



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

March 27, 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 March 1, 2024 Meeting** – Thompson
4. **Action Items**
  - A. COMU Recognitions/Renewals – Tracey Fredrick
    - i. Phil Ozmun INTD Recognition
    - ii. Travis Belisle INTD Recognition
    - iii. Ryan Kelzenberg AUXCOMM Recognition
    - iv. Scott Huppert COML Renewal
  - B. Radio TOC Bylaw Changes – Fredrick
  - C. Regional Needs Document – Fredrick
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
  - A. System Managers Group – Ron Jansen
  - B. MnDOT ARMER System Update – John Anderson/Nick Schatz/Shane Chatleain
  - C. SECB Committees
    - i. Steering – Fredrick/Jill Rohret
    - ii. LMR – Nate Timm/Mike Mihelich
    - iii. WBBA – Rod Olson/Cory DeMuth
    - iv. IOC & Workgroups
      - a. IOC – Thompson/Timm
      - b. STR Workgroup – Thompson/Jansen
      - c. COMU Workgroup – Timm/Dan Anderson
    - v. IPAWS – Scott Haas
    - vi. Finance/Grants Workgroup – Fredrick/Rohret
7. **Other Business**
  - A. METAC Permission update – Fredrick
8. **Adjourn**

*Reminder: Next meeting scheduled for April 24, 2024*

# **Metropolitan Emergency Services Board**

## **Radio Technical Operations Committee March 1, 2024 Draft Meeting Minutes**

### **Members**

Airport – Ryan DeYoung	Metro Transit – Chad LeVasseur
Anoka County – Cory DeMuth	Minneapolis – Rod Olson
Carver County – <b>absent</b>	Minnesota Fire Chiefs – <b>absent</b>
Chisago County – Mike Parker	Ramsey County – Mike Mihelich
Dakota County – Ron Jansen	Scott County – Scott Haas
Hennepin County – Jake Thompson	Sherburne County – Derek Baas
Isanti County – <b>absent</b>	Washington County – Nate Timm
Metro Region EMS – Victoria Vadnais	U of M – <b>absent</b>

**Guests:** Ross Benzen, *Isanti County*; Sara Boucher-Jackson, *Metro Airport*; Jeff Nelson, *PSC Alliance*; Jim Schnoor, *Met Council*

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

### **1. Call to Order**

Jake Thompson, Radio TOC Chair, called the meeting to order at 10:00 a.m.

### **2. Approval of Agenda**

*Motion made by Scott Haas, seconded by Cory DeMuth to approve the March 1, 2024 Radio TOC meeting agenda. Motion carried.*

### **3. Approval of Minutes**

*Motion made by Ron Jansen, seconded by Cory DeMuth to approve the January 24, 2024 Radio TOC meeting minutes. Motion carried.*

### **4. Action Items**

#### **A. COMU Recognitions/Renewals**

##### **i. Ryan Weeks INTD Recognition**

Ryan Weeks is a telecommunicator at the Minneapolis Emergency Communications Center. He completed the INTD course in 2022 and worked at events in the city to complete the task book. Weeks turned in all the necessary certificates and has agency support.

*Motion made by Cory DeMuth, seconded by Mike Mihelich to approve the INTD recognition of Ryan Weeks. Motion carried.*

#### **B. Scott County Gateway Approval**

Scott Haas stated Scott County is requesting approval of an amendment to its ARMER participation plan to add a radio gateway solution to its dispatch system. ActiveComms, which is the selected solution, will use donor radios connected to the gateway device via internet connection. All usage will be in accordance with SECB Standard LMR-53.

Ron Jansen asked if there would be a cost to this solution.

Haas replied by stating that Scott County would be paying a fee for the renting of the device, and the uploading of data.

## **Metropolitan Emergency Services Board**

Jansen asked where the new solution would be hosted.

Haas replied by stating it would be hosted in the fire station.

*Motion made by Ron Jansen, seconded by Mike Parker to approve Scott County's ARMER participation plan amendment. Motion carried.*

### **C. Isanti County Participation Plan Amendment**

Ross Benzen stated that Isanti County is asking for approval of an amendment to its ARMER participation plan to allow usage of a Provisioning Manager computer on the system. Staff would be allowed to make their own changes in line with system administration standards.

*Motion made by Nate Timm, seconded by Victoria Vadnais to approve the Isanti County ARMER participation plan amendment. Motion carried.*

### **D. MRCC East Participation Plan Amendment**

Jeff Nelson stated that MRCC East will be moving away from its current location in Mendota Heights at the end of this month, March 2024. The dispatch site will be moving to the main HealthPartners campus in Bloomington, which is a current ARMER location. The Bloomington location will now house five console positions and eight backup positions. The backup location will be located at Regions Hospital.

Haas asked if there would be zone changes.

Nelson responded by stating only the backhaul path would change.

*Motion made by Nate Timm, seconded by Scott Haas to approve the MRCC East ARMER participation plan amendment. Motion carried.*

### **E. MESB Standard Revisions Review**

Tracey Fredrick stated that these two standards are cleanup from when the Radio TOC discussed change management over the past few months. The 3.14.0 ME TAC standard change is to allow open use to anyone with a public safety need. The 3.34.0 Cache Programming standard now includes the new LSEC talkgroups. There are also a few non-major editorial changes.

Haas asked if these would be available to any regional user and stated public works as an example.

Fredrick stated that it is general and for any user with a public safety need.

Jansen responded by stating this would include public works and public safety.

#### **i. 3.14.0 ME TAC**

Top of Page two, sentence one: statement to include all metro users.

Top of Page three, sentence one: remove segment regarding the "for consideration" to the Radio TOC approval process.

Vocabulary: Operator will be changed to "Public Safety Telecommunicator" throughout the document.

*Motion made by Scott Haas, seconded by Jansen to approve the 3.14.0 ME TAC standard revision with mentioned changes and adjustments. Motion carried.*

#### **ii. 3.34.0 Cache Programming**

Page one: "fewer than three zones" can be removed.

# **Metropolitan Emergency Services Board**

Page four: mention of the TIC plan can be removed.

*Motion made by Nate Timm, seconded by Vikki Vadnais to approve the 3.34.0 Cache Programming standard revision with mentioned changes and adjustments. Motion carried.*

## **5. Other Business**

### **A. METAC Permission Update**

No new permission requests this month.

### **B. Discussion on Regional ARMER Needs**

Fredrick mentioned that this is a continued discussion item. Last year's items on the regional ARMER needs list were briefly mentioned. Please continue to think on what could be added or changed and reach out to Fredrick with comments. This will need to be finalized at the March TOC meeting.

### **C. Coverage Needs/Gaps in Wireless Broadband**

Fredrick stated that the Wireless Broadband and Applications Committee is looking for every region to submit a report for its coverage needs. Reports could be submitted to Fredrick on a County level but a final report for the metro would be constructed. Fredrick will clarify with the WBBA Chair and email the committee with a timeline and specifics for needs.

Jill Rohret asked if this was for all providers or specifically for FirstNet.

Fredrick responded by stating it started with just FirstNet but expanded to cover all providers.

### **D. Public Safety Communications Conference Grant Funding**

Fredrick stated that there is grant funding available for attendance at the Public Safety Communications Conference. The grant funding will cover the event registration fee and two nights at a hotel. If you need to stay longer, your agency will have to cover the remaining expenses. There is currently one spot left, so please reach out if you would like to go. The conference will be from May 6-9.

## **6. Adjourn**

Thompson called the meeting adjourned at 10:37 a.m.

*Reminder: Next meeting scheduled for March 27, 2024.*

# 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) Ozmun, Phillip Thomas

Certifying Agency Metropolitan Airports Commission

County Hennepin      ECB/ESB Region Metro

Agency Address 6920 34<sup>th</sup> Ave S Minneapolis, MN 55450

24/7 Telephone 612-726-5577      Business Telephone \_\_\_\_\_

Email Address Phil.Ozmun@mspmac.org

Signature Phillip Ozmun      Date 2/22/24

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

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

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

Name & Title Thomas Croninga Asst. Manager.

Agency Airport Emergency Communications

Signature Tom Croninga      Date 2/22/24

Regional Recognition

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

Name & Title \_\_\_\_\_      Region \_\_\_\_\_

Signature \_\_\_\_\_      Date \_\_\_\_\_

COMU Subcommittee & SWIC Recognition

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

SWIC Signature \_\_\_\_\_      Date \_\_\_\_\_



# Homeland Security

## All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

### Position Task Book

#### Task Book Assigned To:

Trainee's Name: Phil Ozmun

Trainee's Email Address: Phil.ozmun@mspmac.org

Home Agency: Metropolitan Airports Commission (MAC)

Home Agency Phone Number (612) 726-5577

#### Task Book Initiated By:

Official's Name: Donie Anderson

Agency Official's Title: Communications Coordinator

Agency: Hennepin County Emergency Management

Agency Phone Number: (612) 578-1372

Agency Address: 1600 Prairie Dr., Medina, MN 55340

Date Initiated: 8/16/2022

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

Version 1.1  
June, 2017

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

FINAL EVALUATOR'S VERIFICATION

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

Final Evaluator's Signature [Signature] Date 8/16/22

Printed Name Daniel D. Anderson

Title Communication Coordinator

Agency Hennepin County Emergency Management

Phone Number (612) 578-1572 Email dan.anderson@hennepin.us

AGENCY CERTIFICATION

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

Certifying Official's Signature [Signature] Date 8-17-22

Printed Name TOM GROGUS

Title Supervisor - Comm

Agency Airport Emergency Communications

Phone Number 952-240-6852 Email tom.grogus@mspdkc.org

## NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions<sup>1</sup> as described under the National Integration Center (NIC) and have been incorporated into the National Incident Management System (NIMS). The PTB is used by the authority having jurisdiction, to certify that the person to whom the task book belongs meets the standards recommended by the NIC.

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

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

A brief list of responsibilities also appears below.

### RESPONSIBILITIES:

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

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

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

<sup>2</sup> ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

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

2. The **Evaluator** is responsible for:
  - Being qualified and proficient in the position being evaluated, or higher ICS position (e.g. IC, COML, INTD, etc.).
  - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
  - Reviewing tasks with the trainee.
  - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
  - Identifying tasks to be performed during the evaluation period.
  - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
  - Completing an Evaluation Record found at the end of each PTB.
3. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
4. The **Agency Head** or designee is responsible for:
  - Selecting trainees based on the needs of their organization or area Incident Management Teams.
  - Providing opportunities for evaluation and/or making the trainee available for evaluation.
  - Initiating the PTB to document task performance.
  - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
  - Tracking progress of the trainee.
  - Identifying incident evaluation opportunities.
  - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
  - Documenting the assignment.
  - Conducting progress reviews.
  - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
  - Providing trainees the opportunity to attend the applicable training course(s).

**Competency: INTD Preparedness**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Ensure readiness prior to assignment</b>			
1. Assemble and maintain an INTD response kit prior to receiving an assignment, including critical operating supplies and equipment needed to support the INTD job assignment over multiple operational periods (up to 72 hours). The following items are suggested as a partial listing of items needed: <ul style="list-style-type: none"> <li>• <i>Communications equipment</i> <ul style="list-style-type: none"> <li>○ <i>Portable radio</i></li> <li>○ <i>Cellphone</i></li> <li>○ <i>Batteries/chargers</i></li> </ul> </li> <li>• <i>First aid kit</i></li> <li>• <i>Personal safety gear</i></li> <li>• <i>ICS Forms cache</i></li> <li>• <i>Office Supplies (e.g. clipboard, tape, paper, pencil, etc.)</i></li> <li>• <i>Multi-purpose tool/Flashlight</i></li> <li>• <i>Clock/Watch with countdown timer function</i></li> <li>• <i>Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.)</i></li> <li>• <i>Computer/Printer/Thumb drive</i></li> </ul>	O	#1	DPA
2. Obtain and assemble supplies and materials for a personal sustainment kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal kit: <ul style="list-style-type: none"> <li>• <i>Multiple changes of clothing (as appropriate for anticipated weather conditions)</i></li> <li>• <i>Personal identification/credentials</i></li> <li>• <i>Toiletries</i></li> <li>• <i>Medicines (prescription and over-the-counter)</i></li> <li>• <i>Cash and credit cards</i></li> <li>• <i>Alarm clock</i></li> <li>• <i>Food/Water</i></li> </ul>	O	#1	DPA

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)  
 Code: I = Must be performed on an Incident, Planned Event\*, or an FE/FSE\* (\*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

**Competency: INTD Mobilization**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Obtain complete information for response</b>			
3. Obtain complete information for assignment and initiate documentation: <ul style="list-style-type: none"> <li>• Incident name</li> <li>• Incident/Mission/Tracking/Order #</li> <li>• Calling channel/phone number</li> <li>• Reporting time/Check-in location</li> <li>• Transportation arrangements/travel routing instructions</li> <li>• Contact procedures during travel</li> <li>• Specific equipment/supplies needed</li> </ul>	I	H	PDS
<b>Behavior: Ensure check-in is recorded and accountability is activated</b>			
4. Arrive at incident and check in: <ul style="list-style-type: none"> <li>• Arrive properly equipped at assigned location within acceptable time limits</li> <li>• Follow established policies and procedures for checking in, and provide the needed information and documentation:                             <ul style="list-style-type: none"> <li>○ Incident/Mission/Tracking/Order #</li> <li>○ Unit Leader's name</li> <li>○ Incident assignment, etc.</li> <li>○ Identification/credentials</li> </ul> </li> </ul>	I	H	PDS

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Behavior: Gather and apply situational information relevant to the assignment			
5. Document initial briefing from Incident Communications Center Manager (INCM) /incident supervisor: <ul style="list-style-type: none"> <li>• Situation Summary</li> <li>• Safety Briefing</li> <li>• Current and Planned Goal/Objectives</li> <li>• Current and Planned Actions, Strategies and Tactics</li> <li>• Current Organization (ICS 207 – Incident Organization Chart)</li> <li>• Current/Planned communications plan                             <ul style="list-style-type: none"> <li>○ Communications Nets, e.g., Command, Tactical, Logistics, etc.</li> <li>○ Map Sketch of communication system</li> </ul> </li> <li>• Current/Planned Resource Summary</li> </ul>	I	#1	PTO

**Competency: Incident Tactical Dispatch Operations**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Support establishment of Incident Communications Center (ICC)</b>			
6. Assist INCM/supervisor with setup of the ICC if needed/as assigned: <ul style="list-style-type: none"> <li>• Facility/vehicle in which to situate the ICC</li> <li>• Appropriate location of ICC</li> <li>• ICC equipment activation and testing                             <ul style="list-style-type: none"> <li>○ Radio</li> <li>○ Data</li> <li>○ Telephone</li> <li>○ Video</li> <li>○ Ancillary equipment</li> </ul> </li> <li>• ICC documentation organization</li> <li>• Notification of ICC activation</li> </ul>	I	#1	PTO
7. Evaluate needs and request additional resources to support ICC operations: <ul style="list-style-type: none"> <li>• Develop or initiate an inventory control system for INTD supplies and equipment</li> <li>• Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor</li> <li>• Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items</li> </ul>	I	#1	PTO

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8. Assist in maintaining Security of the ICC <ul style="list-style-type: none"> <li>Keep ICC entry/access points secured/locked in accordance with established policies</li> <li>Notify INCM/supervisor of any security concerns</li> </ul>	I	#1	PTD
9. Demonstrate safety awareness: <ul style="list-style-type: none"> <li>Location of First Aid kit supplies and equipment</li> <li>ICS 206 – Medical Plan</li> <li>Potential safety issues or hazards</li> </ul>	I	#1	PTD

**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Establish effective relationships</b>			
10. Conduct self in a professional manner: <ul style="list-style-type: none"> <li>Be respectful and courteous</li> <li>Respect public and private property</li> <li>Establish and maintain positive interpersonal and interagency working relationships</li> <li>Encourage and promote team environment</li> <li>Follow established procedures to report and document any inappropriate personnel actions</li> <li>Report any situations of concern to INCM/supervisor</li> </ul>	O	#1	PTD

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

11. Communicate information effectively to incident personnel: <ul style="list-style-type: none"> <li>Speak clearly and use concise language</li> <li>Speak at a pace sufficient for recipients to copy information when applicable</li> <li>Maintain appropriate level of radio discipline when operating on assigned nets</li> <li>Use proper microphone/headset techniques</li> <li>Record information in an easily understood manner</li> </ul>	I	#1	PTD
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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)</b>			
12. Provide effective communications support during routine or non-emergency situations: <ul style="list-style-type: none"> <li>• Dispatch incident personnel based upon needs of the incident and at the direction of incident management</li> <li>• Monitor and prioritize traffic simultaneously over all networks:                             <ul style="list-style-type: none"> <li>○ Repeated voice Nets</li> <li>○ Simplex voice Nets</li> <li>○ Data networks</li> </ul> </li> <li>• Receive/relay/log information/ messages/ instructions to and from incident personnel                             <ul style="list-style-type: none"> <li>○ Supply orders (e.g., Operations, Logistics, etc.)</li> <li>○ Message traffic routing</li> <li>○ Weather reports</li> <li>○ Resource status changes</li> <li>○ Loss of communication assets</li> <li>○ Safety updates</li> <li>○ Situation reports</li> </ul> </li> <li>• Conduct radio checks at specified intervals for personnel safety and accountability</li> <li>• Acknowledge all requests received in person or via phone, radio, and data networks</li> </ul>	I	H1	<del>DDA</del>

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)</b>			
13. Provide effective communications support during emergency situations: <ul style="list-style-type: none"> <li>• <i>Recognize and react decisively to urgent situations if encountered:</i></li> <li>• <i>Request assistance from other ICC personnel if needed</i></li> <li>• <i>Restrict or move unrelated radio traffic</i></li> <li>• <i>Use appropriate notification procedures for emergency situations</i> <ul style="list-style-type: none"> <li>○ <i>Requests for emergency/urgent assistance or additional resources/support</i></li> <li>○ <i>Activations of radio emergency call buttons</i></li> <li>○ <i>Medical transport/ Medevac request</i></li> <li>○ <i>Aircraft emergency</i></li> <li>○ <i>Evacuation</i></li> <li>○ <i>Search and Rescue</i></li> <li>○ <i>Serious injury/Fatality</i></li> </ul> </li> <li>• <i>Notify INCM/supervisor of emergency situations</i></li> </ul>	I	H1	DDA

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Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct tactical dispatch operations</b>			
14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> <li>• Radio equipment</li> <li>• Data equipment</li> <li>• Telephone equipment</li> <li>• Video equipment</li> <li>• Ancillary equipment</li> </ul>	I	#1	PPJ
15. Demonstrate familiarity with other ICC functions/capabilities: <ul style="list-style-type: none"> <li>• Radio systems (e.g. Simplex, Conventional, Trunked, Digital &amp; Analog modes)</li> <li>• Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.)</li> <li>• Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National)</li> <li>• Audio Gateways</li> </ul>	I	#1	PPJ
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> <li>• Locate key incident venues, personnel, and deployed resource</li> <li>• Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations</li> </ul>	I	#1	PPJ

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct Incident Tactical Dispatch Operations (continued)</b>			
17. Use specialized resources/technology to track the location of incident personnel where immediate, continuous, and accurate awareness of incident personnel is critical. Specific resources or technologies could include: <ul style="list-style-type: none"> <li>• GPS technology</li> <li>• AVL technology</li> <li>• Maps</li> <li>• Status boards</li> <li>• Personal Accountability Report (PAR)</li> <li>• Personal Alert Safety System Device Activation (PASS)</li> </ul>	I	HJ	PTO
18. Demonstrate compliance with applicable communication policies and procedures: <ul style="list-style-type: none"> <li>• <i>Memoranda of Understanding (MOUs)</i></li> <li>• <i>Tactical Interoperable Communications Plan (TICP)</i></li> <li>• <i>Tactical Interoperable Communications Field Operations Guide (TIC-FOG)</i></li> <li>• <i>Mobile Communications Unit Standard Operating Procedures (SOPs)</i></li> <li>• <i>Tactical Dispatch SOPs</i></li> <li>• <i>Jurisdictional requirements</i></li> <li>• <i>Equipment accountability procedures</i></li> </ul>	I	HJ	PTO
19. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> <li>• <i>Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.)</i></li> </ul>	I	HJ	PTO

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)  
 Code: I = Must be performed on an Incident, Planned Event\*, or an FE/FSE\* (\*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

Competency: Incident Tactical Dispatch Operations (continued)

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct Tactical Dispatch Operations (continued)</b>			
20. Maintain and organize ICC documentation: <ul style="list-style-type: none"> <li>• Radio logs</li> <li>• Activity logs</li> <li>• Telephone logs</li> <li>• Status Cards</li> <li>• Equipment check-in/check-out information</li> <li>• Lost/Damaged equipment documentation</li> <li>• Software Applications                             <ul style="list-style-type: none"> <li>○ WebCAD</li> <li>○ WebEOC®</li> <li>○ Google Earth®</li> <li>○ Email, etc.</li> </ul> </li> </ul>	I	HI	DA
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: <ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Emergency Medical Services</li> <li>• Fire</li> <li>• Law Enforcement</li> <li>• Forestry</li> </ul>	I	HI	DA

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)  
 Code: I = Must be performed on an Incident, Planned Event\*, or an FE/FSE\* (\*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Comply with NIMS and ICS concepts and principles</b>			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: <ul style="list-style-type: none"> <li>• COMU structure, roles and responsibilities of each COMU position</li> <li>• Plain language/common terminology</li> <li>• ICS terminology                             <ul style="list-style-type: none"> <li>○ Unit identification</li> <li>○ Position titles</li> <li>○ Resource naming</li> </ul> </li> <li>• Incident Organizational Structure</li> <li>• Functions of Incident Management Teams</li> <li>• ICS map symbols, designators, and mnemonics</li> </ul>	I	#1	PJO
23. Obtain, and correctly fill out the NIC approved ICS forms needed to perform INTD functions within the ICC: <ul style="list-style-type: none"> <li>• ICS 205 – Incident Radio Communications Plan</li> <li>• ICS 205A – Communications List</li> <li>• ICS 210 – Resource Status Change</li> <li>• ICS 213 – General Message</li> <li>• ICS 213 – RR Resource Request Message</li> <li>• ICS 214 – Activity Log</li> <li>• ICS 219-7- Equipment Resource Status (T-) Card</li> </ul>	I	#1	PJO
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: <ul style="list-style-type: none"> <li>• ICS 201 – Incident Briefing</li> <li>• ICS 203 – Organization Assignment List</li> <li>• ICS 204 – Assignment List</li> <li>• ICS 206 – Medical Plan</li> <li>• ICS 207 – Incident Organization Chart</li> <li>• ICS 208 – Safety Message/Plan</li> <li>• ICS 209 – Incident Status Summary</li> <li>• ICS 211 – Incident Check-in List</li> <li>• ICS 221 – Demobilization Check-Out</li> <li>• ICS 225 – Incident Personnel Performance Rating</li> </ul>	I	#1	PJO

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

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

**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Comply with NIMS and ICS concepts and principles (continued)</b>			
24a. Demonstrate ability to correctly interpret the following forms: <ul style="list-style-type: none"> <li>• <i>Form 217A – Communications Resource Availability Worksheet</i></li> <li>• <i>Form 309 – Communication Log</i></li> </ul>	I	#(	DRA

Code: O = Can be completed in any situation (Simulation, Classroom, Daily Job)  
 Code: I = Must be performed on an Incident, Planned Event\*, or an FE/FSE\* (\*Must be pre-approved by the Statewide Interoperability Coordinator (SWIC))

**Competency: INTD Demobilization**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity</b>			
25. Coordinate an efficient transfer of position duties: <ul style="list-style-type: none"> <li>• Document and coordinate demobilization actions</li> <li>• Brief relief personnel</li> <li>• Coordinate with incident/planned event personnel as necessary</li> </ul>	I	#1	DDA

<b>Behavior: Complete demobilization procedures and restore response-readiness</b>			
26. Demobilize from assignment: <ul style="list-style-type: none"> <li>• Check in equipment and submit required documentation</li> <li>• Address safety and notification considerations for return to home agency</li> </ul>	I	#1	DDA
27. Complete Demobilization Documentation <ul style="list-style-type: none"> <li>• If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate</li> <li>• Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor</li> <li>• Provide input for After-Action Report (AAR)</li> <li>• Submit final documentation to INCM/supervisor</li> </ul>	I	#1	DDA
28. Prepare for next operational period/incident <ul style="list-style-type: none"> <li>• Inventory and restock ICC supplies</li> <li>• Inventory and restock INTD response kit and personal sustainment kit</li> <li>• Attend applicable post-incident debriefings                             <ul style="list-style-type: none"> <li>○ Hotwash</li> <li>○ Post-Incident/Event After Action Debriefings</li> <li>○ Critical Incident Stress Management/ Debriefing (CISM/CISD)</li> </ul> </li> </ul>	I	#1	DDA

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

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

**All-Hazards INCIDENT TACTICAL DISPATCHER**

## INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

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

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

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

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

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

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

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

**Date:** List the date the record is being completed.

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

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

**RECORD OF EVALUATION**

Phil Ozmun

IUTD

TRAINEE NAME

TRAINEE POSITION

Evaluation Record #1	Evaluator's name: Dan Andersen	Evaluator's Title: COML	Evaluator's Agency: Hennepin County Emergency Management	
Evaluator's agency address: 1600 Prairie Dr. Medina, MN 55340				
Evaluator's e-mail: dan.andersen@hennepin.us				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Camp Ripley, MN	Tornado Exercise	Incident Command Center	8/16/22	Typical
<p>The tasks initiated &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p> <p>_____</p> <p>Date: 8/16/22 Evaluator's initials: DA</p> <p>Evaluator's relevant agency certification or rating: COML</p>				

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILLIP OZMUN**

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

**IS-100.LE:**

**INTRODUCTION TO THE INCIDENT COMMAND SYSTEM, ICS-100 FOR  
LAW ENFORCEMENT**

*Issued this 11th Day of January, 2007*

A handwritten signature in black ink, appearing to read "J. Stern", with a long horizontal line extending to the right.

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

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILLIP OZMUN**

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

**IS-144:**

**TELECOMMUNICATORS EMERGENCY RESPONSE TASKFORCE**

**(TERT) BASIC COURSE**

*Issued this 10th Day of June, 2015*

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

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

0.30 IACET CEU



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILLIP OZMUN**

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

**IS-200.B:**

**ICS FOR SINGLE RESOURCES AND INITIAL ACTION INCIDENT, ICS-  
200**

*Issued this 13th Day of June, 2013*

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

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

0.30 IACET CEU



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILLIP OZMUN**

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

**IS-700.A:**

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AN  
INTRODUCTION**

*Issued this 08th Day of June, 2013*

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

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

0.30 IACET CEU



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILLIP OZMUN**

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

**IS-800.B:**

**NATIONAL RESPONSE FRAMEWORK, AN INTRODUCTION**

*Issued this 15th Day of March, 2015*



0.30 IACET CEU

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

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

# CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

**Phil Ozmun**

Successfully completed the All-Hazards  
Virtual Incident Tactical Dispatcher (INTD) Course  
during 14-18 June, 2021



A handwritten signature in blue ink that reads "BBB" followed by a stylized flourish.

Billy Bob Brown, Jr.

Executive Assistant Director for Emergency Communications  
Cybersecurity and Infrastructure Security Agency

# COMU Position Recognition Application

Application Type:

- Initial Application
- Renewal
- Change of Status

Position:

- COML
- INTD
- COMT
- RADO
- INCM
- AECS

Name Belisle, Travis  
(Last, First Middle)

Certifying Agency MSP Airport Emergency Communications Center

County Hennepin ECB/ESB Metro Region

Agency Address 6920 34th Ave S Minneapolis MN 55450

24/7 Telephone 612-726-5577 Business Telephone

Email Address travis.belisle@mspmac.org

DocuSigned by:  
Signature Travis Belisle  
1476EAFF4D16481...

Date 03/04/24

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

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

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

Name & Title Sara Boucher-Jackson, Manager/COML

Agency MSP Airport Emergency Communications Center

Signature Sara Boucher-Jackson

Date 20240301

### 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 \_\_\_\_\_

**VERIFICATION / CERTIFICATION OF  
COMPLETED TASK BOOK  
FOR THE POSTION OF INTD (All Hazards)**

**Agency Certification**

I certify that Travis Beliste has met all requirements for qualifications in this position and that such qualification has been issued.

Certifying Official's Signature  Date 2/29/24

Printed Name Sara Boucher-Jackson Agency MSP Airport EOC

Title Manager, COML Phone Number 612-467-0967

Pre-Qualifications for INTD Training are but not limited to:

- A public safety communications background with exposure to field operations; this experience should be validated by the authority who supervised the student.
- Fundamental public safety communications technology, supervisory, and personnel management skills. These must be validated by the authority who supervised the student and include, but are not limited to:
  - Knowledge of local communications systems
    - Frequencies and spectrum
    - Technologies
  - Knowledge of local topography
  - Knowledge of system site locations
  - Knowledge of local, regional, and state communications plans
  - Knowledge of local and regional Tactical Interoperable Communications Plans, if available
  - Knowledge of local, regional and national communications and resource contacts
- Completion of the following training courses:
  - IS-700, IS-800b, ICS-100, ICS-200, and ICS-300, ICS-144

**TO BE ATTACHED TO COMPLETED INTD (ALL HAZARDS) TASK BOOK**

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

Evaluation # 2-?? (write over)	Name of Evaluator: Sara Boucher-Jackson	Title: Manager, COML	Agency: MSP Airport ECC	
Evaluator's Address 6920 34 <sup>th</sup> Ave S Minneapolis, MN 55450				
Name & Location of Incident - Agency and Area	Kind of Incident	Number and Type of Communication Resources	Duration of Incident	Management Level or Complexity Level
POTUS's Peaceful Protest. Airport Police. 4300 Glumack Dr, St. Paul MN	Presidential Vigil and Protest at Terminal	24	1 day	3
Name of Trainee <u>Travis Belisle</u>				
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above-named trainee.          I recommend the following for further development of this trainee.</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.          The individual was not able to complete certain tasks (comments below) or additional guidance is required.          Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.          The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p>				
Recommendations: <u>certify as INTD based on two incidents documented in PTB</u>				
Date: <u>2/29/2024</u> Evaluator's initials: <u>SBJ</u>				
Evaluator's relevant agency certification rating: <u>COML</u>				

Radio Board (RRB), Emergency Services Board (ESB) or the MESB RTOC, presenting the INTD candidate's credentials to request a resolution that the COMT candidate be recommended to the Statewide Interoperability Program Manager for final review and certification. (See attachment "B," check-off template.)

8. The Statewide Interoperability Program Manager will review the qualification documents, copy the Task Book and relevant documents for filing and sign off on the original Task Book and return it to the INTD. This will serve as State Certification of the INTD and will be good for three years. (Submitting these documents by mail is acceptable. If the documents are lost, a copy will be deemed the original and marked as such).

## **RECERTIFICATION**

Submission of Attachment E, along with a dated ICS 205 or AAR will recertify the participant for three years from their previous certification date. If these items are not available, Attachment E, along with a letter signed by an active incident COML or the event or exercise planner indicating the candidate acted in the role of a INTD during an event will be sufficient for recertification.

Once the candidate has participated in an acceptable function and submits the necessary paperwork for recertification, their renewal month and date remains the same as their original certification date unless other arrangements have been made.

It is the candidate's responsibility to provide the appropriate paperwork to the Emergency Communication Networks' (ECN) Standards & Training Coordinator for recertification prior to their certification expiration date.

ECN's Standards & Training Coordinator may send out a reminder at least six months in advance notifying each candidate that they are coming up for recertification if no paperwork has been submitted for renewal within that three-year period.

## **4. Management**

The Statewide Interoperability Program Manager will manage the INTD certification and recertification process in Minnesota.

1. All certifications will be recorded and kept on file by the Emergency Communication Networks' (ECN) Standards & Training Coordinator. A list of certified INTDs with their certification expiration date will be maintained on the Statewide Emergency Communications Board (SECB) website under the ARMER tab.

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

## Final Evaluator's Verification

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

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

Final Evaluators Signature Sara Boucher-Jackson Date 2/29/2024

Printed Name Sara Boucher-Jackson Agency MSP Airport ECC

Highest NIMS Qualification CDML

Phone Number 612-467-0967 email address sara.boucher-jackson@mspmal.org

Compiled training information:

Number and Type of Resources: 32  
Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: 6/2/23 - 11/1/23  
Enter the inclusive dated during which the trainee was evaluated.

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

Date: 2/29/2024  
List the date the record is being completed.

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

To be attached to completed INTD Task Book



# Homeland Security

## All-Hazards INCIDENT TACTICAL DISPATCHER (INTD)

### Position Task Book

<b>Task Book Assigned To:</b>	
Trainee's Name:	<u>TRAVIS BELISLE</u>
Trainee's Email Address:	<u>travis.belisle@mspmac.org</u>
Home Agency:	<u>MSP Airport Police ECC</u>
Home Agency Phone Number	<u>612-724-5577</u>
<b>Task Book Initiated By:</b>	
Official's Name:	<u>Sara Boucher-Jackson</u>
Agency Official's Title:	<u>Manager</u>
Agency:	<u>MSP Airport ECC</u>
Agency Phone Number:	<u>612-467-0967</u>
Agency Address:	<u>6920 34th Ave S.</u>
	<u>Minneapolis, MN 55450</u>
Date Initiated:	<u>June 2023</u>

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

Version 1.1  
June, 2017

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

**FINAL EVALUATOR'S VERIFICATION**

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

Final Evaluator's Signature [Signature] Date 6-2-23

Printed Name Keith Christensen

Title Comd

Agency Central Care

Phone Number 320-267-8350 Email ChristensenK@Centralcare.com

**AGENCY CERTIFICATION**

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

Certifying Official's Signature [Signature] Date 2/29/2024

Printed Name Sara Boucher-Jackson

Title Manager, COM1

Agency MSP Airport ECC

Phone Number 612-467-0967 Email Sara.boucher-jackson@mspmal.org

## NATIONAL INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) are developed for designated Incident Command System (ICS) positions<sup>1</sup> as described under the National Integration Center (NIC) and have been incorporated into the National Incident Management System (NIMS). The PTB is used by the authority having jurisdiction, to certify that the person to whom the task book belongs meets the standards recommended by the NIC.

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

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

A brief list of responsibilities also appears below.

### RESPONSIBILITIES:

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

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

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

<sup>2</sup> ICS-300, Intermediate ICS for Expanding Incidents, is also recommended.

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

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

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

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

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

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

TB

Competency: INTD Preparedness

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Ensure readiness prior to assignment</b>			
1. Assemble and maintain an INTD response kit prior to receiving an assignment, including critical operating supplies and equipment needed to support the INTD job assignment over multiple operational periods (up to 72 hours). The following items are suggested as a partial listing of items needed: <ul style="list-style-type: none"> <li>• <i>Communications equipment</i> <ul style="list-style-type: none"> <li>○ <i>Portable radio</i></li> <li>○ <i>Cellphone</i></li> <li>○ <i>Batteries/chargers</i></li> </ul> </li> <li>• <i>First aid kit</i></li> <li>• <i>Personal safety gear</i></li> <li>• <i>ICS Forms cache</i></li> <li>• <i>Office Supplies (e.g. clipboard, tape, paper, pencil, etc.)</i></li> <li>• <i>Multi-purpose tool/Flashlight</i></li> <li>• <i>Clock/Watch with countdown timer function</i></li> <li>• <i>Reference Documents (e.g. TICP, NIFOG, TIC-FOG, etc.)</i></li> <li>• <i>Computer/Printer/Thumb drive</i></li> </ul>	O  I	KEC	6-2-23
2. Obtain and assemble supplies and materials for a personal sustainment kit of items needed for functioning over multiple operational periods. The following items are suggested as basic information and materials needed for a personal kit: <ul style="list-style-type: none"> <li>• <i>Multiple changes of clothing (as appropriate for anticipated weather conditions)</i></li> <li>• <i>Personal identification/credentials</i></li> <li>• <i>Toiletries</i></li> <li>• <i>Medicines (prescription and over-the-counter)</i></li> <li>• <i>Cash and credit cards</i></li> <li>• <i>Alarm clock</i></li> <li>• <i>Food/Water</i></li> </ul>	O  P	KEC	6-2-23

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**Competency: INTD Mobilization**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Obtain complete information for response</b>			
3. Obtain complete information for assignment and initiate documentation: <ul style="list-style-type: none"> <li>• Incident name</li> <li>• Incident/Mission/Tracking/Order #</li> <li>• Calling channel/phone number</li> <li>• Reporting time/Check-in location</li> <li>• Transportation arrangements/travel routing instructions</li> <li>• Contact procedures during travel</li> <li>• Specific equipment/supplies needed</li> </ul>	I	KEC	6.2.23
<b>Behavior: Ensure check-in is recorded and accountability is activated</b>			
4. Arrive at incident and check in: <ul style="list-style-type: none"> <li>• Arrive properly equipped at assigned location within acceptable time limits</li> <li>• Follow established policies and procedures for checking in, and provide the needed information and documentation:                             <ul style="list-style-type: none"> <li>○ Incident/Mission/Tracking/Order #</li> <li>○ Unit Leader's name</li> <li>○ Incident assignment, etc.</li> <li>○ Identification/credentials</li> </ul> </li> </ul>	I	KEC	6.2.23

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Behavior: Gather and apply situational information relevant to the assignment			
<p>5. Document initial briefing from Incident Communications Center Manager (INCM) /incident supervisor:</p> <ul style="list-style-type: none"> <li>• Situation Summary</li> <li>• Safety Briefing</li> <li>• Current and Planned Goal/Objectives</li> <li>• Current and Planned Actions, Strategies and Tactics</li> <li>• Current Organization (ICS 207 – Incident Organization Chart)</li> <li>• Current/Planned communications plan                             <ul style="list-style-type: none"> <li>○ Communications Nets, e.g., Command, Tactical, Logistics, etc.</li> <li>○ Map Sketch of communication system</li> </ul> </li> <li>• Current/Planned Resource Summary</li> </ul>	I	J <del>6-2-23</del>	6-2-23 <del>6-2-23</del>

**Competency: Incident Tactical Dispatch Operations**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Support establishment of Incident Communications Center (ICC)</b>			
<p>6. Assist INCM/supervisor with setup of the ICC if needed/as assigned:</p> <ul style="list-style-type: none"> <li>• Facility/vehicle in which to situate the ICC</li> <li>• Appropriate location of ICC</li> <li>• ICC equipment activation and testing                             <ul style="list-style-type: none"> <li>○ Radio</li> <li>○ Data</li> <li>○ Telephone</li> <li>○ Video</li> <li>○ Ancillary equipment</li> </ul> </li> <li>• ICC documentation organization</li> <li>• Notification of ICC activation</li> </ul>	I	SBJ	11/1/23
<p>7. Evaluate needs and request additional resources to support ICC operations:</p> <ul style="list-style-type: none"> <li>• Develop or initiate an inventory control system for INTD supplies and equipment</li> <li>• Request supplies, equipment, and/or personnel using procedures established by INCM/supervisor</li> <li>• Maintain quantities of supplies and equipment at a level to prevent shortage of any needed items</li> </ul>	I	SBJ	11/1/23

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<p>8. Assist in maintaining Security of the ICC</p> <ul style="list-style-type: none"> <li>Keep ICC entry/access points secured/locked in accordance with established policies</li> <li>Notify INCM/supervisor of any security concerns</li> </ul>	<p>I I</p>	<p>KEC</p>	<p>6/2/23</p>
<p>9. Demonstrate safety awareness:</p> <ul style="list-style-type: none"> <li>Location of First Aid kit supplies and equipment</li> <li>ICS 206 – Medical Plan</li> <li>Potential safety issues or hazards</li> </ul>	<p>I I</p>	<p>KEC</p>	<p>6/2/23</p>

**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Establish effective relationships</b>			
<p>10. Conduct self in a professional manner:</p> <ul style="list-style-type: none"> <li>Be respectful and courteous</li> <li>Respect public and private property</li> <li>Establish and maintain positive interpersonal and interagency working relationships</li> <li>Encourage and promote team environment</li> <li>Follow established procedures to report and document any inappropriate personnel actions</li> <li>Report any situations of concern to INCM/supervisor</li> </ul>	<p>O</p>	<p>KEC</p>	<p>6-2-23</p>

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

<p>11. Communicate information effectively to incident personnel:</p> <ul style="list-style-type: none"> <li>Speak clearly and use concise language</li> <li>Speak at a pace sufficient for recipients to copy information when applicable</li> <li>Maintain appropriate level of radio discipline when operating on assigned nets</li> <li>Use proper microphone/headset techniques</li> <li>Record information in an easily understood manner</li> </ul>	<p>I</p>	<p>KEC</p>	<p>6-2-23</p>
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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)</b>			
<p>12. Provide effective communications support during routine or non-emergency situations:</p> <ul style="list-style-type: none"> <li>• Dispatch incident personnel based upon needs of the incident and at the direction of incident management</li> <li>• Monitor and prioritize traffic simultaneously over all networks:                             <ul style="list-style-type: none"> <li>○ Repeated voice Nets</li> <li>○ Simplex voice Nets</li> <li>○ Data networks</li> </ul> </li> <li>• Receive/relay/log information/ messages/ instructions to and from incident personnel                             <ul style="list-style-type: none"> <li>○ Supply orders (e.g., Operations, Logistics, etc.)</li> <li>○ Message traffic routing</li> <li>○ Weather reports</li> <li>○ Resource status changes</li> <li>○ Loss of communication assets</li> <li>○ Safety updates</li> <li>○ Situation reports</li> </ul> </li> <li>• Conduct radio checks at specified intervals for personnel safety and accountability</li> <li>• Acknowledge all requests received in person or via phone, radio, and data networks</li> </ul>	I	JEC	6-2-23

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient (continued)</b>			
13. Provide effective communications support during emergency situations: <ul style="list-style-type: none"> <li>• Recognize and react decisively to urgent situations if encountered:</li> <li>• Request assistance from other ICC personnel if needed</li> <li>• Restrict or move unrelated radio traffic</li> <li>• Use appropriate notification procedures for emergency situations                             <ul style="list-style-type: none"> <li>○ Requests for emergency/urgent assistance or additional resources/support</li> <li>○ Activations of radio emergency call buttons</li> <li>○ Medical transport/ Medevac request</li> <li>○ Aircraft emergency</li> <li>○ Evacuation</li> <li>○ Search and Rescue</li> <li>○ Serious injury/Fatality</li> </ul> </li> <li>• Notify INCM/supervisor of emergency situations</li> </ul>	I	I H/E/C	6-2-23

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct tactical dispatch operations</b>			
14. Demonstrate proper use of ICC communications systems for dispatch: <ul style="list-style-type: none"> <li>• Radio equipment</li> <li>• Data equipment</li> <li>• Telephone equipment</li> <li>• Video equipment</li> <li>• Ancillary equipment</li> </ul>	I	KEC	6-2-23
15. Demonstrate familiarity with other ICC functions/capabilities: <ul style="list-style-type: none"> <li>• Radio systems (e.g. Simplex, Conventional, Trunked, Digital &amp; Analog modes)</li> <li>• Types of Radio Nets (i.e. Command, Tactical, Logistics/Support, Dispatch, Air Operations Nets, etc.)</li> <li>• Types and appropriate usage of Interoperability channels (e.g. local, regional, State, National)</li> <li>• Audio Gateways</li> </ul>	I	KEC	6-2-23
16. Demonstrate use of mapping tools (electronic and manual) <ul style="list-style-type: none"> <li>• Locate key incident venues, personnel, and deployed resource</li> <li>• Locate key incident hazards, terrain features, ingress/egress routes, and fall back locations</li> </ul>	I	KEC	6-2-23

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct Incident Tactical Dispatch Operations (continued)</b>			
17. Use specialized resources/technology to track the location of incident personnel where immediate, continuous, and accurate awareness of incident personnel is critical. Specific resources or technologies could include: <ul style="list-style-type: none"> <li>• GPS technology</li> <li>• AVL technology</li> <li>• Maps</li> <li>• Status boards</li> <li>• Personal Accountability Report (PAR)</li> <li>• Personal Alert Safety System Device Activation (PASS)</li> </ul>	I	NEC	6-2-23
18. Demonstrate compliance with applicable communication policies and procedures: <ul style="list-style-type: none"> <li>• Memoranda of Understanding (MOUs)</li> <li>• Tactical Interoperable Communications Plan (TICP)</li> <li>• Tactical Interoperable Communications Field Operations Guide (TIC-FOG)</li> <li>• Mobile Communications Unit Standard Operating Procedures (SOPs)</li> <li>• Tactical Dispatch SOPs</li> <li>• Jurisdictional requirements</li> <li>• Equipment accountability procedures</li> </ul>	I	NEC	6-2-23
19. Participate in all COMU briefings during each operational period: <ul style="list-style-type: none"> <li>• Provide information on communication issues (e.g., radio equipment performance, shift activities, significant events, etc.)</li> </ul>	I	NEC	6-2-23

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Conduct Tactical Dispatch Operations (continued)</b>			
20. Maintain and organize ICC documentation: <ul style="list-style-type: none"> <li>• Radio logs</li> <li>• Activity logs</li> <li>• Telephone logs</li> <li>• Status Cards</li> <li>• Equipment check-in/check-out information</li> <li>• Lost/Damaged equipment documentation</li> <li>• Software Applications                             <ul style="list-style-type: none"> <li>○ WebCAD</li> <li>○ WebEOC®</li> <li>○ Google Earth®</li> <li>○ Email, etc.</li> </ul> </li> </ul>	I	WEC	6-2-23
21. Support unique operations, terminology, capabilities and characteristics of multiple public safety disciplines and their special teams: <ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Emergency Medical Services</li> <li>• Fire</li> <li>• Law Enforcement</li> <li>• Forestry</li> </ul>	I	WEC	6-2-23

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Comply with NIMS and ICS concepts and principles</b>			
22. Demonstrate awareness of NIMS and ICS COMU concepts and principles: <ul style="list-style-type: none"> <li>• COMU structure, roles and responsibilities of each COMU position</li> <li>• Plain language/common terminology</li> <li>• ICS terminology                             <ul style="list-style-type: none"> <li>○ Unit identification</li> <li>○ Position titles</li> <li>○ Resource naming</li> </ul> </li> <li>• Incident Organizational Structure</li> <li>• Functions of Incident Management Teams</li> <li>• ICS map symbols, designators, and mnemonics</li> </ul>	I	KEC	6-2-23
23. Obtain, and correctly fill out the NIC approved ICS forms needed to perform INTD functions within the ICC: <ul style="list-style-type: none"> <li>• ICS 205 – Incident Radio Communications Plan</li> <li>• ICS 205A – Communications List</li> <li>• ICS 210 – Resource Status Change</li> <li>• ICS 213 – General Message</li> <li>• ICS 213 – RR Resource Request Message</li> <li>• ICS 214 – Activity Log</li> <li>• ICS 219-7- Equipment Resource Status (T-) Card</li> </ul>	I	KEC	6-2-23
24. Demonstrate ability to correctly interpret and respond to the following NIC approved ICS forms: <ul style="list-style-type: none"> <li>• ICS 201 – Incident Briefing</li> <li>• ICS 203 – Organization Assignment List</li> <li>• ICS 204 – Assignment List</li> <li>• ICS 206 – Medical Plan</li> <li>• ICS 207 – Incident Organization Chart</li> <li>• ICS 208 – Safety Message/Plan</li> <li>• ICS 209 – Incident Status Summary</li> <li>• ICS 211 – Incident Check-in List</li> <li>• ICS 221 – Demobilization Check-Out</li> <li>• ICS 225 – Incident Personnel Performance Rating</li> </ul>	I	KEC	6-2-23

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**Competency: Incident Tactical Dispatch Operations (continued)**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Comply with NIMS and ICS concepts and principles (continued)</b>			
24a. Demonstrate ability to correctly interpret the following forms: <ul style="list-style-type: none"> <li>• Form 217A – Communications Resource Availability Worksheet</li> <li>• Form 309 – Communication Log</li> </ul>	I	KEC	6-2-23

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**Competency: INTD Demobilization**

Task	Code	Evaluator # and Initials	Date
<b>Behavior: Transfer INTD position duties while ensuring continuity of authority and knowledge, taking into account the increasing or decreasing incident complexity</b>			
25. Coordinate an efficient transfer of position duties: <ul style="list-style-type: none"> <li>• Document and coordinate demobilization actions</li> <li>• Brief relief personnel</li> <li>• Coordinate with incident/planned event personnel as necessary</li> </ul>	I	JEC TB	6-2-23

<b>Behavior: Complete demobilization procedures and restore response-readiness</b>			
26. Demobilize from assignment: <ul style="list-style-type: none"> <li>• Check in equipment and submit required documentation</li> <li>• Address safety and notification considerations for return to home agency</li> </ul>	I	JEC TB	6-2-23
27. Complete Demobilization Documentation <ul style="list-style-type: none"> <li>• If required, complete and submit ICS 221 – Demobilization Check-Out completed form as appropriate</li> <li>• Obtain ICS 225 – Incident Personnel Performance Rating from INCM/supervisor</li> <li>• Provide input for After-Action Report (AAR)</li> <li>• Submit final documentation to INCM/supervisor</li> </ul>	I	JEC TB	6-2-23
28. Prepare for next operational period/incident <ul style="list-style-type: none"> <li>• Inventory and restock ICC supplies</li> <li>• Inventory and restock INTD response kit and personal sustainment kit</li> <li>• Attend applicable post-incident debriefings                             <ul style="list-style-type: none"> <li>○ Hotwash</li> <li>○ Post-Incident/Event After Action Debriefings</li> <li>○ Critical Incident Stress Management/ Debriefing (CISM/CISD)</li> </ul> </li> </ul>	I	JEC TB	6-2-23

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

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

**COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:**

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

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

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

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

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

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

**COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:**

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

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

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

**RECORD OF EVALUATION**

Trainee's Name: Travis Belisle      Trainee's Position: INTD

TRAINEE NAME


TRAINEE POSITION

Evaluation Record #1	Evaluator's name: Keith Christensen	Evaluator's Title: COMB	Evaluator's Agency: CentraCore	
Evaluator's agency address: 1406 Glen Ave N. St. Cloud MN 56303				
Evaluator's e-mail: christensenk@centracore.co				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Elevator 30 Room Morris MN	exercise	8	1	3
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: Great Job.</p> <p>Date: 6-2-23      Evaluator's initials: KEC</p> <p>Evaluator's relevant agency certification or rating: COMB</p>				

## RECORD OF EVALUATION

TRAINEE NAME		TRAINEE POSITION		
Evaluation Record #2	Evaluator's name: <u>Sara Boucher-Jackson</u>	Evaluator's Title: <u>Manager, COML</u>	Evaluator's Agency: <u>MSP Airport ECC</u>	
Evaluator's agency address: <u>6920 34<sup>th</sup> Ave MPLS, MN 55450</u>				
Evaluator's e-mail: <u>Sara.boucher-jackson@mspmacc.org</u>				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, exercise, etc.)	Number & Kind of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<u>POTUS visit and peaceful protest at MSP Airport</u>	<u>Protest: Presidential Visit</u>	<u>24</u>	<u>11/1/23</u>	<u>3</u>
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee:</p> <p><input checked="" type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p><input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Comments: _____</p>				
Date: <u>2/29/2024</u>		Evaluator's initials: <u>SBJ</u>		
Evaluator's relevant agency certification or rating: <u>Sara Boucher-Jackson</u>				

This is an exercise  
**INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)**

<b>1. Incident Name:</b> Elevator Go Boom			<b>2. Date/Time Prepared:</b> Date: 06/02/2023 Time: 0950				<b>3. Operational Period:</b> Date From: 06/02/23 Date To: 06/03/23 Time From: 1016 Time To: 0700			
<b>4. Basic Radio Channel Use:</b>										
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
		Command	STAC1	Command	_____	_____	_____	_____	D	
		Tactical	BTAC-91	Ops multi-disc.	851.5125W	156.7	806.5125W	156.7	<del>D</del> D	
		Tactical	STAC-3	Hazmat	_____	_____	_____	_____	D	
		Tactical	STAC-4	EMS	_____	_____	_____	_____	D	
		Tactical	F50A-1	Fire	853.9750N	#293	853.9750N	#293	D	
		Staging	CM2	Staging	_____	_____	_____	_____	D	
		Tactical	DRO1	Red Cross	_____	_____	_____	_____	D	
			STAC-2	Security	_____	_____	_____	_____	D	
<b>5. Special Instructions:</b> COML- Greiner 320-287-2464 Email- donagreiner@co.stevens.mn.us										
<b>6. Prepared by (Communications Unit Leader) Name:</b> <u>Dona Greiner</u>						<b>Signature:</b> 				
ICS 205			IAP Page <u>1</u>			Date/Time: <u>06/02/23 1016</u>				







# INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

<b>THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT</b>			
1. Name: <i>Travis Belisle</i>	2. Incident Name: <i>Elevator Co Down</i>	3. Incident Number:	
4. Home Unit Name and Address: <i>Airport PD ECC - 6920 34th Ave S Mpls</i>	5. Incident Agency and Address: <i>Morris Ave</i>		
6. Position Held on Incident: <i>INTD</i>	7. Date(s) of Assignment: From: <i>6-2-23</i> To: <i>6-2-23</i>	8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	9. Incident Definition: <i>Train Derailment</i>

## 10. Evaluation

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

# INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name: <u>Travis Belisle</u>	2. Incident Name: <u>Fluxus 60 Boom</u>	3. Incident Number:
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## 10. Evaluation

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

24. Remarks: lowest 5.06.

25. Rated Individual (This rating has been discussed with me):  
 Signature: [Signature] Date/Time: 4/2/23 14:45

26. Rated by: Name: Keith Christensen Signature: [Signature]  
 Home Unit: Central Position Held on This Incident: Evaluator  
 ICS 225 Date/Time: 6-2-23 1200

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that  
**TRAVIS L. BELISLE**


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

**IS-00100**

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

*Issued this 17th Day of April, 2006*

0.3 CEU

  
**Richard Callis**  
*Acting Superintendent*  
*Emergency Management Institute*

FEMA Form 16-31, October 05

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that  
**TRAVIS L. BELISLE**


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

**IS-00200**

**ICS for Single Resources and  
Initial Action Incidents**

*Issued this 21st Day of April, 2006*

0.3 CEU

  
**Richard Callis**  
*Acting Superintendent*  
*Emergency Management Institute*

FEMA Form 16-31, October 05

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**TRAVIS L BELISLE**

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

**IS-00144.a**  
**TERT Basic Course**

*Issued this 23rd Day of June, 2022*



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

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

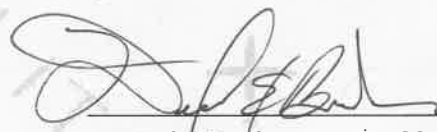
MSP Airport Fire Department

## Certificate of Completion

# Travis Belisle

has successfully completed an 8-hour course in  
**NIMS Incident Command System**  
**Intermediate and Advanced Level (ICS-300 & 400)**

on December 11, 2006



David Burke

**MnIMS Instructors**



Greg Fuller

# CERTIFICATE OF CONTINUING EDUCATION

*Presented to*

*Travis Belisle*

*for successful completion of*

*ICS-300 Intermediate ICS*

47-503-426

*Course Number*

28338

*Class*

16

*Course hours*

New Richmond

*Location*



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

*May 16, 2007*

*Ronald Brown*

*Instructor*

# CERTIFICATE OF CONTINUING EDUCATION

*Presented to*

*Travis Belisle*

*for successful completion of*

*ICS-400: Advanced*

47-503-426

*Course Number*

67938

*Class*

16

*Course hours*

New Richmond

*Location*



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

*December 13, 2007*

*Ron Brown / Dan Roeglin*  
*Instructor*

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**TRAVIS L. BELISLE**

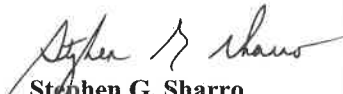
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00700**

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

*Issued this 24th Day of May, 2005*

0.3 CEU

  
**Stephen G. Sharro**  
*Director, Training Division*

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**TRAVIS L. BELISLE**


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

**IS-00800**

**National Response Plan (NRP), an Introduction**

*Issued this 16th Day of May, 2006*

0.3 CEU

  
**Richard Callis**  
*Acting Superintendent  
Emergency Management Institute*

# CERTIFICATE OF COMPLETION

THIS CERTIFICATE RECOGNIZES THAT

Travis Belisle

Successfully completed the All-Hazards  
Virtual Incident Tactical Dispatcher (INTD) Course  
during 19-23 September 2022



A handwritten signature in black ink that reads "Billy Bob Brown, Jr." The signature is written in a cursive style and is positioned above a horizontal line.

Billy Bob Brown, Jr.

Executive Assistant Director for Emergency Communications  
Cybersecurity and Infrastructure Security Agency



**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

<b>POSITION TASK BOOK ASSIGNED TO:</b>	
TRAINEE'S NAME:	Ryan Kelzenberg
AGENCY NAME:	Anoka County Emergency Management
PHONE NUMBER:	763-324-4763
E-MAIL:	Ryan.Kelzenberg@anokacountymn.gov
<b>POSITION TASK BOOK INITIATED BY:</b>	
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
<b>POSITION TASK BOOK WAS INITIATED:</b>	
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. Karl E. Arriola</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.)

<b>TRAINEE NAME:</b>	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.	
<b>TRAINEE POSITION:</b>	AUXC
<b>Evaluation Record Number:</b>	#1
<b>AUXC Evaluator's Name:</b>	DR. KARL E. ARRIOLA
<b>Incident/Office Title and Agency:</b>	HENNEPIN Co. COMEX - OPERATION LONGEST DAY <sup>TYLER</sup> Flooding
<b>AUXC Evaluator's Home Unit Address and Phone:</b>	FEMA REGION 5 (CHICAGO) 202 679-2772
<b>Name and Location of Incident or Simulation/Exercise:</b>	OPERATION LONGEST DAY - HENNEPIN Co. EOC
<b>Incident Kind:</b>	FLOODING / DISASTER FUNCTIONAL EXERCISE
<b>Number and Kind Resources:</b>	2 AUXC / TEAMS 3 FOR EOC SUPPORT
<b>Evaluation Period:</b>	8 AM - 3:30 PM
<b>Recommendation:</b>	
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.	
<b>Additional Recommendations/Comments</b>	
<b>Date:</b>	10/28/23
<b>AUXC Evaluator's Initials:</b>	
<b>AUXC Evaluator's Relevant Qualification:</b>	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"> <li>• Appropriate ICS forms and Radio Logs (Form 309)</li> <li>• Reference materials in electronic, digital, or hard-copy format</li> </ul>	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"> <li>• Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides</li> <li>• Position manuals</li> <li>• Current local and state Auxiliary Communications Plan</li> <li>• State and Local Tactical Interoperable Communications Plan (TICP) and Statewide Communication Interoperability Plan (SCIP), if available</li> <li>• Inventories or other lists of local, regional, and state auxiliary communications assets and inventories</li> <li>• Demonstrate a working knowledge of typical coverage for local and regional repeaters</li> <li>• Demonstrate knowledge of persons within the Chain of Command</li> <li>• Contact information for local and regional AUXC Subject Matter Experts</li> <li>• National Interoperability Field Operations Guide (NIFOG) app or hardcopy</li> <li>• Agency-specific forms appropriate to the function</li> <li>• Incident Radio Communications Plan ICS 205 (blank or pre-filled)</li> <li>• AUXC Field Operations Guide app or hardcopy</li> </ul>	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"> <li>• Administrative items needed to fulfill the mission assignment</li> <li>• Items as specified by the state in the AUXC Addendum</li> </ul>	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"> <li>• First Aid Kit</li> <li>• Personal Protective Equipment (PPE)</li> <li>• Personal security items</li> </ul>	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"> <li>Incident name and, as appropriate, an order, request, mission, or other unique number identifying the incident for tracking purposes</li> <li>Reporting location</li> <li>Reporting time</li> <li>Transportation arrangements/travel routes</li> <li>Contact procedures during travel (telephone/radio)</li> </ul>	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"> <li>Simplex or repeater frequencies already assigned</li> <li>Resources (equipment/personnel) already in use</li> <li>Other current incidents or events that may create conflicts with communications plans or tax resources</li> <li>(Additional items or details regarding specific steps required for completion of this task may be included in the state's AUXC Addendum.)</li> </ul>	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"> <li>• Workspace</li> <li>• Work schedule</li> <li>• Policies and operating procedures</li> <li>• Current resource commitments and expectations</li> <li>• Current situation</li> <li>• Expected duration of assignment</li> <li>• Special needs</li> </ul> <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"> <li>• Frequencies and talk groups already assigned.</li> <li>• Other amateur radio frequencies or equipment already in use.</li> <li>• Digital interoperability devices already in use.</li> <li>• Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans.</li> </ul>	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"> <li>• Provide equal assignment opportunities based on individual skill level.</li> <li>• Monitor and evaluate progress based on expected work standards.</li> <li>• Demonstrate follow-through on assigned duties.</li> <li>• Work cooperatively with team and other agency members.</li> <li>• Always maintain professional appearance and behavior.</li> <li>• Be respectful and courteous.</li> <li>• Be respectful of public and private property.</li> </ul>	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"> <li>Complete a voice contact on at least two (2) different HF frequencies using a licensed control operator if necessary.</li> <li>Send/receive an ICS 213 message using:               <ul style="list-style-type: none"> <li>Winlink; and</li> <li>On the data mode that is selected by the evaluating state.</li> </ul> </li> <li>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.</li> </ul>	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"> <li>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).</li> <li>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.</li> <li>Safety procedures an operator must perform in order to ensure both the operator and equipment are safe.</li> <li>Proper grounding of all equipment, external power equipment, antennas, and towers.</li> <li>The proper use of a RF Load Resistor.</li> <li>Explain what SWR is and the impact it can have on the transmit capabilities of a station.</li> <li>The operation of an antenna analyzer.</li> </ul>	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"> <li>• Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel (i.e., operations before logistics).</li> <li>• Clone or program amateur radios as necessary and authorized and assist other amateurs with programming their personal equipment on incident operating frequencies.</li> </ul>	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"> <li>• Not deploying until directed to do so.</li> <li>• Making the requesting agency aware of all medical restrictions prior to deployment.</li> <li>• Not deploying if health issues require medications or medical interventions that are not available at the deployment site.</li> <li>• Recognizing potentially hazardous situations.</li> <li>• Informing subordinates of hazards.</li> <li>• Providing personnel with personal protective equipment appropriate to their risks such as safety vests, flashlights and glow sticks.</li> <li>• Assuring that all known hazards are appropriately marked with safety tape, safety cones or glow sticks.</li> <li>• Ensuring that special precautions are taken when extraordinary hazards exist.</li> <li>• Ensuring that personnel are appropriately fed, hydrated, and rested.</li> <li>• Being alert to the development of any special medical needs of their staff.</li> <li>• Providing safety briefings to all personnel relating to safe operation of equipment, generators and other mechanical items for which they have responsibility.</li> <li>• Obtaining/reviewing/disseminating the Safety Plan from the Incident Action Plan and/or the ICS 201, ICS 202, ICS 206, as available.</li> <li>• Evaluating your personal operating area to identify potential safety hazards or unsafe activities and take appropriate preemptive actions to prevent personal injury.</li> </ul>	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"> <li>• Coordination of the location of ICC/IACC with the COML.</li> <li>• Considerations of the following when coordinating with the COML on the location of the ICC/IACC: <ul style="list-style-type: none"> <li>○ Locate the ICC/IACC close or adjacent to the incident command post</li> <li>○ Keep the ICC/IACC away from high traffic areas and noise.</li> <li>○ Make sure the ICC/IACC is upwind from the incident (smoke, hazardous materials).</li> <li>○ Locate away from potential sources of RF interference and noise (transmission lines, power substations).</li> </ul> </li> <li>• 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.</li> <li>• Obtaining necessary supplies for the ICC/IACC to function properly.</li> </ul>	C, E, F, I, T	I, II	Virtual / Eval	#1	<i>[Signature]</i> 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"> <li>• Provide basic training, as needed, on equipment.</li> <li>• Maintain equipment inventory to provide accountability.</li> <li>• Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan.</li> </ul>	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"> <li>• Activity Log will be kept current, legible, and will document all major activities, which may include:                             <ul style="list-style-type: none"> <li>○ Equipment locations,</li> <li>○ Safety issues, including any medical issues, with AUXC staff,</li> <li>○ Personnel changes, and</li> <li>○ Shift change briefing information.</li> </ul> </li> </ul>	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"> <li>• Prepare the AUXC portion of the Incident Radio Communications Plan, ICS 205.</li> <li>• Determine additional resource needs (equipment and personnel) and coordinate acquisition through the Supply Unit or authorized individual or unit.</li> <li>• Identify and request resources as to type/qualification, quantity, and location.</li> <li>• 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.</li> <li>• Coordinate, through the chain of command, the locations for equipment to be installed or delivered.</li> <li>• 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.</li> </ul>	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"> <li>• Provide for the installation and testing of all AUXC communications components to assure they are fully operational.</li> <li>• Create and maintain diagrams of current AUXC communications system(s).</li> <li>• Provide communications support for external and internal AUXC operational platforms.</li> <li>• 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.</li> </ul>	E, F, I, T	I, II	Virtual / Eval	#1	<i>KA</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"> <li>• Monitor operational status of all AUXC equipment in use.</li> <li>• Establish an operational test schedule and perform tests of communications equipment throughout the duration of an incident.</li> <li>• Establish a plan for battery replacement.</li> <li>• Establish contingency plans to minimize interruptions in AUXC communications infrastructure and systems.</li> </ul>	E, F, I, T	I, II	Virtual / Eval	#1	<i>KA</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"> <li>Determine the feasibility of providing the requested AUXC support.</li> <li>Provide operational and technical information on AUXC equipment available to support the incident.</li> <li>Provide operational and technical information on AUXC equipment and systems capabilities, restrictions, and limitations.</li> <li>Coordinate with the COML or their designated immediate supervisor to share information and assure communications interoperability.</li> </ul>	E, F, I T	I, II	Virtual / Eval	#1	<del>KEP</del> 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"> <li>Communicate with local, regional, and/or state amateur radio organizations (including Non- Governmental Organizations (NGOs)) to coordinate use of currently utilized incident frequencies.</li> <li>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.</li> <li>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.</li> <li>May include ARES, RACES, REACT, SKYWARN, ACS, etc.</li> </ul>	E, F, I T	I, II	Virtual / Eval	#1	<del>KEP</del> 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"> <li>• Submit all required information to the COML and/or Documentation Unit Leader as appropriate.</li> <li>• Receive demobilization instructions from work supervisor.</li> <li>• Brief subordinate staff on demobilization procedures and responsibilities.</li> <li>• Ensure that incident and agency demobilization procedures are followed.</li> <li>• Complete required ICS form(s) and turn in to the appropriate person.</li> <li>• Ensure that personnel and equipment assigned to the unit are demobilized correctly.</li> <li>• Document lost equipment on agency specific forms.</li> <li>• Report their return to their home base of operations.</li> </ul>	E, F, I T	I, II	Virtual / Eval	#1	<i>[Signature]</i> 10/28/23



<b>1. Incident Name:</b> 2023 City of Tyler Woods Flooding (20231028)	<b>2. Operational Period:</b>	Date From: 10/28/2023 Time From: 0900	Date To: 10/28/2023 Time To: 1500
<b>8. Prepared by:</b> 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)

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

<b>6. Prepared by</b> (Communications Unit Leader):	Name: <span style="font-family: cursive;">Dan Anderson</span> Ryan Kelzenberg Tom Karnauskas	Signature: <span style="font-family: cursive;">[Signature]</span>
ICS 205	IAP Page	Date/Time: 10/28/2023 12:00 AM

# 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*



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-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*

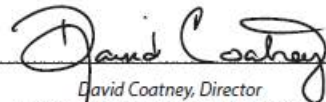
**Incident Command System (ICS) Forms Review**

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

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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)		
<b>AMATEUR RADIO LICENSE</b>			<b>FEDERAL COMMUNICATIONS COMMISSION</b>		
FCC Registration Number (FRN): 0002354751			FCC 660 - August 2021		

FCC 660 - August 2021

FEDERAL COMMUNICATIONS COMMISSION

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*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.*



**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:

- COML       COMT       INCM  
 INTD       RADO       AECS

Name (Last, First Middle) Huppert, Scott Thomas

Certifying Agency Hennepin EMS

County Hennepin      ECB/ESB Region Metro

Agency Address 701 Park Ave M.C. 825 Minneapolis, MN 55415

24/7 Telephone 651-755-4597      Business Telephone 612-347-2141

Email Address Scott.Huppert@Hcmed.org

Signature       Date 3/5/24

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

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

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

Name & Title Daniel Klawitter, Deputy Chief of Communications

Agency Hennepin EMS

Signature       Date 3/6/24

## Regional Recognition

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

Name & Title \_\_\_\_\_ Region \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## SECB Interoperability Committee & Statewide Interoperability Coordinator (SWIC) Recognition

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

SWIC  
Signature \_\_\_\_\_ Date \_\_\_\_\_

# COMU Experience Record

Name **Huppert, Scott Thomas**  
 (Last, First Middle)

Agency **Hennepin EMS**

ECB/ESB Region **Metro**

Position:

COML  
 INTD

COMT  
 RADO

INCM  
 AECS

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

POINTS	DATE(S)	SUMMARY (location, activity, participants, who can verify, general summary)
1	6/10/23	ICS 205 For Minneapolis Pride Festival in Loring Park, Minneapolis June 24 and 25, 2023. (Worked together with Minneapolis 911 COML on ICS 205)
1	6/10/23	ICS 205 For Taylor Swift Concert at US Bank Stadium June 23 and 24, 2023
1	6/29/2023	ICS 205 for 4th of July Excelsior Fireworks and Celebration for EMS operations
1	7/20/2023	ICS 205 for Beyonce Concert at Huntington Bank Stadium. (Worked together with Minneapolis 911 COML on ICS 205)
1	8/23/23	ICS 205 for Northstar COMMEX at Camp Ripley (8/21 to 8/25). COML For the workgroup at the Morrison County Fairgrounds in Little Falls. Contact John Dooley State of MN
1	8/21/23 - 8/24/23	Attend COMMEX in Camp Ripley, MN Coordinator John Dooley - State of MN. Participated as a COML creating Communications Plans working with other COMLs to coordinate with their groups.
1	5/23/23	Quarterly CRTF Meeting in Edina. Subject LTE Technologies
1	2/27/23	Quarterly CRTF Meeting - After Action Report
1	9/8/22	Quarterly CRTF Meeting - Hastings - Equipment Expo

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

Signature 

Date: **3/5/24**

**MINNESOTA METRO REGION ICS205  
INCIDENT, EVENT OR EXERCISE  
COMMUNICATIONS PLAN**

**INCIDENT/EVENT NAME**  
Twin Cities Pride Festival

**DATE/TIME PREPARED**  
6/10/2023 0900

**OPERATIONAL PERIOD DATE/TIME**  
6/24/23 0700 - 6/25/23 2000

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, LAW)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, EMS, TALK, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, or M)</small>	Remarks
1	Tactical	HC-CP1	EMS	ARMER	N/A	ARMER	N/A	D	HEMS Event Medicine Team
2	Tactical	MPPD 8	LAW	ARMER	N/A	ARMER	N/A	D	Park Law Ops
3	Tactical	MPPD 10	LAW	ARMER	N/A	ARMER	N/A	D	Parade Law Ops (Sunday Only)
4	Support	ME TAC 12E	COMMUNICATIONS	ARMER	N/A	ARMER	N/A	D	Dispatch/CP to CP Hailing
5	Support	HC-DTWN	EMS	ARMER	N/A	ARMER	N/A	D	HEMS Main Dispatch Talkgroup
6	Support	WEST MRCC2	EMS	ARMER	N/A	ARMER	N/A	D	Field to Hospital Patient Reports
7	COMMAND	612-271-6462	EMS	N/A	N/A	N/A	N/A	N	Battalion Chief Tyler Lupkes
8	COMMAND	612-283-5464	LAW	N/A	N/A	N/A	N/A	N	Park Law Ops MPPD Lt. Klein
9	COMMAND	612-290-9066	LAW	N/A	N/A	N/A	N/A	N	Parade Law Ops MPPD Lt. Klukow
10	Support	612-347-2141	EMS	N/A	N/A	N/A	N/A	N	Hennepin EMS Dispatch
11	Support	612-227-5234	LAW	N/A	N/A	N/A	N/A	N	LAW INTD Krissy Warnke
12	Support	612-348-7240	LAW	N/A	N/A	N/A	N/A	N	MECC Duty Supervisor
13									
14									
15									

**SPECIAL INSTRUCTIONS**

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

**INCIDENT/EVENT LOCATION**

Loring Park 1382 Willow St., Minneapolis

**COM1:** SCOTT HUPPERT (COM1) / JENNIFER GEISELHART (COM1)  
**AGENCY:** HENNEPIN EMS / MINNEAPOLIS EMERGENCY COMMUNICATIONS  
**PHONE:** (651) - 755-4597 (CELL) / (612) 673-5948 (Office)  
**EMAIL:** SCOTT.HUPPERT@HCMED.ORG / JENNIFER.GEISELHART@MINNEAPOLISMN.GOV

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

**MINNESOTA METRO REGION ICS205  
INCIDENT, EVENT OR EXERCISE  
COMMUNICATIONS PLAN**

**INCIDENT/EVENT NAME**  
Taylor Swift Concert

**DATE/TIME PREPARED**  
6/10/2023 0830

**OPERATIONAL PERIOD DATE/TIME**  
6/23/2023 1400 - 6/14/2023 2330

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ETC)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, or M)</small>	Remarks
1	Tactical	HCEMS-EVT	EMS	ARMER	N/A	ARMER	N/A	D	Stadium EMS Operations
2	Support	WEST MRCC2	EMS	ARMER	N/A	ARMER	N/A	D	Field To Hospital EMS Reports
3	Support	HC-DTWN	EMS	ARMER	N/A	ARMER	N/A	D	Hennepin EMS Dispatch
4	COMMAND	612-434-0697	EMS	N/A	N/A	N/A	N/A	N	Deputy Chief Andy Jakacki
5	Support	612-347-2141	EMS	N/A	N/A	N/A	N/A	N	Hennepin EMS Dispatch
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

**SPECIAL INSTRUCTIONS**

**COM1:** SCOTT HUPPERT (COM1) /  
**AGENCY:** HENNEPIN EMS /  
**PHONE:** (651) 755-4597 (CELL) /  
**EMAIL:** SCOTT.HUPPERT@HCMED.ORG/  
**INCIDENT/EVENT LOCATION**  
 US BANK STADIUM - 1005 4th St., Minneapolis

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**MINNESOTA METRO REGION ICS205  
INCIDENT, EVENT OR EXERCISE  
COMMUNICATIONS PLAN**

INCIDENT/EVENT NAME		DATE/TIME PREPARED		OPERATIONAL PERIOD DATE/TIME					
Excelsior 4th of July Celebration and Fireworks		Thursday, June 29, 2023		7/4/23 0600 to 7/5/23 0200					
Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AMB)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, or M)</small>	Remarks
1	Command	(612) 434-0697	EMS	CELL	N/A	Cell	N/A	N	Deputy Chief Andy Jakacki
2	Tactical	HC-EVT	EMS	ARMER	N/A	ARMER	N/A	D	EMS Operations in Excelsior
3	Tactical	ME TAC 5	EMS	ARMER	N/A	ARMER	N/A	D	EMS Interoperability
4	Support	WMRCC2	EMS	ARMER	N/A	ARMER	N/A	D	Field to Hospital EMS Reports
5	Support	EMS HC-DTWN	EMS	ARMER	N/A	ARMER	N/A	D	Hennepin EMS Dispatch
6	Support	612-347-2141	EMS	PHONE	N/A	PHONE	N/A	N	Hennepin EMS Dispatch Phone
7									
8									
9									
10									
11									
12									
13									
14									
15									

**SPECIAL INSTRUCTIONS**

Hennepin EMS Dispatch will patch HC-TAC 4 with ME TAC 5 0600-0200

**INCIDENT/EVENT LOCATION**

Lake Minnetonka/City of Excelsior  
Command Post: Excelsior Commons - 135 Lake St. Excelsior, MN 55331

**COM1:** SCOTT HUPPERT  
**AGENCY:** HENNEPIN EMS  
**PHONE:** (651) 755-4597 (CELL)  
**EMAIL:** SCOTT.HUPPERT@HCMED.ORG

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

<b>MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN</b>		<b>INCIDENT/EVENT NAME</b> Huntington Bank Stadium Event: Beyonce Concert	<b>DATE/TIME PREPARED</b> Thursday, July 20, 2023	<b>OPERATIONAL PERIOD DATE/TIME</b> 7/20/23 1800 - 0300
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Line	Function (NET) <small>(COMMAND TACTICAL SUPPORT PLAN)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW FIRE EMS OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A or W)</small>	Remarks
1	Command	612-290-4688	LAW	N/A	N/A	N/A	N/A	D	UM/PPD Captain Erik Swanson Beyonce Concert w/ detailed
2	Tactical	ME TAC 10	LAW	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	UM/PPD Dispatcher
3	Tactical	ME TAC 6	EMS	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	Hennepin EMS/U of M EMS/ EMS Mutual aid Interop
4	Tactical	HC EVENT	EMS	ARMER 800 mhz	N/A	ARMER 800 mhz	N/A	D	Hennepin EMS Event crew
5	Support	612-347-2141	EMS	N/A	N/A	N/A	N/A	N	Hennepin EMS Dispatch
6	Support	612-624-7828	EMS	N/A	N/A	N/A	N/A	N	U of M Dispatch
7	Support	612-624-7742	LAW	N/A	N/A	N/A	N/A	N	Stadium Command Post - Law
8	Support	612-624-6273	EMS	N/A	N/A	N/A	N/A	N	Stadium Command Post - EMS
9									
15									

**SPECIAL INSTRUCTIONS**

**COM1:** Leticia Cardenas (COM1) / Scott Huppert (COM1) **INCIDENT/EVENT LOCATION**

**AGENCY:** Minneapolis Emergency Communications / Hennepin EMS Huntington Bank Stadium Event: Beyonce Concert

**PHONE:** 612-388-9534 (Cell) / 651-755-4597 (Cell) 420 23rd Ave SE, Minneapolis

**EMAIL:** LETICIA.CARDENAS@MINNEAPOLISMN.GOV / SCOTT.HUPPERT@HCMED.ORG

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital or "W" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed. (MESB Version 1.0, 1/12/015)

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

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

<b>MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN</b>		<b>INCIDENT/EVENT NAME</b>	<b>DATE/TIME PREPARED</b>	<b>OPERATIONAL PERIOD DATE/TIME</b>
		Northstar 2023	8/23/23 0850hrs	8/21/23 1500 - 8/25/23 1800

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AID)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/NAC	TX Freq (N or W)	TX Tone/NAC	Mode <small>(A, D, or M)</small>	Remarks
1	COMMAND	CM 12	COMMAND	ARMER	N/A	ARMER	N/A	D	FAIR TO EOC COMMAND
2	OPERATIONS	S TAC 12	LAW	ARMER	N/A	ARMER	N/A	D	LAW OPS/TRAFFIC CONTROL
3	OPERATIONS	CM 11	FIRE	ARMER	N/A	ARMER	N/A	D	FIRE OPS / STANDBY/ PERIMETER
4	OPERATIONS	CM 10	EMS	ARMER	N/A	ARMER	N/A	D	FAIRGROUNDS EMS OPERATIONS
5	TACTICAL	8 TAC 93 D	LAW	852.5125	156.7	852.5125	156.7	A	RESERVES/PARKING
6	COMMAND	8 TAC 92	COMMAND	852.0125	156.7	807.0125	157.7	A	BACKUP FOR EOC
7	TACTICAL	CM 9	FIRE	ARMER	N/A	ARMER	N/A	D	FIRE TO EOC
8	TACTICAL	CM 8	LOGISTICS	ARMER	N/A	ARMER	N/A	D	LOGISTICS TO EOC
9	TACTICAL	L TAC 2	LAW	ARMER	N/A	ARMER	N/A	D	LAW RESPONSE TO FLOOD
10	SUPPORT	8 SOA 2	OTHER	853.9375	\$293	853.9375	N/A	D	PUBLIC WORKS/RECOVERY
11	TACTICAL	L TAC 4E	LAW	ARMER	N/A	ARMER	N/A	D	ENCRYPTED SECURITY OPS
12	TACTICAL	CM 4	OTHER	ARMER	N/A	ARMER	N/A	D	FLOOD RECOVERY
13	COMMAND	NE 12	LAW	ARMER	N/A	N/A	N/A	D	PATCHED TO CM 12
14									
15									

**SPECIAL INSTRUCTIONS**

MILLE LACS COUNTY TO PATCH CM 12 AND NE 12 FOR INTEROPERABILITY WITH ST LOUIS COUNTY COMMAND VEHICLE

<b>COM1:</b> SCOTT HUPPERT	<b>INCIDENT/EVENT LOCATION</b>
<b>AGENCY:</b> HENNEPIN EMS	
<b>PHONE:</b> (651) 755-4597	MORRISON COUNTY FAIRGOUNDS 15575 HAWTHORN RD. LITTLE FALLS, MN
<b>EMAIL:</b> SCOTT.HUPPERT@HCMED.ORG	

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# NorthStar

August 21 - 24, 2023  
Camp Ripley, Minnesota

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



# NorthStar

August 21 - 24, 2023  
Camp Ripley, Minnesota

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

BY-LAWS  
OF THE  
METROPOLITAN EMERGENCY SERVICES BOARD  
RADIO TECHNICAL OPERATIONS COMMITTEE

SECTION 1. COMPOSITION

There shall be a Radio Technical Operations Committee ("Committee") composed of one representative from each party to the MESB Joint Powers Agreement ("Agreement"). Additional seats will be awarded to:

The Metropolitan Council.  
The Metropolitan Airports Commission.  
The Minnesota State Fire Chiefs Association.  
Metro Region EMS.

Further, there will be an additional member seat designated by the Bboard to represent other system users that but are not represented by the one of the entities listed above.

The governing body of each member to ~~this the~~ Agreement, by resolution, and the organizations/association listed above shall appoint its representatives and alternates to the ~~Radio Technical Operations Committee~~; or the governing body of each party to the Agreement shall, by resolution designate an appointing authority to make representative and alternates appointments. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate, in the representative's absence.

SECTION 2. COMMITTEE CHAIR

The ~~Radio Technical Operations~~ Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Committee Chair ~~of Radio Technical Operations Committee~~. The Chair of the Board shall appoint the Committee Chair ~~of Radio Technical Operations Committee~~ subject to the approval of the Board. The Committee Chair shall preside at all Committee meetings ~~of the Radio Technical Operations Committee~~ and perform the usual duties of a cChair.

SECTION 3. COMMITTEE VICE CHAIR

The ~~Radio Technical Operations~~ Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Committee Vice Chair ~~of the Committee~~. The Chair of the Board shall appoint the Committee Vice

Chair ~~of the Radio Technical Operations Committee~~, subject to the approval of the Board. The Committee Vice Chair shall perform the duties of the Committee Chair in the absence of the Chair or in the event of his or her inability or refusal to act.

#### SECTION 4. POWER AND DUTIES

The ~~Radio Technical Operations~~ Committee shall have the following powers and duties:

a. Present to the Board plans, standards, studies, and reports, prepared for the Board ~~purposes and action~~ and recommend to the Board, for adoption, such measures as are deemed necessary to enforce or carry out the powers and duties of the Board.

b. Monitor the installation and operations of ~~metropolitan region of~~ the ARMER system as required by the Board.

c. Prepare and submit to the Board's Executive Director by May 1st of each year its recommendations for items to be included in the budget request to the Board the following year.

d. To make recommendations to the Board for primary and alternate appointments to the following SECB ~~C~~committees and subcommittees/workgroups: Land Mobile Radio, Interoperability, ~~and~~ Wireless Broadband and Applications; and COMU and STR workgroups.

ed. Perform other such duties as may be prescribed by the Board.

#### SECTION 5. VOTING

Each member of the ~~Radio Technical Operations~~ Committee may cast one vote on any motion before the ~~Radio Technical Operations~~ Committee. A simple majority vote of the members present shall be required to pass any motion. Voting can be either by voice or roll call provided that a roll call vote may be called for by any member of the ~~Radio Technical Operations~~ Committee. Absentee or proxy voting is not permitted, except as permitted by a designated alternate in a representative's absence.

#### SECTION 6. MEETINGS

The ~~Radio Technical Operations~~ Committee may provide, by resolution, the time and place for holding regular meetings ~~of the Radio Technical Operations Committee~~. Notice of regular meetings ~~of the Radio Technical Operations Committee~~ shall be given to each Committee member ~~of the Radio Technical Operations Committee~~ at least five (5) days prior to such meeting, and, in all respects, shall comply with the provisions of ~~the Minnesota's Open M~~meeting

Law, Minnesota Statutes Chapter 13D. Special meetings of the ~~Radio-Technical Operations-Committee~~ may be called by the Committee Chair provided that at least three (3) days' notice be given to each member ~~of the Radio-Technical Operations Committee~~ and ~~the meeting otherwise complies~~ with the provisions of Open Meeting Law.

#### SECTION 7. QUORUM

The majority of the Committee members designated by the appointing authorities shall constitute a quorum.

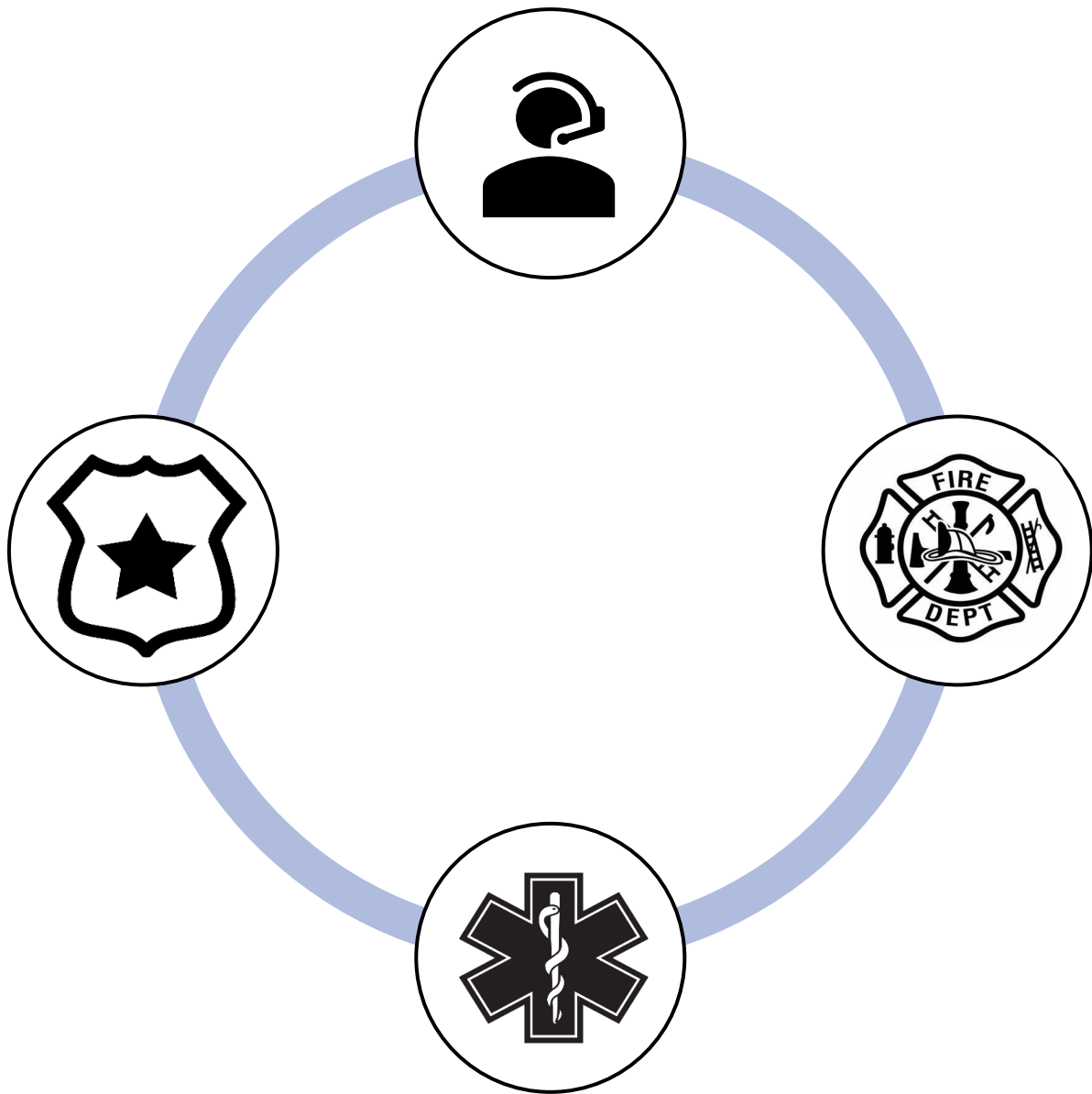
#### SECTION 8. ATTENDANCE

~~Radio-Technical Operations~~ Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) calendar year. Any ~~agency whose~~ member that does not abide by the minimum meeting requirements will be asked to appoint ~~another a different~~ representative to the ~~Radio-Technical Operations~~ Committee.



# Metropolitan Emergency Services Board

## Regional Needs: The Public Safety Emergency Communications Ecosystem



Approved: May 10, 2023

## The Metropolitan Emergency Services Board

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The Metropolitan Emergency Services Board (MESB) is one of seven regional Emergency Communications Boards (ECBs) and Emergency Services Boards (ESBs) in the state of Minnesota. The MESB was established under MSS 471.59, MSS 403.39 and MSS 403.392 to provide local governance on matters related to emergency communications (9-1-1 and ARMER), as well serving as the regional EMS system for the metro region. The MESB is a joint powers board composed of the following entities: Anoka County; Carver County; Chisago County; Dakota County; Hennepin County; Isanti County; Ramsey County; Scott County; Sherburne County; Washington County; and the City of Minneapolis.

## The Public Safety Emergency Communications Ecosystem

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With approximately 94,000 active radios (MnDOT, October 2022), the statewide Allied Radio Matrix for Emergency Response (ARMER) system, built by Motorola Solutions and owned and operated by the Minnesota Department of Transportation (MnDOT), provides interoperable Land Mobile Radio (LMR) communication capabilities to 9-1-1 emergency communication centers (ECCs) (also known as Public Safety Answering Points or PSAPs), law enforcement, fire, Emergency Medical Services (EMS), emergency management, public works, and other public safety users across Minnesota.



Construction of the ARMER system in the Twin Cities metropolitan region began in the late 1990s and expanded to include greater Minnesota in the mid-2000s. In late 2020, the MnDOT completed its backbone of the ARMER system buildout. There are now 335 state-maintained and 100 locally maintained ARMER tower sites on-the-air across Minnesota that provide ARMER system radio coverage (mobile only) to 95% of the state's geographic area. Of the 100 locally maintained ARMER tower sites, 54 are in the metro region.

As the ARMER system matures, there is a need to maintain and replace or upgrade aging infrastructure, equipment, and technology. The Statewide Emergency Communication Board (SECB) and state agencies are currently working to develop a capital improvement plan to address this need.

In 1979, the Metropolitan 9-1-1 Telephone Board was formed as a joint powers board of the seven metropolitan counties to plan, design, and implement the first multi-jurisdictional enhanced 9-1-1 (E9-1-1) system in the United States. This system went live at midnight, December 1, 1982, and provided the basis for the statewide buildout of E9-1-1. Today, all 108 PSAPs in the state are part of the statewide 9-1-1 network. Of the 108 PSAPs, 24 are located in the metro region. The 9-1-1 network is in process of transitioning from E9-1-1 to Next Generation 9-1-1, which will provide PSAPs additional abilities to answer texts, receive photos and videos, provide improved 9-1-1 caller location, and provide pre-determined rules for routing of 9-1-1 calls.

Today, the Department of Public Safety contracts and pays for the statewide 9-1-1 system. Local governments pay for costs associated with receiving 9-1-1 calls and dispatching public

safety responders. Local government costs include maintaining the physical PSAP; salaries/benefits for PSAP employees, including public safety telecommunicators (PSTs), administration staff, technical staff, and in some cases, dedicated GIS staff; purchase and maintenance of call handling equipment (CHE) used to answer 9-1-1 calls; purchase and maintenance of communications/radio equipment used to dispatch response to 9-1-1 calls; software or subscription services to maintain the PSAP's 9-1-1 data and services, including GIS data; and software or subscription services to provide Integrated Public Alert and Warning Systems (IPAWS) alerts to the public. Much like the ARMER system, as the 9-1-1 network and 9-1-1 systems continue to evolve, there is a need to maintain, upgrade, or replace aging equipment to allow for new technology to meet the expectations of the public, which would like to communicate with 9-1-1 in the way the public communicates with one another.

Much like hardships of recruitment and retention of staff across public safety disciplines, PSAPs today face difficulty in maintaining a full-complement of PSTs which are needed to answer a PSAP's specific volume of 9-1-1 and administrative calls. PSAPs also face difficulty in recruiting new people to serve as PSTs, as many people do not wish to work in a high-stress environment or work nights, weekends, and/or holidays, which is required in a public safety field.

## Funding Considerations

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The State of Minnesota's portion of the costs associated with operating the ARMER system is funded through a combination of trunk highway funds, 9-1-1 special revenue funds, and radio tower lease receipts.

Except for PSAP equipment and a limited portion of local infrastructure expenses which can be funded via the 9-1-1 special revenue fund, local costs (including tower site leases, utilities, and system and equipment maintenance) associated with the ARMER system are typically funded via local property tax revenues or per radio charges to ARMER system users in a county. Due to these constraints, public safety agencies

across Minnesota face significant funding challenges related to the escalating costs of maintenance of ARMER system infrastructure, equipment, and technology. Without access to stable, adequate supplemental funding sources, it will be increasingly difficult for local entities to support their ongoing ARMER system maintenance and sustainment needs.

## Regional Priorities

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Though this document covers region-wide needs only, and does not include individual needs of counties, that is not to say that these regional priorities will not benefit each of the ten metro counties individually. What follows are priorities that metro region agencies agree are a priority.

## Computer-Aided Dispatch (CAD)-to-CAD Interoperability Solution

The 24 primary and secondary PSAPs in the metro region desire to acquire a CAD-to-CAD integration solution designed to connect disparate CAD systems for the purpose of expediting emergency response which may cross jurisdictional and PSAP boundaries.

The solution would also provide improved situational awareness for metro region PSAPs. Such a solution was found to be a need in the Metropolitan Emergency Services Board's May/June 2020 Civil Unrest After-Action Report/Improvement Plan. The solution could allow other PSAPs to answer 9-1-1 calls intended for a PSAP which has been inundated with 9-1-1 calls; this will provide 9-1-1 callers with better service in extraordinary situations/events.

Estimated Metro Region cost: ~\$180,000 per year, plus one-time implementation costs of approximately \$30,500\*

\*This item is included in HF 2431/SF 2454

## BDA Requests

Several buildings in the region have been identified as having radio coverage gaps and would benefit from having bi-directional amplifiers (BDA) installed, allowing first responders with ARMER radios to communicate via the ARMER system no matter where in a building the responder is located.

Estimated Metro Region cost: ~\$3 million\* in capital costs.

\*This item included in HF 2431/SF 2454

## GIS Software Services – School Mapping

With the frequency of mass shootings/armed assailant incidents increasing nationwide, and in reviewing the response to recent school shootings, primarily in Uvalde, TX, the metro region would like to implement school mapping, whereby maps of schools would be available in each PSAP, which could facilitate the location of 9-1-1 callers within the building. Additionally, having these resources available could provide first responders with information that could affect emergency response, such as locations of chemistry labs, etc. which could alter responders' plans.

Estimated Metro Region cost: ~\$400,000 in one-time implementation costs and \$40,000 per year in annual maintenance costs\*

\*This item included in HF 2431/SF 2454

## GIS Software Services

GIS software services are needed to support the creation, conversion, and maintenance of GIS-derived Master Street Address Guides (MSAGs) for the PSAPs in the ten-county metropolitan region. These services would further integrate the region's legacy 9-1-1 data processes with those needed for NG9-1-1. The outcomes include improving 9-1-1 data accuracy, gaining operational efficiency, and maintaining 9-1-1 data synchronization during the transition to full i3 NG9-1-1 implementation. Additionally, a web-based map viewer will allow for all metro region PSAPs and GIS partners to have visibility to the region's current NG9-1-1 and related geospatial datasets in a secure, shared environment, allowing for seamless data sharing, greater collaboration, and improved data integrity.

Estimated Metro Region cost: ~\$180,000 per year, plus one-time implementation costs of approximately \$30,500 for generalized GIS software services  
~\$344,059 for five years for the web-based data viewer, plus \$8,279 in one-time implementation costs.

## AES Encryption

The Statewide Emergency Communication Board (SECB) recommends a transition to a higher level of encryption (AES or Advanced Encryption Standard) for sensitive radio transmissions on the ARMER system. To achieve this capability, supplemental funding is necessary to replace and/or upgrade existing ARMER system equipment.

Estimated Metro Region cost: ~\$9 million

## Geo-Diverse 9-1-1 Call Handling Equipment (CHE) ESInet Connections

Many Minnesota PSAPs are taking advantage of geo-diverse technology with new CHE platforms that allow for 9-1-1 calls to be delivered to two locations simultaneously. Geo-diverse configurations split the A and B servers typically found at one location, into two separate geo-diverse locations, which allows for additional staff at another location, or PSAP, during extremely busy times or special events to answer 9-1-1 and administrative calls while the main PSAP is still active. It also allows the PSAP to abandon its primary location while the backup location is fully operational and gives the opportunity for a staged evacuation while staff is enroute to the backup location. Additionally, the main PSAP can operate on the connections that exist at its backup location if the main PSAP experiences any technical issues with its connections. To allow for full redundancy and resiliency, each PSAP utilizing geo-diverse CHE should have two Emergency Services Internet (ESInet) connections at each location to ensure the maximum number of 9-1-1 calls can be received at either location at any time, regardless of any problems occurring at the other location. Currently, ECN only pays for two ESInet connections at each PSAP, which is the typical setup for legacy CHE. ECN should reconsider its position and pay for four ESInet connections for PSAPs which implement geo-diverse CHE systems. Having four ESInet connections provides improved resiliency and redundancy for a PSAP's 9-1-1 system and best serves the residents of its jurisdiction.

Estimated Metro Region cost: ~\$12,000 per PSAP per year, or \$216,000 annually in addition to ECN's current costs

## Vendor-provided Radio Technical Training

According to SECB standard, system administrators must go through training at least once every two years. To keep current with evolving technology, administrators request to attend training provided by a contracted technical vendor to fulfill this need.

Estimated Metro Region cost: ~\$40,000 per year

## CRTF Training and Exercising

The Metro Communications Response Task Force (CRTF) holds quarterly training/exercises for deployable personnel to remain current on local, state, and national standards. These deployable personnel typically are assigned to assist in the field, the command post, EOCs, and PSAPs during planned and emergent events.

Estimated Metro Region cost: ~\$10,000 per year

## Staff Recruitment & Retention

Public safety disciplines, including PSAPs and LMR technology departments, struggle to recruit and retain employees. There is a need to establish a program to actively recruit new staff to address worker shortages and to retain employees. The Emergency Medical Services Regulatory Board has established a pilot grant to focus on EMS employee sustainability. Similar programs should be instituted for other public safety disciplines, though with this request the focus is on public safety telecommunicators and system technologists. The metro region would like to contract with a vendor to place targeted recruitment ads via radio, flyers, videos, and social media platforms. This item may also address the needs to fill new positions related to Next Generation 9-1-1 features and functionalities.

Estimated Metro Region cost: ~\$100,000 per year

## Ongoing Maintenance for Existing ARMER Infrastructure

Every five years, the State of Minnesota (specifically MnDOT) executes a service contract with Motorola for maintenance and upgrades to the ARMER system. A combination of 9-1-1 fees, state funds, and federal trunk highway funds are used to fund maintenance of state-owned radio infrastructure. Counties and the City of Minneapolis own "local enhancements" which are additional tower sites or channels interconnected with the state-owned sites to provide adequate coverage for local users. These local enhancements are shared with general users of the ARMER system. Local enhancements and backhaul to the regional network are funded by the owning agencies. Since the state-owned and local enhancements form the completed radio network, a funding source to assist in the maintenance of the local enhancement sites is needed.

Estimated Metro Region cost: ~\$500,000

## Subscriber Equipment Replacement

The subscriber radios (mobiles and portables) used to communicate on the ARMER statewide system have a finite lifespan. These radios reach end-of-life when firmware, batteries, or replacement parts become unavailable. Continuing to use outdated subscriber equipment results in distorted or incomplete communications. Equipment replacement is typically funded locally with no state or federal dollars associated; having shared funding for these shared resources would be ideal to ensure the quality and consistency of emergency communications.

Estimated Metro Region cost: ~\$11 million

## Additional Local Enhancement for Capacity/Coverage Needs

As the population in the region continues to increase and new buildings are constructed, local subsystem owners need to add additional ARMER tower site to increase coverage and capacity to meet higher density population centers.

Estimated Metro Region cost: ~\$50 million