Metro Region ARMER Standards

Section 1 – Metro 1.8.0 Moves, Additions and Changes
Date Established   **4-04-01**
Date Revised/Reviewed   **4-11-19**

1. **Purpose or Objective**
    To establish the procedure for approval of moves, additions and changes (MACs) to the regional public safety radio system.

2. **Technical Background**
    - Capabilities - None
    - Constraints - None

3. **Operational Context**
    Since changes to the regional public safety radio system may affect more than one participant, changes and upgrades will need to be reviewed by the Metropolitan Emergency Services Board's (MESB) Radio Technical Operations Committee (RTOC) for possible performance or cost impact to some or all users of the system.

    Some hardware/software MACs may require that changes be implemented region-wide. This could require all system and sub-systems to be upgraded at the same time in order to implement the change. With the different system owners involved, an agreement may not be reached on the need for the change or there may not be the ability of all the owners to arrange for funding of the change at the same time.

    Some MACs may cause an incremental increase in required system resources beyond what is available in the system. For these MACs there could be a significant cost in obtaining the resources required.

    The following is a listing of some, but not all, of the possible MACs that may occur with the system:

    Non-Participant Initiated
    - Requests to operate on system, including approval of fleetmap
    - Requests to add sub-system and join system, including approval of fleetmap
    - Request for ancillary use of excess capacity on the metro area backbone

    Participant Initiated
    - Request for ancillary use of excess capacity on the metro area backbone
    - Request for system software upgrades for feature additions
    - Requests to change subsystem, additional channels, site relocation
    - Requests for more radio or talkgroup ID blocks (see SECB Standard LMR-47)
    - Request for additional logger ports
    - Requests for new user categories which were not anticipated or included in the original RTOC-approved plan
    - Requests for additional consoles

- Requests which change previously approved connections to the ARMER system, i.e. port connections, microwave connections, logging connections
- Requests for moves, additions or changes to add bi-directional amplifier systems and/or distributive antenna systems

Infrastructure equipment changes and changes initiated by upgrades (see SECB Standard LMR-47).

Regulatory change initiated
- FCC
- State legislation

It is difficult to conceive of or list all the possible changes that may occur to the system. As System Managers become aware that changes or upgrades are required or may be required to the system, they must submit requests or make notification of the changes or upgrades to the MESB, via the Radio Services Coordinator.

4. **Recommended Protocol/Standard**
   Requests for MACs or ancillary use of excess capacity to the metropolitan region of the ARMER system shall be submitted in writing to the MESB. The request shall include full description of the MAC, along with any costs associated with the MAC.

5. **Recommended Procedure**
   Routine requests shall be submitted to the appropriate system or sub-system administrator. If the resources are available at the system or sub-system level the request will be handled between system owners. If additional resources are required from the system, a request shall be forwarded to the MESB and/or the Statewide System Administrator.

   The MESB will forward the request to the RTOC for review and recommendation.

   A complete review will be made by the RTOC to determine:
   - Technical and operational impact to current system performance, which system or subsystem will be impacted
   - Conformance with MESB and ARMER standards
   - Cost impact to the MESB and current participants
   - If other alternatives exist
   - Impact on future system capacity and plans

   The RTOC will return its findings to MESB along with recommendations.

   The MESB may approve, modify or deny the request. If approved, the MESB will determine how the MAC is to be paid for and any cost allocations to system participants as outlined in section 6 of the system standards manual.

   Requests for MACs that have been approved by the MESB that have an impact on system capacity or performance of the regional backbone infrastructure or have cost implications to MnDOT shall be forwarded to MnDOT for approval. (This is to be done as outlined in the co-operative agreement between the MESB and MnDOT).

   If the MAC is approved, a contractor agreement may be required by the MESB, and if so, it will be negotiated and implemented with the affected parties.

6. Management

The appropriate System Manager will be responsible for the routine day-to-day moves, changes or additions within their appropriate system or subsystem.

The MESB is responsible for approval of MACs that impact the metropolitan region of the ARMER system.