



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

October 23, 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 September 25, 2024 Meeting** – Thompson
4. **Action Items**
  - A. State Patrol Talkgroup Request – Tim Boyer
  - B. Minneapolis Participation Plan Amendment – Rod Olson
  - C. Regional Radio Funding Priorities – Tracey Fredrick
  - D. Radio TOC Chair & Vice-Chair Appointments for 2025 – Fredrick
  - E. Appointments to SECB Committees – Fredrick
  - F. Radio TOC Meeting Dates for 2025 – Fredrick
5. **Moves, Additions & Changes to the System**
6. **Committee Reports**
  - A. System Managers Group/Metro Administrators – 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/COMU-STR Workgroup – Thompson/Timm/Jansen/Anderson
    - v. IPAWS – Haas
    - vi. Finance/Grants Workgroup – Fredrick/Rohret
7. **Other Business**
  - A. METAC Permission update – Fredrick
  - B. Discussion: Regional Radio Technician – Open Discussion
  - C. Discussion: Regional Approach to SUA – Open Discussion
8. **Adjourn**

*Reminder: Next meeting scheduled for November 20, 2024 \*3<sup>rd</sup> Wednesday due to Holiday\**

# Metropolitan Emergency Services Board

## Radio Technical Operations Committee

September 25, 2024  
Draft Meeting Minutes

### Members

Airport – Jeff Bjorklund  
Anoka County – **absent**  
Carver County – Peter Sauter  
Chisago County – Mike Parker  
Dakota County – Ron Jansen  
Hennepin County – Jake Thompson  
Isanti County – **absent**  
Metro Region EMS – Victoria Vadnais

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

**Guests:** Sara Boucher-Jackson, *Metro Airports*; Dalton Gruber, *Bloomington*; Frank Jarman, *Motorola*; Mike Melby, *North EMS*; and Chris Spetcher, *Hennepin*.

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

### 1. Call to Order

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

### 2. Approval of Agenda

*Motion made by Scott Haas, seconded by Jeff Bjorklund to approve the September 2024 Radio TOC meeting agenda. Motion carried.*

### 3. Approval of Minutes

*Motion made by Haas, seconded by Chad LeVasseur to approve the August 2024 Radio TOC meeting minutes. Motion carried.*

### 4. Action Items

#### A. COMU Recognitions/Renewals

##### i. Erin Quinn COML Recognition

Tracey Fredrick stated that Quinn is seeking initial recognition as a COML. Quinn currently works at the Ramsey County Emergency Communications Center. She completed the task book and submitted all ICS and COML course certifications. She has also been working as a COML trainee and authoring ICS 205s and has been engaged with the Metro CRTF team. She has agency support to be recognized as a COML.

Haas asked about the recognition/renewal process and if there was any further information on if the state board would begin to take over the procedure.

Nate Timm stated that the topic briefly came up at the COMU meeting and stated that he believed it was just a conceptual idea at this time.

Fredrick stated that she has not heard anything related to this transfer of processes and that she will bring it up at the next COMU workgroup.

*Motion made by Timm, seconded by Haas to approve the initial COML recognition of Erin Quinn. Motion carried.*

## **Metropolitan Emergency Services Board**

### **B. Bloomington Waiver Request**

Dalton Gruber stated that Bloomington is looking for a waiver to Metro Region ARMER Standard 3.15.0. Bloomington is looking to put ME LSEC 2E – 15E into 5 portable radios for medics on the Bloomington police SWAT team. Having these talkgroups will provide for smoother operations and interoperability, while reducing the risk of medics missing critical communications. These portable radios will be assigned to the medics and their supervisor who are embedded on the Bloomington Police ERU/SWAT team and will not be used by anyone else in the department. The medics and supervisor have undergone all CJIS data compliance training.

Haas asked if the portable radios would be used in day-to-day activities.

Gruber responded by stating they would not be for daily use and would only be used by medics when deployed in specific SWAT operation scenarios.

*Motion made by Timm, seconded by Victoria Vadnais to approve the Bloomington waiver request to standards. Motion carried.*

### **C. Radio Items for Regional Strategic Plan**

Fredrick stated that this has been briefly discussed for the last few meetings and a decision needs to be made today on what to include. After the August meeting, there were some suggestions for new and additional language to be added. Additional language around encryption, standards, and event response were suggested.

Haas stated that he would support additional language on funding for maintenance of the system.

Jill Rohret suggested that the encryption language be kept, as not all agencies are complete with that transition.

Fredrick said that the suggested changes will be made to existing item #3 under equipment activities and training activities.

*Motion made by Haas, seconded by Mike Mihelich to approve the Radio Items for the Regional Strategic Plan. Motion carried.*

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

### **6. Committee Reports**

#### **A. Metro Mobility Status Update**

LeVasseur stated that Metro Mobility continues to swap/upgrade various radio models. There are no new updates regarding usage statistics.

#### **B. System Managers Group/Metro Administrators – no meeting**

#### **C. MnDOT ARMER System Update**

There is no new report.

#### **D. SECB Committees**

##### **i. Steering**

The Steering Committee did not meet in September. The committee is scheduled to meet again in October.

##### **ii. LMR**

## **Metropolitan Emergency Services Board**

The committee met on September 10 and approved the Department of Corrections participation plan amendment. The committee will meet again in October.

### **iii. WBBA**

The committee did not meet.

### **iv. IOC/COMU-STR Workgroup**

The Interoperability Committee met on September 17. They confirmed two COMU applications and discussed the Burnsville and Scott County waiver requests.

### **v. IPAWS**

The committee met and discussed the new code for missing persons. This will have a July 2025 adoption date so there will be plenty of time to build new standards.

### **vi. Finance/Grants Workgroup**

Both groups met in the past month. The Finance Committee continued to discuss SCIP, regional needs, and fiscal agent responsibilities. The grants workgroup will be focusing on requirements for the next biennial SECB grant, which will begin in July 2025 and process implementation for upcoming changes. Both workgroups are scheduled to meet again in October.

## **7. Other Business**

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

There are no new requests.

### **B. Discussion: Regional Radio Technician**

There are no new updates.

### **C. Discussion: Regional Approach to SUA**

There are no new updates since last month. Fredrick stated that the MESB Board shared the same concerns as the Radio TOC. MnDOT is awaiting a new Motorola proposal.

## **8. Adjourn**

The meeting was adjourned at 1:21 p.m.

**Reminder: The next Radio TOC meeting is scheduled for October 23, 2024.**



# ARMER Talkgroup Request Form

For authorization of talkgroups  
not owned by the requesting agency.

## Requesting Entity Information

<b>Requesting Agency:</b> Minnesota State Patrol	<b>Date:</b> 9/18/2024
<b>Requesting Individual:</b> Timothy Boyer - Director	
<b>Address:</b> 1500 West CR B 2 Suite 320 Roseville MN	
<b>Telephone:</b> 651-757-1980	
<b>Email:</b> timothyboyer@state.mn.us	

## Reason for the Request

(e.g., to add talkgroups for the purpose of monitoring, interoperability, etc.)

To update talkgroup permissions, for the purpose of interoperability between allied agencies, in the event of a multi-agency response.

## Talkgroups Requested

## Provided by Authorizing Agency

Talkgroup Alias <small>(e.g., CM-CALL – CM-TAC12)</small>	Radio Types <small>(e.g., Portables, Mobiles, Consoles)</small>	Number of Radios <small>(e.g., QTY, Fleet, User group, Area of operation)</small>	Talkgroup ID <small>(HEX format, or specify)</small>	CKR# <small>(if encrypted)</small>
ME LESC 02E	Portables, Mobiles, Consoles	Fleet, Consoles		
ME LESC 03E	Portables, Mobiles, Consoles	Fleet, Consoles		
ME LESC 04E	Portables, Mobiles	Fleet		
ME LESC 05E	Portables, Mobiles	Fleet		
ME LESC 06E	Portables, Mobiles	Fleet		
ME LESC 07E	Portables, Mobiles	Fleet		
ME LESC 08E	Portables, Mobiles	Fleet		
ME LESC 09E	Portables, Mobiles	Fleet		
ME LESC 10E	Portables, Mobiles	Fleet		
ME LESC 11E	Portables, Mobiles	Fleet		
ME LESC 12E	Portables, Mobiles	Fleet		

*Filled only by authorizing agency from this point down.*

## Encrypted Talkgroup Request (if applicable, otherwise continue at Approval)

<b>Encryption type(s):</b>	<b>Key(s) to be shared via following process:</b>	
<input type="checkbox"/> ADP <input type="checkbox"/> DES-OFB <input type="checkbox"/> AES-256 <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> In-person encryption key transfer <input type="checkbox"/> Keyloader to Keyloader transfer <input type="checkbox"/> Loaded by granting agency Keyloader only <input type="checkbox"/> Other (please specify to the right)	

Note: if the requesting agency possesses a Keyloader, authorizing Keyloader to Keyloader transfer is typically the least labor intensive.

## Approval

## Conditions (if applicable)

(e.g., instructions on how to use; restrictions such as monitor only; renewal period from date of approval, etc.)

<input type="checkbox"/> YES <input type="checkbox"/> YES w/Conditions (see right) <input type="checkbox"/> NO	
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## Authorizing Entity Information (digital signature will be removed if edited after signing)

<b>Approved By:</b>	
<b>Approving Agency:</b>	
<b>Approver's Telephone:</b>	
<b>Approver's Email:</b>	
<b>Date of Approval:</b>	

Talkgroup Authorization Requests are considered by the talkgroups owner (city, county, or region) and should be submitted to that entity. Record of the authorization should be maintained by the authorizing entity and, if applicable, the entity's sponsoring agency.



# ARMER Talkgroup Request Form

For authorization of talkgroups  
not owned by the requesting agency.

**Approver's Signature:** *(provide in space to the right, digital option available)*

X \_\_\_\_\_

# Request for MnDOT Backhaul Capacity

Submitted by: City of Minneapolis

## Background

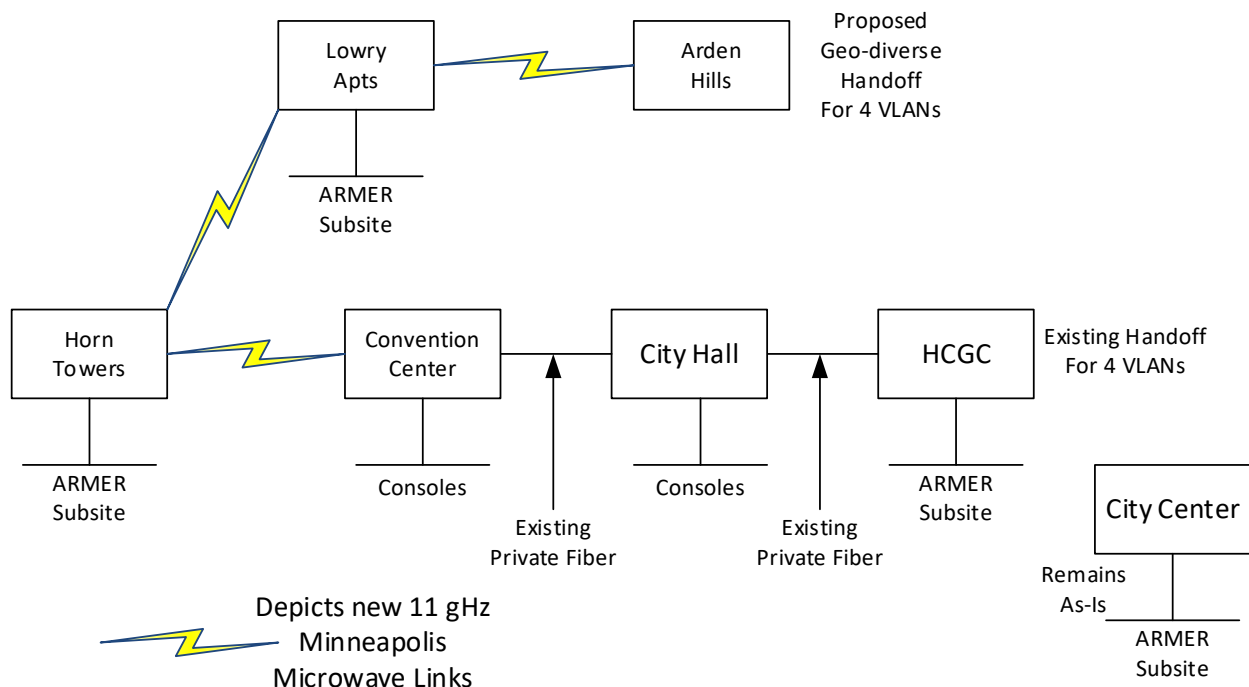
As an anchor tenant of the ARMER system, the City of Minneapolis has used the same ARMER traffic backhaul configuration for more than 20 years. As part of its microwave link modernization project the City seeks to harden its backhaul layout by adding link geographic diversity as described below.

## Current State

Today, all of Minneapolis ARMER console traffic passes through the Hennepin County government center. Over time the City has improved its dispatch capabilities formerly at a single (City Hall) location by adding backup console positions at a secure location in the Minneapolis Convention Center. To further add resilience to the console and ARMER trunking simulcast subsite connections the City requests to duplicate certain Ethernet VLAN appearance as the MnDOT Arden Hills site.

## Proposed & Requested Minneapolis ARMER Plan Modification

The City proposes and requests to have four (4) VLANs duplicated at the Arden Hills site. Specific VLAN identifiers have already been separately communicated to MnDOT representatives. Minneapolis would be responsible for transporting the ARMER traffic from the HCGC and Arden Hills site as depicted below. This request accomplishes geographic transport diversity and improves the resilience of the Minneapolis system.





## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** October 23, 2024  
**Agenda Item:** 4C. Approval of 2025 Regional Funding Priorities  
**Presenter:** Fredrick

### **RECOMMENDATION**

Applications for the Statewide Emergency Communications Board (SECB) Grant will open during the month of July and will likely be due in the July/August 2025 time frame. The Radio TOC must determine funding priorities to apply for this grant. This list will also be used should other funding opportunities arise.

The Radio TOC received the following awards from the recommended list in 2024 (in priority order):

- Communications Response Task Force (CRTF) training/exercise (\$3000)
- Assistance to attend the Public Safety Communications Conference (\$14000)

It is recommended to come up with a list of 3-5 top priorities for application, should funding be available.

### **BACKGROUND**

Emergency Communication Networks (ECN) Division and the Statewide Emergency Communications Board (SECB) require regions to annually approve regional funding priorities. These priorities are to include projects/items/concepts for which regions can apply for grant funds through the SECB process. In the past, grants were only open to radio projects.

### **ISSUES & CONCERNS**

The SECB grant is structured so that both 9-1-1 and radio projects apply for the same grant funds and are included in the same competitive structure.

State grant objectives and SECB funding hierarchy will determine which projects MESB staff will include in the grant applications. Generally, staff will apply for the highest priority project from both areas.

At this time, the only anticipated grant to apply for in 2025 will be the SECB grant. Should any opportunities become available that are not for a specific purpose (ex – TCPR training), the region would like to have the list of needs available to make applications.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:**

**October 23, 2024**

**Agenda Item:**

**4C. Approval of 2025 Regional  
Funding Priorities**

**Presenter:**

**Fredrick**

### **FINANCIAL IMPACT**

None to the MESB other than staff time to apply for and process grants. Equipment will likely require a 50% match from the awarded agency.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## **METROPOLITAN EMERGENCY SERVICES BOARD**

**Meeting Date:** October 23, 2024  
**Agenda Item:** 4D. Approval of 2025 Radio TOC Chair  
& Vice-Chair  
**Presenter:** Fredrick

### **RECOMMENDATION**

It is recommended that the committee members nominate and elect a Chair and Vice-Chair candidate to serve as the Radio TOC Chair and Vice-Chair for calendar 2025, subject to Board approval.

### **BACKGROUND**

According to MESB bylaws, the Radio TOC must make a recommendation to the Board on the Chair and Vice-Chair of the committee.

### **ISSUES & CONCERNS**

None.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL



## METROPOLITAN EMERGENCY SERVICES BOARD

**Meeting Date:** October 23, 2024  
**Agenda Item:** 4E. Approval of 2025 SECB Appointments  
**Presenter:** Fredrick

### **RECOMMENDATION**

Each year, the Radio Technical Operations Committee (TOC) makes recommendations to the Board for representation to the Statewide Emergency Communications Board (SECB) Land Mobile Radio, Interoperability, Wireless Broadband and Applications committees. The following represented the MESB in 2024:

#### *SECB Land Mobile Radio*

Primary: Nate Timm (Washington Co.)  
Alternate: *Mike Mihelich (Ramsey Co.)*

#### *SECB Wireless Broadband & Applications*

Primary: Rod Olson (Minneapolis)  
Alternate: Cory DeMuth (Anoka Co.)

#### *SECB Interoperability*

Primary: *Jake Thompson (Hennepin Co.)*  
Alternate: Nate Timm (Washington Co.)

### **BACKGROUND**

The Metropolitan Emergency Services Board, per Minnesota Statute Chapter 403, has a seat on the SECB, and has maintained seats on all SECB committees since the SECB's inception. The MESB makes its annual appointments to the SECB and its committees each January, thus the TOC should make its recommendations during the fall.

The SECB governs the ARMER system, Next Generation 9-1-1 (NG9-1-1) and interoperable data (FirstNet).

With the changes made to the COMU and STR workgroups to combine membership, anyone can now participate in those workgroups. If membership requirements change, the Radio TOC will again appoint Primary and Alternate membership to those committees.

### **ISSUES & CONCERNS**

Staff discussed the appointments listed in the recommendation with those that served in 2024. If others wish to serve as representative or alternate the Committee can discuss and make determinations during the meeting.

### **FINANCIAL IMPACT**

None to the MESB.

MOTION BY:  
SECONDED BY:  
MOTION:

PASS/FAIL

# **Metropolitan Emergency Services Board Radio Technical Operations Committee**

## **2025 Meeting Dates**

Wednesday, January 22, 2025

Wednesday, February 26, 2025

Wednesday, March 26, 2025

Wednesday, April 23, 2025

Wednesday, May 28, 2025

Wednesday, June 25, 2025

Wednesday, July 23, 2025

Wednesday, August 27, 2025

Wednesday, September 24, 2025

Wednesday, October 22, 2025

Wednesday, November 19, 2025\*

Wednesday, December 17, 2025\*

All meetings will be at 1:00 p.m. at the Metropolitan Counties Government Center,  
2099 University Avenue, St. Paul

\*Meetings in these months on the third Wednesday due to holidays.