



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

October 22, 2025, 1:00 p.m.

This meeting will be conducted in-person at the **MESB Board Room, 2099 University Ave W, St. Paul** and online at [WebEx Link](#). If joining via phone, please call 408.418.9388, using Access Code 2552 294 5681. If a password is requested, please use Radio.

1. **Call to Order** – Committee Chair, Jake Thompson
2. **Roll Call (if needed)** – Tracey Fredrick
3. **Approval of Agenda** – Thompson
4. **Approval of Minutes of September 24, 2025 Meeting** – Thompson
5. **Action Items**
 - A. COMU Recognitions/Renewals – Fredrick
 - i. Esther Hauss COML Recognition (page 6)
 - ii. Mike Parker COML Recognition (page 29)
 - iii. Gino Messina COML Recognition (page 51)
 - iv. James Mitchell COML Recognition (page 81)
 - v. Jim Zgoda COML Recognition (page 115)
 - vi. Alex Babcock COML Recognition (page 148)
 - vii. Mallory Blaiser COML Recognition (page 178)
 - B. Regional Funding Priority List for 2026 – Fredrick (page 212)
 - C. Radio TOC 2026 Meeting Dates – Fredrick (page 214)
 - D. Election of 2026 Radio TOC Chair and Vice Chair – Fredrick (page 215)
 - E. Nomination of Representation to SECB Committees – Fredrick (page 216)
6. **Discussion Items**
 - A. CRTF Discussion – Open Discussion
 - B. Regional Radio Technician – Open Discussion
7. **Moves, Additions, & Changes to the System**
8. **Committee Reports**
 - A. Metro Mobility Update – Chad LeVasseur (page 217)
 - A. System Managers Group/Metro Administrators – Ron Jansen
 - B. MnDOT ARMER System Update – Nick Schatz
 - C. SECB Committees
 - i. Steering – Fredrick/Jill Rohret
 - ii. LMR – Timm/Mike Mihelich
 - iii. WBBA – Rod Olson/Cory DeMuth
 - iv. IOC/ICT Branch Workgroup – Timm/Jansen/Anderson
 - v. IPAWS – Haas
 - vi. Finance/Grants Workgroup – Fredrick/Rohret
9. **Other Business**



METROPOLITAN EMERGENCY SERVICES BOARD RADIO TECHNICAL OPERATIONS COMMITTEE AGENDA

October 22, 2025, 1:00 p.m.

A. ME TAC Permissions Update – Fredrick

10. **Adjourn**

*Reminder: Next meeting scheduled for November 19, 2025 *please note: this is scheduled for the THIRD Wednesday in November**

Metropolitan Emergency Services Board

Radio Technical Operations Committee

September 24, 2025
Draft Meeting Minutes

Members

Airport – Jeff Bjorklund
Anoka County – Cory DeMuth
Carver County – Peter Sauter
Chisago County – Mike Parker
Dakota County – Ron Jansen
Hennepin County – Jake Thompson
Isanti County – Clinton Maxson
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 – **absent**
Washington County – **absent**
U of M – Jeff Lessard

Guests: Kristen Aronen, *Hennepin County (online)*; Sara Boucher-Jackson; *Airport (online)*; Leticia Cardenas, *City of Minneapolis*; Dalton Gruber, *Bloomington PD (online)*; Merlin Koskela, *Hennepin County (online)*; Andrew LaVenture, *Edina (online)*; and Kris Massie, *Hennepin County (online)*.

MESB Staff: Tracey Fredrick (online); and Jacob Kallenbach.

1. Call to Order

The meeting was called to order at 1:00 p.m.

2. Roll Call – not needed

3. Approval of Agenda

Motion made by Scott Haas, seconded by Cory DeMuth to approve the September 24, 2025, Radio TOC meeting agenda. Motion carried.

4. Approval of Minutes

Motion made by Chad LeVasseur, seconded by Haas to approve the August 27, 2025, Radio TOC meeting minutes. Motion carried.

5. Action Items

A. COMU Recognitions/Renewals

i. Joe McCollow COML Recognition

Tracey Fredrick said Joe McCollow is seeking his initial COML recognition. McCollow works at the University of Minnesota Emergency Communications Center. McCollow completed his taskbook, has been active in training, and has agency support.

Motion made by Jeff Bjorklund, seconded by Victoria Vadnais to approve the initial COML recognition for Joe McCollow. Motion carried.

ii. Dalton Gruber COML Recognition

Fredrick said Dalton Gruber is seeking his initial COML recognition. Gruber works for the Bloomington Police Department. Gruber has been active in training, completed his taskbook,

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and has agency support.

Motion made by Vadnais, seconded by Haas to approve the initial COML recognition for Dalton Gruber. Motion carried.

iii. Andrew Dumas COML Recognition

Fredrick said Andrew Dumas is seeking his initial COML recognition. Dumas works at the Hennepin County Sheriff's Office. Dumas has been active in training, completed his taskbook, and has agency support.

Motion made by Vadnais, seconded by Haas to approve the initial COML recognition for Andrew Dumas. Motion carried.

iv. Steven Labatt COML Recognition

Fredrick said Steven Labatt is seeking his initial COML recognition. Labatt works at the Hennepin County Sheriff's Office. Labatt completed his taskbook and has agency support.

Motion made by Vadnais, seconded by Haas to approve the initial COML recognition for Steven Labatt. Motion carried.

v. Steven Labatt INTD Renewal

Fredrick said Steven Labatt is seeking his INTD renewal. Labatt has acquired enough points for the renewal and is also looking to sync dates with the COML recognition.

Motion made by Vadnais, seconded by Haas to approve the INTD renewal of Steven Labatt. Motion carried.

B. Radio TOC Bylaws Changes

Fredrick said the Radio TOC Bylaws changes included language to recognize the online/hybrid meeting model and the yearly attendance requirement.

Motion made by Ron Jansen, seconded by Mike Mihelich to approve the Radio TOC Bylaws changes. Motion carried.

6. Discussion Items

A. Region Funding Priorities

Fredrick said the regional funding priorities document will be up for action in the October 2025 Radio TOC meeting. The document represents the region's funding priorities. The list is available for viewing in the meeting packet. Please bring any changes/additions to the October 2025 meeting.

B. Encryption Standard Discussion

Fredrick said this is a carry-over item on encryption from the previous Radio TOC meeting.

Jansen suggests creating a workgroup for encryption discussion. The other Radio TOC members agree with his statement.

Fredrick said to email her if interested in joining the encryption workgroup.

C. Regional Radio Technician

Mihelich said they are continuing to explore options and asked for the discussion to be tabled until the October 2025 Radio TOC meeting.

7. Moves, Additions, and Changes to the System – None

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8. Committee Reports

A. System Managers Group/Metro Administrators

There is no new update.

B. MnDOT ARMER System Update

There is no new update.

C. SECB Committees

i. Steering

Fredrick said the committee met earlier in September and discussed SCIP goals, and the Policy and Procedures Manual.

ii. LMR

Mihelich said the committee met in September and approved numerous county participation plan amendments and had a long discussion on the Motorola SUA.

iii. WBBA

Rod Olson said the committee met in September and viewed an expansion presentation from T-Mobile. International data communication plans and cross-border communications were also discussed.

iv. IOC/ICT Branch Workgroup

There is no new update.

v. IPAWS

Haas said two new IPAWS standards have been approved and are going to the SECB for approval.

vi. Finance/Grants Workgroup

Fredrick said the workgroup met and discussed financial standards and developed an SECB grant priority list.

9. Other Business

A. ME TAC Permissions Update

There are no new requests.

10. Adjourn

The meeting was adjourned at 1:28 p.m.

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name
(Last, First Middle) Haus, Esther Marie

Certifying Agency Anoka County Emergency Communications

County Anoka ECB/ESB Region Metropolitan / MESB

Agency Address 13535 Hanson Blvd NW. Andover, MN 55303

24/7 Telephone 763-427-1212 Business Telephone 763-324-5811

Email Address esther.hauss@anokacountymn.gov

Signature *Esther Haus* Date 09/23/2025

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 Kari Morrissey; Director

Agency Anoka County Emergency Communications Center

Signature *Kari Morrissey* Date 09/23/2025

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



FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1

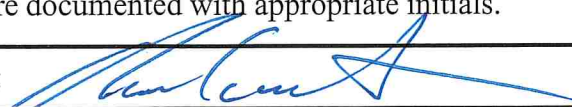
Type 2

Type 3

POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	<i>Esther Hauss</i>
DUTY STATION:	<i>Anoka County Emergency Communication Center</i>
PHONE NUMBER:	<i>763-427-1212 / office 763 324 5811</i>
E-MAIL:	<i>Esther.Hauss@anokacountymn.gov</i>
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	<i>Kari Morrissey</i>
TITLE:	<i>Director / ComL</i>
DUTY STATION:	<i>Anoka County ECC</i>
PHONE NUMBER:	<i>612-271-9441</i>
E-MAIL:	<i>Kari.Morrissey@anokacountymn.gov</i>
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	<i>Anoka County ECC</i>
DATE:	<i>8-15-2015</i>

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that	<u>ESTHER Hauss</u>
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>20-AUG-2025</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>Andrew LaVenture</u>
TITLE:	<u>COML</u>
DUTY STATION:	<u>Edina Fire</u>
PHONE NUMBER:	<u>952-826-0343</u>
E-MAIL:	<u>alaVenture@edinaMN.gov</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	_____
has successfully met all of 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 NAME:	
TITLE:	
DUTY STATION:	
PHONE NUMBER:	
E-MAIL:	

Evaluation Record Form

TRAINEE NAME: Esther Hauss
TRAINEE POSITION: COML
Evaluation Record Number: #1
Evaluator's name: Kari Morrissey
Incident/office title and agency: Anoka County Emergency Communications COML
Evaluator's home jurisdiction address and phone: 13535 Hanson Blvd NW, Andover, MN 763-324-5801 55304
Name and location of incident or simulation/exercise: Coon Rapids Carnival
Incident kind: Community Event
Number and kind of resources: Single COML
Evaluation period: July 2025
Position type: 3
Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments:
Date: 7-25-2025
Evaluator's initials: KM
Evaluator's relevant qualification: COML

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

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 by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that 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 a leader 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 Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- 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 reevaluated in the specific position and issued a new PTB.
- 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.

The PTB covers all type levels for a given position, but a trainee may check only one "Type" box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

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

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- 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 of the listed circumstances.

Code C: Task performed in 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.

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 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 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.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

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 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

TRAINEE NAME: Esther Hauss
TRAINEE POSITION: COML
Evaluation Record Number: #2
Evaluator's name: Andrew LaVenture
Incident/office title and agency: Edina Fire: COML
Evaluator's home unit address and phone: 6250 Tracy Ave Edina, MN 55436 952-826-0343
Name and location of incident or simulation/exercise: Camp Ripley Northstar III
Incident kind: Functional Exercise
Number and kind of resources: 1 COMU
Evaluation period: 20-AUG-2025
Position type: 3
Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments:
Date: 20-AUG-2025
Evaluator's initials: AL
Evaluator's relevant qualification: COML

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of COML and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE	
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures 	<p>C, E, F, I, J, T</p>	<p>-</p>	<p>KM 8-15-25</p>	
	<p>F</p>	<p>#2</p>	<p></p>	<p>AL 8/20/25</p>
	<p>C</p>	<p>#1</p>	<p></p>	<p>KM 8-15-25</p>
	<p>C</p>	<p>#1</p>	<p></p>	<p>KM 8-15-25</p>
	<p>C</p>	<p>#1</p>	<p>KM 8-15-25</p>	

1b. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include:</p> <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans 	<p>E, F, I E F</p>	<p>#1 #2</p>	<p>KM 8-15-25 AL 8/20/25</p>

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>3. Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.</p>	<p>E, F, I F</p>	<p>#2</p>	<p>AL 8/20/25</p>

2. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities.	E, F, I, J F	#2	AL 8/20/25
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	E, F, I, J F	#2	AL 8/20/25
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F, I, J F	#2	AL 8/20/25

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> • Receive and transmit current and accurate information • Communicate changes to the Incident Action Plan (IAP) or relevant plans • Inform appropriate team members of significant changes in operations • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports • Coordinate with operations regarding system coverage and needs • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs 	E, F, I F	#2	AL 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident:</p> <ul style="list-style-type: none"> • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate • Identify resources by type/qualifications, quantity, and location • Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts 	<p>E, F, I F</p>	<p>#2</p>	<p>AL 8/20/25</p>
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.</p>	<p>E, F, I</p>	<p>#1</p>	<p>KM 8-15-25</p>
	<p>F</p>	<p>#2</p>	<p>AL 8/20/25</p>

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: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	E, F, I F	#2	AL 8/20/25
<p>11. Initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) • Keep records for local and national resources to ensure return to proper locations 	E, F, I F	#2	AL 8/20/25

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>12. Design communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations • Order frequencies following the proper procedures • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs 	E, F, I F	#2	AL 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: <ul style="list-style-type: none"> Determine locations for telephone/data networks to be installed 	E, F, I F	#2	AL 8/20/25
14. Request additional telephone communications services: <ul style="list-style-type: none"> Identify cost and options associated with equipment/services Determine whether service can be provided in a timely manner 	E, F, I F	#2	AL 8/20/25
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	E, F, I F	#2	AL 8/20/25
16. Request additional data/internet communications services: <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	E, F, I F	#2	AL 8/20/25
17. Provide basic training as needed for equipment being deployed	E, F, I F	#2	AL 8/20/25

4. Competency: Ensure completion of assigned actions to meet identified objectives

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

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	E, F, I F	#2	AL 8/20/25
19. Install communications equipment: <ul style="list-style-type: none"> • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: <ul style="list-style-type: none"> ○ Command repeater ○ Logistics repeater ○ Links (radio and wire-based) ○ Remotes ○ Gateways ○ Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel • Clone or program radios, as necessary and authorized 	E, F, I F	#2	AL 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>20. Assign communications equipment:</p> <ul style="list-style-type: none"> • Identify kind and number of communications equipment to be distributed to specific units according to the communications plan • Provide resources and unit leaders with appropriate equipment based on the communications plan • Provide basic training as needed on equipment being fielded • Maintain equipment inventory to provide accountability 	E, F, I F	#2	AC 8/20/25
<p>21. Establish Incident Communications Center (ICC):</p> <ul style="list-style-type: none"> • Coordinate location of ICC with Facilities Unit Leader • Locate ICC close to the Incident Command Post and away from high-traffic areas and noise • Locate ICC away from radio frequency and electronic noise • Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements • Obtain necessary supplies for ICC to function properly 	E, F, I, R F	#2	AC 8/20/25
<p>22. Manage operations of the ICC:</p> <ul style="list-style-type: none"> • Document radio/telephone activities on appropriate forms • Set up filing system for ICC documentation • Direct radio/telephone traffic to proper destinations • Establish notification procedures for emergency messages • Identify system problems, both technical and operational, and determine appropriate solutions • Follow established routing procedures for messages 	E, F, I, R F	#2	AC 8/20/25
<p>23. Perform operational tests of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment • Monitor all gateways in use • Plan for battery replacement • Act decisively to minimize interruptions in system operation 	E, F, I F	#2	AC 8/20/25



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This is to certify that
Esther Hauss
successfully completed

NIMS ICS All-Hazards Communications Unit Leader
Minneapolis, Minnesota

2.5 IACET CEU

January 13 - 16, 2025

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University





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**NATIONAL DISASTER &
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UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ESTHER M HAUSS

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

**IS-100.c: Introduction to Incident Command
System, ICS-100**

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University





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**IS-200.c: Basic Incident Command System
for Initial Response ICS-200**

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.40 IACET CEU

Issued this 24th Day of November, 2024



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

**IS-700.b: An Introduction to the
National Incident Management System**

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.40 IACET CEU

Issued this 24th Day of November, 2024



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UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ESTHER M HAUSS

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

IS-800.d: National Response Framework, An

Introduction

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.30 IACET CEU

Issued this 6th Day of December, 2024



This Certificate of Achievement is to acknowledge that

Esther Hauss

has affirmed a dedication to serve in times of crisis through continued professional development and completion of the following emergency management course

**E/L/G 300 Intermediate Incident Command System for Expanding
Incidents, ICS 300
January 29-31, 2025
24 Hours**



A handwritten signature in black ink, appearing to read "Greg Hayes".

Greg Hayes
Certified HSEM Instructor



This Certificate of Achievement is to acknowledge that

Esther Hauss

has affirmed a dedication to serve in times of crisis through continued professional development and completion of the following emergency management course

E/L/G 400 Advanced Incident Command System for Complex Incidents
April 15 & 16, 2025

Greg Hayes
Certified HSEM Instructor

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Parker, Michael


Certifying Agency Chisago County Department of Enterprise Services

County Chisago ECB/ESB Region Metro

Agency Address 313 Main St North, Rm 140, Center City, MN 55012

24/7 Telephone 763-290-9202 Business Telephone 651-213-8211

Email Address mike.parker@chisagocountymn.gov

Signature  Date 9/24/25


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 Jon Eckel Director D.E.S.

Agency Chisago County

Signature  Date 9-23-2025

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 _____



FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

**POSITION TASK BOOK
FOR THE POSITION OF**

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1


Type 2

Type 3

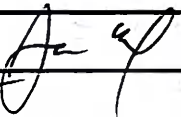
POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	MICHAEL PARKER
DUTY STATION:	CHICAGO COUNTY EMERGENCY COMMUNICATION SERVICES
PHONE NUMBER:	763-290-9202
E-MAIL:	MIKE.PARKER@CHICAGOCOUNTYMN.GOV
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	NATE TIMM
TITLE:	RADIO SYSTEM MANAGER
DUTY STATION:	WASHINGTON COUNTY SHERIFF'S OFFICE
PHONE NUMBER:	651-430-7863
E-MAIL:	NATE.TIMM@WASHINGTONCOUNTYMN.GOV
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	CAMP RIPLEY "NORTH STAR 3"
DATE:	8/19/2025

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that	<u>MICHAEL PARKER</u>
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>8/20/25</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>NATE TIMM</u>
TITLE:	<u>RADIO SYS MANAGER</u>
DUTY STATION:	<u>WASHINGTON CO SHERIFF'S OFFICE</u>
PHONE NUMBER:	<u>651-430-7863</u>
E-MAIL:	<u>NATE-TIMM@CO.WASHINGTON.MN.US</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	<u>Mike Parker</u>
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	<u>9-23-2025</u>
OFFICIAL'S NAME:	<u>Jon Eckel</u>
TITLE:	<u>Director D.E.S.</u>
DUTY STATION:	<u>Chisago County</u>
PHONE NUMBER:	<u>651 213 8201</u>
E-MAIL:	<u>Jon.Eckel@chisago-county.mn.gov</u>

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

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 by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that 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 a leader 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 Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- 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 reevaluated in the specific position and issued a new PTB.
- 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.

The PTB covers all type levels for a given position, but a trainee may check only one “Type” box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

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

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- 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 of the listed circumstances.

Code C: Task performed in 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.

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 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 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.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

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 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

TRAINEE NAME: MIKE PARKER
TRAINEE POSITION: COML
Evaluation Record Number: 1
Evaluator's name: NATE TIMM
Incident/office title and agency: WASHINGTON CO SHERIFF'S OFFICE
Evaluator's home unit address and phone: 1505 62nd ST N STEWART/651-430-7863
Name and location of incident or simulation/exercise: NORTH STAR 3 - CAMP RIPLEY
Incident kind: FUNCTIONAL EXERCISE (F)
Number and kind of resources: CIVILIAN AND NATIONAL GUARD - TYPE III
Evaluation period: 8/18/25 - 8/21/25
Position type: COML (T)
Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments: WELL DONE, AND TRAINEE IS READY FOR RECOGNITION.
Date: 8/20/25
Evaluator's initials: NT
Evaluator's relevant qualification: COML/AUXC TRAINER ; COM T

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of COML and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ✓ ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: ✓ <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) • Supplies: ✓ <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures 	C, E, F, I, J, T F	1	NT 8/20/25

1b. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include: <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans 	E, F, I F	1	MT 8/20/17

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.	E, F, I F	1	MT 8/20/17

STATUS BOARD.

2. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities.	E, F, I, J F	1	NT 8/20/25
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	E, F, I, J F	1	NT 8/20/25
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F, I, J F	1	NT 8/20/25

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> • Receive and transmit current and accurate information • Communicate changes to the Incident Action Plan (IAP) or relevant plans 2-5 ✓ • Inform appropriate team members of significant changes in operations ✓ • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports ✓ • Coordinate with operations regarding system coverage and needs • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs 	E, F, I F	1	NT 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident:</p> <ul style="list-style-type: none"> • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate <i>S.B. ✓</i> • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate <i>✓</i> • Identify resources by type/qualifications, quantity, and location • Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts <i>✓</i> 	<p>E, F, I <i>F</i></p>	<p><i>1</i></p>	<p><i>NT 8/20/25</i></p>
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations. <i>S.B.</i></p>	<p>E, F, I <i>F</i></p>	<p><i>1</i></p>	<p><i>NT 8/20/25</i></p>

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: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ✓ • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period ✓ 	E, F, I F	1	NT 8/20/25
<p>11. Initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources ✓ • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) 2:1 • Keep records for local and national resources to ensure return to proper locations ✓ 	E, F, I F	1	NT 8/20/25

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>12. Design communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan ✓ • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment ✓ • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations ✓ • Order frequencies following the proper procedures ✓ • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs 	E, F, I F	1	NT 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: <ul style="list-style-type: none"> Determine locations for telephone/data networks to be installed <i>SIMULATED (COMT)</i>	E, F, I F	1	NT 8/20/25
14. Request additional telephone communications services: <ul style="list-style-type: none"> Identify cost and options associated with equipment/services Determine whether service can be provided in a timely manner <i>SIMULATED (COMT)</i>	E, F, I F	1	NT 8/20/25
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner <i>VENDORS- DAY 2</i>	E, F, I F	1	NT 8/20/25
16. Request additional data/internet communications services: <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner <i>VENDOR- DAY 2</i>	E, F, I F	1	NT 8/20/25
17. Provide basic training as needed for equipment being deployed <input checked="" type="checkbox"/>	E, F, I F	1	NT 8/20/25

4. Competency: Ensure completion of assigned actions to meet identified objectives

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

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size. ✓	E, F, I F	1	NT 8/20/25
19. Install communications equipment: <ul style="list-style-type: none"> • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: <ul style="list-style-type: none"> ○ Command repeater ✓ ○ Logistics repeater ○ Links (radio and wire-based) ○ Remotes ○ Gateways ✓ ACW 2000 ○ Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel • Clone or program radios, as necessary and authorized 	E, F, I F	1	NT 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>20. Assign communications equipment:</p> <ul style="list-style-type: none"> Identify kind and number of communications equipment to be distributed to specific units according to the communications plan Provide resources and unit leaders with appropriate equipment based on the communications plan Provide basic training as needed on equipment being fielded ✓ Maintain equipment inventory to provide accountability ✓ 	E, F, I F	1	NT 8/20/25
<p>21. Establish Incident Communications Center (ICC): ✓</p> <ul style="list-style-type: none"> Coordinate location of ICC with Facilities Unit Leader ✓ Locate ICC close to the Incident Command Post and away from high-traffic areas and noise Locate ICC away from radio frequency and electronic noise Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements ✓ Obtain necessary supplies for ICC to function properly 	E, F, I, R F	1	NT 8/20/25
<p>22. Manage operations of the ICC:</p> <ul style="list-style-type: none"> Document radio/telephone activities on appropriate forms ✓ Set up filing system for ICC documentation ✓ Direct radio/telephone traffic to proper destinations ✓ Establish notification procedures for emergency messages Identify system problems, both technical and operational, and determine appropriate solutions Follow established routing procedures for messages ✓ 	E, F, I, R F	1	NT 8/20/25
<p>23. Perform operational tests of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment Monitor all gateways in use ✓ Plan for battery replacement ✓ <i>COCUS RADIOS</i> Act decisively to minimize interruptions in system operation 	E, F, I F	1	NT 8/20/25



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This is to certify that

Mike Parker

successfully completed

**NIMS ICS All-Hazards Communications Unit Leader
Minneapolis, Minnesota**

2.5 IACET CEU

January 13 - 16, 2025

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MICHAEL J PARKER

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

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 17th Day of September, 2014



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

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MICHAEL J PARKER

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**

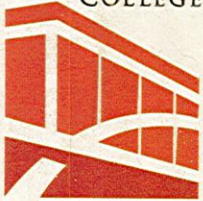
Issued this 17th Day of September, 2014



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

Tony Russell
Superintendent
Emergency Management Institute

CENTURY
COLLEGE



Certificate of Completion

Awarded to

Michael Parker

for successfully completing

ICS 300 NFA/FEMA Expanding Incidents

24 Contact Hours

In acknowledgment thereof these signatures are affixed on this day,

01/30/2020



Dr. Mousa...

Dean of Continuing Education & Customized Training



FEMA

National Fire Academy

Michael James Parker

is awarded this certificate in recognition of completion
of the NFA State/Local Partner-Sponsored Training

ICS 400, Advanced ICS for Command and General Staff Complex

Incidents and MACS for Operational First Responders

Woodbury, Minnesota

March 11 - 12, 2020

This course meets the NIMS requirements for ICS-400.

A handwritten signature in black ink, reading "Anya L. Hoover".

Superintendent
National Fire Academy

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MICHAEL J PARKER

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

IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 18th Day of September, 2014



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

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MICHAEL J PARKER

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

IS-00800.d

National Response Framework, An Introduction

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

Issued this 1st Day of June, 2021



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

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name

(Last, First Middle)

Messina, Gino Anthony

Certifying Agency

Dakota 911

County

Dakota

ECB/ESB Region

Metro

Agency Address

2860 160th ST W, Rosemount, MN 55068

24/7

Telephone

(612) 202-7733

Business

Telephone

(651) 322-2323

Email Address

gmessina@dakota911mn.gov

Signature

Date

10/01/2025

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

Andy Schoo PST Supervisor (COML)

Agency

Dakota 911

Signature

Date

10/01/2025

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



FEMMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

GINO MESSINA

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

IS-100: Introduction to the Incident

Command System, ICS-100

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.30 IACET CEU

Issued this 16th Day of June, 2006



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EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

GINO MESSINA

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

**IS-200: ICS for Single Resources
and Initial Action Incidents, ICS-200**

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.30 IACET CEU

Issued this 16th Day of June, 2006



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UNIVERSITY**

This Certificate of Achievement is to acknowledge that

GINO MESSINA

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

**IS-700: National Incident Management System
(NIMS), An Introduction**

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.30 IACET CEU

Issued this 12th Day of March, 2006



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**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**



This Certificate of Achievement is to acknowledge that

GINO MESSINA

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

IS-800.d: National Response Framework, An

Introduction

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University




0.30 IACET CEU

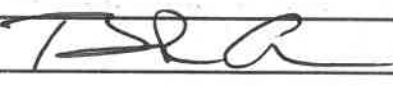
Issued this 6th Day of May, 2024

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that	<u>Gino Messina</u>
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>09/30/2025</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>Andy Schoo</u>
TITLE:	<u>PST Supervisor (COML)</u>
DUTY STATION:	<u>Dakota 911</u>
PHONE NUMBER:	<u>651-322-8666</u>
E-MAIL:	<u>aschoo@dakota911mn.gov</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	<u>Gino Messina</u>
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	<u>9/30/2025</u>
OFFICIAL'S NAME:	<u>BRENT ANDERSON</u>
TITLE:	<u>OPERATIONS DIRECTOR</u>
DUTY STATION:	<u>DAKOTA 911</u>
PHONE NUMBER:	<u>651-322-1902</u>
E-MAIL:	<u>banderson@dakota911mn.gov</u>

Version: September 2017



FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1

Type 2

Type 3

POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	<i>Gino Messina</i>
DUTY STATION:	<i>Dakota 911</i>
PHONE NUMBER:	<i>651-322-2323</i>
E-MAIL:	<i>gmessina@dakota911mn.gov</i>
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	<i>Andy Schoo</i>
TITLE:	<i>Public Safety Telecommunicator Supervisor (COML)</i>
DUTY STATION:	<i>Dakota 911</i>
PHONE NUMBER:	<i>651-322-8666</i>
E-MAIL:	<i>aschoo@dakota911mn.gov</i>
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	<i>Camp Ripley Northstar II COMMEX</i>
DATE:	<i>August 17th - 21st, 2024</i>

Version: September 2017

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>20. Assign communications equipment:</p> <ul style="list-style-type: none"> • Identify kind and number of communications equipment to be distributed to specific units according to the communications plan • Provide resources and unit leaders with appropriate equipment based on the communications plan • Provide basic training as needed on equipment being fielded • Maintain equipment inventory to provide accountability 	<p>F, I</p>	<p>1</p>	<p>AS 9/30/25</p>
<p>21. Establish Incident Communications Center (ICC):</p> <ul style="list-style-type: none"> • Coordinate location of ICC with Facilities Unit Leader • Locate ICC close to the Incident Command Post and away from high-traffic areas and noise • Locate ICC away from radio frequency and electronic noise • Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements • Obtain necessary supplies for ICC to function properly 	<p>F, I, R</p>	<p>1</p>	<p>AS 9/30/25</p>
<p>22. Manage operations of the ICC:</p> <ul style="list-style-type: none"> • Document radio/telephone activities on appropriate forms • Set up filing system for ICC documentation • Direct radio/telephone traffic to proper destinations • Establish notification procedures for emergency messages • Identify system problems, both technical and operational, and determine appropriate solutions • Follow established routing procedures for messages 	<p>F, I, R</p>	<p>1</p>	<p>AS 9/30/25</p>
<p>23. Perform operational tests of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment • Monitor all gateways in use • Plan for battery replacement • Act decisively to minimize interruptions in system operation 	<p>F, I</p>	<p>1</p>	<p>AS 9/30/25</p>

4. Competency: Ensure completion of assigned actions to meet identified objectives

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

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	E, F, I	1	AS 9/30/25
19. Install communications equipment: <ul style="list-style-type: none"> • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: <ul style="list-style-type: none"> ○ Command repeater ○ Logistics repeater ○ Links (radio and wire-based) ○ Remotes ○ Gateways ○ Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel • Clone or program radios, as necessary and authorized 	E, F, I	1	AS 9/30/25

Position Task Book: COML

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: <ul style="list-style-type: none"> Determine locations for telephone/data networks to be installed 	ⓔ F, I	AS 1	AS 9/30/25
14. Request additional telephone communications services: <ul style="list-style-type: none"> Identify cost and options associated with equipment/services Determine whether service can be provided in a timely manner 	ⓔ F, I	1	AS 9/30/25
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	ⓔ F, I	1	AS 9/30/25
16. Request additional data/internet communications services: <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	ⓔ F, I	1	AS 9/30/25
17. Provide basic training as needed for equipment being deployed	ⓔ F, I	1	AS 9/30/25

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: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period. 	⓪ F, I	1	AS 9/30/25
<p>11. Initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) • Keep records for local and national resources to ensure return to proper locations 	⓪ F, I	1	AS 9/30/25

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>12. Design communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations • Order frequencies following the proper procedures • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs 	⓪ F, I	1	AS 9/30/25

Position Task Book: COML

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident:</p> <ul style="list-style-type: none"> • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate • Identify resources by type/qualifications, quantity, and location • Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts 	O.F. I	1	AS 9/30/25
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.</p>	O.F. I	1	AS 9/30/25

2. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities.	F, I, J	1	AS 9/30/25
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	F, I, J	1	AS 9/30/25
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	F, I, J	1	AS 9/30/25

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> • Receive and transmit current and accurate information • Communicate changes to the Incident Action Plan (IAP) or relevant plans • Inform appropriate team members of significant changes in operations • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports • Coordinate with operations regarding system coverage and needs • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs 	F, I	1	AS 9/30/25

1b. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include:</p> <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans 	<p>⓪ F, I</p>	<p>1</p>	<p>AS 9/30/25</p>

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>3. Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.</p>	<p>⓪ F, I</p>	<p>1</p>	<p>AS 9/30/25</p>

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of COML and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures 	<p>C, F, I, J, T</p>	<p>1</p>	<p>AS 9/30/25</p>

Evaluation Record Form

TRAINEE NAME:	Gino Messina
TRAINEE POSITION:	Public Safety Telecommunicator
Evaluation Record Number:	1
Evaluator's name:	Andy Schoo
Incident/office title and agency:	COML - Dakota 911
Evaluator's home unit address and phone:	2860 160th St W. Rossmount, MN 55068 651-322-8666
Name and location of incident or simulation/exercise:	Northstar 11 COMPLEX - Camp Ripley
Incident kind:	COMPLEX
Number and kind of resources:	
Evaluation period:	August 17th-21st, 2024
Position type:	COML
Recommendation:	<p>The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>
Additional recommendations/comments:	
Date:	9/30/2025
Evaluator's initials:	AS
Evaluator's relevant qualification:	COML

Version: September 2017

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 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 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.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

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 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.

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.

The PTB covers all type levels for a given position, but a trainee may check only one “Type” box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

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

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- 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 of the listed circumstances.

Code C: Task performed in 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.

Version: September 2017

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

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 by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that 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 a leader 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 Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- 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 reevaluated in the specific position and issued a new PTB.
- 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.

Version: September 2017



FEMA

National Disaster & Emergency Management University

Independent Study Program

Student Transcript

09/30/2025

GINO MESSINA

SID#: XXXXXX4576

IS-00100: Introduction to the Incident Command System, ICS-100

Date Completed: 6/16/2006

CEU: 0.30

IS-00144: Telecommunicators Emergency Response Taskforce (TERT) Basic Course

Date Completed: 10/9/2020

CEU: 0.30

IS-00144.a: TERT Basic Course

Date Completed: 4/21/2024

CEU: 0.30

IS-00200: ICS for Single Resources and Initial Action Incidents, ICS-200

Date Completed: 6/16/2006

CEU: 0.30

IS-00230: Principles of Emergency Management

Date Completed: 1/30/2007

CEU: 1.00

IS-00247.b: Integrated Public Alert and Warning System (IPAWS) for Alert Originators

Date Completed: 10/9/2020

CEU: 0.20

IS-00700: National Incident Management System (NIMS), An Introduction

Date Completed: 3/12/2006

CEU: 0.30

IS-00800.d: National Response Framework, An Introduction

Date Completed: 5/6/2024

CEU: 0.30

******* END OF TRANSCRIPT *******



Anoka County
MINNESOTA

This Certificate of Achievement is to acknowledge that,

Gino Messina

has affirmed a dedication to serve in times of crisis through continued professional development and completion of the following emergency management course.

ICS-300: Intermediate ICS for Expanding Incidents
May 8, 2024 – May 10, 2024
24 Hours



Greg Hayes

Greg Hayes
Certified HSEM Instructor



FEMA

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

GINO MESSINA

has successfully completed

Advanced Incident Command System for Complex Incidents, ICS-400

Saint Paul, Minnesota,

15 Hours

November 5 - 6, 2024


David Coatney, Director
Texas A&M Engineering Extension Service


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



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This is to certify that

Gino Messina

successfully completed

**NIMS ICS All-Hazards Communications Unit Leader
Minneapolis, Minnesota**

2.5 IACET CEU

January 13 - 16, 2025



Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name: <i>GINO MESSINA</i>	2. Incident Name: <i>Happy Valley Fire</i>	3. Incident Number: <i>2024-008</i>
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10. Evaluation

Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: 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.
18. Consideration for Personnel/Team Welfare: 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.
19. Directing Others: 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 checked="" 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 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.
20. Judgment/Decisions Under Stress: 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.
21. Initiative 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.
22. Physical Ability for the Job: 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.
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	<input checked="" type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input type="checkbox"/>	Ensured that safe operating procedures were followed.	<input type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.

24. Remarks:

25. Rated Individual (This rating has been discussed with me):
 Signature: _____ Date/Time: _____

26. Rated by: Name: *SELF Evaluation* Signature: *[Signature]*
 Home Unit: *Delaware 811* Position Held on This Incident: *INTD*

ICS 225 Date/Time: _____

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT						
1. Name: (Self) <i>Gino Messina</i>		2. Incident Name: <i>Happy Valley Fire</i>		3. Incident Number: <i>2024-008</i>		
4. Home Unit Name and Address: <i>Dulcote 911 2860 160th ST W Astoria</i>			5. Incident Agency and Address: <i>55068</i>			
6. Position Held on Incident: <i>INTD</i>		7. Date(s) of Assignment: From: <i>8/19/24</i> To: <i>8/22/24</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>FIRE</i>						
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	
5 – Exceeded Expectations						
11. Knowledge of the Job/ Professional Competence: 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.
12. Ability To Obtain Performance/Results: 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.
13. Planning/ Preparedness: 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.
14. Using Resources: 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.
15. Adaptability/Attitude: 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.
16. Communication Skills: 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.

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Mitchell, James Gene

Certifying Agency Dakota 911

County Dakota ECB/ESB Region Metro

Agency Address 2860 160th St W, Rosemount MN 55068

24/7 Telephone 651-322-2323 Business Telephone _____

Email Address jmittchell@dakota911mn.gov

Signature 

Date 10/9/2025

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 BRENT ANDERSON OPERATIONS DIRECTOR

Agency DAKOTA 911

Signature 

Date 10/9/2025

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 _____



FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017


Check the appropriate position type:

Single Type Type 1 Type 2 Type 3


POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	JAMES G. MITCHELL
DUTY STATION:	<i>Dakota 911</i>
PHONE NUMBER:	715-808-4148
E-MAIL:	jmittchell@dakota911mn.gov
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Andy Schoo
TITLE:	COML
DUTY STATION:	<i>Dakota 911</i>
PHONE NUMBER:	651-322-8646
E-MAIL:	aschoo@dakota911mn.gov
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	<i>Camp Ripley Northstar 2 CommEX</i>
DATE:	<i>August 17th - 21st 2025</i>

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that	<u>James Mitchell</u>
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>09/25/2025</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>Andy Schoo</u>
TITLE:	<u>Public Safety Telecommunicator Supervisor</u>
DUTY STATION:	<u>Dakota 911</u>
PHONE NUMBER:	<u>651-322-8466</u>
E-MAIL:	<u>aschoo@dakota911mn.gov</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	<u>James Mitchell</u>
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	<u>9/25/2025</u>
OFFICIAL'S NAME:	<u>BRENT ANDERSON</u>
TITLE:	<u>OPERATIONS DIRECTOR</u>
DUTY STATION:	<u>DAKOTA 911</u>
PHONE NUMBER:	<u>651-322-1902</u>
E-MAIL:	<u>banderson@dakota911mn.gov</u>

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

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 by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that 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 a leader 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 Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- 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 reevaluated in the specific position and issued a new PTB.
- 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.

The PTB covers all type levels for a given position, but a trainee may check only one “Type” box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

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

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- 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 of the listed circumstances.

Code C: Task performed in 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.

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 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 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.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

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 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

TRAINEE NAME:	James Mitchell		
TRAINEE POSITION:	Public Safety Telecommunicator		
Evaluation Record Number:	1		
Evaluator's name:	Andy Schoo		
Incident/office title and agency:	Dakota 911 COML		
Evaluator's home unit address and phone:	2860 160th St W Rosemount, MN 55068		651-322-8666
Name and location of incident or simulation/exercise:	COMMEX Fort Ripley		
Incident kind:	COMMEX		
Number and kind of resources:			
Evaluation period:	8/17 - 8/31/2024		
Position type:			
Recommendation:	<p>The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:</p> <p><input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.</p> <p><input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p><input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p><input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.</p>		
Additional recommendations/comments:			
Date:	09/25/2025		
Evaluator's initials:	AS		
Evaluator's relevant qualification:	COML		

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of COML and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures 	C, E, F, I, J, T	1	AS 9/25/25

1b. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include: <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans 	EF, I	1	AS 9/25/25

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.	EF, I	1	AS 9/25/25

2. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities.	<input checked="" type="radio"/> F, I, J	1	AS 9/25/25
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	<input checked="" type="radio"/> F, I, J	1	AS 9/25/25
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	<input checked="" type="radio"/> F, I, J	1	AS 9/25/25

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> • Receive and transmit current and accurate information • Communicate changes to the Incident Action Plan (IAP) or relevant plans • Inform appropriate team members of significant changes in operations • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports • Coordinate with operations regarding system coverage and needs • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs 	<input checked="" type="radio"/> F, I	1	AS 9/25/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident:</p> <ul style="list-style-type: none"> • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate • Identify resources by type/qualifications, quantity, and location • Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts 	<p>ⓔ F, I</p>	<p>1</p>	<p>AS 9/25/25</p>
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.</p>	<p>ⓔ F, I</p>	<p>1</p>	<p>AS 9/25/25</p>

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: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	Ⓔ F, I	1	9/25/25 AS
<p>11. Initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) • Keep records for local and national resources to ensure return to proper locations 	Ⓔ F, I	1	AS 9/25/25

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>12. Design communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations • Order frequencies following the proper procedures • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs 	Ⓔ F, I	1	AS 9/25/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: <ul style="list-style-type: none"> Determine locations for telephone/data networks to be installed 	E, F, I	1	AS 9/25/25
14. Request additional telephone communications services: <ul style="list-style-type: none"> Identify cost and options associated with equipment/services Determine whether service can be provided in a timely manner 	E, F, I	1	AS 9/25/25
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	E, F, I	1	AS 9/25/25
16. Request additional data/internet communications services: <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	E, F, I	1	AS 9/25/25
17. Provide basic training as needed for equipment being deployed	E, F, I	1	AS 9/25/25

4. Competency: Ensure completion of assigned actions to meet identified objectives

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

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	Ⓛ F, I	1	AS 9/25/25
19. Install communications equipment: <ul style="list-style-type: none"> • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: <ul style="list-style-type: none"> ○ Command repeater ○ Logistics repeater ○ Links (radio and wire-based) ○ Remotes ○ Gateways ○ Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel • Clone or program radios, as necessary and authorized 	Ⓛ F, I	1 AS 9/25/25	

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>20. Assign communications equipment:</p> <ul style="list-style-type: none"> Identify kind and number of communications equipment to be distributed to specific units according to the communications plan Provide resources and unit leaders with appropriate equipment based on the communications plan Provide basic training as needed on equipment being fielded Maintain equipment inventory to provide accountability 	F, I	1	AS 9/25/25
<p>21. Establish Incident Communications Center (ICC):</p> <ul style="list-style-type: none"> Coordinate location of ICC with Facilities Unit Leader Locate ICC close to the Incident Command Post and away from high-traffic areas and noise Locate ICC away from radio frequency and electronic noise Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements Obtain necessary supplies for ICC to function properly 	F, I, R	1	AS 9/25/25
<p>22. Manage operations of the ICC:</p> <ul style="list-style-type: none"> Document radio/telephone activities on appropriate forms Set up filing system for ICC documentation Direct radio/telephone traffic to proper destinations Establish notification procedures for emergency messages Identify system problems, both technical and operational, and determine appropriate solutions Follow established routing procedures for messages 	F, I, R	1	AS 9/25/25
<p>23. Perform operational tests of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment Monitor all gateways in use Plan for battery replacement Act decisively to minimize interruptions in system operation 	F, I	1	AS 9/25/25

Emergency Management Institute



FEMMA

This Certificate of Achievement is to acknowledge that

JAMES G. MITCHELL

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

IS-100.LEB:

**INTRODUCTION TO THE INCIDENT COMMAND SYSTEM (ICS 100)
FOR LAW ENFORCEMENT**

Issued this 30th Day of July, 2016

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



0.30 IACET CEU

Emergency Management Institute



FEMMA

This Certificate of Achievement is to acknowledge that

JAMES G. MITCHELL

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

IS-200.C:

**BASIC INCIDENT COMMAND SYSTEM FOR INITIAL RESPONSE ICS-
200**

Issued this 07th Day of September, 2020

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



0.40 IACET CEU



This Certificate of Achievement is to acknowledge that

James Mitchell

has affirmed a dedication to serve in times of crisis through continued professional development and completion of the following emergency management course

**E/L/G 300 Intermediate Incident Command System for Expanding
Incidents, ICS 300
January 6-8, 2025**

A handwritten signature in black ink, appearing to read "Greg Hayes".

Greg Hayes
Certified HSEEM Instructor



This Certificate of Achievement is to acknowledge that

James Mitchell

has affirmed a dedication to serve in times of crisis through continued professional development and completion of the following emergency management course

E/L/G 400 Advanced ICS Command and General Staff-Complex Incidents

**April 15-16, 2025
16 Hours**

A handwritten signature in black ink, appearing to read "Greg Hayes".

**Greg Hayes
Certified HSEM Instructor**



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IS-700.B:

AN INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM

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

Issued this 07th Day of September, 2020

Jeffrey D. Stern, Ph.D.

Superintendent

Emergency Management Institute

Federal Emergency Management Agency



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IS-800.D:

NATIONAL RESPONSE FRAMEWORK, AN INTRODUCTION

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

Issued this 07th Day of September, 2020

Jeffrey D. Stern, Ph.D.

Superintendent

Emergency Management Institute

Federal Emergency Management Agency

0.30 IACET CEU





FEMMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

**This is to certify that
James Mitchell
successfully completed**

**NIMS ICS All-Hazards Communications Unit Leader
Minneapolis, Minnesota**

2.5 IACET CEU

January 13 - 16, 2025

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):	
2. To (Name and Position): EDC	
3. From (Name and Position): Fire IC	
4. Subject: AUXCOM site	5. Date: 8/21 Time: 1039
7. Message: = Fire has spread to primary AUXCOM site. = Secondary is established = No Data yet, 15-20 min eta for data to be up. task force one's brick (MSTAR) = STATUS on the DOZER request >	
8. Approved by: Name: JMC	Signature: [Signature] Position/Title: 1070
9. Reply: DOZER eta is 2 hours from request initial request was at 0924	
10. Replied by: Name: <u>Walter Symon</u>	Position/Title: <u>CMC</u> Signature: [Signature]
ICS 213	Date/Time: 8/21/24 1039

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): Happy Valley Fire		
2. To (Name and Position): EOC Comms		
3. From (Name and Position): Tanner Ess COML		
4. Subject: Severe Weather Sheltering	5. Date: 8/21/24	6. Time 1035
7. Message: Expecting hail, lightning, and potential for flooding. Here are some sites to evacuate to in case anyone in the field asks: EOC Area - use EOC Building Shelter Area - use the Eastview High School building Fire IC - use the brick and mortar command building Staging - use trailer as well as any vehicles		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):

2. To (Name and Position):

COMMAND FOR HAM RADIO OPERATORS

3. From (Name and Position):

EOC

4. Subject:

HAM RADIO NET CHECK

5. Date:

8/20/24

6. Time

10:00

7. Message:

MNYARC

EOC HAM NET CONTROL REQUESTING HAM UNITS TO
MNYARC FOR A CHECKIN/RADIO CHECK

✓ FIRE CMD
✓ ~~STAGING~~ CMD
✓ Shelters

8. Approved by: Name: James Mitchell Signature: [Signature] Position/Title: INTD

9. Reply:

FIRE CMD & SHELTER COPIED INTO,

10. Replied by: Name: _____ Position/Title: _____ Signature: _____

ICS 213

Date/Time: _____

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):

2. To (Name and Position):

SHELTER

3. From (Name and Position):

EOC

4. Subject:

EVAC

5. Date:

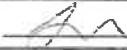
8/20/24

6. Time

9:26

7. Message:

Evac 50 personnel, need 1 bus to transport
to Eastview High ^{accessible} Call Marilyn @ 218-451-6877

8. Approved by: Name: JAMES NUTCHER Signature: 

Position/Title: INTD

9. Reply:

Info Received

10. Replied by: Name: _____

Position/Title: _____

Signature: _____

ICS 213

Date/Time: _____

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT						
1. Name: JAMES MITCHELL		2. Incident Name: NORTHSTAR 2		3. Incident Number:		
4. Home Unit Name and Address: DAKOTA 911-2860 160TH SW ROSEMOUNT, MN			5. Incident Agency and Address:			
6. Position Held on Incident: INTD		7. Date(s) of Assignment: From: 8/19/24 To: 8/21/24		8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
9. Incident Definition: WILD FIRE						
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	
5 – Exceeded Expectations						
11. Knowledge of the Job/ Professional Competence: <small>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.)</small>	<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 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.
12. Ability To Obtain Performance/Results: <small>Quality, quantity, timeliness, and impact of work.</small>	<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 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.
13. Planning/ Preparedness: <small>Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).</small>	<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 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.
14. Using Resources: <small>Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).</small>	<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 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.
15. Adaptability/Attitude: <small>Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.</small>	<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 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.
16. Communication Skills: <small>Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.</small>	<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 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)

Name: JAMES MITCHELL	2. Incident Name: NORTHSTAR 2	3. Incident Number:				
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: 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 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.
18. Consideration for Personnel/Team Welfare: 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 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.
19. Directing Others: 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 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.
20. Judgment/Decisions Under Stress: 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 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.
21. Initiative 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 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 decision making.
22. Physical Ability for the Job: 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 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.
23. Adherence to Safety: 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 type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.
24. Remarks:						
25. Rated Individual (This rating has been discussed with me):						
Signature: _____			Date/Time: _____			
26. Rated by: Name: Lindsay O'Donnell			Signature:			
Home Unit: Ramey County			Position Held on This Incident: COMC			
ICS 225			Date/Time: 2/24/2024 1820			

MINNESOTA METRO REGION ICS205 INCIDENT, EVENT OR EXERCISE COMMUNICATIONS PLAN	INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
	Kaposia Days	May 15th, 2025	June 27, 2025 / 1700-2100

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, ARI)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/MAC	TX Freq (N or W)	TX Tone/MAC	Mode <small>(A, D or M)</small>	Remarks
1	TACTICAL	DK TAC 18E	LAW		ARMER			D	Command and Law Operations
2	TACTICAL	ME TAC 11E	LAW		ARMER			D	Patch with DK TAC 18 E if needed
3	DISPATCH	DK LMAIN 3E	LAW		ARMER			D	Dispatch Hailing
4	SUPPORT	DK INFO 1 E	LAW		ARMER			D	Dispatch Info/Records Checks
5	SUPPORT	Dakota 911			651-322-2323				
6	SUPPORT	Dakota 911 Supervisor			651-322-8646				
7									
8									
9									
10									
11									
12									
13									
14									
15									

SPECIAL INSTRUCTIONS

Tactical Nets will not be monitored by dispatch unless requested. Hail dispatch on LMAIN3E if there is an emergency or outside resources are needed. ME TAC 11 E will be reserved and patched in dispatch if needed for Mutual Aid response.

COM1-T - James Mitchell Agency - Dakota 911 Phone - (651) 322-8646 EMAIL - jmittchell@dakota911mn.gov	INCIDENT/EVENT LOCATION Kaposia Park: 1028 Wilde Ave, South St Paul MN
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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)

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Zgoda, James Arthur

Certifying Agency Dakota 911

County Dakota ECB/ESB Region Metro

Agency Address 2860 160th St. W

24/7 Telephone 651-334-4409 Business Telephone 651-322-8646

Email Address jzgoda@dakota911mn.gov

Signature  Date 10/9/2025

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 Andy Schoo PST Supervisor (COM-2)

Agency Dakota 911

Signature  Date 10/09/2025

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 _____



FEMMA



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EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

JAMES ZGODA

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

IS-100.c: Introduction to Incident Command

System, ICS-100

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.20 IACET CEU

Issued this 9th Day of April, 2019



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IS-200.c: Basic Incident Command System

for Initial Response ICS-200

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

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.40 IACET CEU

Issued this 30th Day of September, 2020



FEMMA

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

James A. Zgoda

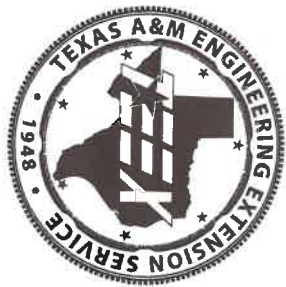
has successfully completed

Intermediate ICS-300 for Expanding Incidents

Inver Grove Heights, Minnesota, United States
21 Hours
October 4 - 6, 2022

David Coatsney, 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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TEXAS A&M ENGINEERING EXTENSION SERVICE

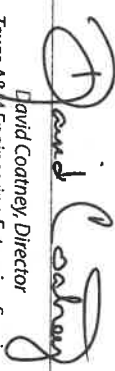
National Emergency Response and Recovery Training Center

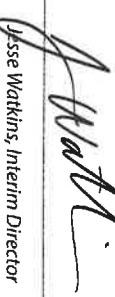
in cooperation with the
Department of Homeland Security
Federal Emergency Management Agency

James A. Zgoda
has successfully completed

Advanced ICS-400 Command and General Staff-Complex Incidents

Inver Grove Heights, Minnesota, United States
15 Hours
December 6 - 7, 2022


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



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

JAMES ZGODA

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

IS-700.b: An Introduction to the

National Incident Management System

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



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IS-800.d: National Response Framework, An

Introduction

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.30 IACET CEU

Issued this 30th Day of September, 2020



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**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This is to certify that

James Zgoda

successfully completed

**NIMS ICS All-Hazards Communications Unit Leader
Minneapolis, Minnesota**

2.5 IACET CEU

January 13 - 16, 2025

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University





FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1

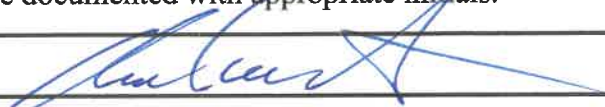
Type 2

Type 3

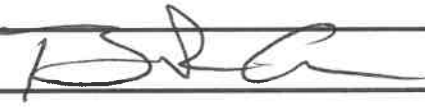
POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	<i>Jim Zgoda</i>
DUTY STATION:	<i>Dakota 911 ECC</i>
PHONE NUMBER:	<i>651-334-4409</i>
E-MAIL:	<i>jzgoda@Dakota911MN.gov</i>
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	<i>Andy Schoo</i>
TITLE:	<i>Public Safety Telecommunicator Supervisor (COM-L)</i>
DUTY STATION:	<i>Dakota 911</i>
PHONE NUMBER:	<i>651-322-8666</i>
E-MAIL:	<i>aschoo@dakota911mn.gov</i>
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	<i>Dakota 911 ECC</i>
DATE:	<i>8-20-25</i>

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that	<u>Jim Zgodca</u>
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>20-AUG-2025</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>Andrew LaVenture</u>
TITLE:	<u>COML</u>
DUTY STATION:	<u>Edina Fire</u>
PHONE NUMBER:	<u>952-826-0343</u>
E-MAIL:	<u>alaventure@edinamn.gov</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	_____
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	<u>9/30/2025</u>
OFFICIAL'S NAME:	<u>BRENT ANDERSON</u>
TITLE:	<u>OPERATIONS DIRECTOR</u>
DUTY STATION:	<u>DAKOTA 911</u>
PHONE NUMBER:	<u>651-322-1902</u>
E-MAIL:	<u>banderson@dakota911mn.gov</u>

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

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 by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that 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 a leader 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 Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- 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 reevaluated in the specific position and issued a new PTB.
- 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.

The PTB covers all type levels for a given position, but a trainee may check only one “Type” box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

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

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- 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 of the listed circumstances.

Code C: Task performed in 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.

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 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 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.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

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 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

TRAINEE NAME: Jim Zgoda
TRAINEE POSITION: COML
Evaluation Record Number: #1
Evaluator's name: Andrew LaVenture
Incident/office title and agency: Edina Fire: COML
Evaluator's home unit address and phone: 6250 Tracy Ave Edina, MN 55436 952-826-0343
Name and location of incident or simulation/exercise: Camp Ripley NorthStar III
Incident kind: Functional Exercise
Number and kind of resources: 1 COMV
Evaluation period: 20-AUG-2025
Position type: 3
Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments:
Date: 20-AUG-2025
Evaluator's initials: AL
Evaluator's relevant qualification: COML

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of COML and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures 	C, E, F, I, J, T F	#1	AL 8/20/25

1b. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include:</p> <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans 	E, F, I F	#1	AL 8/20/25

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>3. Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.</p>	E, F, I F	#1	AL 8/20/25

2. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities.	E, F, I, J F	#1	AZ 8/20/25
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	E, F, I, J F	#1	AZ 8/20/25
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F, I, J F	#1	AZ 8/20/25

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> • Receive and transmit current and accurate information • Communicate changes to the Incident Action Plan (IAP) or relevant plans • Inform appropriate team members of significant changes in operations • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports • Coordinate with operations regarding system coverage and needs • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs 	E, F, I F	#1	AZ 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident:</p> <ul style="list-style-type: none"> • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate • Identify resources by type/qualifications, quantity, and location • Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts 	<p>E, F, I F</p>	<p>#1</p>	<p>AC 8/20/25</p>
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.</p>	<p>E, F, I F</p>	<p>#1</p>	<p>AC 8/20/25</p>

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: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	E, F, I F	#1	AC 8/20/25
<p>11. Initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) • Keep records for local and national resources to ensure return to proper locations 	E, F, I F	#1	AC 8/20/25

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>12. Design communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations • Order frequencies following the proper procedures • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs 	E, F, I F	#1	AC 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: <ul style="list-style-type: none"> Determine locations for telephone/data networks to be installed 	E, F, I F	#1	AC 8/20/25
14. Request additional telephone communications services: <ul style="list-style-type: none"> Identify cost and options associated with equipment/services Determine whether service can be provided in a timely manner 	E, F, I F	#1	AC 8/20/25
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	E, F, I F	#1	AC 8/20/25
16. Request additional data/internet communications services: <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	E, F, I F	#1	AC 8/20/25
17. Provide basic training as needed for equipment being deployed	E, F, I F	#1	AC 8/20/25

4. Competency: Ensure completion of assigned actions to meet identified objectives


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

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	E, F, I F	#1	AL 8/20/25
19. Install communications equipment: <ul style="list-style-type: none"> • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: <ul style="list-style-type: none"> ○ Command repeater ○ Logistics repeater ○ Links (radio and wire-based) ○ Remotes ○ Gateways ○ Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel • Clone or program radios, as necessary and authorized 	E, F, I F	#1	AL 8/20/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>20. Assign communications equipment:</p> <ul style="list-style-type: none"> • Identify kind and number of communications equipment to be distributed to specific units according to the communications plan • Provide resources and unit leaders with appropriate equipment based on the communications plan • Provide basic training as needed on equipment being fielded • Maintain equipment inventory to provide accountability 	E, F, I F	#1	AL 8/20/25
<p>21. Establish Incident Communications Center (ICC):</p> <ul style="list-style-type: none"> • Coordinate location of ICC with Facilities Unit Leader • Locate ICC close to the Incident Command Post and away from high-traffic areas and noise • Locate ICC away from radio frequency and electronic noise • Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements • Obtain necessary supplies for ICC to function properly 	E, F, I, R F	#1	AL 8/20/25
<p>22. Manage operations of the ICC:</p> <ul style="list-style-type: none"> • Document radio/telephone activities on appropriate forms • Set up filing system for ICC documentation • Direct radio/telephone traffic to proper destinations • Establish notification procedures for emergency messages • Identify system problems, both technical and operational, and determine appropriate solutions • Follow established routing procedures for messages 	E, F, I, R F	#1	AL 8/20/25
<p>23. Perform operational tests of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> • Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment • Monitor all gateways in use • Plan for battery replacement • Act decisively to minimize interruptions in system operation 	E, F, I F	#1	AL 8/20/25

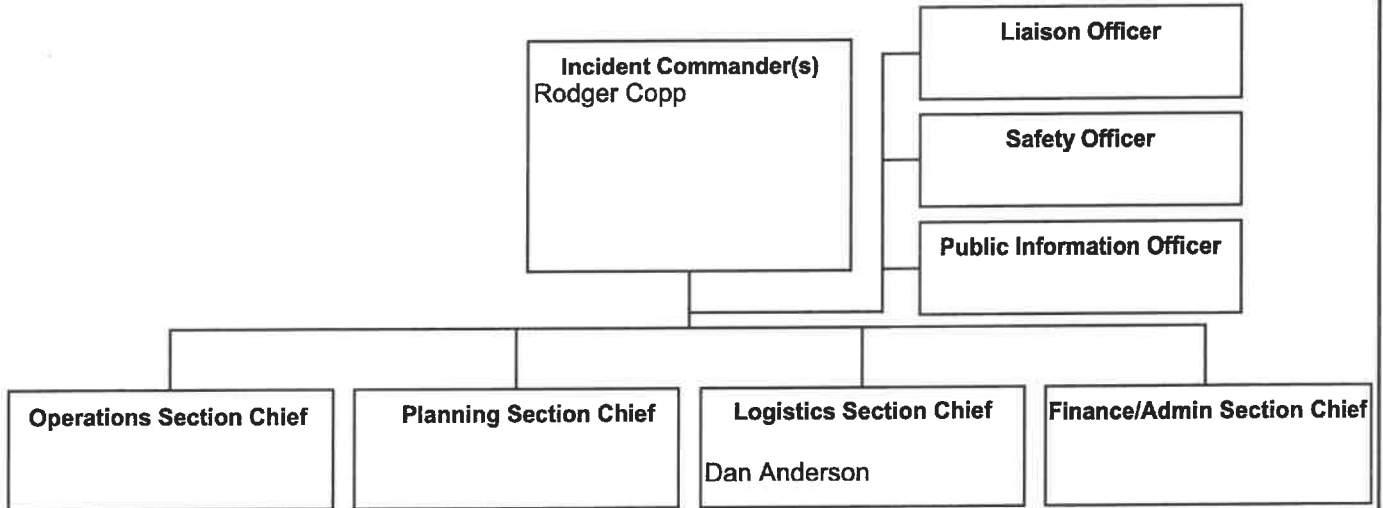
INCIDENT BRIEFING (ICS 201)


1. Incident Name: Poppy County Earthquake	2. Incident Number: A20250820	3. Date/Time Initiated: Date: 8-20-2025 Time: 1255
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): See ICS 200L for sketch		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. Potential hazard - Gas Leaks in and around Henwood, Sink hole and some unstable terrain, and parts of city without power.		
6. Prepared by: Name: <u>Jim Zgoda</u> Position/Title: <u>COML</u> Signature: 		
ICS 201, Page 1	Date/Time: <u>8-20-2025 1255</u>	

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Poppy County Earthquake	2. Incident Number: A20250820	3. Date/Time Initiated: Date: 8-20-2025 Time: 1255
---	---	--

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: <u>Jim Zgoda</u>	Position/Title: <u>COML</u>	Signature: 
ICS 201, Page 3	Date/Time: <u>8-20-2025 1255</u>	

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:
Poppy County Earthquake

2. Date/Time Prepared:
Date: 8-20-2025
Time: 1015

3. Operational Period:
Date From: 8-21-2025
Date To: 8-21-2025
Time From: 0700
Time To: 1900

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
		Command	CM-12	Command	ARMER				D	
		Tactical	8TAC91	LE/Fire	851.512 5	156.7	806.512 5	156.7	A	
		Tactical	9TAC92	Fire/NG	852.012 5	156.7	807.012 5	156.7	A	NG to switch for inter op comm
		Tactical	8SOA3	Staging	853.962 5	156.7	853.962 5	156.7	A	
		Support	NY9D	Shelter Ops	442.700		447.700	100.0	A	
		Support	SHARES Winlink						A	SEOC Data - SHARES
		Support								Family Assistance Center
		Tactical	8SOA2	Inter Op TG	853.937 5		853.937 5			

5. Special Instructions:

6. Prepared by (Communications Unit Leader) Name:

Jim Zardo

Signature:

J Zardo

ICS 205

IAP Page _____


Date/Time:

8/21/2025

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): Poppy County Earthquake		
2. To (Name and Position): Dan Anderson LSC		
3. From (Name and Position): Jim Zgoda COML		
4. Subject: Replacement of COMT	5. Date: 5-20-2025	6. Time 1040
7. Message: 1) Needing 1 replacement COMT on 8-20-2025 at 10:30. I need COMT to report to staging when available. 2) I need medical to COML site for an evaluation for reported low blood sugar ASAP		
8. Approved by: Name: <u>Jim Zgoda</u> Signature: _____ Position/Title: <u>COML</u>		
9. Reply:		
10. Replied by: Name: <u>Jim Zgoda</u> Position/Title: <u>COML</u> Signature: <u>J Zgoda</u>		
ICS 213	Date/Time: <u>8/20/2025</u>	

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): Poppy County Earthquake		
2. To (Name and Position): Dan Anderson - LSC		
3. From (Name and Position): Jim Zgoda COML		
4. Subject: Needed Motorola Apex 6000 Batteries	5. Date: 8-20-2025	6. Time: 0931
7. Message: Needing the following: 30 Motorola Apex 6000 - Batteries Chargers - 3 banks Part Number PMNN4486A These are needed on 8-20-25 at 1030 Deliver to Command Post at 1123 Chicken Rd. in Henwood Point of contact is: Nick Rogers at 712-204-7084 This is an exercise - no action needed		
8. Approved by: Name: <u>Jim Zgoda</u> Signature: _____ Position/Title: <u>COML</u>		
9. Reply:		
10. Replied by: Name: <u>Jim Zgoda</u> Position/Title: <u>COML</u> Signature: 		
ICS 213	Date/Time: <u>8/20/2025</u>	

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): Poppy Co. Earthquake		
2. To (Name and Position): Dan Andeson LSC		
3. From (Name and Position): Jim Zgoda COML		
4. Subject: Demobilization of Incident	5. Date: 8-20-2025	6. Time 1400
7. Message: We can start releasing the following people and or equipment listed below: St. Cloud Fire personel Returned Cache radio from St. Cloud Fire chief/all have been checked back in Return of extra Cellular Data Router 800 MHz Motorola programmed radio as ICC vehicle is fully operational		
8. Approved by: Name: <u>Jim Zgoda</u> Signature: _____ Position/Title: <u>COML</u>		
9. Reply:		
10. Replied by: Name: <u>Jim Zgoda</u> Position/Title: <u>COML</u> Signature: <u>J Zgoda</u>		
ICS 213	Date/Time: <u>8/20/2025</u>	

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name (Last, First Middle) Babcock, Alex William

Certifying Agency Dakota 911

County Dakota ECB/ESB Region Metro

Agency Address 2860 160th St W, Rosemount MN 55068

24/7 Telephone 651-322-2323 Business Telephone

Email Address ababcock@dakota911mn.gov

Signature Alex Babcock Date 10/9/2025

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 BRENT ANDERSON OPERATIONS DIRECTOR

Agency DAKOTA 911

Signature [Signature] Date 10/9/2025

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 _____



FEMA

NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1


Type 2

Type 3


POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	Alex Babcock
DUTY STATION:	Dakota 911
PHONE NUMBER:	(801) 815-4132
E-MAIL:	ABabcock@dakota911mn.gov
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Andy Schoo
TITLE:	Public Safety Telecommunicator Supervisor
DUTY STATION:	Dakota 911
PHONE NUMBER:	651-322-8666
E-MAIL:	aschoo@dakota911mn.gov
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Camp Ripley Northstar 2 CoonMEX
DATE:	August 17th-21st, 2024

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that	<u>Alex Babcock</u>
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>09/25/2025</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>Andy Schoo</u>
TITLE:	<u>Public Safety Telecommunicator Supervisor</u>
DUTY STATION:	<u>Dakota 911</u>
PHONE NUMBER:	<u>651-322-8666</u>
E-MAIL:	<u>aschoo@dakota911mn.gov</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that	_____
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	<u>10/9/2025</u>
OFFICIAL'S NAME:	<u>BRENT ANDERSON</u>
TITLE:	<u>OPERATIONS DIRECTOR</u>
DUTY STATION:	<u>DAKOTA 911</u>
PHONE NUMBER:	<u>651-322-1902</u>
E-MAIL:	<u>banderson@dakota911mn.gov</u>

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

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 by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that 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 a leader 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 Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- 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 reevaluated in the specific position and issued a new PTB.
- 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.

The PTB covers all type levels for a given position, but a trainee may check only one “Type” box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

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

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- 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 of the listed circumstances.

Code C: Task performed in 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.

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 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 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.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

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 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

TRAINEE NAME:	Alex Babcock
TRAINEE POSITION:	Public Safety Telecommunicator
Evaluation Record Number:	1
Evaluator's name:	Andy Schoo
Incident/office title and agency:	PST Supervisor - Dakota 911
Evaluator's home unit address and phone:	2860 160th St W Rosemount, MN 55068 651-322-8666
Name and location of incident or simulation/exercise:	Camp Ripley Northstar 2
Incident kind:	CommEx
Number and kind of resources:	
Evaluation period:	August 17th - 21st, 2024
Position type:	
Recommendation:	
The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:	
<input checked="" type="checkbox"/>	The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification.
<input type="checkbox"/>	The trainee could not complete certain tasks or needs additional guidance. See comments below.
<input type="checkbox"/>	Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.
<input type="checkbox"/>	The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments:	
Date:	09/25/2025
Evaluator's initials:	AS
Evaluator's relevant qualification:	COML

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of COML and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures 	<p>C, E, F, I, J, T</p>	<p>1</p>	<p>AS 09/25/25</p>

1b. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include: <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans 	⑥ F, I	1	AS 9/25/25

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.	⑥ F, I	1	AS 9/25/25

2. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities.	F, I, J	1	AS 9/25/25
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	F, I, J	1	AS 9/25/25
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	F, I, J	1	

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> • Receive and transmit current and accurate information • Communicate changes to the Incident Action Plan (IAP) or relevant plans • Inform appropriate team members of significant changes in operations • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports • Coordinate with operations regarding system coverage and needs • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs 	F, I	1	AS 9/25/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident:</p> <ul style="list-style-type: none"> • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate • Identify resources by type/qualifications, quantity, and location • Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts 	<p>F, I</p>	<p>1</p>	<p>AS 9/25/25</p>
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.</p>	<p>F, I</p>	<p>1</p>	<p>AS 9/25/25</p>

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: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	⓪, F, I	1	AS 9/25/25
<p>11. Initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) • Keep records for local and national resources to ensure return to proper locations 	⓪, F, I	1	AS 9/25/25

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>12. Design communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations • Order frequencies following the proper procedures • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs 	⓪, F, I	1	AS 9/25/25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: <ul style="list-style-type: none"> Determine locations for telephone/data networks to be installed 	ⓔ F, I	1	AS 9/25/25
14. Request additional telephone communications services: <ul style="list-style-type: none"> Identify cost and options associated with equipment/services Determine whether service can be provided in a timely manner 	ⓔ F, I	1	AS 9/25/25
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	ⓔ F, I	1	AS 9/25/25
16. Request additional data/internet communications services: <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	ⓔ F, I	1	AS 9/25/25
17. Provide basic training as needed for equipment being deployed	ⓔ F, I	1	AS 9/25/25

4. Competency: Ensure completion of assigned actions to meet identified objectives

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

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.</p>	<p>F, I</p>	<p>1</p>	<p>AS 9/25/25</p>
<p>19. Install communications equipment:</p> <ul style="list-style-type: none"> • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: <ul style="list-style-type: none"> ○ Command repeater ○ Logistics repeater ○ Links (radio and wire-based) ○ Remotes ○ Gateways ○ Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel • Clone or program radios, as necessary and authorized 	<p>F, I</p>	<p>1</p>	<p>AS 9/25/25</p>

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>20. Assign communications equipment:</p> <ul style="list-style-type: none"> Identify kind and number of communications equipment to be distributed to specific units according to the communications plan Provide resources and unit leaders with appropriate equipment based on the communications plan Provide basic training as needed on equipment being fielded Maintain equipment inventory to provide accountability 	ⓔ, F, I	1	AS 9/25/25
<p>21. Establish Incident Communications Center (ICC):</p> <ul style="list-style-type: none"> Coordinate location of ICC with Facilities Unit Leader Locate ICC close to the Incident Command Post and away from high-traffic areas and noise Locate ICC away from radio frequency and electronic noise Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements Obtain necessary supplies for ICC to function properly 	ⓔ, F, I, R	1	AS 9/25/25
<p>22. Manage operations of the ICC:</p> <ul style="list-style-type: none"> Document radio/telephone activities on appropriate forms Set up filing system for ICC documentation Direct radio/telephone traffic to proper destinations Establish notification procedures for emergency messages Identify system problems, both technical and operational, and determine appropriate solutions Follow established routing procedures for messages 	ⓔ, F, I, R	1	AS 9/25/25
<p>23. Perform operational tests of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment Monitor all gateways in use Plan for battery replacement Act decisively to minimize interruptions in system operation 	ⓔ, F, I	1	AS 9/25/25



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This is to certify that

Alex Babcock

successfully completed

**NIMS ICS All-Hazards Communications Unit Leader
Minneapolis, Minnesota**

2.5 IACET CEU

January 13 - 16, 2025

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University





FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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

IS-100.b: Introduction to Incident Command

System ICS-100



0.30 IACET CEU Issued this 23rd Day of September, 2014

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



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**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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

**IS-100.LEb: Introduction to the Incident
Command System (ICS 100) for
Law Enforcement**

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University





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**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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**

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.30 IACET CEU Issued this 24th Day of September, 2014



This Certificate of Achievement is to acknowledge that

Alex Babcock

has affirmed a dedication to serve in times of crisis through continued professional development and completion of the following emergency management course

**E/L/G 300 Intermediate Incident Command System for Expanding Incidents, ICS 300
January 6-8, 2025**

Greg Hayes
Certified HSEM Instructor



This Certificate of Achievement is to acknowledge that

Alex Babcock

has affirmed a dedication to serve in times of crisis through continued professional development and completion of the following emergency management course

**E/L/G 400 Advanced ICS Command and General Staff-Complex
Incidents**

**April 15-16, 2025
16 Hours**



Greg Hayes
Certified HSEM Instructor



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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**



0.30 IACET CEU

Issued this 26th Day of September, 2014

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



FEMA



**NATIONAL DISASTER &
EMERGENCY MANAGEMENT
UNIVERSITY**

This Certificate of Achievement is to acknowledge that

ALEX BABCOCK

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

IS-700.b: An Introduction to the

National Incident Management System

Jeffrey D. Stern, Ph.D.
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0.40 IACET CEU Issued this 26th Day of July, 2018



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IS-800.b: National Response Framework, An

Introduction

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.30 IACET CEU Issued this 28th Day of May, 2017

(Self)

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT						
1. Name: <i>Alex Babcock</i> (Self)		2. Incident Name: <i>North Star II-2024</i>			3. Incident Number: <i>2024-008</i>	
4. Home Unit Name and Address: <i>Dakota 911 / 2860 160th St W Rosemount, MN</i>				5. Incident Agency and Address:		
6. Position Held on Incident: <i>INTD</i>		7. Date(s) of Assignment: From: <i>8/19/24</i> To: <i>8/31/24</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>Wild Fire</i>
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: 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.
12. Ability To Obtain Performance/Results: 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.
13. Planning/ Preparedness: 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.
14. Using Resources: 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.
15. Adaptability/Attitude: 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 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.
16. Communication Skills: 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 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>Alex Babcock (Self)</u>		2. Incident Name: <u>Northstar II - 2024</u>		3. Incident Number: <u>2024-008</u>		
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: 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 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.
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of work/life 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.
19. Directing Others: 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.
20. Judgment/Decisions Under Stress: 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.
21. Initiative 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.
22. Physical Ability for the Job: 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.
23. Adherence to Safety: 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: <u>First experience for Complex. Adapted to changing challenges</u>						
25. Rated Individual (This rating has been discussed with me): Signature: <u>Alex Babcock</u> Date/Time: <u>08/21/2024 1500</u>						
26. Rated by: Name: <u>Alex Babcock</u> Signature: <u>[Signature]</u> Home Unit: <u>Dakota 911</u> Position Held on This Incident: <u>JMFD</u>						
ICS 225			Date/Time: <u>8/21/24 1700</u>			

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

INCIDENT/EVENT NAME	DATE/TIME PREPARED	OPERATIONAL PERIOD DATE/TIME
Kaposia Days	May 15th, 2025	June 29, 2025 / 1900-2300

Line	Function (NET) <small>(COMMAND, TACTICAL, SUPPORT, AUX)</small>	Talkgroup/Channel/Phone	Assignment <small>(LAW, FIRE, EMS, OTHER)</small>	RX Freq (N or W)	RX Tone/MAC	TX Freq (N or W)	TX Tone/MAC	Mode <small>(A, D or M)</small>	Remarks
1	TACTICAL	DK TAC 18E	LAW		ARMER			D	Command and Law Operations
2	TACTICAL	ME TAC 11E	LAW		ARMER			D	Patch with DK TAC 18 E if needed
3	DISPATCH	DK LMAIN 3E	LAW		ARMER			D	Dispatch Hailing
4	SUPPORT	DK INFO 1 E	LAW		ARMER			D	Dispatch Info/Records Checks
5	SUPPORT	Dakota 911				651-322-2323			
6	SUPPORT	Dakota 911 Supervisor				651-322-8646			
7									
8									
9									
10									
11									
12									
13									
14									
15									

SPECIAL INSTRUCTIONS

Tactical Nets will not be monitored by dispatch unless requested. Hall dispatch on DK LMAIN3E if there is an emergency or outside resources are needed. ME TAC 11 E will be reserved and patched in dispatch if needed for any mutual aid response.

COML-T - Alex Babcock Agency - Dakota 911 Phone - (651) 322-8646 EMAIL - ababcock@dakota911mn.gov		INCIDENT/EVENT LOCATION Kaposia Park: 1028 Wilde Ave, South St Paul MN	
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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)

COMU Position Recognition Application

Application Type:

Initial Application Renewal Change of Status

Position:

COML COMT INCM
 INTD RADO AECS

Name Blaiser, Mallory Kristine
(Last, First Middle)


Certifying Agency Ramsey County Emergency Communications

County Ramsey ECB/ESB Region Metropolitan

Agency Address 388 13th Street East

24/7 Telephone 651-291-1111 Business Telephone

Email Address mallory.blaiser@co.ramsey.mn.us

Signature  Date 10/9/2025


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 Dan Palmer - Deputy Director

Agency Ramsey County Emergency Communications

Signature  Date 10/10/2025

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 _____



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This Certificate of Achievement is to acknowledge that

MALLORY BLAISER

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IS-100.b: Introduction to Incident Command

System ICS-100

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.30 IACET CEU

Issued this 18th Day of May, 2015



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IS-100.c: Introduction to Incident Command

System, ICS-100

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.20 IACET CEU

Issued this 27th Day of October, 2023



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IS-200.c: Basic Incident Command System

for Initial Response, ICS-200

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.40 IACET CEU

Issued this 9th Day of November, 2023



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**IS-700.a: National Incident Management System
(NIMS) An Introduction**

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University



0.30 IACET CEU

Issued this 20th Day of May, 2015



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IS-800.d: National Response Framework, An

Introduction

Jeffrey D. Stern, Ph.D.

Superintendent

National Disaster & Emergency

Management University



0.30 IACET CEU

Issued this 10th Day of November, 2023



This Certificate of Achievement is to acknowledge that

Mallory Blaiser

has affirmed a dedication to serve in times of crisis through continued professional development and completion of the following emergency management course

**E/L/G 300 Intermediate Incident Command System for Expanding
Incidents, ICS 300
January 6-8, 2025**

Greg Hayes
Certified HSEM Instructor

Department of Emergency Management



This Certificate of Achievement is to acknowledge that

Mallory Blaiser

has affirmed a dedication to serve in times of crisis through continued professional development and completion of the following emergency management course

**Advance Incident Command System for
Complex Incidents ICS400
March 5-6, 2025**

15 Student Contact Hours

Michael J Sand

**Michael Sand
Certified HSEM Instructor**



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UNIVERSITY**

This is to certify that
Mallory Blaiser
successfully completed

NIMS ICS All-Hazards Communications Unit Leader
Minneapolis, Minnesota

2.5 IACET CEU

January 13 - 16, 2025

Jeffrey D. Stern, Ph.D.
Superintendent
National Disaster & Emergency
Management University





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NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

COMMUNICATIONS UNIT LEADER (COML)

Version: September 2017

Check the appropriate position type:

Single Type

Type 1


Type 2

Type 3

POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	Mallory Blaiser
DUTY STATION:	Ramsey County ECC
PHONE NUMBER:	651-332-6037
E-MAIL:	Mallory.Blaiser@Co.Ramsey.MN.US
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	Keith Polipnick
TITLE:	Comml
DUTY STATION:	Douglas County So
PHONE NUMBER:	320-249-0957
E-MAIL:	Keith.P@Co.Douglas.MN.US
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	Ripley
DATE:	8-20-2025

Evaluator Verification

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

FINAL EVALUATOR VERIFICATION	
I verify that <u>Melloy Blaise</u>	
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	<u>8-20-25</u>
FINAL EVALUATOR'S PRINTED NAME:	<u>Keith</u>
TITLE:	<u>Comm L</u>
DUTY STATION:	<u>Douglas County SO</u>
PHONE NUMBER:	<u>320-762-8151</u>
E-MAIL:	<u>Keith.DeLo@douglas.co.us</u>

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that _____	
has successfully met all of 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 NAME:	
TITLE:	
DUTY STATION:	
PHONE NUMBER:	
E-MAIL:	

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

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 by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that 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 a leader 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 Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- 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 reevaluated in the specific position and issued a new PTB.
- 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.

The PTB covers all type levels for a given position, but a trainee may check only one “Type” box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

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

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- 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 of the listed circumstances.

Code C: Task performed in 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.

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 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 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.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

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 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

TRAINEE NAME: <i>Mallory Boizer</i>
TRAINEE POSITION: <i>COML (T)</i>
Evaluation Record Number: <i>#</i>
Evaluator's name: <i>Keith Poljansek COMML</i>
Incident/office title and agency: <i>Ripley</i>
Evaluator's home unit address and phone: <i>Douglas Co so Alexandria MN 320 762-8157</i>
Name and location of incident or simulation/exercise: <i>Ripley</i>
Incident kind: <i>Earthquake</i>
Number and kind of resources: <i>1 COMU</i>
Evaluation period: <i>20 Aug. 2005</i>
Position type: <i>Type III</i>
Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input checked="" type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments: <i>Very well Done</i>
Date: <i>8-20-05</i>
Evaluator's initials: <i>KP</i>
Evaluator's relevant qualification: <i>COMML</i>

Communications Unit Leader (COML)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of COML and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Obtain, assemble, and prepare information and materials for go-kit prior to receiving an assignment. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> • Reference materials: <ul style="list-style-type: none"> ○ In electronic, digital, or hard-copy format ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ Authority Having Jurisdiction (AHJ) operations guides, Emergency Response Field Operations Guide (ER-FOG), or other operational guides ○ Position manuals ○ Current Tactical Interoperable Communications Plan (TICP) and Statewide Communications Interoperability Plan (SCIP), if available ○ Inventories or other lists of local and regional communications response equipment ○ Preplanned local system coverage maps ○ Contact, capability, and availability information for local and regional Communications Technicians (COMT) and Communications Specialists • National Interoperability Field Operations Guide (NIFOG) forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function ○ Incident Radio Communications Plan (blank or pre-filled) • Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ AHJ identification badge and qualification card ○ Radio programming equipment (cloning cable or computer), adapters, and suitable tools ○ GPS ○ First aid kit • Personal Protective Equipment (PPE) and security measures 	<p>C, E, F, I, J, T</p> <p style="font-size: 2em; margin-left: 20px;">F</p>	<p>#1</p>	<p style="font-size: 1.5em;">RKS</p> <p style="font-size: 1.2em;">8-19-25</p>

1b. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>2. Review or develop a draft Incident Radio Communications Plan. Examples of important information include:</p> <ul style="list-style-type: none"> • Frequencies and talk groups already assigned • Other mutual aid channels or equipment already in use • Gateway or other interoperability devices already in use • Other current incidents or events that may overwhelm resources or create conflicts with existing communications plans 	E, F, I F	#1	RSD 8-20-25

1c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>3. Contact local Communications Coordinator or Communications Duty Officer at the National Interagency Fire Center (NIFC) if necessary to determine frequencies and equipment available for the incident. Note: NIFC involvement is incident dependent.</p>	E, F, I F	#1	RSD 8-20-25

2. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate the ability to identify opportunities for universal accessibility for persons with disabilities.	E, F, I, J F	#1	JKSP 8-20-25
5. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access for persons with disabilities.	E, F, I, J F	#1	JKSP 8-20-25
6. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F, I, J F	#1	JKSP 8-20-25

2b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> • Receive and transmit current and accurate information • Communicate changes to the Incident Action Plan (IAP) or relevant plans • Inform appropriate team members of significant changes in operations • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current • Provide supervisor with operational status for incident status summary and situation reports • Coordinate with operations regarding system coverage and needs • Coordinate with first responders and public safety to support organizations as necessary (such as Medical Unit for medical evacuation plan) • Coordinate with special units such as Air Operations, Explosive Ordnance Disposal (EOD), and SWAT for special frequency needs 	E, F, I F	#1	JKSP 8-20-25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>8. Coordinate frequencies, activities, and resources with communications resource coordinators outside of the incident:</p> <ul style="list-style-type: none"> • Contact Communications Coordinators and notify them of incident frequency, talk group, mutual aid channel, dispatch center, or other shared resource assignments, as appropriate • Identify communications equipment and personnel that exceed incident needs and demobilize if appropriate • Identify resources by type/qualifications, quantity, and location • Provide a copy of the of the Incident Radio Communications Plan to other agencies or to the COML at any nearby incidents, as necessary, to avoid interference or other conflicts 	<p>E, F, I F</p>	<p>#1</p>	<p>RSP 8-20-25</p>
<p>9. Notify appropriate local, county, regional, state, and Federal agencies for adjacent incident(s) of system design and frequency allocations.</p>	<p>E, F, I F</p>	<p>#1</p>	<p>RSP 8-20-25</p>

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: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>10. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	E, F, I F	#1	RSP 8-20-25
<p>11. Initiate and maintain accurate records of all communications equipment:</p> <ul style="list-style-type: none"> • Initiate and maintain accountability system for issuing handheld radio resources • Document geographic locations of equipment and transfer this information to local maps (latitude/longitude, legal) • Keep records for local and national resources to ensure return to proper locations 	E, F, I F	#1	RSP 8-20-25

3b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>12. Design communications systems to meet incident operational needs:</p> <ul style="list-style-type: none"> • Determine additional resource needs and order necessary equipment and personnel • Prepare Incident Radio Communications Plan • Request any additional communications vendor services (such as telephone, satellite communications, and microwave technology) and identify costs associated with equipment • Coordinate, through the chain of command, the installation locations for equipment (such as repeaters, satellite telephones, and telephone lines) • Provide communications support for external and internal data operations • Order frequencies following the proper procedures • Create diagrams of current communications systems • Determine optimal locations for any future expansion of communications equipment, using topographical maps to evaluate elevation and separation needs 	E, F, I F	#1	RSP 8-20-25

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Design telephone/data networks to meet incident needs: <ul style="list-style-type: none"> Determine locations for telephone/data networks to be installed 	E, F, I F	#1	RSD 8-20-25
14. Request additional telephone communications services: <ul style="list-style-type: none"> Identify cost and options associated with equipment/services Determine whether service can be provided in a timely manner 	E, F, I F	#1	RSD 8-20-25
15. Request additional cellular communications services, including portable cellular towers such as cellular on wheels (COW) and cellular on light truck (COLT): <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	E, F, I F	#1	RSD 8-20-25
16. Request additional data/internet communications services: <ul style="list-style-type: none"> Identify options associated with equipment/services Determine whether services can be provided in a timely manner 	E, F, I F	#1	RSD 8-20-25
17. Provide basic training as needed for equipment being deployed	E, F, I F	#1	RSD 8-20-25

4. Competency: Ensure completion of assigned actions to meet identified objectives

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

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Determine communications equipment requirements and place the initial order. Based on information obtained from IAP, section briefings, and agency briefings, immediately order (using proper procedures) supplies, materials, and equipment necessary to support projected incident size.	E, F, I F	#1	KSP 8-20-25
19. Install communications equipment: <ul style="list-style-type: none"> • Obtain equipment from Supply Unit, if one exists, or from authorized sources • Arrange the installation of communications equipment and test all components to ensure systems are operational. For example: <ul style="list-style-type: none"> ○ Command repeater ○ Logistics repeater ○ Links (radio and wire-based) ○ Remotes ○ Gateways ○ Aircraft and other special needs • Develop installation priorities (for example, operations before logistics) while adhering to safety standards for communications needs of tactical personnel • Clone or program radios, as necessary and authorized 	E, F, I F	#1 KSP 8-20-25	

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>20. Assign communications equipment:</p> <ul style="list-style-type: none"> Identify kind and number of communications equipment to be distributed to specific units according to the communications plan Provide resources and unit leaders with appropriate equipment based on the communications plan Provide basic training as needed on equipment being fielded Maintain equipment inventory to provide accountability 	E, F, I F	#1	NXP 8-20-25
<p>21. Establish Incident Communications Center (ICC):</p> <ul style="list-style-type: none"> Coordinate location of ICC with Facilities Unit Leader Locate ICC close to the Incident Command Post and away from high-traffic areas and noise Locate ICC away from radio frequency and electronic noise Verify estimated time of arrival (ETA) of communications personnel, establish assignments based on incident requirements, and plan schedules around operations requirements Obtain necessary supplies for ICC to function properly 	E, F, I, R F	#1	NXP 8-20-25
<p>22. Manage operations of the ICC:</p> <ul style="list-style-type: none"> Document radio/telephone activities on appropriate forms Set up filing system for ICC documentation Direct radio/telephone traffic to proper destinations Establish notification procedures for emergency messages Identify system problems, both technical and operational, and determine appropriate solutions Follow established routing procedures for messages 	E, F, I, R F	#1	NXP 8-20-25
<p>23. Perform operational tests of communications systems throughout the duration of the incident:</p> <ul style="list-style-type: none"> Identify and take necessary action to accomplish minor field repair or place orders for replacement of equipment Monitor all gateways in use Plan for battery replacement Act decisively to minimize interruptions in system operation 	E, F, I F	#1	NXP 8-20-25

INCIDENT BRIEFING (ICS 201)

1. Incident Name:

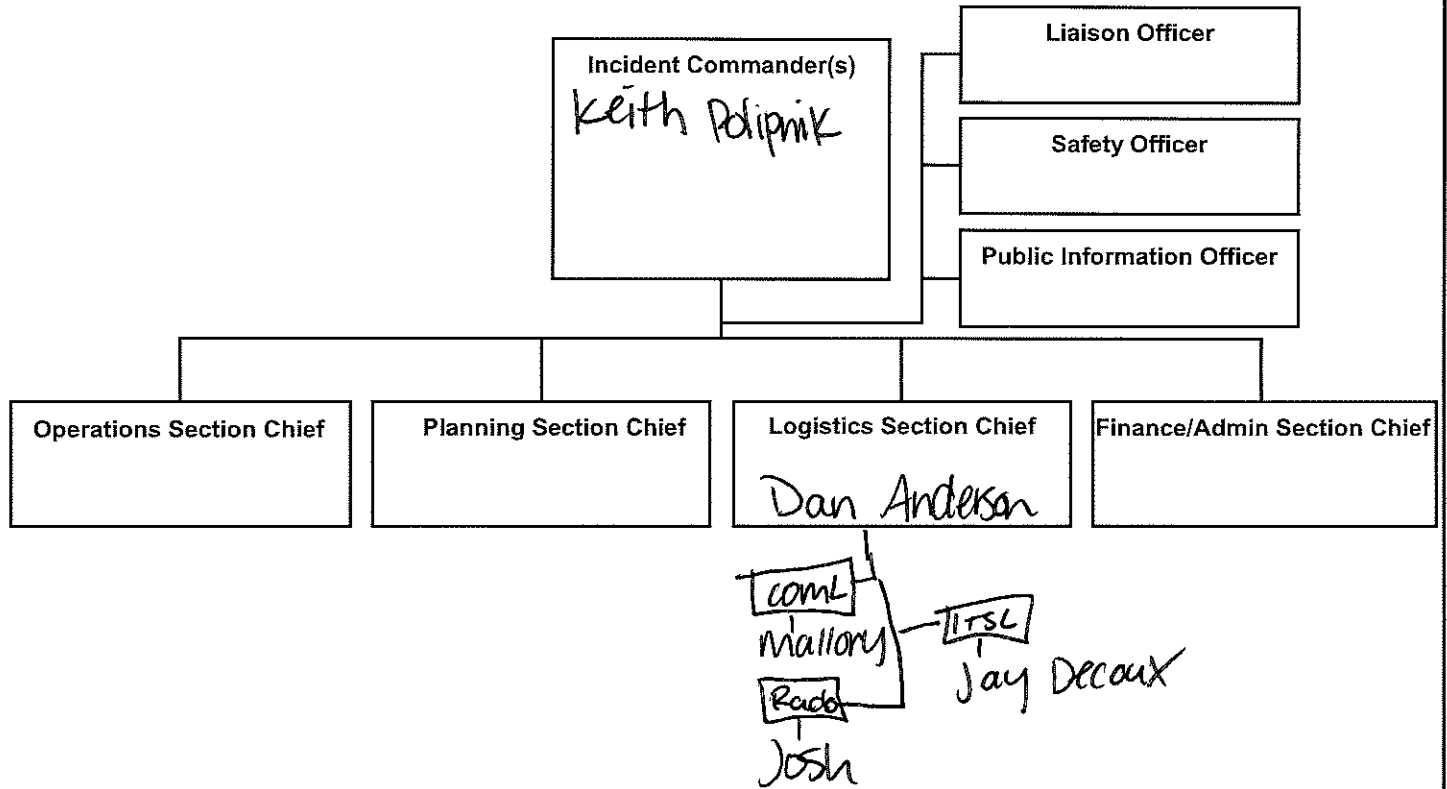
DOPPY CO Earthquake

2. Incident Number:

3. Date/Time Initiated:

Date: 8-25-25 Time: 1020

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: Mallory Blaiser

Position/Title: COML/IT

Signature: [Signature]

INCIDENT BRIEFING (ICS 201)

1. Incident Name:

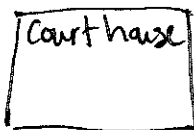
POPPY CO Earthquake

2. Incident Number:

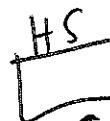
3. Date/Time Initiated:

Date: 8-20-15 Time: 0915

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):



A STR. Trailer



victim
relocation → MS



family assistance

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

- trees down
- electrical out
- water effected

6. Prepared by: Name: Mallory Blaiser Position/Title: ComL (A) Signature: Mallory Blaiser

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:

POPPY 10 Earthquake

2. Date/Time Prepared:

Date: 8-26-25
Time: 1024

3. Operational Period: 2

Date From: 8-26-25
Time From: 0800

Date To: 8-26-25
Time To: 1500

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
		Command	CM-12	Command Annex					D	
		Tactical	BTAC91	LE/Fire	851.525N	156.7	807.325	156.7	A	Regional STR located at Henwood
		Tactical	BTAC92	Wild area	852.0125N	156.7	807.625	156.7	A	Net STR located between Henwood & Poppy EOC
		Staging	8SDA3	Staging	853.9025	156.7	853.9025N	156.7	A	EOC Staging Area to EOC
		Support	SDAD							SETC Voice net. Spurs
		Support	NY9D	Shelter ops	442.700		447.700	166.0	A	Amateur Radio repeater
		Support	STAC12	Public works						Street clean up

5. Special Instructions:

CM-12 reserved. Henwood tactical repeater net supplied by regional STR

6. Prepared by (Communications Unit Leader): Name:

William Plaisier

Signature of:

William Plaisier

ICS 205

IAP Page

Date/Time:

8-26-25 1037

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): Poppy CO Earthquake		
2. To (Name and Position): Demob		
3. From (Name and Position): Mallory Blaiser (OML(T))		
4. Subject: Resources/Personel for Demob	5. Date: 8-20-25	6. Time: 0959
7. Message: Ryan Hindt to be released at 1500 - must have 8 hours of rest before returning home Joseph McCollaw to be released at 1500 - must have 8 hours R:R Jan Decoux released at 1900 - 8 hours R:R		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name: Peppy Co. Earthquake 2. Date/Time: 8.26.25 0948 3. Resource Request Number: 1

4. Order (Use additional forms when requesting different resource sources of supply.):

Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
				Requested	Estimated	
2			8 foot tables	8.26.25	0945	
50			maxxon cache radios APX 800XE	8.26.25	0945	
1			Printer? copy capabilities - Printer	8.20.25	0945	
1			Honda T800 Generator - 4	*	0955	
3			15 foot extension cords that can connect to generator...	"	0955	
1			hic Ballpoint pens	8.20.25	1400	
2			canle Radios	8.20.25	1400	
1			INVTD	8.26.25	1400	

5. Requested Delivery/Reporting Location: Deliver to Peppy EOC Poliphik

6. Suitable Substitutes and/or Suggested Sources: Any type of 800 MHz Amner Capable Radios

7. Requested by Name/Position: Mallory Conliff 8. Priority: Urgent Routine Low

9. Section Chief Approval: _____ 11. Supplier Phone/Fax/Email: _____

10. Logistics Order Number: _____

12. Name of Supplier/POC: _____

13. Notes: _____

14. Approval Signature of Auth Logistics Rep: _____ 15. Date/Time: _____

16. Order placed by (check box): SPUL PROC

17. Reply/Comments from Finance: _____

18. Finance Section Signature: _____ 19. Date/Time: _____



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: October 22, 2025
Agenda Item: XX. Approval of 2026 Regional Funding Priorities
Presenter: Fredrick

RECOMMENDATION

Applications for the Statewide Emergency Communications Board (SECB) Grant will likely open during the month of December and will likely be due in the January 2026 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 2024-2025 (in priority order):

- Communications Response Task Force (CRTF) training/exercise (\$3000)
- Assistance to attend Public Safety Communications Conferences (\$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 2026 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 22, 2025
Agenda Item: XX. Approval of 2026 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 Radio Technical Operations Committee

2026 Meeting Dates

Wednesday, January 28, 2026

Wednesday, February 25, 2026

Wednesday, March 25, 2026

Wednesday, April 22, 2026

Wednesday, May 27, 2026

Wednesday, June 24, 2026

Wednesday, July 22, 2026

Wednesday, August 26, 2026

Wednesday, September 23, 2026

Wednesday, October 28, 2026

Wednesday, November 18, 2026*

Wednesday, December 15, 2026*

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.



METROPOLITAN EMERGENCY SERVICES BOARD

Meeting Date: October 22, 2025
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 2026, 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 22, 2025
Agenda Item: 4E. Approval of 2026 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 2025:

SECB Land Mobile Radio

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

SECB Wireless Broadband & Applications

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

SECB Interoperability

Primary: Ron Jansen (Dakota 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).

ISSUES & CONCERNS

Staff discussed the appointments listed in the recommendation with those that served in 2025. 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

Metro Mobility Usage
(Hours:Mins:Secs)
2025

Please Note: The report from Metro Mobility will be given at the beginning of the quarter beginning

Month	Anoka (Lino						North	Hennepin
	City Center	Lakes)	Dakota	Norwood	Hastings	Branch	West	
January	17:24:38	11:09:01	4:58:51	5:09:57	6:40:23		10:00:51	
February	18:37:29	11:18:59	6:35:39	5:07:11	5:17:19		10:23:22	
March	17:13:30	11:25:39	5:25:55	5:15:57	5:24:17		9:22:48	
April	19:33:21	13:49:06	5:21:52	5:27:43	5:18:48		11:49:05	
May	18:05:02	12:05:35	5:02:41	5:29:20	5:00:18		11:42:06	
June	17:39:59	11:42:54	4:25:19	5:41:28	5:51:00		10:12:03	
July	17:44:45	12:58:23	5:21:17	5:24:14	4:15:57		10:00:33	
August	18:39:03	13:59:47	6:06:30	7:33:37	5:24:45		12:52:44	
September	16:50:48	12:51:34	6:48:47	6:45:39	5:44:11		11:39:54	
October								
November								
December								

Difference since

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

Target	150:00:00	75:00:00	75:00:00	75:00:00	75:00:00	0:00:00	75:00:00
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g in 2023

Overall

55:23:41
57:19:59
54:08:06
61:19:55
57:25:02
55:32:43
55:45:09
64:36:26
60:40:53

1982:54:04

525:00:00