



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

June 22, 2022, 1:00 p.m.

This meeting will be conducted online ONLY. The link to join online is <https://metropolitanemergencyservicesboard.my.webex.com/metropolitanemergencyservicesboard.my/j.php?MTID=m66164e7b9d4bcf18d05f716180aa33aa>. To join via phone, please call 408-418-9388 and use access code 2555 702 4115. If you are prompted for a password, please use Radio (72346 on a keypad).

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of May 25, 2022 Meeting** – Thompson
4. **Action Items**
 - A. COMU Recognitions/Renewals – Tracey Fredrick
 - i. Sasha Quandt INTD Recognition
 - B. Metro Microwave Loop Partitioning – John Anderson
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility System Usage Update – Chad LeVasseur/Clay Stenbeck
 - B. System Managers Group Update – Ron Jansen
 - C. MnDOT ARMER System Update – John Anderson/Dave Klema
 - D. SECB Committees
 - i. Steering – Jill Rohret/Fredrick
 - ii. LMR – Nate Timm/Nick Schatz
 - iii. WBBA – Rod Olson/Thompson
 - iv. IOC & Workgroups
 - a. IOC – Thompson/Timm
 - b. STR Workgroup – Schatz/Mike Parker
 - c. COMU Workgroup – Timm/Dan Anderson
 - v. IPAWS – Scott Haas
 - vi. Finance/Grants Workgroup – Fredrick
7. **Other Business**
 - A. METAC Permission update – Fredrick
 - B. Discussion/Feedback on Change Management Process – Open Discussion
8. **Adjourn**

Reminder: Next meeting scheduled for July 27, 2022

Metropolitan Emergency Services Board

Radio Technical Operations Committee

May 25, 2022

Draft Meeting Minutes

Member present:

Derek Baas, Sherburne County
Jeff Bjorklund, MAC Airport
Susan Bowler, Carver County
Cory DeMuth, Anoka County
John Elder, Isanti County
Scott Gerber, MN State Fire Chiefs
Ron Jansen, Dakota County
Chad LeVasseur, Metro Transit

Rod Olson, Minneapolis
Dan Palmer, Ramsey County
Nick Schatz, Scott County
Chuck Steier, U of M
Jake Thompson, Chisago County
Nate Timm, Washington County
Victoria Vadnais, EMS

Guests: Sara Boucher-Jackson, *MAC Airport*; Ryan DeYoung, *MAC Airport*; Frank Jarman, *Motorola*; Andrew LaVenture, *Edina Fire*; Patrick Maynard, *Eden Prairie Fire*; Mike Melby, *North Memorial*; Mike Parker, *Hennepin County*; Clay Stenback, *Metro Transit*; Leslie Sticht, *Met Council*

MESB Staff: Tracey Fredrick, Jill Rohret, Martha Ziese

1. Call to Order

Jake Thompson, Chair called the meeting to order at 1:00 p.m.

2. Approval of Agenda

Motion (Timm/Olson) to approve the May 25, 2022 agenda.

3. Approval of March 23, 2022 Minutes

Motion (Bjorklund/Elder) to approve the March 23, 2022 minutes. Motion passed.

Approval of Agenda/Minutes

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	MAC Airport	X	
Bowler	Carver	X	
Elder	Isanti County	X	
Gerber	Fire Chiefs	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Olson	Minneapolis	X	
Palmer	Ramsey	X	
Schatz	Scott	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	EMS	X	

Total Votes

Yes 14 No 0 Pass

4. Action Items

A. COMU Recognitions/Renewals

1. Ash Perron INTD Recognition

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Tracey Fredrick said that Perron has met all the requirements for initial INTD recognition.

Motion (Timm/Bjorklund) to approve Ash Perron COMU Recognition. Motion passed.

Roll call for Action items 4A.

Name	Entity	Yes	No
Baas	Sherburne	X	
Bjorklund	MAC Airport	X	
Bowler	Carver	X	
Elder	Isanti County	X	
Gerber	Fire Chiefs	X	
Jansen	Dakota	X	
LeVasseur	Metro Transit	X	
Olson	Minneapolis	X	
Palmer	Ramsey	X	
Schatz	Scott	X	
Steier	U of M	X	
Thompson	Chisago	X	
Timm	Washington	X	
Vadnais	EMS	X	

Total Votes

Yes 14 No 0 Pass

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

6. Committee Reports

A. Metro Mobility System Usage Update

LeVasseur said there is no change.

B. System Owners Group Update – No Meeting

C. MnDOT ARMER System Update – None

D. SECB Committees

i. Steering

Jill Rohret said the May 11 meeting discussed updated state-wide governance language. Changes have been submitted to DPS. A discussion on GIS included who the persons should be to implement recommendations that were made to the SECB last year. There were discussions on SCIP plan goals and updates. There has been discussion since then about aligning some work by the Finance Committee and the Steering committee as there are some common goals. The next meeting is in July.

ii. LMR

Timm said the LMR Committee met on May 10. There was a report from the Encryption sub-committee, after it met in Crow Wing County. The Change Management work group was approved to begin work. That workgroup is looking for additional technical and operational members. Some of the group's tasks will be to discuss what is the future of encryption in Minnesota and what encryption talkgroup and console capacity will be.

Timm said other action items were for standards review, approving the Wisconsin State Patrol Interoperability plan, and updates for After-Action Report for Operation Safety Net.

Timm said there was a radio survey sent out for radio counts, which could assist purchasing radios with any surplus money available. All metro members except Ramsey and

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Minneapolis have submitted the surveys.

iii. WBBA

Rod Olson said the WBBA Committee met on May 17. The SAFECOM document for benefits of LTE/LMR Integration was reviewed. There was a presentation from ATT on the upcoming FirstNet sites, which are the Faith site and Grand Rapids East sites are next to work on. A letter of support was sent for Marine on the St Croix site. There was discussion on the progress of the 2022 SCIP plan. Operation Safety Net was discussed and how it applies to MNFOG. The membership vacancies were discussed again.

iv. IOC & Workgroups

a. IOC

Fredrick said the last meeting was very short. Several standards were reviewed, and there was a brief SCIP goals discussion.

b. STR Workgroup

Nick Schatz said the STR Workgroup met April 5. Discussions included the workgroup charter and maintenance list. The selection of the Vice-Chair will be moved to the June 7th meeting. Safety items have been updated and the trailer manual is being updated.

b. COMU workgroup – no meeting

v. IPAWS – no meeting

vi. Finance/Grants Workgroup

Fredrick said the Finance Workgroup met on May 12. There was discussion on the \$1M grant from SECB. The SECB will discuss this at its meeting tomorrow. The Backer bill was discussed. There will be retreat in July for SCIP and future planning.

7. Other Business

A. METAC Permission update

Fredrick said there have been no new requests.

B. Discussion/Feedback on Statewide Interoperability Encryption Goals

Thompson said there was a 2-day summit to discuss encryption goals. There were seven goals identified.

1. Incorporate AES 256 as the state standard for encrypted interoperability communications
2. Maintain interoperability with all agencies and disciplines and consider the encryption of talkgroups
3. Anticipation of 10 year migration for DES to AES
4. All Public safety subscriber purchases where encryption is used with include AES and multi-key.
5. A purchase guide educating decision makers will be developed to assist for current and future subscriber and console feature options and capabilities.
6. SECB/LMR recommends regions developing a consulting procedure for agencies migrating to encrypted primary dispatch talkgroups to consider interoperability. A guide will be developed for this procedure.
7. Regions should consider developing AES interoperability talkgroups

Ron Jansen said all of those goals went through the LMR meeting and were voted to be moved to the board without further discussion.

Jansen also asked if metro is going to open regional change management to sync with the state. Thompson stated the region should discuss, but that is the next discussion item.

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Scott Gerber said that he had a discussion with Chief Cunningham who did attend the summit. It is very important that we have talks about the operational sides as this moves forward. The Fire Departments do not always have encryption available during events.

Olson said as different agencies encrypt mains with AES, they want or the need to use the same keys as the state, so that a patch doesn't take up two different resources.

Timm there was a discussion to have regional planning and review for encryption. A major focus was having a regional key for all mains. The option of using a patch key is an interesting idea to reduce capacity issues for statewide groups, such as the State Patrol and BCA.

Olson said the patch key could remain separate, but to reuse the statewide key. KID advancement is difficult to do across the state.

Jansen said if you have a common key that becomes corrupted, then all is corrupted. Your own key is important for security. The HEX code could be looked up and then encryption is not important anymore.

Timm said mains are more interoperable for information sharing across multiple disciplines than local TAC talkgroups.

Olson said there is lack of room to use several keys. There is a 64 key limit on APX.

Timm said it is important to consider the expanding nature of what statewide encryption will entail.

Jansen said that each entity has worked hard to make things work for itself. This could potentially interfere with how the entities own talkgroups will be used.

Olson said State Patrol cannot be relied on to keep everyone's keys. This is centered around emergent need interoperability. Possibly focusing on one main talkgroup to use for these needs. Current standard should be considered for system loading and patching.

Gerber said local control is still important, but to consider emergent events on encrypted channels.

Timm said Pursuit and Encryption standards are in conflict, there are possibly exemptions for emergencies.

Olson said a patch takes up 2 separate resources when used.

Timm said if pursuit goes to LTAC-1, the patch might drop or out of the range of the main. Zone change is cumbersome.

C. Discussion/Feedback on Statewide Change Management

Jansen said he had a recommendation for the normal change management cycle of 4 years to consider what the group wants to do locally or regionally because the state change management process may take longer.

Olson stated the desire to sync regional change management with the state change management cycle, even though, by standard, it is off cycle right now.

Thompson said that it might be beneficial for the region to address the state to adopt changes to the Change Management standard to get it back in sync with reality.

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Timm said that according to the LMR Committee, the change management process has officially started.

Jansen said there is not currently a way to vet any change management requests the way that the state has begun to start the process. It is not according to standard or timeline.

Olson said the ask seems to be for volunteers to the state process.

Timm said that there should be volunteers for both technical and operational sides of the house.

Thompson said he will bring this to the 9-1-1 TOC for operational volunteers.

Rohret said the MESB could reach out to a wide audience but it is important that there is a defined participation in type and number of work group members from the metro region to send to the state.

Timm said to sum up, he will go to LMR June 14th and request guidelines be defined for the change management process, timeline for process and standard, and how many technical and operational appointees are needed. A letter from the MESB would add some weight to the request.

Thompson said each region should have a voice about how many seats they want for representation.

Fredrick will draft a letter to send to the chair of the LMR. A representative for infrastructure owners will also be referenced.

D. ARMER Issues from Recent Storms

Thompson said there is frustration with some of the PSAP Managers with the lack of communication during the last storm.

Jansen said notifications from the ROC have been greatly reduced. There is a communications gap with MNDOT.

Olson said echoing was a problem. There was a delayed response that came a day later.

Bowler said there was no information given on what the problem was.

Rohret said there were PSAPs in Hennepin County that were self-dispatching. This could be a topic for LMR. On the 9-1-1 side, when there is a service disruption, they open up a conference bridge to keep people informed and then send out an explanation which is not always detailed.

Thompson said this topic will first be presented to the SMG.

8. Adjournment @ 2:43

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)

Quandt, Sasha Louise

Certifying
Agency

Ramsey County

County

Ramsey

ECB/ESB

Region

Metro

Agency Address

388 E 13th St. Saint Paul, MN 55101

24/7

Telephone

651-706-2252

Business

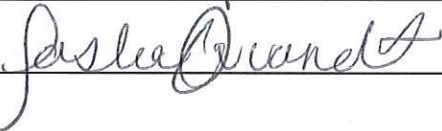
Telephone

651-291-1111

Email Address

sasha.quandt@co.ramsey.mn.us

Signature



Date

05/24/2022

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

Robert Adney - Ramsey County ECC Training Coordinator

Agency

RC ECC

Signature



Date

6-1-22

Regional Recognition

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

Name & Title

Region

Signature

Date

COMU Subcommittee & SWIC Recognition

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

SWIC

Signature

Date



Homeland Security

All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

Position Task Book

Task Book Assigned To:

Trainee's Name: Sasha Louise Quandt

Trainee's Email Address: sasha.quandt@co.ramsey.mn.us

Home Agency: Ramsey County Minnesota

Home Agency Phone Number 651-266-7713

Task Book Initiated By:

Official's Name: Robert Adney

Agency Official's Title: Training Coordinator - COMS

Agency: Ramsey County ECC

Agency Phone Number: 651-291-1111

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

Date Initiated: 6-10-21

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

Version 1.1
June, 2017

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE
POSITION OF INCIDENT TACTICAL DISPATCHER

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluator's Signature Robert Adney Date 6-10-21
Printed Name Robert Adney
Title Training Supervisor - Communications Unit Leader
Agency Ramsey County Emergency Communications Center
Phone Number 651-398-4433 Email robert.adney@co.ramsey.mn.us

AGENCY CERTIFICATION

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

Certifying Official's Signature Robert Adney Date 6-1-22
Printed Name Robert Adney
Title Training Supervisor - Com L
Agency Ramsey County ECC
Phone Number 651-291-1111 Email robert.adney@co.ramsey.mn.us

NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions¹ as described under the National Integration Center (NIC) and have been incorporated into the National Incident Management System (NIMS). The PTB is used by the authority having jurisdiction, to certify that the person to whom the task book belongs meets the standards recommended by the NIC.

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

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

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

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

- Fulfilling the pre-requisite requirements:²
 - Public safety background with three years of experience in dispatch
 - Awareness of fundamental public safety communications technology
 - Awareness of the ICS Communications Unit function
 - Completion of IS-100.b, IS-144, IS-200.b, IS-700.a, and IS-800.b
- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Requesting Agency Head to initiate the PTB; putting name on cover and second page, initials on subsequent pages.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years of the Date Initiated.
- Assuring the evaluation record is complete.
- Notifying their agency head when the PTB is completed, and obtaining their signature recommending certification.
- Keeping the original PTB in personal records.
- Providing copies of their completed PTB to the designated authorities within their

¹ The Incident Tactical Dispatch (INTD) position is not currently a NIMS-approved Incident Command System (ICS) title.

² ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

home agency, jurisdiction, region, or state in accordance with applicable SOPs for recognition of Communications Unit (COMU) positions.

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

- Being qualified and proficient in the position being evaluated, or higher ICS position (e.g. IC, COML, INTD, etc.).
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing an Evaluation Record found at the end of each PTB.

3. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

4. The **Agency Head** or designee is responsible for:

- Selecting trainees based on the needs of their organization or area Incident Management Teams.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.
- Initiating the PTB to document task performance.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
- Providing trainees the opportunity to attend the applicable training course(s).

Competency: INTD Preparedness

Task	Code	Evaluator # and Initials	Date
Behavior: Ensure readiness prior to assignment			
1. Assemble and maintain an INTD response kit prior to receiving an assignment, including critical operating supplies and equipment needed to support the INTD job assignment over multiple operational periods (up to 72 hours). The following items are suggested as a partial listing of items needed: • <i>Communications equipment</i> ○ <i>Portable radio</i> ○ <i>Cellphone</i> ○ <i>Batteries/chargers</i> • <i>First aid kit</i> • <i>Personal safety gear</i> • <i>ICS Forms cache</i> • <i>Office Supplies (e.g. clipboard, tape, paper, pencil, etc.)</i> • <i>Multi-purpose tool/Flashlight</i> • <i>Clock/Watch with countdown timer function</i> • <i>Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.)</i> • <i>Computer/Printer/Thumb drive</i>	O	1 <i>MA</i>	6.17.21
2. Obtain and assemble supplies and materials for a personal sustenance kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal kit: • <i>Multiple changes of clothing (as appropriate for anticipated weather conditions)</i> • <i>Personal identification/credentials</i> • <i>Toiletries</i> • <i>Medicines (prescription and over-the-counter)</i> • <i>Cash and credit cards</i> • <i>Alarm clock</i> • <i>Food/Water</i>	O	1 <i>MA</i>	6.17.21

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

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

Competency: INTD Mobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Obtain complete information for response			
3. Obtain complete information for assignment and initiate documentation: - Incident name - Incident/Mission/Tracking/Order # - Calling channel/phone number - Reporting time/Check-in location - Transportation arrangements/travel routing instructions - Contact procedures during travel - Specific equipment/supplies needed	I	1 NA	6-10-21

Behavior: Ensure check-in is recorded and accountability is activated			
4. Arrive at incident and check in: - Arrive properly equipped at assigned location within acceptable time limits - Follow established policies and procedures for checking in, and provide the needed information and documentation: - Incident/Mission/Tracking/Order # - Unit Leader's name - Incident assignment, etc. - Identification/credentials	I	1 NA	6-10-21

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

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

SLR

Behavior: Gather and apply situational information relevant to the assignment			
5. Document initial briefing from Incident Communications Center Manager (INCM) /incident supervisor: • Situation Summary • Safety Briefing • Current and Planned Goal/Objectives • Current and Planned Actions, Strategies and Tactics • Current Organization (ICS 207 – Incident Organization Chart) • Current/Planned communications plan ○ Communications Nets, e.g., Command, Tactical, Logistics, etc. ○ Map Sketch of communication system • Current/Planned Resource Summary	I	1 NA	6.10.21

Competency: Incident Tactical Dispatch Operations

Task	Code	Evaluator # and Initials	Date
Behavior: Support establishment of Incident Communications Center (ICC)			
6. Assist INCM/supervisor with setup of the ICC if needed/as assigned: • Facility/vehicle in which to situate the ICC • Appropriate location of ICC • ICC equipment activation and testing ○ Radio ○ Data ○ Telephone ○ Video ○ Ancillary equipment • ICC documentation organization • Notification of ICC activation	I	1 NA	6.10.21
7. Evaluate needs and request additional resources to support ICC operations: • Develop or initiate an inventory control system for INTD supplies and equipment • Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor • Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items	I	1 NA	6.10.21

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

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

8. Assist in maintaining Security of the ICC - Keep ICC entry/access points secured/locked in accordance with established policies - Notify INCM/supervisor of any security concerns	I	1 NA	6-10-21
9. Demonstrate safety awareness: - Location of First Aid kit supplies and equipment - ICS 206 – Medical Plan - Potential safety issues or hazards	I	1 NA	6-10-21

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Establish effective relationships			
10. Conduct self in a professional manner: - Be respectful and courteous - Respect public and private property - Establish and maintain positive interpersonal and interagency working relationships - Encourage and promote team environment - Follow established procedures to report and document any inappropriate personnel actions - Report any situations of concern to INCM/supervisor	O	1 NA	6-10-21

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient

11. Communicate information effectively to incident personnel: - Speak clearly and use concise language - Speak at a pace sufficient for recipients to copy information when applicable - Maintain appropriate level of radio discipline when operating on assigned nets - Use proper microphone/headset techniques - Record information in an easily understood manner	I	1 NA	6-10-21
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Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)			
12. Provide effective communications support during routine or non-emergency situations: • Dispatch incident personnel based upon needs of the incident and at the direction of incident management • Monitor and prioritize traffic simultaneously over all networks: ○ Repeated voice Nets ○ Simplex voice Nets ○ Data networks • Receive/relay/log information/ messages/ instructions to and from incident personnel ○ Supply orders (e.g., Operations, Logistics, etc.) ○ Message traffic routing ○ Weather reports ○ Resource status changes ○ Loss of communication assets ○ Safety updates ○ Situation reports • Conduct radio checks at specified intervals for personnel safety and accountability • Acknowledge all requests received in person or via phone, radio, and data networks	I	<i>I MA</i>	<i>6-10-21</i>

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)			
13. Provide effective communications support during emergency situations: • Recognize and react decisively to urgent situations if encountered: • Request assistance from other ICC personnel if needed • Restrict or move unrelated radio traffic • Use appropriate notification procedures for emergency situations ○ Requests for emergency/urgent assistance or additional resources/support ○ Activations of radio emergency call buttons ○ Medical transport/ Medevac request ○ Aircraft emergency ○ Evacuation ○ Search and Rescue ○ Serious injury/Fatality • Notify INCM/supervisor of emergency situations	I	1 LA	6-10-21

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct tactical dispatch operations			
14. Demonstrate proper use of ICC communications systems for dispatch: • Radio equipment • Data equipment • Telephone equipment • Video equipment • Ancillary equipment	I	1 NA	6-10-21
15. Demonstrate familiarity with other ICC functions/capabilities: • Radio systems (e.g. Simplex, Conventional, Trunked, Digital & Analog modes) • Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.) • Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National) • Audio Gateways	I	1 NA	6-10-21
16. Demonstrate use of mapping tools (electronic and manual) • Locate key incident venues, personnel, and deployed resource • Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations	I	1 NA	6-10-21

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

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct Incident Tactical Dispatch Operations (continued)			
17. Use specialized resources/technology to track the location of incident personnel where immediate, continuous, and accurate awareness of incident personnel is critical. Specific resources or technologies could include: • GPS technology • AVL technology • Maps • Status boards • Personal Accountability Report (PAR) • Personal Alert Safety System Device Activation (PASS)	I	1 MA	6.10.21
18. Demonstrate compliance with applicable communication policies and procedures: • <i>Memoranda of Understanding (MOUs)</i> • <i>Tactical Interoperable Communications Plan (TICP)</i> • <i>Tactical Interoperable Communications Field Operations Guide (TIC-FOG)</i> • <i>Mobile Communications Unit Standard Operating Procedures (SOPs)</i> • <i>Tactical Dispatch SOPs</i> • <i>Jurisdictional requirements</i> • <i>Equipment accountability procedures</i>	I	1 MA	6.10.21
19. Participate in all COMU briefings during each operational period: • <i>Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.)</i>	I	1 MA	6.10.21

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Conduct Tactical Dispatch Operations (continued)			
20. Maintain and organize ICC documentation: • Radio logs • Activity logs • Telephone logs • Status Cards • Equipment check-in/check-out information • Lost/Damaged equipment documentation • Software Applications ○ WebCAD ○ WebEOC® ○ Google Earth® ○ Email, etc.	I	1 NA	6-10-21
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: • Emergency Management • Emergency Medical Services • Fire • Law Enforcement • Forestry	I	1 NA	6-10-21

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS and ICS concepts and principles			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: • COMU structure, roles and responsibilities of each COMU position • Plain language/common terminology • ICS terminology ○ Unit identification ○ Position titles ○ Resource naming • Incident Organizational Structure • Functions of Incident Management Teams • ICS map symbols, designators, and mnemonics	I	1 MA	6.10.21
23. Obtain, and correctly fill out the NIC approved ICS forms needed to perform INTD functions within the ICC: • ICS 205 – Incident Radio Communications Plan • ICS 205A – Communications List • ICS 210 – Resource Status Change • ICS 213 – General Message • ICS 213 – RR Resource Request Message • ICS 214 – Activity Log • ICS 219-7- Equipment Resource Status (T-) Card	I	1 MA	6.10.21
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: • ICS 201 – Incident Briefing • ICS 203 – Organization Assignment List • ICS 204 – Assignment List • ICS 206 – Medical Plan • ICS 207 – Incident Organization Chart • ICS 208 – Safety Message/Plan • ICS 209 – Incident Status Summary • ICS 211 – Incident Check-in List • ICS 221 – Demobilization Check-Out • ICS 225 – Incident Personnel Performance Rating	I	1 MA	6.10.21

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

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

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
Behavior: Comply with NIMS and ICS concepts and principles (continued)			
24a. Demonstrate ability to correctly interpret the following forms: - Form 217A – Communications Resource Availability Worksheet - Form 309 – Communication Log	I	1 RA	6-10-21

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

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

Competency: INTD Demobilization

Task	Code	Evaluator # and Initials	Date
Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity			
25. Coordinate an efficient transfer of position duties: - Document and coordinate demobilization actions - Brief relief personnel - Coordinate with incident/planned event personnel as necessary	I	1 NA	6-10-21

Behavior: Complete demobilization procedures and restore response-readiness			
26. Demobilize from assignment: - Check in equipment and submit required documentation - Address safety and notification considerations for return to home agency	I	1 NA	6-10-21
27. Complete Demobilization Documentation - If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate - Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor - Provide input for After-Action Report (AAR) - Submit final documentation to INCM/supervisor	I	1 NA	6-10-21
28. Prepare for next operational period/incident - Inventory and restock ICC supplies - Inventory and restock INTD response kit and personal sustainment kit - Attend applicable post-incident debriefings - Hotwash - Post-Incident/Event After Action Debriefings - Critical Incident Stress Management/ Debriefing (CISM/CISD)	I	1 NA	6-10-21

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

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

All-Hazards INCIDENT TACTICAL DISPATCHER**INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD**

There are four separate pages provided to allow evaluations to be made during four separate occasions. These evaluations may be made on Incidents, Planned Events, Functional Exercises, Full Scale Exercises, Simulations, Drills, Classroom, or Daily Job functions (as specified in the Task tables). This should be sufficient for qualification in the position if the individual is adequately prepared. If additional evaluation pages are needed, they can be copied from a blank task book and attached. (Remember to change the Evaluation Record # to the next sequential number.)

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

SA

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

Date: List the date the record is being completed.

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

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

RECORD OF EVALUATION

Sasha Quandt
TRAINEE NAMEPublic Safety Dispatcher
TRAINEE POSITION

Evaluation Record #1	Evaluator's name: <u>Robert Adney</u>	Evaluator's Title: <u>Supervisor - Com-L</u>	Evaluator's Agency: <u>Ramsey County</u>	
Evaluator's agency address: <u>388 13th St, St. Paul, MN, 55101</u>				
Evaluator's e-mail: <u>robert.adney@co.ramsey.mn.us</u>				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<u>Floyd Riots</u> <u>St. Paul, MN</u>	<u>Riot</u>	<u>50 Squads</u> <u>200 officers</u>	<u>May 26th</u> <u>-</u> <u>June 9th</u> <u>2020</u>	<u>Type</u> <u>1</u>
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee: <u>NA</u> The individual has successfully performed all tasks for the position and should be considered for certification. <u>NA</u> The individual was not able to complete certain tasks (comments below) or additional guidance is required. <u>NA</u> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. <u>NA</u> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee. Comments: _____ _____ Date: <u>6-10-21</u> Evaluator's initials: <u>RA</u> Evaluator's relevant agency certification or rating: <u>Com-L</u>				

VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF INCIDENT TACTICAL DISPATCHER INTD

Final Evaluator's Verification

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

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

Final Evaluators Signature Robert Ramsey Date 6-11-21
Printed Name Robert D Adney Agency Ramsey County FCC
Highest NIMS Qualification Com-L
Phone Number 651-398-4433 email address robert.adney@co.ramsey.mn.us

Compiled training information:

Number and Type of Resources: 50 squads totaling around 200 law enforcement officers
Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: 5-26²⁰ - 6-9-20
Enter the inclusive dated during which the trainee was evaluated.

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

Date: 6-11-21
List the date the record is being completed.

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

To be attached to completed INTD Task Book

Attachment D

This form must be filled out by evaluators, when sign offs are done for INTD Task book

Evaluation # 1 - ?? (write over)	Name of Evaluator: <i>Robert Adney</i>	Title: <i>Training Supervisor / Com-L</i>	Agency: <i>Ramsey County ECC</i>
Evaluator's Address <i>388 13th St. St. Paul, MN 55101</i>			
Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Communication Resources	Duration of Incident
<i>University + Snelling SPD - western Dist. Ct</i>	<i>Roof</i>	<i>50-200 Law enforcement officers also National Guard Resources</i>	<i>May 26th, 2020 June 9th, 2020</i>
Management Level or Complexity Level <i>1</i>			
Name of Trainee <u><i>Sasha Louise Grandt</i></u> The tasks initiated & dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee. I recommend the following for further development of this trainee. The individual has successfully performed all tasks for the position and should be considered for certification. The individual was not able to complete certain tasks (comments below) or additional guidance is required. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ Date: <u><i>06/17/2021</i></u> Evaluator's initials: <u><i>RAA</i></u> Evaluator's relevant agency certification rating: <u><i>Com-L</i></u>			
Attachment A			

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SASHA SCHANZ

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

IS-00700.a

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

Issued this 1st Day of November, 2015



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SASHA SCHANZ

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

IS-00200.b

**ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 1st Day of November, 2015



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SASHA L SCHANZ

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

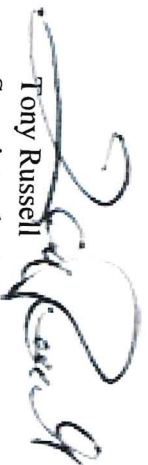
IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 25th Day of October, 2015




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SASHA L SCHANZ

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

IS-00144

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

Issued this 14th Day of April, 2021



0.3 IACET CEU

Jeffrey D. Stern, Ph.D.

Superintendent

Emergency Management Institute

Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SASHA L QUANDT

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

IS-00800.d

National Response Framework, An Introduction

Issued this 14th Day of April, 2021

0.3 IACET CEU



Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency

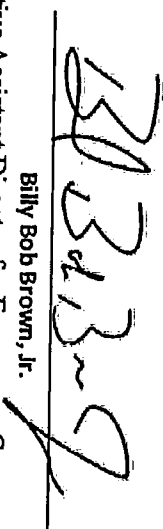
CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

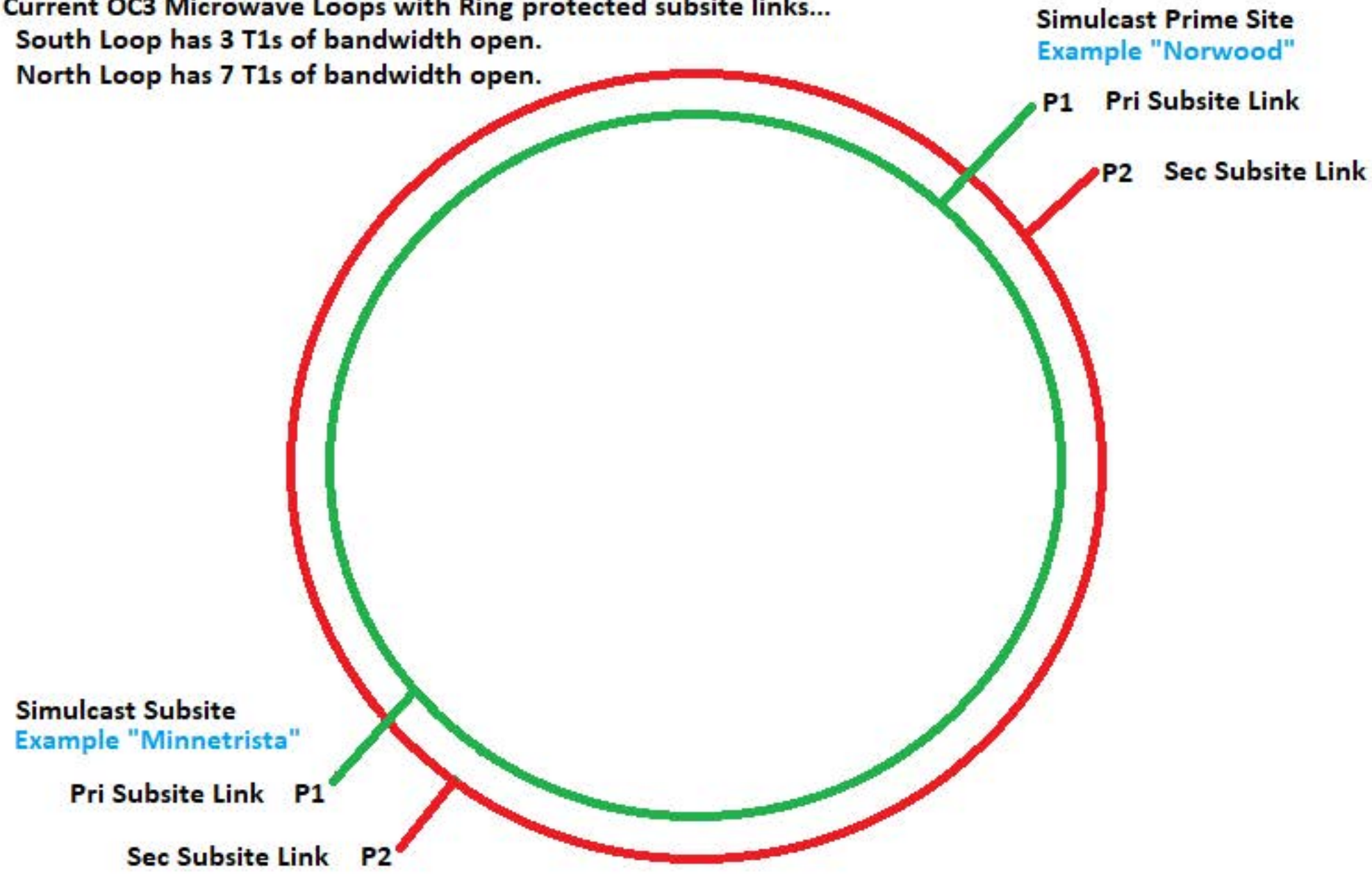
Sasha Quandt

Successfully completed the All-Hazards
Virtual Incident Tactical Dispatcher (INTD) Course
during 26-30 April, 2021

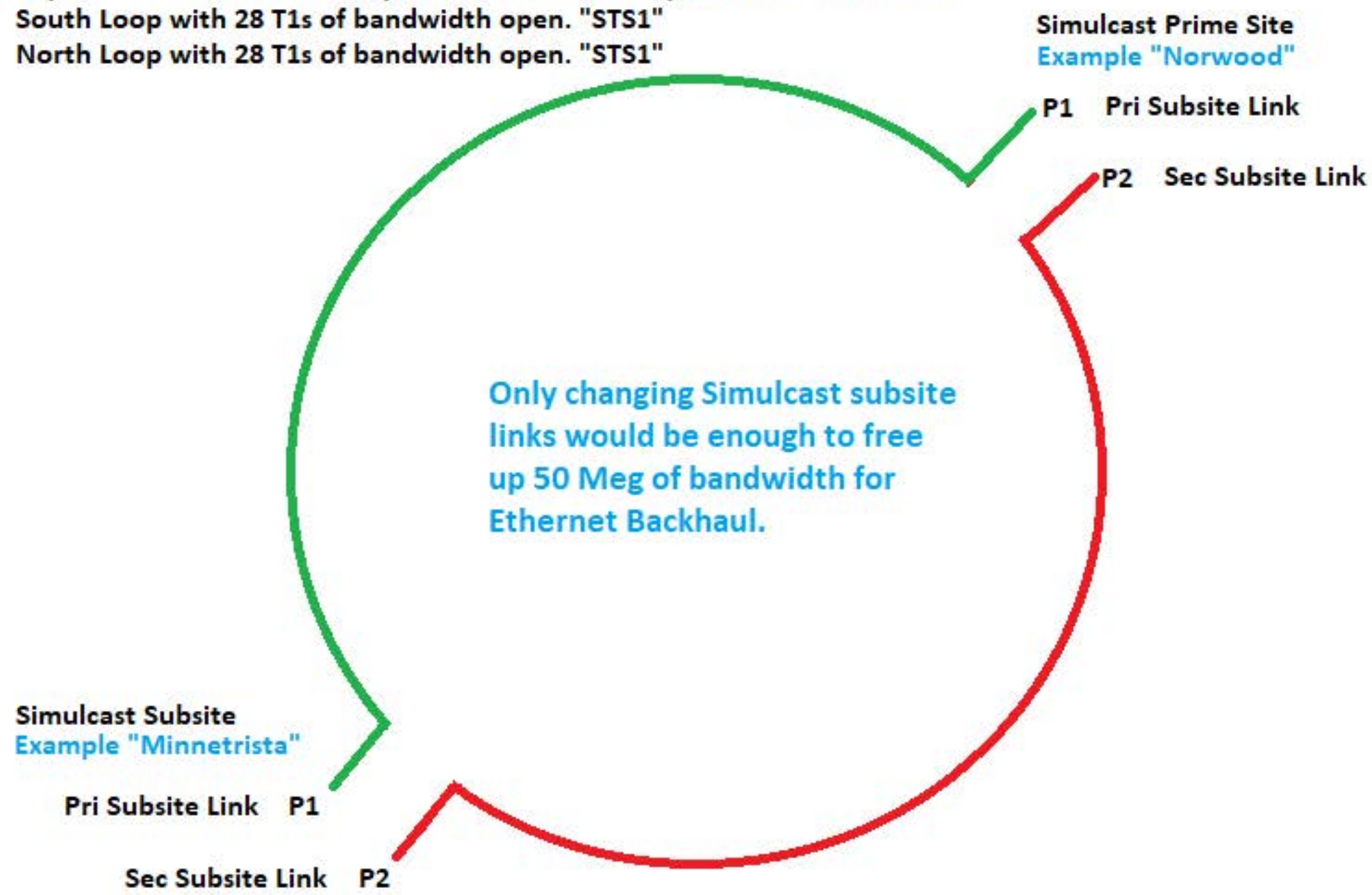



Billy Bob Brown, Jr.
Executive Assistant Director for Emergency Communications
Cybersecurity and Infrastructure Security Agency

Current OC3 Microwave Loops with Ring protected subsite links...
South Loop has 3 T1s of bandwidth open.
North Loop has 7 T1s of bandwidth open.



Proposed OC3 Microwave Loops with Diverse Route protected subsite links...
South Loop with 28 T1s of bandwidth open. "STS1"
North Loop with 28 T1s of bandwidth open. "STS1"



**Metro Mobility Usage
(Hours:Mins:Secs)
2022**

Month	City Center	Anoka (Lino Lakes)	Dakota	Norwood	Hastings	North Branch	Hennepin West	Overall
January	53:36:06	27:47:09	28:13:09	9:57:03	35:21:22		17:49:33	172:44:22
February	57:03:36	30:50:28	24:58:48	10:50:12	41:05:35		13:14:11	178:02:50
March	51:26:59	28:23:43	24:35:46	9:22:37	35:08:05		14:54:53	163:52:03
April	56:28:46	30:31:56	30:20:01	10:08:22	42:08:20		13:00:58	182:38:23
May	55:52:30	26:23:05	30:59:34	9:06:27	39:06:26		10:53:58	172:22:00
June								
July								
August								
September								
October								
November								
December								

Difference
since Jan.

12 656:57:50 385:58:45 298:06:15 222:53:22 265:34:15 0:26:46 152:56:51 1982:54:04

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