



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

January 22, 2025, 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 October 23, 2024 Meeting** – Thompson
4. **Action Items**
 - A. COMU Recognitions and Renewals – Tracey Fredrick
 - i. Tianna May COML Recognition
 - ii. Deanna Douglas COML Renewal
 - iii. Dan Anderson COML Renewal
 - iv. Nate Timm COML/COMT/AUXC Renewal
 - v. Ron Jansen COML/COMT Renewal
 - B. Encrypted METAC Addition – Fredrick/Standard Workgroup
 - C. Washington County Backhaul – Nate Timm
 - D. March 2025 Radio TOC Meeting Date – Fredrick
 - E. Dakota County Logging Plan Amendment – Ron Jansen
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility Usage Update – Chad LeVasseur
 - B. System Managers Group/Metro Administrators – Jansen
 - C. MnDOT ARMER System Update – John Anderson/Nick Schatz/Shane Chatleain
 - D. SECB Committees
 - i. Steering – Fredrick/Jill Rohret
 - ii. LMR – Timm/Mike Mihelich
 - iii. WBBA – Rod Olson/Cory DeMuth
 - iv. IOC/COMU-STR Workgroup – Timm/Jansen/Anderson
 - v. IPAWS – Haas
 - vi. Finance/Grants Workgroup – Fredrick/Rohret
7. **Other Business**
 - A. METAC Permission update – Fredrick
8. **Adjourn**

Reminder: Next meeting scheduled for February 26, 2025

Metropolitan Emergency Services Board

Radio Technical Operations Committee October 23, 2024 Draft Meeting Minutes

Members

Airport – Jeff Bjorklund	Metro Transit – Chad LeVasseur
Anoka County – Cory DeMuth	Minneapolis – Rod Olson
Carver County – Pete Sauter	Minnesota Fire Chiefs – Scott Gerber
Chisago County – Mike Parker	Ramsey County – Mike Mihelich
Dakota County – Ron Jansen (Online)	Scott County – Scott Haas
Hennepin County – Jake Thompson	Sherburne County – Derek Baas (Online)
Isanti County – Bob Shogren	Washington County – Nate Timm (Online)
Metro Region EMS – absent	U of M – absent

Guests: Sara Boucher-Jackson, *Metro Airports*; Timothy Boyer, *Minnesota State Patrol*; Leticia Cardenas, *Minneapolis*; Dalton Gruber, *Bloomington*; Ted Huston; Frank Jarman, *Motorola*; Scott McLean, *Scott County*; Jeff Nelson, *PSC Alliance (Online)*; Jim Schnoor, *Met Council*; and Chris Spetcher, *Hennepin County*.

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

1. Call to Order

The meeting was called to order at 1:00 p.m. by the Radio TOC Chair, Jake Thompson.

2. Approval of Agenda

Motion made by Scott Haas, seconded by Mike Mihelich to approve the October 2024 Radio TOC meeting agenda. Motion carried.

3. Approval of Minutes

Tracey Fredrick said Ron Jansen was marked present in the September minutes despite not being able to attend. Jansen will be removed from the minutes.

Motion made by Jeff Bjorklund, seconded by Cory DeMuth to approve the September 2024 Radio TOC meeting minutes with amendments. Motion carried.

4. Action Items

A. State Patrol Talkgroup Request

Tim Boyer stated that the State Patrol is requesting to add Metro LSEC talkgroups to all East and West Metro vehicles, Capitol Security, and Commercial Inspection employees.

Haas stated that the standard dictating action on this item needs to be revised/worked through. As of now, civilian staff technically could not use these devices as that is the way the standard is written. Haas suggests postponing this item to the next month so the members of the workgroup and the state can have time to discuss the standard.

Jansen asked if the talkgroups were meant to go from ME LESC 02E – ME LESC 12E, or if they were meant to go through ME LESC 15E.

Boyer stated that this was a mistake made on submission and that they are meant to go from ME LESC 02E – ME LESC 15E.

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Chad LeVasseur asked if there would be any hardships for the State Patrol and their available vehicles if they were to approve only “sworn” staff radios.

Boyer responded by saying the hardship would come in keeping track and updating the radios. All the radios are scheduled to be updated at once, and if a new rotation begins, some members will be working with out-of-date devices.

Boyer mentioned that they would be looking for DES encryption and not AES.

Motion made by Haas, seconded by Rod Olson to approve the State Patrol Talkgroup request for “Sworn” law enforcement only. The Radio TOC will continue to discuss other staff as it relates to the standard. Motion carried.

B. Minneapolis Participation Plan Amendment

Rod Olson stated that as part of its microwave link modernization project, the city seeks to harden its backhaul layout by adding link geographic diversity. They are requesting four VLANs duplicated at the Arden Hills site. MnDOT has been made aware of the plan and approved. Minneapolis would be responsible for transporting the ARMER traffic from HCGC and the Arden Hills site.

Motion made by Haas, seconded by DeMuth to approve the Minneapolis Participation Plan amendment. Motion carried.

C. Regional Radio Funding Priorities

Tracey Fredrick stated that the Radio TOC needs to come up with its annual list for potential funding. In the past years, it has been increasingly difficult to get funding for Radio-related items. The two items that this group brought forward last year that did receive funding were money to assist with attending the Public Safety Communications Conference and the CRTF Exercise; these will be applied for again. It would be more helpful to have a true priority list, rather than a “wish list”, as the region has identified those needs in the Regional Needs Document produced annually.

Scott Haas suggested adding infrastructure maintenance training, especially with the addition of new hardware coming in the future.

Jake Thompson asked if there is still money in the MESB budget for radio training. Fredrick said yes, there has been an allocation of \$40,000 made this year (2024) and in next year’s (2025) budget; however, this year it was a struggle to spend it and it would be beneficial to have a list of possible training courses. Fredrick also said that the budgeted amount would likely not cover maintenance training costs, but could assist in that. Jill Rohret also said that this type of training would likely not occur until 2026, so it should also go on next year’s Regional Needs document.

Rohret asked the group if there is a need for ICS 300 and/or 400 courses in the respective agencies, along with COML training, and there is a possibility for the MESB to host these. Thompson responded that it would be beneficial to get new people training, as there have been several retirements and departures from the CRTF team.

Ron Jansen requested that an additional item for equipment for the region similar to what was used for the Burnsville funeral that would be part of the cache housed at the MESB. Fredrick said for the way the current grant is laid out, this type of equipment would likely be ineligible and, if it were eligible, would require a match. Fredrick said she will keep the information in case a different grant were to open in which this equipment would be eligible. Jansen has provided cost information to Fredrick on this item. Haas stated that this could be an item for the UASI grant, which does not have a matching fund requirement.

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Haas asked a general question whether or not the Public Safety Communications Conference would be continuing with the changes at ECN. Fredrick responded that she has heard the conference for 2025 is likely to be canceled, but uncertain in future years. Haas suggested that the applications be submitted for a general public safety communications conference, so that it is not specific to the one conference.

Motion made by Bob Shogren, seconded by Mike Mihelich to approve the Regional Radio Funding Priorities with the mentioned additions. Motion carried.

D. Radio TOC Chair & Vice Chair Appointments for 2025

Fredrick stated that the Radio TOC needs to appoint the Chair & Vice Chair for 2025.

Jansen nominates Ron Jansen to remain as the Vice Chair.

Shogren nominates Jake Thompson to remain as the Chair.

Motion made by Haas, seconded by DeMuth to appoint Jansen as Vice Chair, and Thompson as Chair for the Radio TOC for the 2025 calendar year. Motion carried.

E. Appointments to SECB Committees

Fredrick stated that the Radio TOC needs to make its annual appointments to the SECB Committees.

Cory DeMuth nominates Nate Timm as the primary, and Rod Olson nominates Mike Mihelich as the secondary to the LMR Committee.

Mike Mihelich nominates Rod Olson as the primary, and Jeff Bjorklund nominates Cory DeMuth as the secondary to the Wireless Broadband Committee.

Bob Shogren nominates Ron Jansen as the primary, and Nate Timm nominates himself as the secondary to the Interoperability Committee.

Motion made by Bjorklund, seconded by Chad LeVasseur to appoint all of the nominations to the respective Committees. Motion carried.

F. Radio TOC Meeting Dates for 2025

Fredrick stated that the meeting dates for 2025 will continue to be the 4th Wednesday of the month apart from November and December, which will be moved to the 3rd Wednesday.

Motion made by DeMuth, seconded by Haas to approve the 2025 Radio TOC meeting dates. Motion carried.

5. Moves, Additions & Changes to the System – None

6. Committee Reports

A. System Managers Group/Metro Administrators

Thompson said Motorola presented its updated status for the Metro region. There were also updates for Juniper and dispatch console upgrade. Spare counts were sent on a link; please respond to that survey from John Anderson. Presentation on BDA in Golden Valley and interference there. The 2024 upgrade from Motorola is scheduled to be September 29-October 10, 2025 for phase 1; October 20-31, 2025 for phase 2.

B. MnDOT ARMER System Update

Fredrick gave an update from Nick Schatz, as he was unable to attend the meeting.

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Juniper hardware replacements continue across the Metro on simulcast sites.

North Branch – completed

City Center – completed

Norwood – completed

Washington – 10/28/24

Lino Lakes – TBD

Hennepin West – TBD

Non-MnDOT owned simulcast sites will be completed by Motorola. These include Hennepin East, Dakota, Ramsey, and Minneapolis. These hardware replacements are part of the current SUA and agencies should NOT be receiving a bill.

78% of dispatch console upgrades are completed statewide.

MnDOT is waiting for an updated SUA proposal from Motorola.

C. SECB Committees

i. Steering

Fredrick reported that the Steering Committee met in October and mainly had discussion on the SECB Policy and Procedure manual and what will be going into that next. Discussion on new policies for Statutory Responsibilities and Chair Appointment Processes have started. The committee also received updates from the Education and Outreach Workgroup and SECB Planning workgroup.

ii. LMR

Mihelich reported that the LMR committee discussed a few participation plan requests and best practices when it comes to patching.

iii. WBBA

Olson reported that the Wireless Broadband and Applications Committee met in October. The Chair for the committee is stepping down and the committee discussed possible replacements. SCIP goals, committee vacancies, and the coverage survey were also discussed. The coverage survey information will be put into a report given to the SECB, as this was an ask from that Board.

iv. IOC/COMU-STR Workgroup

Timm gave an update from the COMU-STR Workgroup. There was a new COML approval, discussion on the COMU Plan, statewide fall COMMEX and the border exercise with Wisconsin, and the new National Qualification System. The state will be hosting a summit on COMU activities in November 2024.

v. IPAWS

No new report.

vi. Finance/Grants Workgroup

Fredrick reported that the Finance Committee met in person earlier in October and had lengthy discussions on updating Financial Standards and Grant Process changes. Grants workgroup is beginning work on the 2025-2027 SECB Grant Priorities and Hierarchy, discussing potential turnback funds for the current SECB grant, and moving to a new grants administration platform. Both groups are scheduled to meet again in November.

7. Other Business

A. METAC Permission Update

Fredrick stated that the Alcohol and Gambling Enforcement (part of DPS) requested use for all METAC Talkgroups. Fredrick will be working on getting the encryption keys to them.

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B. Discussion: Regional Radio Technician

This is an ongoing discussion item.

Jill Rohret stated that she added this to the MESB Strategic Plan.

C. Discussion: Regional Approach to SUA

This is an ongoing discussion item. There is no new information on an updated Motorola proposal.

8. Adjourn

The meeting was adjourned at 2:34 p.m.

DRAFT

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) May, Tianna Allison

Certifying Agency Ramsey County

County Ramsey ECB/ESB Region

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

24/7 Telephone 651-285-3278 Business Telephone 651-266-7743

Email Address tianna.may@co-ramsey.mn.us

Signature Tianna May Date 9/17/2024

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.

Name & Title Nancie Pass Director

Agency RCECC

Signature Nancie Pass Date 9/30/24

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

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



FEMMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

TIANNA MAY

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

IS-100.C: Introduction to Incident Command System, ICS-100

A handwritten signature in black ink, appearing to read "Jeffrey D. Stern".

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

Issued this 16th Day of April, 2024





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EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

TIANNA MAY

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

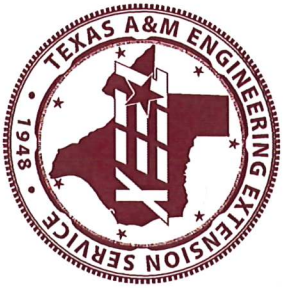
**IS-200.C: Basic Incident Command System
for Initial Response ICS-200**

A handwritten signature in black ink, appearing to read "Jeffrey D. Stern".

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



Issued this 16th Day of April, 2024



FEMA

TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

in cooperation with the

Department of Homeland Security

Federal Emergency Management Agency

Tianna A. May

has successfully completed

Intermediate ICS-300 for Expanding Incidents

Medina, Minnesota, United States

20 Hours

December 4 - 6, 2018



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



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



Certificate of Completion

Awarded to
Tianna May

for successfully completing
ICS 400

16 Contact Hours

In acknowledgment thereof these signatures are affixed on this day,
03/28/2019



Dr. Monique Ramirez
Dean of Continuing Education & Customized Training



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This Certificate of Achievement is to acknowledge that

TIANNA MAY

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

IS-700.B: An Introduction to the

National Incident Management System

A handwritten signature in black ink, appearing to be "J. Stern", written over a horizontal line.

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



Issued this 16th Day of April, 2024



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This Certificate of Achievement is to acknowledge that

TIANNA MAY

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

IS-800.D: National Response Framework, An

Introduction

Jeffrey D. Stern, Ph.D.

Superintendent

National Disaster & Emergency

Management University



Issued this 16th Day of April, 2024

Emergency Management Institute



FEMMA

This is to certify that

Tianna May

successfully completed

NIMS ICS All-Hazards Communications Unit Leader
Chicago, Illinois

2.5 IACET CEU

May 13 - 16, 2024



A handwritten signature in black ink, appearing to be "S. B.", written over a horizontal line.

Superintendent
Emergency Management Institute



FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1

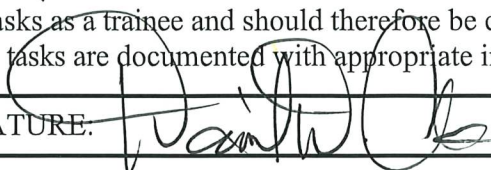
Type 2

Type 3


POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	Tianna May
DUTY STATION:	
PHONE NUMBER:	651-285-3278
E-MAIL:	Tianna.May@co.ramsey.mn.us
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Daniel Anderson
TITLE:	Senior Coordinator - Public Warning & Communications
DUTY STATION:	Hennepin County Emergency Management
PHONE NUMBER:	(612) 578-1372
E-MAIL:	dan.anderson@hennepin.us
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Camp Ripley
DATE:	19 Aug. 2024

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that <u>Tianna May</u>	
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>21 Aug</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>Daniel D. Anderson</u>
TITLE:	<u>Senior Coordinator - Public Warning & Communications</u>
DUTY STATION:	<u>Hennepin County Emergency Management</u>
PHONE NUMBER:	<u>(612) 578-1371</u>
E-MAIL:	<u>dan.anderson@hennepin.us</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that <u>Tianna May</u>	
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	<u>9/30/24</u>
OFFICIAL'S NAME:	<u>Nancie Pass</u>
TITLE:	<u>B Director</u>
DUTY STATION:	<u>Roseau</u>
PHONE NUMBER:	<u>651-266-7732</u>
E-MAIL:	<u>nancie.pass@co.ramsey.mn.us</u>

Position Task Book Overview

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

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

Evaluation Process

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

Transferring Qualifications

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

Position Task Book Competencies, Behaviors, and Tasks

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

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

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

Definitions

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

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

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

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

PTB Task Codes

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

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

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

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

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

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

Code T: Task performed during a tabletop exercise.

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

How to Complete the Evaluation Record Form

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

Complete these items AT THE START of the evaluation period:

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

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

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

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

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

Complete these items AT THE END of the evaluation period:

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

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

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

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

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

Date: List the current date.

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

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

Evaluation Record Form

TRAINEE NAME: <i>Tianna May</i>
TRAINEE POSITION: <i>COML</i>
Evaluation Record Number: <i>#1</i>
Evaluator's name: <i>David Anderson</i>
Incident/office title and agency: <i>North Star II COMEX / Hennepin County Emergency Management</i>
Evaluator's home unit address and phone: <i>1600 Prairie Dr., Medina, MN</i>
Name and location of incident or simulation/exercise: <i>Camp Ripley, MN</i>
Incident kind: <i>Fire</i>
Number and kind of resources: <i>1 COMB COMT, 4 AUXC, INTD</i>
Evaluation period: <i>19-22 Aug. 2024</i>
Position type: <i>Type III</i>
<p>Recommendation:</p> <p>The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
<p>Additional recommendations/comments:</p> <p><i>Did great job.</i></p>
Date: <i>22 Aug. 2024</i>
Evaluator's initials: <i>DDA</i>
Evaluator's relevant qualification: <i>COML</i>

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

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

1a. Behavior: Ensure readiness for assignment

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

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

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

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>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.</p>	E, F, I	#1	DJA

2. Competency: Lead assigned personnel

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

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

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

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 	E, F, I	#1	DDA

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident:</p> <ul style="list-style-type: none"> • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate • 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 	E, F, I	#1	DD
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.</p>	E, F, I	#1	DA

3. Competency: Communicate effectively

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

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

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

3b. Behavior: Develop and implement plans

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

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 	E, F, I	#1	DDA
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 	E, F, I	#1	DDA
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 	E, F, I	#1	DDA
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 	E, F, I	#1	DDA
17. Provide basic training as needed for equipment being deployed	E, F, I	#1	DDA

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

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

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	E, F, I	111	DDJ
19. Install communications equipment: <ul style="list-style-type: none"> • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: <ul style="list-style-type: none"> ○ Command repeater ○ Logistics repeater ○ Links (radio and wire-based) ○ Remotes ○ Gateways ○ Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel • Clone or program radios, as necessary and authorized 	E, F, I	111	DDJ

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

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Douglas, Deanna Leigh (Previously Olson)

Certifying Agency Minneapolis Emergency Communications Center (911)

County Hennepin County ECB/ESB Region Metro

Agency Address 350 5 St S Room 51 Minneapolis MN 55416

24/7 Telephone 612-348-2345 Business Telephone 612-348-7240

Email Address Deanna.Douglas@MinneapolisMN.Gov

Signature *Deanna L Douglas* Date 10/15/2024

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, 911 Assistant Director

Agency Minneapolis Emergency Communications Center/911

Signature *[Signature]* Date 10/20/2024

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 (Last, First Middle) Deanna L Douglas

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)
3	5/20/2024	American Experience Gala, Wrote ICS205 and served as COML for entire operations period at the Mpls EOTF under MPD Command Structure. May 20, 2024. Verifications: Joni Hodne, Director MECC
1	7/25 & 7/26/2024	MPD Encampment Detail. Wrote ICS205 for event operational periods. (Verification: Leticia Cardenas)
1	8/16/2024	Wrote ICS205 for The Metallica Concert at USBank Stadium. Agencies MPD, Hennepin County Sheriff, Anoka County. Verification: L. Cardenas
1	9/22/2024	Wrote ICS205 for Vikings vs Texans Football Game at USBank Stadium. MPD, HCSO, ACSO, WCSO. (Verification: L Cardenas)
1	7/6 & 7/7/2024	Wrote ICS205 for The Taste of MN Downtown Mpls. MPD. (Verification: L Cardenas)
1	8/10/2024	Wrote ICS205 for The Vikings vs Raiders Football Game at USBS. MPD, HCSO, ACSO & WCSO. (Verification: L Cardenas)
1	8/24/2024	ICS205 for Zach Bryan Concert at USBS. MPD, HCSO, ACSO (Verification: L Cardenas)
1	9/15/2024	ICS205 for Vikings vs 49s Game at USBS. MPD, HCSO, ACSO, WCSO, MCSO. (Verification: L Cardenas)
3	7/21/21	ICS205 & COML for the Aquatennial Parade in Mpls. MPD, MPPD (Verification: L Cardenas)
1	11/2 & 11/3/2021	ICS205 for Election Detail in Mpls. Multiple locations. MPD (Verification: L Cardenas)

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

Signature Deanna L Douglas


Date: 10/15/2024

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	5th Precinct Detail	07/11/2021 2200	07/14/2021 0600-07/19/2021 0400

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	612-919-9279	LT KINGBURY						EVENT COMMAND
2	LAW	LTAC5E	LAW	800 MHz		800 MHz		D	MPPD HCSO RCSO & MTCPD ON MPPD PORTABLES B8
3	SUPPORT	612-348-7240	MECC						DISPATCH SUPERVISOR
4									
5									
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14									
15									

SPECIAL INSTRUCTIONS

Dedicated Dispatcher at the following times: 7/14 from 1200-0400, 7/15 thru 7/18 from 1600-0400.

	COM1: Deanna Olson AGENCY: Minneapolis Emergency Communications PHONE: 612-250-2078 (cell) 612-348-7240 (desk) EMAIL: deanna.olson@minneapolismn.gov	INCIDENT/EVENT LOCATION
		Precinct 5: Uptown Area

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
	American Experiment Gala	5/20/2024 at 2130	6/6/2024 1500-2359

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	612-919-8815	LAW	Cell Phone		Cell Phone			MPD DC Kingsbury, IC
2	OPERATIONS	612-413-9079	LAW	Cell Phone		Cell Phone			MPD Lt Garman: Interior Operations
3	TACTICAL	LTAC5E	LAW	ARMER 800 MHz		ARMER 800 MHz			Main Tactical Channel - Dispatcher
4	TACTICAL	LTAC6E	LAW	ARMER 800 MHz		ARMER 800 MHz			Interior Operations- No Dispatcher
5	SUPPORT	612-348-7240	Communications	Landline		Landline			On-Duty Dispatch Supervisor
6									
7									
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12									
13									
14									

SPECIAL INSTRUCTIONS

1700 Series Call Signs to be used for this event. Main Tactical Channel will have a designated Dispatcher.

COML: Deanna Douglas, COML & Jesse Garza, COMLt AGENCY: Minneapolis Emergency Communications PHONE: 612-849-7863 EMAIL: Deanna.Douglas@MinneapolisMN.Gov	INCIDENT/EVENT LOCATION
	Location to be disclosed closer to date of event.

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
	Taste of MN	6/25/2024 1800	7/6-7, 2024 1000-2100

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	612-290-9066	LAW	Cellular	N/A	N/A	N/A	N/A	MPD LT. Klukow
2	Tactical	MPPD CH 10	LAW	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Special Events 10
3	Support	612-348-7240	Communications	Landline	N/A	N/A	N/A		On Duty 911 Supervisor
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INCIDENT/EVENT LOCATION	
COM1: Deanna Douglas PHONE: 612-849-7863 AGENCY: Minneapolis Emergency Communications deanna.douglas@minneapolismn.gov	EMAIL: Taste Of MN: Nicollet Mall, Washington Ave.-5th St Saturday Open 1100-2000 Sunday Open 1100-2000

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)

Taste of MN 7.6.24 to 7.7.24


MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	14th Av S Encampment Detail	7/23/2024 1430	7/25/2024 0600-1300 7/26/2024 0600-1300

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	Command	612-290-0285	LAW	Cell Phone					MPD Commnader Hanson
2	Tactical	METAC12E	LAW	ARMER 800 MHz		ARMER 800 MHz		D	MPD, Public Works, HEMS, Traffic Control (Metro Region Ch 13)
3	Support	612-348-7240	Communications	Landline					MECC On-Duty Supervisor
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SPECIAL INSTRUCTIONS

A dedicated Dispatcher will be assigned to the channel starting at 0600. 7/25 Dispatcher will be located at The EOTF, 7/26 Dispatcher will be at MECC.


Minneapolis 911	PREPARED BY: Deanna Douglas, COML	INCIDENT/EVENT LOCATION
	AGENCY: Minneapolis Emergency Communications Center	14th Ave Encampment Detail Minneapolis MN
	PHONE: 612-849-7863	
	EMAIL: Deanna.Douglas@minneapolismn.gov	

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			US Bank Stadium Event: Metallica Concert		8/14/2024 21:55:00 PM		8/18/2024 1500-0000		
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AIB)</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	Incident Command	612-246-2476	Law	Cellular	N/A	N/A	N/A	N/A	LT Gottwaldt HCSO
2	Tactical	ME TAC 8	Law	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Zone MetroReg = ME TAC 8 on MPD Zone Q-Emerg Mngmnt = ME TAC 8 on HCSO Zone Metro = ME TAC 8 on WCSO Zone C or ME = ME TAC 8 on ACSO
3	Support	612-777-8937	Communications	Landline	N/A	N/A	N/A	N/A	SOC LE Dispatcher @ US Bank Stadium
4									
5									
6									
7									
8									
9									
10									
11									
SOC LE Dispatcher start time is 1500									
 COM1: Deanna Douglas PHONE: 612-849-7863 AGENCY: Minneapolis Emergency Communications EMAIL: deanna.douglas@minneapolismn.gov					INCIDENT/EVENT LOCATION US Bank Stadium Event: Metallica Concert Series 401 Chicago Ave, 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 METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
			US Bank Stadium Event: Vikings vs 49ers			9/12/2024 16:40		9/15/2024 1200-2200	
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	Incident Command	651-755-1569	Law	Cellular	N/A	N/A	N/A	N/A	MPD Cmdr. Moore 1601
	Incident Command	612-246-2476	Law	Cellular	N/A	N/A	N/A	N/A	HCSO Capt. Gottwaldt 1602
2	Tactical	ME TAC 8	Law	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Zone MetroReg = ME TAC 8 on MPD Zone Q-Emerg Mngmnt = ME TAC 8 on HCSO Zone Metro = ME TAC 8 on WCSO Zone C or ME = ME TAC 8 on ACSO
3	Support	612-777-8937	Communications	Landline	N/A	N/A	N/A	N/A	SOC LE Dispatcher @ US Bank Stadium
4									
5									
6									
7									
8									
9									
10									
11									
SOC LE Dispatcher start time is 0800									
 COML: Deanna Douglas PHONE: 612-849-7863 AGENCY: Minneapolis Emergency Communications EMAIL: Deanna.Douglas@minneapolismn.gov					INCIDENT/EVENT LOCATION				
					US Bank Stadium Event: Vikings vs 49ers 401 Chicago Ave, 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 METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
			US Bank Stadium Event: Vikings vs Texans			9/19/2024 23:40		9/22/2024 0800-2200	
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	Incident Command	651-755-1569	Law	Cellular	N/A	N/A	N/A	N/A	MPD Cmdr. Moore 1601
	Incident Command	612-246-2476	Law	Cellular	N/A	N/A	N/A	N/A	HCSO Capt. Gottwaldt 1602
2	Tactical	ME TAC 8	Law	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Zone MetroReg = ME TAC 8 on MPD Zone Q-Emerg Mngmnt = ME TAC 8 on HCSO Zone Metro = ME TAC 8 on WCSO Zone C or ME = ME TAC 8 on ACSO
3	Support	612-777-8937	Communications	Landline	N/A	N/A	N/A	N/A	SOC LE Dispatcher @ US Bank Stadium
4									
5									
6									
7									
8									
9									
10									
11									
SOC LE Dispatcher start time is 0800									
 COML: Deanna Douglas PHONE: 612-849-7863 AGENCY: Minneapolis Emergency Communications EMAIL: Deanna.Douglas@minneapolismn.gov					INCIDENT/EVENT LOCATION US Bank Stadium Event: Vikings vs Texans 401 Chicago Ave, 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 METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			US Bank Stadium Event: Metallica Concert		8/22/2024 18:45		8/24/2024 1400-0000		
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	Incident Command	612-246-2476	Law	Cellular	N/A	N/A	N/A	N/A	LT Gottwaldt HC SO
2	Tactical	ME TAC 8	Law	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Zone MetroReg = ME TAC 8 on MPD Zone Q-Emerg Mngmnt = ME TAC 8 on HC SO Zone Metro = ME TAC 8 on WC SO Zone C or ME = ME TAC 8 on AC SO
3	Support	612-777-8937	Communications	Landline	N/A	N/A	N/A	N/A	SOC LE Dispatcher @ US Bank Stadium
4									
5									
6									
7									
8									
9									
10									
11									
SOC LE Dispatcher start time is 1600									
 COM1: Deanna Douglas PHONE: 612-849-7863 AGENCY: Minneapolis Emergency Communications EMAIL: deanna.douglas@minneapolismn.gov					INCIDENT/EVENT LOCATION US Bank Stadium Event: Zach Bryan Concert 401 Chicago Ave, 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 METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME		
			US Bank Stadium Event: Vikings vs Raiders NFL Game		8/8/2024 17:15		8/10/2024 0800-2200		
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	Incident Command	612-246-2476	Law	Cellular	N/A	N/A	N/A	N/A	HCSO Capt. Gottwaldt
2	Tactical	ME TAC 8	Law	ARMER 800 MHz	N/A	ARMER 800 MHz	N/A	D	Zone MetroReg = ME TAC 8 on MPD Zone Q-Emerg Mngmnt = ME TAC 8 on HCSO Zone Metro = ME TAC 8 on WCSD Zone C or ME = ME TAC 8 on ACSO
3	Support	612-777-8937	Communications	Landline	N/A	N/A	N/A	N/A	SOC LE Dispatcher @ US Bank Stadium
4									
5									
6									
7									
8									
9									
10									
11									
SOC LE Dispatcher start time is 1100									
 COML: Leticia Cardenas PHONE: 612-388-9534 AGENCY: Minneapolis Emergency Communications EMAIL: leticia.cardenas@minneapolismn.gov					INCIDENT/EVENT LOCATION US Bank Stadium Event: Vikings vs Raiders NFL Game 401 Chicago Ave, 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)

COMU Position Recognition Application

Application Type:

- Initial Application Renewal Change of Status

Position:

- COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Anderson Daniel Dennis

Certifying Agency Hennepin County Emergency Management

County Hennepin ECB/ESB Region Metro

Agency Address 1600 Prairie Dr. Medina, MN 55340

24/7 Telephone [REDACTED] Business Telephone [REDACTED]

Email Address dan.anderson@hennepin.us

Signature [Signature] Date 11/11/24

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 Eric Waage, Director

Agency Hennepin County Emergency Management

Signature [Signature] Date 4 DEC 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 (Last, First Middle) Anderson Daniel Dennis

Agency Hennepin County Emergency Management ECB/ESB Region Metro

Position:

COML
 INTD

COMT
 RADO

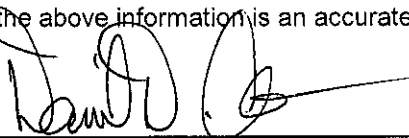
INCM
 AECS

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)
3	Sept. 17-20, 2023	PACE presentation for ANEM
3	May 6-9, 2024	PACE presentation for MN Public Safety Communications Conference
5	10/29/23	MN AOXCOMMEX, Hennepin County
3	to Aug. 2024	North Star II
3	Oct. 2024	WI SIMCOM, Superior, WI

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

Signature



Date: 11/11/24

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name Timm, Nathan Houston
(Last, First Middle)

Certifying Agency Washington County Sheriff's Office

County Washington ECB/ESB Region Metro

Agency Address 15015 62nd St N, Stillwater MN 55082

24/7 Telephone 651-439-9381 (Dispatch) Business Telephone 651-430-7863

Email Address nate.timm@co.washington.mn.us

Signature  Date 12/16/2024

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 Commander Andrew Ellickson

Agency Washington County Sheriff's Office

Signature  Date 12/16/2024

Regional Recognition

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

Name & Title Region Metro

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 Timm, Nathan Houston
 (Last, First Middle)

Agency Washington County Sheriff's Office

ECB/ESB Metro
 Region

Position:

COML
 INTD

COMT
 RADO

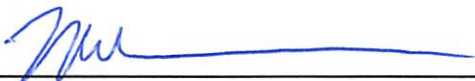
INCM
 AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
3	11/19/24- 11/21/24	Communications Unit Work Group Retreat, Camp Ripley
3	10/4/24	Minnesota / Wisconsin communications exercise, Superior WI "10-4 Exercise" - evaluator
3	8/19/24 - 8/21/24	North Star II Communications exercise, Camp Ripley. Evaluator and planning team.
3	5/6/24 - 5/9/24	Public Safety Communications Conference, St. Cloud. Teach one class, advanced APX programming
3	10/28/23	AUXC communications exercise (taskbook focused) at Hennepin County EOC. Evaluator and planning team.
3	8/20/23 - 8/23/23	North Star Communications exercise, Camp Ripley. Evaluator and planning team.
3	5/3/23 - 5/5/23	Wisconsin SIMCOM statewide communications exercise. Day 1 Green Bay, day 2/3 Eau Claire. Evaluator.
3	8/15/22 - 8/17/22	Operation Dark Days Communications exercise, Camp Ripley. Evaluator and planning team.
1	7/4/2022	ICS205 communications plan for Stillwater 4th of July event
3	4/25/22 - 4/27/22	2022 Public Safety Communications Conference, Breezy Pointe. Planning committee and teach advanced APX Training

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

Signature



Date: 12/16/24

2022

Communications Unit Exercise (COMMEX) Information Packet



Department of Public Safety

2/22/2022

2022 Communications Unit Exercise (COMMEX) Information Packet

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Introduction

The Communications Unit Exercise (COMMEX) is a functional exercise (FE) designed to establish a learning environment for participants to exercise their emergency response plans, policies, and procedures as they pertain to a man-made or natural disaster. A FE is a complex exercise that requires detailed planning for a successful exercise.

The purpose of this document is to provide basic information and the logistical requirements needed for a successful exercise. However, in the end, it is the responsibility of the Exercise Planning Team (EPT) to ensure the requirements listed in this package are in place prior to the exercise. This document will cover the requirements for the:

- Concept and Objectives Meeting - Initial Planning Meeting (IPM)
- Mid Planning Meeting (MPM) - Master Scenario Events List (MSEL) Workshop
- Final Planning Meeting (FPM)
- COMMEX / Hotwash
- After Action Report and Improvement Plan (AAR/IP)

The exercise is per Homeland Security Exercise and Evaluation Program (HSEEP) guidance.

COMMEX Structure

The COMMEX is a two and a half day 20 hour exercise and typically will have three teams. Each team will consist of a maximum of: two Communication Unit Leaders (COML), two Communication Technicians (COMT), two Incident Center Managers (INCM), two Incident Tactical Dispatcher (INTD) trainees per team per day. Each team will be supervised by a Controller and each Controller will have a

2022 Communications Unit Exercise (COMMEX) Information Packet

Communications Coordinator (COMC/Simulator) assigned to the team to provide injects during the exercise.

Exercise Planning Team

The EPT should be staffed with qualified COMLs, COMTs, INCMs, INTDs and communication subject matter experts (SMEs). SMEs should have a working knowledge of communication systems and assets.

EPT members will be asked to assist in the development of the exercise and participate in the exercise as controllers, simulators, and exercise support staff. Some of the positions they may fill are:

Controllers: Controllers supervise their assigned team. Controllers direct the pace of exercise play and routinely include members from the EPT. Controllers work with the COMC/Simulators to provide injects and explain or clarify issues arising during the exercise.

Evaluators: Evaluators are selected to provide feedback on their familiarity with local emergency response plans, policies, and procedures and are assigned based on the subject matter expertise.

COMC/Simulators: COMC/Simulators work closely with their assigned Controller to provide injects during exercise play.

Actors: Actors are exercise participants who act or simulate specific roles during exercise play. (e.g., Incident Command System (ICS) position, news media, etc.).

Support Staff: Exercise support staff includes individuals who are assigned administrative and logistical support tasks during the exercise (e.g., registration, catering, etc.).

Trainees/Players: Players are COML, COMT, INCM and INTD trainees who have attended the class but have not had an opportunity to complete their Position Task Book (PTB) to become qualified. The terms trainee and players are synonymous. Trainees will be provided an opportunity to perform all of their required tasks but will only be signed off for tasks that were completed successfully. Trainees will not be able to participate in the planning of the exercise.

All the positions referenced above are commonly referred to as exercise participants.

Concept / Objectives meeting and Initial Planning Meeting (IPM)

The meeting should be expected to last approximately 2 hours.

The objectives of the IPM are to:

- Introduce EPT members and confirm contact information
- Familiarize EPT members with the exercise
 - Phase 1 Pre-Exercise preparedness
 - Phase 2 Check-in/Briefings
 - Phase 3 Communication Operations
 - Phase 4 Demobilization and Documentation
 - Phase 5 After Action Review / Improvement Planning
- Begin design and development of the COMMEX and target capabilities

2022 Communications Unit Exercise (COMMEX) Information Packet

- Identify the responding jurisdictions, agencies and disciplines
- Identify participating agencies
- Identify simulated agencies
- Identify the dispatch centers and EOC
- Initial Dispatch Channel for each discipline
- Interoperable Channels for extended and major operations
- Emergency Support Function #2 Activation
- Initiate Exercise ICS Forms draft of a:
 - ICS Form 201 Incident Briefing
 - ICS Form 205 Incident Radio Communications Plan
 - ICS Form 215 Operational Planning Worksheet
 - ICS Form 217A Available Resource List
- Form teams (3 teams total)
 - Identify and assign Controller (one per site)
 - Identify Evaluators and assign the Controller
- Identify and assign the COMC/Simulators
- Identify communication equipment for the exercise
- Identify and assign AuxComm Radio Operators (AUXC)(one per team) to simulate AuxComm support.

Mid Planning & Master Scenario Events List meeting

The MSEL is the script and primary exercise control document. It is a chronological listing of scripted exercise injects that generate activity in specific functional areas in support of the exercise goal and objectives. Each MSEL inject specifies the inject number, caller, communication method, person(s) involved; inject description, task and expected outcome. A MSEL will be developed for each COML, COMT, INCM and INTD trainee.

The MSEL:

- Helps controllers track the flow of the exercise to accomplish exercise goals, objectives and required tasks.
- Helps simulators perform their roles (e.g., at the right time, using the appropriate method, etc.).
- Includes all of the COML, COMT, INCM and INTD required tasks.
- Possible ICS Forms to be filled out as needed to support the exercise injects.

The EEGs have been developed to assist in the evaluation of the trainees by providing consistent standards and guidelines for observation, data collection analysis, and documentation. EEGs provide exercise staff with a manageable tool to collect data during an exercise, in a format that allows the easy transfer of information from the MSEL to the PTB.

The EEGs have been incorporated into the MSEL below each task, eliminating the need for multiple documents during the exercise. Each trainee will be assigned a PTB.

2022 Communications Unit Exercise (COMMEX) Information Packet

Final Planning Meeting

The EPT Leader will need to set a date, start time, and location for the Final Planning Meeting (FPM). The ECN staff will include a facilitator and data specialist. The meeting should be expected to last approximately 4 hours and EPT members should be available the entire time.

The objectives of the FPM are to:

- Prepare and send the Selection Letter with the:
 - Exercise Situation Manual (SITMAN)
 - ICS Forms Package
- Distribute exercise support documents for review and validation of the information
 - Controller / Evaluator Handbook
 - MSEL
 - Exercise Evaluation Guides (EEG)s
- Next operational period Goals and Objectives
- Incident Map
- Plans meeting and operations briefing agenda
- Finalize COMMEX logistics
 - Exercise venue (classroom and equipment)
 - Identify who will print exercise documents, name tags, table tents, and sign-in sheets
 - Identify exercise Observers and VIPs

Hot Wash

Daily following the exercise, an informal debriefing (Hot Wash) will be conducted to gather comments and document the first impressions of the participants while the exercise activities are still fresh in their minds.

After Action Review / Improvement Plan

There will be two separate AARs; one with the players going over the training and another with the staff discussing training and how the scenario worked together.

Conclusion

We at ECN thank you for your dedication to this effort and the time you will invest to make this a successful exercise. Please do not hesitate to contact us with any questions or ways in which we can help. We look forward to working with you on this exercise.

2022 Communications Unit Exercise (COMMEX) Information Packet

Scenario

A storm went through Aladdin County early Sunday morning of unknown magnitude has gone leaving a large path of destruction throughout the county. The National Weather Service is coming Tuesday to review the damage and determine what type of storm what went through Sunday morning. Weather forecast for the area indicates winds the next several days with gusts to 45 miles per hour.

Major Events

Johnsonville (Cantonment Area)

Situation:

Aladdin County had its Emergency Operations Center (EOC) destroyed by a tornado, the emergency manager and deputy emergency manager were inside and have been hospitalized with life threatening injuries.

What we know at the present time:

Most communities in the county have sustained damage.

Several deaths have been reported in neighboring community of Cape Town Farms.

The county did not have an alternate EOC in their plan.

The Incident Management Team has been tasked with emergency management duties for the county and needs to set up a makeshift EOC at this time.

Serving ARMER infrastructure has been damaged and is currently in "site trunking" mode.

MN DOT estimates repair time to be three to four days due to supply chain problems.

Neighboring counties have are providing equipment to use in the EOC, such as telephones, displays, laptops, printers and other devices.

What's been requested so far?

The County has asked for assistance from the Governor's Office to get the National Guard in to help with the communities communications, protect property and clear debris.

Damage Assessment teams from HSEM.

Who's coming to support?

HSEM damage assessment teams?

MN NG for communications, site security / support?

2022 Communications Unit Exercise (COMMEX) Information Packet

Cape Town Farms (CTF Area)

Situation:

Cape Town Farms in Aladdin County has been devastated by a tornado. Multi-pule fatalities, many of the buildings damaged, including the City Hall, Police, and Fire station. Since the storm went through most of the town is out of power or running on emergency power in facilities that have that capability. The City Hall and Police center transfer switch failed when they switched over and causing a fire in the generator control box thus leaving them without power. The local telephone company sustained some damage to its facility but is not saying much about its connectivity at the time, services have been noted to be up and down a lot since the storm it is on its back-up generator.

What we know at the present time:

Serving ARMER infrastructure has been damaged and is currently in "site trunking" mode.

MN DOT estimates repair time to be three to four days due to supply chain problems.

Cellular infrastructure has been damaged, service is reduced and is spotty.

Central Office Switch building has been damaged some service, but extent unknown at present.

What's been requested so far?

Help from the National Guard has been requested from the County.

Who's coming to support?

HSEM damage assessment teams?

MN NG for security / support?

Schedule: 2022 Public Safety Communications Conference (Overview)

Monday, April 25, 2022

0800 to 1700	Conference Registration
0800 to 1200	Pre-Conference Training Sessions <ol style="list-style-type: none">1. Change Management in 911 – All Day Session2. 9-1-1 Service Disruptions/Outages: A Crisis Communication Plan3. IPAWS Workshop: Building Confidence through Training and Testing
1200 to 1300	Lunch Break
1300 to 1700	Pre-Conference Training Sessions <ol style="list-style-type: none">1. Change Management in 911 – All Day Session2. COMU – Tabletop Exercise3. FirstNet Authority Live Demo/Collaborative Workshop on FirstNet Network Resources
1700 to 1800	Mental Health SIG Meeting

Schedule: 2022 Public Safety Communications Conference (Overview)

Tuesday, April 26, 2022

0800 to 1600	Conference Registration
0730 to 0830	Breakfast Short Welcome from ECN Motorola, Platinum Sponsor, Breakfast Session Presentation
0830 to 1000	Opening General Session: Welcome remarks from DPS, ECN, and SECB leadership Program updates from ECN PMs
1000 to 1015	Break
1015 to 1100	Breakout Sessions: <ol style="list-style-type: none"> 1. GOV - Funding for Emergency Communications 2. 911 - What is the Location of Your Emergency: The RapidDeploy RadiusPlus Project 3. IOP - Cross-Border LMR Interoperability 4. Vendor #1 – FirstNet by AT&T, Silver Sponsor – Deployable Assets at your Fingertips and What You Can Expect During an Emergency: Lessons learned from the Nashville Bombing, Ida, and Others
1100 to 1130	Break Vendor Exhibit Hall Open
1130 to 1200	Breakout Sessions: <ol style="list-style-type: none"> 1. 911/GOV - Shared Services: Collaborating across Jurisdictional and Regional Boundaries 2. IPAWS - Messaging in Crisis 3. IOP - Lesson Learned: Emergency Communication Challenges during Major Events 4. Vendor #2 – NGA, Silver Sponsor, Next Generation 911 – Benefits of the Cloud
1215 to 1345	Lunch Break Vendor Exhibit Hall Open RapidDeploy, Gold Sponsor, Lunch Presentation
1345 to 1430	Breakout Sessions: <ol style="list-style-type: none"> 1. 911/GOV - 911/988 Interaction 2. LMR - ARMER Radio Programming – Part 1 3. IPAWS - Hands on Training and Standard Operating Procedures (SOPs) 4. Vendor #3 – Solacom Technologies/IES, Bronze Sponsor – Cloud-based 911 Call Handling versus On-site Solutions: Advantages, Disadvantages & Considerations
1430 to 1500	Break Vendor Exhibit Hall Open
1500 to 1545	Breakout Sessions: <ol style="list-style-type: none"> 1. 911 - Next-Generation 911: Moving Forward 2. LMR - ARMER Radio Programming – Part 2 3. WBB - Expanding Coverage and Service: What’s Happening with the FirstNet Buildout in Minnesota? 4. Vendor #4 – 1Spatial, Bronze Sponsor – The Yellow Brick Road of Next Generation 911...Boundaries, Roads and Address Points Oh My!

Schedule: 2022 Public Safety Communications Conference (Overview)

Wednesday, April 27, 2022

0730 to 0830	Breakfast
0830 to 0930	General Session: Tim Eggebraaten
0930 to 1000	Break Vendor Exhibit Hall Open
1000 to 1045	Breakout Sessions: <ol style="list-style-type: none"> 1. 911 - Project Update: PSAP Cybersecurity Assessments 2. LMR - Statewide LMR Encryption Planning 3. GOV - Strengthening the Minnesota Model: Planning the SECB 'Boot Camp' 4. Vendor #5 – Prism IPX, Bronze Sponsor – You Can Finally Take Down That 50 Year Old Analog Network.
1045 to 1100	Break
1100 to 1200	General Session: The Future of Emergency Communications Recognition/Awards
1200 to 1215	Break
1215 to 1315	Box Lunch Entertainment: Tim Eggebraaten Closing Remarks
1315 to 1400	Conference Planning Group 'Hot Wash' Session



NorthStar

August 21 - 24, 2023
Camp Ripley, Minnesota

Date / Time	Who	Event	Instructor	Remarks
Aug 20, 2023 1900 - 2000	Controllers / Evaluators	Meeting	Exercise Director	Building 9-2
Monday				
Aug 21, 2023 0630 - 0745	All	Breakfast		Dining Hall (Building 6-76)
0745 - 0800	All	Check in	Staff	EOC (Building 9-2)
0800 - 0830	All	Welcome and Introduction	ECN Team	EOC (Building 9-2)
0830 - 0915	All	Capabilities Briefing and Team Assignments	Individual Equipment Owners	EOC (Building 9-2)
0915 - 0945	All	Situation and Safety Briefings	ECN Team	EOC (Building 9-2)
0945 - 1020	All	ICS Forms Training	Logistics	EOC (Building 9-2)
1030 - 1130	COML - COMT	FirstNet Uplift Presentation	ECN Team	EOC (Building 9-2)
1030 - 1130	INTD - INCM	WebEOC Training	HSEM	EOC (Building 9-2)
1130 - 1230	All	Lunch		Dining Hall (Building 6-76)
1230 - 1300	All	Check in at EOC	Incident Commander	EOC (Building 9-2)
1300 - 1330	COML - COMT -AUXC INCD - INCM - ITSL	Incident Assessment	Controllers	EOC (Building 9-2)
1330 - 1430	All	Request Equipment and Supplies for operation	Incident Commander	EOC (Building 9-2)
1430 - 1600	All	Inventory Equipment Go Bags, Trailers, Radio Caches, etc.	Evaluators	Staging Area (Area 5 Motor Pool)
1600 - 1630	All	Daily Hot Wash	Controllers	EOC (Building 9-2)
1700 - 1800	All	Dinner		Dining Hall (Building 6-76)
Tuesday				
Aug 22, 2023 0630 - 0745	All	Breakfast		Dining Hall (Building 6-76)
0800 - 0830	All	Check in at EOC, Situation Briefing / Incident Assessment	Incident Management Team	EOC (Building 9-2)
0830 - 1600	All	COMMEX	Controllers / Evaluators	Training Areas
1200 - 1300	All	Bag Lunch	Support Staff	Bag Lunch to be served on training sites.
1630 - 1700	All	Daily Hot Wash / AAR	Controllers	Training Areas
1700 - 1800	All	Dinner		Dining Hall (Building 6-76)



NorthStar

August 21 - 24, 2023
Camp Ripley, Minnesota

Date / Time	Who	Event	Instructor	Remarks
Wednesday				
Aug 23, 2023 0630 - 0745	All	Breakfast		Dining Hall (Building 6-76)
0800 - 0830	All	Check in at EOC, Situation Briefing / Incident Assessment	Incident Management Team	EOC (Building 9-2)
0830 - 1630	All	COMMEX	Controllers / Evaluators	Training Areas
1200 - 1300	All	Bag Lunch	Support Staff	Bag Lunch to be served on site.
1630 - 1700	All	Daily Hot Wash / AAR	Controllers	Training Areas
1700 - 1800	All	Dinner		Dining Hall (Building 6-76)
Thursday				
Aug 24, 2023 0630 - 0745	All	Breakfast		Dining Hall (Building 6-76)
0800 - 0950	All	DEMOB Phase: Building Turn-in, Equipment Clean-up and Inventory	Controllers / Evaluators	Building 9-2 and Area 5
1000 - 1100	All	Student AAR		Building 9-2
1100 - 1200	All	Lunch		Building 9-2
1100 - 1200	Exercise Staff	Staff AAR		Building 9-2



NorthStar II

August 19 - 22, 2024
Camp Ripley, Minnesota

Date / Time	Who	Event	Instructor	Remarks
Aug 18, 2024 1600 - 1900	Staff	EOC Set Up	Exercise Director	Building 9-2
1900 - 2000	Controllers / Evaluators / SIM CELL	C/E Meeting	Exercise Director	Building 9-2
Monday				
Aug 19, 2024 0630 - 0745	All	Breakfast		Dining Hall (Building 6-76)
0745 - 0800	All	Check in	Staff	EOC (Building 9-2)
0800 - 0830	All	Welcome and Introduction	ECN Team	EOC (Building 9-2)
0830 - 0930	All	Capabilities Briefing and Team Assignments	Individual Equipment Owners	EOC (Building 9-2)
0930 - 1000	All	Situation and Safety Briefings	HSEM / ECN Team	EOC (Building 9-2)
1000 -				
1000 -				
1000 -				
1130 - 1230	All	Lunch		Dining Hall (Building 6-76)
1230 - 1300	All	Check in / EOC Situation Briefing	Incident Commander	EOC (Building 9-2)
1300 - 1330	All	Request Equipment for operation	Incident Commander	EOC (Building 9-2)
1330 - 1545	All	COMMEX	Controllers	Training Areas
1545 - 1600	All	Secure Equipment / Site	Controllers	Training Areas
1600 - 1630	All	Daily Hot Wash	Controllers	EOC (Building 9-2)
1700 - 1800	All	Dinner		Dining Hall (Building 6-76)
Tuesday				
Aug 20, 2024 0630 - 0745	All	Breakfast		Dining Hall (Building 6-76)
0800 - 0830	All	Check in / EOC Situation Briefing	Incident Management Team	EOC (Building 9-2)
0830 - 1600	All	COMMEX	Controllers	Training Areas
1200 - 1300	All	Bag Lunch	Support Staff	Bag Lunch to be served on training sites.
1615 - 1630	All	Secure Equipment / Site	Controllers	Training Areas



NorthStar II

August 19 - 22, 2024
Camp Ripley, Minnesota

Date / Time	Who	Event	Instructor	Remarks
1630 - 1700	All	Daily Hot Wash / AAR	Controllers	Training Areas
1700 - 1800	All	Dinner		Dining Hall (Building 6-76)
Wednesday				
Aug 21, 2024 0630 - 0745	All	Breakfast		Dining Hall (Building 6-76)
0800 - 0830	All	Check in / EOC Situation Briefing	Incident Management Team	EOC (Building 9-2)
0830 - 1630	All	COMMEX	Controllers	Training Areas
0830 - 1200	COMT	Rotate through stations 6 - 12, 15 & 16	Evaluators	EOC (Building 9-2)
0830 - 1200	COML	Rotate through stations 1 - 5, 11 - 14 & 16	Evaluators	EOC (Building 9-2)
1200 - 1300	All	Lunch		Dining Hall (Building 6-76)
1545 - 1630	All	Police Call / Secure Sites	Controllers	Training Areas
1630 - 1700	All	Daily Hot Wash / AAR	Controllers	Training Areas
1700 - 1800	All	Dinner		Dining Hall (Building 6-76)
Thursday				
Aug 22, 2024 0630 - 0745	All	Breakfast		Dining Hall (Building 6-76)
0800 - 0950	All	DEMOB Phase: Building Turn-in, Equipment Clean-up and Inventory	Controllers / Evaluators	Building 9-2 and Area 9
1000 - 1100	All	Student AAR	Staff	Building 9-2
1100 - 1200	All	Lunch		Building 9-2
1100 - 1200	Exercise Staff	Staff AAR	Facilitator	Building 9-2

Conference Agenda

Pre-Conference - Monday, May 6th

11:30 – 12:30 Registration desk open
11:30 – 12:00 Box lunch
12:00 – 2:00 Hands-on training workshops
2:00 – 2:15 Break
2:15 – 4:00 Hands-on training workshops

Day 1 - Tuesday, May 7th

7:00 – 9:00 Continental breakfast
8:30 – 5:30 Exhibitor hall open
7:30 – 4:00 Registration desk open
9:00 – 10:00 Sharon Weinstein Keynote
10:00 – 10:15 Break
10:15 – 11:15 Breakout sessions
11:15 – 12:00 Exhibitor hall spotlight demonstration session
12:00 – 1:00 Lunch
1:00 – 2:00 Breakout sessions
2:00 – 2:15 Break
2:15 – 3:15 Breakout sessions
3:30 – 5:00 Networking reception in exhibitor hall with snacks provided

Day 2 - Wednesday, May 8th

7:00 – 9:00 Continental breakfast
7:00 – 3:30 Exhibitor hall open
7:30 – 4:00 Registration desk open
9:00 – 10:00 Shawn Riley Keynote
10:00 – 10:15 Break
10:15 – 11:15 Breakout sessions
11:15 – 12:00 Exhibitor hall spotlight demonstration session
12:00 – 1:00 Lunch
1:00 – 2:00 Breakout sessions
2:00 – 2:15 Break
2:15 – 3:15 Breakout sessions
3:30 – 5:00 Awards, general session, and reception with snacks provided

Day 3 - Thursday, May 9th

7:00 – 11:30 Registration desk open
7:00 – 8:30 Breakfast buffet
8:30 – 9:30 Rebeccah Roberts ARMER Grant General Session
9:30 – 9:45 Break
9:45 – 11:45 Facilitated General Session
11:45 – 12:00 Break
12:00 – 1:00 Lunch with Gus Broman Closing Keynote

Communications Unit Work Group Retreat Camp Ripley 19 – 21 November 2024

Time	What	Who is Leading
Nov 19		
Day 1		
1530 - 1700	Arrive in the afternoon – Layout goals and objectives of the retreat.	Anderson / Larson
1700 - 1730	Room Check-in	Individuals
1730 - 1900	Evening Meal	
1900 - 2100	Informal Socializing	Anderson/Larson
Nov 20		
Day 2		
0630 - 0800	Breakfast	
0800 - 0830	Introductions	Anderson / Larson
0830 - 0900	DPS Strategic Strategy (via TEAMS)	AC Cunningham
0900 - 0930	History of Current COMU SOG	Stromberg
0930 - 1030	Discussion of Mature ICT Branch Plan Components	Stromberg
1030 - 1130	Identification of things missing in our plan, and discussion to include them	Stromberg
1130 - 1230	Lunch	
1230 - 1630	ICT Branch Plan building	Anderson/Larson
1730 - 1900	Evening Meal	
1900 - 2100	Informal Socializing	Anderson/Larson
Nov 21		
Day 3		
0630 - 0800	Breakfast	
0800 - 0930	ICT Branch Plan building	Anderson/Larson
0930 - 1100	Plan draft review	Stromberg
1100-1130	Discussion of Steps forward	Anderson/Larson

Members invite to Attend:

COMU Work Group Chair -	Daniel	Anderson
State Representative – HSEM	Kara	Behr
ECN Representative -	John	Dooley
SR Representative -	Adam	Grey
COMU Work Group Co-Chair -	Brandon	Larson
IOP Committee Chair -	Andrew	LaVenture
National Guard Representative -	Graham	Lorence
SECB Support -	Aleta	Nimlos
CM Representative -	Keith	Patterson
SW Representative -	Alex	Peterson
ME Representative -	Nate	Timm
NE Representative -		
NW Representative -		
SE Representative -		

**Communications Unit Work Group Retreat
Camp Ripley 19 – 21 November 2024**

Minnesota/Wisconsin 10-4 Day Communications Exercise

Do you like public safety radio? Are you interested in interoperable communications and want to test your skills? Then brush off your NIFOGs and double-check your PL tones, because registration is now open for the Minnesota/Wisconsin 10-4 Day communications exercise.



This one-day functional communications exercise is planned by the Minnesota and Wisconsin SWIC's Offices, in partnership with Douglas County Wisconsin and St. Louis County Minnesota.

The exercise objective is to test cross-border interoperability as well as provide COMU position task book (PTB) opportunities for trainees.

10-4 Day will take place on **October 4th, 2024** at Head of the Lakes Fairgrounds ([4700 Tower Avenue, Superior, Wisconsin 54880](https://www.wisconsin.gov/locations/4700-Tower-Avenue-Superior-Wisconsin-54880)).



Exercise Schedule:

Exercise Check-In: 0800
Start of Exercise/In-Brief: 0900
End of Exercise: 1600
Hotwash to follow end of exercise



Please register personnel and communications vehicles at this link or using the QR code:

<https://www.surveymonkey.com/r/MNWI104>

Questions?

Exercise contacts:

Minnesota - John Dooley at 651-201-7099,

john.dooley@state.mn.us or

Wisconsin - Margaret Zieke 608-381-5003,

margaret.zieke@widma.gov

Registration will be open
until **September 8, 2024.**

MN AUXC COMMEMX

Oct. 28, 2023

Evaluation Plan

FINAL

Three teams rotating among three Incident Communications Centers:

- IACC 1 – HC EOC Radio Room representing Oden County EOC
- IACC 2 – HCEM Disaster Communications Trailer representing Shelter Alpha
- IACC 3 – HCEM Archives Room representing Shelter Bravo

Lead Evaluator: **Dan Anderson**

Responsibility: Oversees the three teams, sets the scenario and evaluator pace, ensures all three teams meet that pace. Ensures all three teams are evaluating at a base level standard. Acts as SIMCELL if needed.

Team 1

Primary Evaluator: **Nate Timm**

Responsibility: Evaluate two AUXC trainees, follows the trainees as they rotate through the various ICCs. Train the Secondary Evaluator by setting the standard and providing a good example.

Secondary Evaluator: **Michael Ostlund**

Responsibility: Assists the Primary Evaluator as needed. Takes instruction from the Primary Evaluator on how to evaluate communications exercises.

Team 2

Primary Evaluator: **Karl Arriola**

Responsibility: Evaluate two AUXC trainees, follows the trainees as they rotate through the various ICCs. Train the Secondary Evaluator by setting the standard and providing a good example.

Secondary Evaluator: **Clay Bartholow**

Responsibility: Assists the Primary Evaluator as needed. Takes instruction from the Primary Evaluator on how to evaluate communications exercises.

Team 3

Primary Evaluator: **Andrew LaVenture**

Responsibility: Evaluate two AUXC trainees, follows the trainees as they rotate through the various ICCs. Train the Secondary Evaluator by setting the standard and providing a good example.

Secondary Evaluator: **Chris Schultz**

Responsibility: Assists the Primary Evaluator as needed. Takes instruction from the Primary Evaluator on how to evaluate communications exercises.

Simulators

Oden County Emergency Operations Center

COML: Dan Anderson

COMT: Mike Wisniewski

ITSL: Alice Markham

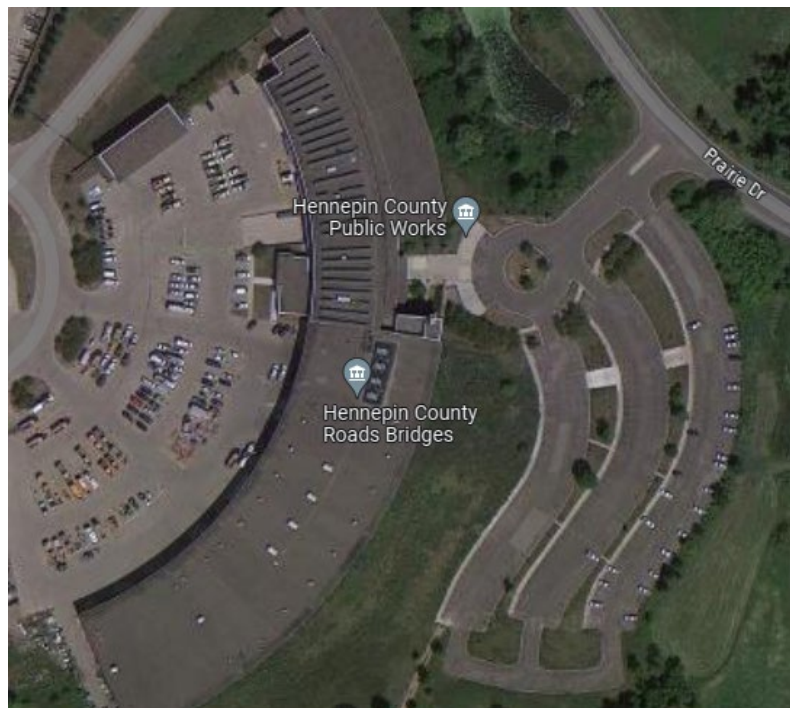
AUXC THSP: Benton Jackson

Logistics Section Chief: Betsy Phillips

Exercise Logistics

Exercise Location

The exercise will be located at 1600 Prairie Drive, Medina MN. There will be one IACC in the EOC Radio Room, one IACC in an anteroom near the EOC, and one IACC in the adjacent parking lot outside.



Communications

Exercise Control radio communications will be conducted on the HCEMADMIN-E talkgroup available on the HCEM Swap ARMER Radio Kit or on HCEM Staff and Volunteer radios. Those not having an ARMER radio with the HCEMADMIN-E talkgroup will receive on through the cache.

Radio traffic will consist of any pertinent communications with exercise control (Exercise Designer, Lead Evaluator, Team Evaluators) to maintain pacing and objectives. Some injects may be give through radio. ARMER radio operators will attempt to always conceal radio traffic from Players so as not to inform them of the scenario.

Cellular phones may also be used, specifically text messaging, if appropriate.


Food

Casey's pizza will be provided by Exercise Designers and picked up by the EOC Logistics Section Chief. This will be a working lunch, eating as we continue to complete tasks. Soda and chips will be provided.

Comfort breaks can be taken at any time by anyone. Bathrooms are located outside the north doors of the EOC.

Building Access

HCEM Staff will work with the Security Operations Center to have the front doors, EOC doors and HCEM doors unlocked for the duration of the COMMEX activities and will have them locked by the SOC after the COMMEX is completed.

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN			INCIDENT/EVENT NAME			DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME	
			Stillwater 4th of July 2022			6/28/2022 0930		7/4/22 1200-2300	
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	EVENT 10	Event Main	ARMER					Main TG for July 4 Event - All Divisions.
2	Command	VTAC 12	Event Main						VHF patch for WI units (King Stack site)
3	Dispatch	LE NORTH	Normal Law Ops	ARMER					Law main for non-event traffic
4	Dispatch	FIRE	Normal Fire Ops	ARMER					Fire main for non-event traffic
5									
6	Support	WCSD Dispatch	651-439-9381	Land Line					Washington County Dispatch
7	Support	Assistant Chief Tom Ballis		Cell					Fire Command
8	Support	Captain Brian Bruchu		Cell					Law Command
9	Support	Director Jon Muller		Cell					EMS Command
10	Support	Sgt. Joel Legut		Cell					SWAT Command
11	Support	Deputy Steve Bell		Cell					SWAT - tech team (drone)
12	Support	Lt. Pat Miles		Cell					State Patrol Command
13	Support	Hospital	651-430-4554	Land Line					Direct line to Emergency Room
14	Support	Lift Bridge	651-439-2564	Land Line					Direct line to bridge tender shack
15	Support	St. Croix Dispatch	715-386-4701	Land Line					St. Croix County Dispatch
SPECIAL INSTRUCTIONS									
Dispatcher assigned to the event net from 1900 to event close. Outside those hours switch to normal mains. A patch to a Metro Tac may be necessary if the event expands.									
COML: Nathan Timm AGENCY: Washington County Sheriff's Office									
				INCIDENT/EVENT LOCATION					
				Command Post: 333 Main Street North, Stillwater					

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)



WISCONSIN EMERGENCY MANAGEMENT
WISCONSIN NATIONAL GUARD
WISCONSIN ARES/RACES

SIMCOM 2023

MOBILE COMMUNICATIONS EXERCISE

EXERCISE PLAN

MAY 3-5, 2023

Green Bay, WI - Wisconsin Emergency Management (WEM), in conjunction with the Wisconsin National Guard, UW Green Bay, Eau Claire County Emergency Management, and Wisconsin ARES/RACES welcomes Mobile Communications equipment from around the nation to the cities of Green Bay, and Eau Claire WI. SIMCOM 2023 will be held at UW-Green Bay campus (2420 Nicolet Dr, Green Bay, WI 54311). The remote location this year will be held at the Eau Claire County Expo Center/Fairgrounds (5530 Fairview Dr, Eau Claire, WI 54701).

Venue – UW Green Bay

Contact - Day of Exercise: James Williams (608) 419-2853

Venue – Eau Claire County

Contact – Day of Exercise: Brian Cockerham (608) 575-4852

Registration – Participants must register at the SIMCOM 2023 registration website no later than **April 21, 2023 at 0700 hours. EACH INDIVIDUAL MUST BE REGISTERED!** In addition, please use the same agency name if you have multiple participants from the same organization/agency (i.e., WING-JOC vs WI-JOC or WEM vs Wisconsin Emergency Management). Follow the instructions on the website and fill in all required fields during the registration process. Special dietary needs have been included in this process. The link to the registration site is provided below:

<https://forms.office.com/q/7bMhcy5aSF>

EXERCISE TIMELINE

Wednesday, May 3, 2023, Day 1 – Pre-Exercise Training

- 0715 IAP/Division Supervisors/COML Meeting (Event/Exercise Staff)
- 0800-0900 – Day 1 Registration
- 0900-1200 – SIMCOM 2023 General Session
 - Phoenix Room – (University Union, 2430 Campus Court, UW Green Bay)
 - **Parking** Available at in the lot off Campus Court, the Baird Foundation Lot, & Studio Arts Lot (See Map)
- 1200-1300 – Lunch (on the Economy)
- 1300-1630 – Platform Set up and Self-Guided tours of platforms at UWGB
- 1300 – MSEL Finalization (Branch Directors/COML/Others as required at UWGB)
- 1630 – Daily AAR (Staff only)
- 1700 – Controller / Evaluator just-in-time training and COMU Meeting (COMC/COML/COMT/INTD & Trainees) at No-Host Social at Anduzzi's Sports Club – Green Bay East (900 Kepler Drive, Green Bay)
- 1800 – No-Host Social
 - Anduzzi's Sports Club – Green Bay East (900 Kepler Drive, Green Bay)

If anyone attending the Eau Claire site needs to park their platform on May 3, please contact Eau Claire County Emergency Management Director Tyler Esh at 715-839-4736.

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) JANSEN RONALD A

Certifying Agency

DAKOTA COUNTY

County

DAKOTA COUNTY

ECB/ESB

Region METRO - MESB

Agency Address 2860 160th STREET WEST ROSEMOUNT MN 55068

24/7

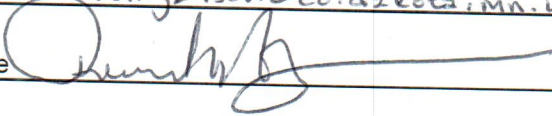
Telephone 651 325-5809

Business

Telephone 952 891-7886

Email Address ron.jansen@co.dakota.mn.us

Signature



Date 12/9/24

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

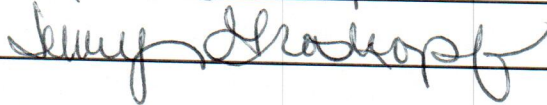
The above named individual seeking state recognition for the above identified COMU position(s) is recognized by the above named agency in that COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers 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 Jenny Groskopf Risk & Homeland Security MGR.

Agency Dakota County

Signature



Date 12/9/2024

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

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

COMU Experience Record

Name
(Last, First Middle) JANSEN, RONALD A

Agency Dakota County

ECB/ESB
Region METRO MESS

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	7/29/22	DAKOTA COUNTY FAIR 1CS205
1	9/8/2022	CRTF EQUIPMENT DEMO (HOST & PLANNING)
1	11/14/2023	CRTF TABLE TOP EXERCISE (HOST & PLANNING)
1	11/16/2023	CRTF TABLE TOP EXERCISE (HOST & PLANNING)
1	10/5/23	CRTF EQUIPMENT DEMO (HOST & PLANNING)
1	4/23/24	PAGE PLANNING TRAINING
1	2/25/24	BURNSVILLE FUNERAL 1CS205 (ASSISTED)

I certify that I participated in the above activities.

Signature Ronald A Jansen

Date: 12/9/24



METROPOLITAN
EMERGENCY SERVICES BOARD

2099 UNIVERSITY AVENUE WEST
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
WWW.MN-MESB.ORG

December 4, 2024

To whom it may concern:

I am certifying several training events which Ron Jansen attended during the renewal period for COML and COMT positions. Ron has been an active member of the Metro Communications Response Task Force (CRTF), of which, I am coordinator and record keeper. The events in which Mr. Jansen participated are as follows; these events did not utilize sign-in sheets:

Equipment Demo – September 8, 2022, hosted at Dakota County
Tabletop Exercise – November 14 and 16, 2023, hosted at Dakota County
Equipment Demo – October 5, 2023, hosted at Dakota County
PACE Planning Training – April 23, 2024, hosted online

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Tracey J. Fredrick
Radio Services Coordinator
Metropolitan Emergency Services Board

MAY 22 TABLE TOP

NAME	AGENCY
RON JANSEN	DAKOTA
BOB BEHN	HENNEPIN
Andrew LaVenture	Edina
Lavae Robinson	Bloomington
NATE TURN	WASHINGTON
BRAID WINGER	DPS. HSEW
Carrie Johnson	MAC APD
Kristen Aronen	Hennepin
JERRY ERICKSON	North Mankato
ROD OLSON	Minneapolis
MIKE PARKER	HENNEPIN
Den Smiley	Ramsey Co.
Jacob Papp	Allina
Phil Ozmun	MAC
CHAD STEFFEN	Goodhue Co S.O.

MAY 26 TABLE TOP

SIGN IN

RON JANSEN

Ron.Jansen@co.dekoto.mn.us

DIAN MOTLEY

DAN.MOTLEY@ALLINK.COM

Melissa Engley

Mengley@co.Scott.MN.US

TOM GRONLUND

TOM.GRONLUND@MSPMAC.ORG

ROD OLSON

Rodney.Olson@MinneapolisMN.GOV

Victoria Vadnais

Victoria.Vadnais@allina.com

Denise McMullan

Denise.McMullan@co.vamsey.mn.us

Lindsay Stambaugh

lindsay.stambaugh@mspmac.org

Al Jankovich


AlJankovich@scantifiredistrict.org

Dan Anderson


dan.anderson@hempin.us

Michelle Orr



Michelle.Orr@hempin.us

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN		INCIDENT/EVENT NAME				DATE/TIME PREPARED			OPERATIONAL PERIOD DATE/TIME	
		Dakota County Fair - 2022				Monday, July 25, 2022			8/8/22 - 8/14/22	
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	DK PL C5	LAW		ARMER 800 MHz			D	Fair Operations Patch	
2	Tactical	ME TAC 6	Fire \ EMS		ARMER 800 MHz			D	Fair Fire \ EMS Patch	
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
SPECIAL INSTRUCTIONS										
These two talkgroups will be patched for the duration of the Fair to provide Law, Fire and EMS communications.										
		COML - Ron Jansen				INCIDENT/EVENT LOCATION				
		Agency - Dakota County Phone - (651) 325-5809 EMAIL - ron.jansen@co.dakota.mn.us				Dakota County - Farmington Fair Site				

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  Funeral for Burnsville PD/FD		DATE/TIME PREPARED Sunday, Feb 25, 2024		OPERATIONAL PERIOD DATE/TIME Wednesday, February 28, 2024 0600 - (1100 Service) - 1700			
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, N, or W)</small>	Remarks
1	Command	STAC14E	COMMAND	ARMER	N/A	ARMER	N/A	D	Incident Command
2	INFORMATION	STAC10	STATEWIDE INFO	ARMER	N/A	ARMER	N/A	D	Incoming Staging Announcements
3	TACTICAL	STAC12	STAGING - GRACE CHURCH	ARMER	N/A	ARMER	N/A	D	STAGING / PARKING
4	TACTICAL	RPOOL9	STAGING - PRINCE OF PEACE	ARMER	N/A	ARMER	N/A	D	STAGING / PARKING
5	TACTICAL	7SOA9E	SECURITY - GRACE CHURCH	774.95625	293	774.95625	293	D	Interior at Grace Church Patched to LTAC9E
6	TACTICAL	LTAC9E	SECURITY - GRACE CHURCH	ARMER	N/A	ARMER	N/A	D	Exterior at Grace Church Patched 7SOA9E
7	TACTICAL	LTAC10E	SECURITY - PRINCE OF PEACE	ARMER	N/A	ARMER	N/A	D	Off site church security / After-Service Procession Security
8	TACTICAL	8SOA4	SERVICE	853.9625	293	853.9625	293	D	VIP - MOVEMENT
9	TACTICAL	STAC8	ESCORT & PROCESSION	ARMER	N/A	ARMER	N/A	D	State Patrol (lead)
10	TACTICAL	8SOA1	SAFETY - EMS	853.9250	293	853.9250	293	D	Interior Grace EMS PATCHED TO METAC8
11	TACTICAL	METAC8	SAFETY - EMS	ARMER	N/A	ARMER	N/A	D	Exterior Grace EMS PATCHED TO 8SOA1
12	TACTICAL	METAC6	SAFETY - 911 EMS	ARMER	N/A	ARMER	N/A	D	911 EMS (HCMC Lead)
13	LOGISTICS	8SOA2	SAFETY - SUPPLIES	853.9375	293	853.9375	293	D	SUPPLIES NEEDS
14	TACTICAL	METAC7	FORMATION	ARMER	N/A	ARMER	N/A	D	STAGING FORMATION
15	AIR	STAC7	Flight / Air	ARMER	N/A	ARMER	N/A	D	POC - LANCE ROSS
16	TACTICAL	METAC5	Traffic Control	ARMER	N/A	ARMER	N/A	D	Eden Prairie Traffic Control
17	TACTICAL	STAC6	FD APPARATUS STAGING	ARMER	N/A	ARMER	N/A	D	Eden Prairie Large Apparatus Staging from outside Depts
18	SUPPORT	763.225.7130	ON-SITE DISPATCH						DISPATCH
19	SUPPORT	952.949.6299	CITY DISPATCH						EDEN PRAIRIE DISPATCH

SPECIAL INSTRUCTIONS
NOTE: SOA channels do not have a PTT beep. When transmitting on them, press and hold and talk.

	
COML: Jake Thompson COML	Ron Jansen COML
AGENCY: Hennepin County Sheriff's Office	Dakota County
PHONE: 612.427.4479	952.891.7886
EMAIL: jake.thompson@hennepin.us	ron.jansen@co.dakota.mn.us

INCIDENT/EVENT LOCATION
Grace Church: 9301 Eden Prairie Rd, Eden Prairie, MN 55347

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. Frequencies are shown with the Rx and Tx reversed. (MESH Version 1.0, 11/2015)



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 22, 2025
Agenda Item: 4B. Approval of ME TAC E Additions
Presenter: Fredrick

RECOMMENDATION

The Encryption Standards Workgroup recommends the approval of two (2) additional ME TAC E talkgroups.

BACKGROUND

After several discussions about waiver requests for non-Law Enforcement personnel/entities to allow permissions to Metro LSEC talkgroups, the Workgroup recommends approving two additional talkgroups to be designated as encrypted talkgroups available to all Metro Public Safety Disciplines. Discussion included recommendation that there are not currently enough regional encrypted talkgroups available and, when the regional talkgroups are in use, many go to a statewide encrypted talkgroup. The addition of two regional encrypted talkgroups is thought to alleviate some of the congestion on the two current regional encrypted talkgroups and also will allow the newer-created LSEC talkgroups to remain for Law Enforcement only.

ISSUES & CONCERNS

Some agencies have already been granted permissions to the LSEC talkgroups, via a waiver request. These agencies may need to reprogram and/or may have these permissions rescinded. All agencies with ME TACs currently programmed will also need time to reprogram, and there will be a downtime while the change to the talkgroups is being made.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



Office of the Sheriff

Commitment to Excellence



Dan Starry
County Sheriff

Douglas H. Anschutz
Chief Deputy

1/9/2025

Tracey Fredrick, Radio Services Coordinator
Metropolitan Emergency Services Board
2099 University Ave W
St. Paul, MN 55104

Coordinator Fredrick,

Washington County is seeking approval from the Metro Technical and Operations Committee (TOC) to use MnDOT ethernet backhaul for paging transmitter connections.

Presently Washington County operates a 11 site simulcast system which was upgraded to Motorola GTR transmitters in 2023. Each site has two transmitters, one for fire paging (patched to the ARMER county fire main) and the other for weather siren activations. These stations continue to use legacy channel bank backhaul using T1 circuits. All circuits are within the Washington County microwave ring except the state owned Citation and St. Paul Park sites. Those two sites use dedicated T1 circuits over the MnDOT north loop (Citation) and south loop (St. Paul Park).

Washington County plans to transition the GTR stations from the channel bank network to ethernet in 2025. The existing T1 circuits will be abandoned after the transition with the programmed T1 bandwidth being given back to Ethernet capacity. This transition will require an identified VLAN to be provisioned by MnDOT to drop into ports on a state switch at St. Paul Park and Citation sites. Due to the low bandwidth required by the GTR stations, the transition is expected to be a net gain in bandwidth.

Washington County requests TOC approval to use state excess ethernet capacity for this transition.

Respectfully,

A blue ink signature of Nate Timm.

Nate Timm
Radio System Manager
Washington County Sheriff's Office



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: January 22, 2025
Agenda Item: 4D. March 2025 Radio TOC Meeting Date
Presenter: Fredrick

RECOMMENDATION

Staff recommends a change to the date of the March 2025 Radio TOC meeting date or the cancellation of the March 2025 Radio TOC meeting.

BACKGROUND

Staff were alerted to a conflict with the Board room on the currently scheduled March 2025 meeting date of March 26, 2025. Options for this meeting include:

- 1) Moving to the week prior, March 19, 2025;
- 2) Moving to the week after, April 2, 2025;
- 3) Moving to another date during the week of March 26, 2025 (Tuesday, March 25, and Thursday, March 27, of this week are possible options);
- 4) Keep the March 26, 2025 date, but move to a different facility;
- 5) Keep the March 26, 2025 date, but begin at a later time, from 2:30-4:30 pm;
- 6) Cancel the March 26, 2025 meeting.

ISSUES & CONCERNS

Options 1 and 2 come with some personnel conflicts, with some members and staff not being available during those times.

If the date, time, and/or place is changed, this needs to be identified early, so the appropriate notification of the meeting can occur.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



7900 International Drive, STE 300 PMB3367
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Technical Plan Amendment
for ARMER
Radio System Participation
by
Dakota 911

Submitted to:
Metropolitan Emergency Services Board

January, 2025



Allied Radio Matrix for Emergency Response



This document has been prepared under contract by PSC Alliance Inc. for the benefit of Dakota 911. Questions concerning content of the plan may be directed to the address shown above.

Dakota 911 Technical Plan Amendment

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Dakota 911 Technical Plan Amendment

Summary & Requested Dakota 911 Plan Amendment

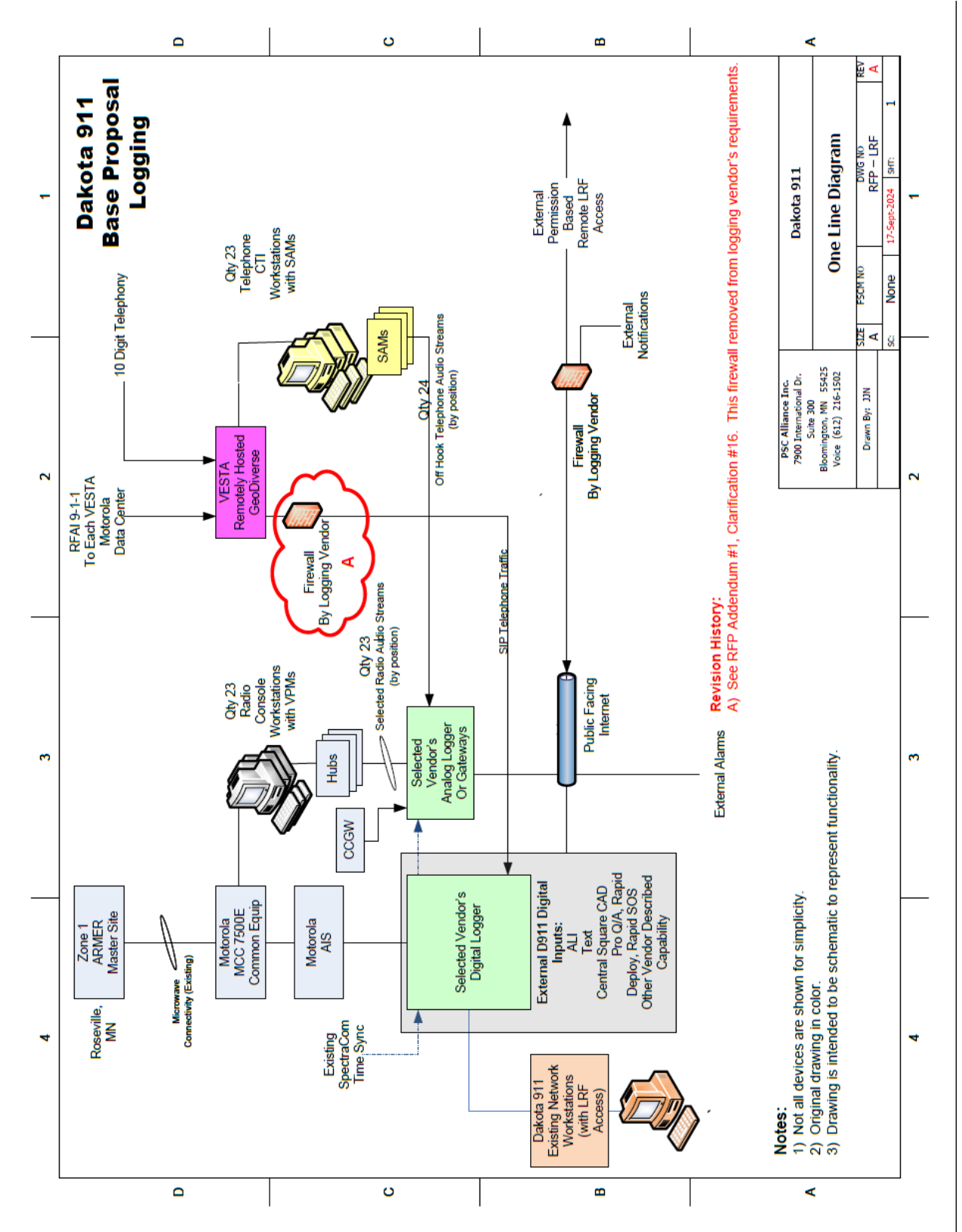
In 2007 the Dakota Communications Center (DCC) began operating on the ARMER radio network following approval of a participation plan. In 2015 the DCC migrated from analog logging for ARMER resources to digital logging following the installation of a Motorola Archiving Information Server (AIS) and award of a digital logging contract.

In 2024 Dakota 911 (formerly the DCC) solicited proposals for upgraded digital logging capability as part of a life cycle replacement. Following receipt and evaluation of proposals, Dakota 911 has awarded a contract for new logging capability to Northland and Companies (Burnsville, MN) based on Revcord logging equipment. Northland staff responsible for technical support of the Dakota 911 logging solution have been vetted by the Minnesota Bureau of Criminal Apprehension (BCA).

This participation plan proposes to interface the Revcord logging equipment to the existing Motorola AIS and ultimately retire the DSS (Equature) logger. Revcord equipment will be installed on-premises at the Dakota 911 PSAP facility located in Rosemount. No other changes to the PSAPs ARMER participation are requested via this amendment.

A block diagram showing the principal equipment described in this request is contained on the following page.

Dakota 911 Technical Plan Amendment



Revision History:
 A) See RFP Addendum #1, Clarification #16. This firewall removed from logging vendor's requirements.

- Notes:**
- 1) Not all devices are shown for simplicity.
 - 2) Original drawing in color.
 - 3) Drawing is intended to be schematic to represent functionality.

Dakota 911			
One Line Diagram			
PSC Alliance Inc. 7900 International Dr. Suite 300 Bloomington, MN 55405 Voice (612) 216-1502	SIZE A	FSC#/NO None	REV A
Drawn By: JDN	DATE: 17-Sep-2024	REV: 1	REV: 1

Metro Mobility Usage (Hours:Mins:Secs) 2024

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

Month	Anoka (Lino						North	Hennepin
	City Center	Lakes)	Dakota	Norwood	Hastings	Branch	West	
January	81:59:24	25:55:41	33:16:47	11:28:00	52:39:03		25:29:55	
February	42:47:37	16:07:39	15:01:47	7:12:54	23:33:55		13:42:40	
March	38:37:28	14:09:58	13:06:40	7:42:47	19:53:36		13:29:40	
April	26:16:22	14:50:12	8:52:07	6:22:48	8:01:30		12:34:06	
May	24:03:50	13:39:32	6:14:17	5:24:29	6:50:55		11:11:24	
June	21:26:25	12:54:45	5:22:51	5:00:54	6:45:29		10:11:26	
July	23:56:14	12:00:05	6:10:32	5:15:36	5:15:28		10:55:46	
August	27:11:20	13:29:57	6:47:13	5:19:57	5:13:38		12:35:51	
September	21:29:21	13:49:58	4:22:04	5:56:52	4:02:00		11:39:25	
October	18:54:54	13:20:06	5:48:17	6:17:29	4:27:36		12:56:30	
November	19:39:23	12:52:08	6:55:46	5:10:00	6:20:56		4:43:42	
December	19:58:02	12:47:47	6:58:45	5:26:55	6:12:32		11:34:14	

Difference since

Jan. 12 637:18:27 373:06:37 291:10:29 217:43:22 259:13:19 0:26:46 141:22:37

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

g in 2023

Overall

230:48:50
118:26:32
107:00:09
76:57:05
67:24:27
61:41:50
63:33:41
70:37:56
61:19:40
61:44:52
55:41:55
62:58:15

1927:12:09

525:00:00