22 1500-6/19/22 2100

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	METAC8	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Law/Fire/EMS
3	Support	METAC9	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Car to Car
4	Support	METAC10	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Patched to Data North
5									
6									
7									
8									
9									
10	Support	RPOOL9	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	RCSO registration in Shoreview
11	Support	Ramsey County ECC Supervisor	(651) 266-7703						RCECC
12									
13									
14									
15									

SPECIAL INSTRUCTIONS

There will be a dedicated LAW dispatcher Friday 10:30-22:30, Saturday 06:30-22:30, Sunday 10:30-16:00. Outside those hours any law unit wanting to contact dispatch will need to switch to R-CENT

COM1: Don Smiley AGENCY: Ramsey County Emergency Communications PHONE: (651) 266-7716 EMAIL: don.smiley@co.ramsey.mn.us	
INCIDENT/EVENT LOCATION	
2022 Back to the 50's Minnesota State Fair Grounds.	

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

Metro Region ICS205 Instructions (Version 1.0, 11/2015)


Purpose	The Incident Communications Plan (ICS 205) provides information on all radio frequency, trunked radio system talkgroup assignments and possibly phone numbers for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders or event personnel. Information from the Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).
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ARMER Status Board	The COML or designee completing the ICS205 is responsible to ensure the necessary talkgroup resources are available and reserved on the ARMER System Status Board. This should be completed before the document is formally distributed for use. This becomes an important issue when there are multiple planned events or exercises for the same date and timeframe, and should be done to avoid overlap and assist other COML's who may be engaged in communications planning.
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Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock). If several iterations of the document will take place due to extensive planning, the COML may choose to use version numbers as well. This should clearly indicate the last known version as an easy reference for the end user.
Operational Period Date/Time	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. If the plan will not change, it may be acceptable to list more than one operational period. This may be dependent on the incident, event or the planning section desire for the IAP.
Line Number	Enter the actual line number in sequence for ease of reference by other personnel when viewing the document. Do not use this to refer to talkgroup position within a radio, this can be done in the remarks section.
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Talkgroup/Channel/Phone	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (NIFOG). Add pertinent phone numbers as appropriate. If there are too many phone numbers to add, consider using a 205A.
Assignment	Do not confuse this with function. Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned. A command assignment should exist in all cases, even if the event does not necessarily have a designated IC.
Rx Frequency	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
Rx Tone	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Tx Frequency	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
Tx Tone	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Mode	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Remarks	Enter miscellaneous information concerning the specific line of the remarks. This may include agency involved, talkgroup location within the radio, patched talkgroups, responsible dispatch center, specific agencies that will use the resource for interop, etc.
Special Instructions	Enter any special instructions for the overall document (e.g., description of the event or exercise, agencies involved, dispatch centers involved, using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs. If needed, also include any special instructions for handling an incident/event within an incident/event.
COML Contact Information	Enter the name and contact of the person preparing the form, typically the Communications Unit Leader or designee. It should be approved by a COML. If part of an overall IAP, it may need to be signed.
Location	Enter the location as appropriate. Sometimes this may be sensitive information, but the end user should be able to know and understand the location, regardless. If the location may also require technical programming, FCC frequency interference checks or similar technical issues, it is also prudent to include GIS information such as lat/lon of the National Grid.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	2023 Minnesota State Fair	Thursday August 10, 2023	08/23/2023 0630 - 09/05/2023 0630

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Support	STAC 7	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	SPPD outside perimeter 8/23-9/4
2	Command	STAC 8	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Law Main 8/23-9/5
3	Command	STAC 9	Fire/EMS	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Fire/EMS Main 8/23-9/4
4	Tactical	STAC 10	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Car-to-Car / Overflow 8/23-9/5
5	Support	STAC 11	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	NCIC/patched with RC Data North
6	Tactical	STAC12	Law/Fire/EMS	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Public Safety Staging
7	Tactical	Reserve Repeater	Reserves	151.2575 N	DPL 265	158.925 N	DPL 612	A	Reserve Officers/Parking
	Support	RPOOL10	Other	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	RC Community Ambassadors
8	Support	State Fair Police - Desk Officer	(651) 288-4503						Desk Officer - Main PD
9	Support	State Fair Police - Reserve	(651) 642-2219						Reserve - Cosgrove Sub-Station
10	Support	Ramsey County ECC Supervisor	(651) 266-7703						RCECC
11	Support	SPPD Trailer	(651) 643-6008						Outside perimeter State Fair
12	Support	State Fair EOC	(651) 288-4512						St Fair emergency operations center

SPECIAL INSTRUCTIONS

Dedicated law dispatcher starting 0630 on 8/23/23 , dedicated fire/ems dispatcher starting 0630 on 8/24/23

COML: Don Smiley AGENCY: Ramsey County Emergency Communications PHONE: (651) 266-7716 EMAIL: don.smiley@co.ramsey.mn.us		INCIDENT/EVENT LOCATION
		2023 Minnesota State Fair / Minnesota State Fairgrounds - 1265 Snelling Ave, Falcon Heights MN 55108

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

Metro Region ICS205 Instructions (Version 1.0, 11/2015)

Purpose	The Incident Communications Plan (ICS 205) provides information on all radio frequency, trunked radio system talkgroup assignments and possibly phone numbers for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders or event personnel. Information from the Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).
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ARMER Status Board	The COML or designee completing the ICS205 is responsible to ensure the necessary talkgroup resources are available and reserved on the ARMER System Status Board. This should be completed before the document is formally distributed for use. This becomes an important issue when there are multiple planned events or exercises for the same date and timeframe, and should be done to avoid overlap and assist other COML's who may be engaged in communications planning.
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Incident Event Name	Enter the name assigned to the incident or event. This should reflect accurately and make sense. Avoid acronyms. If the plan will be part of an Incident Action Plan (IAP), the name should reflect the name on the cover of the IAP and carry throughout the IAP.
Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock). If several iterations of the document will take place due to extensive planning, the COML may choose to use version numbers as well. This should clearly indicate the last known version as an easy reference for the end user.
Operational Period Date/Time	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. If the plan will not change, it may be acceptable to list more than one operational period. This may be dependent on the incident, event or the planning section desire for the IAP.
Line Number	Enter the actual line number in sequence for ease of reference by other personnel when viewing the document. Do not use this to refer to talkgroup position within a radio, this can be done in the remarks section.
Function	Do not confuse this with assignment. Enter the communications Network (Net) function each channel or talkgroup will be used for (Command, Tactical, Support, Air (may also use: Ground-to-Air, Air-to-Air, Dispatch). All 205's should have a Command Net, at the very least, even if the operation is an event with no specific IC.
Talkgroup/Channel/Phone	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (NIFOG). Add pertinent phone numbers as appropriate. If there are too many phone numbers to add, consider using a 205A.
Assignment	Do not confuse this with function. Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned. A command assignment should exist in all cases, even if the event does not necessarily have a designated IC.
Rx Frequency	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
Rx Tone	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
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Special Instructions	Enter any special instructions for the overall document (e.g., description of the event or exercise, agencies involved, dispatch centers involved, using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs. If needed, also include any special instructions for handling an incident/event within an incident/event.
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MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	East Metro Response Group Training	Thursday March 16, 2023	5/2/2023 1000-2300

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	TACTICAL	LTAC10E	LAW	ARMER		(Encrypted Talkgroup)		D	Event Primary
2	TACTICAL	LTAC 11E	LAW	ARMER		(Encrypted Talkgroup)		D	Event Secondary
3	TACTICAL	LTAC12E	LAW	ARMER		(Encrypted Talkgroup)		D	Evaluators/controllers
4	TACTICAL	METAC11E	LAW	ARMER		(Encrypted Talkgroup)		D	Drone Operations
6	TACTICAL	STAC14E	LAW, FIRE	ARMER		(Encrypted Talkgroup)		D	Perimeter Security
7	TACTICAL	METAC10	LAW	ARMER				D	Emergent Events
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

SPECIAL INSTRUCTIONS

Ramsey County PSAP is managing status board reservations. This event will have agencies from Dakota CO, Ramsey Co, Washington Co, Metro Transit, and State Patrol

COML: Don Smiley AGENCY: Ramsey County Emergency Communications PHONE: 651-266-7716 EMAIL: Don.smiley@co.ramsey.mn.us	INCIDENT/EVENT LOCATION
	MN State Fair Grounds

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Metro Region ICS205 Instructions (Version 1.0, 11/2015)

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MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	Gun Violence Arrest Detail	Wednesday June 21,2023 12:07	6/29/23 1200 to 2200

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Tactical	LTAC7E	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Intel group
1	Tactical	LTAC8E	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Intel group
3	Support	LTAC4	Law	ARMER 800MHz	N/A	ARMER 800MHz	N/A	D	Arrest group
5									
6									
7									
8									
9									
10									
11	Support	Ramsey County ECC Supervisor	(651) 266-7703						RCECC
12	Support	Commander Linssen	(651) 508-0877						
13									
14									
15									

SPECIAL INSTRUCTIONS

There will be a dedicated LAW dispatcher 12:00 to 22:00

COM1: Don Smiley AGENCY: Ramsey County Emergency Communications PHONE: (651) 266-7716 EMAIL: don.smiley@co.ramsey.mn.us	INCIDENT/EVENT LOCATION 2023 Gun Violence Arrest Detail
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MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	St. Paul Flood Response	Thursday March 23	3/27/23 to 5/1/23

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	TACTICAL	RPOOL10	SPEOC	ARMER				D	City/County operations
2	TACTICAL	SPPKOP	Parks	ARMER				D	SP Parks Command/Ops
3	TACTICAL	PW-PL1	Public Works	ARMER				D	SP Public works Command/Ops
4	TACTICAL	SP-SWR	Sewers	ARMER				D	Sp Sewer Command/Ops
6	TACTICAL	SP-TRA1	Traffic	ARMER				D	SP Traffic Ops
7	TACTICAL	SP-PW1	Streets	ARMER				D	SP Street Ops
8	TACTICAL	SPWTR1	Water	ARMER				D	SP Water Dept Ops
9	TACTICAL	SPTAC4	SPPD	ARMER				D	SPPD Command/Ops
10	TACTICAL	RFOPS As assigned	SPFD	ARMER				D	SPFD Command/Ops
11	TACTICAL	FPREV1	DSI	ARMER				D	SP DSI Command/Ops
12									
13									
14									
15									
16									
17									

SPECIAL INSTRUCTIONS

For any other shared talkgroup needs contact the COML below or the on duty shift supervisor at 651-266-7703. Should any cross-department coordination, it must initiate within the EOC. This will deter frontline staff from self-deploying.

COML: Don Smiley AGENCY: Ramsey County Emergency Communications PHONE: 651-266-7716 EMAIL: Don.smiley@co.ramsey.mn.us	INCIDENT/EVENT LOCATION
	St. Paul

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Incident Communications Plan

INCIDENT/EVENT NAME

2023 July 4th Celebration - White Bear Lake, MN

DATE/TIME PREPARED

Wednesday June 7, 2023

OPERATIONAL PERIOD DATE/TIME

7/4/23 1000 thru 7/4/23 2300

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command Net	METAC-8	LAW/FIRE	Armer 800 MHZ	N/A	Armer 800 MHZ	N/A	D	WBL Fire, RCSO Water patrol
2									Washington CO Water Patrol
3									
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SPECIAL INSTRUCTIONS

COML: Don Smiley
 AGENCY: Ramsey County Emergency Communications
 PHONE: 651-266-7716
 EMAIL: don.smiley@co.ramsey.mn.us

INCIDENT/EVENT LOCATION

White Bear Lake 4th of July celebration

Metro Region ICS205 Instructions (Version 1.0, 11/2015)

Purpose	The Incident Communications Plan (ICS 205) provides information on all radio frequency, trunked radio system talkgroup assignments and possibly phone numbers for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders or event personnel. Information from the Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).
Preparation	The ICS 205 is prepared by the Communications Unit Leader (COML) or designee. The ICS 205 must be approved by a COML if not completed by a COML. If it will be included in a full IAP, it should be given to the Planning Section Chief. When completing the document, the COML must keep the audience in mind and ensure the document is easily understood. A signature may be required if part of a full Incident Action Plan.
ARMER Status Board	The COML or designee completing the ICS205 is responsible to ensure the necessary talkgroup resources are available and reserved on the ARMER System Status Board. This should be completed before the document is formally distributed for use. This becomes an important issue when there are multiple planned events or exercises for the same date and timeframe, and should be done to avoid overlap and assist other COML's who may be engaged in communications planning.
Distribution	The ICS 205 may be distributed as a stand-alone document or it is attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.
Incident Event Name	Enter the name assigned to the incident or event. This should reflect accurately and make sense. Avoid acronyms. If the plan will be part of an Incident Action Plan (IAP), the name should reflect the name on the cover of the IAP and carry throughout the IAP.
Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock). If several iterations of the document will take place due to extensive planning, the COML may choose to use version numbers as well. This should clearly indicate the last known version as an easy reference for the end user.
Operational Period Date/Time	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. If the plan will not change, it may be acceptable to list more than one operational period. This may be dependent on the incident, event or the planning section desire for the IAP.
Line Number	Enter the actual line number in sequence for ease of reference by other personnel when viewing the document. Do not use this to refer to talkgroup position within a radio, this can be done in the remarks section.
Function	Do not confuse this with assignment. Enter the communications Network (Net) function each channel or talkgroup will be used for (Command, Tactical, Support, Air (may also use: Ground-to-Air, Air-to-Air, Dispatch). All 205's should have a Command Net, at the very least, even if the operation is an event with no specific IC.
Talkgroup/Channel/Phone	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (NIFOG). Add pertinent phone numbers as appropriate. If there are too many phone numbers to add, consider using a 205A.
Assignment	Do not confuse this with function. Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned. A command assignment should exist in all cases, even if the event does not necessarily have a designated IC.
Rx Frequency	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
Rx Tone	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Tx Frequency	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
Tx Tone	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Mode	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation. If this is unclear, consult a technical specialist, or leave blank. Don't guess.
Remarks	Enter miscellaneous information concerning the specific line of the remarks. This may include agency involved, talkgroup location within the radio, patched talkgroups, responsible dispatch center, specific agencies that will use the resource for interop, etc.
Special Instructions	Enter any special instructions for the overall document (e.g., description of the event or exercise, agencies involved, dispatch centers involved, using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs. If needed, also include any special instructions for handling an incident/event within an incident/event.
COML Contact Information	Enter the name and contact of the person preparing the form, typically the Communications Unit Leader or designee. It should be approved by a COML. If part of an overall IAP, it may need to be signed.
Location	Enter the location as appropriate. Sometimes this may be sensitive information, but the end user should be able to know and understand the location, regardless. If the location may also require technical programming, FCC frequency interference checks or similar technical issues, it is also prudent to include GIS information such as lat/lon of the National Grid.

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Sizer, Amy

Certifying Agency Minneapolis Emergency Communications

County Hennepin ECB/ESB Region

Agency Address 315 South 4th Street, Minneapolis, MN 55415

24/7 Telephone 612-348-2345 Business Telephone

Email Address amy.sizer@minneapolismn.gov

Signature *Amy Sizer* Date 11/29/2023

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 *Jennifer Geiselhart* *Operations Manager*

Agency *Mpls Emergency Communications Center*

Signature *Jennifer Geiselhart* Date 1/12/2024

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: Sizer, Amy
 (Last, First Middle)

Agency: Minneapolis Emergency Communications ECB/ESB Region

Position:
 COML COMT INCM
 INTD RADO AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	7/2/2023-7/3/2023	Taste of MN - Marquette Ave/Washington Ave - Dispatch from command van for incidents related to event. Jennifer Geiselhart can verify.
2	10/9/2022 & 10/8/2023	Minneapolis Mounted Police Urban Trail Ride - NE Minneapolis 2022 & Fort Snelling 2023 - Communications plan for both events. Jenn Geiselhart.
1	08/04/2022-08/07/2022	Minneapolis Uptown Art Fair - Uptown Minneapolis - Communications plan and was dedicated dispatcher for the event during business hours. Jenn Geiselhart
1	6/5/2023-6/7/2023	Focused Enforcement Detail with the Minneapolis Police Gun Unit, HCSO, BCA, FBI, DEA, VOTF and State Patrol Helicopter. Dedicated dispatcher for each operational day.

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

Signature: *Amy Sizer*

Date: 11/29/2023

Certificate of Recognition

This is to certify that

Amy Sizer


has successfully met the requirements for Statewide Emergency Communication Board recognition as a
Incident Tactical Dispatcher (INTD)

Awarded on this 16th day of March 2021

Cathy Clark

Cathy Clark, Statewide Interoperability Coordinator
Minnesota Department of Public Safety division of Emergency Communication Networks



MINNESOTA METRO REGION ICS 205 EVENT COMMUNICATIONS PLAN		INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
		2023 Taste of MN			6/12/2023		7/2/2023-7/3/2023 1100-2100hrs		
Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	(612) 413-9079	Incident Command	Cellular					MPD Lt. Klukow
2	Operations	MPPD 10	Law	ARMER 800 Mhz		ARMER 800 MHz		D	MPPD, MTCPPD, HCSO
3	Support	(612) 236-8050	Communications	Cellular					Amy Sizer LE Incident Tactical Dispatcher
4	Support	(612) 348-7240	Communications	Landline					MECC Duty Supervisor
5									
6									
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12									
SPECIAL INSTRUCTIONS									
		COML: Jenn Geiselhart PHONE: 612-673-5948/612-396-6849 EMAIL: jennifer.geiselhart@minneapolismn.gov			INCIDENT/EVENT LOCATION				
					Nicollet/Washington Av S-5 Av S Marquette Av/Washington Av S-4 St S Minneapolis, MN				

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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN	INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
	MINNEAPOLIS MOUNTED POLICE RIDE		URBAN TRAIL		Thursday September 1, 2022		10/09/2022 08:00-17:00

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	COMMAND	612-475-1499	SGT. ADRIAN INFANTE						EVENT COORDINATOR
2	TACTICAL	MPPD 10	LAW	ARMER 800MHZ		ARMER 800MHZ		D	URBAN TRAIL RIDE
3	SUPPORT	612-348-7240	LAW	LANDLINE		LANDLINE			MECC Supervisor MPD/MFD
4	SUPPORT	612-349-7200	LAW	LANDLINE		LANDLINE			Metro Transit PD
5	SUPPORT	612-347-2140	EMS	LANDLINE		LANDLINE			HEMS Ambulance Dispatch
6									
7									
8									
9									
10									
11									

SPECIAL INSTRUCTIONS

MPD OPERATIONAL PERIOD: 10/09/22 08:00 -17:00 - SEE ATTACHED MAP FOR ROUTE

COML: Jennifer Geiselhart APPROVED BY: Jennifer Geiselhart AGENCY: Minneapolis Emergency Communications PHONE: 612-236-8050 EMAIL: amy.sizer@minneapolismn.gov	INCIDENT/EVENT LOCATION Start location: Graco Parking Lot - Marshall St NE/8 Ave NE
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The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 1.0, 11/2015)

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	MINNEAPOLIS MOUNTED POLICE URBAN TRAIL RIDE	Saturday September 2, 2023	10/08/2023 09:00-17:00

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	COMMAND	612-475-1499	SGT. ADRIAN INFANTE						EVENT COORDINATOR
2	TACTICAL	MPPD 9	LAW	ARMER 800MHZ		ARMER 800MHZ		D	URBAN TRAIL RIDE: MPD and MPPD
3	SUPPORT	612-348-7240	LAW	LANDLINE		LANDLINE			MECC Supervisor MPD/MFD
4	SUPPORT	612-349-7200	LAW	LANDLINE		LANDLINE			Metro Transit PD
5	SUPPORT	612-347-2140	EMS	LANDLINE		LANDLINE			HEMS Ambulance Dispatch
6									
7									
8									
9									
10									
11									

SPECIAL INSTRUCTIONS

MPD OPERATIONAL PERIOD: 10/08/23 09:00 -17:00 - SEE ATTACHED MAP FOR ROUTE

COML: Jennifer Geiselhart APPROVED BY: Jennifer Geiselhart AGENCY: Minneapolis Emergency Communications PHONE: 612-236-8050 EMAIL: amy.sizer@minneapolismn.gov	INCIDENT/EVENT LOCATION Start Location: Just north of Minnehaha Dog Park 5399 S Minnehaha Park Dr
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The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 1.0, 11/2015)

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN		INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
		UPTOWN ART FAIR			Friday, July 29, 2022		08/04/2022 22:00 - 08/07/2022 22:00		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AUX)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, M)</small>	Remarks
1	COMMAND	612-512-7014	OFCR. SPORNY						EVENT COORDINATOR
2	COMMAND	612-413-9079	COMMANDER GARMAN						EVENT OVERNIGHT SUPERVISOR
3	COMMAND	612-490-6898	SGT. BAIRESCOBAR						EVENT DAYTIME SUPERVISOR
4	TACTICAL	MPPD 9	LAW	ARMER 800MHZ		ARMER 800MHZ		D	UPTOWN ART FAIR
5	SUPPORT	612-348-7240	LAW	LANDLINE		LANDLINE			MECC Supervisor MPD/MFD
6	SUPPORT	612-349-7200	LAW	LANDLINE		LANDLINE			Metro Transit PD
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19									
20									
SPECIAL INSTRUCTIONS									
MPD OPERATIONAL PERIOD: 08/04/22 22:00 - 08/07/22 22:00 // 08/05 Event Hours: 1200-1900 // 08/06 Event Hours: 1000-1900 // 08/07 Event Hours: 1000-1700									
COML:				APPROVED BY:					
AGENCY: Minneapolis Emergency Communications				INCIDENT/EVENT LOCATION LAKE ST W/HENNEPIN AV S					
PHONE:									
EMAIL: jennifer.geiselhart@minneapolismn.gov									

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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			Focused Enforcement Detail		Monday, May 1, 2023		06/05/2023-06/07/2023		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	COMMAND	612-512-2623	Sgt. Pond						INCIDENT COMMAND
2	COMMAND	LTAC-5E	LAW	ARMER 800MHZ		ARMER 800MHZ		D	UNIFIED COMMAND
3	TACTICAL	MP-SECCOM	LAW	ARMER 800MHZ		ARMER 800MHZ		D	GIU TALK AROUND
4	TACTICAL	MP-ECOM	LAW	ARMER 800MHZ		ARMER 800MHZ		D	GIU TALK AROUND
5	TACTICAL	West Main	LAW	ARMER 800MHz		ARMER 800MHz		D	Transit Police OPS
6	TACTICAL	MPFD-1	FIRE	ARMER 800MHz		ARMER 800MHz		D	MFD Fire OPS
7	TACTICAL	West Main	LAW	ARMER 800MHz		ARMER 800MHz		D	Transit Police OPS
8	SUPPORT	612-348-7240	LAW	LANDLINE		LANDLINE			MECC Supervisor MPD/MFD
9	SUPPORT	612-349-7200	LAW	LANDLINE		LANDLINE			Metro Transit PD
10	SUPPORT	612-369-8424	EMS	CELLULAR		CELLULAR			HCMC Duty Chief
11									
12									
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17									
18									
19									
20									
SPECIAL INSTRUCTIONS									
MPD OPERATIONAL PERIOD: 1000-2000 each day									
COML: Jennifer Geiselhart, COML(t)					INCIDENT/EVENT LOCATION				

AGENCY: Minneapolis Emergency Communications

PHONE: 612-735-1654

EMAIL: jennifer.geiselhart@minneapolismn.gov

City of Minneapolis and surrounding jurisdictions

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

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Geiselhart, Jennifer Josephine

Certifying Agency Minneapolis Emergency Communications Center

County Hennepin ECB/ESB Region Metro

Agency Address 350 S 5th St - Room B911

24/7 Telephone 612-348-2345 Business Telephone 612-673-5948

Email Address jennifer.geiselhart@minneapolismn.gov

Signature  Date 1/12/2024

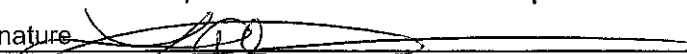
Agency Certification (this section must be completed even if PTB Agency Certification form was completed)

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 Leticia Cardenas, Assistant Director

Agency City of Minneapolis

Signature  Date 1/12/24

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 Geiselhart, Jennifer Josephine
(Last, First Middle)

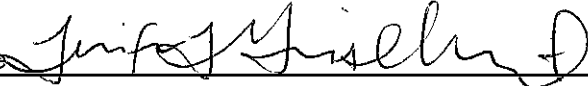
Agency Mpls Emergency Communications ECB/ESB Region Metro

Position:
 COML COMT INCM
 INTD RADO AECS

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

POINTS	DATE(S)	SUMMARY <small>(location, activity, participants, who can verify, general summary)</small>
3	6/10/2023	6/24/23-6/25/23: Co-COML with Scott Huppert for Twin Cities Pride Festival in Loring Park. ICS 205 attached.
3	3/8/2022	3/30/2022-4/3/2022: COML for 2022 NCAA Women's Final Four. ICS 205 attached.
3	4/5/2022	4/6/2022: COML for Joint Law Enforcement Detail. ICS 205 attached.
3	1/27/2023	1/27/2023-1/29/2023: COML for Operation Memphis (Joint LE Detail). ICS 205 Attached.

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

Signature  Date: 1/12/2024

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN		INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
		Operation Memphis	1/27/2023 0900hrs	1/27/2023 1700hrs-1/29/2023 0300hrs

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	(612) 391-8718	Law	Cellular					IC Brian O'Hara MPD Chief of Police
2	Tactical	LTAC 6E	Law	ARMER 800 MHz		ARMER 800 MHz		D	Primary Tactical Operations MPD/HCSO/MSP/SPPD Encrypt Interop (Enc Int) 6/MPD Portables
3	Expansion	LTAC 7E	Law	ARMER 800 MHz		ARMER 800 MHz		D	Law Interoperability Expansion MPD/HCSO/MSP/SPPD Encrypt Interop (Enc Int) 7/MPD Portables
4	Expansion	STAC 13E	Other	ARMER 800 MHz		ARMER 800 MHz		D	Interoperability Expansion Encrypt Interop (Enc Int) 13/MPD Portables
5	Command Expansion	STAC 14E	Unified Command	ARMER 800 MHz		ARMER 800 MHz		D	Unified Command Expansion Encrypt Interop (Enc Int) 14/MPD Portables
6	Support Expansion	METAC 12E	Communications	ARMER 800 MHz		ARMER 800 MHz		D	PSAP Hailing/Talkaround Expansion
7	Support	612-348-7240	Communications	Landline					MECC On Duty Supervisor
8									
9									
10									
11									
12									
13									
14									
15									

SPECIAL INSTRUCTIONS

FOUO. INTD (dedicated tactical dispatcher) assigned to tactical operations on LTAC 6E. Expansion talkgroups will become operational dependent on circumstances.

Minneapolis 	COML: Jennifer Geiselhart AGENCY: MECC PHONE: 612-673-5948 / 612-396-6849 EMAIL: jennifer.geiselhart@minneapolismn.gov	INCIDENT/EVENT LOCATION
		Minneapolis, MN

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


MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN		INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
		Joint Law Enforcement Detail	4/5/2022 1300hrs	4/6/2022 1000-2300hrs

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Command	612-247-2789	Law	Cellular					MPD Lt. T. Campbell
2	Tactical	LTAC 6E	Law	ARMER 800 MHz		ARMER 800 MHz		D	Primary Talkgroup MPD/HCSO/MSP Encrp Interop (Enc Int) 6 in MPD Portables
3	Tactical	LTAC 7E	Law	ARMER 800 MHz		ARMER 800 MHz		D	Secondary Talkgroup MPD/HCSO/MSP Encrp Interop (Enc Int) 7 in MPD Portables
4	Tactical	LTAC 8E	Law	ARMER 800 MHz		ARMER 800 MHz		D	MSP MRT
5	Support	612-348-7240	Communications	Landline					MECC On Duty Supervisor
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SPECIAL INSTRUCTIONS

	COML: Jennifer Geiselhart AGENCY: MECC PHONE: 612-673-5948 / 612-396-6849 EMAIL: jennifer.geiselhart@minneapolismn.gov	INCIDENT/EVENT LOCATION
		Minneapolis, MN

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

MINNESOTA METRO REGION ICS 205 EVENT COMMUNICATIONS PLAN		INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
		2022 NCAA Women's Final Four			3/8/2022		3/30/2022-4/3/2022		
Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	(612) 290-9575	Incident Command	Cellular					MPD Sergeant Beth Mota
2	Operations	MPPD 6	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Patrol Clear 6 on MPD Portables A6 on Minneapolis Traffic Control Portables 8 in H-MPLS Bank on HCSO Portables
3	Operations	METAC 10	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Reserved for Arrival Escorts - HCSO, MPD, MACC PD Metro Region (MetroReg) 11 on MPD Portables
4	Support	(612) 348-7240	Communications	Landline					MECC Duty Supervisor
5									
6									
7									
8									
9									
10									
11									
12									
SPECIAL INSTRUCTIONS									
		COML: Jenn Geiselhart			INCIDENT/EVENT LOCATION				
		PHONE: 612-673-5948/612-396-6849 EMAIL: jennifer.geiselhart@minneapolisismn.gov			Team Transports MSP International Airport and Various Downtown Minneapolis Locations				


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

MINNESOTA METRO REGION ICS 205 EVENT COMMUNICATIONS PLAN	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	2022 NCAA Women's Final Four	3/8/2022	4/1/2022 1600hrs - 4/3/2022 2300hrs


Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	(612) 490-5228	Incident Command	Cellular					MPD Commander B. Sand
2	Operations	MPPD 8	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Special Events (Spc Events) 8 on MPD Portables MPD, FBI, MN 55CST
3	Support	(612) 333-1605	Communications	Landline					Event Command Post
4	Support	(612) 348-7240	Communications	Landline					MECC Duty Supervisor
5									
6									
7									
8									
9									
10									
11									
12									

SPECIAL INSTRUCTIONS

Dedicated INTD at the MCC Command Post: 4/1 1600-2300, 4/2 1200-2200, 4/3 1600-2300

	COML: Jenn Geiselhart PHONE: 612-673-5948/612-396-6849 EMAIL: jennifer.geiselhart@minneapolismn.gov	INCIDENT/EVENT LOCATION Target Center 600 1 Av N Minneapolis, MN 55403
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The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 1.0, 11/2015)

MINNESOTA METRO REGION ICS 205 EVENT COMMUNICATIONS PLAN		INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
		2022 NCAA Women's Final Four Tourney Town Events			3/8/2022		4/1/2022-4/3/2022		
Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	(612) 413-9079	Incident Command	Cellular					MPD Commander D. Garman 4/1 1600hrs-4/2 1200hrs
2	Command	(612) 244-6535	Incident Command	Cellular					MPD Lieutenant Brown 4/2 1200hrs-4/2 2300hrs
3	Command	(612) 940-4562	Incident Command	Cellular					MPD Sergeant Adam Moen 4/3
4	Operations	MPPD 9	Law	ARMER 800 Mhz		ARMER 800 MHz		D	Special Events (Spc Events) 9 on MPD Portables
5	Support	(612) 333-1605	Communications	Landline					Event Command Post
6	Support	(612) 348-7240	Communications	Landline					MECC Duty Supervisor
7									
8									
9									
10									
11									
12									
SPECIAL INSTRUCTIONS									
Dedicated INTD at the MCC Command Post: 4/1 1600-2300, 4/2 1200-2200, 4/3 1600-2300									
		COML: Jenn Geiselhart PHONE: 612-673-5948/612-396-6849 EMAIL: jennifer.geiselhart@minneapolismn.gov			INCIDENT/EVENT LOCATION				
		Minneapolis Convention Center 1301 2 Av S Minneapolis, MN 55403							

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

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
			Twin Cities Pride Festival			6/10/2023 0900		6/24/23 0700 - 6/25/23 2000	
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIR)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D or M)</small>	Remarks
1	Tactical	HC-CP1	EMS	ARMER	N/A	ARMER	N/A	D	HEMS Event Medicine Team
2	Tactical	MPPD 8	LAW	ARMER	N/A	ARMER	N/A	D	Park Law Ops
3	Tactical	MPPD 10	LAW	ARMER	N/A	ARMER	N/A	D	Parade Law Ops (Sunday Only)
4	Support	ME TAC 12E	COMMUNICATIONS	ARMER	N/A	ARMER	N/A	D	Dispatch/CP to CP Hailing
5	Support	HC-DTWN	EMS	ARMER	N/A	ARMER	N/A	D	HEMS Main Dispatch Talkgroup
6	Support	WEST MRCC2	EMS	ARMER	N/A	ARMER	N/A	D	Field to Hospital Patient Reports
7	COMMAND	612-271-6462	EMS	N/A	N/A	N/A	N/A	N	Battalion Chief Tyler Lupkes
8	COMMAND	612-283-5464	LAW	N/A	N/A	N/A	N/A	N	Park Law Ops MPPD Lt. Klein
9	COMMAND	612-290-9066	LAW	N/A	N/A	N/A	N/A	N	Parade Law Ops MPD Lt. Klukow
10	Support	612-347-2141	EMS	N/A	N/A	N/A	N/A	N	Hennepin EMS Dispatch
11	Support	612-227-5234	LAW	N/A	N/A	N/A	N/A	N	LAW INTD Krissy Warnke
12	Support	612-348-7240	LAW	N/A	N/A	N/A	N/A	N	MECC Duty Supervisor
13									
14									
15									
SPECIAL INSTRUCTIONS									
HENNEPIN EMS EVENT MEDICINE TEAM WILL BE RESPONDING TO MEDICAL CALLS FOR SERVICE AT PARK/PARADE ROUTE									
COML: SCOTT HUPPERT (COML) / JENNIFER GEISELHART (COML) AGENCY: HENNEPIN EMS / MINNEAPOLIS EMERGENCY COMMUNICATIONS PHONE: (651) - 755-4597 (CELL) / (612) 396-6849 (CELL) EMAIL: SCOTT.HUPPERT@HCMED.ORG/ JENNIFER.GEISELHART@MNNEAPOLISMN.GOV						INCIDENT/EVENT LOCATION			
						Pride Festival: Loring Park 1382 Willow St, Minneapolis Rainbow Run & Parade: Hennepin Av S/3 St s-Spruce Pl, Minneapolis			

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

**Minnesota
Communications Unit
Standard Operating
Guidelines
Forms**



September 20, 2019

COMU Position Recognition Application

This form is used to apply for, renew, or change status of Communications Unit (COMU) recognition.

Application Type:

Check the correct box:

- Applying for new recognition
- Renewing recognition
- Change recognition status (e.g. new employer, retirement, etc.)

Position

- Initial Recognition: Check only one position box
- Recognition Renewal: Check only one position box, unless expiration dates are the same
- Change of Recognition Status: Check all applicable position boxes

Demographics

- Name: Your full, legal name
- Certifying Agency: The agency providing Workers Compensation and other liability-related protections
- County: If you serve in multiple counties, list them or write "multiple"
- ECB/ESB Region: List the ECB/ESB region in which you serve. If the state, write "state"
- Telephones: The numbers provided will be used to populate or update a federal COMU resource database (CASM)

Agency Certification

- This section *certifies* you to serve in a COMU position as an agent of your agency.
- This section assures an incident commander that the deployed person is covered by employment-related protections such as workers compensation and liability insurance.
- This section should be completed and signed by an authorized representative from your agency.

Submission

- The completed form should be submitted to the Emergency Communications/Services Board (ECB/ESB) region where recognition is requested. When regionally approved, the region may forward to the Statewide Interoperability Coordinator for state recognition consideration.
- State employees may submit the form to the SWIC or to an ECB/ESB region. Regional recognition is necessary for inclusion on a regional team.

COMU Experience Record

Points

- Using the chart from the Standard Operating Guidelines (SOG), enter the number of points that you believe should be recorded for the event.

Date

- Enter the date or dates you provided the service or activity.

Summary

- Summarize the activity by providing information such as:
 - General Summary
 - Location
 - Activity – what specific role did you play at the event?
 - Participants – identify the main agencies participating in the event
 - Who Can Verify – who can verify your activities at the event (name & contact info)?

Submission

- The completed form should be submitted along with the *COMU Position Recognition Application* and supporting documents to the ECB/ESB region where recognition is requested. When regionally approved, the region may forward to the Statewide Interoperability Coordinator for state recognition consideration.
- State employees may submit the form to the Statewide Interoperability Coordinator (SWIC) or to an ECB/ESB region.

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Warnke, Kristyn Marie Louise


Certifying Agency Minneapolis Emergency Communications Center

County Hennepin ECB/ESB Region Metropolitan ESB

Agency Address 350 S 5th St Rm B911, Minneapolis, MN 55415

24/7 Telephone 612-348-7240 Business Telephone 612-673-5902

Email Address kristyn.warnke@minneapolismn.gov

Signature  Date 12JAN2024

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 Leticia Cardenas, Assistant Director

Agency City of Minneapolis

Signature  Date 1/12/24

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 Warnke, Kristyn Marie Louise
 (Last, First Middle)

Agency Minneapolis Emergency Communications ECB/ESB Region Metropolitan ESB

Position:
 COML COMT INCM
 INTD RADO AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
4	3/1/2019-3/2/2019	Mpls Polar Plunge-Lake Calhoun. Member of planning committee for communications and interop of LE/EMS/Water Patrol and Civilian volunteers. On site dispatching out of Mobile Command Unit - monitoring scene safety and situational awareness near the plunge location. Assisted in creating ICS205. Jenn Geiselhart/COML can verify my involvement.
3	4/4/2019-4/7/2019	Final Four NCAA Tournament-US Bank Stadium and Multi Agency Command Center. On site dispatching for LE and Fire personel work during the event and surrounding areas. Jenn Geiselhart/COML can verify my involvement.
4	2/28/2020-2/29/2020	Mpls Polar Plunge-Lake Calhoun. Member of planning committee for communications and interop of LE/EMS/Water Patrol and Civilian volunteers. On site dispatching out of Mobile Command Unit - monitoring scene safety and situational awareness near the plunge location. Assisted in creating ICS205. Jenn Geiselhart/COML can verify my involvement.
3	5/25/2020-6/7/2020	Mpls Civil Unrest-Emergency Communications Center. Channel 1 dispatcher during 11 days of the riots while city and it's citizens were under duress. Working with Task force and STRIKE teams on duty. Prioritized hundreds of incoming calls for service and decimated information per Sgt's directions. Jenn Geiselhart/COML can verify my involvement.
4	3/4/2022-3/5/2022	Mpls Polar Plunge-Lake Calhoun. Member of planning committee for communications and interop of LE/EMS/Water Patrol and Civilian volunteers. On site dispatching out of Mobile Command Unit - monitoring scene safety and situational awareness near the plunge location. Assisted in creating ICS205. Jenn Geiselhart/COML can verify my involvement.
3	6/25/2022-6/26/2022	Mpls PRIDE Festival and Parade-Loring Park. On site dispatching out of mobile unit for LE/FD as needed. Safety and situational awareness near the area of the festival grounds and parade route. Monitored updates of protestors and VIP locations in the park. Jenn Geiselhart/COML can verify my involvement.
4	3/3/2023-3/4/2023	Mpls Polar Plunge-Lake Calhoun. Member of planning committee for communications and interop of LE/EMS/Water Patrol and Civilian volunteers. On site dispatching out of Mobile Command Unit - monitoring scene safety and situational awareness near the plunge location. Assisted in creating ICS205. Jenn Geiselhart/COML can verify my involvement.
3	6/24/2023-6/25/2023	Mpls PRIDE Festival and Parade-Loring Park. On site dispatching out of mobile unit for LE/FD as needed. Safety and situational awareness near the area of the festival grounds and parade route. Monitored updates of protestors and VIP locations in the park. Jenn Geiselhart/COML can verify my involvement.

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

Signature

Kristyn Warnke

Date:

12 Jan 24

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN

		INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME					
		Twin Cities Pride Festival	6/10/2023 0900	6/24/23 0700 - 6/25/23 2000					
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AID)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, CONTROL)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A or W)</small>	Remarks
1	Tactical	HC-CP1	EMS	ARMER	N/A	ARMER	N/A	D	HEMS Event Medicine Team
2	Tactical	MPPD 8	LAW	ARMER	N/A	ARMER	N/A	D	Park Law Ops
3	Tactical	MPPD 10	LAW	ARMER	N/A	ARMER	N/A	D	Parade Law Ops (Sunday Only)
4	Support	ME TAC 12E	COMMUNICATIONS	ARMER	N/A	ARMER	N/A	D	Dispatch/CP to CP Halling
5	Support	HC-DTWN	EMS	ARMER	N/A	ARMER	N/A	D	HEMS Main Dispatch Talkgroup
6	Support	WEST MRCC2	EMS	ARMER	N/A	ARMER	N/A	D	Field to Hospital Patient Reports
7	COMMAND	612-271-6462	EMS	N/A	N/A	N/A	N/A	N	Battalion Chief Tyler Lupkes
8	COMMAND	612-283-5464	LAW	N/A	N/A	N/A	N/A	N	Park Law Ops MPPD Lt. Klukow
9	COMMAND	612-290-9066	LAW	N/A	N/A	N/A	N/A	N	Parade Law Ops MPPD Lt. Klukow
10	Support	612-347-2141	EMS	N/A	N/A	N/A	N/A	N	Hennepin EMS Dispatch
11	Support	612-227-5234	LAW	N/A	N/A	N/A	N/A	N	LAW INTD Krissy Warnke
12	Support	612-348-7240	LAW	N/A	N/A	N/A	N/A	N	MECC Duty Supervisor
13									
14									
15									

SPECIAL INSTRUCTIONS

HENNEPIN EMS EVENT MEDICINE TEAM WILL BE RESPONDING TO MEDICAL CALLS FOR SERVICE AT PARK/PARADE ROUTE

COM1:	SCOTT HUPPERT (COM1) / JENNIFER GEISELHART (COM1)	INCIDENT/EVENT LOCATION
AGENCY:	HENNEPIN EMS / MINNEAPOLIS EMERGENCY COMMUNICATIONS	Pride Festival: Loring Park 1382 Willow St, Minneapolis
PHONE:	(651) - 755-4597 (CELL) / (612) 396-6849 (CELL)	Rainbow Run & Parade: Hennepin Av S/3 St s-Spruce Pl, Minneapolis
EMAIL:	SCOTT.HUPPERT@HCMED.ORG/ JENNIFER.GEISELHART@MINNEAPOLISMN.GOV	

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

MINNESOTA METRO REGION ICS205	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
EVENT COMMUNICATIONS PLAN	Minneapolis Polar Plunge	1/27/2023 0:00	3/3/2023 0800 - 3/4/2023 1600

Line (COMMAND, TACTICAL, SUPPORT, AIR)	Function (NET)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	612-248-9407	Event Command	Cellular					HCSO Deputy Kate Deering
2	Operations	ME TAC 4	Law	ARMER 800 Mhz		ARMER 800 MHZ		D	M/PD, Metro Transit PD, Mpls PD Reserves - Reserved 3/3 0800-1830 3/4 0600-1600
3	Operations	ME TAC 5	Law	ARMER 800 Mhz		ARMER 800 MHZ		D	M/PD, MSP, HCSO, Water Patrol, Mpls PD Reserves, Mpls Park PD, U of M PD, MCTC PD, Hennepin EMS Reserved 3/3 0800-2000 3/4 0600-1600
4	Support	612-227-5234	Communications	Cellular					INTD/Krisy Warnke
5	Support	612-348-7240	Communications	Landline					MECC Duty Supervisor
6									
7									
8									
9									
10									
11									
12									

SPECIAL INSTRUCTIONS

METAC4 reserved for Transportation/Shuttle Operations on Friday and Saturday, METACS reserved for Event Grounds/Water/Ice Operations for Friday and Saturday's events.

Minneapolis	COM1:Kristyn Warnke/INTD Auth by: Jenn Geiselhart/COM1	INCIDENT/EVENT LOCATION
911	AGENCY: Minneapolis Emergency Communications	Lake Nokomis - Nokomis Main Beach
	PHONE: (Cell) 612-227-5234	4955 West Lake Nokomis Pkwy
	kristyn.warnke@minneapolismn.gov	Minneapolis
	EMAIL:	

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

MINNESOTA METRO REGION ICS205		INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
EVENT COMMUNICATIONS PLAN		Minneapolis Polar Plunge	2/15/2022 0:00	3/4/2022 0800 - 3/5/2022 1600

Line	Function (NET) (COMMAND, TACTICAL, SUPPORT, AIR)	Talkgroup/Channel/Phone	Assignment (LAW, FIRE, EMS, OTHER)	RX Freq (N or W)	RX Tone / NAC	TX Freq (N or W)	TX Tone / NAC	Mode (A, D or M)	Remarks
1	Command	612-248-9407	Event Command	Cellular					HCSO Deputy Kate Deering
2	Operations	ME TAC 3	Law	ARMER 800 Mhz		ARMER 800 MHZ		D	MPD, MSP, HCSO, Water Patrol Mpls PD Reserves, Mpls Park PD, U of M PD, MCTC PD, Hennepin EMS
3	Operations	ME TAC 4	Law	ARMER 800 Mhz		ARMER 800 MHZ		D	MPD, Metro Transit PD, Mpls PD Reserves - Reserved for Saturday only
4	Support	612-348-7240	Communications	Landline					MECC Duty Supervisor
5									
6									
7									
8									
9									
10									
11									
12									

SPECIAL INSTRUCTIONS

METAC3 reserved for Event Grounds/Water/Ice Operations on both Friday and Saturday's events. METAC4 reserved for Transportation/Shuttle Operations on Saturday's events only

Minneapolis	COML:Kristyn Wannke/INTD Auth by: Jenn Geiselhart/COML	INCIDENT/EVENT LOCATION
911	AGENCY: Minneapolis Emergency Communications	Bde Maka Ska - Thomas Beach
	PHONE: (Cell) 612-227-5234	3700 Thomas Ave S
	EMAIL: kristyn.wannke@minneapolismn.gov	Minneapolis

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



Sherburne County Sheriff's Office

"Commitment to Service with Integrity and Pride"

Sheriff Joel Brott

January 8, 2024

Participation Plan Amendment

Sherburne County is formally requesting approval of an amendment to its participation plan to add 3 new MCC7500E consoles to our backup dispatch center in Zimmerman.

We are requesting to add 3, MCC7500E consoles to our Backup Dispatch Center with an estimated completion date of April 2024. The new dispatch console site will add 3 new operator positions to the existing 9 positions on Enfield Site 40. This will bring Sherburne's total number to 12 dispatch positions in Zone 4.

MNDOT is aware of the proposal and design of the console site, Motorola Solutions and Granite Electronics have been part of the planning process with Sherburne County.

A handwritten signature in black ink, appearing to read "Kyle Breffle".

Kyle Breffle
Emergency Management Director
Radio systems Manager



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 24, 2024
Agenda Item: 4D. Use of Radio Training Budget
Presenter: Fredrick

RECOMMENDATION

The Radio TOC recommends choosing a vendor and course to use the 2024 Vendor Technical Training Budget item.

BACKGROUND

The 2024 MESB budget includes a \$40,000 line item for Radio Vendor Technical Training, as this training no longer receives grant funding, yet the need for this type of training remains at the top of the list for Metro Region system administrators and technicians.

ISSUES & CONCERNS

A list of courses and priority needs to be given so a course can be contracted early in the year.

FINANCIAL IMPACT

The MESB will cover \$40,000 which was included in the 2024 budget. If the course chosen is in excess of \$40,000, the additional money will be split among the attendees.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL

Metro Region ARMER Standards

Section 3 – Metro 3.15.0 Use of Metro ARMER ME LSEC Talkgroups

Date Established

12-04-23

Date Revised/Reviewed

12-04-23

1. Purpose or Objective

The purpose of this standard is to establish policy and procedures for use of the metro region ARMER ME LSEC 1E – 16E talkgroups. These talkgroups are designated for Law Enforcement only and are configured as region-wide resources to facilitate interoperability communications. This policy will serve to minimize usage conflicts when an interoperability talkgroup is needed for an event or operational task that requires secured communications.

2. Technical Background

- Capabilities –
It is possible to have access to ME LSEC talkgroups in radios used by metro Law Enforcement agencies that share use of the ARMER system. These common talkgroups can be used for a wide range of interoperable communication when coordination of activities between personnel of different agencies is needed on an event or operational task. Patching of these talkgroups is prohibited to non-encrypted (clear mode) talkgroups.
- Constraints –
Some of these talkgroups may be used as part of a soft patch to local encrypted talkgroups that are restricted for use by personnel of specific services. The dispatch center creating the patch is responsible for checking for proper talkgroup authorizations when creating soft patches.

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

Radio User personnel using these talkgroups should understand the restrictions and availability of the use of these resources as primarily communications as it relates to their communication needs.

ME LSEC are not to be used for an internal operations or events where only local agencies are communicating. ME LSEC should be used when secured interoperable communications is needed, or likely, with multiple regional agencies.

ME LSEC 1E – 9E are DES-OFB encrypted

ME LSEC 10E – 16E are AES encrypted

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

3. Operational Context

These talkgroups are metro region resources meant to facilitate communication between Law Enforcement agencies that typically do not communicate with each other on a regular basis.

If regional non- Law Enforcement agencies desire use of the ME LSEC talkgroups, a waiver proposal should be sent to the MESB Radio Service Coordinator for consideration by the Radio Technical and Operations Committee (TOC).

Law Enforcement Agencies not included under the MESB joint powers agreement require written permission from the MESB for use of the ME LSEC talkgroups. A proposal request should be sent to the MESB Radio Service Coordinator for consideration by the Radio Technical and Operations Committee (TOC).

4. Recommended Protocol/Standard

TG Requirements

Highly Recommended
Highly Recommended

For Whom?

Metro Law Enforcement mobiles and portables
All Console positions where Law Enforcement agencies are dispatched, mobiles and portables

In order to meet the communication needs for an event or operational task, ME LSEC talkgroups may be patched to local encrypted talkgroups only. These talkgroups can be used and reserved in a “first available” fashion (ie – do not have to start at 2 and go up, or 15 and go down).

ME LSEC 10E – 15E talkgroups use AES encryption algorithm and may not be supported in all subscriber radios or console positions.

Some PSAP’s may not have the current console capacity to accommodate ME LSEC 5E-8E. It is important to note the ME LSEC 2E-9E are all home zone mapped to Zone 1, while ME LSEC 10E-15E are all home zone mapped to Zone 2. This should be taken into consideration when reserving these resources in the event they need to be included in a soft patch.

Cross Patch Standard	Yes/No	Talkgroup(s)
Soft Patch	Yes	Encrypted only
Hard Patch	No	None
LTE Gateway	No	None

Note: These talkgroups are mapped to different home zones. The recommended method of utilization in a patch is as follows:

Recommended for Zone 1 PSAPs (Anoka, Carver, Chisago, Dakota, Isanti, Scott, Washington, City of Minneapolis): ME LSEC 2E-5E

Recommended for Zone 2 PSAPs (Hennepin, Ramsey): ME LSEC 6E-9E

Sherburne County is home zone mapped in Zone 4, so the recommended guidelines above will not apply.

To minimize the use of RF resources in a patch, it is encouraged for PSAPs to utilize the talkgroups in the PSAPs home zone referenced in the preceding sections.

ME LSEC talkgroups may only be patched to another talkgroup encrypted by ADP, DES, or AES encryption.

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

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

The Status Board application will be used to manage reservations and usage of these talkgroup resources.

5. Recommended Procedure

The ME LSEC talkgroups may either be used directly or be patched to other encrypted resources to meet the communication needs of an event or operational task.

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

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

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

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

6. Management

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

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

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

The Metropolitan Emergency Services Board will be responsible for the ME LSEC encryption keys.



METRO REGION ARMER CHANGE MANAGEMENT

January 2024



Background

- Change Management is outlined in Metro standard 1.5.2. It was developed to provide a means for implementing a group of major changes simultaneously and at infrequent intervals in order to minimize disruption to daily operations and to control the costs associated with programming radio equipment and training personnel. This is done in conjunction with Minnesota DPS-ECN & DOT, the SECB and State Standard LMR-47.



Timeline Overview

- The Radio TOC determined an implementation schedule to coincide with the state's change management process, roughly 24 months, ending December 1, 2025
- The addition of regional encrypted talkgroups is being done for Metro users to have more encrypted resources available and to take some stress off using State talkgroups for regional events (ie-LTAC 5E-12E), as much of the usage on these talkgroups come from Metro users.
- All reprogramming and necessary training is to be complete no later than December 1, 2025
- Variances and waivers should be filed if necessary

Metro Region ARMER Changes

The following slides represent changes at the Metro Region level that passed through the MESB change management process



What has Changed?

- Open ME TAC 11E - 12E for all public safety use
- Add new LSEC and LSEC E talkgroups for law enforcement use only
- New Metro Region Standard 3.15.0



Talkgroups Change Overview

Existing ME TAC Talkgroups			New LSEC Talkgroups		
Talkgroup	Usage	Notes	Talkgroup	Usage	Notes
ME TAC 1	All Metro Users		ME LSEC 1E	Law Enforcement	Local Choice
ME TAC 2	All Metro Users		ME LSEC 2E	Law Enforcement	DES-OFB Home Zone 1
ME TAC 3	All Metro Users		ME LSEC 3E	Law Enforcement	DES-OFB Home Zone 1
ME TAC 4	All Metro Users		ME LSEC 4E	Law Enforcement	DES-OFB Home Zone 1
ME TAC 5	All Metro Users		ME LSEC 5E	Law Enforcement	DES-OFB Home Zone 1
ME TAC 6	All Metro Users		ME LSEC 6E	Law Enforcement	DES-OFB Home Zone 2
ME TAC 7	All Metro Users		ME LSEC 7E	Law Enforcement	DES-OFB Home Zone 2
ME TAC 8	All Metro Users		ME LSEC 8E	Law Enforcement	DES-OFB Home Zone 2
ME TAC 9	All Metro Users		ME LSEC 9E	Law Enforcement	DES-OFB Home Zone 2
ME TAC 10	All Metro Users		ME LSEC 10E	Law Enforcement	AES Home Zone 1
ME TAC 11E	All Metro Users		ME LSEC 11E	Law Enforcement	AES Home Zone 1
ME TAC 12E	All Metro Users		ME LSEC 12E	Law Enforcement	AES Home Zone 1
			ME LSEC 13E	Law Enforcement	AES Home Zone 2
			ME LSEC 14E	Law Enforcement	AES Home Zone 2
			ME LSEC 15E	Law Enforcement	AES Home Zone 2
			ME LSEC 16E	Law Enforcement	Local Choice



Operational Considerations

- The new talkgroups ME LSEC 2E-15E have been created and will be available for operational use in the Metro Region upon Board approval of Standard 3.15.0 Use of Metro ARMER ME LSEC Talkgroups. The transition for the ME LSEC talkgroups is expected to be complete for capable radios by December 1, 2025. If agencies are unable to complete transition by this time, a waiver should be submitted.
- new talkgroups will be reserved using StatusBoard. AES is the highest level encryption available; not all radios may have this encryption available. If you have questions about what encryption level your agency is using, please contact your Radio System Administrator.
- For non-law enforcement agencies that have a need for using encrypted channels, ME TAC 11E and 12E are available for all Metro agencies with a public safety need. Additionally, state STAC and ATAC resources are also available.
- New TGs should be avoided for interoperable events, unless they are pre-planned events and it is known that the participating agencies have the LSECs available.

Variations & Waivers

- Stakeholder agencies are able to apply for variations and waivers pursuant to Metro Standard 1.5.3 and SECB Standards LMR-47 and IOP-26 if the agency finds the requirement is not technically possible or if the requirement is operationally inappropriate.

- A request for variance must include:
 - A justification statement identifying the technical or operational reasons why the radio(s) or console(s) will be in non-compliance.
 - An inventory of the type, quantity, and duty assignment of the radios for which the variance is requested.
 - A list indicating which, if any, statewide interoperability talkgroups and channels are programmed into each radio or group of identical radios, including zone and channel position information.

Contacts

Questions on METRO Resources, Changes and Variance Submissions:



Metro Region - MESB
Tracey Fredrick

Metro Region Radio Services Coordinator
651-643-8398 or tfredrick@mn-mesb.org
MESB Website: <http://www.mn-mesb.org/>

Metro Mobility Usage (Hours:Mins:Secs) 2023

Please Note: The report from Metro Mobility will be given at the end of the quarter beginning in 2023

Month	Anoka (Lino)					North	Hennepin	Overall
	City Center	Lakes)	Dakota	Norwood	Hastings	Branch	West	
January	81:59:20	39:25:48	39:16:49	16:23:38	48:09:18		23:34:05	248:48:58
February	50:43:52	20:04:18	21:58:55	7:24:28	30:58:53		12:56:15	144:06:41
March	51:59:40	19:47:27	24:20:18	8:22:14	34:02:08		15:09:49	153:41:36
April	56:11:23	18:29:57	27:56:05	8:24:50	33:29:08		10:05:13	154:36:36
May	62:16:26	22:06:51	27:04:12	11:01:41	41:01:55		23:44:29	187:15:34
June	63:17:55	23:29:48	28:05:10	10:07:27	44:34:28		15:17:08	184:51:56
July	65:50:31	27:25:47	28:55:50	11:53:42	46:04:51		23:45:17	203:55:58
August	66:16:32	28:20:16	30:21:29	12:44:15	45:08:29		19:16:38	202:07:39
September	62:12:55	22:08:12	30:45:15	10:36:37	40:43:00		15:02:49	181:28:48
October	91:20:18	28:41:28	21:54:22	11:03:49	54:58:17		34:34:41	242:32:55
November	76:58:45	26:53:46	24:33:18	10:54:02	44:30:48		25:34:01	209:24:40
December	77:31:24	25:56:27	27:06:00	10:21:31	49:04:51		18:23:18	208:23:31

Difference
since Jan.

12 579:59:05 359:04:59 273:32:57 211:59:20 221:03:27 0:26:46 134:33:33 1773:29:24

Target 150:00:00 75:00:00 75:00:00 75:00:00 75:00:00 0:00:00 75:00:00 525:00:00



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 24, 2024
Agenda Item: 7B. Discussion: Update of MESB
Regional Needs Document
Presenter: Fredrick

RECOMMENDATION

Discussion only; no action needed at this time. This will require committee action no later than its March 2024 meeting.

BACKGROUND

In 2023, each region of the Statewide Emergency Communications Board (SECB) was requested to compile a list of Regional Emergency Communications Needs, as a way to seek potential funding from the Minnesota State Legislature. All seven SECB regions submitted a document by May 2023. More recently, there was an ask from the Finance Committee of the SECB for each region to complete this document on an annual basis and submit by the May meeting of the Finance Committee each year. The MESB Regional Needs Document will need to be approved by the Board at its May meeting, with Final Draft for TOC approval no later than its March meeting. The Regional Needs Document update will be required for both 9-1-1 and Radio TOCs.

ISSUES & CONCERNS

Input will be sought over the coming meetings. Due to time constraints in 2023, last year's MESB Regional Needs document was taken heavily from the Funding Priorities. It is recommended that the TOC membership consider any need that should be documented, and can include needs that have come out since the Funding Priorities were published.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL