



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

June 26, 2024, 1:00 p.m.

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

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Approval of Agenda** – Thompson
3. **Approval of Minutes of April 24, 2024 Meeting** – Thompson
4. **Action Items**
 - A. COMU Recognitions/Renewals – Tracey Fredrick
 - i. Ryan Kelzenberg AUXCOMM Recognition
 - ii. Giampaolo Malin AUXCOMM Recognition
 - iii. Bob Beem COML/COMT Renewal
 - B. Burnsville Fire IOP-11 Waiver – Ron Jansen
 - C. Scott County Talkgroup Waiver Request – Scott Haas
 - D. Formation of Workgroup for Reviewing Regional Interoperable Resources – Fredrick
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
 - A. Metro Mobility System Usage Update – Chad LeVasseur
 - B. System Managers Group – Jansen
 - C. MnDOT ARMER System Update – John Anderson/Nick Schatz/Shane Chatleain
 - D. SECB Committees
 - i. Steering – Fredrick/Jill Rohret
 - ii. LMR – Nate Timm/Mike Mihelich
 - iii. WBBA – Rod Olson/Cory DeMuth
 - iv. IOC & Workgroups
 - a. IOC – Thompson/Timm
 - b. STR Workgroup – Thompson/Jansen
 - c. COMU Workgroup – Timm/Dan Anderson
 - v. IPAWS – Haas
 - vi. Finance/Grants Workgroup – Fredrick/Rohret
7. **Other Business**
 - A. METAC Permission update – Fredrick
 - B. Discussion: Regional Radio Technician – Open Discussion
 - C. Discussion: Regional Strategic Plan Updates – Fredrick

8. **Adjourn**

Reminder: Next meeting scheduled for July 24, 2024

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Radio Technical Operations Committee April 24, 2024 Draft Meeting Minutes

Members

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

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

Guests: John Anderson, *MnDOT*; Leticia Cardenas, *City of Minneapolis*; Elias Charif, *M Health*; Mark Erickson, *South Metro Fire*; Dalton Gruber, *City of Bloomington*; Dave Klema, *MnDOT*; Mike Melby, *North Memorial EMS*; Nick Schatz, *MnDOT*; Jim Schnoor, *Met Council*; Clay Stenback, *Metro Mobility*; and Leslie Sticht, *Met Council*

MESB Staff: Tracey Fredrick; and Jacob Kallenbach

1. Call to Order

Jake Thompson, the 2024 Radio TOC Chair, called the meeting to order at 1:00 p.m.

2. Approval of Agenda

Tracey Fredrick requested that the order of action items be changed, with the University of Minnesota Participation Plan Amendment moving to item '4A' and everything else moving down one spot in the order.

Motion made by Ron Jansen, seconded by Scott Haas to approve the April 24, 2024 Radio TOC meeting agenda with the mentioned amendments. Motion carried.

3. Approval of Minutes

Motion made by Cory DeMuth, seconded by Jansen to approve the March 27, 2024 Radio TOC meeting minutes. Motion carried.

4. Action Item

A. U of M Participation Plan Amendment

Dave Theis of the University of Minnesota, who joined via the Webex call, stated that the University of Minnesota is requesting approval of an amendment to its ARMER participation plan to add an additional dispatch site to support MCC7500e remote laptops, utilizing 20 VPN host connections. These additions would bring its total VPN host connections to 40. The University of Minnesota will use backup MCC7500e consoles during the change. The newly expanded site will include an additional two Ethernet links to MnDOT. The expanded site will also include a new proxy server with 10 available licenses, and an additional 10 licenses will be procured.

Motion made by Mike Mihelich, seconded by DeMuth to approve the amendment to the participation plan for the University of Minnesota. Motion carried.

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B. COMU Recognitions/Renewals

i. Jerry Erickson COML Renewal

Fredrick stated that Jerry Erickson currently works in Ambulance communications at North Memorial and is seeking renewal for COML position. Erickson is active within CRTF and is receiving points for attending trainings and exercises over the past three years. Erickson has agency support for the COML renewal.

Motion made by Victoria Vadnais, seconded by Haas to approve the COML renewal of Jerry Erickson. Motion Carried.

C. Metro Transit Participation Plan Amendment

James Schnoor of Met Council gave a presentation on its participation plan amendment and ongoing system usage rates.

Jansen and Thompson questioned where the numbers for the presentation were selected from as the data shows that private call hours were much higher than reported and want to know how Metro Mobility will handle issues of high system usage similar to previous instances.

Haas asked what formula the group used to come up with loading projections for additional time and asked that each subsite impact should be shown. Chad LeVasseur said that they took the number of buses and total talk time and averaged those. As far as subsite concerns, they have programmed radios to select City Center, but recognize some usage travels to Dakota and Norwood subsites. Haas asked for clarification on private call and talkgroup usage and that the group needs to revise these numbers as they seem incorrect.

Haas also stated that private call usage is still too high above the acceptable margins and emphasized that overloading subsites creates a range of problems that can have very negative consequences if occurring in safety-related instances. The previous agreement included usage caps per subsite and if usage goes over time consistently that Metro Mobility would need to pay for additional channel capacity.

Leslie Sticht of Met Council stated that the group will go back, take a deep dive into gathering the correct numbers and usage rates, and create a plan that is efficient for the system and reliable to the other Metro agencies.

Motion made by Haas, seconded by DeMuth to table the Metro Transit participation plan amendment, and reconvene on the issue at a future meeting. Motion carried.

D. Dakota County SOT IOP-11 Waiver

Jansen stated that Dakota County is submitting a waiver similar to those used in the past to allow non-law enforcement personnel to access the law enforcement only ARMER radio channels. This waiver is for the Special Operations Team that are involved in a variety of critical circumstances. Eight of the radios will be assigned to the individual command staff. All eight members being requested have CJIS certifications and compliance training. The additional twelve radios will be held at Dakota County and will be used as backup radios.

Haas stated that there have been large quantities of waiver requests for these specific units and access to the ARMER radio channels and asks if the point has been missed and if standards need to be reviewed to create a more efficient solution for improved interoperability. System Encryption and its interconnectivity to interoperability also plays a factor, and if more encryption-capable METAC talkgroups are needed for the Metro to avoid consistent waivers then action needs to be taken to provide those.

Multiple TOC members expressed interest in creating a sub-group or action item around this topic for a future Radio TOC meeting.

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Motion made by Haas, seconded by DeMuth to approve the Dakota County SOT IOP-11 waiver. Motion carried.

5. Moves, Additions, & Changes to the System

A. Chisago Update

Chisago County will be replacing microwave links which will begin in late April and continue into May.

Scott County is starting to make plans to add an additional subsite to the Norwood Young America site.

6. Committee Reports

A. Metro Mobility System Usage Report

Chad LeVasseur stated that he will look further into the system usage numbers mentioned in the Metro Mobility presentation and will provide further information at the next Radio TOC meeting.

B. System Managers Group – no meeting

C. MnDOT ARMER System Update

Nick Schatz of MnDOT gave a brief system update. There will be Motorola software downloads and antivirus upgrades on May 20. On June 3 there will be a system freeze. Ethernet backhaul in Zone 1 has been complete, with Zone 2 scheduled to be completed in late April. The Genesis server upgrade will occur on April 25, and some services will likely be unavailable while that is occurring.

D. SECB Committees

i. Steering

Fredrick gave a brief update on the Steering Committee. The group went over the policy and procedure manuals for the SECB. SCIP goals are being extended to the end of 2025. Committee bylaws are in the reviewal process. The May meeting has been cancelled.

ii. LMR

Nate Timm gave a brief update on the LMR Committee. The group met in April and went over the Lake of the Woods participation plan amendment, a new Tait mobile was approved for use on the system and approved the Scott County gateway solution.

iii. WBBA

The group did not meet in April. Creation of a cellular coverage workgroup has been discussed.

iv. IOC & Workgroups

a. IOC – no meeting

b. STR Workgroup – no meeting

c. COMU Workgroup

Nate Timm gave a brief update on the COMU Workgroup. The new Minnesota eFOG is now available in the public safety library on cell phones. There will be a Leech Lake communications exercise in early June and is open for registration. Multiple COMU recognitions were approved to move forward to the Interoperability Committee. There was also a continued discussion on how to handle COMU recognitions for individuals who did not complete their task books in the three-year window due to COVID restrictions. A recommendation to allow for an additional two-year window for anyone who took the initial position course from 2019-2022 was made to the Interoperability Committee.

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v. IPAWS – no meeting

vi. Finance/Grants Workgroup

Fredrick said that both groups are continuing to prepare for the ARMER equipment grant and has been reviewing the Regional Needs Documents that are being submitted. The Finance Committee also continues to work through issues with fiscal agent responsibilities relating to grant management.

Jansen asked if the ARMER grant was still going to be released for applications near the close of the Public Safety Communications Conference. Fredrick responded that she has gotten some information that it will likely be released the week after the conference. Jansen also asked if this grant money will need to be spent by the end of 2026. Fredrick clarified that the end of the grant is June 30, 2026, which is the end of the state's fiscal year. However, when the grant RFP is released, the "spend by" date will be March 31, 2026, to allow the state time to close any fiscal items, such as reimbursements, by the grant end date.

Timm asked if there has been any determination made for what each region will receive from the grant. Fredrick responded that there has not been at the time of this meeting.

7. Other Business

A. METAC Permission Update

Fredrick stated that there was one request from the State Fire Marshal. That request was permitted, and there was no interest in encrypted channels.

B. Discussion: Regional Radio Technician

Fredrick mentioned that a regional radio technician was discussed at a prior meeting. Please email Fredrick with a list of duties this position will require. Assessments to the MESB would also go up due to the addition of a possible new position and everything that entails.

Rod Olson asked if this would be an opt-in/opt-out situation or if it would be mandatory for Radio TOC members. He also asked about time allotments, and payment formulas.

Nate Timm asked if there would need to be a new building, or if MESB had enough room due to the required space for a new employee and equipment. He also asked if there would be a vehicle allowance.

Fredrick stated that she will add this as a discussion item at the next Radio TOC meeting to address all these questions and continue talks on the subject.

8. Adjourn

Reminder: Next meeting scheduled for May 22, 2024.

*Motion made by Haas, seconded by DeMuth to adjourn the April 2024 Radio TOC meeting.
Motion carried.*

The meeting was adjourned at 2:40 p.m.



Position Task Book (PTB) for the Position of:
AUXILIARY COMMUNICATOR (AUXC)

Check the appropriate position type: Category (Cat) 1 – Deployable Category (Cat) 2 – Non-Deployable

POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	Ryan Kelzenberg
AGENCY NAME:	Anoka County Emergency Management
PHONE NUMBER:	763-324-4763
E-MAIL:	Ryan.Kelzenberg@anokacountymn.gov
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Jeffrey Lanenberg
TITLE:	Emergency Management Deputy Director
AGENCY NAME:	Anoka County Emergency Management
PHONE NUMBER:	763-324-4762
E-MAIL:	Jeffry.Lanenberg@anokacountymn.gov
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Medina Minnesota
DATE:	10/28/2023

Version 2.0
January 2022

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that	<u>Ryan Kelzenberg</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:	<i>Dr. [Signature]</i>
DATE:	<u>10/28/23</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>DR. KARL E. ARRIOLA</u>
TITLE:	<u>REGIONAL EMERGENCY COMMUNICATIONS COORDINATOR</u>
AGENCY NAME:	<u>FEDERAL EMERGENCY MANAGEMENT AGENCY</u>
PHONE NUMBER	<u>202-679-2772</u>
E-MAIL:	<u>KARL.ARRIOLA@FEMA.DHS.GOV</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I verify that	<u>Ryan Kelzenberg</u> has successfully met all 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:	
OFFICIAL'S PRINTED NAME:	
TITLE:	
AGENCY NAME:	
PHONE NUMBER	
E-MAIL:	

Position Task Book Overview

The AUXC Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for the AUXC position. The performance criteria are associated with core (National Qualification System (NQS) competencies, behaviors, and tasks. It is recommended that you start a new Task Book once you have submitted a completed one so you may begin the reauthorization process.

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 documenting the trainee's performance.
- Some tasks associated with verbal responses can be put into a test format virtually. Emergency Communications Division (ECD) will conduct periodic online test, with the approval of the State, that will be used in lieu of a verbal response.
- This PTB can be used by two different groups associated with AUXCs. Those that will deploy and those that expect to activate but run operations from a home location.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure 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 an AUXC leader or an AUXC subject matter expert appointed in writing by the Statewide Interoperability Coordinator (SWIC) or authorized state certification committee, 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 states version of a Qualification Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements. It is recommended that states have at least one member of the QRB be an experienced Auxiliary Communicator with Public Safety experience.
- 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 issued a new PTB and reevaluated in the specific position.
- 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 in an AUXC Addendum.

Definitions

AUXC: Both the person (Auxiliary Communicator) and the Incident Command System (ICS) position used to provide auxiliary communications. Trained Auxiliary Communicators (AUXC) are a valuable communications resource tool that can be used by local, county, regional, tribal or state agencies/organizations.

AUXCOMM: Auxiliary Communications (AUXCOMM) is an all-inclusive term used to describe the many organizations that provide various types of communications support to emergency management, public safety, and other government agencies or describes the services themselves. This includes, but is not limited to amateur radio, military radio, citizens band radio (CB), etc.

AUXCOMM covers a broad range of systems that could potentially be used by an AUXC during an incident to include: High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), satellite communications (SATCOM), microwave, Wi-Fi, digital, video, photos, Voice over Internet Protocol (VoIP), and other modes.

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics that an individual should possess 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.

- 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 the listed circumstances.

Code C: Task performed in a 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.

PTB Task Types

The tasks in the PTB have a corresponding task type which indicates whether or not the AUXC will deploy.

Category (Cat) I: Those personnel who can activate and deploy.

Category (Cat) II: Those personnel who can activate from a fixed location (e.g. home).

PTB Method Codes

The tasks in the PTB will either be demonstrated in-person, tested online or skipped depending on what Type of AUXC PTB is being tested.

Method Eval: Task performed in front of an evaluator in any of the settings listed under PTB Task Codes.

Method Virtual: Task assessed by online testing via ECD.

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 sequential (1, 2, 3, etc.) 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 the 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.

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 the 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

(This form should be duplicated to provide one for each evaluation opportunity.)

TRAINEE NAME:	Ryan Kelzenberg
I verify that has successfully met all 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.	
TRAINEE POSITION:	AUXC
Evaluation Record Number:	#1
AUXC Evaluator's Name:	DR. KARL E. ARRIOLA
Incident/Office Title and Agency:	HENNEPIN Co. COMEX - OPERATION LONGEST DAY ^{TYLER} Flooding
AUXC Evaluator's Home Unit Address and Phone:	FEMA REGION 5 (CHICAGO) 202 679-2772
Name and Location of Incident or Simulation/Exercise:	OPERATION LONGEST DAY - HENNEPIN Co. EOC
Incident Kind:	FLOODING / DISASTER FUNCTIONAL EXERCISE
Number and Kind Resources:	2 AUXC / TEAMS 3 FOR EOC SUPPORT
Evaluation Period:	8 AM - 3:30 PM
Recommendation:	
The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:	
<input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.	
<input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.	
<input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.	
<input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.	
Additional Recommendations/Comments	
Date:	10/28/23
AUXC Evaluator's Initials:	
AUXC Evaluator's Relevant Qualification:	REGIONAL EMERGENCY COMMUNICATIONS COORDINATOR

Form Version: March 2019

Auxiliary Communicator (AUXC)

1. Competency: Prerequisites required to initiate the Position Task Book

Description: Successfully complete all prerequisite training prior to initiating the Position Task Book.

1a. Behavior: Complete the following prerequisite training

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Provide to your evaluator a copy of your course completion certificates or EMI Transcript for the following mandatory prerequisite training: completion of a CISA approved AUXC course and course completion certificates for IS-100, IS-200, IS-700, and IS-800. (States may consider adding additional specific training requirements in the AUXC Addendum.)	C, I, J, T	I, II	Eval	#1	[Signature] 10/28/23

2. Competency: Readiness, Preparedness, Situational Awareness

Description: Demonstrate personal preparedness activities that reflect your ability to respond to a request for deployment in a timely and efficient manner while maintaining situational awareness of events that affect your response.

2a. Behavior: Maintain a personal and position specific "Go-Kit"

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Obtain, assemble, and prepare information and materials for a personal and position related "Go-Kit" prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable.	C, I, J, T	I	Eval	#1	[Signature] 10/28/23
2	The following items are suggested items for inclusion in your "Go-Kits." This list should not be considered "all-inclusive" and may be amended or modified by the state and/or your sponsoring organization: <ul style="list-style-type: none"> • Appropriate ICS forms and Radio Logs (Form 309) • Reference materials in electronic, digital, or hard-copy format 	C, I, J, T	I	Eval	#1	[Signature] 10/28/23
3	Functional guidelines relative to incident type (agency guidance or other functional guidelines): <ul style="list-style-type: none"> • Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides • Position manuals • Current local and state Auxiliary Communications Plan • State and Local Tactical Interoperable Communications Plan (TICP) and Statewide Communication Interoperability Plan (SCIP), if available • Inventories or other lists of local, regional, and state auxiliary communications assets and inventories • Demonstrate a working knowledge of typical coverage for local and regional repeaters • Demonstrate knowledge of persons within the Chain of Command • Contact information for local and regional AUXC Subject Matter Experts • National Interoperability Field Operations Guide (NIFOG) app or hardcopy • Agency-specific forms appropriate to the function • Incident Radio Communications Plan ICS 205 (blank or pre-filled) • AUXC Field Operations Guide app or hardcopy 	C, I, J, T	I, II	Virtual / Eval	#1	[Signature] 10/28/23

2a. Behavior: Maintain a personal and position specific "Go-Kit" (continued)

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
4	Administrative Supplies <ul style="list-style-type: none"> Administrative items needed to fulfill the mission assignment Items as specified by the state in the AUXC Addendum 	C, I, J, T	I, II	Virtual / Eval	#1	<i>[Signature]</i> 10/28/23
5	Other items: (additional items may be required by the state in the AUXC Addendum) <ul style="list-style-type: none"> First Aid Kit Personal Protective Equipment (PPE) Personal security items 	C, I, J, T	I	Eval	#1	<i>[Signature]</i> 10/28/23

2b. Behavior: Obtain appropriate information regarding the deployment

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Obtain complete information from the agency or incident command staff in the AHJ over the incident when initially activated and prior to arrival, to include:</p> <ul style="list-style-type: none"> Incident name and, as appropriate, an order, request, mission, or other unique number identifying the incident for tracking purposes Reporting location Reporting time Transportation arrangements/travel routes Contact procedures during travel (telephone/radio) 	C, E, F, I, T	I, II	Virtual / Eval	#1	R/10/28/23
2	<p>Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS 205) that can be incorporated into the Communications Unit Leader's (COML's) ICS 205 and the Incident Action Plan. Examples of important information include:</p> <ul style="list-style-type: none"> Simplex or repeater frequencies already assigned Resources (equipment/personnel) already in use Other current incidents or events that may create conflicts with communications plans or tax resources (Additional items or details regarding specific steps required for completion of this task may be included in the state's AUXC Addendum.) 	C, E, F, I, T	I, II	Virtual / Eval	#1	R/10/28/23
3	<p>Arrive properly equipped at the assigned incident location at the designated reporting time and demonstrate to your evaluator completion of the check-in process as established for the incident.</p> <p>(Details should be included in the AUXC Addendum.)</p>	C, E, F, I, T	I	Eval	#1	R/10/28/23
4	<p>Complete a physical inspection of the equipment and supplies brought with you to the deployment with your evaluator.</p>	C, E, F, I, T	I	Eval	#1	R/10/28/23

2b. Behavior: Obtain appropriate information regarding the deployment (continued)

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
5	<p>Review with your evaluator notes you took during the briefing you obtained from your supervisor. Examples of briefing notes are:</p> <ul style="list-style-type: none"> • Workspace • Work schedule • Policies and operating procedures • Current resource commitments and expectations • Current situation • Expected duration of assignment • Special needs <p><u>NOTE:</u> This list is not all inclusive. AUXC personnel are responsible for asking appropriate questions of their immediate supervisor relating to their assignment.</p>	C, E, F, I, T	I, II	Virtual / Eval	#1	[Signature] 10/28/23
6	<p>Review or develop a draft ICS 205. Examples of important information include:</p> <ul style="list-style-type: none"> • Frequencies and talk groups already assigned. • Other amateur radio frequencies or equipment already in use. • Digital interoperability devices already in use. • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans. 	C, E, F, I, T	I, II	Virtual / Eval	#1	[Signature] 10/28/23

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: Maintain positive, professional relationships that enhance operations.

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Describe for the evaluator techniques for establishing and maintaining positive interpersonal and interagency working relationships while working in high stress environments on deployment.</p> <ul style="list-style-type: none"> • Provide equal assignment opportunities based on individual skill level. • Monitor and evaluate progress based on expected work standards. • Demonstrate follow-through on assigned duties. • Work cooperatively with team and other agency members. • Always maintain professional appearance and behavior. • Be respectful and courteous. • Be respectful of public and private property. 	C, E, F, I, J, T	I, II	Virtual / Eval	#1	10/28/23

4. Competency: Technical Skills

Description: Demonstrate technical competency in the skills needed to establish and maintain operational an AUXC element in support of an incident, event or exercise while protecting the health and safety of himself/herself and those working with him/her.

4a. Behavior: Develop and implement plans

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Explain and demonstrate competency in the following AUXC areas:</p> <ul style="list-style-type: none"> Complete a voice contact on at least two (2) different HF frequencies using a licensed control operator if necessary. Send/receive an ICS 213 message using: <ul style="list-style-type: none"> Winlink; and On the data mode that is selected by the evaluating state. Send and receive a message (similar in content to an email) utilizing a digital format on 2 meters, 70 centimeters, or HF using a licensed control operator, if necessary. 	C, E, F, I	I, II	Eval	#1	<i>[Signature]</i> 10/28/23
2	<p>Explain and demonstrate competency in the following AUXC areas:</p> <ul style="list-style-type: none"> Assemble (recommended, but may be required by the state), install, and operate an HF dipole antenna on amateur radio bands as specified by your evaluator or in the state's AUXC Addendum. (Recommended, but may be required by the state). Assemble (recommended, but may be required by the state), install and operate an antenna in the center part of the 2-meter amateur radio band. Safety procedures an operator must perform in order to ensure both the operator and equipment are safe. Proper grounding of all equipment, external power equipment, antennas, and towers. The proper use of a RF Load Resistor. Explain what SWR is and the impact it can have on the transmit capabilities of a station. The operation of an antenna analyzer. 	C, E, F, I	I	Eval	#1	<i>[Signature]</i> 10/28/23

4a. Behavior: Develop and implement plans (continued)

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
3	<p>Demonstrate how to install and make communications equipment and systems operational when requested based on plans approved by the COML.</p> <ul style="list-style-type: none"> • Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics). • Clone or program amateur radios as necessary and authorized and assist other amateurs with programming their personal equipment on incident operating frequencies. 	C, E, F, I, J	I, II	Eval	#1	10/28/23

4b. Behavior: Assure Safe Operations and Practices

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>The candidate should demonstrate the knowledge and possess the capability of explaining how to provide for the safety and welfare of all assigned personnel during their entire period of deployment by:</p> <ul style="list-style-type: none"> • Not deploying until directed to do so. • Making the requesting agency aware of all medical restrictions prior to deployment. • Not deploying if health issues require medications or medical interventions that are not available at the deployment site. • Recognizing potentially hazardous situations. • Informing subordinates of hazards. • Providing personnel with personal protective equipment appropriate to their risks such as safety vests, flashlights and glow sticks. • Assuring that all known hazards are appropriately marked with safety tape, safety cones or glow sticks. • Ensuring that special precautions are taken when extraordinary hazards exist. • Ensuring that personnel are appropriately fed, hydrated, and rested. • Being alert to the development of any special medical needs of their staff. • Providing safety briefings to all personnel relating to safe operation of equipment, generators and other mechanical items for which they have responsibility. • Obtaining/reviewing/disseminating the Safety Plan from the Incident Action Plan and/or the ICS 201, ICS 202, ICS 206, as available. • Evaluating your personal operating area to identify potential safety hazards or unsafe activities and take appropriate preemptive actions to prevent personal injury. 	C, E, F, I, T	I, II	Virtual / Eval	#1	[Signature] 10/28/23

5. Competency: Establish an Incident Auxiliary Communications Center

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

5a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>The candidate must be able to explain the purposes of; the differences between; and how to establish an Incident Communications Center (ICC) or an Incident AUXC Communications Center (IACC) within the ICC under the direction of the COML within the Communications Unit. This should include an explanation of:</p> <ul style="list-style-type: none"> • Coordination of the location of ICC/IACC with the COML. • Considerations of the following when coordinating with the COML on the location of the ICC/IACC: <ul style="list-style-type: none"> ○ Locate the ICC/IACC close or adjacent to the incident command post ○ Keep the ICC/IACC away from high traffic areas and noise. ○ Make sure the ICC/IACC is upwind from the incident (smoke, hazardous materials). ○ Locate away from potential sources of RF interference and noise (transmission lines, power substations). • Establishing assignments based on incident requirements; setting schedules around operational requirements; and the establishment of a system that documents the estimated time of arrival of communications personnel. • Obtaining necessary supplies for the ICC/IACC to function properly. 	C, E, F, I, T	I, II	Virtual / Eval	#1	[Signature] 10/28/23

5b. Behavior: Identify and assign staff to support operations

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Assign personnel, train personnel, and perform inventory control on assigned equipment. <ul style="list-style-type: none"> • Provide basic training, as needed, on equipment. • Maintain equipment inventory to provide accountability. • Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan. 	E, F, I, T	I	Eval	#1	RJ/10/28/23

5c. Behavior: Maintain appropriate documentation relating to operations of the Incident Auxiliary Communications Center

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Demonstrate how to maintain an ICS 214 Activity Log. <ul style="list-style-type: none"> • Activity Log will be kept current, legible, and will document all major activities, which may include: <ul style="list-style-type: none"> ○ Equipment locations, ○ Safety issues, including any medical issues, with AUXC staff, ○ Personnel changes, and ○ Shift change briefing information. 	C, E, F, I, T	I, II	Virtual / Eval	#1	RJ/10/28/23

6. Competency: Drafting Plans, Systems Management, and Documentation

Description: Assists with the development of or develops and implements plans for systems deployment and completes and maintains all documentation related to the role and responsibilities of an AUXC.

6a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Working with the COML, perform as the technical expert for AUXC:</p> <ul style="list-style-type: none"> • Prepare the AUXC portion of the Incident Radio Communications Plan, ICS 205. • Determine additional resource needs (equipment and personnel) and coordinate acquisition through the Supply Unit or authorized individual or unit. • Identify and request resources as to type/qualification, quantity, and location. • Coordinate with the COML or your immediate supervisor to request any additional communications personnel, equipment or services that may be needed to support AUXC operations. • Coordinate, through the chain of command, the locations for equipment to be installed or delivered. • Assist the COML with determining optimal locations for any future expansion of AUXC equipment using topographical maps to evaluate elevation and separation needs and the ICS 205 from the IAP and other frequency lists to minimize the risk of interference with other communications resources. 	E, F, I, T	I	Eval	#1	[Signature] 10/28/23

**6a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments
(continued)**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
2	<p>Demonstrate the design, configuration, and maintenance of AUXC systems needed to meet incident needs.</p> <ul style="list-style-type: none"> • Provide for the installation and testing of all AUXC communications components to assure they are fully operational. • Create and maintain diagrams of current AUXC communications system(s). • Provide communications support for external and internal AUXC operational platforms. • Identify the need for and take necessary action to accomplish minor field repair of equipment issues, request technical support needed to facilitate repairs of identified issues, and/or order replacement equipment if repairs cannot be performed in a timeframe that meets the needs of the incident. 	E, F, I, T	I, II	Virtual / Eval	#1	<i>[Signature]</i> 10/28/23
3	<p>Monitor operational performance of AUXC communications systems throughout the duration of the incident.</p> <ul style="list-style-type: none"> • Monitor operational status of all AUXC equipment in use. • Establish an operational test schedule and perform tests of communications equipment throughout the duration of an incident. • Establish a plan for battery replacement. • Establish contingency plans to minimize interruptions in AUXC communications infrastructure and systems. 	E, F, I, T	I, II	Virtual / Eval	#1	<i>[Signature]</i> 10/28/23

6b. Behavior: Serve as a subject matter expert for AUXC related issues

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Participate in meetings as a subject matter expert for AUXC specific needs as directed by the COML.</p> <ul style="list-style-type: none"> Determine the feasibility of providing the requested AUXC support. Provide operational and technical information on AUXC equipment available to support the incident. Provide operational and technical information on AUXC equipment and systems capabilities, restrictions, and limitations. Coordinate with the COML or their designated immediate supervisor to share information and assure communications interoperability. 	E, F, I T	I, II	Virtual / Eval	#1	KEP 10/28/23

6c. Behavior: Coordinate incident communications needs with existing system managers

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Coordinate frequencies, activities, and resources with AUXC coordinators/operators outside of the incident.</p> <ul style="list-style-type: none"> Communicate with local, regional, and/or state amateur radio organizations (including Non- Governmental Organizations (NGOs)) to coordinate use of currently utilized incident frequencies. Work with local, regional and/or state amateur radio organizations (including NGOs) to coordinate shared resource assignments and identify and eliminate interference issues with established AUXC systems when reported. Provide a copy of the ICS 205 to other agencies or to the AUXC at any nearby incidents as necessary to avoid interference or other conflicts. May include ARES, RACES, REACT, SKYWARN, ACS, etc. 	E, F, I T	I, II	Virtual / Eval	#1	KEP 10/28/23

7. Competency: Demobilization

Description: Demobilizes pursuant to the published demobilization plan.

7a. Behavior: Follow the established process for demobilization

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Demobilize and check out.</p> <ul style="list-style-type: none"> • Submit all required information to the COML and/or Documentation Unit Leader as appropriate. • Receive demobilization instructions from work supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. • Complete required ICS form(s) and turn in to the appropriate person. • Ensure that personnel and equipment assigned to the unit are demobilized correctly. • Document lost equipment on agency specific forms. • Report their return to their home base of operations. 	E, F, I T	I, II	Virtual / Eval	#1	<i>[Signature]</i> 10/28/23

1. Incident Name: 2023 City of Tyler Woods Flooding (20231028)	2. Operational Period:	Date From: 10/28/2023 Time From: 0900	Date To: 10/28/2023 Time To: 1500
8. Prepared by: Name: Ryan Kelzenberg Position/Title: AuxComm			Signature: _____
ICS 214, Page 1	Date/Time: 10/28/2023 3:00 PM		

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: 2023 City of Tyler Woods Flooding (20231028)	2. Date/Time Prepared: Date: 10/28/2023 Time: 0930	3. Operational Period: Date From: 10/28/2023 Date To: 10/28/2023 Time From: 0900 Time To: 1500
--	---	---

4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
	964	Winlink – P2P	Winlink	Data	446.200				D	Winlink Data
		Shelter to EOC	W0CHC-UG	Voice COmm	444.175			127.3	A	Shelter to EOC Voice
		Intra Shelter Comm	FRS 1	Voice Comm						FRS Radios – Intra Shelter
		County to State EOC	Section Data	Data	3.583.5w		3.583.5w		D	Olivia 8.500 (100 Hz +/- QRM)
		County to State EOC	Section Phone	Phone	3.8600W		3.8500		A	LSB
		Tyler Pulbic Works Works	W0CHC-VM	Typer PW Voice	146.700 W		146.1000 W	127.3	A	Radio Shadows (15 operators)

5. Special Instructions:
Ryan Kelzenberg

6. Prepared by (Communications Unit Leader):	Name: Ryan Kelzenberg Tom Karnauskas	Signature:
---	--------------------------------------	------------

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

RYAN E KELZENBERG

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

IS-00100.c

Introduction to Incident Command System, ICS-100

Issued this 10th Day of August, 2018



A handwritten signature in black ink that reads "Steven P. Heidecker".

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

RYAN E KELZENBERG

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 9th Day of December, 2013



Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

RYAN E KELZENBERG

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

IS-00700.b

An Introduction to the National Incident Management Sys

Issued this 18th Day of August, 2018



A handwritten signature in black ink that reads "Steven P. Heidecker".

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

RYAN E KELZENBERG

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

IS-00800.c

National Response Framework, An Introduction

Issued this 26th Day of August, 2018



A handwritten signature in black ink that reads "Steven P. Heidecker".

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

AUXILIARY COMMUNICATIONS COURSE

Ryan Kelzenberg

Completed the Office of Emergency Communications Auxiliary
Communications Course during 16-17 March, 2019
at the Hennepin County Emergency Operations Center
in Medina, Minnesota



CISA
CYBER + INFRASTRUCTURE

A handwritten signature in black ink that reads "Ronald T. Hewitt".

Ronald T. Hewitt
Assistant Director for Emergency Communications
Cybersecurity and Infrastructure Security Agency
U.S. Department of Homeland Security



TEXAS A&M ENGINEERING EXTENSION SERVICE

National Emergency Response and Recovery Training Center

in cooperation with the

Department of Homeland Security

Federal Emergency Management Agency



FEMA

Ryan E. Kelzenberg

has successfully completed

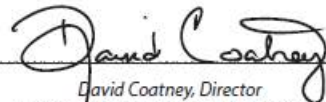
Incident Command System (ICS) Forms Review

Hopkins, Minnesota, United States

4 Hours

January 31, 2023

Continuing Education Units Earned .4



David Coatney, Director
Texas A&M Engineering Extension Service



Jesse Watkins, Interim Director
National Emergency Response and Recovery Training Center
Texas A&M Engineering Extension Service

REFERENCE COPY

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**UNITED STATES OF AMERICA
FEDERAL COMMUNICATIONS COMMISSION**



AMATEUR RADIO LICENSE

N0YFE

ATTN: RYAN KELZEBERG
KELZENBERG, RYAN E
9145 TYLER STREET NE
BLAINE, MN 55434

FCC Registration Number (FRN): 0002354751

Special Conditions / Endorsements

NONE

Grant Date	Effective Date	Print Date	Expiration Date
08-02-2023	08-02-2023	08-02-2023	08-24-2033
File Number	Operator Privileges		Station Privileges
0010638633	Technician		PRIMARY

THIS LICENSE IS NOT TRANSFERABLE

(Licensee's Signature)

FCC 660 - August 2021

Cut Along This Line

Cut Along This Line

Call Sign / Number	Grant Date	Expiration Date	File Number	Print Date	Effective Date
N0YFE	08-02-2023	08-24-2033	0010638633	08-02-2023	08-02-2023
Operator Privileges	Station Privileges		THIS LICENSE IS NOT TRANSFERABLE		
Technician	PRIMARY		Special Conditions / Endorsements: NONE		
ATTN: RYAN KELZEBERG KELZENBERG, RYAN E 9145 TYLER STREET NE BLAINE, MN 55434			_____ (Licensee's Signature)		
AMATEUR RADIO LICENSE			FEDERAL COMMUNICATIONS COMMISSION		
FCC Registration Number (FRN): 0002354751			FCC 660 - August 2021		



Cut Along This Line

Licensee: This is your radio authorization in sizes suitable for your wallet and for framing. Carefully cut the documents along the lines as indicated and sign immediately upon receipt. They are not valid until signed.

The Commission suggests that the wallet size version be laminated (or another similar document protection process) after signing. The Commission has found under certain circumstances, laser print is subject to displacement.



Cut Along This Line



Cut Along This Line

Cut Along This Line

Cut Along This Line

Conditions:

Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

Conditions:

Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

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) MALIN, GIAMPAOLO

Certifying Agency HENNEPIN COUNTY SHERIFF'S OFFICE

County HENNEPIN ECB/ESB Region METRO

Agency Address 350 S 5TH ST. MINNEAPOLIS, MN 55445

24/7 Telephone 952-258-5321 Business Telephone 612-348-3744

Email Address G.MALIN@OUTLOOK.COM

Signature  Date 4/23/2024

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 JOHN ERNTOSSON CAPT. VSD

Agency HENNEPIN COUNTY SHERIFF'S OFFICE

Signature  Date 4-24-2024

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 _____



Position Task Book (PTB) for the Position of:
AUXILIARY COMMUNICATOR (AUXC)

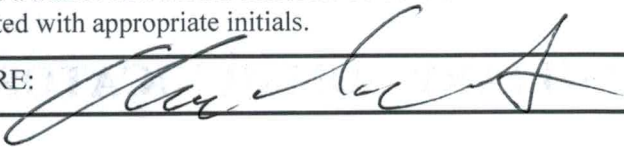
Check the appropriate position type: Category (Cat) 1 – Deployable Category (Cat) 2 – Non-Deployable

POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	GIAMPAOLO MALIN
AGENCY NAME:	HENNEPIN COUNTY SHERIFF'S OFFICE
PHONE NUMBER:	612 559 3409
E-MAIL:	G.MALIN@OUTLOOK.COM
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Andrew LaVenture
TITLE:	COML
AGENCY NAME:	Edina Fire Dept.
PHONE NUMBER:	952-828-0343
E-MAIL:	alaVenture@EdinaMN.GOV
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Hennepin County FOC
DATE:	10/28/2023

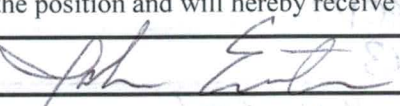
Version 2.0
January 2022

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that <u>Giampaolo Malin</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>10/28/2023</u>	
FINAL EVALUATOR'S PRINTED NAME: <u>Andrew LaVenture</u>	
TITLE: <u>COML</u>	
AGENCY NAME: <u>Edina Fire Dept</u>	
PHONE NUMBER <u>952-826-0343</u>	
E-MAIL: <u>alaventure@edina.mn.gov</u>	

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I verify that <u>GIAMPAOLO MALIN</u> has successfully met all 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>10/27/2023</u>	
OFFICIAL'S PRINTED NAME: <u>John Erntson</u>	
TITLE: <u>CAPT HOSO VSD</u>	
AGENCY NAME: <u>HENNEPIN COUNTY SHERIFF'S OFFICE</u>	
PHONE NUMBER <u>763-556-3816</u>	
E-MAIL: <u>JERNTSON@ALTONSTOCK.CO</u>	

Position Task Book Overview

The AUXC Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for the AUXC position. The performance criteria are associated with core (National Qualification System (NQS) competencies, behaviors, and tasks. It is recommended that you start a new Task Book once you have submitted a completed one so you may begin the reauthorization process.

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 documenting the trainee's performance.
- Some tasks associated with verbal responses can be put into a test format virtually. Emergency Communications Division (ECD) will conduct periodic online test, with the approval of the State, that will be used in lieu of a verbal response.
- This PTB can be used by two different groups associated with AUXCs. Those that will deploy and those that expect to activate but run operations from a home location.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure 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 an AUXC leader or an AUXC subject matter expert appointed in writing by the Statewide Interoperability Coordinator (SWIC) or authorized state certification committee, 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 states version of a Qualification Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements. It is recommended that states have at least one member of the QRB be an experienced Auxiliary Communicator with Public Safety experience.
- 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 issued a new PTB and reevaluated in the specific position.
- 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 in an AUXC Addendum.

Definitions

AUXC: Both the person (Auxiliary Communicator) and the Incident Command System (ICS) position used to provide auxiliary communications. Trained Auxiliary Communicators (AUXC) are a valuable communications resource tool that can be used by local, county, regional, tribal or state agencies/organizations.

AUXCOMM: Auxiliary Communications (AUXCOMM) is an all-inclusive term used to describe the many organizations that provide various types of communications support to emergency management, public safety, and other government agencies or describes the services themselves. This includes, but is not limited to amateur radio, military radio, citizens band radio (CB), etc.

AUXCOMM covers a broad range of systems that could potentially be used by an AUXC during an incident to include: High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), satellite communications (SATCOM), microwave, Wi-Fi, digital, video, photos, Voice over Internet Protocol (VoIP), and other modes.

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics that an individual should possess 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.

- 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 the listed circumstances.

Code C: Task performed in a 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.

PTB Task Types

The tasks in the PTB have a corresponding task type which indicates whether or not the AUXC will deploy.

Category (Cat) I: Those personnel who can activate and deploy.

Category (Cat) II: Those personnel who can activate from a fixed location (e.g. home).

PTB Method Codes

The tasks in the PTB will either be demonstrated in-person, tested online or skipped depending on what Type of AUXC PTB is being tested.

Method Eval: Task performed in front of an evaluator in any of the settings listed under PTB Task Codes.

Method Virtual: Task assessed by online testing via ECD.

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 sequential (1, 2, 3, etc.) 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 the 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.

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 the 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

(This form should be duplicated to provide one for each evaluation opportunity.)

TRAINEE NAME: <u>Giampaolo Malin</u>
I verify that has successfully met all 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.
TRAINEE POSITION: <u>AUXC</u>
Evaluation Record Number: <u>1</u>
AUXC Evaluator's Name: <u>Andrew LaVenture</u>
Incident/Office Title and Agency: <u>COML - Edina Fire Dept.</u>
AUXC Evaluator's Home Unit Address and Phone: <u>6250 Tracy Ave Edina, MN 55436</u>
Name and Location of Incident or Simulation/Exercise: <u>Hennepin County EOC</u>
Incident Kind: <u>Flooding / Disaster Functional Exercise</u>
Number and Kind Resources: <u>2 AUXC/team, 3 Teams. EOC Support.</u>
Evaluation Period: <u>10/28/2023</u>
Recommendation: <p>The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
Additional Recommendations/Comments
Date: <u>10/28/2023</u>
AUXC Evaluator's Initials: <u>AL</u>
AUXC Evaluator's Relevant Qualification: <u>COML</u>

952
826
0343

Form Version: March 2019

Auxiliary Communicator (AUXC)

1. Competency: Prerequisites required to initiate the Position Task Book

Description: Successfully complete all prerequisite training prior to initiating the Position Task Book.

1a. Behavior: Complete the following prerequisite training

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Provide to your evaluator a copy of your course completion certificates or EMI Transcript for the following mandatory prerequisite training: completion of a CISA approved AUXC course and course completion certificates for IS-100, IS-200, IS-700, and IS-800. (States may consider adding additional specific training requirements in the AUXC Addendum.)	C, I, J, T	I, II	Eval	1	AL 10/28/23

2. Competency: Readiness, Preparedness, Situational Awareness

Description: Demonstrate personal preparedness activities that reflect your ability to respond to a request for deployment in a timely and efficient manner while maintaining situational awareness of events that affect your response.

2a. Behavior: Maintain a personal and position specific “Go-Kit”

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Obtain, assemble, and prepare information and materials for a personal and position related “Go-Kit” prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable.	C, I, J, T	I	Eval	1	AL 10/28/23
2	The following items are suggested items for inclusion in your “Go-Kits.” This list should not be considered “all-inclusive” and may be amended or modified by the state and/or your sponsoring organization: <ul style="list-style-type: none"> • Appropriate ICS forms and Radio Logs (Form 309) • Reference materials in electronic, digital, or hard-copy format 	C, I, J, T	I	Eval	1	AL 10/28/23
3	Functional guidelines relative to incident type (agency guidance or other functional guidelines): <ul style="list-style-type: none"> • Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides • Position manuals • Current local and state Auxiliary Communications Plan • State and Local Tactical Interoperable Communications Plan (TICP) and Statewide Communication Interoperability Plan (SCIP), if available • Inventories or other lists of local, regional, and state auxiliary communications assets and inventories • Demonstrate a working knowledge of typical coverage for local and regional repeaters • Demonstrate knowledge of persons within the Chain of Command • Contact information for local and regional AUXC Subject Matter Experts • National Interoperability Field Operations Guide (NIFOG) app or hardcopy • Agency-specific forms appropriate to the function • Incident Radio Communications Plan ICS 205 (blank or pre-filled) • AUXC Field Operations Guide app or hardcopy 	C, I, J, T	I, II	Virtual / Eval	1	AL 10/28/23

2a. Behavior: Maintain a personal and position specific “Go-Kit” (continued)

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
4	Administrative Supplies <ul style="list-style-type: none"> Administrative items needed to fulfill the mission assignment Items as specified by the state in the AUXC Addendum 	C, I, J, T	I, II	Virtual / Eval	1	AL 10/28/23
5	Other items: (additional items may be required by the state in the AUXC Addendum) <ul style="list-style-type: none"> First Aid Kit Personal Protective Equipment (PPE) Personal security items 	C, I, J, T	I	Eval	1	AL 10/28/23

2b. Behavior: Obtain appropriate information regarding the deployment

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Obtain complete information from the agency or incident command staff in the AHJ over the incident when initially activated and prior to arrival, to include:</p> <ul style="list-style-type: none"> • Incident name and, as appropriate, an order, request, mission, or other unique number identifying the incident for tracking purposes • Reporting location • Reporting time • Transportation arrangements/travel routes • Contact procedures during travel (telephone/radio) 	C, E, F, I, T	I, II	Virtual / Eval	1	AL 10/28/23
2	<p>Gather information to assess the incident assignment. This is an ongoing task throughout all phases of the incident. Include assigned resources in a draft Incident Radio Communications Plan (ICS 205) that can be incorporated into the Communications Unit Leader's (COML's) ICS 205 and the Incident Action Plan. Examples of important information include:</p> <ul style="list-style-type: none"> • Simplex or repeater frequencies already assigned • Resources (equipment/personnel) already in use • Other current incidents or events that may create conflicts with communications plans or tax resources • (Additional items or details regarding specific steps required for completion of this task may be included in the state's AUXC Addendum.) 	C, E, F, I, T	I, II	Virtual / Eval	1	AL 10/28/23
3	<p>Arrive properly equipped at the assigned incident location at the designated reporting time and demonstrate to your evaluator completion of the check-in process as established for the incident.</p> <p>(Details should be included in the AUXC Addendum.)</p>	C, E, F, I, T	I	Eval	1	AL 10/28/23
4	<p>Complete a physical inspection of the equipment and supplies brought with you to the deployment with your evaluator.</p>	C, E, F, I, T	I	Eval	1	AL 10/28/23

2b. Behavior: Obtain appropriate information regarding the deployment (continued)

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
5	<p>Review with your evaluator notes you took during the briefing you obtained from your supervisor. Examples of briefing notes are:</p> <ul style="list-style-type: none"> • Workspace • Work schedule • Policies and operating procedures • Current resource commitments and expectations • Current situation • Expected duration of assignment • Special needs <p><u>NOTE:</u> This list is not all inclusive. AUXC personnel are responsible for asking appropriate questions of their immediate supervisor relating to their assignment.</p>	C, E, F, I, T	I, II	Virtual / Eval	1	AL 10/28/23
6	<p>Review or develop a draft ICS 205. Examples of important information include:</p> <ul style="list-style-type: none"> • Frequencies and talk groups already assigned. • Other amateur radio frequencies or equipment already in use. • Digital interoperability devices already in use. • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans. 	C, E, F, I, T	I, II	Virtual / Eval	1	AL 10/28/23

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: Maintain positive, professional relationships that enhance operations.

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Describe for the evaluator techniques for establishing and maintaining positive interpersonal and interagency working relationships while working in high stress environments on deployment.</p> <ul style="list-style-type: none"> • Provide equal assignment opportunities based on individual skill level. • Monitor and evaluate progress based on expected work standards. • Demonstrate follow-through on assigned duties. • Work cooperatively with team and other agency members. • Always maintain professional appearance and behavior. • Be respectful and courteous. • Be respectful of public and private property. 	C, E, F, I, J, T	I, II	Virtual / Eval	1	RL 10/28/22

4. Competency: Technical Skills

Description: Demonstrate technical competency in the skills needed to establish and maintain operational an AUXC element in support of an incident, event or exercise while protecting the health and safety of himself/herself and those working with him/her.

4a. Behavior: Develop and implement plans

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Explain and demonstrate competency in the following AUXC areas:</p> <ul style="list-style-type: none"> Complete a voice contact on at least two (2) different HF frequencies using a licensed control operator if necessary. Send/receive an ICS 213 message using: <ul style="list-style-type: none"> Winlink; and On the data mode that is selected by the evaluating state. Send and receive a message (similar in content to an email) utilizing a digital format on 2 meters, 70 centimeters, or HF using a licensed control operator, if necessary. 	C, E, F, I	I, II	Eval	1	AL 10/28/23
2	<p>Explain and demonstrate competency in the following AUXC areas:</p> <ul style="list-style-type: none"> Assemble (recommended, but may be required by the state), install, and operate an HF dipole antenna on amateur radio bands as specified by your evaluator or in the state's AUXC Addendum. (Recommended, but may be required by the state). Assemble (recommended, but may be required by the state), install and operate an antenna in the center part of the 2-meter amateur radio band. Safety procedures an operator must perform in order to ensure both the operator and equipment are safe. Proper grounding of all equipment, external power equipment, antennas, and towers. The proper use of a RF Load Resistor. Explain what SWR is and the impact it can have on the transmit capabilities of a station. The operation of an antenna analyzer. 	C, E, F, I	I	Eval	1	AL 10/28/23

4a. Behavior: Develop and implement plans (continued)

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
3	<p>Demonstrate how to install and make communications equipment and systems operational when requested based on plans approved by the COML.</p> <ul style="list-style-type: none"> • Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics). • Clone or program amateur radios as necessary and authorized and assist other amateurs with programming their personal equipment on incident operating frequencies. 	C, E, F, I, J	I, II	Eval	1	AL 10/28/23

4b. Behavior: Assure Safe Operations and Practices

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>The candidate should demonstrate the knowledge and possess the capability of explaining how to provide for the safety and welfare of all assigned personnel during their entire period of deployment by:</p> <ul style="list-style-type: none"> • Not deploying until directed to do so. • Making the requesting agency aware of all medical restrictions prior to deployment. • Not deploying if health issues require medications or medical interventions that are not available at the deployment site. • Recognizing potentially hazardous situations. • Informing subordinates of hazards. • Providing personnel with personal protective equipment appropriate to their risks such as safety vests, flashlights and glow sticks. • Assuring that all known hazards are appropriately marked with safety tape, safety cones or glow sticks. • Ensuring that special precautions are taken when extraordinary hazards exist. • Ensuring that personnel are appropriately fed, hydrated, and rested. • Being alert to the development of any special medical needs of their staff. • Providing safety briefings to all personnel relating to safe operation of equipment, generators and other mechanical items for which they have responsibility. • Obtaining/reviewing/disseminating the Safety Plan from the Incident Action Plan and/or the ICS 201, ICS 202, ICS 206, as available. • Evaluating your personal operating area to identify potential safety hazards or unsafe activities and take appropriate preemptive actions to prevent personal injury. 	C, E, F, I, T	I, II	Virtual / Eval	1	AL 10/28/23

5. Competency: Establish an Incident Auxiliary Communications Center

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

5a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>The candidate must be able to explain the purposes of; the differences between; and how to establish an Incident Communications Center (ICC) or an Incident AUXC Communications Center (IACC) within the ICC under the direction of the COML within the Communications Unit. This should include an explanation of:</p> <ul style="list-style-type: none"> • Coordination of the location of ICC/IACC with the COML. • Considerations of the following when coordinating with the COML on the location of the ICC/IACC: <ul style="list-style-type: none"> ○ Locate the ICC/IACC close or adjacent to the incident command post ○ Keep the ICC/IACC away from high traffic areas and noise. ○ Make sure the ICC/IACC is upwind from the incident (smoke, hazardous materials). ○ Locate away from potential sources of RF interference and noise (transmission lines, power substations). • Establishing assignments based on incident requirements; setting schedules around operational requirements; and the establishment of a system that documents the estimated time of arrival of communications personnel. • Obtaining necessary supplies for the ICC/IACC to function properly. 	C, E, F, I, T	I, II	Virtual / Eval	1	AL 10/28/23

5b. Behavior: Identify and assign staff to support operations

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Assign personnel, train personnel, and perform inventory control on assigned equipment; <ul style="list-style-type: none"> • Provide basic training, as needed, on equipment. • Maintain equipment inventory to provide accountability. • Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan. 	E, F, I, T	I	Eval	1	AL 10/28/23

5c. Behavior: Maintain appropriate documentation relating to operations of the Incident Auxiliary Communications Center

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Demonstrate how to maintain an ICS 214 Activity Log. <ul style="list-style-type: none"> • Activity Log will be kept current, legible, and will document all major activities, which may include: <ul style="list-style-type: none"> ○ Equipment locations, ○ Safety issues, including any medical issues, with AUXC staff, ○ Personnel changes, and ○ Shift change briefing information. 	C, E, F, I, T	I, II	Virtual / Eval	1	AL 10/28/23

6. Competency: Drafting Plans, Systems Management, and Documentation

Description: Assists with the development of or develops and implements plans for systems deployment and completes and maintains all documentation related to the role and responsibilities of an AUXC.

6a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Working with the COML, perform as the technical expert for AUXC:</p> <ul style="list-style-type: none"> • Prepare the AUXC portion of the Incident Radio Communications Plan, ICS 205. • Determine additional resource needs (equipment and personnel) and coordinate acquisition through the Supply Unit or authorized individual or unit. • Identify and request resources as to type/qualification, quantity, and location. • Coordinate with the COML or your immediate supervisor to request any additional communications personnel, equipment or services that may be needed to support AUXC operations. • Coordinate, through the chain of command, the locations for equipment to be installed or delivered. • Assist the COML with determining optimal locations for any future expansion of AUXC equipment using topographical maps to evaluate elevation and separation needs and the ICS 205 from the IAP and other frequency lists to minimize the risk of interference with other communications resources. 	E, F, I, T	I	Eval	1	AL 10/28/23

**6a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments
(continued)**

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
2	<p>Demonstrate the design, configuration, and maintenance of AUXC systems needed to meet incident needs.</p> <ul style="list-style-type: none"> • Provide for the installation and testing of all AUXC communications components to assure they are fully operational. • Create and maintain diagrams of current AUXC communications system(s). • Provide communications support for external and internal AUXC operational platforms. • Identify the need for and take necessary action to accomplish minor field repair of equipment issues, request technical support needed to facilitate repairs of identified issues, and/or order replacement equipment if repairs cannot be performed in a timeframe that meets the needs of the incident. 	E, F,I, T	I, II	Virtual / Eval	/	AL 10/28/23
3	<p>Monitor operational performance of AUXC communications systems throughout the duration of the incident.</p> <ul style="list-style-type: none"> • Monitor operational status of all AUXC equipment in use. • Establish an operational test schedule and perform tests of communications equipment throughout the duration of an incident. • Establish a plan for battery replacement. • Establish contingency plans to minimize interruptions in AUXC communications infrastructure and systems. 	E, F,I, T	I, II	Virtual / Eval	1	AL 10/28/23

6b. Behavior: Serve as a subject matter expert for AUXC related issues

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Participate in meetings as a subject matter expert for AUXC specific needs as directed by the COML.</p> <ul style="list-style-type: none"> Determine the feasibility of providing the requested AUXC support. Provide operational and technical information on AUXC equipment available to support the incident. Provide operational and technical information on AUXC equipment and systems capabilities, restrictions, and limitations. Coordinate with the COML or their designated immediate supervisor to share information and assure communications interoperability. 	E, F, I T	I, II	Virtual / Eval	/	AL 10/28/23

6c. Behavior: Coordinate incident communications needs with existing system managers

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	<p>Coordinate frequencies, activities, and resources with AUXC coordinators/ operators outside of the incident.</p> <ul style="list-style-type: none"> Communicate with local, regional, and/or state amateur radio organizations (including Non- Governmental Organizations (NGOs)) to coordinate use of currently utilized incident frequencies. Work with local, regional and/or state amateur radio organizations (including NGOs) to coordinate shared resource assignments and identify and eliminate interference issues with established AUXC systems when reported. Provide a copy of the ICS 205 to other agencies or to the AUXC at any nearby incidents as necessary to avoid interference or other conflicts. May include ARES, RACES, REACT, SKYWARN, ACS, etc. 	E, F, I T	I, II	Virtual / Eval	/	AL 10/28/23

7. Competency: Demobilization

Description: Demobilizes pursuant to the published demobilization plan.

7a. Behavior: Follow the established process for demobilization

	TASK	CODE	CAT	METHOD	EVALUATION RECORD	EVALUATOR INITIALS/ DATE
1	Demobilize and check out. <ul style="list-style-type: none"> • Submit all required information to the COML and/or Documentation Unit Leader as appropriate. • Receive demobilization instructions from work supervisor. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that incident and agency demobilization procedures are followed. • Complete required ICS form(s) and turn in to the appropriate person. • Ensure that personnel and equipment assigned to the unit are demobilized correctly. • Document lost equipment on agency specific forms. • Report their return to their home base of operations. 	E, F, I T	I, II	Virtual / Eval	/	AL 10/28/22

20231028

ACTIVITY LOG (ICS 214)

1. Incident Name: 2023 CITY OF OF LONGEST DAY TYLER WOODS FLOODING	2. Operational Period: Date From: _____ Time From: _____	Date To: _____ Time To: _____
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3. Name: GIAMPASO MAJIN	4. ICS Position:	5. Home Agency (and Unit):
-----------------------------------	-------------------------	-----------------------------------

6. Resources Assigned:		
Name	ICS Position	Home Agency (and Unit)

7. Activity Log:	
Date/Time	Notable Activities
10/28/23 07:55	SIGN IN COMPLETE, ASSIGNED TO TEAM 3
08:15	GO-KIT SHOWED TO EVALUATORS
08:32	BRIEFING STARTS
08:56	COM L BRIEFING START
09:20	END BRIEFING
09:30	@ SHUTTER BRAVO
10:30	REQUESTS COM L AT SHUTTER BRAVO FOR 205 EVALUATION
10:45	COM L REQUEST FROM SHUTTER A
10:50	SENT WILMINK REQUEST B 1347 TO EOC, CONFIRMED RECEIPT
10:55	SENT TEST WILMINK MESSAGE
11:15	STARTS EOC SHIFT
11:39	HF CONTACT F4 DVX 5/9 14 14.24Z
11:55	LUNCH UNTIL 12:15
13:10	3MS OP AT SHUTTER A
13:50	BEH SHUTTING DOWN SHUTTER A
14:05	BACK AT EOC
13:23	REQUESTS FUEL FOR GENERATOR OUTSIDE TRUCK

8. Prepared by: Name: <u>GIAMPASO MAJIN</u>	Position/Title: <u>AUSC</u>	Signature: <u>[Signature]</u>
ICS 214, Page 1		Date/Time: <u>10/28/23</u>

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name: 2023 CITY OF TYLER WOODS FLOODING		2. Date/Time 10/28/23 09:45		3. Resource Request Number: B001			
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):						
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		
					Requested Estimated		
	42			RADIO OPERATORS (HF) TO COVER COMM ROOM 4X3			
	1			POWER GENERATOR FOR COVERING POWER LOSS			
	10	GALLONS		FUEL FOR GENERATOR			
	1	POUL SHIRT FOR DAY		FOOD/ SNACKS/ WATER FOR RADIO VOL			
	1	SET		OFFICE SUPPLIES INCLUDING WHITE BOARDS			
5. Requested Delivery/Reporting Location: SHERMAN BRAND - 123 MAIN ST. E MY TOWN (HW)							
6. Suitable Substitutes and/or Suggested Sources:							
7. Requested by Name/Position: GIANNAS MALIN / AUC AUC			8. Priority: <input checked="" type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		9. Section Chief Approval:		
10. Logistics Order Number: B001				11. Supplier Phone/Fax/Email:			
						12. Name of Supplier/POC:	
						13. Notes: CALL 612-559-3409 FOR QUESTIONS	
14. Approval Signature of Auth Logistics Rep:				15. Date/Time:			
16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC							
17. Reply/Comments from Finance:							
						18. Finance Section Signature:	

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: 223 CITY OF TYLER
FALLS WOODS FLOODING

2. Date/Time Prepared:

Date: 10/28/23

Time: 09:52

3. Operational Period:

Date From: 10/28/23

Date To: 10/29/23

Time From: 10:00

Time To: 10:00

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
		SUPPORT LOGISTICS	CH. 10 FRS	LOGISTICS					A	COMM WITHIN THE SHELTER
		TACTICAL	WC4 HC-UG	LOGISTICS	444.175 W	/	449.170	127.3	A	SHELTER TO LOCAL EOC COMMUNICATION
		TACTICAL	WC4 HC-VE	LOGISTICS COMMAND	445.430 145.430	/	144.830	123	A	BACKUP FOR SHELTER TO LOCAL EOC COMM
		TACTICAL	WC4 HC-2	LOGISTICS COMMAND	446.200	/	446.200	/	D	WINDUP FOR DIGITAL COMMUNICATIONS
		SUPPORT	160 MARS	COMMAND	1.8 MHz	/	1.8 MHz	/	A	NVIS COMMUNICATIONS WITH STATE EOC VOICE + DATA

5. Special Instructions:

6. Prepared by (Communications Unit Leader) Name:

David D. Anderson

Signature:

[Handwritten Signature]

ICS 205

IAP Page 1

Date/Time:

28 Oct 2023

1041

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GIAMPAOLO MALIN

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 1st Day of November, 2017



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

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GIAMPAOLO MALIN

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 30th Day of January, 2018



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

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GIAMPAOLO MALIN

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 2nd Day of November, 2017



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

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GIAMPAOLO MALIN

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

IS-00800.b

National Response Framework, An Introduction

Issued this 31st Day of January, 2018



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

Tony Russell
Superintendent
Emergency Management Institute

AUXILIARY COMMUNICATIONS COURSE

Giampaolo Malin

Completed the Office of Emergency Communications
Auxiliary Communications Course during
17-18 March 2018 at the
Hennepin County Sheriff's Office
in Plymouth, Minnesota.



A handwritten signature in black ink that reads "Ronald T. Hewitt".

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



UNITED STATES OF AMERICA
FEDERAL COMMUNICATIONS COMMISSION



AMATEUR RADIO LICENSE

WIITA

MALIN, GIAMPAOLO
16810 57TH AVE N
PLYMOUTH, MN 55446

FCC Registration Number (FRN): 0004725859

Special Conditions / Endorsements

NONE

Grant Date	Effective Date	Print Date	Expiration Date
01-10-2023	01-10-2023	01-10-2023	02-28-2033
File Number	Operator Privileges		Station Privileges
0010343765	Technician		PRIMARY

THIS LICENSE IS NOT TRANSFERABLE

(Licensee's Signature)

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Beem, Robert

Certifying Agency Hennepin County Sheriffs Office

County Hennepin ECB/ESB Region

Agency Address 1245 Shenandoah

24/7 Telephone Lane Business Telephone 6125961957

Email Address robert.beem@hennepin.us

Signature _____ Date 1/3/2024

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 Jake Thompson COML/COMT

Agency Hennepin County Sheriff Office

Signature Jacob Thompson Date 02/08/2024

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) BEEM, ROBERT, MARLE

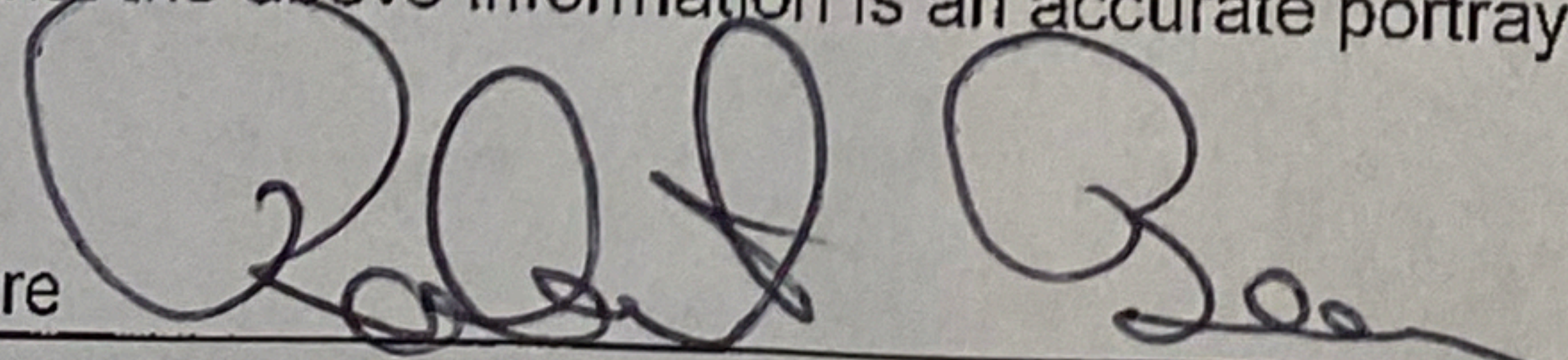
Agency HENNINGEN Co SHERIFFS OFF ECB/ESB Region

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)
	2/23/21	CRTF QUARTERLY TRAINING (MESA ST. PAUL)
	2021	COMMUNICATIONS EQUIP. SHOW (HASTINGS)
	2022	CRTF QUARTERLY TRAINING (MESA ST. PAUL)
	5/2022	TABLE TOP EXERCISE (MESA ST. PAUL)
	2023	COMMUNICATIONS EQUIP. SHOW (DAKOTA Co)

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

Signature 

Date: 4/22/24



To: Metro TOC, Chair Jake Thompson

CC: Tracey Fredrick

From: Ron Jansen

Date: 15 May 2024

Greetings,

The Burnsville Fire Department is seeking to add a few more key radios to their current waiver to State Standard IOP-11 formerly 3.19.0 "Use of ARMER Statewide Law Enforcement Interoperability Talkgroups". These would be an additional Fire Paramedic, and command staff radios including 2 additional Fire Chiefs (3 and 4), and 3 Battalion Chiefs and 1 Utility vehicle. During the officer involved shooting in February some communications gaps were encountered with the number of units responding and on site. This will help to mitigate those issues.

Dakota County Radio Services will manage these Radio IDs and if there is an issue moving forward will be able to correct or suspend these IDs on the ARMER system.

Thank you for your consideration on this request.

Sincerely,

Ron Jansen

Dakota County Radio System Coordinator

P: 952 891-7886

E: ron.jansen@co.dakota.mn.us

Risk Management

P 651-438-4558 **F** 651-438-4405 **W** www.dakotacounty.us

A Dakota County Administration Center • 1590 Highway 55 • Hastings • MN 55033



Scott County Sheriff's Office

LUKE W. HENNEN, SHERIFF

May 21, 2024

Chair Jake Thompson
MESB Radio Technical Operating Committee

Chair Thompson,

The purpose of this request is to seek a waiver for paramedics from Mdewakanton Public Safety to use LTAC and LTACE talkgroups.

Mdewakanton Public Safety provides paramedics assigned to the Tri-City Special Response Team which serves Scott and Carver Counties and provides mutual aid to neighboring jurisdictions.

Many of the neighboring jurisdictions that the Tri-City teams regularly backs up have received variances to the LTAC standard. We are concerned that the incident commanders are utilizing statewide law enforcement only talkgroups for tactical operations within the region, leaving the involved fire and EMS partners unable to interoperate. We acknowledge that by placing an embedded team medic on a law enforcement only channel, the embedded medic will experience enhanced difficulty communicating with the transport ambulance, however the approval of variances for neighboring jurisdictions has required us to follow suit.

This request is to program eight Mdewakanton Public Safety radios assigned for day to day use by fire medics with the LTAC and LTACE talkgroups.

Captain Scott Haas



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: June 26, 2024
Agenda Item: 4D. Workgroup Formation for Regional Interoperable Resources
Presenter: Fredrick

RECOMMENDATION

The Radio Technical Operations Committee membership recommends formation of a workgroup to discuss regional interoperable resources.

BACKGROUND

At its April 2024 meeting, the Radio TOC had discussion about a waiver request to allow non-law enforcement staff the ability to use law enforcement talkgroups in specific situations. During this discussion, the concept of having so many waiver requests gave rise to why this happening and if there are changes that need to be implemented. As discussion continued, it was decided that a workgroup should be formed to further discuss and make recommendation for any proposed changes.

ISSUES & CONCERNS

At this time, the state has completed its current change management cycle, which is slated to end with programming changes in December 2025; the Metro region aligned its change management cycle with the state. Any proposed changes would need to be amended into the current cycle or would likely be placed into the next cycle, meaning these changes may not happen as quickly as desired.

FINANCIAL IMPACT

None to MESB.

MOTION BY:
SECONDED BY:
MOTION:

PASS/FAIL



Metropolitan Emergency Services Board

2022-2024 Interoperable Emergency Communications Strategic Plan (IECSP)

Approved: July 14, 2021

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Section 1: IECSP Team Members

The Metropolitan Emergency Communications Board (MESB) is one of seven regional Emergency Communications Boards (ECBs) and Emergency Services Boards (ESBs) in the state of Minnesota which have been established to provide local governance on matters related to emergency communications. The MESB's membership includes representatives from the following entities:

- Anoka County
- Carver County
- Chisago County
- Dakota County
- Hennepin County
- Isanti County
- Ramsey County
- Scott County
- Sherburne County
- Washington County
- City of Minneapolis (Hennepin County)

The following representatives from the region and the Minnesota Department of Public safety division of Emergency Communication Networks (DPS-ECN) served as members of the Integrated Preparedness Planning Team (planning team) and contributed to the content of this plan:

Vic Barnett, Ramsey County
BJ Battig, Dakota County
Carrie Bauer, Scott County
Marcia Broman, MESB
Marcus Bruning, DPS-ECN
Pete Eggimann, MESB
Gladys Ferguson, Allina Health EMS
Irene Fernando, Hennepin County
Tracey Fredrick, MESB
Scott Haas, Scott County
Heidi Hieserich, Metro. Airports Commission
Ron Jansen, Dakota County
Geoff Maas, Ramsey County
Tony Martin, Hennepin County
Mike Mihelich, Ramsey County
Todd Moen, Carver County
Darlene Pankonie, Washington County
Nancie Pass, Ramsey County
Cheryl Pritzlaff, Dakota Communications Center
Jill Rohret, MESB
Val Sprynczynatyk, Anoka County
Jake Thompson, Chisago County
Victoria Vadnais, Allina Health EMS
Tom Wolf, Scott County

Section 2: Purpose

The purpose of this Interoperable Emergency Communications Strategic Plan (IECSP) is to assist the Metropolitan Emergency Services Board and regional stakeholders to identify preparedness priorities and the associated Planning, Organizational, Equipment, Training, and Exercise (POETE) activities that are necessary to achieve them.

The IECSP is a key component of the Integrated Preparedness Cycle (Figure 1), which provides an effective mechanism to support decision making, prioritize funding allocation, and measure progress toward building, sustaining, and delivering capabilities based on a jurisdiction's/organization's threats, hazards, and risks. Using this process, stakeholders gain a better understanding of the full breadth of preparedness activities that impact their jurisdiction/organization and allows for a more deliberate approach to multi-year preparedness activity planning.

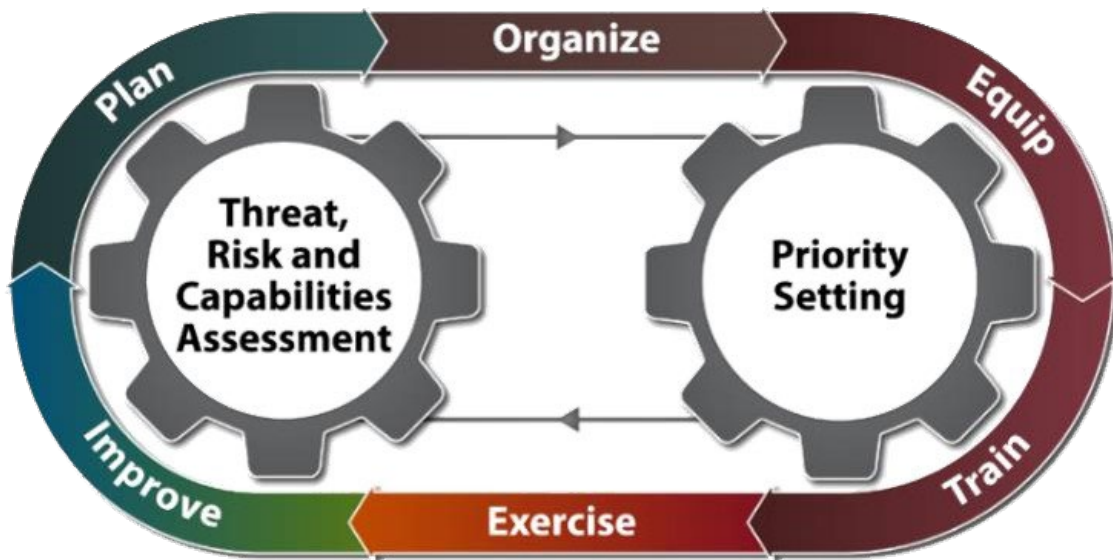


Figure 1: The Integrated Preparedness Cycle

Section 3: Scope

The scope of this plan is limited to the POETE activities necessary to improve interoperable emergency communication capabilities (9-1-1, Land Mobile Radio, Public Alert and Warning, and Wireless Broadband) within the region.

The Integrated Preparedness Cycle for this plan includes the three-year period beginning January 1, 2022 and ending December 31, 2024.

Section 4: Strategic Priorities

Using the information gathered through the activities described in Section 5, the planning team identified the following priorities to help improve the region’s interoperable emergency communication capabilities during this Integrated Preparedness Cycle:

Preparedness Priorities
1. Expanded Interoperability Between PSAPS
2. Emergency Communications Continuity of Operations
3. Continue to Invest, Upgrade, and Expand the ARMER system
4. Secure Funding – Stable, Planned, Predictable, and Sufficient
5. Emergency Communications Staff - Recruitment, Development, and Retention
6. Successfully Transition to NG Core Services
7. Engaging in Industry Research and Standard Development
8. Educating Policy Makers

Priority #1: Expanded Interoperability Between PSAPS

As recommended in the Civil Unrest (May-June 2020) After Action Review, workload sharing, and regional situational awareness have been established as the highest priority in the metro region strategic planning. The metro area public safety answering points (PSAPs) need to establish CAD-to-CAD interoperability and regional situational awareness to work more efficiently and effectively both day-to-day and during high profile events.

Planning Activities

The MESB 9-1-1 Technical Operations Committee (9-1-1 TOC) formed a workgroup and tasked it with developing an implementation plan for CAD-to-CAD interoperability and regional situational awareness. The plan is expected to include recommendations on governance, funding, agency participation, and system capabilities. The draft plan will then be presented to the Board for approval.

Organizational Activities

Once the Board approves the plan, the governance agreements can be drafted and distributed to the PSAP governing authorities for signature, establishing a new governing authority and funding mechanism. The new governance authority can then prepare and issue an RFP that includes the system capabilities identified in the implementation plan.

Equipment Activities

Implementation of a CAD-to-CAD interoperability and regional situational awareness system will require a regional wide area network (WAN) connecting all the regional PSAPs. The MESB’s intent is to work with the Statewide Emergency Communication Board (SECB) and DPS-ECN to implement a regional NG9-1-1 ESInet WAN that conforms to the NENA INF-016.2 Emergency Services IP Network Design, which can support multiple mission-critical public safety applications including, but not limited to, NG9-1-1, CAD-to-CAD, logging, etc. The regional WAN will be configured specifically to support PSAP utilization of cloud-based public safety applications as well as provide connectivity for geodiverse application servers at regional PSAP datacenters.

Training Activities

Once the systems are in place, operational policies and procedures must be developed both within PSAPs as well as with the other partnering PSAPs which utilize the CAD-to-CAD interoperability and regional situational awareness system capabilities. These policies and procedures will be incorporated into each PSAP's training curriculum.

Exercise Activities

Once the PSAP personnel are familiar with how to use the CAD-to-CAD interoperability and regional situational awareness system for day-to-day operations, regular quarterly or semi-annual training exercises should be established for how to utilize the system during high-profile, multi-agency events. The training exercises need to be scheduled on a regular basis to help telecommunicators retain proficiency between live events.

Priority #2: Increase Continuity of Operations Options and Capabilities

Each of the ten-county metro area PSAPs have prepared individual continuity of operations plans (COOP). During those planning efforts challenges were identified, especially for the larger PSAPs, when developing strategies for working from an alternate location. The use of the public safety WAN identified in Priority #1 above to enable remote access to mission-critical public safety applications will offer additional COOP options and capabilities.

Planning Activities

COOP planning at a regional level which builds on the cooperative PSAP relationships that were identified in the individual PSAP COOPs should focus on access to mission-critical public safety applications from the other cooperative PSAP locations. For example, if Washington, Ramsey, and Dakota County PSAPs have agreed to work cooperatively as part of their COOPs, the regional planning should focus on implementing the technology needed to permit Dakota telecommunicators access to the Dakota ARMER, 9-1-1, and CAD applications from workstations at the Ramsey or Washington County PSAPs, with reciprocal access for Ramsey or Washington County telecommunicators to their mission-critical applications at Dakota Communications Center workstations.

An alternative regional plan could utilize the two back-up PSAP locations currently deployed by Ramsey County and now being implemented by the Minneapolis Emergency Communications Center (MECC) as designated regional COOP facilities. Remote access to mission-critical applications could then be established for a group of PSAPs at each location (e.g., east metro PSAPs utilize the Ramsey County facility and west metro PSAPs utilize the MECC facility). If Hennepin County builds a new back-up facility to replace the aging Golden Valley location, the new facility could also be designed to function as a regional back-up facility.

Organizational Activities

Enabling remote access for other PSAPs' applications and utilizing facilities owned by another entity will require funding and governance plans which address the equitable costs associated with the shared technology and facility.

Equipment Activities

Remote access to mission-critical applications from alternate PSAP locations will require the public safety WAN described in Priority #1 to provide the IP-connectivity between the sites.

Training Activities

All PSAP personnel need to be trained on the processes and procedures needed to utilize remote access capabilities for each of the mission-critical applications.

Exercise Activities

To remain viable when needed, regular COOP exercises are required to train new personnel and ensure existing personnel retain the skills needed to operate effectively from the alternate site utilizing remote access to all their mission-critical applications.

Priority #3: Continue to Invest In, Upgrade, and Expand the ARMER System

The ARMER system is the primary emergency responder communication tool throughout the ten-county metro area. A consistent, predictable maintenance and enhancement plan must be established that includes adequate sustainable funding. ARMER expansion capabilities should include a focus on cybersecurity, encryption capabilities, and making plans for Integrated Voice and Data (IV&D) and Key Management Facility (KMF). IV&D adds Project 25 (P25) data to the ARMER system allowing data features such as GPS location, Over the Air Rekeying (OTAR), and Over the Air Programming (OTAP). KMF is a server that manages and deploys encryption keys for subscriber units. The system may need to transition to support P25 Phase 2 Time-Division Multiple Access (TDMA)-based voice and data traffic to increase system capacity as well as Long-Term Evolution (LTE) push-to-talk capabilities if ARMER system loading increases, and additional frequencies are not available for further channel expansion. The metro area should also agree to make considerations to standardize on Advanced Encryption Standard (AES), which would allow system owners and users to plan accordingly to have the equipment necessary in place.

Planning Activities

The metro region should discuss the use of AES-based encryption and develop plans for its implementation. Interoperability between LTE push-to-talk equipment on ARMER must be defined and any limitations LTE users may experience must be clearly understood. The transition to ARMER P25 Phase 2 TDMA voice and data traffic will require coordination with the system owners and users to ensure backward compatibility while allowing new equipment onto the system. During the time frame of the strategic plan, researching options for IV&D, KMF, and TDMA would need to take precedence, so that the following strategic planning frame could build on that research.

Organizational Activities

The FCC inquiry and possible rule-making that would prohibit 9-1-1 fee diversion for narrowly defined non-9-1-1 uses may negatively impact the ARMER system funding. Currently, Minnesota Statutes allocate 9-1-1 surcharge fees to support the ARMER system. If the use of 9-1-1 fees for the ARMER system is prohibited by federal action, a new ARMER system funding stream will be needed.

Equipment Activities

Procure and implement the system software and hardware upgrades necessary to support AES encryption, IV&D, KMF, and/or P25 Phase 2 TDMA capabilities based on the plan described under the Planning Activities section above.

Training Activities

ARMER system user training will be required as new capabilities and features are introduced. Regular in-service training for all system users should be done on an annual basis but may need to be done more frequently depending on the operational changes associated with any specific upgrade or enhancement.

Exercise Activities

At least one large scale, multi-agency training exercise should be conducted annually that includes the use of Communications Unit Leader (COML) and Metro Region Communications Response Task Force (CRTF) resources.

Priority #4: Secure Funding – Stable, Predictable, and Sufficient

The emergency response continuum, which starts with a 9-1-1 call for assistance through until the last responding field unit clears the call, requires system upgrades, maintenance, and hardware replacement on an ongoing basis. Lifecycles of system components and software continue to shorten as new technology is introduced. Keeping these mission-critical systems operating 24x7, 365 days per year requires an ongoing stable, predictable, and sufficient source of funding.

Planning Activities

The emergency communications systems in place today are no longer stand-alone systems but are part of regional and statewide systems that require coordination and interoperability. This complicates how systems are purchased and financed. More agencies are making joint, cooperative purchase of public safety applications that can be shared to control costs and enable greater functionality and capabilities than each agency would be able to afford on their own. State, regional, and local entities are also looking at software-as-a-service (SaaS) procurement models for hosted and cloud-based mission-critical applications to stabilize expenses on a regular monthly basis that includes system procurement, upgrades, security, and maintenance.

The 9-1-1 surcharge has been a reliable source of funding for many years but has never been adequate to fully fund all the 9-1-1 and ARMER system costs. Recent FCC activity has now raised questions about whether the use of 9-1-1 surcharge funding to support the ongoing costs associated with the ARMER system will be allowed if the state or local agencies want to remain eligible to participate in federal grant programs. If the federal authorities determine that the ARMER funding is a diversion of 9-1-1 funding, a new source of ARMER funding must be identified.

Next Generation 9-1-1 (NG9-1-1) systems rely on point-in-polygon 9-1-1 call routing. This requires highly accurate geographic information system (GIS) data that define PSAP and emergency response agency service area boundaries. This GIS data must be updated and maintained on an ongoing basis with error corrections completed within 24-48 hours of detection. The metro area county GIS departments will need to create and prioritize new workflow processes to support accurate 9-1-1 call routing and may need to increase staffing in some cases. The costs associated with the ongoing maintenance of these mission-critical datasets needs to be included as part of the 9-1-1 system costs and the associated funding streams, just as master street address guide (MSAG) creation, maintenance, and location validation have been part of the ongoing 9-1-1 expenses associated with E9-1-1 systems that are paid to the 9-1-1 service providers. This responsibility for accurate 9-1-1 call routing is shifting from the 9-1-1 service providers to GIS data creators as part of the transition from E9-1-1 to NG9-1-1 and the costs associated must be included in the overall NG9-1-1 system costs and funding.

Organizational Activities

Cooperative planning is needed to identify the total costs involved in procuring and operating the emergency communications continuum applications. Once these costs are known, a shared funding formula should be established that identifies what system costs will be the responsibility of each state, regional, and local entity involved, as well as the funding stream and source sufficient to meet those ongoing responsibilities. It should be recognized that grant funding cannot be relied on as a source of on-going funding and should only be utilized to enhance or enable the procurement of system components while the regular funding stream is established and implemented to take over the system funding responsibilities when grant funds are exhausted or are no longer available. Establishing these

funding streams and sources may require legislative action to ensure that the funding stream is adequate, stable, and predictable regardless of which political party is in the majority at any given time. Maintaining the emergency communications systems should be done with dedicated funding and remain a non-partisan issue to the greatest extent possible.

Equipment Activities

All equipment components of the emergency communications systems must be on a lifecycle replacement plan with total cost of ownership and replacement for these components calculated and included in the emergency communications system funding plan.

Training Activities

(None identified)

Exercise Activities

(None identified)

Priority #5: Staff Recruitment, Development, and Retention

Finding, training, and retaining highly skilled telecommunicators is an ongoing challenge for many metro area PSAPs. This is a complicated issue with many factors, but it is recognized that retaining highly skilled telecommunicators is key to ensuring PSAPs effectively answer, analyze, prioritize, assign, and manage emergency responses utilizing the resources available through the law enforcement, fire, and emergency medical services (EMS) agencies within their service areas.

Planning Activities

Staff retention and recruitment needs to be integrated into each PSAP's strategic planning. There is general acceptance that it is more economical to retain existing staff than to recruit and train new telecommunicators, even though existing staff are in a higher salary band than new hires. Many PSAPs are chronically short-staffed. This leads to higher stress on the existing staff, increased hours, and high overtime pay rates, which is not sustainable long term.

Organizational Activities

PSAP management and policy makers need to recognize telecommunicators as equal partners in the emergency response continuum. Traditionally, pay scales, career advancement opportunities, and emergency services funding have not recognized the value of the responsibility and decision-making telecommunicators are expected to provide in determining what type of emergency is being reported, what the appropriate response should be, and the coordination of that emergency response. There are four equal partners involved in the emergency response continuum that are all vital to a successful emergency response: PSAPs, law enforcement, fire, and EMS.

Equipment Activities

Equipping alternate work locations may enable telecommunicators to work safely during times when PSAPs are overwhelmed with calls from a high visibility, multi-jurisdiction event or natural disaster. The ability to access all mission-critical applications needed by a telecommunicator to effectively answer and manage emergency calls for their jurisdiction from an alternate location can add capacity to the staffing available to better manage call volume, as well as provide better COOP options.

Training Activities

Minimum training standards and curriculum for new telecommunicators provide a foundation for career development. On-going training for veteran telecommunicators ensures consistent, effective emergency response initiation and coordination. Training curriculum at each PSAP must include

resiliency training, peer support, and professional counseling resources to enable telecommunicators to withstand the stress and emotional damage that can occur from repetitive exposure to traumatic events.

Exercise Activities

(None identified)

Priority #6: Successful Transition to NG9-1-1 Core Services

The current E9-1-1 system utilizes tools and processes designed to support receiving 9-1-1 calls from fixed-location telecommunications systems with caller location determined by where the end of the service provider's wire was terminated. Wireless and VoIP mobile and nomadic telecommunications service has been jury-rigged to provide approximate caller location in the E9-1-1 environment.

NG9-1-1 Core Services are designed specifically to support mobile and nomadic telecommunications service by utilizing the location of the calling device at the time of the emergency call as the basis for routing to the PSAP responsible for serving the caller's location. In addition, NG9-1-1 Core Services support multimedia communications that will enable 9-1-1 callers to make voice, text, or streaming video calls, as well as being able to send images or video to the 9-1-1 system.

Planning Activities

NG9-1-1 systems offer many options for 9-1-1 callers which require more complexity within the system itself and in the management of the system. The transition from the current E9-1-1 system to NG9-1-1 Core Services will be made in multiple steps over an extended timeframe, all done while continuing to take emergency calls 24x7, 365 days per year. Each step requires advance planning, testing, and implementation.

NG9-1-1 Core Services will involve coordination with multiple 9-1-1 service providers including ESInet, system security, ingress aggregation and conversion, call routing, as well as ongoing system monitoring and management services.

Organizational Activities

The transition from E9-1-1 will require a cooperative effort from individual PSAPs, the regional emergency services boards, DPS-ECN, and the SECB. The transition plans and processes will not be a one-size-fits-all solution. Some components of the NG9-1-1 Core Services may be implemented in stages at the regional level as the underlying GIS data and answering applications become able to support NG9-1-1 call delivery and routing. NG9-1-1 GIS data creation, maintenance, and error correction processes need to be developed and tested, which will reduce the risk of depending on end-of-life legacy infrastructure.

Equipment Activities

The transition to NG9-1-1 Core Services will require originating service providers to migrate their call delivery from SS7 Time Division Multiplexing (TDM) network technology to end-to-end session-initiated protocol (SIP) call delivery or contract for the translation of their TDM 9-1-1 call traffic to SIP before the call is delivered to the NG9-1-1 Core Services.

PSAP answering applications must support 9-1-1 call delivery from NG9-1-1 Core Services utilizing SIP with caller location information delivered at the time of the call using the Presence Information Data Format-Location Object (PIDF-LO) protocol. PSAP logging equipment must be able to support call metric and content capture in an NG9-1-1 standard compliant environment.

Training Activities

Telecommunicators must be trained as each stage in the transition is implemented. This will include training on the answering application used to answer the calls. It will also include training in the interpretation and use of the additional information data that will become available to telecommunicators in the NG9-1-1 environment.

Exercise Activities

(None identified)

Priority #7: Support and Participation in Cutting-Edge Emergency Communications Research and Standard Development

Minnesota, and the metro region specifically, has been at the forefront of embracing new 9-1-1 service technology, capabilities, and 9-1-1 industry standard development. Continued involvement by PSAP management, telecommunicators, and MESB staff at the state and national level in the development of operational and technical standards for 9-1-1 service is instrumental in maintaining the high level of emergency services metro area residents and visitors enjoy.

Planning Activities

(None identified)

Organizational Activities

Policy maker and organizational management support for participation in industry standard development processes should continue to be a priority. Staff should be encouraged and given time to share their knowledge, skills, and abilities with the standard development and training organizations that serve the 9-1-1 and emergency communications industry.

Equipment Activities

(None identified)

Training Activities

(None identified)

Exercise Activities

(None identified)

Priority #8: Increase Policy Maker Understanding and Support for Emergency Communications

Telecommunicators and their role in the emergency response continuum go largely unnoticed unless something goes wrong with an emergency response. Flashing lights, fire trucks, ambulances, squad cars, and uniformed personnel are all very visible to the people involved in an emergency. The voice that answered the 9-1-1 call, identified the emergency, decided what the appropriate emergency response should be, assessed the available emergency responder resources available at that moment, initiated the emergency response, and coordinated that emergency response is invisible and often taken for granted. 9-1-1 and emergency communications personnel are equal partners in the effective delivery of emergency services along with law enforcement, fire, and EMS personnel.

Planning Activities

Emergency communications management and policy makers need to intentionally develop a communications strategy designed to educate other emergency response partners and policy makers

about what life and death decisions and responsibilities telecommunicators are trained for and expected to make on multiple calls per day. Telecommunicators cannot control their workload or take time to mentally prepare for what they encounter in answering the calls they answer. Management must advocate with policy makers to help them understand the stress level that telecommunicators routinely work under so that policy makers can provide adequate resources to support the emergency communications mission and the people who provide that service.

Organizational Activities

Policy makers who are responsible to ensure effective emergency responses within their jurisdiction must be given sufficient information to understand the resources needed to adequately support the people who provide the emergency responses.

Equipment Activities

(None identified)

Training Activities

PSAP managers and training personnel must develop public education material that accurately portrays the role and responsibilities telecommunicators provide as part of the emergency response continuum so that they can build support with their policy makers and the general public.

Exercise Activities

(None identified)